

RC Diocese of East Anglia Quinquennial Reports Guidelines for Parishes

Land and properties within the Diocese, comprising mainly Churches, Presbyteries and Halls lie under the ownership of The East Anglia Roman Diocese Trustee, being the custodian trustee for the diocesan charity.

Canonically the properties form part of the temporal goods or stable patrimony of each parish and our parish priests act as agents of the diocese trustee in respect of the day to day supervision & maintenance of these properties.

The Diocesan Trustees remain conscious of their overriding obligation to ensure consistent management of all charity assets and to evidence to the diocesan insurers that due diligence is being exercised at all times.

Accordingly the trustees operate a policy of ensuring that 5 yearly surveys are undertaken on each property in their care so that necessary works are identified and repairs and maintenance can be planned.

The trustees have appointed Brown & Co as diocesan property surveyors with responsibility for undertaking quinquennial surveys. The use of one appointed agent helps to ensure consistency in approach.

However it is recognised that there may be valid reasons on occasions when a parish priest wishes to arrange his own survey. Should this be the case then the following procedure is to be followed:

1. A written request should be made to the diocesan trustees stating the name & qualifications of the proposed alternative surveyor and detailing the reason for the request
2. The diocesan trustees will confirm if this request can be agreed and if so, the following conditions will always apply:
 - Written evidence of the surveyor's Professional Indemnity Insurance must be lodged with the diocesan finance office - the minimum acceptable level of cover is £1 million

- The report must bear the name of the surveyor and the date of survey
 - The report must indicate a recommended buildings insurance reinstatement figure
 - A Parish Submission Sheet must be included with the report (to be completed and returned within 18 months of the date of the report)
 - The report must include comment on facilities for the disabled
 - The report must include comment on the likely condition of any trees on the land
3. One copy of the report should be lodged with the parish and a further copy with the diocesan finance office

Further information regarding these procedures may be obtained from the diocesan finance office tel. 01508 492540