**Appendix 1:**

This pro forma should **only** be completed following PCC receipt of statutory DAC advice on the prospective Quinquennial Inspector to be appointed

**Draft letter of appointment**

From a new Quinquennial Inspector to the secretary of the PCC

Dear

Inspection under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2020

(name of church, dedication and diocese)

Thank you for inviting me to become Quinquennial Inspector to your church, an appointment which I am happy to accept. I will undertake the next quinquennial inspection in accordance with the provisions of your diocesan scheme (i.e. the scheme established by the diocesan synod of your diocese).

I will be happy to advise on, prepare specifications for, and oversee subsequent repairs where invited to do so, although please note that any such work may be subject to separate contractual arrangements and fees beyond those agreed for the inspection, and may also be subject to procurement regulations.

I shall be pleased to accept this appointment in accordance with the following terms:

1. The inspection of the church will be visual and such as can be made from ground

level, and from suitably secured and protected ladders and any safely accessible roofs, galleries or stagings. I may also if appropriate make use of Unmanned Aerial Vehicles (UAVs, “drones”) and other technology by prior agreement and with the appropriate permissions.

Only selected areas will be examined in detail. Parts of the structure which are

inaccessible, enclosed or covered will not normally be opened up unless specifically requested. The PCC shall provide ladders, access equipment and any other necessary assistance. I shall be pleased to discuss my detailed requirements for these with you.

2. When I come to inspect, I will need to see the log book of alterations and reports

and inventory of all articles. I will also need to see: -

a) a list of movable articles which the Archdeacon has directed me to treat as of outstanding architectural, artistic, historical or archaeological value, or of significant monetary value, or at special risk of being stolen or damaged;

b) details of any ruins in the churchyard (open or closed) and

c) copies or details of any Tree Preservation Orders affecting trees in the churchyard (open or closed), in a Conservation Area, or on the Gazetteer of ancient, veteran and notable trees; or any tree impacting on the building

3. The inspection will include as far as practicable all features of the building, covering all aspects of conservation and repair, and will include all articles, ruins and trees which the Measure requires the inspection to cover.

4. The report will be prepared and presented to conform to the requirements of the diocesan scheme, set out in accordance with the Church Buildings Council’s current guidance, and reflect the General Synod motion calling all parts of the Church to work towards “net zero”. The report will be submitted in electronic and paper format to the PCC and the incumbent, and a copy in electronic format (PDF) only will be sent at the same time to the archdeacon.  
I accept that the report will be compiled and/or uploaded to the Church Heritage Record. Further copies will be issued in accordance with the directions contained in the scheme.

5. I shall deliver the report within three months of carrying out the inspection.

6. My fee for the inspection and report will be [….. ] [In addition to the fee charges mentioned in paragraph 3 above I shall change the following out-of-pocket expenses: [….]

*or*

My fee for the inspection and report will be [.…] [My fees are inclusive of out-of-pocket expenses].

VAT at the standard rate will be charged additionally on all fees and expenses.

The conditions of appointment will be set out in [the RIBA Standard Form of Agreement for the Appointment of an Architect / [the RICS Conditions of Engagement for Building Surveying Services] or other relevant document (copy attached).

7. The general good practice and spirit of our relationship will be as described in the

CBC guidance notes on quinquennial inspections on www.churchcare.co.uk. I suggest

you obtain a copy of these notes if you do not already have them.

8. I understand that my appointment as a Quinquennial Inspector will continue until terminated by either of us [and will be reviewed every 5 years]. Please keep me informed of any proposals or factors which may affect the care of your church, so that I may advise you to the best of my ability.

If you have any difficulty with any aspect of this agreement or subsequently my work, please feel free to contact [the senior partner of the practice] with a view to resolving the issue.

Please confirm that these terms of appointment are acceptable to you and your PCC. I

attach a duplicate copy of the letter for you to sign and return to me as a record of the

agreed appointment. Please then send me copies of previous reports or at least the most recent.

I am sending a copy of this letter to the incumbent and the Secretary of the DAC for

information.

Yours sincerely