

**INSPECTION OF CHURCHES MEASURE 1955  
SCHEME FOR THE DIOCESE OF TRURO**

**Preamble**

- QA.1 The purpose of this Scheme is to ensure that the requirements of the Inspection of Churches Measure 1955 for the regular inspection of churches by suitably qualified persons.
- QA.2 Nothing in the Scheme is intended to, or shall, take away from Parochial Church Councils the responsibility for the 'care, maintenance, preservation and insurance of the fabric of the church and the goods and ornaments thereof' placed upon the councils by the Parochial Church Council (Powers) Measure, 1956.

**Scheme**

- QA.3 This Scheme is established by the Truro Diocesan Synod by resolution of 15th May 1993, in accordance with the Inspection of Churches Measure 1955 (as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure); is subject to the provisions of that Measure, and came into operation on that date.
- QA.4 The Scheme shall be administered through the Diocesan Advisory Committee, and all correspondence should be addressed to the Secretary of the Diocesan Advisory Committee.
- QA.5 All consecrated churches (except the Cathedral), and all buildings licensed for public worship according to the rites and ceremonials of the Church of England unless excluded by the Bishop, after consulting the Diocesan Advisory Committee, from the provision of this scheme, shall be inspected under this Scheme. The number of buildings to be inspected in each year shall be approximately one-fifth of the total throughout the Diocese. The Secretary of the Diocesan Advisory Committee will notify the honorary secretary of the parochial church council annually on 1 January that an inspection is due during the year.

**Choice of Inspector**

- QA.6 The Diocesan Advisory Committee is responsible for maintaining a list of qualified persons approved to carry out inspections, a copy of which will be sent with the notice to the parochial church council in 5 above.
- QA.7 Where the parochial church council wishes to propose a person to carry out the inspection who is not on the list, the Diocesan Advisory Committee, before giving approval, will ensure that the person proposed is suitably qualified.

**Inspections**

- QA.8 The inspection of the church is to be visual, and such as can be made from ground level, ladders and any readily accessible roofs, galleries or stagings, and only selected areas are to be examined in detail; parts of the structure which are inaccessible, enclosed, or covered, are not normally to be opened-up unless specifically requested. The inspection is to include so far as practicable all features of the building covering all aspects of conservation and repair.

The parochial church council shall provide such ladders and attendance as the inspector considers necessary in accordance with current Health and Safety at Work legislation.

QA.9 The inspection of the church shall also extend to:-

- (a) any movable article in the church which he is directed by the archdeacon concerned, after consultation with the Diocesan Advisory Committee, to treat as being, and such other articles as the person inspecting the church considers to be :
  - (1) of outstanding architectural, artistic, historic or archaeological value; or
  - (2) of significant monetary value; or
  - (3) at special risk of being stolen or damaged;
- (b) any ruin in the churchyard (open or closed) which is for the time being designated by the Council for British Archaeology as being of outstanding architectural, artistic, historical or archaeological value;
- (c) any tree in the churchyard (open or closed) belonging to the Church in respect of which a Tree Preservation Order under the Town and Country Planning Act 1971 is for the time being in force.

## Reports

QA.10 From the notes taken at the inspection, the inspector is to prepare a report covering the following points.

- (a) Repair works or any new work carried out since the last inspection should be recorded as a preliminary to the Report.
- (b) General condition of the fabric.
- (c) Detailed condition of the several parts of the fabric.
  - (1) Structural walls, piers, buttresses, etc., including notes on stability, damp, etc.
  - (2) External wall surfaces
  - (3) Roof coverings
  - (4) Rainwater disposal system
  - (5) Doors and windows
  - (6) External iron and wood, including condition of paintwork
  - (7) Tower, spire, including bells and frames
  - (8) Roof structures and ceilings
  - (9) Internal partitions and doors
  - (10) Internal plaster
  - (11) Internal decorations
  - (12) Glazing and ventilation
  - (13) Floors and galleries
  - (14) Furniture, fittings, organ, clock, etc.
  - (15) Monuments

- (16) Heating System - Boiler
    - Flue
    - Fuel storage
    - Safety
    - Efficiency
    - Insulation
  - (17) Electrical systems
  - (18) Lightning conductors
  - (19) Sanitary facilities
  - (20) Fire precautions
  - (21) Security
  - (22) Churchyard, including boundaries, paths, trees, etc. (See Churchyards Handbook). Attention should be drawn to recommendations concerning the need for further advice by appropriate experts.
- (d) Works of repair in order of priority
- (1) Of utmost urgency
  - (2) Essential within the next eighteen months
  - (3) Essential within the quinquennium
  - (4) Desirable, i.e. future desirable repairs, renewals or improvements.

**Note: The implications of any work recommended particularly as regards archaeological remains or for the conservation of bats (under the Wildlife and Countryside Act) must be examined. Advice may be sought from the Diocesan Archaeological Consultant and the Nature Conservancy Council respectively.**

- (e) Recommendations on maintenance and the care of the building and its contents.
- (f) Recommendations on further detailed investigations.
- (g) The Inspector may attach explanatory notes of advice and guidance for which a suggested form is to be found in the Council for the Care of Churches booklet “**A Guide to Church Inspection and Repair**”.

QA.11 Within one calendar month from making the inspection, the inspector shall send not less than two copies of his report to the Parochial Church Council in which the church is situate; to the incumbent of the benefice comprising that parish; the Secretary of the Diocesan Advisory Committee and to the Archdeacon of the archdeaconry concerned. The Secretary of the Diocesan Advisory Committee shall be responsible for keeping a register of buildings within the Scheme, appointed inspectors, dates of inspections and inspectors' reports. The Secretary of the Diocesan Advisory Committee is also responsible for keeping permanently a record copy of the inspection report, and if other copies become mislaid, a photocopy may usually be obtained from him.

## **Fees**

QA.12 Fees for carrying out quinquennial inspections shall be the responsibility of the parochial church council of the parish in which the church is situate.

QA.13 The Diocesan Board of Finance, annually, shall recommend to approved inspectors and to parochial church councils the minimum or basic fee for the following year. However, the basis of the fee for each inspection is to be agreed between the

parochial church council and the inspector before the inspection takes place, and should have due regard to the current Conditions of Engagement laid down by professional bodies. The inspector is required, before making the inspection, to give the parochial church council an approximate estimate of the fee to be charged for the inspection, including the preparation and issue of his report.

QA.14 Nothing in this scheme shall preclude, if deemed expedient, the Diocesan Board of Finance making provision for pooling of fees within the Diocesan budget.

### **Interpretation**

QA.15 Nothing in this Scheme is intended to, or shall, alter the powers of an Archdeacon to ensure the inspection of every church in his archdeaconry once in five years as laid down in Sections 2 and 3 of the Inspection of Churches Measure, 1955.

QA.16 Any questions which may arise concerning the interpretation of this Scheme shall be referred to the Archdeacon, whose decision shall be accepted by the parties concerned.

QA.17 This Scheme shall be subject to amendment only by means of a formal motion, presented after due notice to the Diocesan Synod, and approved by the Synod.