

# The Bath and Wells Diocesan Association of Change Ringers

## Processes & Guidance Notes

This document should be read in conjunction with either the Association Rules, or the Ringing Support Fund Rules, as appropriate. It provides further information on the interpretation of the rules and guidance on how to apply the rules, including step by step guides. It is not exhaustive and other areas may be covered in the future.

We seek to continuously improve, and therefore this document may be updated at any time. Please ensure when using that you are always using the latest version as available on the Association website.

### Contents

Section	Subject	Page	Rule(s) relating
1	Membership	2	11
2	Subscriptions	5	13
3	Membership Database	6	
4	Annual Reporting	7	
5	Master's Certificate of Commendation	9	
6	Safeguarding	10	14-17
7	Peal Recording	11	25-28
8	Tower Advisory Service	12	
9	Ringing support Fund	13	19 + Ringing Support Fund Rules
10	Glossary	16	
<b>Last Updated</b>			
Version	Reason for update	Author	Date
4.0	General Committee Input	D L Parfrey	24/08/20
4.1	Error correction post proof read to v4.0	D L Parfrey	26/08/20
5.0	Significant redraft to simplify and improve	D L Parfrey	25/01/24
5.1	Changes following GC meeting 09/03/24 (Fees upon election & subscription collection window) + amendments resulting from feedback, and minor tidying	D L Parfrey	15/03/24

## 1. Membership

There are five principle classes of Membership:

- General Members (GM)
  - Junior Members (JM) are GMs under the age of 18
- Associate Members (AM)
- Honorary Life Members (HLM)
- Members Emeritus (ME)
- Non-Resident Life Members (NRLM)

All members are entitled to vote at Association and meetings of their relevant Branch, with the exception of NRLMs who do not have entitlement to vote.

**General Members** make up the majority of the membership and are normally attached to one or more towers, although they may be resident within one of the Branches of the Association but unattached to an affiliated tower. Where members are attached to more than one tower, one of these towers will be defined as their primary tower, and their annual subscription will be payable through this tower.

**Junior Members** are GMs under 18, and pay a reduced subscription (50% of GM subscription). They automatically transfer to the GM subscription rate at their 18<sup>th</sup> birthday, and pay GM subscriptions at the next renewal.

**Associate Members** are non-ringers, who wish to share and support the Objects of the Association. They may also be ringers who are no longer active, but not yet eligible for Member Emeritus status. As with General Members, Associate Members may be attached to one or more towers, or resident within one of the Branches of the Association, but unattached to an affiliated tower. Associate Members pay the same level of annual subscription as General Members.

**Honorary Life Members** are elected by the General Committee. This status is awarded in exceptional circumstances only, and in recognition for outstanding services to the Association and the Art of Ringing. They do not pay annual subscriptions.

**Member Emeritus** provides for those with at least ten years service as a General Member, but who are unable to ring due to illness or infirmity, but wish to continue to support the Objects of the Association. Similarly Associate Members with at least ten years' service may be considered for transfer to Member Emeritus at the discretion of the Branch. Members Emeritus do not pay annual subscriptions.

**Non-Resident Life Members** are those who have either moved away from the Association's geography, transferring from General Member status, or those who wish to ring a Peal credited to the Association. NRLMs are not entitled to vote at Association or Branch meetings. General Members transferring to NRLM do not pay further fees. NRLM's elected prior to a peal attempt pay a one-off fee equivalent to the annual GM subscription.

## Election Processes

### General Member, Junior Member and Associate Member

- (i) Proposal for election is made at a Branch Meeting and may be made by any voting member and seconded by another voting member.
- (ii) Voting members present at the meeting are asked to confirm the election
- (iii) The BS records the election in the minutes of the meeting.
- (v) The BS gives the new member a 'New Member Pack' and completes the New Member and GDPR form (contained in the New Member Pack).
- (vi) No subscription is payable by the new member at the time of election, The first subscription is payable at the next January's normal annual subscription cycle.
- (vii) The BS sends a digital copy of the New Member and GDPR form to the MS.
- (viii) When electing a JM, the BS shall also inform the MS of the date of the JM's 18<sup>th</sup> birthday. This will facilitate the transfer to GM at the appropriate time, and the sending of an Association birthday card.
- (ix) The MS records the new member in the database and a digital copy of the form is retained.

### Honorary Life Members

#### Criteria for election

- HLM is awarded only in exceptional circumstances.
  - HLM is not awarded for longevity of membership.
  - Service as an Association Officer. This excludes the Deputy Master Role which is an honorary position held for one year only by a nominee of the AGM hosting Branch.
  - Outstanding contribution to the Association as a whole, and its Objects. Other mechanisms exist for recognising local and Branch contribution.
- (i) HLM submissions may be considered at any time
  - (ii) Any member may propose another for election. However, the case should normally be submitted by the relevant BC or by a member of the General Committee.
  - (iii) The proposer drafts the case for consideration. A template for the case is obtainable from the GS.
  - (iv) The case should make a compelling argument as to why the Member should be awarded HLM status (see criteria above).
  - (v) The proposer submits the case by sending to the GS.
  - (vi) The GS will circulate the proposal to the General Committee, who will be asked to consider the case and vote. Unless prior agreement to an extension has been reached any votes not received after two weeks will be considered abstentions.
  - (vii) The GS conveys the decision to the proposer.
  - (viii) If the proposal is successful, the Master will write to the Member.
  - (ix) The MS will update the membership database
  - (x) The MS will provide the completed certificate for award at the next Association AGM or convenient occasion.
  - (xi) Upon election to HLM the individual ceases to pay annual subscriptions (i.e. they will not pay at the next subscription point).

### Members Emeritus

The Branch Committee identify members for ME.

- (i) The BS confirms that the individual concerned is an existing GM or AM with at least ten years fully paid membership (information obtainable from the Membership Secretary).
- (ii) The BS prepares the ME certificate and this is awarded at the next Branch meeting or other suitable occasion.
- (iii) The BS minutes the change of status at the next available Branch Meeting.
- (iv) The BS notifies the MS.
- (v) The MS records the change of status in the membership database
- (vi) Upon transfer no further annual subscriptions will be due from the Member (i.e. they will not pay at the next subscription point).

### **Non-Resident Life Members**

Members moving out of the area:

- (i) The Member, or their Tower Captain, notifies the BS of their move.
- (ii) The BS notifies the change to the MS who updates the membership database.
- (iii) No further fee is payable by the member.
- (iv) The member may transfer back to GM at any time by notifying the relevant BS, who in turn notifies the MS. There is no break in service, i.e. service includes prior GM years + NRLM years

Elections prior to peals:

- (v) One of the GMs or HLMs present shall propose the new NRLM, and another shall second. Provided other voting members present are agreed then the new member shall be considered duly elected.
- (vi) The conductor shall collect the one-off subscription from the new member and forward this to the PS – this may done at the same time as sending Peal Donations.
- (vii) The Conductor in reporting the Peal to the PS shall identify the newly elected member.
- (viii) The PS shall provide the MS with the names and election dates of the new NRLMs.
- (ix) The MS will add the new members to the membership database.
- (x) If NRLM members wish to have their contact details used by the Association they will need to complete a New Member & GDPR form.

Note: an NRLM who was not previously a resident member, but wishes to transfer to resident membership will need to go through the normal election process described above.

It is vital that **all** changes to membership are notified to the Membership Secretary as soon as possible. Changes include:

- (i) New General, Junior & Associate Members, notified by the relevant BS
- (ii) Transfers to Member Emeritus, notified by the relevant BS
- (iii) New Honorary Life Members, notified by the GS
- (iv) New Non-Resident Life Members, notified by the PS
- (v) Transfers to NRLM status, notified by the relevant BS
- (vi) Award of The Master's Certificate, notified by the GS
- (vii) Transfer to GM (or other) by returning NRLMs, notified by the relevant BS
- (viii) Membership name changes, notified by the relevant BS (or PS for NRLM's in peals)
- (ix) Death of a resident member, notified by the relevant BS
- (x) There is no reliable mechanism for reporting the death of an NRLM, however where news of a death is heard this should be notified to the MS

## 2. Subscriptions

Subscriptions are reviewed annually by the GC and a recommendation made to the AGM for approval. They are currently:

- GM £10 pa
- AM £10 pa
- JM £5 pa
- NRLM £10 single payment

Subscriptions for Non-Resident Life Members when elected for a year are collected by the conductor and forwarded to the PS.

Annual subscriptions falling due on January 1<sup>st</sup> are collected by the BT by the 31<sup>st</sup> January. Subject to the permitted retention (below), these should be paid into the Association bank account as soon as possible after collection and no later than 14<sup>th</sup> February (two weeks after the end date for collection of subscriptions).

Branch Treasurers may retain up to 25% of Annual Subscriptions collected to cover Branch administrative expenses through the year. All expenses must be reasonable and fully documented. The unspent balance of these retained funds less a reasonable carrying balance, must be paid into the Association bank account by 31<sup>st</sup> December each year. The AT will send Annual Return templates each year to BTs which will collate the reconciled Branch funds and financial movements. So as a worked example, 2025 would like:

- 1) *During January Tower Masters/Captains or Correspondents collect the subscriptions for their tower and send these with a full list of those who have paid send to the BT. They should add to the list any HLM/ME indicating these clearly (as they do not pay subscriptions). Where an HLM/ME chooses to pay subscriptions this should be clearly identified & should be treated as a donation, not a subscription .*
- 2) *Annual subscription collection is completed by 31<sup>st</sup> January 2025.*
- 3) *At least 75% of collected subscriptions are deposited in the Association's bank by the Branch Treasurer by 14<sup>th</sup> February 2025*
- 4) *Whenever monies are paid in the Association account a detailed reconciliation is sent by the BT to the AT.*
- 5) *Through the year the Branch incurs administrative expenses, and these are reimbursed by the BT using the retained funds. All expenses reimbursed are fully and properly documented by the BT. This documentation is open to examination by the AT or the Association's Independent Examiner.*
- 6) *Where no funds, or insufficient funds are available in the Branch the BT may claim these direct from the AT. Payment will be made using on-line banking to the Branch Bank Account.*
- 7) *By December 31<sup>st</sup>, 2025 the Branch Treasurer will have deposited in the Association bank the total remaining balance from 2025, less a reasonable and justifiable carrying balance.*
- 8) *On 31<sup>st</sup> December the BT closes the records on 2025 administrative expenses and on January 1<sup>st</sup> 2026 opens a new record.*
- 9) *By 31<sup>st</sup> January 2025 the Branch Treasurer will have completed the Branch Annual return provided by the AT, which will show a fully detailed statement covering all income received by the Branch, payments made to the Association, expenses incurred during 2024 and the balance on the Branch account brought forward into 2025.*

### 3. Membership Database

It is essential that the database is maintained, and that information held is current. The database is maintained by the MS, but is dependent on others such as BS, BT, GS, PS to provide changes to the MS as soon as they occur. The database is reconciled annually upon receipt of Branch annual returns, and is further validated through the Annual Report process.

Information held includes:

Membership number

- Member's name
- Date first elected
- Current membership class
- Previous name(s) where changes have occurred
- Date(s) of name change(s) where known
- Earlier membership classes where changes have occurred
- Date(s) of membership class change(s)
- Branch (where relevant)
- Tower affiliation (where relevant), where member belongs to more than one tower, they are all listed but one is identified as the primary for subscription purposes
- Whether the member has given permission under GDPR to publish their names.
- Any positions held in the Branch or Association
- Whether the individual has been a member for over 40 years
- Master's Certificate of Commendation Recipients
- What long service awards have been made from 50 years and upwards

Members are not removed from the database upon their death, their sad death is noted with the year in which it occurred.

Lapsed members are not removed from the database, but their membership lapse is noted. In this way if they return, their previous service is not lost.

NRLMs were not previously recorded, but now are. Although we do now record NRLMs there is no historic record of these members.

## 4. Annual Reporting

### The Annual Report & Handbook

The Annual Report & Handbook is collated by the Report Editor

From 2024 the 'Annual Report' will be titled 'Annual Report for xxxx & Handbook for xxxx', e.g. the next report will be 'Handbook for 2024 & Annual Report for 2023'. The content will equally be separated into that which reports on the year past, and that which is reference material for the year during which it is published. It is hoped that these changes will give clarity to areas that have in the past caused confusion.

Section 1 will be the 'Handbook' and will contain reference information for the current year.

- 1.1 Introduction & Reflections from the Master
- 1.2 List of Association Officers – although it should be noted that will be the Officers in post at the time of printing, and therefore subject to change at the AGM.
- 1.3 HLM list
- 1.4 Master's Certificate of Commendation Recipients
- 1.5 Association Rules
- 1.6 Ringing Support Fund Trustees
- 1.7 Ringing Support Fund Rules
- 1.8 Membership Listing by Branch & Tower – the members listed are those who are members for 2024, i.e. have paid 2024 subscriptions or are current HLM or ME, and have given GDPR permission for their names to be published.

Section 2 will be the 'Annual Report' and will contain information about the previous year.

- 2.1 In Memoriam
- 2.2 Resident Members for over 40 Years
- 2.3 General Secretary' Report
- 2.4 Treasurer's report & Association Accounts
- 2.5 Education Officers Report
- 2.6 Edna Grabham Memorial Educational Trust (EGMET)
- 2.7 Safeguarding Officer's Report
- 2.8 Branch Reports
- 2.9 Peal Secretary's Report
- 2.10 Quarter Peal Secretary's Report
- 2.11 Tower Advisor's Report
- 2.12 Ringing Support Officer's Report
- 2.13 Ringing Support Financial Report & Accounts

There will be an Annex containing the arrangements for the AGM, the Agenda, minutes of the previous AGM and other papers available at the time of printing. This is provided by the GS.

The Handbook & Annual Report will be distributed prior to the AGM and members are encouraged to bring it with them as it contains the AGM papers

### The Handbook

- Introduction & Reflections from the Master – provided by the Master
- List of Association Officers – provided by the GS
- HLM List - provided by the MS
- Master's Certificate Recipients – provided by the MS
- Association Rules – provided by the GS
- Ringing Support Fund Trustees – provided by the AT
- Ringing Support Fund Rules – provided by the GS

- Membership Listing by Branch & Tower - provided by the MS

### **The Annual Report**

- In Memoriam – provided by MS
- Resident Members for over 40 Years – provided by MS
- General Secretary’ Report – provided by the GS
- Treasurer’s report & Association Accounts – provided by the AT
- Education Officers Report – provided by the EO
- EGMET Report - provided by the EGMET Secretary
- Safeguarding Officer’s Report – provided by the SO
- Branch Reports x 11 – provided by BS
- Peal Secretary’s Report – provided by the PS
- Quarter Peal Secretary’s Report – provided by the QPS
- Tower Advisor’s Report - provided by the TA
- Ringing Support Officer's Report - provided by the RSO
- Ringing Support Financial Report & Accounts - provided by the AT

### **Annual Returns**

Each year in early January the AT will send a return template to each BT. This is used to provide a reconciliation on the subscriptions received in the previous year (the reporting year) together with a statement on the Branch finances. This will include:

- monies received (including reconciled subscriptions)
- monies paid to the Association’s central bank accounts
- expenses incurred by the Branch (summarised)
- cash retained by the Branch

The templates should be returned to the AT by the end of January as these are a key element required for completion of the Association accounts.

BS will also provide a short narrative on the activities in their Branch of the 12 months to 31<sup>st</sup> December of the reporting year.

The Association has an Education Committee led by the Education Officer (EO). In order to undertake the many training activities the committee operates with a dedicated bank account. Funds are transferred from the central account by the AT as required. In January each year the EO provides a statement to the AT, reconciling income and expenditure during the reporting year, together with the balance held by the Education Committee at 31<sup>st</sup> December.



## 5. Master's Certificate of Commendation

Any member may propose another for the award of the Master's Certificate of Commendation, which recognises extended or specific service of high note to the Member's local tower or Branch.

### Criteria for award

- It is not an award for Long Service, this is recognised through Long Service Certificates
  - The nominee must have gone over and above simple membership, paying subscriptions and turning up to ring on Sundays and practice nights
  - The case must demonstrate outstanding contribution to local ringing, and/or Branch Ringing
  - The nominee may have made significant contribution though holding Branch offices over a number of years (holding office in itself is not an element of the criteria)
- 
- (i) The member discusses the proposition with the Branch Chair (BC) / Committee and makes the case for award.
  - (ii) The Branch Chair (BC) submits the formal proposal to the Master. There is no prescribed format, but the case should be in writing and be compelling.
  - (iii) The Master receives the case and takes advice from the Executive Committee or others as he/she sees fit.
  - (iv) If the Award is granted, then the Master writes to the recipient to inform them and confirms the award to the BC.
  - (v) The Certificate is ideally presented by the Master at the next available Association Meeting (or other Association gathering). If this is not practical, then the Certificate will be presented at the next relevant Branch meeting by the BC (or the Master if present).
  - (vi) The Master's Certificate of Commendation Recipients are listed in the Annual Report
  - (vii) The Master's Certificate of Commendation may be awarded more than once to the same recipient (but each award will need a different case).
  - (viii) This Award does not replace either HLM or Long Service Certificates.

## 6. Safeguarding

The Association has an elected Safeguarding Officer (SO) who can provide further information and advice to tower representatives and Parochial Church Councils where requested. The SO will offer advice and take any action appropriate to their advisory role and the laws and policies in this area, however the SO will not deal with any issues directly arising from complaints or allegations of abuse other than to refer to the appropriate authorities immediately.

Safeguarding training is mandatory for those who are leading or managing training activities involving children, young people, or vulnerable people. Ringers forming part of a band who only assist by their presence are not required to participate in advanced courses, however it is a requirement of the association that they successfully complete awareness training. Those undergoing awareness training will be shown how to recognise signs of anxiety, neglect or abuse in children, young people, and adults.

**Direct approach from an individual** - members should provide reassurance and note any concern raised, following the guidance provided through safeguarding training. These concerns should be discussed with the Parish Safeguarding Officer who will advise about any further action. If they are not available, then the Diocesan Safeguarding Adviser should be consulted. **If there is immediate risk of harm call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser.**

**Members concerns** - any concerns about, children, young people and/or adults, should be discussed with the Parish Safeguarding Officer who will advise about any further action. If they are not available, then the Diocesan Safeguarding Adviser should be consulted. **If there is immediate risk of harm call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser.**

In the case of both known offenders and potential offenders it must always be borne in mind that the incumbent and churchwardens have ultimate sanction in allowing access to the tower. All ringers should appreciate that there is no automatic right to ring bells in any tower controlled by the church.

All our churches are required by The House of Bishops' to follow the Safeguarding Policy entitled 'Promoting a Safer Church'. In the church, generally the porch, the name(s) and contact details of the local parish safeguarding officer(s), the Diocesan Safeguarding Officer(s) and the Local Authority Social Services must be displayed. In addition, they must show how to get help outside the church with child and adult safeguarding issues. Many of our towers are not accessed via the church and ringers may not see these posters on display. As a result, those in the ringing chamber may not be aware of whom to contact if they think/know someone is at risk of, or is being abused, or presents a risk to others. Although not compulsory, to help better protect the whole community, it would be helpful if these safeguarding details could be displayed where ringers will be able to see them.

## 7. Peal Recording

Rules 25 – 28 govern the ringing and recording of Peals for the Association.

Peals may be credited to the Association provided that all of the band are Association Members, with at least half being Honorary Life Members, General Members or Junior Members. Any non-members may be elected as Non-Resident Life Members in a belfry election immediately before the commencement of the attempt (see section 1 above).

In practice, any individual may undertake the recording activities on behalf of a peal band, for example any nominated member of the band, or a 'peal week' arranger, however for the avoidance of doubt the responsibility for a peal and its recording remains with the Conductor.

For each peal to be credited with the Association.

- (i) Within one month full details must be sent in writing to the Association Peal Secretary together with peal donations collected from the ringers (and any new Non-Resident Life Member subscriptions). Donations may be paid direct to the bank by agreement with the AT and Peal Secretary.
- (ii) Frequent peal conductors may group peal details and submit monthly.
- (iii) Full peal details are required for analysis purposes, however only peal headings will be published in the Annual Report
- (iv) Donations are for the benefit of the Ringing Support Fund to support the long-term maintenance of bells and their use across the Association

## 8. Tower Advisory Service

The Association provides a Tower Advisory Service which is supported through the Ringing Support Fund to support affiliated churches within the Diocese. Advice might for example be sought for:

- General information purposes on the condition of the tower, its bells and associated equipment (excluding clock and other specialist equipment)
- In support of a Church Quinquennial Inspection
- In support of a project not directly about the bells, but where the Church wishes to minimise risk to the bells or ensure the ringing areas and equipment are fully considered in plans.
- As the starting point for a bell (or related) project that might potentially lead to a Ringing Support Fund grant request

Where an eligible tower wishing to take advantage of the Service, the PCC, or the Charity responsible for the Tower should authorise one of their number to act as the local contact:

- (i) The authorised individual should contact the Ringing Support Fund Officer to request the inspection, explaining the reason for the request.
- (ii) The Ringing Support Fund Officer (RSFO) is empowered to allocate support from the fund to enable the inspection
- (iii) The RSFO requests the Tower Advisory Service to undertake the inspection
- (iv) The Tower Advisory Service will liaise directly with the local authorised contact to arrange and undertake the inspection.
- (v) The Tower Advisory Service prepares a report and forwards this to the RSFO who sends a copy to the local authorised contact.
- (vi) This ends the inspection process. If as a consequence the Tower/Church wishes to request financial support towards further works then a formal grant application from the Ringing Support Fund must be commenced.

## 9. Ringing Support Fund

The Ringing Support Fund is an incorporated charity, and has its own rules and Trustees as published in the Association Annual Report and on the Association's website.

Applications may only be accepted from churches within the Association's geography who have been affiliated to the Association for at least five years. Where a church within the geography, is either not affiliated, or has not been affiliated for five years, they may become eligible upon payment of the balance of five years fees (for example a newly affiliated church would need to pay 5x the annual fee, and a church with two years affiliation would need to pay 3x the annual fee).

Applications to the fund may be made at any time. Decisions will be made as soon as possible following receipt of a satisfactorily completed application, including the reports of all precursor inspections. Trustees will be consulted by email, with the opportunity for questions prior to decision. Where a major, novel or contentious decision is required a Trustee meeting may be called, which may be using a virtual platform, such as Zoom – physical, in-person, meetings will not be called unless a decision is exceptionally complex or there are many decisions to make. At the normal annual meeting of the General Committee, the Ringing Support Fund Officer (RSFO) will provide a report on Trustee decisions and progress on grants and applications since the last meeting.

If one of the Trustees is also an applicant or is a member of a tower which is the subject of an application, then good governance will preclude that individual from participating in decision making on that application. In this case the individual will not participate in the decision meeting or any other decision related discussion. They will also not be permitted to 'lobby' other Trustees. If the RSFO is connected to an application, then the General Secretary will perform the RSFO role. Where the Tower Advisor (TA) is connected to an application then an Assistant TA (ATA) will take the TA role.

The Fund is administered by the RSFO. There are five categories of grant award as covered in the Fund rules:

- a. Repair and renovation of church bells and their fittings
- b. Sound control
- c. Augmentation
- d. Instruction to new and developing bands
- e. Training facilities

### **Categories a – c**

Churches within the remit of the Church of England should always consult the Diocesan Advisory Committee (DAC) before planning any works. The DAC will be able to advise on whether the works fall into List A (PCC Authority required), List B (Archdeacon authority required) or whether a full Faculty is required. Applicants will be required to provide one of the following:

- Evidence of why the application meets List A status.
- A copy of the Archdeacon's approval for List B works
- A copy of the approved full faculty

An inspection by the Tower Advisory Service will always be required before of any grant application is considered. If the application follows an earlier inspection by the Tower Advisory Service then this may, at the discretion of the RSFO & TA be deemed adequate.

Requesters should never assume approval or make assumptions on the amount which may be granted.

Grants will not normally cover works already done.

Applications to support emergency works can be fast tracked in exceptional circumstances (these should be discussed directly with the RSFO), but again no assumption should be made about the application outcome.

Once a PCC or Trustee body has identified a wish to apply for support from the fund:

- (i) The PCC or Trustee body should ensure it is eligible to apply for Fund support.
- (ii) The PCC or Trustee body should authorise one of its officers to act on its behalf, this would normally be the PCC Secretary, PCC Treasurer, A Churchwarden or Incumbent.
- (iii) The authorised officer (the requester) contacts the RSFO to lodge the intention to apply.
- (iv) The RSFO gives the requester has the application form and advises on its completion.
- (v) The RSFO informs the requester that the required inspection will be arranged.
- (vi) The RSFO liaises with the TA to facilitate the required inspection.
- (vii) The requester completes the form and forwards it by email to the RSFO.
- (viii) The RSFO copies the form and inspection report electronically to the Fund Trustees for consideration. Where necessary the Trustees may meet to discuss (most likely by Zoom).
- (ix) Trustees make decision on whether to award and, if so, how much should be awarded.
- (x) RSFO feeds back outcome to requester.
- (xi) On conclusion of the works the requester contacts the RSFO to begin completion actions.
- (xii) RSFO liaises with TA to arrange a completion inspection.
- (xiii) Assuming work is completed satisfactorily the RSFO asks the AT to release grant monies to the PCC or Charity.
- (xiv) RSFO closes the file and archives.

Requesters should bear in mind:

That any award will be for specific works, final payment will only be against these same specific works. If requesters wish to change the project, then they should contact the RSFO to discuss. It should be noted however that changes will require a revised grant approval, and the outcome of such approval should not be presumed.

All works must be completed within two years of the grant award, following this the award will automatically lapse and be considered closed without liability for any payment. If works cannot be completed in two years, an extension to the grant may be granted at Trustee discretion. Approval should be sought as early as possible and it will require a new firm completion date.

In exceptional cases stage payments may be made, however if the works are not completed, or not completed to the satisfaction of the TA, the recipient body will be liable for repayment in full of all monies received from the fund.

If the TA is a member of the tower that is the subject of the grant application, or is conflicted in any other way, then the TA will not participate as a Trustee in the grant decision. In these cases the Assistant TA will instead be asked to participate in the decision process.

To assist with decision making requesters may wish to consider in their application (this list is not exhaustive).

- The scale and complexity of the project.
- The absolute necessity for the works; for example is this safety related, or is there a functioning band to ring the bells? In other words, is the application supporting the first Object of the Association.
- What benefit will be brought by improving the installation?
- What benefit is to be gained by augmentation?
- The location and overall loudness of bells where sound control is requested, and what benefit will be brought by sound control?

## Categories d & e

These concern education and training of existing and new ringers. Therefore any request for support will be made to Education Officer (EO), who will determine whether the need can be satisfied through the normal education activity and budget, or whether due to its scale, complexity or strategic importance, support is required from the Ringing Support Fund.

Formal requests to the Fund may be made in conjunction with the EO and/or other members of the Education Committee. Where the EO is involved in the application they will not participate in the decision process.

Where applications are made for support from the EO then the EO will liaise directly with the RSFO to provide sufficient material for Trustees to make their decision on award and award level.

Where the EO has agreed that the originator should progress application then the process is similar to that for categories a – c above, but there are some differences:

As with the Tower Advisor in a-c above, where the EO is the applicant the Deputy EO will be asked to fulfil the EO participation in decision making.

- (i) The originating body should ensure it is eligible to apply for Fund support.
- (ii) The originating body should authorise one of its members to act on its behalf.
- (iii) The individual contacts the RSFO to lodge the intention to apply
- (iv) The RSFO gives the requester the application form and advises on its completion.
- (v) The RSFO confirms to the EO that they are aware of the intended application.
- (vi) The EO may give general advice, but if they participate in the application, this will require them to stand back from the decision process, and the Deputy EO will perform that duty.
- (vii) The requester completes the form (which includes a justification for the investment) and forwards electronically to the RSFO.
- (viii) The RSFO sends the form and any other supporting documentation to the Trustees for consideration and decision. Where necessary the Trustees may meet to discuss (most likely by Zoom).
- (ix) Trustees make the decision on whether to award and, if so, how much should be awarded.
- (x) RSFO feeds back outcome to requester
- (xi) When work is complete the requester contacts the RSFO to begin completion actions.
- (xii) RSFO liaises with EO to arrange a completion report
- (xiii) EO provides short report (sent to requester and RSFO)
- (xiv) On satisfactory completion the RSFO asks the AT to release funds to the PCC or Charity.
- (xv) (xv) RSFO closes the file and archives.

To assist with decision making requesters may wish to consider in their application (this list is not exhaustive).

- How will the development and its effect be maintained beyond the grant?
- How will the effect of the grant underpin the first and fourth Objects of the Association?
- How will the new or existing ringers benefiting from the investment from the Fund be encouraged to be full participants in the Association and its Branches?
- In the case of investment in training facilities or installation, how will they benefit:
  - Local ringing at the tower requesting?
  - The wider Branch and Association and members, for example how will the facilities be made readily available to others?

## 10. Glossary

<b>Officer</b>	<b>Committees</b>	<b>Abbreviation</b>
<b>Master</b>	<b>Standing/General/Trustee RSF</b>	<b>M</b>
<b>Deputy Master</b>	<b>General</b>	<b>DM</b>
<b>General Secretary</b>	<b>General/Standing/Trustee RSF</b>	<b>GS</b>
<b>Treasurer</b>	<b>General/Standing/Trustee RSF</b>	<b>AT</b>
<b>Ringling Support Fund Officer</b>	<b>General/Trustee RSF</b>	<b>RSFO</b>
<b>Tower Advisor</b>	<b>General/Trustee RSF</b>	<b>TA</b>
<b>Assistant Tower Advisor</b>		<b>ATA</b>
<b>Education Officer</b>	<b>General/Trustee RSF</b>	<b>EO</b>
<b>Deputy Education Officer</b>		<b>DEO</b>
<b>Peal Secretary</b>	<b>General</b>	<b>PS</b>
<b>Quarter Peal Secretary</b>		<b>QPS</b>
<b>Webmaster</b>		<b>WEB</b>
<b>Membership Secretary</b>	<b>General</b>	<b>MS</b>
<b>Report Editor</b>		<b>RE</b>
<b>Safeguarding Officer</b>	<b>General</b>	<b>SO</b>
<b>Librarian</b>		<b>LIB</b>
<b>Independent Examiner</b>		<b>IE</b>
<b>Representatives on the Central Council</b>	<b>General</b>	<b>RCC</b>
<b>Branch Chair</b>		<b>BC</b>
<b>Branch Secretary</b>		<b>BS</b>
<b>Branch Treasurer</b>		<b>BT</b>
<b>Branch Ringing Master</b>		<b>BRM</b>
<b>Branch Education Officer</b>		<b>BEO</b>
<b>Branch Representative to General Committee</b>	<b>General</b>	<b>BGC</b>

<b>Membership Class</b>	<b>Abbreviation</b>
<b>General Member</b>	<b>GM</b>
<b>Junior Member</b>	<b>JM</b>
<b>Honorary Life Member</b>	<b>HLM</b>
<b>Member Emeritus</b>	<b>ME</b>
<b>Associate Member</b>	<b>AM</b>



<b>Non-Resident Life Member</b>	<b>NRLM</b>
<b>Master's Certificate of Commendation Recipient</b>	<b>MCCR</b>