**STATEMENT OF CUSTODIANS’ EXPENSES**

 Vacancy in Benefice / LMA of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Period of Vacancy From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Disbursements

###  Maintenance of House and Garden Running Costs

 Heat / Light \_\_\_\_\_\_\_\_\_\_

 Telephone \_\_\_\_\_\_\_\_\_\_

 Garden \_\_\_\_\_\_\_\_\_\_

 **TOTAL** \_\_\_\_\_\_\_\_\_\_

 **ALL CLAIMS SHOULD BE ACCOMPANIED BY THE RELEVANT RECEIPTS / INVOICES.**

 Please make cheque payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area Dean

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}

 } Churchwardens

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated

 Please ensure that the form is signed by the Area Dean and the Churchwardens

 before forwarding to:

 **St Davids DBF**

 **Diocesan Office**

 **Abergwili**

 **Carmarthen SA31 2JG**

A NOTE OF THE DUTIES OF THE CUSTODIANS OF A PARSONAGE HOUSE DURING A VACANCY IN A BENEFICE ETC.

Section 39 of Chapter X of the Constitution provides that:

During a vacancy in an incumbency or in a case where a parsonage in a suspended incumbency is vacant the Area Dean and Churchwardens of the parish shall be the custodians for the parsonage and be responsible for its care, other than for such purposes as are the responsibility of the Parsonage Board. The custodians shall take precautions for the prevention of trespass; they shall see that the water, gas and electric services are cut off at the main; that in frosty weather the water is drained from the cisterns and pipes; that gutters and drain-pipes are kept clear; that from time to time the house is aired, and, if necessary, fires are lighted; and do what is practicable to prevent the garden from becoming a wilderness. For such purposes the custodians shall have authority to defray the reasonable costs thereof at an average rate of expenditure for the period of the vacancy, not exceeding such weekly rate as the Diocesan Board of Finance may from time to time determine. The amount expended shall be refunded on production of a statement of account with receipts for payment made by the custodians and the amount refunded shall be charged against the Maintenance of Ministry Fund for the diocese concerned. The custodians shall not be responsible for making good the results of any failure by the former Incumbent to comply with the provisions of section 17(c) hereof (i.e. the maintenance of the interior in good decorative condition) or for the results of any negligence by such Incumbent or by any of his or her household or family or for wilful damage done or allowed to be done by him or her, to any part (including the garden) of the parsonage. In the event of damage to the parsonage by storms or other causes it shall be the duty of the custodians to notify the Diocesan Inspector immediately.

The purpose of this section is to ensure that whilst no one is living in the house, it is looked after on a day-to-day basis in the same way that a responsible occupier would do. Maintenance and repair works are the responsibility of the Diocesan Parsonage Inspector and the need for such works should be notified to the Diocesan Inspector as soon as it comes to light in the same way that Section 39 provides for storm or other damage. Damage which is attributable to neglect prior to the vacancy should be drawn to the Diocesan Inspector’s attention in the same way.

Although Chapter X stipulates that water, gas and electricity services are to be cut off at the mains, it is Diocesan Policy that the Diocesan Inspector’s agreement is obtained before any action is taken.

It is not the duty of the custodians to carry out “landlord’s repairs” – that is the duty of the Diocesan Parsonage Board, and it is not the duty of the custodians to make good any damage caused by neglect prior to the vacancy.

At the end of the period of the vacancy, the custodians should send to the Secretary of the Diocesan Board of Finance a statement in the form attached, signed by the custodians giving brief details of disbursements, with names of persons to whom payments have been made and a description of the services rendered. Receipts for trivial items are not required, but receipted bills for goods purchased should be sent. The amount refunded will be charged against the Maintenance of Ministry Fund for the diocese concerned.