

**CHANCELLOR'S GUIDANCE TO ALL PAROCHIAL CHURCH
COUNCILS, MINISTERS AND CHURCHWARDENS
IN THE DIOCESE OF DERBY
AS TO MATTERS NOT REQUIRING A FACULTY -
IN FORCE FROM 1st SEPTEMBER 2005**

INTRODUCTION

1. The following list has been prepared after consultation with the Diocesan Advisory Committee and comprises those matters which as from 1st September 2005 may be undertaken *without any faculty*.

If the list is altered at any future date the Chancellor will give further directions.

2. The list is intended to assist parochial church councils, ministers and churchwardens so that they are aware of the circumstances when they can introduce or replace items or carry out work *without a faculty*.

It is expected that they will, in all cases where approval of the Archdeacon is required, obtain such approval before entering into a contract for work to be carried out. Failure to do so may result in the need for a Confirmatory Faculty for which a fee can be charged.

3. If you are in doubt about any matter you should consult the Archdeacon or the Diocesan Registrar.

The following items, listed under A to G, may be carried out without a Faculty:

A. MINOR REPAIRS

1. *Works of minor repair identified as such in the quinquennial inspection report* provided that the specification has first been agreed by the Diocesan Advisory Committee.
2. *Works of routine maintenance* on the fabric of the church (not materially altering its appearance) up to the value of £3,000 excluding VAT and the cost of scaffolding, providing that the Archdeacon has been notified and has given his approval, which is to be in writing for work costing between £1,000 and £3,000, before the contract to carry out the work is entered into.

(The Archdeacon may require a specification, and/ or that it is approved by the Diocesan Advisory Committee before giving approval.)

This work includes, for example, replacement like for like of broken roof

tiles or slates or window glass; cleaning gutters or downpipes; and treating isolated beetle or fungal activity (except in areas where bats may be affected).

Routine maintenance does not include repairs to broken or cracked quarries in historic stained glass, historic clear glazed windows or historic tiled floors.

3. ***Works of routine maintenance*** to furniture and to heating systems, gas, water or other services, electrical fittings or other electrical equipment or the installation of additional sockets or light fittings in towers and vestries, such work to electrical or gas services to be carried out by approved NICEIC electricians or CORGI registered fitters, up to the value of £3,000 excluding VAT.

No other addition to an electrical system is to be made without a faculty because of the risk of jeopardising the church's insurance policy.

4. ***Extetal or intenal redecoration*** using the same colours and materials, providing those original colours and materials had been approved by faculty when first used.
5. ***Treatment of fixtures and furniture against beetle or fungal activity*** (unless bats may be affected).
6. ***Repair of flagpoles.***
7. ***Work to lightning conductors*** by approved NICEIC or ECA contractors.
8. ***Repair of wire mesh window guards*** using non-ferrous materials.

B. FURNITURE AND FIXTURES

No item in 1 and 2 below may be disposed of unless the Archdeacon has been consulted and raises no objection.

1. ***Introduction, removal or disposal of:***
 - (a) ***Furniture in church halls***, but not items from the church kept in the hall.
 - (b) ***Furniture, furnishings, office equipment and minor fixtures*** (excluding wall safes) ***in vestries***, but not so as to change the existing use of the room as a vestry.
 - (c) ***Fire extinguishers*** (subject to the Archdeacon's instructions as to

location and method of fixing).

(d) ***Hymn boards and internal notice boards*** (subject to the Archdeacon's instructions).

(e) Small movable ***bookcases or display stands***.

2. ***Replacement of carpets or curtains*** with the equivalent in similar colour, material, pattern and type of backing. The carpeting of additional areas is not included.
3. ***Additions to name boards*** in an existing style, excluding war memorials.
4. ***The use of a security marking system*** recommended by insurers for movable items kept within the church.

C. MUSICAL INSTRUMENTS

1. Introduction, storage or removal of ***musical instruments and stands*** used by music groups.
2. ***Routine tuning and adjustment***, by a qualified person, up to a value of £1500 excluding VAT, ***of organs, harmoniums and pianos***.
3. ***Maintenance and repairs to pianos*** using matching materials.

D. BELLS / CLOCKS

1. Inspection and routine maintenance of ***bells, bell frames, clocks and clock faces*** up to the value of £3,000 excluding VAT and scaffolding, provided that the Archdeacon has been notified and has given his approval, which is to be in writing for work costing between £1,000 and £3,000, before the contract to carry out the work is entered into.
2. Replacement of damaged ***wooden bell stays and bell ropes***.

E. MOVABLES

Except in the case of items in 4, 5, and 9 below, before any of the following are disposed of, the Archdeacon should be consulted and his directions followed.

Introduction, removal, replacement or disposal of:

1. Kneelers, hassocks and cushions (but not including a substantial replacement).
2. Surplices, albs, cassocks, choir robes or verger's robes.
3. Cruets.
4. Vases.

5. Service books authorised by Canon.
6. Bibles, hymn books, song books or sheet or bound music (but not including disposal of hand-bound or other valuable books).
7. Altar linen, but not frontals or falls.
8. Decorative flags and banners used for temporary displays.
9. The Union flag, St. George's flag or the diocesan flag.

F. EMERGENCY ITEMS OF WORK WHICH MAY BE AUTHORISED BY THE ARCHDEACON

1. ***Installation of security locks on doors and/or windows*** when the Archdeacon is satisfied that they are urgently required and the type of lock has been authorised by him in writing.
2. ***Installation of security lighting or camera(s) on a temporary basis*** where there is urgent need to protect the building against burglary or vandalism pending the grant of a faculty for a permanent scheme provided the temporary arrangement is approved in writing by the Archdeacon, and the Diocesan Registrar is notified by the Archdeacon that he has given his approval.

G. CHURCHYARDS

1. Purchase and maintenance of ***lawnmowers and other churchyard equipment***.
2. ***Routine repair of paths*** including re-surfacing in the same material and colour.
3. ***Repairs to a notice board*** including re-painting in the same colour.
4. Minor ***repairs to fences and gates***, but not walls.

DISPENSATION IN OTHER CASES

Where the proposal is of a similarly minor nature, but does not appear in the above list, the Archdeacon may be able to authorise the work without the need for a faculty, sometimes subject to conditions such as consultation with the Diocesan Advisory Committee.

GENERAL NOTES

1. A faculty is not required for the deposit of parochial registers or other parochial records in the diocesan record office, nor for the obtaining of new registers.
2. Repairs, acquisitions and the disposal of articles in the list should be recorded in the church log book.

John W. Bullimore
Chancellor

NOTE FROM THE CHANCELLOR

DE MINIMIS LIST

Earlier in the year, I consulted with the DAC's and Archdeacons and Registrars in the dioceses of Derby and Blackburn about the matters to be included in a proposed revision of the de minimis list prepared under section 11(8) of the 1991 Measure. I am grateful for the consideration that was given to the suggested list in the responses I received.

I have adopted a number of the suggestions, but have been mindful of the fact that there has been a great deal of pressure for the provisions in the various dioceses to be more uniform than they have in the past. Inevitably any change suggested that is taken up by me will move the provisions away from those adopted in other dioceses. Nonetheless, I have tried to incorporate a number of ideas and also changed the wording slightly in a number of places in the hope of increasing clarity. I am sorry that some of the more radical proposals could not be taken up, and in particular those put forward independently of the consultation by the Archdeacons of Derby and Chesterfield.

In both dioceses, there was concern about the perceived distinction in A1 and A2, where it was felt that there should be provision in A2 for a specification to be prepared and seen by the DAC before the Archdeacon gave approval. The proviso to A2 will I hope give a basis for this to be done *in appropriate cases*, which may include the pointing of masonry, where concerns were expressed that the original wording was inadequate.

I have also increased the financial limit by £500.

In A3 is a modest change to allow for new sockets or lighting fittings in towers and vestries.

I have also adopted a suggestion to impose a financial limit to work on *Bells/Clocks* in a similar way to maintenance of the fabric.

I agree that disposal of some items no longer required should not need the Archdeacon's approval and have amended the heading to Part E *Movables* accordingly.

In part G *Churchyards*, I have *not* included a provision about seats and benches, because Appendix A requires a faculty to be obtained.

The *Dispensation* provision will allow a good deal of common sense to operate in respect of matters not specifically dealt with.

I have adopted the same provisions for both dioceses, even where only one diocese indicated it would like some alteration and I have responded to that concern. I think that the changes that have been introduced from the document originally sent out, will be seen as very minor and will, I hope, not cause any difficulty.

John W. Bullimore
Chancellor

30th August 2005