**Churchwardens’ Annual Church Property Report**

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

* completed and signed off on by the Churchwardens;
* forwarded to the Registrar by October 31st each year; and
* presented at the Annual Parish Meeting.

***This form should be considered when developing the 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)***

**Building** (eg: Rectory/church/hall) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parish and location of Property** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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** | **Risk rating** |
| Roof |  |  |  |  |
| Guttering |  |  |  |  |
| Windows / Doors |  |  |  |  |
| Walls |  |  |  |  |
| Ground level perimeter |  |  |  |  |
| Steps/Ramps/Handrails |  |  |  |  |
| Land and gardens |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internal** |  |  |  |  |
|  | **No visible problem** | **Further Inspection Required** | **Work to be undertaken** | **Risk rating** |
| Ceiling |  |  |  |  |
| Walls |  |  |  |  |
| Windows / Doors |  |  |  |  |
| Floor / Flooring |  |  |  |  |
| Furniture |  |  |  |  |
| Handrails |  |  |  |  |

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

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

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**Provision in Parish Budget: Yes / No**

This form should form the basis of the Churchwardens’ report to the Annual Parish Meeting of the condition of all Church Property and work needing to be undertaken.

Churchwardens’ signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
| Date / / |  | Date / / |  | Date / / |



**RISK RATING MATRIX**

1. There is a Risk Matrix on page three to assist with Risk Ranking. [↑](#footnote-ref-1)