

Useful notes and hints

On occupation please ensure you take meter readings for:

- Water*
- Gas
- Electricity
- Telephone

and register with the supplier.

*Note if the property has been vacant for a prolonged period of time there may be a rebate available to the parish.

Please inform the Property Secretary of your occupation dates as soon as possible for Council tax purposes.

Information on diocesan housing policy is available in:

The Parsonage Handbook 2006

If a copy has not been left in your new home a replacement is available from the Property Secretary at the Diocesan Office.

Useful Telephone Numbers

Property Secretary
4th Floor Church House
90 Deans gate
Manchester
M3 2GH
Geoffhutchinson@manchester.anglican.org
Diocesan Office: 0161 828 1400

Utilities:

- Water 0845 746 1100
- Gas 0845 6080227
- Electricity 0800 479 1210
- BT 0800 800 150

Broken Windows:

Solaglas 0800 474747
Quote insurance EIG HH96000190

Gas Maintenance contractors:

- Manchester Archdeaconry
H H Smith & Sons: 0161 280 3509
- Bolton Archdeaconry
Craggs: 01204 697157
- Rochdale Archdeaconry
Barnes & Booth: 01457 872582



THE CHURCH
OF ENGLAND
**Diocese of
Manchester**



**Parsonage House
Interregnum Inspection**

Introduction

If you are new to the Diocese, or moving within it, we welcome you and hope that you will be happy in your new home and surroundings.

Moving house and job is known to be a very stressful experience. It is hoped that through this leaflet the process of inspection and occupation of your new home will be made easier.

The first concern of the Property Committee is the security, comfort and welfare of those who live in Parsonages. It is our wish to co-operate with the Incumbent and parish in all matters that concern the parsonage so that, within the resources available, the parsonage will be a fit place to live and work.

The Inspection

Normally the Property Secretary and Surveyor carry out the inspection of the house during working hours. As well as the new occupant, we invite the Sequestrators to be present to represent the parish. The Archdeacon also normally attends.

Following inspection all repairs found necessary will be carried out at diocesan expense. However, work may be requested that is considered to be an improvement.

Improvements are usually carried out in conjunction with quinquennial and interregnum repairs.

Work is subject to the availability of funds and the Committee being satisfied that works are justified. The Committee, working within its financial

constraints, endeavours to improve older parsonages to the current standard, although in some houses this is not physically practicable.

Any improvement work put in hand without prior approval of the committee will not be funded.

On completion of the inspection a verbal report will be given, a letter of confirmation and full schedule of works will follow this. The work will be put out to tender as soon as possible after the inspection, the tendering process normally takes approximately three weeks. The sequestrators are asked to give the contractors full and unfettered access to the property throughout the tendering process and contract period.

In the event of a kitchen replacement you will be consulted on the layout and design including work surfaces, floor coverings, etc. and you will be given the choice of finishes within the range and of the overall colour schemes.

The sequestrators remain responsible for the property until the date of the institution or licensing. Visits to the site and any possible DIY work to be carried out should only be done after consultation with the Property Department.

Decoration

A decoration grant of £500 is available towards the purchase of decorating materials. Alternatively if you prefer to use a professional decorator, 33% of the cost will be reimbursed up to a maximum of £500. To claim this allowance forward a copy of the paid invoice to the Property Secretary.

Cooker

A once only cooker grant of £300 is available to clergy in Manchester Diocese. Once purchased the cooker remains the property of the purchaser. To claim a cooker grant, forward a copy of the paid invoice to the Property Secretary.

Other maintenance

Gas appliances are inspected annually under a contract paid for by the diocese and a Landlord's Gas Safety Certificate is obtained on each occasion. Electrical installations are checked at the quinquennial inspection and are certificated.

A Performance Report will be included with the Schedule of Works. To enable us to monitor the standard of work carried out, please ensure that this form is completed and returned as soon as possible.