

ABBOTSHALL PARISH CHURCH

VACANCY

MANSE REFURBISHMENT

VACANCY GUIDELINES - MANSES

- Provide a Manse of good standard – tax purposes;
- Exceptionally a minister may live in their own house – must be approved by Manse adjudication committee;
- Manse should be inspected immediately it becomes vacant – completed;
- Manse condition schedule to be completed;

Continued

- Schedule of works to be approved by Financial Board;
- Makes discussion with prospective candidates easier;
- Most recent Quinquennial report should be available;
- Presbytery advised that Manse is vacant – completed;
- Presbytery inspection completed;

Continued

- Insurance company to be advised – completed;
- Council Tax Relief to be applied for – completed;
- Insurance visit – completed;
- All access to Manse to be logged – in hand;
- Manse to be inspected on a 7 day cycle – already operational;

Continued

- AIM – to carry out all major repairs and to ensure that decoration and repair is up to date before a new minister arrives. Final redecoration should wait until minister has been selected.

Guidelines for Manses, (Appendices 4/5)

- Manse should have not less than:
 - 3 public rooms;
 - 4 bedrooms;
 - Garage;
 - Usual amenity spaces i.e. kitchen toilets bathroom etc.;
- Desirable to provide:
 - A fridge, freezer, washing machine, tumble dryer and dishwasher – requires to be provided
 - Security system – installed and checked

Continued

- Double glazing and loft insulation;
- Carpets and floor coverings in all rooms;
- Blinds or Curtains in all public rooms and study.

Regulatory Essentials. (appendix 5)

- Every congregation should provide a manse that has;
 - An efficient heating system;
 - Lead free hot and cold water supplies;
 - Modern electrical system;
 - Suitable Bathroom and sanitary ware with shower and guest toilet;
 - Efficient internal and external lighting systems;
 - Adequate CO sensors, smoke alarms, fire blanket;
 - Annually serviced gas, electrical and fire safety systems;

Continued

- Adequate storage facilities for Garden equipment, bicycles etc.; and
- A congregation that takes responsibility for appropriate maintenance of the Manse; and who
- Take responsibility for management and maintenance of the Manse Grounds; and shall
- Budget to meet the costs of refurbishment and thereafter the agreed programme of redecoration and repair.

- The following costed schedule of works ensures that this Congregation will agree to maintain the Manse property to the required standards explained in this paper.

DESCRIPTION OF WORKS	COST
Emergency replacement of lower sash to window in Bedroom 3 (west)	£495
Electroguard maintenance of security alarm systems	£290
Gas system checks and repairs – Replace 15 year old boiler, remove and refit radiators after redecoration, fill and test system.	£2592
Remove redundant gas fires, service remaining gas appliances, pressure test gas system and certificate.	£198
Plumbing work – replace bath panels in main bathroom, replace damaged WHB and taps, service shower controls, refill and test system.	£769
Electrical work – 100% inspection and test of all circuits, repair any faults found, install CO and smoke detectors, test and certificate, supply and fit new electric fires	£1788

DESCRIPTION OF WORKS	COST
Gutter cleaning Dec 2017	£162
Renew telephone line (completed)	£60
Cut out and resurface front area of driveway, remove moss to remainder	£4620
Garden maintenance	£360
Cut grass, treat with moss and weedkiller, scarify and aereate, topdress and reseed where relevant, repeat weed and feed *3	£1660
Annual Prune of shrubs and fruit trees	£80
Roof works – replace / refix approx 45 slates, reseal / replace flashings, supply and fit 8 no vent cowls, provide access equipment	£2286
Rake out and repoint mortar to cope stones and skews, rake out and repoint 5m2 mortar on east facing gable including pointing to chimney coping.	£1860
Build up gas fire openings, plaster finish and dress in to existing wall finishes	£330

DESCRIPTION OF WORKS	COST
Remove sashes to all sash and case windows, refurbish and fit with brush seals	£687
Interior redecoration to all areas of Manse	£6590
External decoration of refurbished windows	£1000
Clean existing carpets to all rooms	£450
Lift and replace vinyl floor coverings to Kitchen areas and bathroom. (Allow the sum of :-)	£700
Supply and install the following white goods:- Undercounter fridge, Undercounter freezer, washing M/C, Dishwasher and Tumble drier.	£1267
Supply and install curtains to public rooms:- (allow the sum of :-)	£1000
Replace door glazing to 2 no vestibule doors with safety glass, minor repairs to some window panes	£560
Carry out EPC survey of Manse and submit report with energy conservation recommendations.	£70

DESCRIPTION OF WORKS	COSTS
Garage Repairs – replace window to rear of garage, remove and dispose of fibre board ceiling and replace with WBP plywood ceiling. (Allow the sum of:-)	£800
SUB TOTAL	£30674
Allow 10% contingency fund	£3067
FINAL BUDGET COSTS	£33741