

Ray Anderton

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«QI_Title» «QI_Initials» «QI_Surname»
«QI_Name_of_Practice»
«QI_Address1»
«QI_Address2»
«QI_Address3»
«QI_Address4»
«QI_Post_Code»

Our ref: RAnderton/«QI_Surname»«QI_Initials»/Letter to PCCs/

Dear «QI_First_Name»

Email Address: «QI_Email»

1. Quinquennial Inspection of Churches

May I advise you that we are currently notifying those PCCs which are due to obtain a Quinquennial Inspection Report in 2008. If you are invited to undertake a Quinquennial Inspection in 2008: -

- a) We would be grateful if you would ensure that a report: -
- i) Is laid out in accordance with the attached paper "Arrangements for Quinquennial Inspections in the Dioceses of Coventry and Leicester"
 - ii) States the date(s) on which the inspection took place
 - iii) Contains an itemised summary of works together with recommendations for the prioritising of works and, where possible, broad budget costs
 - iv) Includes a plan of the church
 - v) Includes photographs highlighting items to which the report is drawing attention
 - vi) Includes a copy of the checklist (attached) showing which PCC documents were (not) made available to you by the PCC. We are particularly concerned that PCCs should meet the requirement to properly maintain a Log Book.

We have reminded PCCs of churches to be inspected during the year of the requirement to produce these documents for inspection. However, you need to remind them of this when you arrange the date of the inspection.

The checklist is important to the Archdeacon who may need to follow-up with the PCC apparently missing documents.

- vii) Is submitted either in duplicate or electronically in pdf format by email, to the DAC Office **within two months** of the date of the inspection of the church

- b) We would also be grateful if you would ensure that reports contain supporting information / statements which: -
- i) States that the Quinquennial Inspection Report is **not** a specification for the execution of works, and that the church architect should be instructed to prepare a detailed specification and obtain quotations / tenders / estimates when the PCC wishes to proceed with the works
 - ii) States that all repairs recommended in the Quinquennial Inspection Report require a faculty from the Diocesan Chancellor **before** work is undertaken, except for Minor Works of routine maintenance which is explained on the website at: -
 - iii) www.leicester.anglican.org/DAC/MinorWorks.pdf or www.coventry.anglican.org/diocesanadmin/diocesanadvisorycommittee/minorworks
 - iv) Is accurate e.g. Archdeacon's Certificates are still being referred to when they have **not existed** since 2000! There is a single process for Faculties.
 - v) Makes reference to the DAC Advisory Notes and other material which PCCs can consult on the website at: -
 - vi) www.leicester.anglican.org/dac/advisory.htm or
 - vii) www.coventry.anglican.org/diocesanadmin/diocesanadvisorycommittee/advisory/


2. Faculty Applications

With regard to faculty applications, may I draw your attention to the following: -

- a) Some of you very kindly supply plans electronically which is most helpful because it enables us to store and circulate them electronically. We would be grateful if those of you who don't do this at present, but have the facility to do so, would now do so. If you don't have the facility to do this, we need hard copies of all plans in future to be **no bigger than A3**. Your help in this respect would be very much appreciated.
- b) Please note that applications for stonework repairs should include elevation drawings and/or photographs marked up to show the areas of the church where repairs are necessary and photographs of the affected stonework are also extremely useful. A good example is enclosed.

We thank you for all you do for the churches you work with, and for Quinquennial Inspection Reports which will be of maximum helpfulness to all concerned – PCCs, Archdeacons and DAC.

With best wishes



Ray Anderton

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