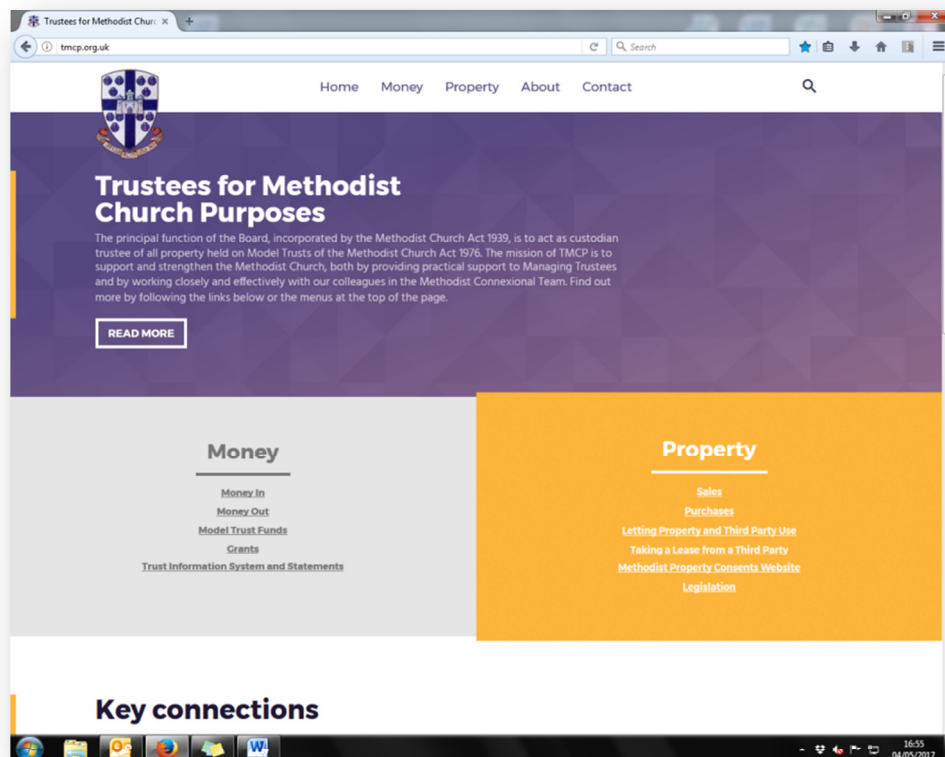




# TMCP Website User Guide



## **Welcome to the TMCP website**

Visit TMCP's website at **tmcp.org.uk** to access the information, guidance, template clauses, forms and standard documents that we have prepared to help you to fulfil your role as prudent charity trustees with responsibility for charity property.

### **Why should you visit our website?**

If you are a Managing Trustee i.e. a member of a Church Council or Circuit Meeting or a District Trustee then you are a charity trustee with responsibility for charity property. This means that there are obligations placed on you under charity law, trust law and Methodist law and policy that impact on what you can do with the property and the processes to be followed. The guidance available from our website is there to help you in your role and also to help your professional advisers. For instance: Are you proposing to sell, let or share use of any Methodist property? Are you proposing to buy or lease property for use by the charity? Do you need to pay in or withdraw any Model Trust funds? If so, please visit our website.

### **How to find our website**

- ⇒ Type "www.tmcp.org.uk" into the address bar at the top of your screen
- ⇒ Or type "TMCP website" into your search engine (e.g. Google) and click on the "www.tmcp.org.uk" search result

### **Finding your way around the TMCP website**

The website is split into 4 key areas; "About", "Money", "Property" and "News Hub".

**About** – Find out about TMCP, its role as custodian trustee and the corporate body of the Methodist Church, the Board Members, TMCP staff and data protection.

**Money** – Come here for information, guidance and resources on financial matters.

**Property** – Visit this page for information, guidance and resources on property/ land matters.

**News Hub** – Keep an eye on legal updates that impact on your role, upcoming events on the Methodist calendar as well as updates and changes to the TMCP website and the resources available.

The 4 key areas can be accessed from the homepage or using the tabs that appear at the top of every webpage. Each area is split into sub-pages to help you to find specific information and resources relating to the matter in hand, e.g. withdrawing money from a Model Trust fund, selling a burial ground or dealing with a statutory notice. Click on a tab to reveal the available sub-pages in the drop down menu and select the page that you are looking for. See the **Site Map at Annex A** for a diagram showing a break-down of the webpages available and where to find them on TMCP's website.

### **What are the resources?**

Once you are on a webpage e.g. "Sales", the "Resources" heading will appear when there are resources available relating to that webpage. The resources heading will appear on the right-hand side of the screen (or immediately underneath the purple banner in the page header if you are using a hand held device) listing the types of resources available. The "resources" are the following types of document that have been prepared to help you and your advisers:

**Checklists:** This is an at-a-glance list of requirements to be fulfilled on property transactions. You can click on the boxes to indicate steps that have been completed and print off a list of the outstanding requirements or download and print the whole list.

**Guidance Notes:** This resource type currently includes detailed Guidance Notes, Focus Notes which “focus” on a particular aspect of a transaction e.g. burial ground sales as opposed to sales in general, and Template Clauses.

**External Links:** External webpages and documents/ guides with additional or specific guidance and information relating to the page you are looking at. These could be hand-picked Charity Commission guidance notes or links to relevant legislation.

**FAQs (Frequently Asked Questions):** This is in question and answer format dealing with common issues that Managing Trustees face in relation to the matter in question. If you find yourself in a particular situation or have questions to ask you may find the starting point to your answer here. Click on the type of resource you are looking for e.g. checklists and select from the drop down list. You can see the full range of resources available in the [list of resources in Annex B](#).

### **How do I use the website?**

Log onto our website and try out the features highlighted in the [sample page at Annex C](#). The white banner at the head of every webpage allows you to access the main areas of the website as well as the home page, contact us and the search function. Role your mouse over the area you are interested in and the list of webpages belonging to that area will show in the purple banner underneath. Click on the page you want to visit.

Watch out for the “related links” which appears underneath the “resources”. These are other pages on our website that you may find helpful in addition to the page you are currently viewing. The banner at the foot of the page allows you to access any of the key areas and webpages as well as the search function and contact details.

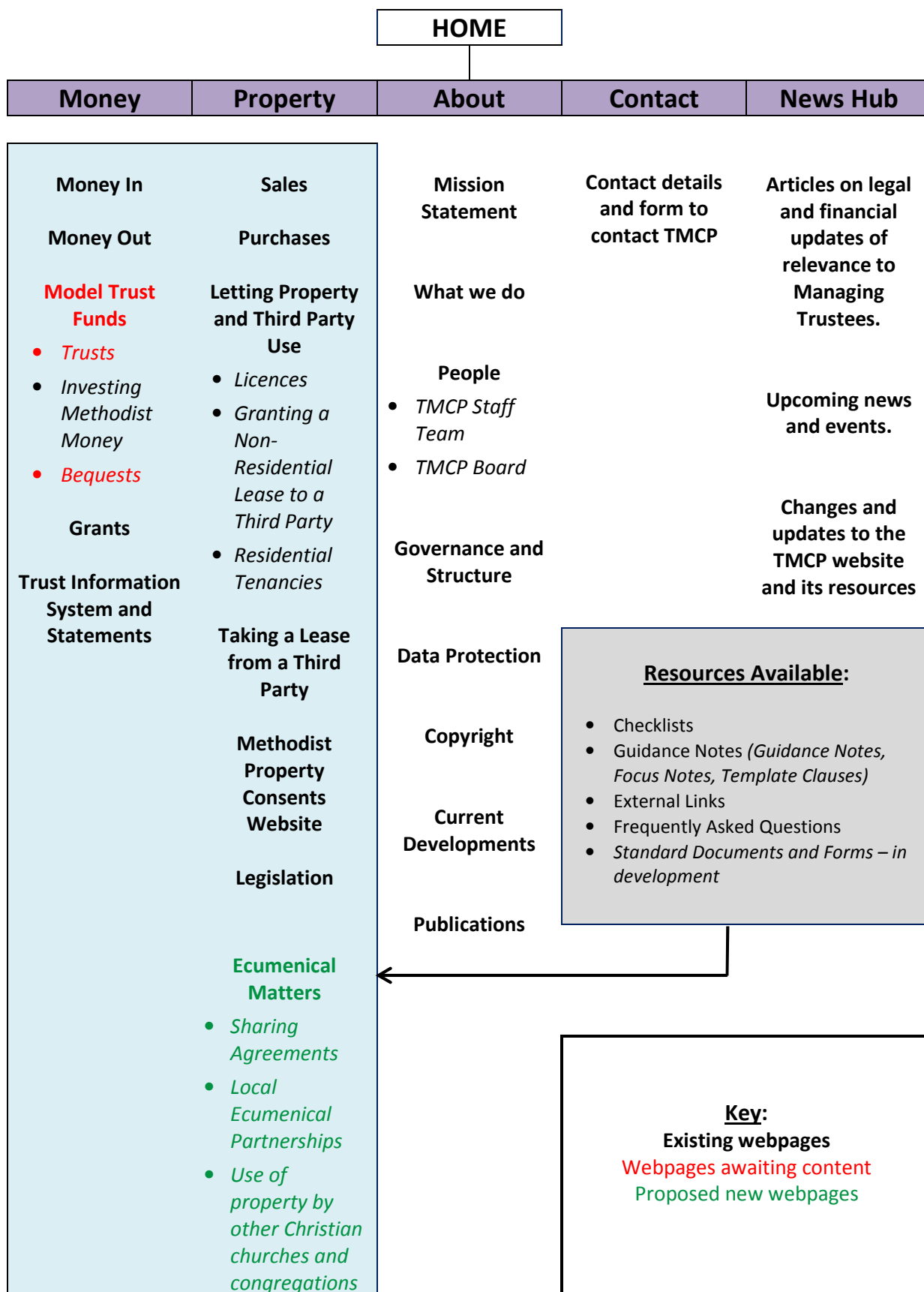
Use the search function by clicking the “magnifying glass” symbol at the top of the page. Type in the name of a document you want to find or the subject area you require guidance on and hit “GO”. You can refine the search by clicking the “cog-shaped” symbol and filtering the search results by type e.g. webpage, guidance notes, FAQs etc.

Use the “contact form” accessible from the “contact” tab or the “Ask question?” icon in the purple banner on every webpage header to access the contact form. Ask us a question and somebody will get back to you. You can also use this form to tell us what you have found helpful on our website or what additional resources you would like to see.

### **How do I find out if the guidance available on the website changes?**

Sign up to receive notifications of updates and changes. Look out for the “Stay Updated” yellow heading at the foot of any webpage. Insert your email address where indicated and you will receive an email asking you to confirm the email address is correct. You will then receive email alerts when new articles are published on our website in the “News Hub” area. The articles will notify you when content on the website changes, of upcoming events and provide finance and legal updates on relevant developments such as new requirements on residential landlords or recent Charity Commission investigations.

## Annex A - TMCP Site Map



## Annex B – TMCP Website Resource List

	Checklists	Guidance Notes			Standard Documents and Forms	FAQs
		<i>Guidance Notes</i>	<i>Focus Notes</i>	<i>Template Clauses</i>		
<b>PROPERTY</b>						
Resources available from relevant transactional pages			<ul style="list-style-type: none"> <li>- Instructing a Legal Adviser Focus Note</li> <li>- QSR (Preparing) Focus Note</li> <li>- QSR Focus Note</li> <li>- Replacement Project Focus Note</li> </ul>	<ul style="list-style-type: none"> <li>- Section 333 Resolution Template Clauses</li> </ul>	<ul style="list-style-type: none"> <li>- Connected Person Certificate (pdf) and (word)</li> </ul>	
<b>SALES</b>	<ul style="list-style-type: none"> <li>- Auction Sale Checklist</li> <li>- Sale Checklist</li> </ul>	<ul style="list-style-type: none"> <li>- Burial Ground Guidance</li> <li>- Sale Guidance for Managing Trustees</li> <li>- Sale Guidance for Solicitors</li> </ul>	<ul style="list-style-type: none"> <li>- Auction Sale Focus Note</li> <li>- Burial Ground Sale Focus Note</li> </ul>	<ul style="list-style-type: none"> <li>- Burial Ground Template Clauses</li> <li>- Sale Template Clauses</li> </ul>		<ul style="list-style-type: none"> <li>- Sale FAQs</li> </ul>
<b>PURCHASES</b>	<ul style="list-style-type: none"> <li>- Purchase Checklist</li> </ul>	<ul style="list-style-type: none"> <li>- Purchase Guidance for Managing Trustees</li> <li>- Purchase Guidance for Solicitors</li> </ul>	<ul style="list-style-type: none"> <li>- Purchase of a New Build Focus Note</li> </ul>	<ul style="list-style-type: none"> <li>- Purchase Template Clauses</li> </ul>		<ul style="list-style-type: none"> <li>- Purchase FAQs</li> </ul>
<b>LETTING PROPERTY AND THIRD PARTY USE</b>						
LICENCES		<ul style="list-style-type: none"> <li>- Licence Guidance 1 - When to use the Standard Licence</li> <li>- Licence Guidance 2 - Completing the Standard Licence</li> <li>- Licence Guidance 3 - The Standard Licence Explained</li> </ul>			<ul style="list-style-type: none"> <li>- Licence Flow Chart</li> <li>- Standard Licence (Word)</li> <li>- Standard Licence (pdf)</li> <li>- Template Booking Form</li> </ul>	<ul style="list-style-type: none"> <li>- Licence FAQs</li> </ul>



	Checklists	Guidance Notes			Standard Documents and Forms	FAQs
		<i>Guidance Notes</i>	<i>Focus Notes</i>	<i>Template Clauses</i>		
GRANTING A NON-RESIDENTIAL LEASE TO A THIRD PARTY	- Non-residential Lease (Landlord) Checklist	- Non-residential Lease (Landlord) Heads of Terms - Non-Residential Lease (Landlord) Guidance for Managing Trustees - Non-Residential Lease (Landlord) Guidance for Solicitors		- Non-Residential Lease (Landlord) Template Clauses		- Non-Residential Lease (Landlord) FAQs
RESIDENTIAL TENANCIES	- Residential Tenancy (Landlord) Checklist	- Residential Tenancy (Landlord) Guidance - Residential Tenancy Document Guide (Template AST)	- Rent Smart Wales Focus Note - Residential Tenancy (During) Focus Note - Residential Tenancy (Ending) Focus Note - Residential Tenancy (Statutory Requirements) Focus Note	- Residential Tenancy (Landlord) Template Clauses	- Rent Smart Wales Property Information Form	
TAKING A LEASE FROM A THIRD PARTY				- Taking a Lease from a Third Party (Tenant) Template Clauses		
LEGISLATION		- Assets of Community Value - Localism Act 2011 - Party Wall Act 1996 - Rent Smart Wales Focus Note				

	Checklists	Guidance Notes			Standard Documents and Forms	FAQs
		<i>Guidance Notes</i>	<i>Focus Notes</i>	<i>Template Clauses</i>		
<b>ABOUT</b>						
<b>PUBLICATIONS</b>		- TMCP Report to Conference 2017 - TMCP Report to Conference 2016 - TMCP Annual Accounts to 31-8-2015 - Data Protection Booklet			- Data Subject Access Request (SAR) form	
<b>MONEY</b>						
<b>MONEY OUT</b>					- Application 1 - Application 2 - Application 3	
<b>GRANTS</b>		- Criteria for Discretionary Grants - Grant Making Protocols				
<b>TRUST INFORMATION SYSTEM AND STATEMENTS</b>		<div> <div> + Account History + Account Transactions + Church Asset History + Church Data + Church Investments + Church Reports + Circuit Asset History + Circuit Data + Circuit Investments + Circuit Reports + District Asset History + District Data + District Investments + District Reports </div> <div> + Getting Started + TIS Downloads + Terms and Conditions + Trust Asset History + Trust Balance Sheet + Trust Data + Trust Income and Expenditure + Trust Investments + Trust Reports + Useful Links + User Access Management </div> </div>				



## Annex C – Sample Page

**Name of webpage**

*Click here to go to the contact form and ask us a question. You will receive an email to confirm receipt once the email has been picked up i.e. the morning of the working day after you send it.*

**Summary/ overview of page content to help identify whether the page or resource is relevant to you.**

**Date page was last updated.**

**The search function**

*Click to download the webpage and save to your computer/ phone and share with other Managing Trustees or your professional advisers.*

*Click to print the page. Selecting "only print expanded Guidance Notes" enables you to only print the parts of the document you need to cut down on paper. This is only an option on longer webpages.*

*This heading shows that there are available resources to accompany the guidance on the webpage in front of you.*

*Click the type of resource you are looking for. Select the resource from the drop down menu.*

**Links to all webpages**

**Contact details for TMCP**

*Sign up to receive notifications of updates and changes by inserting your email address.*

**Screenshot Content:**

- Page Title: Sales - Trustees for Methodist Church Purposes
- URL: [tmcp.org.uk/property/sales](http://tmcp.org.uk/property/sales)
- Navigation: Home, Money, Property, About, Contact
- Section: **Sales** (PROPERTY)
- Text: Information and guidance on selling Methodist property
- Buttons: Download, Print, Updated 28 Feb 2017, Ask question
- Resources:
  - Checklists (2)
  - Guidance Notes (12)
  - External Links (2)
  - FAQ
- Introduction: Managing trustees may decide that a property is surplus to requirements or that they want to sell a property for some other reason e.g. to fund a new, more suitable, manse or worship space. Whatever the reasons Managing Trustees as prudent charity trustees need to make the sale as beneficial to the charity as possible, by raising funds for further Mission on any retained land or elsewhere in the Circuit, District or wider Connection.
- Footer:
  - © 2017 TMCP Registered Charity No. 1136358 A body Corporate established by the Methodist Church 1939
  - Telephone: 0161 235 6770 Fax: 0161 235 9752
  - Trustees for Methodist Church Purposes, Central Buildings, Oldham Street, Manchester, M1 1JQ

**Trustees for Methodist Church Purposes**  
 Central Buildings, Oldham Street, Manchester, M1 1JQ  
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 Registered Charity Number 1136358

