**Churchwardens’ Annual Church Property Report**

‘Go up to the hills and bring wood and build the house, so that I may take pleasure in it and be honoured, says the Lord.’ *Haggai 1.*

In accordance with The Parish Administration Act (2010) and good stewardship, the Template below is to be:

* completed and signed off on by the Churchwardens;
* presented to Parish Council ahead of budget deliberations for the following year (suggest September each year)
* forwarded to the Registrar by 31 October each year; and
* presented at the following Annual Parish Meeting.

**Presented to Parish Council:**  \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ (Date)

**To be** **presented to Annual Parish Meeting:**  \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_

**Sent to Registry:**  \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_

***This form should be considered when developing the next year’s annual parish budget. Note that all issues identified DO NOT need to be addressed at once, create a plan to tackle the highest risks first. [[1]](#footnote-1)***

Please take heart as this will take more time the first year that it is introduced, and it will be easier next time!

|  |  |  |
| --- | --- | --- |
| **Parish/Centre** |  | **Year**  |
| **Street address** |  |  |
| **Building** |  |

Complete visual inspection and tick / insert comments or rating where appropriate

***(one report per building)***:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **External** |  |  |  |  |  |
|  | **No visible problem** | **Further Inspection Required** | **Work to be undertaken** | **When will action be taken[[2]](#footnote-2)?** | **Risk rating** |
| Roof |  |  |  |  |  |
| Guttering |  |  |  |  |  |
| Windows / Doors |  |  |  |  |  |
| Walls |  |  |  |  |  |
| Ground level perimeter |  |  |  |  |  |
| Steps/Ramps/Handrails |  |  |  |  |  |
| Land and gardens |  |  |  |  |  |
| Other (eg garden) |  |  |  |  |  |
| Other |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internal** |  |  |  |  |  |
|  | **No visible problem** | **Further Inspection Required** | **Work to be undertaken** | **When will action be taken?** | **Risk rating** |
| Ceiling |  |  |  |  |  |
| Walls |  |  |  |  |  |
| Windows / Doors |  |  |  |  |  |
| Floor / Flooring |  |  |  |  |  |
| Furniture |  |  |  |  |  |
| Handrails |  |  |  |  |  |
| Other (eg handbasin)  |  |  |  |  |  |
| Other -  |  |  |  |  |  |

**Notes: Nature of required work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes: Timeline of required work**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Churchwardens Signatures**

**Name Signature Date**

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**Provision in Parish Budget: Yes / No (Year:\_\_\_\_\_\_\_\_\_\_)**

**Estimated Cost of work required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**RISK RATING MATRIX**

1. There is a Risk Matrix on page three to assist with Risk Ranking. [↑](#footnote-ref-1)
2. *Consider when it can be budgeted for, eg the following year, or a future date 2021, 2022, as soon as funds can be raised (agree plan for raising funds)?* [↑](#footnote-ref-2)