

What to do now you've received your **Quinquennial Inspection Report**

If you have any questions please contact the Diocesan Advisory Committee (DAC):

DAC Secretary (Mrs Christine Marshall)
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For more information about the care of churches visit the DAC pages on the Diocese of Manchester's website: www.manchester.anglican.org



What to do now

1. **Read it!**
2. **Set up a Fabric Committee to the PCC (if you do not already have one)**
 - The Fabric Committee review the required repairs and their priority:
 - Commission the architect to attend a meeting to discuss the report and give guidance on what to do first/next. It would be helpful to provide advance notice of specific questions. (The visit by the architect would involve a fee).
 - Invite the area dean to the meeting and/or the deanery buildings officer
 - Prioritize the work, firstly ascertain what, if any, work can be done by parishioners
 - Consult the architect to ascertain if any of the repairs can be administered by the PCC
3. **Discuss finance and budgeting with the PCC.**
 - Guidance and advice on funding can also be sought from the Revd. Dian Leppington, Parish Resources Officer.

What to do now

4. **Inform insurers of any building work going ahead, and any health and safety implications arising from the work. Ensure renewals are kept up to date.**
5. **Ensure that any work organised directly be done in accordance with DAC guidance notes where available.**
6. **Following the review process provide the archdeacon and area dean with an action plan to deal with the repairs.**
(This will also assist the parish to prepare for the archdeacon's visitation).

Remember...

A faculty is required for all work (including maintenance repairs) to a church or proposed within the curtilage of the church (e.g. the churchyard, entrances, boundary walls, etc) **unless the Chancellor has given leave for the work to proceed under his General Guidance on Faculties (formerly known as the 'De Minimis' rules).**

If in doubt please check with the DAC Secretary
(contact details on the back page of this leaflet)