

PROPERTY REGULATIONS

1 Maintenance and Repair

- a) The permission of Presbytery must be sought and obtained before work commences on major alterations, and/or any additions, and/or repairs to property, whether or not the titles are vested in the General Trustees. The cost of work must include all work to be carried out, even if phased, and *must* include all fees for all *legal work*, architects, surveyors, VAT, and any other costs *which may be incurred*.
- b) The maximum costs of such work which may be undertaken without Presbytery's consent shall be determined annually in March on the recommendation of the Property Committee.

2 Emergency repairs may be effected immediately in consultation with the Convenor or Vice-Convenor of the Property Committee, *of which work shall be minuted at the next Property Committee meeting and submitted* for approval at the next ordinary meeting of Presbytery.

3 Four weeks' notice shall be given to the Property Committee to consider plans and submissions for the subsequent meeting of Presbytery. Submission must include full details, plans, costings (estimates), details of financial reserves, along with any fundraising plans: *additionally, details should be included of the last two financial years expenditure on the congregation's properties. If the costs of any single work are currently in excess of £15,000 but less than £25,000 then the submission must include an extract minute from the Kirk Session or Financial Court stating how the congregation will finance the work: if the work or project total cost shall be in excess of £25,000 then an extract minute of an Extra-Ordinary Congregational Meeting will need to be included setting out*

- a) *approval of congregation, and*
- b) *how the total cost of the work or project will be met by the congregation.*

4 Vacancy

- a) On the occurrence of every vacancy, all properties of the congregation(s) shall be inspected by the Property Committee and a written report on the condition of the properties shall be submitted to the Presbytery.
- b) In the case of a continuing vacancy an annual inspection of the properties shall be made and a written report on the condition of the properties shall be submitted to the Presbytery.
- c) In the case of a vacant charge, as soon as possible after the congregation(s) have elected to call a new minister, the Property Committee shall inspect the manse and submit a written report to the Presbytery.

5 Local Church Review

- a) In a Local Church Review when properties belonging to the congregation(s) require to be professionally inspected, such properties may also be inspected by representatives of the Property Committee in the year appointed for Local Church Review.
- b) In any other Local Church Review, such properties shall be so inspected in the year appointed for Local Church Review, with the cost of a professional survey being borne by the charge concerned.