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### **Amendments**

August 2011. 9.3 & Appendix 9A Church Marketplace added as principal bulk purchaser.

9.10 & Appendix 9E New section on green and energy saving measures

9.6 New section on IT services and security

August 2013. 9.1 Gas Safe register 9.6 User passwords needed 9.8 Water prices removed

## **9. EQUIPMENT AND SERVICES**

### **9.1 Maintenance of Electrical and Gas Equipment**

#### Electrical Installations

It is both a legal and our insurer's requirement that the electrical wiring and installations in buildings are maintained in a safe condition with inspections at least every five years. Parishes should use a qualified NICEIC electrician to do this. See Appendix 9B for a suggested specification for testing the system.

#### Electrical Appliances

All electrical appliances and equipment must be maintained and inspected on a regular basis by a suitably competent person in accordance with the Electricity at Work Regulations 1989. All electrical and transportable electrical equipment, flexible cables, plugs, sockets, connectors and extension leads should be separately identified and regularly visually inspected for damage and be routinely electrically tested to ensure continued electrical integrity. Appropriate records of inspections and testing should be kept. The intervals between inspections and test for equipment should take account of the use of the equipment concerned

#### Gas Installations and Appliances

It is a legal requirement that all gas installations and appliances are maintained in a safe condition. They should therefore be fully serviced and all pipework checked on an annual basis. The work should be undertaken by a Gas Safe registered contractor.

In leased out properties, failure to carry out all the above tests could result in unlimited fines and/or imprisonment. For further details on all the above equipment see Section 13 "Health & Safety".

### **9.2 Leasing Equipment**

The Diocese strongly recommends that parishes do not lease any office equipment. Leasing usually results in the parishes paying the cost of equipment several times over.

### **9.3 Bulk Purchasing of Goods and Services**

The Diocese has made arrangements for parishes to purchase certain goods and services at considerable discounts. See Appendix 9A for details. The following are recommendations:

- gas
- electricity
- photocopiers, printers, faxes
- gift aid envelopes
- stationery and other goods and services

Insurance and banking are also forms of bulk purchasing but the Diocese schemes are mandatory for all parishes. For the rates of VAT on the energy supplies, see 'Taxation' in Section 2 "Financial Management and Banking". The purchase of goods costing more than £7,500 has to be approved by the Diocesan Finance Committee.

The Diocese and its parishes and schools is a member of Church Marketplace (CMP) which combines the buying power of all Dioceses, parishes and schools in the UK to procure high quality goods and services ethically and at the lowest possible price – “by the Church and for the Church”. It is hoped eventually that CMP will take over most of our negotiated centralised buying. For details see Appendix 9A.

## **9.4 Minibuses**

Parishes sometimes either use minibuses or own them to convey parishioners to and from church, or for other social events. It is a legal requirement to obtain a government bus permit if the bus carries nine or more passengers excluding the driver. A permit is not required if no charge is made for the use of the bus at all. However any contribution in any form e.g. petrol money will require a permit. If you need a permit, then you should contact the Diocesan Finance Office. It is good practice to have seat belts fitted to all seats and not just the minimum requirement. When groups of three or more children are carried in a minibus on an organised trip, there must be the appropriate number of forward facing passenger seats fitted with seat belts. For more advice and details on children being carried in minibuses see "Child Protection" Section 14. Minibuses must always be maintained in good and serviceable condition.

## **9.5 Inventory**

Parishes should prepare and maintain annually an inventory of all contents in their parish properties. This would prove invaluable in the case of loss through fire or theft. It is particularly useful for a presbytery to differentiate between parish contents and the personal effects of clergy and other residents. Valuable items should be photographed and notified to the insurers – see "Insurance" Section 15. See Appendix 9C for Inventory checklist.

## **9.6 Information Technology (IT) Services and Security**

A parish, like any other modern organisation, is highly dependent on IT for its communications and administrative work. IT has brought great blessings but must also be safeguarded to prevent misuse or intrusion. Contact the Diocesan Finance Office for further advice.

Security Computer systems should have anti-virus/spam software installed with a firewall to restrict access, and both should regularly updated. Data should be regularly backed up on to separate removable media stored in separate premises, such as, in the church safe. Data loss is traumatic. Confidential documents and data should be password protected – but do not forget the passwords!

Copyright Only licenced software should be installed. See PAM section 10.3.

Personnel Parish priests rely on trustworthy laity to help run their parishes. However, the parish priest is responsible for the security of IT in the parish. So great care is needed in permitting access to parish computer systems and only by using passwords. Generally remote access by laity should never be allowed.

Legal All personal data held by parishes, whether on paper or in computers, is covered by the Data Protection Act. See PAM section 10.8.

## **9.7 Waste Collections**

Churches and church halls are exempt from paying for waste collection as set out in the Controlled Waste Regulations 1992 Schedule 1 under the Environmental Protection Act 1990 and prior to this under the Control of the Pollution Act 1974. Presbyteries are treated as domestic dwellings and pay for waste collections through the council tax. No extra payments are required.

## **9.8 Water Supply**

Some parish buildings may still be property rated rather than metered for water supply. This is possibly an expensive way of paying for water. Properties that are already metered for water should remain that way.

## **9.8 Water Supply - continued**

Presbyteries Water companies will fit meters free of charge as presbyteries are deemed “residences”. The typical annual cost for water consumption for a single occupant is usually less than the rateable amount. So if the current rateable basis costs more it is then worthwhile changing. The meter should be fitted inside the house as the parish is responsible for leaks on the consumer side. Savings are also likely with more than one occupant. Telephone Southern Water 0845 2700845, South East Water 0845 3010845, or your own water supplier for details. Gardens should not be watered from a metered supply.

Churches and Halls Water companies charge for fitting meters in churches or halls as these are deemed “commercial” properties. A church or hall would have to have a high rateable value and low volumetric consumption to make changing to a meter worthwhile. Consequently, the garden and grounds should be watered from a rated supply.

## **9.9 Parish Log of Contacts and Services**

Putting all the various contacts into one log can save many hours trying to locate information. Similarly assembling information on location and routes of utilities will be repaid in any emergency. As well as aiding the current parish priest it will help new or incoming clergy. See Appendix 9D for a suggested checklist of items.

## **9.10 Green and Energy Saving Measures**

The Government is promoting various incentives for energy saving or green measures. The most cost effective measure is the subsidised insulation to cavity walls and roofs in presbyteries as these are classified as domestic buildings. Both types of insulation not only save money with reduced heating costs but also add greatly to the comfort of the house itself. Halls and churches are classified as commercial buildings for insulation purposes and the incentives are not straightforward. Electricity micro-generation in various guises receives assistance from the Government.

With roof insulation it is important to ensure that water tanks are not left exposed to freezing temperatures, and also the space above the insulation is ventilated to prevent condensation. Cavity wall construction was adopted from the 1920's as a means of preventing damp ingress through external walls. Occasionally insulating the cavity of external walls creates a moisture bridge with dampness appearing on the internal surfaces. However in most cases there are no problems and the results are very satisfactory. Insulated presbyteries will also be cooler in summer. See Appendix 9E for a list of contacts.

Solar panels generate electricity through the action of sunlight energy. The panels need to be south facing without any obstacles casting shadows over them during the day. The user saves money in three ways – through using “free” electricity during the daytime, being paid for any unused electricity exported to the national grid, and receiving a Government “feed in tariff” on all electricity generated as an incentive. It is a long term investment and reportedly may take twelve years to recoup the capital expenditure of installation. See Appendix 9E for a list of contacts for suppliers. Some companies are marketing a 25 year lease scheme with free installation; the companies receive all the money for feed in tariffs and exported electricity with the householder only receiving free electricity. This is not recommended for presbyteries and will not be approved. There are other more esoteric means of electricity micro-generation, such as, wind turbines and ground source heat pumps; for the present these are not suitable for parish properties.

## SUPPLIERS

### **GAS AND ELECTRICITY**

Gas and electricity supply is arranged through a utilities broker:

Mr Lawrence Saffer  
LSI Independent Utility Brokers Ltd  
1<sup>st</sup> Floor, Hastings House  
12 Park Industrial Estate  
Park Street  
Frogmore  
St. Albans  
Herts  
AL2 2DR

Tel: 01727 877020  
Fax: 01727 875116  
Email: [laurence@lsiutilitybroker.co.uk](mailto:laurence@lsiutilitybroker.co.uk)  
Web: [www.lsiutilitybroker.co.uk](http://www.lsiutilitybroker.co.uk)

### **PHOTOCOPIERS, PRINTERS, FAXES**

The Diocese is a national account with Toshiba

Mr Bob Cunningham  
Toshiba Tec UK Imaging Systems Ltd  
160 Queen Victoria Street  
London  
EC4V 4BF  
Tel: 0207 735 9992  
Fax: 0207 840 5337  
Mobile: 07836 287937  
Email: [bob.cunningham@toshiba.co.uk](mailto:bob.cunningham@toshiba.co.uk)

### **GIFT AID ENVELOPES**

Orders are arranged through the Gift Aid office

Mrs Penny Miles  
Envelope Systems  
Unit 2 Gosforth Close  
Sunderland Road Industrial Estate  
Sandy  
Bedfordshire  
SG19 1RB

Tel: 01767 681717  
Fax: 01767 680260  
Email: [penny@envelopesystems.co.uk](mailto:penny@envelopesystems.co.uk)

**SUPPLIERS - continued**

**BULK BUYING CONTRACTS**

ChurchMarketplace (CMP) is set up by the Church in the UK to obtain goods and services ethically and at the best possible price. Its work is endorsed by the Bishops of England and Wales as a co-operative purchasing system. It is primarily a web-based portal for securely accessing the sites of suppliers. Goods and services are purchased over the internet or phone using these links provided by CMP. All products and services are kept under continuous review and suppliers are accountable to CMP. CMP welcomes suggestions for new suppliers especially products or services from religious orders. Membership is open to all parishes, school, religious orders and Catholic organisations in the Diocese. Smaller charities will particularly benefit from membership.

Web: [www.churchmarketplace.org.uk](http://www.churchmarketplace.org.uk)

Email: [coord@churchmarketplace.org.uk](mailto:coord@churchmarketplace.org.uk)

## **ELECTRICAL TESTING AND INSPECTION FOR INSURANCE PURPOSES**

### **Scope of Inspection**

A visual inspection of the electrical installation will be carried out on the whole installation which is not concealed, without opening enclosures, removing covers or using access equipment. Notes will be made on the general condition of the installation, the presence of any form of emergency lighting and the presence and size of main and supplementary bonding.

A more detailed visual inspection will be carried out at the intake position and notes taken on the following:-

- Type of supply system.
- Presence of safety labels, diagrams, charts or schedules.
- Age, suitability and condition of switchgear, accessories and cables.
- Type of protection afforded for overload and short circuit protection.
- Presence of RCD protection.

Tests to be carried out at the intake position are:-

- Earth fault loop impedance and prospective short circuit current tests.
- Insulation resistance test of all circuits (as far as practicable).
- RCD test if applicable.
- Operation of emergency lighting (not a full duration test). This will necessitate disruption of the supply for a short period of time.

An additional earth loop impedance test will be carried out at a socket outlet estimated to be furthest from the point of supply

Details of work required and costs will be included within the report.

It is important to understand that the electrical contractor will be carrying out a limited inspection of each property to determine what remedial work is required to improve the standard of the electrical installation. This will not constitute a full Periodic Inspection as part seven of the IEE regulations, therefore the limitations of the inspections will be noted with the report.

## INVENTORY OF PARISH PROPERTY

### 1. Introduction

An inventory is needed for insurance purposes and also helps to differentiate between parish and clergy personal property. Only portable property is listed. Fixtures are deemed to be part of the building.

For insurance purposes, all items exceeding £10,000 in value have to be notified to the insurers via the Diocesan Finance Office. Note: This includes valuable items fixed to buildings which should be listed. See PAM Section 15 – "Insurance".

Property owned by clergy or other residents should be noted. In particular any works of art or expensive equipment such as TVs, stereos, computers, furniture, etc. Usually this will only apply to the presbytery but some items could be located in the church or hall.

Some property, such as artwork, may be on loan to the parish. The owner's details must be recorded together with insurance arrangements.

The sections that follow give checklists for each building type. The list is not exclusive. The inventory should include brief details of each item. A photographic record should form part of the inventory.

Two copies of the inventory should be signed as "substantially correct" and dated by the parish priest. One copy should be kept in the presbytery and one in the church safe.

### 2. Church

All property in a church is assumed to belong to the parish unless specifically noted.

Altars

Sanctuary furniture

- celebrant's chair
- other chairs
- credence tables
- lecterns

Baptismal font

Pews

Crucifix

Carpets

Pictures

Stations of the Cross

Organ

Bookcases

Mass books

Hymnals

Repository furniture

Repository stock – summary

PA System

### **3. Sacristy**

### **APPENDIX 9C - continued**

All the church sanctuary ware is listed under the sanctuary.

Sacred Relics – details required

Sacred Vessels

- Chalice
- Ciboria
- Pyx
- Monstance
- Holy Oils
- Communion Plate(s)

Vestments

- Copes
- Stoles
- Veils
- Frontals

Linen

- Altar
- Albs
- Cottas
- Other
- Cassocks

Brass

- Thurible
- Boat
- Bell
- Vases
- Torches
- Candlesticks
  - Pascal
  - Altar
  - Hearse/Coffin

Various

- Cruets
- Canopy/Banners
- Processional Cross
- Collection Receptacles
- Carpet
- Liturgical Books
- Crucifixes

### **4. Parish Hall(s)**

- Pictures
- Tables
- Chairs
- Cupboards
- PA/Stereo system

Kitchen – as presbytery

Storage Cupboards – as presbytery

## 5. Presbytery

## APPENDIX 9C - continued

The inventory should be prepared on a room-by-room basis. Clergy or residents property should be listed separately also on a room-by-room basis. Clothing is assumed to belong to the residents and should not be listed.

### Office/Study

- Bookcases
- Desks
- Chairs
- Tables
- Books
- Pictures
- Curtains
- Carpets
- Heaters
- Office equipment
  - computers
  - photocopier
  - telephone/fax
  - filing cabinets

### Dining Room

- Tables
- Chairs
- Sideboard
- Cutlery
- China
- Pictures
- Mirrors
- Light fittings
- Heaters
- Curtains
- Carpet

### Living Room

- Chairs
- Sofas
- Bookcases/display cabinets
- TV
- Stereo
- Tables
- Pictures
- Mirrors
- Light fittings
- Curtains
- Carpet

### Bedrooms

- Wardrobe
- Dressing table
- Chests
- Beds
- Mirror(s)
- Chairs
- Tables
- Heaters
- Curtains
- Carpet

## **5. Presbytery – continued**

## **APPENDIX 9C - continued**

### **Kitchen**

- Table
- Chairs
- Oven/Cooker
- Extractor hood
- Microwave
- Fridge
- Freezer
- Washing machine
- Tumble dryer
- Waste Disposal Unit
- Utensils
- Cutlery
- China
- Glass
- Other appliances

### **Hall, Stairs and Landings**

- Chairs
- Bookcases
- Chests
- Tables
- Pictures
- Mirrors
- Curtains
- Carpet

### **Bathroom(s)**

- Chair
- Table
- Storage
- Mirrors

### **Storage Cupboards**

- Cleaning equipment
  - Vacuum cleaner, etc
- Linen
- Bedding

### **Loft**

- Suitcases
- Storage boxes

## **6. Garage and Garden Shed**

- Racking
- Lawnmower
- Strimmer
- Gardening equipment

## PARISH LOG OF CONTACT AND SERVICES

### CHECKLIST

#### 1. Emergency Parish Contacts and Telephone Numbers

- Chair of Parish Finance Committee
- Treasurer
- Child Protection Representative

#### 2. Other Parish Contacts and Telephone Numbers

- Secretary
- Gift Aid Organiser
- Sacristan
- Repository Manager
- Hall Manager
- Cleaners
- Flower Arrangers
- Catechists
- Keyholders

#### 3. Location of Utility Equipment, Meters, Switches and Stopcocks in all Parish Buildings

- Gas
- Electricity
- Water
- Fire Extinguishers

#### 4. Equipment Maintenance Contract Details

- Gas
- Electricity
- Water plumbing
- Telephone equipment
- Security
- IT
- Fire equipment
- Laundry and kitchen equipment
- Organ/piano
- CCTV

#### 5. Maintenance - Parish Personnel

- Property plus electrical, decorating, plumbing, carpentry etc.
- Cleaners
- Grounds
- Quinquennial Surveyor

6. Drawings of Utility Routes

- Gas
- Electricity
- Water
- Drains
- IT
- Telephone
- Cable TV
- CCTV

7. Good/Services Suppliers

- Gas
- Electricity
- Water
- Telephone
- Cable TV
- IT Broadband etc
- CCTV
- Church supplies
- Repository supplies
- Licences – Lottery, alcohol, copyright etc.
- Office equipment
- Cleaning
- Grounds maintenance
- Food and Catering
- Quinquennial Surveyor
- Property – electrical, decorating, plumbing, etc.

## GREEN AND ENERGY SAVING MEASURES

### INSULATION

The Government actively promotes energy saving in domestic dwellings to reduce greenhouse gases. Substantial grants are available for loft insulation and cavity wall insulation. For priests over 70 or on benefits (working tax credit, pension credit etc) the work may be carried out free of charge.

You should make initial contact with the Energy Saving Trust <http://www.energysavingtrust.org.uk> (Tel 0300 1231234) who will explain the scheme. They will direct you to your energy supplier, probably British Gas (Tel 0845 9717731) or EDF (Tel: 0800 096 9966). Please note that Total do not provide this service.

The energy supplier sends a surveyor to examine the suitability of your property at no cost. You may be asked to demonstrate your "landlord" has given permission for the work, or else the surveyor will ask the "landlord" to complete a form. In both cases contact the Diocesan Finance Office. Once the paperwork is complete the work will take place some time afterwards.

### ELECTRICITY GENERATION

You should make initial contact with the Energy Saving Trust:  
<http://www.energysavingtrust.org.uk> Tel 0800 512012

Solar panel installers should be members of the Renewable Energy Association:  
<http://www.r-e-a.net>

You can see reviews from householders who have installed solar panels:  
<http://www.yougen.co.uk>