

Diocese of Peterborough

Re: Care of Churches and Ecclesiastical Jurisdiction Measure 1991

Minor matters which may be undertaken without a Faculty

GENERAL INTRODUCTION

1. The following list has been prepared after consultation with the Diocesan Advisory Committee and comprises those matters which for the time being may be undertaken without any faculty. If the list is altered at any future date the Chancellor will give fresh written guidance.
2. The list is intended to assist parochial church councils, ministers and churchwardens so that they are aware of 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 your Archdeacon or the Diocesan Registrar.

MINOR MATTERS

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 £2,500 excluding VAT and the cost of scaffolding, providing that the Archdeacon has been notified and has given his approval in writing for work costing between £1,000 and £2,500 before the contract to carry out the work is entered into. 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). It does not include repairs that include replacement of historic fabric materials, repairs to historic carved work, broken or cracked quarries in historic stained glass, historic clear glass or historic tiled floors.
3. Works of routine maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC electricians or CORGI registered fitters) and furniture up to the value of £2,500 excluding VAT. No addition to an electrical system is to be made without a faculty because of the risk of jeopardising the church's insurance policy.

4. External or internal 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 powder coated stainless steel.

B. FURNITURE AND FIXTURES

No item may be disposed of unless the Archdeacon has been consulted and has stated in writing that he 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 Archdeacon's instructions as to location and method of fixing).
 - (d) Hymn boards (subject to Archdeacon's instructions).
 - (e) Internal notice boards (subject to Archdeacon's instructions).
 - (f) Small movable bookcases or display stands.
2. Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing. The carpeting of additional areas is not included, neither is replacing rubberised or non-porous backings like for like. Carpets and underlay must be of natural fibre in order to allow the floor to breathe.
3. Additions in an existing style to name boards (excluding war memorials).
4. The use of a security system recommended by insurers for marking movable items kept in the church.
5. A wooden garden seat of conventional design, with or without an inscription, the design and siting of which have previously been approved in writing by the Archdeacon.
6. Work of any nature to historic fixtures and fittings, or any work of art must be referred to the Archdeacon. For this purpose "historic" means "significant by virtue of the item's age, design, mechanics, technology or role within the building as a whole".

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 £1,500 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.
2. Replacement of damaged wooden bell stays and bell ropes.

E. MOVABLES

No item may be disposed of unless the Archdeacon has been consulted and has stated in writing that he raises no objection.

Introduction, removal, replacement or disposal of:

- (a) Kneelers, hassocks and cushions (but not a substantial replacement of them).
- (b) Surplices, albs, cassocks, choir robes and vergers' robes.
- (c) Cruets.
- (d) Vases.
- (e) Service books authorised by Canon.
- (f) Bibles, hymn books, song books and sheet or bound music (but not disposal of handbound or other valuable books).
- (g) Altar linen (but not frontals or falls).
- (h) Decorative flags and banners used for temporary displays.
- (i) The Union flag, St. George's flag or the diocesan flag.
- (j) A movable access ramp at the entrance to the church or in the churchyard. (A permanent ramp, or an alteration to create a ramp, requires a faculty.)

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 approved 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 resurfacing in the same material and colour.
3. Repairs to and repainting in the same colour of a notice board.
4. Minor repairs to churchyard fences, gates and walls, provided that no such structure has been separately listed under Town & Country Planning legislation, and provided also that the works have been approved in writing by the Archdeacon.

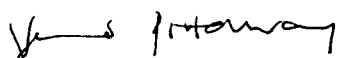
DISPENSATION IN OTHER CASES

Where the proposal is of a similarly minor nature, but does not appear in the above list, the Chancellor may be willing to dispense with a faculty, sometimes subject to conditions such as consultation with the Diocesan Advisory Committee. The Chancellor's decision will normally be based upon a letter, to be sent to the Registrar, giving all relevant information about the proposal.

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.

Dated this 7th day of November 2007



David Pittaway, Q.C.
Chancellor of the Diocese of Peterborough