# 6. DRAFT RESOLUTION – to be agreed with the Synod Pastoral Committee and the Property Officer (on behalf of the Trust) prior to sharing with the membership.

|  |  |  |
| --- | --- | --- |
| At a meeting of the: |  | United Reformed Church (“the Church”) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Held at: |  | Date: |  | Time: |  |
| Chaired by: |  |  |

It was proposed and agreed that the Church, being the body of people who assemble here for worship, witness and mission, asks the Eastern Synod, for permission to dissolve itself in accordance with the provisions of (4)A(iii) of the Structure of the United Reformed Church.

1. That the following people:

|  |
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* are appointed to wind up the affairs and assets of the Church. The responsibilities include discharging all debts and liabilities and those responsibilities and duties set out in the Eastern Synod Church Closure Process.
* are to be indemnified in respect of all acts and omissions except in the case of malice, recklessness or dishonesty.
1. The church be dissolved from:
2. That the buildings associated with the church (church, halls, manse etc.) be sold.
3. That the following donations (under £1000) be made from the church’s unrestricted funds to the following registered charities or United Reformed Churches:

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1. The benefit of any legacies to the church that arise in the future should pass to (name of church) / Eastern Synod. (In the event that the named church has closed then the legacy should pass to Eastern Synod.)
2. The Church asks Eastern Synod, for approval to apply the net assets and sale proceeds entitled to them in the following manner (after payment of debts and liabilities as aforesaid and all other expenses):

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* the remainder shall be entrusted to Eastern Synod for the purposes of the United Reformed Church.

Signed, for the Church Meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Chair |  | Print |  |
| Secretary |  | Print |  |
| Treasurer |  | Print |  |
|  | Date: |  |

# 7. VACATING A CHURCH BUILDING CHECKLIST

Please complete for every building associated with your church i.e. hall/manse/other residential.

|  |  |
| --- | --- |
| **CHURCH NAME** |  |
| **ADDRESS:** |   |
| **Date of Closure** |  |
| **ELECTRICITY** |  |   |
| Name of supplier |   |  |
| Account Number |   |   |
| Meter reading at date of closure |   |   |
| Location of meter |   |   |
| Have you notified the supplier of closure / that you are moving? | **YES / NO** | Date |   |
| **GAS** |  |   |
| Name of supplier |   |   |
| Account Number |   |   |
| Meter reading at date of closure |   |   |
| Location of meter |   |   |
| Have you notified the supplier of closure / that you are moving? | **YES / NO** | Date |   |
| **LOCAL AUTHORITY** |  |   |
| Local Authority |   |   |
| Have you notified the LA of closure / that you are moving? | **YES / NO** | Date |   |
| **WATER** |  |   |
| Name of Supplier |   |   |
| Account Number |   |   |
| Meter reading at date of closure |  |  |
| Location of meter/stopcock |   |   |
| Have you notified the supplier of closure? | **YES / NO** | Date |   |
| **SECURITY SYSTEM (if applicable)** |   |
| Supplier |   |   |   |
| Account Number |   |   |   |
| Alarm code |   |   |   |
| Have you notified the supplier of closure? | **YES / NO** | Date |   |
| **TELEPHONE** |  |  |   |
| Supplier |   |   |   |
| Account Number |   |   |   |
| Have you notified the supplier of closure? | **YES / NO** | Date |   |
| **TELEVISION / BROADBAND** |  |  |   |
| Supplier |   |   |   |
| Account Number |   |  |   |
| Supplier notified of closure? | **YES / NO** | Date  |   |
|   |   |   |   |
| **DOCUMENTS** | **(tick or circle)** |  |   |
| Please provide copies of: | 🗌 | Last EICR (5-year electrical test) certificate. If unsatisfactory proof that the remedials have been completed  |
|  |  🗌 N/A | latest Gas Safe certificate, if applicable. |
|  |  🗌 N/A | Asbestos Survey and Management Plan, if applicable  |
|  | 🗌 | Fire Risk Assessment |
|  | 🗌 | Property Maintenance log |
|  |  |  |  |
| **Any known disputes boundary/neighbours/others?** |
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|  |  |  |  |
| **Does the site include a burial ground?** | **YES / NO** |  |
| If it does, is it closed or please provide details of any known reserved plots |
|  |
|  |
| **Are there any burials below the church floor?** | **YES / NO** |  |
|  |  |  |  |
| **Provide details of who will hold the keys.** (Please label the keys as to which doors they open.) |
|  |
|   |   |   |   |
| **To the best of your knowledge please provide details of any issues, problems, idiosyncrasies and details of any other service contracts on these premises.** |
|   |
| **Signed:** | **Print:** |
| **Date** |  |  |
| **Please return this form to:** resources@urceastern.org.uk |
| or by post to: URC Eastern Synod FAO The Property Officer 36 Duxford Road, Whittlesford, Cambridgeshire CB22 4ND |