

QUINQUENNIAL REPORT- WHAT NEXT?

Guidance note

from the Diocesan Advisory Committee for the Care of Churches
2016

Every 5 years the PCC will commission an approved inspector to visit the church and carry out an inspection of the whole building, its fixtures and fittings, the services to and from the building plus the churchyard, as required under the Inspection of Churches Measure 1955. The inspector will provide the PCC with copies and will also send copies to the Archdeacon and the DAC.

The PCC should see it as a health check which explains what is required to keep the building in good repair. Placing it in a drawer and ignoring it could be costly and detrimental to the building and to the local community.



HOW DOES THE REPORT WORK?

The quinquennial inspection (QI) report will clearly set out the various elements of the building which were inspected, the condition in which they were found, and any action that is required to improve the condition. The various elements should include external walls, roofs, windows, doors, rainwater goods, surface water drains, and so on. Internally the descriptions will show the condition of the tower and the church's contents including floors, walls, glazing, timberwork and furnishings, along with a check on the services such as heating, lighting, and security. A section on the churchyard will describe any issues regarding trees and other soft landscaping, and any problems with paths, headstones or walls.

The report will also cover items such as recommendations on general maintenance (including ease of access to maintain the building), works carried out since the previous inspection, matters associated with disabled access, a brief description of the history of the building, and a summary of the general condition of the building.

Your inspector will advise on what action is needed and should offer the PCC advice on how to proceed. The report details findings and recommendations which will help the PCC establish priorities throughout the coming 5 years.

The action required might be shown in the following categories:

- Urgent and requiring immediate attention
- Requiring attention within the next 12 months
- Requiring attention within the next 12-24 months
- Requiring attention within the life of the quinquennial period
- A desirable improvement with no timescale
- Routine maintenance
- Works required to improve energy efficiency, disabled access, or safety

The report may also indicate which works the inspector considers require a **Faculty** or **List B** approval.

It is important to appreciate that the QI report does not give the PCC authorisation to proceed with any works; check with the Church Buildings office to see whether you need any permission, either List B approval, or a Faculty for more major works. See <http://exeter.anglican.org/resources/church-buildings/faculties/> for more information.

HOW DO WE KNOW WHERE TO START?

Meet your inspector once the PCC has had chance to read the report, and he/she will be able to advise on which elements should be dealt with first. The Church Buildings Advisers can talk you through the report as well, and advise on permissions needed, and sources of funding, for example.

HOW DOES THE PCC SET ABOUT DEALING WITH THE WORK?

Once the PCC has received the report, it may be helpful to divide the works into those that might be undertaken by differing levels of skills:

- Volunteer e.g. regular maintenance tasks such as removing vegetation, clearing gutters, drains and gullies.
- A local builder e.g. replacing slipped slates, redecoration of gutters.
- Requiring further input from your inspector i.e. works involving major repairs or restoration that need a specification and tenders from larger, or more specialist, contractors; these items may also require advice from your inspector on possible funding sources.
- Items that may need a report from a specialist conservator such as for monuments, windows and wall paintings. If a recommendation is not provided in the report seek advice from the Church Buildings office.



OBTAINING PRICES

There is no legal obligation to commission the Quinquennial Inspector to prepare specifications and oversee any repairs (whether arising from the QI report or not). However, it is good practice to use the inspector who undertook the Quinquennial inspection for works to the church. At the very least their advice should be sought on any proposed works, and the DAC recommends that they are engaged to prepare the specifications, recommend contractors, and to monitor the works on site.

A QI report is not a specification and is therefore unsuitable for a builder to price from, and it should not be used as such. Unless the repairs and maintenance are very simple, the PCC will need a specification and possibly drawings of the works intended. If you are unsure seek advice from the Church Buildings office.

WHY SHOULD WE EMPLOY A PROFESSIONAL WHEN FUNDS ARE TIGHT?

Experience has shown that engaging an architect/surveyor and having a specification prepared may save money and provide best value. Good stewardship of hard-earned resources is the key in looking after the buildings entrusted to our care.



SPECIFICATIONS AND DRAWINGS

The specification and drawings will form the base for any Faculty or List B application and may need to be submitted to any funding agency.

When asking contractors to price work it is important that they receive as much detailed information as possible to ensure that competitive prices are based on the same work. Should the QI report be used, each contractor will interpret it in their own way, and prices, as well as the actual work carried out, could vary.

- The specification provides a clear and detailed statement of the work, the methods and materials to be used and exact instructions on standards of workmanship.

- It provides the legal framework for the work and outlines the PCC's statutory responsibilities in terms of Health & Safety, archaeological implications and contract issues. It ensures that the PCC and contractors tendering for the work know exactly what is to be done and what their responsibilities are.
- Tendering contractors of similar capacity and knowledge will price from detailed information, making the prices competitive.
- The architect or surveyor will inspect the works as they progress to ensure they meet the standard required. If unforeseen works impact on the terms of the contract he/she will work with the contractor and the PCC to mitigate any issues.

- If the PCC provide insufficient written information detailing the works to be carried out and the choice of materials to be used, it is likely that the DAC will recommend that an architect or surveyor is employed to provide the necessary information. This information will form part of the PCC's application for a Faculty or List B approval, and if the information is accepted by the DAC the PCC is able to proceed with their application to the Chancellor or Archdeacon.

SHOULD WE CHOOSE THE LOWEST PRICE?

The lowest quotation or tender may not be the best value. It will be important that the PCC or their inspector check the figures to ensure that nothing has been omitted. The contractor offering the lowest price may be short of work, and it is not unusual for a low price to be tendered on the premise that money will be made up on extras as the works progress.

DO WE NEED A SPECIFICATION FOR SPECIALIST CONSERVATION WORK?

Where works concern conservation of a monument, wall painting, work of art, stained glass, rood screen etc. a relevant specialist's report and quotation will usually be sufficient, but your Inspector may be able to recommend suitable firms for you to approach for such a report – so do make use of their knowledge!



If you have any queries, contact:

Church Buildings Office, The Old Deanery, The Cloisters, Exeter EX1 1HS

01392 294945

dac@exeter.anglican.org; or consult the diocesan website:

<http://exeter.anglican.org/resources/church-buildings/>