

IMPROVEMENTS

TO CLERGY HOUSES IN DIOCESAN MANAGEMENT

Financial circumstances have made it necessary to determine a strict policy on the funding of improvements, modernisation and alterations to parsonages, team vicarages and assistant staff housing in Diocesan management

1. The Property Committee in each Archdeaconry identifies each year the need for major improvements to be met from Diocesan funds. These works are carried out on a planned programme in strict priority order, over a period of years.
2. Limited additional funds are also available each year to help with improvements that are requested by households or parishes during the course of an appointment or during an interregnum. These funds can be applied for on a "*first come first served*" basis to meet **one half** of the cost of the works concerned, up to a maximum contribution, currently £450. The balance of the cost in each case will need to be found by the local church [this is households, patrons or PCCs]. In all cases specifications or other details need to be approved by the Diocese in advance.

Priority will be given to home security features such as sensor operated external lighting, extra window locks or intruder alarm systems. Please note that the Diocese cannot accept responsibility for annual maintenance or service costs on intruder alarms installed under this new policy.

3. Local contributions are not subsequently returnable, either in cash or kind.
4. If the local church wishes to initiate **major** alterations or improvements itself, and seeks financial help from the Diocese, it should make early contact with the Property Manager. Such works will always require the prior approval of the Archdeaconry Property Committee, and the Archdeacon or Property Secretary can give guidance on individual proposals.
5. Major improvement schemes usually arise at a vacancy, when time is very limited. In order to avoid delays large schemes initiated by the Diocese are planned during the course of the previous appointment so that the work itself can, if possible, be started as soon as the house is vacant. In consequence Clergy coming to a new post cannot normally expect to be involved in works prior to their institution/licensing except for choice of colour schemes and similar minor matters where instructions have not already been issued to the contractor.
6. Applications for consent to all locally funded improvements and enquiries about current allowances etc., should be made to the Property Manager.