

It is the responsibility of the parish and the clergy to keep the property properly decorated throughout their incumbency. In Lichfield we provide a fund to help them with the savings. The fund operates as follows:

- Each year parishes pay into the fund £250 for each house
- After 12 months the Diocese adds a 25% bonus
- The scheme therefore for each house accrues £250 plus £62.50 (£312.50) each year to decorate.
- Over a 5-8 year period obviously £2,000 or so should accrue.
- Should at any stage the fund be insufficient to pay a decorator, then we recommend that they have:-
 1. A DIY working party from the parish
 2. The incumbent and their spouse doing the decorating themselves
 3. Getting in a professional decorator to do some of the work
 4. Prioritise the decorating on a room-by-room basis
- Areas that require working at height, e.g. halls, stairs, landing ought to be tackled by a professional decorator.
- If a DIY job is undertaken the clergy/PCC are asked to send in their receipts for materials only. (These have to be checked to make sure they do include materials only, we do not pay for paint brushes, ladders, rollers, roller trays). It is preferable to have this collated on a balance sheet. Once this has been checked and authorised the cheque would normally be sent to the PCC Treasurer rather than the clergy.
- Please note that withdrawals can only be paid to either the PCC or a contractor.