INVENTORY

Authorised by the Governing Body of the Church in Wales 20....

PARISH OF

................................................................................................................................................

R.B. Number ........................................

CHURCH

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(Signify Parish Church/Daughter Church/Mission Church)

DEANERY

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ARCHDEACONRY

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DIOCESE

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A separate Inventory and Log should be made for every place of worship licensed by the Bishop for public worship, unless the Archdeacon directs otherwise.

Each Inventory and Log is to be maintained in this loose leaf binder with supporting photographs and plans. Photographic negatives should be kept separately in a secure dry place.

One copy of this Inventory and Log is to be lodged with the Representative Body at 39 Cathedral Road, Cardiff, CF11 9XF.
Extract of the Constitution of the Church in Wales:

Chapter VI Section 21

1. It shall be the duty of the Incumbent and Churchwardens of every parish to ensure that particulars of all church plate and other valuable articles belonging to the church or used in the worship of any church or mission in the parish, are entered in the inventory of such church or mission room.

2. Unless the Archdeacon otherwise directs in writing, each inventory shall be under the control of the Incumbent and Churchwardens, and shall be kept in a church safe.

3. The Incumbent and Churchwardens shall forthwith enter in the inventory particulars of any gift to the church of church plate or other valuable articles to be used in the worship of any church or mission room in the parish.

4. Entries in the inventory shall state the name of the donor (where known), record where each article is kept when not in use, and give particulars of any insurance thereof.

5. The Incumbent shall report the gift to the next meeting of the Parochial Church Council and the next Vestry Meeting.

6. The Incumbent and Churchwardens shall send a copy of the entry of the gift to the Bishop and to the Secretary of the Representative Body, and the latter shall report the gift to the next meeting of that Body.

7. On the occasion of a vacancy in any incumbency, it shall be the duty of the Churchwardens to inspect the church plate and other valuable articles belonging to the church or used in the worship of any church or mission room in the parish, to check such articles against the inventories, and within one month of the vacancy occurring to make a written report of the result of their inspection to the Secretary of the Representative Body, who shall bring such report before the next meeting of that Body.

8. After sending such report to the Secretary of the Representative Body the Churchwardens shall forward a copy thereof, together with the inventories to the Archdeacon, who shall inspect the inventories and deliver them in due course to the new Incumbent.

9. Upon being so requested, the Incumbent and Churchwardens shall send any inventory to the Bishop or the Archdeacon, as the case may be.

10. Any dispute or questions arising out of this section, or otherwise connected with an inventory, shall be referred to the Archdeacons, whose decision thereon shall be final.

Section 21 A

It shall be the duty of the Incumbent and Churchwardens of every parish to complete a Log Book, Terrier and Inventory relating to each church and every other building in the parish used for public worship and belonging to the Church in Wales and the respective contents thereof, which documents shall be completed in such form and at such times as may from time to time be prescribed by the Representative Body or the appropriate committee thereof.
Provided that:

(i) in the case of a Cathedral, the responsibility for completing the Log Book, Terrier and Inventory shall be that of the Dean and Chapter;

(ii) the provisions of this section shall not apply to a church or building the legal title to which is not vested in the Representative Body of the Church in Wales.
CHURCH FABRIC REGULATIONS

1
All cathedral and parochial insurances shall be effected with the Ecclesiastical Insurance Office, as the designated insurers of the Church in Wales.

2
The Parochial Church Council, acting through the Churchwardens, or the Dean and Chapter when the responsibility for the care of the fabric of the cathedral church vests in them, shall ensure:

(a) that the church buildings, churchyards and burial grounds are insured according to the advice of the Ecclesiastical Insurance Office, unless other terms are agreed with the approval of the Archdeacons of the archdeaconry in which the parish is situated, or, in the case of such a cathedral church, with the approval of the Representative Body;

(b) that insurance against employers' liability is effected as the circumstances may require;

(c) that insurance against liability to third parties is effected with a cover of at least £1,000,000.

3
The Churchwardens shall report in writing annually to the Parochial Church Council on:
(a) the state of repair of the church buildings, churchyards and burial grounds, and the steps which the Churchwardens consider necessary to maintain the same in a proper state of repair;

(b) the current insurance cover of all parochial insurances, together with the advice of the Ecclesiastical Insurance Office in relation thereto.

4
The Parochial Church Council shall receive and consider the annual report of the Churchwardens made in accordance with regulation 3 hereof and shall determine what action shall be taken thereon.

5
The Churchwardens shall forward to the Archdeacon a copy of their annual report made in accordance with regulation 3 thereof, together with a report on such action as the Parochial Church Council has determined shall be taken thereon.
GUIDELINES FOR THE INTRODUCTION OF THE INVENTORY AND LOGBOOK

(Authorised by the Governing Body of the Church in Wales)

HISTORICAL BACKGROUND
The necessity for the keeping of Church Records was stipulated by Canon 87 of 1603

TERRIER (from terre, land), is a description of "all the glebes, lands, meadows, gardens, orchards, houses, stocks, implements, tenements, and portions of tithes lying out of their parishes, which belong to any parsonage, vicarage, or rural prebend, to be taken by the view of honest men in every parish, by the appointment of the bishop, of whom the minister to be one; to be laid up in the bishop's registry, there to be for a perpetual memorial thereof."

(Dictionary of the Church of England, E.L. Cutts, SPCK, 1908)

The term Terrier, by definition, concentrates on land. Tithes no longer concern us and glebe land is in the ownership of the Representative Body.

The point of quoting Canon 87 of 1603 is:

(i) it emphasises the partnership and responsibility which has always existed between Incumbents, Churchwardens and officers of the Bishop (Rural Deans, Archdeacons and Registrars).

(ii) it sets forth the obligation and accountability of depositing a copy of the information relating to the Church Buildings and the various items to be found therein.

From time to time Incumbents and Churchwardens have been requested to compile up to date records following specific guidelines (see for example DIRECTIONS to the Rev. the CLERGY of the DIOCESE of ST ASAPH, and the CHURCH-WARDENS in the same, for making and disposing their TERRIERS. (1795) (Document A)
THE NEED FOR THE INTRODUCTION OF A STANDARDISED INVENTORY AND LOGBOOK

The presentation of the Inventories at Visitations has revealed that many of them are out of date, much altered and having no standardised method of recording data.

Of necessity standardised Inventories and Log Books must be introduced because of Regulations lately introduced by the Governing Body:

(a) The Deposit of Church Records.
(b) The Introduction of the Book of Common Prayer.
(c) The necessity of keeping photographic records for Insurance Purposes.
(d) The recording of items of 'heritage' worth.
(e) The completion of the first of the ongoing Quinquennial Inspections.
(f) The benefit derived from grant awarding organisations and the specific regulations relating to financial aid given to Listed Buildings.

The Church in Wales, at the parochial level, must adopt a professional approach to administration and the keeping of records.

The Inventory and Log Book are designed to meet this need and fulfil the conditions set out at the beginning of the Inventory in the Extract of the Constitution of the Church in Wales Chapter VI Paragraph 21, 21 A.

THE MEANS OF ENSURING THAT INVENTORY AND LOG BOOK ARE COMPLETED TO A HIGH DEGREE OF EXCELLENCE

ONE Although the Incumbent and Churchwardens and Rural Deans (for vacant parishes) are ultimately responsible for the completion of the Inventory and Log Book they should receive as much advice as possible and be directed to attend any centre where this advice will be given.

TWO The Rural Deanery might be regarded as the ideal unit for the collective instruction of Clergy and Churchwardens and any other persons nominated by the Parochial Church Council to take part.
THREE It should be recognised that the completion of the Inventory and Log Book requires a number of skills which are unlikely to be found in the average parish. These skills should be made available to Incumbents and Churchwardens. (For SKILLS see below).

FOUR Each diocese shall be responsible for making its own arrangements for the oversight and assistance given to Clergy and Churchwardens.

FIVE It is suggested that the Archdeacons in consultation with the Diocesan Advisory Committee should be empowered to recruit a team of expert lay people:

(a) to demonstrate and impart their special skills and knowledge
(b) to be assigned to assist in giving instructions to Clerics and Churchwardens at a centre convenient for the Rural Deanery
(c) helping to complete the Inventory and Log Book at the invitation of the Incumbent and Churchwardens
(d) The Incumbent or Rural Dean (if the Parish is vacant) may nominate a person as Clerk to 'The Inventory and Log Book' to be responsible for 'holding' the information as it is received.

SIX Practical points:

(a) Entries should be checked before they are entered.
(b) It should be recommended that entries are typed and every effort should be taken to see that presentation is of the highest quality.
(c) Supplies of extra sheets for the Inventory or Log Book should be printed and made available for distribution from Cardiff or the Diocesan Office or Resource Centre.
(d) If the Incumbent and Churchwardens are in doubt about the whereabouts of any information they should make their request in writing to the Archdeacon (or his nominee) quoting the precise entry.

SEVEN It is recommended that Diocesan Advisers on Archives meet on a Provincial level to discuss all entries relating to archives and to discuss:

(a) The further deposit of Parish Registers and other archival material.
(b) The means of incorporating lists of deposited material circulated to Incumbents by the National Library of Wales or Record Offices.
(c) The copy receipts signed when facsimiles of registers were delivered should be kept with the Inventory.
(d) Diocesan Advisers should arrange to meet archivists before the Inventories are completed.
(e) If possible a copy of the history of the parish should be included with each Inventory.

EIGHT Particular care should be taken in the recording and photography of Church Plate. If any previous record has been kept it should be carefully examined.

NINE It is suggested that two years be allowed from the initial receipt of the Inventory and Log Book for their completion and the deposit of one set with the Representative Body. This set must be shown to the Archdeacon before it is despatched.

TEN It should be at the discretion of the Bishop or Archdeacon that, if, the Inventory and Log Book is not completed to their satisfaction to require the Incumbent and Churchwardens or Rural Dean, to complete the exercise again at their own expense.

SPECIAL SKILLS

Every diocese has its experts drawn from the Colleges, Universities, Record Offices, The Council of Museums in Wales and County Historical Societies. A professional historian with a knowledge of his own locality will be able to advise which sources are reliable or unreliable. An effort should be made to ask a specialist in each area to draw up a suitable bibliography based on the subjects listed in the Inventory. There are recent publications which deal with most of the items mentioned. This information is for the use of 'a team of expert lay people' (see FIVE above)

We are most grateful to NADFAS for their guidance. They recommended

(i) INSIDE CHURCHES A Guide to Church Furnishings NADFAS CHURCH RECORDERS published by Capability Publishing Ltd, 629 Fulham Road, London SW6 SUH £8.95

(ii) Recording a Church an illustrated glossary, Council for British Archaeology, 112 Kennington Road, London, SE11 6RE (about £3) also useful for guidelines is NADFAS CHURCH RECORDERS MANUAL (see Document C)

OTHER BOOKS RECOMMENDED

The Buildings of Clwyd, E. Hubbard
The Buildings of Powys, R. Haslam
Medieval Churches of the Vale of Glamorgan, Geoffrey R. Orrin (an excellent book with a full glossary and bibliography).

WE ARE NOT COMPETING WITH NADFAS. THE BEST GUIDELINE IS TO ANSWER THE QUESTION AND SUPPLY NO MORE INFORMATION THAN REQUIRED. BE ACCURATE AND CONCISE IN FACT AND DESCRIPTION. QUOTE SOURCES OF INFORMATION IF POSSIBLE. AIM FOR NEATNESS AND CLARITY IN PRESENTATION.
DIRECTIONS to the Rev. the Clergy of the DIOCESE of ST ASAPH, and the CHURCHWARDENS in the same, for making and disposing their TERRIERS

To give Terriers that Weight in Evidence which will be of real Use in preventing Disputes and Litigations, it is earnestly recommended that the following Rules be carefully attended to:

Some Time before the Visitation, let Notice be given on a Sunday, appointing a Vestry to be holden one Day in the Course of the Week.

Let the Parishioners be summoned to that Vestry by the Toll of the Bell.

Let there be two original Instruments fairly written on Parchment, with durable Ink, containing the same Words and signed by the same Persons.

Let them be signed by the Rector, Vicar, or Perpetual Curate (as the Case may be) by the Churchwardens, and as many as may be of the substantial Inhabitants of the Parish.

Let one of these original Instruments be delivered to the Bishop's Registrar on the Visitation Day: Let the other be affixed to the Register Book, or kept with it.

Let a Title be prefixed in this Form:

"A true Terrier of all the Glebe Lands, Messuages, Tenements, Tythes, Portions of Tythes, and other Rights belonging to the (Rectory) and Parish Church of A, in the County of B, (Vicarage) (Perpetual Curacy) "and Diocese of St Asaph, now in the Use and Possession of the Rev. (Rector ) (Vicar ) (Perpetual Curate )

"and the Knowledge of the ancient Inhabitants, at a Vestry holden this Day of „pursuant to due and legal Notice given in Church on Sunday last for that Purpose, and exhibited in "die primary Visitation of the Right Reverend Father in God, Lewis, Lord Bishop of St Asaph, "holden at "

IN THE TERRIER,

1. Describe the Parsonage or Vicarage House; express what Materials it is built and covered with; what are the Dimensions of the Ground it covers; add the Out-houses and Dimensions of each, and what they are built and covered with.
2. Set forth the Glebe; the other Houses, if any, upon it; the Quantity of Ground in the Whole; the Abuttals or Boundaries of each Parcel; what inclosed; what in common Fields; with the Distinction throughout of Orchard, Meadow, Pasture, Arable, Woods, Underwoods, &c. add an Article of the Right of Commoning, if any; how many Beasts, Sheep, &c. it extends to; especially set down the Quantity and Dimensions of the Gardens, Yards and Outlets, and the Nature of the several Fences, whether Walls or otherwise; lastly, particularize the Number and Value of Timber, or other Trees growing in the Church-yard, or any Part of the Glebe.

3. Set down what Tythes are due to the Minister, and from what Township; and signify whether any Modus be claimed for any of them; and upon what Grounds.

4. Specify all Pensions, Augmentations, Gifts or Bequests made to the Church or Chapel, and their Ministers; and annex attested Copies (if practicable) of the Deeds, Wills, or Clauses, by which they are given or settled. On the other Hand say, if any Pension be payable out of the Living, and to whom; and fixed Stipend or Allowance to the Minister of a Chapel; or any Custom established to the Ex pense and Charge of the Incumbent.

5. The Curates of Churches Impropriate, and of Chapels that Tythes or portions of Tythes, must particularize the Lands or other Things tytheable to them, adding (as before directed) the Pensions, Stipends, or other Maintenance, if any, and by whom payable.

6. Set forth the Furniture of the Church or Chapel, and Chancel; the Bells, Clock, Utensils; particularly the Communion Plate, with the Inscriptions upon it, and Weight, if thereon marked; together with a Catalogue of any books which have been left or belong to the Church, Parish, or Chapel.

7. Lands or Money in Stock, or on Mortgage, for the Repair of the Church or Chapel, or any Thing belonging thereto; all Writings concerning the same, and in whose Custody they are.

8. Who are charged with the Repair of the Edifices and Church-yard Fence.

9. The Clerk's and Sexton's Wages, by Custom or otherwise by whom paid; and who appoints them.

L. St. ASAPH

P.S. 1. One Terrier so made, it may seem, would be Evidence for ever with respect to the Lands, and so it would; except that the Descriptions of the Abuttals will continually vary from the frequent Change of the Persons who may possess the Lands abutting. It is for this Reason, and no other, that new Terriers are required to be exhibited at every Visitation. When one accurate one hath been made with due Form, great Care should be taken to keep the Number of Parcels and Dimensions of the Lands the same in all future Terriers, only varying the Abuttals as Occasion may require. Any other Variation will manifestly tend to weaken the Evidence intended to be given by such Instruments.

P.S. 2 Where any Pretence to Modus or Exemption is entered in the Terrier, the Minister should not sign it, unless he is perfectly satisfied of the legal Foundation of such Claim - But, instead thereof, enter on the Back of the Instrument, that he is not prepared fully to admit the Legality of such Modus or Exemption, though in other Respects he conceives the Statement in the Terrier to be accurate; and then sign his Name to the Endorsement.
NOTES FOR PHOTOGRAPHERS

All items photographed for the Record should be on black and white film, and if possible on 35mm for ease of storage of the negatives. Colour prints should be in addition to the two sets of black and white ones.

A flash unit is essential, and a wide angle lens is useful for large monuments and interior views. A telephoto lens can be helpful for details especially where access is awkward.

Take a backing for silver shots, such as sheeting, felt or mounted paper. Sheetin can also make a light-tent for taking brasses, though a photo of a brass rubbing is more effective.

It is a good idea to start by photographing the windows while the Recorders are settling down - after which consult with the Group Leader which items are to be photographed, bearing in mind the length of the film.

All windows, unless of similar clear glass, should be photographed. Try to show architectural details, including tracery, thus making long and complicated descriptions unnecessary. It is worth experimenting with flash as it does bring out tracery and facial details. If possible photograph on a bright day, but not when the sun is shining directly through the glass - a long exposure and a tripod are recommended.

All silver items should be photographed, preferably individually, remembering that they may need further enlargement for identification. Silver Marks must be drawn, photographed, or smoked method.

Coats of Arms, hatchments and most memorials need photographing, also any objects that have to be itemized for museums.

If the film is developed immediately, any failures can be retaken on the following visit.

When lending Prints to Recorders for checking purposes, remind them not to use paper clips or to write on the back in ink.

A view of the exterior of the church makes a good frontispiece for the Record.

The photographs are mounted on headed cartridge paper (or similar) and numbered in black ink. They are usually placed after the item to which they refer in the compiled Record.
Photographs are required in two copies of the Record; the other three have photocopies. Not all photographs photocopy well, so care may have to be taken.

Negative holders are supplied. Please do not cut the strips of negatives. These are usually supplied in blocks of six. Insert them in order of the film and number die item photographed on a separate piece of paper. All negatives are sent with the copies of the completed Record and are subsequently lodged with the Council for the Care of Churches.
A true Inventory of all the Goods, Books, Ornaments and Utensils in the custody of the Parish and Parish Church, and Chapel (or Chapels) of Ease and Mission Rooms or other places of worship in the Parish of

.................................................................................................................................................... in the County of

.............................................................................................................................................. and Diocese Of ................................................

taken, made and renewed according to the best available information and in accordance with the requirements of the Constitution of the Church in Wales, certified and signed by the Incumbent and Churchwardens.

Incumbent.................................................................................................................. Date ..............................

Churchwardens........................................................................................................ Date ..............................

.................................................................................................................................................. Date ..............................

Revised:

Revised:

Revised:

Revised:
I PERTAINING TO THE CHURCH

(a) Structure of the Church
List the various parts (e.g. chancel, nave, aisles, transepts, tower, porch, vestry, incorporated parish rooms etc. etc. with dates of construction (where known) and a description of building materials (including roof coverings).

A ground plan should be pasted on the facing page. If it is not, please state where such a plan is kept.
(b) Describe any extension built under faculty. Give details of faculty.

(c) Give position of lightning conductor.
(d) Give date and Grade of Listing if the church is listed under the Town and Country Planning Acts. (This information may be obtained through the local authority). Is the church in a Conservation Area?

List any part of the church scheduled under the Ancient Monument Acts.

(e) State who is liable for the repair of the nave, chancel or other parts of the church and specify any private chapels. Is there a Chancel Repair Fund?

(f) Give date of any grants received for the repair of the church and its furnishings. List conditions accepted by the parish at the time of receipt of such grants. (e.g. CADW, Churches Group, Pantyfedwen).
(g) List any deeds or Acts of Parliament relating to the church and state where they are deposited.

Photographs of the church and details of its building construction (with particular reference to any features of special note)
(i) State whether there are any other Church Properties in the Parish, e.g. separate Church Halls, Sunday Schools, Curate/Verger Houses, etc. What are the insurance arrangements for these properties?
CHURCHYARDS
Is the Churchyard consecrated? ........................................................................................................
Is there a burial ground? ............................................. Open or closed? ................................
Is there an area set aside for cremated remains? ............................................................................
Is there a plan of the Churchyard and/or burials? ............................................................................
Where deposited....................................................................................................................................
Has there been any re-arrangement (e.g. movement of gravestones)? If so, where is the record
and relevant faculty?
How is the Churchyard enclosed (e.g. walled)? ............................................................................

Are there any Listed monuments or Gravestones in the Churchyard? (Give details).

Is there any additional land for burials set aside but not yet consecrated? (Give details).

Are there any trees in the Churchyard subject to Tree Preservation Orders?
Has there been any tree planting or felling? ....................................................................................
Is there a lychgate? If so, describe.

Is there a Churchyard Cross/Sundial, etc? If so, describe

Is there a War Memorial? If so, describe
II SCHEDULE OF FURNISHINGS AND FITTINGS (excluding registers, records and plate).

In every case the following information should be given if known: material (including the type of stone, wood, metal etc.), the date and the designer, number/craftsman, donor (where known), position.

1 Altar(s) or Holy Table(s)

2 Reredos - Retable

Photograph(s) (without frontal to Altar)
3 Altar ornaments, crosses, candlesticks, book stands, vases, etc.

Photograph(s)
### 4 SCHEDULE OF CHURCH PLATE
List Chalices, Patens, Flagons, Alms Dishes, Basons, etc.

<table>
<thead>
<tr>
<th>Article</th>
<th>Material</th>
<th>Hallmark</th>
<th>Makers</th>
<th>Mark</th>
<th>Inscription</th>
</tr>
</thead>
</table>

Where are these items kept when not in use? .................................................................
...........................................................................................................................................

What are the Insurance provisions?
Any items of plate on loan (to museums etc) - give details
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...........................................................................................................................................
...........................................................................................................................................
Photographs of Church Plate
5 Pulpit

Photograph

6 Lectern

Photograph
7 Font (and cover)

Photograph

8 Screen(s)

Photograph(s)
9 Stained Glass

[Starting with the East window, proceed southwards around the church: give subject, inscription, date and artist (where known)]
Photographs
10 Wallpaintings (starting from the East end, proceed southwards around the church).

Photographs
11 Monuments (starting from the East end, proceed southwards around the church) give positions of monuments and state the name and date of death of the earliest person commemorated. Then refer to floor slabs, proceeding from East to West; include coffin-lids, slabs, ledger slabs, wall monuments, brasses and effigies. A typescript copy of the entire wording of all inscriptions is an important asset and should be filed with this inventory, together with any signatures.
Photographs
12 Sculpture and statuary (other than funeral sculpture)

Photographs
13 Bell(s) (give maker, diameter, inscription, weight and number of each bell. Add any information about the bell frame, e.g. of wood or metal, ancient or not). Are there any handbells? If so, where kept.

Photographs
14 Pipe Organ (give name of original builder and date, builder and date of any rebuilds, number of manuals and type of action; organ case, if any).

Photograph
Give details of other musical instruments, e.g. electric organ, harmonium, piano, etc. In use or any display?

Photograph
15 Metalwork (e.g. processional crosses, standard candlesticks, tapers, thuribles, grilles, sanctuary lamps, chandeliers, candle branches, light fittings, communion rails, vases, font ewer, iron chest, etc). Are there any inscriptions on any items?
Photograph(s)
16 Woodwork (e.g. processional crosses, standard candlesticks, tapers, sanctuary chairs, stalls, communion rails, nave seating (pews or benches), table(s), litany desk, alms box, chest(s), wardens' and vergers' staves, stools, hymn-boards, etc).

Include here items predominantly of wood (e.g. with metal mounts) but give details of additional material(s).
(continued)
17 Architectural features
External: e.g. weathervane, carvings, inscriptions, graffiti, consecration crosses, scratch dials, sundial, doors, door furniture (including door knockers, hinges and locks) etc.
Internal: e.g. sedilia, piscina, aumbries and tabernacles, Easter Sepulchre, statues, niches, decorative corbels, stoops, squints, etc.
Photographs
18 Textiles in the following order:

(a) Vestments: copes, chasubles, dalmatics, tunicles, stoles, maniples, burses and veils.
(b) Linen vestments: surplices, albs, amices, girdles (state if in manmade fibre).
(c) Cassocks, gowns, scarves, headgear.
(d) Frontals, dorsals, riddel curtains.
(e) Fair linen, corporals and palls; purificators and towels.
(f) Pulpit falls, funeral palls.
(g) Carpets, tapestries.
(h) Banners, flags and standards.
(indicate date(s) when standards were laid up)
Photographs
19 Books Include in one category parochial libraries founded before 1900 and in another service books (both in use and out of use), Lectern Bibles, altar books and parish histories and miscellaneous books.
20 Registers and Records Books, etc.

Include details of all Registers and their location. Note with (F) if a facsimile and not the original document.

<table>
<thead>
<tr>
<th>Document</th>
<th>Where kept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registers of</td>
<td></td>
</tr>
<tr>
<td>Baptisms:</td>
<td></td>
</tr>
<tr>
<td>Marriages:</td>
<td></td>
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<tr>
<td>Burials:</td>
<td></td>
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<td>Confirmation:</td>
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<tr>
<td>Banns:</td>
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<tr>
<td>Service Registers:</td>
<td></td>
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<tr>
<td>Documents</td>
<td>Where kept</td>
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<td>-----------------------------------</td>
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<tr>
<td>PCC Minute Books:</td>
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<tr>
<td>Electoral Rolls:</td>
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<tr>
<td>Parish Accounts:</td>
<td></td>
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<tr>
<td>Faculties Obtained:</td>
<td></td>
</tr>
<tr>
<td>Archdeacons' Certificates:</td>
<td></td>
</tr>
<tr>
<td>Quinquennial Inspection Reports:</td>
<td></td>
</tr>
<tr>
<td>List other documents on additional sheet(s)</td>
<td></td>
</tr>
</tbody>
</table>
21 Is there any safe method of storage? Give details.
22 Paintings, on wood and canvas, watercolours and prints; include commandment boards, benefaction boards, hatchments, ringing records, list of incumbents, Royal Coat of Arms, etc.

Photographs
23 **Miscellaneous objects** (i.e. objects which do not fall into any of the foregoing categories, e.g. photographs of the church, history of Parish, Alms boxes, dog tongs etc). Give details of any articles lodged with Museums, etc., and basis on which lodged (e.g. temporary loan, insurance arrangements etc).
24 Fire fighting equipment and where kept.
25 Sundries Include under this heading bibliography of literature upon the Church and/or its contents.
Sundries (continued)
LOG

Date of last Quinquennial Inspection? ........................................................................................................

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Name and address of Architect/Building Surveyor. .............................................................................
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Copies of reports, specifications to be filed with this Log.


Annual record

Details of Insurance policy

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Current sum Insured................................................................................................................................

Give Ecclesiastical Insurance Group's recommended full reinstatement cover: £ ........................

Date advised...........................................................................................................................................

Description of works undertaken in year 19............................................................................................


Date of relevant Faculty or Archdeacon's certificate..............................................................................
Contractor
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Supervising Architect/Building Surveyor
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Details of Grant secured
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Reference to item in Quinquennial Inspection report
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