

INTERNAL DECORATION SCHEME FOR VICARAGES, CURATES HOUSES ETC

As part of the 2017 budget process the Internal Decoration Scheme has been significantly modified to reflect a much tighter budget.

The basis of the revised scheme is:

- Internal decoration is, and always has been, a responsibility of the occupier of the house
- However, in order to encourage maintaining internal decorations in good condition and to minimise the cost of re-decoration during vacancies; the DBF will pay for limited awards of re-decoration during occupancy.

In order to allocate the limited budget equitably, the following rules will apply:

1. A payment by the DBF will need to be approved by the Property Team at Clayton House, prior to the work being carried out.

2. To be considered for approval the occupier must submit a brief request explaining: -

- What is to be decorated
- Why decoration is required
- The likely cost

If the proposal is to be approved, payment will only be made on production of a receipt.

The work can be undertaken by a local contractor, or by the occupier (in which case the cost of the materials only will be paid).

Once the budget for a particular financial year has been allocated, no further proposals will be approved until the following financial year. The previous scheme included an annual entitlement and the ability to bank this over a 3-year period. Neither of these features apply to the new scheme.

It is unlikely that the cost of decorating more than one room per year will be considered.