

Guildford Diocesan Board of Finance

registered charity 248245, company limited by guarantee 225289

# **DIOCESE OF GUILDFORD**

# **Parsonages Handbook**

Up dated January 2009

# Contents

	Page
<b>Introduction from the Archdeacon's of Dorking and Surrey</b>	<b>3</b>
<b>The Team at Diocesan House</b>	<b>3</b>
<b>Notes from the Property Manager</b>	<b>4</b>
1. <b>Emergency Work</b>	<b>7</b>
2. <b>Quinquennial Works</b>	<b>8</b>
3. <b>Interregna</b>	<b>9</b>
4. <b>Heating/Boiler Servicing</b>	<b>11</b>
5. <b>Gas Fires and Central Heating</b>	<b>12</b>
6. <b>Improvement Works</b>	<b>13</b>
7. <b>Electrical Installations</b>	<b>14</b>
8. <b>Works Orders</b>	<b>14</b>
9. <b>Grants</b>	<b>15</b>
10. <b>Standard of Workmanship</b>	<b>15</b>
11. <b>Security</b>	<b>16</b>
12. <b>Smoke Alarms</b>	<b>16</b>
13. <b>Trees and Garden Works</b>	<b>17</b>
14. <b>Insurance</b>	<b>18</b>
15. <b>Council Tax</b>	<b>18</b>
16. <b>Subletting</b>	<b>19</b>
<b>Appendix 1. Nominated Contractors for Diocesan Managed Property</b>	

## Introduction

This is an updated version of the Parsonages Handbook, which we hope will be a useful source of information about parsonage houses in the Diocese of Guildford.

**Please keep it where you can find it easily.**

A parsonage house combines both a home and a work-base for the clergy. It is intended to meet the standards outlined in what is called the Green Book and the Diocese is keen to make sure that that guide is adhered to on grounds of fairness and support for the clergy and their families.

Responsibility for the maintenance of the property is shared between the Diocese, the parish and the clergyperson, and this handbook offers guidance and information about how these responsibilities are to be met. It is important that the parsonage house is seen as a good resource for the mission of the church in the present, which can be handed on in good condition for future generations.

If you have any concerns about a parsonage house, then please be in touch with the Property Team at Diocesan House, or the Parsonages and Property Committee, or either of us as Archdeacons. We shall be glad to do what we can to help.

The Ven Stuart Beake

The Ven Julian Henderson

## The Team at Diocesan House

**Ken Mussell (Property Manager)**

[ken.mussell@cofeguildford.org.uk](mailto:ken.mussell@cofeguildford.org.uk)  
DDI 790317 Ext: 317

All property transactions  
maintenance, repairs and  
improvement works for parsonage  
housing and all diocesan managed  
properties

**Sue Mattin (Property Administrator)**

[susan.mattin@cofeguildford.org.uk](mailto:susan.mattin@cofeguildford.org.uk)  
DDI 790305 Ext: 305

property administration and  
enquiries re: maintenance and repairs

**The direct line for the Property Department is: 01483 790305**

# Notes from the Property Manager

Division of Responsibilities for Care of Properties

## 1. The Diocese

### Parsonages and the Repair of Benefice Buildings Measure 1972

The maintenance of parsonages and diocesan properties is a joint responsibility shared between the occupant \* and the diocese. In certain instances the PCC also have responsibilities. In the case of parsonages the Diocesan share of this responsibility is governed primarily by the Repair of Benefice Buildings Measure 1972 and in particular clause 2 (1) which reads -

“... works of repair and replacement as are needed -

- (a) to keep in repair the structure and exterior of the buildings of the parsonage house, including door, windows, drains, gutters and external pipes; and
- (b) to keep in repair all walls, fences, gates, drives and drains of the parsonage house, other than those which some person other than the incumbent is wholly liable to repair;
- (c) to keep in repair and proper working order –
  - (i) the installations in the parsonage house for the supply of water, gas and electricity, and for sanitation, including basins, sinks, baths and sanitary conveniences, and
  - (ii) the installations in the parsonage house for space heating or heating water, and
  - (iii) any fixtures fittings and appliances in the parsonage house (other than those mentioned in the preceding sub-paragraphs), if they belong to the benefice but not otherwise;

and includes works of interior decoration necessitated in consequence of such works....”

\*It should be noted that there is no obligation upon the diocese to keep in repair any superfluous outbuilding although it may agree to do so in some cases.

**Note.** Except where the context dictates otherwise, throughout this handbook references to “occupant” include incumbents and all stipendiary ministers (ordained and lay) who occupy diocesan managed property. Properties occupied by retired clergy or their widows, non-stipendiary licensed ministers

and by tenants are subject to the terms of any lease or occupational agreement but, in essence, responsibilities are similarly shared.

## **Diocesan Owned Housing**

### **2. The Occupant**

Diocesan property occupied by stipendiary licensed ministers other than incumbents is treated for the purposes of maintenance and repair as if it were a parsonage.

It follows from the above, that items of repair and maintenance which are not the responsibility of the diocese, in particular internal decorations and garden maintenance, are the responsibility of the occupant. The extent to which the parish may wish to assist the occupant in these tasks is entirely a local matter. However, there may be areas where responsibility is unclear and, if you are in any doubt, please speak to one of us in the Property Department.

**It is important that occupants fulfil their obligations in these areas of maintenance, not only to exercise good stewardship of the property, but also to avoid unnecessary greater expenditure that will inevitably be needed if gardens and decoration are left unattended.**

### **3. The Parish**

#### **Parsonage House**

A parsonage house is part of the benefice and, as such, is vested in the incumbent (or Team Rector) for the time being. Legally, the churchwardens and PCC have no interest in the house but they do have the right to be consulted about certain matters (e.g. a proposed sale). The exception to this is during an interregnum when the churchwardens (acting on behalf of the bishop) have a responsibility to look after the house until the induction of the new incumbent. It is a common misapprehension that the parsonage house belongs to "the parish". Even if the original cost of the house was funded locally, the parsonage is vested in the incumbent (or the bishop during an interregnum). Proceeds on a sale go first to the Church Commissioners who then pass any net proceeds to the diocese to fund a replacement house (if there is to be one) or for expenditure on the purchase or improvement of parsonage houses throughout the diocese.

**It is entirely a local issue as to what extent a PCC may choose to assist the incumbent with carrying out his/her obligations under (2) above. However, during an interregnum, it is expected that the PCC will undertake internal redecoration of the parsonage as may be requested and agreed with the new incumbent. It is also the churchwarden's responsibility to maintain the gardens during an interregnum**

**General**

This handbook contains references to “parsonages” and “incumbents”. Except where the context dictates otherwise, these terms refer to all diocesan managed property and to their occupants. Churchwardens and others looking after empty houses have responsibilities similar to those of the previous occupant.

Any statutory notices regarding your house should be sent (or copied) promptly to the Property Department.

All monetary figures in this guide, except where indicated, include VAT.

# 1. Emergency Work

The diocese has been divided into three geographical areas and contractors for various trades have been nominated for each of these areas. The list in Appendix 1 shows the contractors for your area who should be **contacted direct only** to arrange for **emergency work**.

The definition of **emergency work** is limited to repairs which prevent further damage to the building or maintain security and which are likely to cost less than £300 in total. The Buildings Manager **must** be informed of such emergencies as soon as practically possible.

When a contractor is contacted to carry out work which is likely to exceed **£300 excluding VAT**, the contractor will seek authority from this office before proceeding, unless it is clearly an emergency. Accounts for the work which is carried out in this manner should be sent directly to Diocesan House.

It is important that this facility is used wherever it is appropriate to do so to prevent further damage from ensuing and to give this office more time to concentrate on the quinquennial and interregnum works as well as other major projects. This is for the benefit of the parishes as a whole as well as for this office.

This delegated authority of instructing works up to £300 excluding VAT may also be used, if necessary, for instructing contractors other than those on the list in Appendix 1. However, the incumbent or the parish may have to bear the initial cost and claim reimbursement from the diocese. Where this is the case, please make it clear to whom reimbursement should be sent. Contractors wishing to bill the diocese direct should make their invoice out to "Guildford Diocesan Board of Finance".

A word of warning: never use tradesman who call at the door unsolicited. If you do not use the services of one of the nominated contractors, it is preferable to use contractors known to you or members of your congregation. Always use members of the trade body relevant to the work being carried out.

For gas installations, if there is need for emergency work between safety checks, you should first contact either the diocese's nominated plumber or your own service engineer. Where your own appointed engineer is used, prior approval should be obtained except in the case of extreme emergency.

Gas leaks should be dealt with **at once** either by the local Gas Board (the emergency telephone number for your area is listed in the telephone directory under "Gas") or by the appropriate service engineer.

## **2. Quinquennial Works**

### **Parsonage Houses**

Every parsonage house is inspected at intervals not exceeding five years under the provisions of the Parsonages and the Repair of Benefice Buildings Measure 1972. These inspections are carried out by the diocesan Buildings Manager on behalf of the Property Manager, who is the Diocesan Surveyor appointed under the Measure. The inspection covers the condition of the external fabric of the house and the internal fittings; it does not include internal decorations, although comment may be made on the state of these. A specification for any necessary works will be drawn up, a copy being sent to the incumbent, and competitive tenders obtained. Incumbents may also wish to recommend local contractors for inclusion on the tender list and the Buildings Manager should be notified of any such preference at the time the survey is carried out.

The Buildings Manager will authorise the works subject to overall costs being within the budget agreed by the Diocesan Board of Finance and Diocesan Synod. Any omission of work from an agreed schedule will be discussed with the incumbent. Upon instruction of the contractor, the incumbent will receive a copy of the Works Order and the contractor is required to contact the incumbent direct to arrange timing for the work.

Although inspections are usually made during the course of major work being carried out (and inevitably upon completion), please do not wait for that inspection if there is any matter which causes concern. Constructive comments regarding contractors' work is always helpful. Any complaints or comments on the standard of workmanship should be notified to the Buildings Manager at the time the work is carried out, so that any problems can be resolved quickly.

Any major structural problems should be notified to the Buildings Manager as soon as they occur, as it may in some circumstances be advisable to bring forward a quinquennial inspection. Similarly, in certain situations, a quinquennial inspection may exceptionally be deferred, for example, if a vacancy is pending or further investigations of structural problems are required.

### **Other Diocesan Housing**

Diocesan managed properties other than parsonage houses are also subject to quinquennial inspection and are treated similarly to parsonage houses. The programme includes properties occupied on a House for Duty basis, Retired Clergy Housing and leased properties.

### **3. Interregna**

#### **Interregnum Work**

At a vacancy, an inspection of the parsonage house will be arranged in order to establish if improvements or repairs are necessary. The initial inspection will be carried out by the Buildings Manager, the Chairman of the Parsonages and Property Committee, the appropriate archdeacon and other members of the P&PC. The Rural Dean will be invited and may also attend. It is essential that one or both of the churchwardens, or someone appointed by them, are present. The purpose of this inspection is to agree in broad terms the extent of necessary works and any improvements. A detailed survey will then be carried out, gas and electricity services tested as necessary, and a schedule of works drawn up, with a copy going to the churchwardens.

Where there is a team ministry serving the parish concerned, the Team Rector will also be invited to attend the initial meeting, and will be sent a copy of the agreed schedule of works.

The procedure now adopted is that interregna inspections are being treated as if they were quinquennial surveys; the next quinquennial survey will follow five years after the new appointment is made.

Dependant upon the extent of work required, it will be agreed with the archdeacon and churchwardens whether or not work is carried out before the new appointment is made. Where choice of colours, kitchen units etc. are involved, it is usual to await appointment of the new minister so that the views of the new family can be taken into account. Every endeavour is made to ensure that the works are completed before the occupier moves in, but the ability to achieve this does depend on the time scale involved and the scope of the works.

A meeting between the incoming minister and the Buildings Manager will be arranged as soon after the minister's appointment as is practically possible.

#### **Internal Decorations**

The diocese is not responsible for internal decorations. During occupation, these are the responsibility of the incumbent, although assistance is often provided by the parish. At an interregnum it is expected that the parish will carry out any necessary redecoration prior to occupation by the new incumbent. Where repair work is carried out by the diocese, the diocesan contractor will generally leave all disturbed surfaces ready for the top coat, finish coat or wallpaper to be applied by the parish. In the case of improvements or other major works, the contract will usually include all decoration to the relevant area.

## **Services**

Responsibility for gas, electricity and telephone charges pass to the PCC upon vacation by the outgoing minister. It is the responsibility of the churchwardens to notify the Property Department of the date of vacation in order that Diocesan House can tell the local authority Council Tax Department and also the insurers where necessary. The churchwardens should then arrange with the new occupier to take over responsibility for these services from the day of occupation.

Although a telephone line is normally available, the PCC or occupier is responsible for the line rental and any other charges in connection with the telephone installation, including charges during an interregnum. The Property Department does not provide additional lines, points or equipment.

It is important that the telephone number is retained by the parish for use by the new incumbent.

Responsibility for Water Rates remains with the PCC. Arrival of a new incumbent might be the opportunity to consider whether to apply for a water meter to be installed. This is a decision to be made by the PCC in conjunction with the minister and will depend on family and local circumstances.

## **Occupation agreements**

No persons should be allowed to occupy a parsonage house or diocesan managed property without the written agreement of the Property Manager, who will consult with the archdeacon before making a decision. This is to ensure that any necessary work can be carried out and that the property will be available for the new occupant.

## **Improvements**

Improvements may be carried out to achieve a standard of accommodation beyond that specified in the Church Commissioners' Green Guide with the agreed financial assistance to the diocese by the parish concerned.

## 4. Heating/Boiler Servicing

The diocese has a responsibility under the Repair of Benefice Buildings Measure to service and maintain heating plant. To this end, two service agents have been appointed, (see Appendix 1 for details). The **plumber** appointed for each area is also the appointed firm for gas heating servicing. These firms carry out safety checks on all gas installations every year as the diocese has the responsibility to comply with the Gas Safety (Installation and Use) Regulations 1994. **These firms have also been asked to carry out annual servicing and to provide this office with a Landlord's Gas Safety Certificate.**

Some parishes have traditionally used other firms for servicing and in a number of cases it is part of a contract, which may include the church or other parish building. Where this is the case (and the service is provided by a CORGI registered firm), the diocese should be informed in writing and a proportionate part of the cost will be reimbursed. Firms which are not CORGI registered should not be used on parsonage properties. If there is need for emergency work between services, you should first contact either the diocese's nominated plumber or your own service engineer. Where your own appointed engineer is used, prior approval should be obtained, except in the case of extreme emergency.

The servicing of oil-fired boilers and associated plant is usually arranged by the diocese. As with gas installations, the servicing cost will be paid for by the diocese. In the case of emergency work, the procedure is similar to that for gas installations.

It is essential that houses are adequately heated if left empty in the winter months. Houses should be checked regularly (at least every other day) when unoccupied. This applies equally to holiday periods as to during an interregnum.

## 5. Gas Fires and Central Heating

Gas fires are provided in some parsonage houses. Where these are necessary to supplement the central heating, the diocese will replace those that are declared unsafe or have reached the end of their useful life. The replacement will be a basic model costing up to £300 excluding installation. If a more expensive model is requested, any excess will be the responsibility of the occupier. All installation work must be carried out by a CORGI registered installer approved by the Buildings Manager.

***A word of warning.*** If incumbents or other occupants of parsonage houses sublet any rooms in their parsonage, they are regarded as landlords under Gas Safety (Installation and Use Regulations) 1994 and as such they, and not the diocese, are then responsible for the safety of any gas appliances in the sublet accommodation. Additionally, safety regulations regarding the flammability and fillings of furniture apply to items supplied with the sublet part; almost all foam-filled furniture over five years old does not conform.

## 6. Improvement Works

Improvements are not normally carried out other than at an interregnum and occasionally following quinquennial inspection. If occupiers feel, however, that they have a particularly acute need, they are advised to contact the Buildings Manager in the first instance. When considering these requests, comparison will be made with the Church Commissioners' Green Guide to see whether or not the accommodation meets the recommended standard.

The type of work for which requests are most commonly received are -

**Double Glazing.** The general guide is that only existing windows and external doors which are not economic to repair will be replaced with low maintenance double glazed units. Occasionally secondary glazing is preferred; particularly if the building has historic interest or it is in a conservation area. Special consideration will be given when the property suffers from increased external noise or in similar circumstances.

**Kitchen units.** Replacement will generally only be considered at an interregnum because of the disturbance caused during installation. Refacing fronts and replacing worktops may provide a more economical alternative.

**Floor coverings.** The diocese will provide vinyl floor coverings to bathrooms, toilets, kitchens and utility rooms. Where carpeting is required at ground level to cover study floors, the diocese will also provide this. The occupier or parish should provide other carpeting. The diocese will also pay a proportion of the cost of re-carpeting halls where this is used to access studies.

**Showers.** It is diocesan policy to provide at least one shower in each property. New showers will be powered and consideration will be given at quinquennial and interregnum inspections to the replacement of existing "ordinary" showers where this is warranted.

**Loft insulation.** When existing insulation is less than 100 mm (4") in thickness, this will be upgraded to 150 mm (6") at the time of quinquennial or interregnum works.

**Study shelving.** Where not already provided, the policy is to fit up to 30 m (100 ft) length of shelving (of adjustable spur type) or equivalent.

**Fitted units of furniture** (e.g. fitted wardrobes). In instances where incumbents wish to have fitted wardrobes (or other similar items of furnishings) installed at their own expense as an improvement, if these items are removed on vacating the property then all making good to walls etc. **must be carried out by the incumbent prior to vacation.**

Occasionally, incumbents will wish to carry out **improvements** at their own expense or funded by the parish. Permission must be obtained from the diocese before work commences. In certain instances, consent of the Church Commissioners is also required. The P&PC will need to give consent to these works and the consent will be subject to the Buildings Manager's approval of the specification, the works being inspected by the Buildings Manager during and after construction, and to there being no claim for reimbursement upon vacation or sale of the property.

## **7. Electrical Installations**

Electrical installations are checked at the time of the quinquennial survey and any necessary upgrading is carried out. If occupiers have any particular worries they should contact the Property Department. The use of adapters and multi-gang extension leads should be avoided wherever possible. The maintenance of security systems, where installed, is the responsibility of the PCC or occupier.

## **8. Works Orders**

Works Orders are issued by the Property Department for each job of work, whether large or small, that is carried out. This is so that we can monitor the stage to which any works contract has reached and the amounts to which we are committed.

Work ordered by the Property Department, either as the result of a request from outside the office or as part of interregnum or quinquennial work, is confirmed with a Works Order. Three copies are produced, each slightly different. The top copy is sent to the contractor, the second is sent to the occupier of the property at which the work is to be carried out and the third is an office copy.

On each there is a *response date*, which is set at fourteen days after the issue date. This is the date by which the contractor is asked to contact the house occupier and to make arrangements to carry out the requested works. *This is not a date by which work will commence*. If the occupier has not heard from the contractor by this date, the Property Department should be informed.

## **9. Grants**

### **Cooker Grant**

The present policy is to provide a grant (currently up to £600) for the provision and installation of a cooker, which then becomes the property of the benefice and must be left in the house on the occupier's departure. Cookers should generally be free-standing but the choice of fuel and model is left to the discretion of the occupier. The grant is payable on written application to the Property Department.

**NB: This grant is presently under review.**

### **Relocation and First Appointment Grants**

Relocation and first appointment grants are available to stipendiary clergy subject to certain criteria. A form on which to apply is forwarded to clergy who are about to take a new appointment. Any queries on grants should be addressed to the Deputy Secretary, Michael Bishop, at Diocesan House.

## **10. Standard of Workmanship**

Suggestions of reliable contractors are always welcome and so are comments on the standard of workmanship and the general attitude of contractors. As payment is usually made directly from Diocesan House, it is essential that any problems are notified to the Property Department as soon as they become apparent.

It is not always possible for staff to inspect minor works personally, and they very much rely on occupiers notifying them of their worries or, indeed, about satisfaction with works undertaken.

To this end, a Questionnaire is sent out to the occupier with each Works Order (other than those for very minor work). The Questionnaire should be completed promptly on completion of the work and returned to the Property Department to provide us with feedback on a contractor's performance.

## 11. Security

As a diocese we support the 1998 report of the Advisory Board of Ministry and the Church Commissioners regarding clergy security. Security of the house is only part of the answer. An awareness of good practice with regard to answering the door and remembering to lock all windows and doors when leaving the house—and setting the alarm if you have one—is just as important.

The diocese will contribute 50% of the cost of the *initial installation* of a suitable security system up to a maximum of £500 inclusive of VAT (including PI detectors internally and external lighting where deemed necessary for security purposes), providing certain criteria are met. Ongoing maintenance costs, other than security lighting, are the responsibility of the incumbent.

No hard and fast rules are laid down as to the type of system required as each house is unique and the security needs will vary. The circumstances of the clergy family, the style of ministry and the location of a parish office are all matters which can affect the type of security system needed. However, as a guide, the following scope of security system would normally be considered acceptable:

- PI detectors to cover points of access at ground floor level
- PI detectors at vulnerable points of access at first floor level
- panic button adjacent to front door and in master bedroom

Please remember that the contents of the house are the responsibility of the occupier. The diocesan building insurance policy does not cover contents.

**Note.** Churchwardens must be aware of alarm system security codes, so that when a house is unoccupied particularly during an interregnum, alarms can be switched off and re-set.

## 12. Smoke Alarms

Smoke alarms should be installed at all parsonage houses and diocesan managed property. The diocese will meet the cost of providing alarms, on the basis of one per floor; both the fixing and the maintenance of the alarms (merely changing the batteries) lies with the occupier of the house. Alarms should be tested weekly.

## 13. Trees and Garden Works

**Occupiers are responsible** for all routine garden maintenance and they are expected to keep their garden in good order. This includes maintenance of hedges, pruning of fruit trees and similar work. Regular maintenance not only enhances the appearance of the property, but also prevents trees and hedges from outgrowing their manageable size, which otherwise proves to be an expensive problem. The diocese has had to spend large sums of money in recent years removing trees and hedges that have become overgrown through lack of timely maintenance.

The diocese will meet the cost of the pruning or taking down any tree which

- (a) threatens the structure of buildings or overhangs the public highway
- (b) has become (or is likely to become) dangerous
- (c) has grown too large for the site

Please contact the Property Department for advice on these occasions. Any trees which are planted by the occupier should not be placed in a position which is likely to threaten the structure of any building, wall or path and should be of a species recommended for the size of garden and the environment. Vines and creepers should not be planted against buildings. Fast-growing evergreen trees must not be planted under any circumstances.

**Under no circumstances should cupressus leylandii trees or hedges be planted on diocesan managed property.**

The provision and maintenance of fences to boundaries that are the responsibility of the parsonage house to maintain will be undertaken by the diocese.

In some areas, prior approval for works to trees is required from the local authority and no work should be undertaken without obtaining approval. A copy of any notice sent or received should be forwarded to the Property Department. Occupiers should ensure that all regulations are followed and they are therefore advised to consult the local tree preservation officer at the appropriate local authority.

A tax allowance can be claimed by incumbents against the cost of maintaining their gardens. Advice should be sought from a personal financial adviser with regard to claiming this.

## 14. Insurance

All parsonage houses are insured for their replacement value on a block policy held with the Ecclesiastical Insurance Group. Occupiers are responsible for their own contents insurance and for occupier's liability and are strongly advised to ensure that their cover is adequate. Advice can be obtained from the EIG, who run a special contents insurance scheme for the clergy. Please note that, should additional security precautions be required because of the nature or value of contents, the occupier will be expected to fund them.

All claims on the building insurance policy must be submitted through the Property Department and the following procedures should be observed:

- (a) All works must be backed by at least two estimates, with the exception of urgent works required to make the property secure in the short term.
- (b) Only claims for the replacement of existing fittings are acceptable; damaged locks must be replaced as existing and any improvement clearly itemised on the invoice.
- (c) Malicious damage and break-ins must be reported to the police and the Property Department then informed of the incident and its circumstances.

## 15. Council Tax

The payment of Council Tax for the majority of stipendiary ministers is the responsibility of the diocese. There are a few exceptions to this arrangement and the parishes concerned are aware of these local arrangements. The diocese has made arrangements with Local Authorities for Council Tax demands to be sent direct to Diocesan House for payment. If a demand or payment book is received direct, please forward it to Diocesan House. Requests for information as to occupancy should be completed and sent to Diocesan House for onward transmission.

**Note.** The Property Department should be kept informed of moving in and out dates at properties and the number of adult occupants, to ensure that the correct tax is charged. This can be particularly relevant when a member of the household turns 18, or when, for instance, a spouse becomes a full-time student.

## 16. Subletting

### **Parsonages**

From time to time, problems arise when incumbents sublet parts of their parsonage houses without entering into proper legal agreements with their tenants or lodgers. This can lead to tenants or lodgers refusing to vacate the premises when asked to do so, and this is particularly relevant when incumbents leave the parish.

Not only can this cause considerable inconvenience, and sometimes unpleasantness for incumbents and churchwardens, it can also result in the diocese having to meet heavy legal costs to regain possession of properties. If vacant possession is not available, it can delay the appointment of a new incumbent, as he or she will be unable to move into the house.

Incumbents are required to hand over their vicarage with vacant possession when they leave and therefore they are strongly advised not to allow tenants, or lodgers to occupy any part of their vicarage without entering into legally binding agreements with them which state that their occupation terminates on vacation of the living. **Suitable Forms of Agreement are available from the Property Department.**

Income from letting arrangements must be reported to the diocese in the normal manner. The Property Department is always willing to advise if further information is required.

You should refer to Section 5 on page 10 with regard to the safety of gas appliances and furniture.

### **Other diocesan property**

Subletting of other diocesan owned property is not permitted without specific written authority from the Property Manager; this is given only in limited circumstances.

### **Statutory Regulations**

The warning regarding gas installations and furniture given above should be observed whatever the status of the property. These regulations also apply to parish owned property.

## Appendix 1. Nominated Contractors for Diocesan Managed Property

### ALDERSHOT, SURREY HEATH & WOKING Deaneries

<b>General</b>	Alan Smith, R Smith Contractors Ltd., Corner Cottage, Chestnut Avenue, Guildford, GU2 5HD. <b>Tel: 01483 566964 or 01252 716 643 Mobile: 07860 380836</b>
<b>Electrician</b>	Etheringtons Electrical Services, Unit 46 Dunsfold Park Stovolds Hill Cranleigh GU6 8TB <b>Tel: 01483 200769 Fax: 01483 200714</b>
<b>Plumber</b>	D H Bryant Ltd., 33 Station Road, Shalford, Guildford, GU4 8HF. <b>Tel: 01483 577721 Fax: 01483 579888</b>

### CRANLEIGH, FARNHAM, GODALMING & GUILDFORD Deaneries

<b>General</b>	Alan Smith, R Smith Contractors Ltd., Corner Cottage, Chestnut Avenue, Guildford, GU2 5HD. <b>Tel: 01483 566964 or 01252 716 643 Mobile: 07860 380836</b>
<b>Electrician</b>	Etheringtons Electrical Services, Unit 46 Dunsfold Park Stovolds Hill Cranleigh GU6 8TB <b>Tel: 01483 200769 Fax: 01483 200714</b>
<b>Plumber</b>	D H Bryant Ltd., 33 Station Road, Shalford, Guildford, GU4 8HF. <b>Tel: 01483 577721 Fax: 01483 579888</b>

### EMLY, EPSOM, DORKING, LEATHERHEAD & RUNNYMEA Deaneries

<b>General</b>	Mr D R Freeman, 9 Mowbray Gardens, Dorking, RH4 1LL. <b>Tel: 01306 885100 Mobile: 07973 266713</b>
<b>Electrician</b>	Etheringtons Electrical Services, Unit 46 Dunsfold Park Stovolds Hill Cranleigh GU6 8TB <b>Tel: 01483 200769 Fax: 01483 200714</b>
<b>Plumber</b>	Carshalton Boiler Services Ltd, 63 Carshalton Road, Sutton SM1 4LH <b>Tel: 0208 395 8060 Fax: 0208 395 7806 (Not available outside office hours)Open Saturdays 08.00 to 12noon</b>

### All Areas

<b>Drainage</b>	Acorn Drainage & Plumbing 16 Meadow Close, Milford, Surrey, GU7 1NT <b>Tel: 01483 426363 Mobile 07774 179263 or General Builder as above</b>
-----------------	---

**Note.** Should the Nominated Contractor for your area be unavailable, please contact another appropriate Contractor from this sheet. **January 2009**