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**Annual General Meeting, Saturday 10th May 2025**

**At St James Church, Taunton**

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**AGENDA**

1. **Opening Items**
   1. Welcome – Master
   2. Attendance and Apologies
   3. Remembering Friends
   4. Minutes of previous Annual General Meeting held on 11th May 2024 – Annex 1
   5. Matters Arising (not covered elsewhere)
2. **Elections & Awards**
   1. Election of New Members
   2. Ratification of election of non-resident life members elected prior to peals
   3. Election of Officers - Annex 2
   4. Long Service Awards
   5. New Honorary Life Member presentations
3. **Officers Reports (see Section 2 of the Handbook & Annual Report)** 
   1. Master’s Report
   2. General Secretary’s Report
   3. Treasurer’s Report & Accounts

* 2026 Subscription – no increase recommended
  1. Tower Advisor’s Report
  2. Ringing Support Fund Report
* 2026 Affiliation fee – no increase recommended
  1. Education Officer’s Report
  2. Edna Grabham Memorial Education Fund Report
  3. Safeguarding Officer’s Report
  4. Peal Secretary’s Report
  5. Quarter Peal Secretary’s Report

1. **Information**
   1. Association Striking Competitions

* 6 Bell – Crewkerne Branch, Saturday 28th June 2025
* 8 Bell – Glaston Branch, Saturday 27th September 2025
  1. Update on new Website
  2. 2026 AGM – Axbridge Branch, Saturday 9th May 2026

1. **2025 Review of Rules – Annex 3**
2. **Other Business**
   1. Any Other Business – to be notified to General Secretary before Monday 5th May
   2. Vote of Thanks
3. **Close**

**Annex 1**

**Minutes of the A.G.M, Saturday 11th May 2024 At South Petherton**

1. **Opening Items**
   1. The Master, Rev Mark Jackson opened the meeting by welcoming all present and receiving apologies for absence.
   2. Apologies:

Received from: David Kelly, Tim Hawkings, Philippa Parfrey, Mike Palmer, Julia Tourville, Sue D'Souza, Sam Shead, Julian Back, Susan Wales, Yvonne Criddle. Also Roy Rice, Elizabeth Lane, Maureen Lord, Keith Prime, Rosemary Tuhey

* 1. Remembering Friends

The meeting stood to remember those ringers who had died in the past year.

John Attwood, North Curry Eric Lane, Wilton

Byron Baker, Pawlett Alan Lee (HLM), Bradford on Tone

Ron Ballam, Congresbury Roger Lowe, Wincanton

Christiane Banton, Crewkerne Chris Marshall (HLM), Milverton

Robert Beck, Chilcompton Felicity Marshall (ME), Milverton

Mark Birkinshaw, Long Ashton Brian Mountjoy, Glastonbury

Jim Bond, Lydeard St Lawrence Andrew Pugh, Glastonbury

Mervyn Buckley, Chilcompton Graham Sage, Batcombe

Mike Callow, Clevedon St John Mike Senior, Dowlish Wake

Roy Cave, Charlton Mackrell Cynthia Sharpe, Dulverton

Michael Comer, Dinder John Sparks, Porlock

Sophie Courtiour, Rodney Stoke Valerie Stone, Durleigh

Ian Crighton, Easton in Gordano Chris Swatton, Worle

Eric Davey, Backwell David Wales, Milborne Port

Roy Davis, Frome Branch Colin Watkins, Wincanton

Arthur Frood, Shepton Beauchamp Marianne Webb, Nunney

Mary Grief, Nunney Ivor Whitehead, Evercreech

Pat Hatchett, Dunster Branch Maurice Willis, Farmborough

David James, Clevedon St John

The Master gave a blessing.

* 1. Minutes of previous Annual General Meeting (13th May 2023) were reviewed and accepted unanimously by the meeting: Proposed by John Hallet.
  2. There were no Matters Arising.

1. **Elections & Awards**
   1. Election of New Members: No New Members were elected.
   2. Election of Officers.

* Resignations had been received from Paul Feast, Ken Hallett and Steffi Penny.

All of these officers were warmly thanked by the Master for their services for the Association.

* The post of Safeguarding Lead was identified as needing a volunteer and the Master asked anyone interested to give their name to the General Secretary. Job Description available from the General Secretary or Education Officer.
* The Master then thanked the following post holders who retired after long service:
  + David Bromwich served 48 years as the Association Librarian.
  + Charles Pipe-Wolferstan, retiring as Central Council representative.
  + Tony Cox, retiring as Peal Secretary.
* **Elections:** All the posts were endorsed by a unanimous show of hands
* Master – Revd Guy Scott, Proposed by Robert Perry, seconded by Adrian Beck.
* Deputy Master – Gordon Rendell, nominated by AGM host Branch (this year Ilchester)
* Peal Secretary – Matthew Higby, Proposed by Tony Cox, seconded by Sam Shead.
* Librarian – Bob Boulton, Proposed by David Bromwich, seconded by Mike Hansford.
* CC Reps – Paul Wotton, Proposed by Matthew Higby, seconded by Julian Back.
* Safeguarding Officer. - Post Vacant.
* Tower Advisory posts are elected by the General Committee, not the AGM, and that John Hallet and Bernard North were re-elected by General Committee on 9th March.
  1. Ratification of election of non-resident life members elected prior to peals
* Kevin J Skillings
  1. Long Service Awards

Certificates were presented to the following

76 Years    Rosemary Smith

75 Years     Reginald Beale

74 Years     Keith Prime & Charlie Back

73 Years     Beryl Morris

72 Years     Ernest Bray & Roger Fox

70 Years     Adrian Beck & Bob Lampert

68 Years     Alan Kent & Wally Rice

67 Years     Bryan Williams

66 Years     Edwin Dibble & Freda Prime

65 Years     Roy Rice

63 Years     Una Rendell

62 Years     Edward Venn

61 Years     Janet Hayter

57 Years     David Hammonds

55 Years     Fiona Cumming

54 Years     Helen Beaufoy & Hilary Venn

50 Years     Alistair Bartlett, Annette Organ & Jane Parton

* 1. The following were elected Honorary Life Members and presented with certificates:

Jennifer Taylor, David Kelly & Matthew Higby

1. **Officers Reports**

All members present had received a 2024 Handbook/2023 Annual Report and all Officers had filed reports in them. Two items were raised by the Treasurer

1. The Treasurer proposed a transfer of £30,000 from the General Fund to the Ringing Support Fund. This was seconded by Margaret Lee and accepted unanimously.
2. There was a general discussion on a proposal to look into dividing the fees (membership and affiliation) into two parts so that an element was a voluntary donation. This may permit a recovery of gift aid against the donations. The meeting was in favour of investigation leading to a possible rule change in 2025.
3. The Treasurer proposed no increases in membership fees or affiliation fees. This was unanimously accepted.
   1. Adult Membership £10 p.a.
   2. Junior Membership £5 p.a.
   3. Affiliation (by a PCC) £20 p.a.

General Secretary thanked all Branch Officers for their support in improving record keeping and to all Tower Contacts liaising over Affiliation Fees.

1. **Information**
   1. Association Striking Competitions

* 6 Bell – hosted by Chew Branch, Saturday 29th June at St Mary’s Walton, Clevedon

**The following rules were adopted by the meeting**

1. Teams must consist of members of the Branch they are representing and be paid-up members of the Association. A ringer may ring for only one Branch.
2. There will be two classes of entry: Doubles or Minor and there will be separate awards for each. Branches should indicate which class they are ringing in on the entry form.
3. The test piece will consist of 240 changes of Doubles or Minor, preceded by and terminated with rounds (including at least one whole pull at the end).
4. All the rounds and the test piece will be judged but failure to set at the end will not be penalised.
5. A team failing to complete the test piece will not be given a score
6. Two minutes practice ringing will be allowed for each team immediately prior to their test piece. This will be supervised by a timekeeper who will advise the band when the time is running out and call stand if the time limit is exceeded.
7. The treble will be rung for two whole pulls to signal the start of the test piece.
8. The order of ringing will be decided in two draws, the earlier one for the nearer Branches, and the later one for the more distant Branches.
9. There is an entry fee of £6 per band to cover a tower donation and other expenses and an entry form must be submitted to the organiser at least 3 days before the competition.

* 8 Bell – Frome Branch, Saturday 28th September
* National 12 Bell Final – Chilcompton, Saturday 15th June

Matthew Higby invited all present to attend the competition and Paul Wotton asked for anyone wishing to contribute to sign up on the volunteer’s website.

* 1. Two decisions by the General Committee were noted:
* Subscriptions from new members will not be charged in the year of election
* The subscription window is reduced from two months to one
  1. All members were directed to the Project Update of the new website in the Handbook/Report. General Secretary reported more work required on finalizing requirements with the chosen service provider. The Dunster Branch proposal as detailed in the Annex to the report was discussed and carried by a vote.
  2. Date of 2025 AGM: Saturday 10th May, Tea and Service will be in St James’, Taunton. Ringing arrangements in due course.

1. **Other Business**
   1. Any Other Business –Review of Association Rule 11 iv and the relevant guidance notes regarding the election of Honorary Life Members. Matthew Higby on behalf of working party proposed a change to rule 11 iv:

*“Honorary Life Membership (HLM) is awarded for outstanding contribution to the objects of the Bath & Wells Diocesan Association of Change Ringers, as described in these rules. Decisions are made by the General Committee, and recipients cease to be required to pay membership fees in recognition of this important award”.*

Helen Beaufoy seconded and the New Guidance was accepted by the meeting.

**New Master:**

The Master then formally introduced the New Master who gave a few words of appreciation for the service of Rev Mark Jackson as outgoing master and Rev Guy Scott was installed with the chain of office. Rev Mark Jackson was then appointed a New Honorary Life Member.

* 1. Vote of Thanks

Jan Wyatt proposed the vote of thanks to Rev Tracy Hallett, to the Tea Team, to the Ilchester Branch for hosting and organizing the itinerary and to Sue Cave for organizing the ringing.

1. **Close**

The Master closed the meeting with a Grace and a blessing.

**Annex 2**

**Officers & Elections**



Notes:

1. The Deputy Master is proposed by the AGM hosting Branch – Taunton Branch this year.
2. The Tower Advisory Service positions are appointed by the General Committee, not the AGM.
3. This is a new role, we are seeking someone to take responsibility for arranging meetings & taking minutes.
4. Whilst the new website has been under development Julian has been continuing to manage the old website, with Paul‘s focus being the new site.
5. This is a new role, we are seeking someone to look after our Association communications and improve our publicity.
6. This is a new role, we are seeking someone to look after the events calendar in the new website.

**Annex 3**

**2025 Rules Review**

**Preamble**

When the rules were last reviewed, a clause was added to require further reviews at 5 yearly intervals, the first of these reviews falls due this year.

The last review was a major undertaking and actually took 2 AGMs to complete, partly because this was happening during the pandemic, and also because such a review had not taken place for many years, and hence the review was more fundamental than perhaps is required this time.

The rules for both the Association & the Ringing Support Fund are given below. Some suggestions have already been received from members of the General Committee, with the ambition of simplifying where we can and increasing clarity overall, these suggestions are shown below in square brackets and underlined. The AGM is invited to discuss and agree any changes.

The Bath and Wells Diocesan Association of Change Ringers

**Rules of the Association**

(Further guidance notes are available on the Association website)

# Objects

1. The Society shall be called The Bath and Wells Diocesan Association of Change Ringers and its objects shall be:
   1. Recognition of the true position of ringers as Church workers and the encouragement of ringing for Divine Service.
   2. Promotion of the art of church bell ringing within the Bath & Wells Diocese, especially by giving support and training to ringers when requested.
   3. To support the maintenance, restoration and ringing of church bells within the Bath & Wells Diocese by the provision of an Advisory Service and a Ringing Support Fund
   4. Promotion of fellowship between ringers.

# Constitution

1. The Association shall be affiliated to the Central Council of Church Bell Ringers (CCCBR) and shall observe the rules and decisions of the Council.
2. The Bishop of Bath and Wells shall be ex-officio President, and the Suffragan Bishop of Taunton, the Dean of Wells, and the Archdeacons of Bath, Wells and Taunton shall be ex-officio Vice-presidents. There may be other elected Vice-presidents.
3. The Association shall hold an Annual General Meeting (AGM) within six months of the end of each financial year; the AGM will:
   1. be chaired by the Master, or in their absence the Deputy Master
   2. require a quoracy of twenty voting members
   3. be minuted, with minutes made available on the Association’s website
   4. approve the accounts of the Association and the Ringing Support Fund
   5. elect officers to promote and deliver the aims of the Association. At a minimum these officers will include a Master, Deputy Master, General Secretary, Treasurer, Tower Advisor, Education Officer, Ringing Support Fund Officer, Safeguarding Officer, Data Control Officer and representatives to the CCCBR. Candidates for , elections to Tower Advisory roles are made must be approved in advance by the General Committee.

[Replace v. with “elect such officers as necessary to promote and deliver the aims of the Association.”]

* 1. in the case of voting, a simple majority will be required (unless agreed otherwise in advance), and in the case of a tie the Chair will have the casting vote.

1. The Association will be supported by an Executive and a General Committee, who may appoint sub- committees as required.
   1. The Executive comprises the Master, General Secretary and Treasurer, and will conduct the day to day business of the Association.

[Remove this rule as all business requiring discussion is nowadays done by the whole General Committee using for example, email discussion]

* 1. The General Committee comprises the elected officers together with a representative from each of the Association’s Branches (Rule 9).

[suggest amending “…. a representative….” to “….one representative….”

* 1. The General Committee will provide an elected forum to consider Association business, making recommendations to its membership as required. Specifically the General Committee will approve the Association’s annual budget and elect new Honorary Life Members.
  2. The General Committee may co-opt up to two additional members where required for specific reason.
  3. Quoracy for the General Committee will be eight, with at least 50% of those present being elected Association Officers.

1. The financial year of the Association shall run from 1st January to 31st December.
2. Association finances will operate through bank accounts in the Association’s name, managed by the Treasurer, and where a minimum of two elected officer are required to pay monies from the account(s).

[Banking nowadays has all gone on-line and cheques are no longer used, therefore this rule is no longer practical. Suggest changing to “Association finances will operate through bank accounts in the Association’s name, managed by the Treasurer, but with a further elected officer having access to the accounts.

1. The Association shall appoint an Independent Examiner to give transparent assurance on its financial and related activities.
2. The Association shall be organised in Branches, who will ensure they have the structures needed to support the administration of the Association’s membership and financial affairs. Each Branch at a minimum will elect a representative for membership of the Association’s General Committee (Rule 5ii).

[Suggested new rule “In the event that something is not specifically covered by these rules, the General Committee with be asked to consider and make such decisions that are in the best interest of the Association and its membership.”]

1. In the event that members agree to dissolve the Association, the General Committee will transfer any remaining funds, after payment of all liabilities, to another Association affiliated to the CCCBR.

# Membership

1. The membership shall consist of General Members, Junior Members, Associate Members, Honorary Life Members, Members Emeritus and Non- Resident Life Members,
   1. General Members reside in the Diocese or are regular members of a tower affiliated to the Association, and:

[We presently have GMs & HLMs who live overseas or elsewhere in the UK, but choose to continue paying annual subs, therefore suggest changing to “General Members:”]

* + 1. May be proposed at the discretion of their Tower Captain, tutor, or other member of good standing in the Branch.

[Should we re-instate the requirement for being able to ring rounds, and raise and lower a bell?]

* + 1. May be elected at any Branch [or Association] meeting, whether or not they are present.
    2. May be active in the Branch, but unattached to a particular tower.

[Suggest removal of this rule (c.) as it doesn’t actually add anything]

* + 1. Accept the requirement for annual membership subscription.
    2. Accept the requirement for the completion of a new member and GDPR Form.
    3. Re-election will be required if subscription payments lapse for more than one year.
    4. May transfer to Non-Resident Life Member status if they cease to be resident [suggest removal of these words “or affiliated to an Association tower.” as they don’t add anything to the rule].
    5. Membership may be suspended or withdrawn at the discretion of the General Committee, in which case there shall be a right of appeal to that body.

[Suggest amending to read “The Association has Grievance and Disciplinary procedures, and these will be used to guide such matters, however within the disciplinary procedure Membership may be suspended or withdrawn at the discretion of the General Committee, in which case there shall be a right of appeal to that body.”]

* 1. Junior Members pay an annual fee set at 50% of the General Member fee. Junior Members will automatically transfer to General Membership status at the next January 1st after their 18th birthday.

[Should Junior Membership be amended to those in full-time education up to age 25?]

* 1. Associate Members are those non-ringers, or ringers who are not currently active, who support and wish to be associated with the aims of the Association. The election terms and processes are identical to those for General Members.
  2. Honorary Life Members (HLM) shall be elected by the General Committee for outstanding services to the Association and the Art of Ringing. Upon election the Member ceases to be required to pay annual subscriptions.
  3. Member Emeritus provides for long standing General Members (minimum ten years fully paid membership) who are unable to ring due to illness or infirmity but wish to continue to support the Objects of the Association. Upon transfer no further annual subscriptions will be due from the Member.
  4. Non-Resident Life Members are those who have either transferred from General Member status or those who wish to ring a peal credited to the Association. These members:
     1. Shall make a single subscription equivalent to the annual ordinary subscription. This is waived if transferring from resident member and at least three years subscriptions have been paid.
     2. Where prior to a peal attempt, can only be elected when at least half the band are HLM or General Members of the Association.
     3. Are not eligible to stand for office or vote at Association or Branch meetings
     4. May choose to have a continuing relationship with the Association by completing a Membership Form, together with a GDPR form to provide consent for their contact details to be held.
     5. May seek transfer to General Membership via normal election process (Rule 9i above) in the appropriate Branch.

# Membership and Affiliation Fees

1. PCCs and other charitable organisations entrusted with the care of churches shall be invited to pay an affiliation fee annually for each tower with a ring of bells. The recommended fee shall be decided annually by the Annual General Meeting. Affiliation is one of the pre-requisite requirements for grant aid eligibility from the Ringing Support Fund (although unaffiliated towers may request and receive Tower Advisory Service inspections).
2. Membership Fee (subscription) rates shall be decided annually at a General Meeting of the Association, to take effect from the beginning of the next financial year.

[As we now only charge subs in January the words after the comma are redundant – suggest rewording as follows “Membership subscription rates shall be decided annually at a General Meeting of the Association following a recommendation from the General Committee”.]

# Safeguarding

1. It is the responsibility of all members to ensure that our towers and ringing activities are safe for children, young people and vulnerable adults.
2. Individual towers and members must ensure they are aware of and compliant with their local Church Safeguarding policies and follow Diocesan guidelines and requirements.
3. The Association has an elected Safeguarding Officer who can provide further advice and information.

[Suggest rewording follows “The Association will have an elected Safeguarding Lead who can provide further advice and information”]

1. In the event of any safeguarding concerns the Parish, Diocesan and Association Safeguarding Officers must be informed.

[Individuals would not normally go direct to the Diocese but would work through the Parish Safeguarding Officer or the Association Safeguarding Lead as appropriate. Therefore suggest rewording as follows, “All activities in towers are subject to the Parish responsibility for Safeguarding, and in the event of any concerns the Parish Safeguarding Officer must be informed. For Association activities beyond the Tower (eg meetings and training events) these are the responsibility of the Association. In all cases of Safeguarding concerns however the Association Safeguarding Lead must be informed.”]

# Health and Safety

1. Bands comprising Association members should ensure they are aware of and compliant with their local church health and safety policies and procedures.

# Ringing Support Fund

1. In accordance with Object iii the Association maintains a Ringing Support Fund. The Fund is an Incorporated Charitable Organisation and is governed through its own objects and rules. Decisions on the award of grants are made by the Fund Trustees. An annual report on its activity is presented to the General Committee

[suggest adding the words “and the Association’s membership”.]

# Training

1. To support Object ii the Association has an elected Education Officer and Deputy Education Officer(s), supported by financial resources from the Association’s General Fund.
2. The Association Education Officer works closely with the Deputies and the Branch Education Officers to support Object ii.

# Striking Competitions

1. To encourage the quality of its art and the fellowship of its members the Association shall seek to hold inter-Branch striking competitions each year. Normally these will include 6 bell competitions and 8 bell competitions.
2. Each Branch shall make its own arrangements for the selection of its representative teams in accordance with individual competition rules

[suggest adding the words “available on the Association’s website”.]

1. Competition rules will be kept under review and will be published on the Association website, together with competition arrangements at the appropriate time each year.

[Adding the suggested words to rule 23 above would render this rule redundant, suggest its removal]

# Peals

1. All ringers must be members of the Association for the peal to be recorded by the Association, with at least half of those participating being General or Honorary Life Members.
2. The Association reserves the right to refuse to accept any peals which, in the opinion of the Standing Committee together with the Peal Secretary, may bring the Association into disrepute.

[we changed the name of the Standing Committee to Executive Committee in 2020, however if the suggested changes to Rule 5 above are agreed then this should change to “General Committee”]

1. Each year the AGM will recommend a suggested, per rope, peal donation to the Ringing Support Fund.
2. A list of peals rung for the Association each year will be published in the Annual Report, with full details available via the Association’s website.

[Suggest removal of the words after the comma as the full list is published in the report, and the report in turn is published on the website]

# Changes to Rules

1. The Association rules will be formally reviewed every five years by the General Committee, reporting the results of this review to the next AGM for decision. The next review will be considered at the 2025 AGM.

[Change next review date to “2030”]

1. Any member may propose a rule change at any time, via their Branch General Committee representative. Such proposals will be brought to the next General Committee for consideration and recommendation for decision at the next AGM.

These rules were updated and agreed at the Association’s Annual General Meeting on 8th May 2021

The Bath & Wells Ringing Support Fund

**Rules of the Fund**

(Further guidance notes are available on the Association Website)

# Objects

1. The Bath & Wells Ringing Support Fund operates as an incorporated Charity, regulated by the Charities Commission. The Charity Registration Number is 273962 and Inland Revenue Reference is XN 44116. Its objects shall be:
   1. The provision of support to a tower advisory service as relating to the maintenance and repair of church bell Installations
   2. The provision of support to education activities as relating to the instruction of new and developing bands to promote the art of church bell ringing, augmenting the training support available through the Association Education Officer.
   3. The provision of grant aid toward the repair and renovation of church bells and their fittings
   4. The provision of grant aid toward sound control where this is recommended as beneficial to the community surrounding the church tower
   5. The provision of grant aid towards augmentation of church peals where this is seen as increasing the opportunity for ringing for divine service or promoting the art of church bell ringing
   6. The provision of grant aid towards training facilities where these are beneficial to training new bands or where they have wider training benefit across the local Branch

# Governance

1. Object iii of the Rules of the Bath and Wells Diocesan Association of Change Ringers requires that the Association provides a Ringing Support Fund to support the furtherance of it Objects.
2. The fund is a self-standing Charity and therefore requires its own Governance. In order to maintain the connection with the Association and its Objects and Rules, the Trustees of the Fund are the Master (Chair), the General Secretary, The Treasurer, The Ringing Support Fund Officer, The Tower Advisor and the Education Officer. The Trustees shall have the power to co-opt up to two further Trustees, who are confirmed each year, but may serve a maximum of five years.
3. Decisions on grant awards from the fund are made by the Trustees and can be made at any time. Decisions will be reported on an annual basis to the General Committee.
4. The Fund will be administered on a day to day basis by the Ringing Support Fund Officer.
5. The Association’s Treasurer will also act as Treasurer for the Fund.
6. The financial year for the fund will be 1st January to 31st December.

# Eligibility

1. Eligibility for grant aid is restricted to those Churches within the Diocese of Bath & Wells who are affiliated to the Association.

[We have at least one tower in our Association that resides in a different Diocese, therefore, suggest rewording to “Eligibility for grant aid is restricted to those Churches within the Association’s geography who are affiliated to the Association.”]

1. Consideration will also be given to churches within the Diocese under the care of an appropriate registered charity, where this charity is affiliated to the Association, and where the bells are either of significant historical importance or an opportunity for the development of an Association Training Facility exists.

[Consistent with the change recommended in rule 7 above suggest rewording as follows “Consideration will also be given to affiliated churches under the care of an appropriate registered charity, where the bells are either of significant historical importance or an opportunity for the development of an Association Training Facility exists.]

1. Eligibility additionally requires evidence of the payment of at least five years affiliation fees and a written undertaking to continue affiliation for a minimum of a further five years. Where a prospective applicant has not been affiliated for five years a single payment to bring the fee paid up to the affiliation requirement may be made at the time of formal request for grant aid.

# Consideration & Approval

1. Applications for grant support for works on towers or bells must be led by the Incumbent or PCC Secretary. Where the church is in the care of a registered charity the application must be made by an authorised Trustee of that charity.
2. [Suggested that we give PCCs slightly more flexibility in who can sign the application, recommended rewording “Applications for grant support for works on towers or bells must be led by the Incumbent or an authorised office of the PCC, such as Churchwarden, Secretary or Treasurer. Where the church is in the care of a registered charity the application must be made by an authorised Trustee of that charity.”]
3. Works to bells, frames or structures is subject to the Church of England Faculty process. Evidence of the appropriate approval level is a precursor to the approval of any grant.

[It is important that we do not inadvertently assume any responsibility for faculties and any other legal processes being correctly undertaken by applicants. Making decisions upon sight of documents risks moving that responsibility to us, whereas giving clarity that the responsibility is firmly theirs and that our decisions are based on an assumption that they have met all the legal and faculty requirements placed upon them gives us better protection. Therefore suggest rewording as follows “Works to bells, frames or structures are subject to the Church of England Faculty process, which may require an Archdeacon’s List B approval or a full faculty approval, however these are firmly the responsibility of the applicant. Grants are awarded on the presumption that all other approvals e.g. legal and Diocesan are in place. Any failure in this may lead to cancellation of the grant and recovery of any monies paid.”]

1. Where the support requested is for bell maintenance, repair, sound control or augmentation an inspection by the Tower Advisory Service will be required, this is an essential requirement and forms a part of the application process.

[Churches frequently confuse the Diocesan Advisory Committee (DAC) with our own Tower Advisory Service. Therefore suggest adding the words “Association’s own” for added clarity. The reworded rule would read as follows “Where the support requested is for bell maintenance, repair, sound control or augmentation an inspection by the Association’s own Tower Advisory Service will be required, this is an essential requirement and forms a part of the application process.”]

1. Where the support requested is related to Education or Training a recommendation from the Education Officer will form a part of the application process.
2. Grant support must not be assumed prior to decision by the Trustees.
3. Consideration will not normally be given to support for works undertaken prior to any grant application (see also rule 16).
4. If emergency repairs are required urgent inspections can usually be arranged, and a fast track approval process used. The waiving of this requirement may only be made in extreme and rare cases by the Association’s Tower Advisor and would require a compelling reason.
5. Grant funding can only be applied to the specific works approved. Where works outside the agreed scope become necessary these must be prior approved before funding can be assumed.
6. All works must be completed within two years from the date of grant approval unless a specific extension has been approved by the Trustees.
7. Works to bells, frames and other structures must be completed to the satisfaction of the Tower Advisor before final funding is released.
8. Support for training must be completed to the satisfaction of the Education Officer before final funding is released.
9. Generally funding is released upon satisfactory completion of the approved project. In exceptional cases where staged payments were approved by the Trustees, these are subject to full claw back in the event of satisfactory completion not being achieved.