



Grants and Removal Information for Clergy and Licensed Lay Workers

(April 2024 / March 2025)

Grants and Expenses Associated With Moving

The Diocese follows the recommendation of the Central Stipends Authority in relation to the levels of grant available, ie 10% of the National Minimum Stipend¹ for Resettlement and First Appointment Grants.

These grants will be paid into the account you provide on the Clergy Appointment Form unless you make prior arrangements with Jill Marsh, PA to Jonathan Wood, Diocesan Secretary, jill.marsh@leeds.anglican.org, 07943 156370 for the grant to be paid into a different account.

Moving House

Removal Expenses

It is normal practice that you receive a maximum of two weeks in which to move. For a full or part-time stipendiary post as a priest or licensed lay worker, or for those moving into a diocesan property (provided that the previous appointment was in the United Kingdom), the Diocesan Board of Finance will meet the costs for the hire of the removal van and packing costs up to the value of £4,000 (inclusive of VAT), but excluding insurance*. This will apply to all clergy moving within the Diocese and those moving into the Diocese from another Diocese. Any request in excess of this amount will only be approved by the Diocesan Secretary where there are exceptional circumstances.

Three quotes are needed, one of which should be from Pickfords National Scheme. Please email the three quotes to Jill Marsh who will generally authorise the lowest quote. Once authorised you will need to book the move directly with the selected removal firm. We are very happy to pay the removal bill directly to avoid any unnecessary financial outlay by you. Please request that this be sent to jill.marsh@leeds.anglican.org for payment authorisation.

* Sometimes insurance is automatically added to quotes so please specify that this is not required as the Diocese holds a separate insurance policy. (Details on request).

NB: The Diocese does not meet the cost of removal when moving out of the diocese or for retirement.

Grants:

As both a Resettlement Grant and a First Appointment Grant are paid in connection with a particular office, they are regarded as income 'arising from the office' irrespective of when they are paid. They are therefore taxable unless their specific remits are adhered to.

Resettlement Grant

Resettlement grants are given to support clergy, many of whom move more frequently than the general population and often to larger houses.

This grant will be paid in two instalments, the first tranche will be paid no sooner than 3 months prior to your licensing date. Please retain receipts for all items as these are required to enable the second tranche to be paid and for audit purposes.

¹ April 2024-March 2025: £2,867

Please note: To be exempt from tax, the Resettlement Grant is intended to be used to replace items used at the old residence which are not suitable for use in the new residence and which are considered a basic need. This usually covers the purchase of carpets, laminate flooring, lino and curtains, but could also cover white goods or a cooker (eg if the ones in the old residence are built in and can't be taken with you), or furniture (eg a freestanding wardrobe to replace a fitted one). It does not allow for decorative items such as pictures, plants etc of any kind. *Should you choose to upgrade your existing items you will be liable for tax and you must declare them on your tax form.*

The grant needs to be spent as soon as possible but no later than one year after your licensing date. At the end of this period all receipts need to have been received by Jill Marsh. If receipts are not received, this could be deemed a benefit in kind and you may be liable for tax. You will be required to repay any unspent grant after one year.

The grant is repayable in full if for any reason your ordination/move to the Diocese of Leeds does not go ahead.

First Appointment Grant

A First Appointment Grant is given to those taking up their first appointment at each level, eg ordinand to curate, curate to first incumbency.

This grant will be paid in two instalments, the first tranche will be paid no sooner than 3 months prior to your licensing date. Please retain receipts for all items as these are required to enable the second tranche to be paid and for audit purposes.

Please note: To be exempt from tax, this grant should be used for purchasing items relating to the particular requirements of the role, ie robes, office equipment and books. This grant does not provide for 'work clothes' other than robes, stoles, surplices, cloaks etc (those specific items for the priestly role). It does not include clerical shirts, which are regarded by HMRC as normal everyday wear.

The grant needs to be spent as soon as possible but no later than one year after your licensing date. At the end of this period all receipts need to have been received by Jill Marsh. If receipts are not received, this could be deemed a benefit in kind and you may be liable for tax. You will be required to repay any unspent grant after one year.

The grant is repayable in full if for any reason your ordination/move to the Diocese of Leeds does not go ahead.

If the total of the removal, resettlement, and first appointment grant is in excess of £8,000, you must report this on your tax return.

Any amounts spent on items which are personal (eg a holiday) will always be taxable and must be reported on your tax return.

If you are unsure about any item you wish to purchase then please contact Jill Marsh (jill.marsh@leeds.anglican.org) at Church House, Leeds. Many thanks.

House for Duty Appointments (moving into a diocesan property)

At present, a Resettlement Grant and a First Appointment Grant is available for House for Duty appointments.

Self-Supporting Minister Appointments (remaining in own home)

Self-Supporting Minister Appointments receive a First Appointment Grant.

If you have any problems relating to the financing of your move or have any other questions, please contact Jill Marsh, jill.marsh@leeds.anglican.org, 07943 156370.

Clergy Houses – Decoration Grant

Usually, a one off decoration grant of **up to** £1,500 is available subject to receipt of invoices within three months of the moving in date. However, no decorating will be undertaken by the Diocese, other than consequential decoration resulting from any major work. This grant is available to clergy moving into a parsonage or Diocese owned house including house for duty posts and curates.

Please refer to the guidelines sent out by the Property Team: *“Guidelines for Occupants of Parsonage and other Diocesan Properties”* for further detailed information.

If you have any queries with regard to the decoration grant, or need any assistance in relation to work on the property please contact the Property Team, property@leeds.anglican.org, or 0113 353 0196.