

**MAJOR PROJECTS**

Major building projects can be broadly defined as those for which consultants will be appointed and/or a formal contract entered. They include, typically, anything from a small extension costing £15,000 to a new church complex costing well over £1M. The Synod Finance Committee will identify a major project when it gives its approval for the works (➤ 025) by indicating that the contract will be entered by the trustees. It may also set down requirements for the appointment of consultants. Small projects will normally be commissioned by the local church.

Consultants

The trustees will normally require the appointment of at least one professional consultant (➤ 028) and will be able to give advice on most aspects of such appointments. The consultants' fees must be met by the local church and should be taken into account in the project budgeting. It is essential that all consultants have adequate professional indemnity insurance and that their terms of appointment are agreed in writing before they undertake any work.

Planning Consent

It is most unwise to make planning application before the Synod has given its approval to the plans for the scheme and its funding. It is also prudent to take professional advice before submitting a planning application. Additional approvals are required for works to Listed Buildings (➤ 026) and for the total demolition of buildings in Conservation Areas (➤ 026).

Building Regulations Approval

Building Regulations Approval is required to ensure that the works meet or exceed the minimum standards of construction.

Tendering

In consultation with the professionals appointed and with the local church, the trustees will agree the tender documentation and the list of those firms from whom tenders for the works will be invited. No firm will be invited to tender unless the trustees are satisfied that they are capable of meeting the requirements of the project. This is because, in the light of their charitable

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status, the trustees will in almost all circumstances be unable to accept any but the lowest tender.

Contract Management

The trustees will act as 'employer' in the building contract and their representative will normally attend regular site meetings and liaise with the professional team in the administration of the contract. Once the trustees have executed the contract agreement, it would be most unwise for the church to seek any change to the specification of the work.

Insurance

The professional consultant will give advice to the local church, in conjunction with the trustees, on the arrangements for insurance. There are basically three alternatives:

- For a free-standing new building, insurance will usually be the responsibility of the building contractor until the premises are handed over ready for occupation. From that time, the responsibility for insurance rests with the local church.
- For an extension to an existing building, insurance of the new work, both during and after construction, is usually the responsibility of the local church and this means that the property insurers must be notified in advance that the work is to be undertaken.
- On major works of repair, it is advisable to notify the property insurers that a building contract is to be undertaken even though the capitalised value of the property may not be affected by the works.