

Presbytery of Argyll

Guidance notes for congregations on property projects

Introduction

Whether it is the replacement of a malfunctioning boiler or the complete refurbishment of a sanctuary, the thought of having to attend to application forms in order to progress such work can be quite daunting for some people.

It is the role of the Presbytery Property Committee to support you in this process, to give guidance and advice, and point you in the right direction.

Whatever your property project or inquiry may be, please do get in touch with us as early as possible so that we can help facilitate all necessary processes and permissions as efficiently as possible. The best person to contact is the convener, Rev Dr Lindsay Schluter, telephone 01871-810230 or e-mail lschluter@churchofscotland.org.uk.

Here is a brief overview as to when you will have to be in touch with the Property Committee – and when not!

- If your project is below £15,000 and you hold sufficient funds for the work, then you do not need permission and can proceed with the work.
- If your project is below £15,000 but you do not hold sufficient funds and are seeking to obtain grants or loans, then you need to apply to the Property Committee by using the General Application Form.
- If your project is above £15,000 (whether you hold sufficient funds or are seeking financial support), then you need to apply to the Property Committee by using the General Application Form.
- If you seek release of funds held on your behalf in the Consolidated Fabric fund then the following applies:
 - For sums below £15,000 a letter signed by session clerk giving the relevant extract minute for the decision to draw on that fund will suffice.
 - For sums above £15,000 you will need to complete the General Application Form.

Some other pointers also:

- Please always present costings to include VAT as you can no longer assume that you will be able to reclaim all VAT.
- If you are seeking to apply to the Heritage Lottery Fund, or its successor you must complete a separate form which confirms that the Kirk Session is supportive of such an application.
- Please do not contact Historic Environment Scotland (the successor body of Historic Scotland), but let the General Trustees of the Church of Scotland do so on your behalf. The Property Convener will facilitate this for you.

The General Application Form gives information as to what other paperwork will have to accompany your application. As a general rule - especially for a convener who lives many nautical miles away! – it

is always helpful if you outline your project in a covering letter and give as much information as possible.

Both the General Application Form and the Heritage Lottery Form are available from this website, or alternatively please contact the Property Convener directly for them.

Please send all paperwork to the convener, Rev Dr Lindsay Schluter, The Manse, Cuithir, Isle of Barra HS9 5XU. Alternatively, you can send it electronically to lschluter@churchofscotland.org.uk though please bear in mind that the application form must be signed by the appropriate congregational office bearer and therefore needs to be scanned, rather than simply completed online.