



THE CHURCHES CONSERVATION TRUST

CHURCH MANUAL

The Church Manual is an update of the Church Information Pack designed for:

- a) local volunteers and Friends Groups;
- b) CCT staff; and
- c) incumbents.

It is a living document in a changing world. Any changes or comments for the next iteration should be sent to central@tcct.org.uk with "Update for Church Manual" in the subject line.

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HELPING THE CCT

Volunteer help

All of the CCT churches are very different: some are in towns, some are remote in the country, some are big, some are small, they range from having full facilities to no facilities, and may or may not have items such as pews. Just a few are ruins.

The factors that they do have in common are that they need to be accessible to the public, need cleaning, and need someone local to care about what happens to them.

After that each church has its own different potential uses ranging from just a few small events right through to a series of ambitious uses.

There are several ways in which volunteers can help the CCT. These are not formal categories but more an indication of roughly how things work in such a diverse environment.

Individuals locally

If the local CCT church does not have a local group it may need keyholders, people to clean it occasionally, and a person to tell the CCT Contact if there has been any damage or deterioration.

Keyholders

The CCT aims to have its churches available to the visiting public at all reasonable times. The ideal situation is that they are left open each day, but where the relevant regional team has identified particular security issues then more limited opening or access by keyholder may be necessary.

The aim is for the church to be accessible for members of the public who would like to visit, for meter readings if any, and for contractors doing repairs for the CCT.

Ideally there should be 3 or 4 keyholders even when always open and their phone numbers should be displayed at a prominent place at the church. They need to be local and reachable at any time during daytime and at weekends if they happen to be at home. Having 3 or 4 usually means that a visitor has a reasonable chance of finding someone at home. Local shops and pubs can be useful as keyholders.

Outside of any regular opening hours keyholders may find it useful to keep a record of who borrows the keys but this is not essential. The visitor should always be requested to sign the visitors book when they are at the church.

A keyholder should also advise their CCT Contact if they see any problems at the church.

Catalysts

These are individuals or just one or two people who know many people and their skills locally and are committed to creating an effective group to operate the church for the CCT and to organise significant fundraising and events.

Informal Friends Groups

A group of a few people who can share the keyholding, and cleaning and who can encourage the use of the church and run some small fundraising events.

Structured Friends Groups

These may have a secretary and chair and an address where the group can be contacted. They will not usually be registered charities but they will have formal agreements with the CCT. They will do everything that an informal Friends Group does but in a structured manner and will be able to run significant fund-raising events. They will manage the bookings for the church.

Local trusts

These have formal trust deeds and are most effective if registered as charities. They will have formal agreements with the CCT appropriate to their resources and skills.

They will do everything that a structured Friends group does but will have more delegation from the CCT and run a complete calendar of fundraising events. The benefit of registering as a charity is that many sources of grants become available. The financing of projects such as for toilets, kitchens, provision of utilities, and portable stages becomes much easier.

National or area projects

From time to time the CCT or one of its areas requires temporary voluntary help with a project where the volunteer has expertise and where the CCT may be underresourced.

Giving money

In order to become a CCT member, give a gift of membership, give a donation either general or specific or plan a legacy there is full information on the website at <https://www.visitchurches.org.uk/get-involved.html>

POLICIES AND VOLUNTEERS

Keys and access

The CCT aims to have its churches available to the visiting public at all reasonable times. The ideal situation is that they are left open each day, but where the relevant regional team has identified particular security issues then more limited opening or access by keyholder may be necessary. Where access is by keyholder, the keyholder always needs to know who is at the church when a key is borrowed. Outside of any normal working hours the keyholder may find it useful to note who borrows the keys.

If having a key or having a key cut is appropriate and will help the efficient running of the church, please talk to your CCT Contact or the CCT directly before doing so.

The CCT is always keen to open churches to the public as much as possible consistent with the security of the buildings and their contents. Please advise your CCT Contact if you would be able to help with opening the church to the public.

Maintenance arrangements

All repairs and conservation is undertaken by CCT staff or contractors except where the CCT has identified skilled volunteers. We appreciate our volunteers' desire to help but the best way to do this is to inform us of any issues in the church, such as breakages. Help with maintenance of churchyards is always welcome.

Wallsafe and cash

The wallsafe should be emptied as often as possible. If you would like to do this, please ask your CCT Contact. If the wallsafe is full, please let the CCT know. Please make visitors aware of the wallsafe. All money collected from wallsafes is put back into the conservation of churches.

Visitor books

Visitor numbers need to be recorded and collated in order for us to see how our churches are being used.

The CCT needs to measure its progress against targets, and to set new targets for the coming years. We also have to provide our funders with visitor figures.

The collection of this data is vitally important. If you would like to be part of this process, please contact your CCT Contact. You will be provided with relevant forms and instruction in what format the collection should take place.

All visitors should be encouraged to sign the visitor book and volunteers and CCT staff should also sign it every time they visit. Visitor books are the main way in which we assess how many people visit CCT churches.

Working with people

As you know yourself visitors will remember a friendly and welcoming atmosphere and are likely to return or support the CCT in other ways.

The CCT is committed to equal opportunities for all for employees, volunteers, participants, and visitors.

If visitors have questions you cannot answer please refer them to our website www.visitchurches.org.uk or refer them to your CCT Contact.

Archaeology

Any queries regarding archaeology should be forwarded to the CCT. Under no circumstances should archaeological investigation or metal-detecting take place without express permission of the CCT.

Events

The CCT wishes to have its churches used as much as possible consistent with conserving and protecting its buildings and fittings which are often of national historic importance. Events should also respect that the churches remain consecrated.

Before a particular type of event is staged for the first time the CCT Contact should be advised. If in any doubt about the propriety of an event it should be discussed beforehand with the incumbent.

Child protection guidance

Child protection procedure is largely common sense and guidelines are to protect both yourself and children. The CCT encourages participation by children.

- The simplest procedure is to ensure that children are either accompanied by a parent/guardian or a school teacher.
- Please make sure that you are wearing identification.
- Be open and friendly but avoid being over-familiar.
- Give positive instructions. For example, “do have a look inside the pulpit, but as the stairs are narrow, please go up one at a time”.
- If a child (under the age of 18) or vulnerable adult appears to be alone inside the church, enquire if they have come with an adult. Then, for their own safety, either ask them to look around with that person, or to return with an older person at another time.

- Ensure that the child or vulnerable adult's welfare and safety are paramount. Be alert to the presence of strangers or others who might wish to harm them. Intervene sensitively if their actions are likely to endanger themselves or other visitors, but do avoid unnecessary physical contact.
- Do not agree to go anywhere that is out of sight with a child or vulnerable adult.
- Do not attempt to photograph an individual or small group of children or vulnerable adults without their parents' or carers' express permission.
-

NSPCC has a distance learning course on Child Protection Awareness at EduCare
<http://www.educare.co.uk> £27.50 + VAT

- Additional notes on organised school groups:
The recommended teacher to child ratio for children 8 years and over is 1:10; for under eight it is 1:8, or lower.
- An adult from the school must stay with each group of 10 children at all times.
- An Enhanced Disclosure may be required for anyone who may need to have unsupervised access to children, young people and vulnerable adults.

Bells and flags

Please do not go into the belfry unless you have asked your CCT Contact or the CCT directly. Some belfries are unsafe. Before ringing any bells, please ask your CCT Contact if it is safe to do so. Campanology groups must have their own insurance. If you are allowed to go into a belfry be sure to check that the bells are positioned with the open end downwards – do not enter if they are up. Always leave a notice in the ringing chamber such as “working on bells”.

Please check with your CCT Contact before ascending any tower, and before flying any flag.

Disabled access

We do our best to provide disabled access. However, CCT churches are historic buildings of architectural, archaeological and artistic significance, and in some cases it just isn't possible to provide disabled access, due to the nature of these churches. However, innovative ways should be discussed with your CCT Contact and much can be done with portable ramps.

If wheelchair users are planning a visit, it is best to check first as to whether access can be made possible (see the CCT website for details at individual churches). Assisted access should be considered in consultation with the person and/or their carer.

Organs

Organs are an integral part of CCT churches but not all organs are playable. The playing of CCT organs by skilled, trained individuals is encouraged, as this aids their maintenance, and invokes the spirit of the building in which the music is played. If there are any problems concerning an organ, please contact your CCT Contact. Do not try to fix it yourself, or hire a professional, no matter how minor the issue.

Seating/pews

See the cleaning guidelines in this manual.

Please do not move any furniture (apart from normal chairs and tables) within CCT churches. Ask your CCT Contact if you need to move other furniture.

SAFE AND HEALTHY ENVIRONMENT

General safety

All employees and volunteers should behave in a manner which is not liable to cause themselves or others harm. They should continuously identify and anticipate hazards. The Churches Conservation Trust's Health and Safety Policy sets out how the CCT tries to ensure that nobody is harmed. Only undertake work that you have received instruction and training for. Also, advise your CCT Contact of any health, safety or welfare issue that may affect you.

- Cooperate with the CCT in any matters that improve the conditions for Health, Safety and Welfare at CCT premises.
- Use work equipment in accordance with training and instruction received.
- Report dangerous situations or any apparent defects in work equipment and procedures or the premises to the CCT Contact.
- Be aware of arrangements for first aid treatment, procedures in the event of accidents, fire and special conditions/hazards related to the church, especially when undertaking lone working or work at height.
- Request further instruction, training and supervision should new work practices arise.

Key rules

- Always identify and minimise hazards. Do not rush.
- If uncertain, do not proceed - seek advice or assistance.
- Do not smoke, use naked flame or create sparks.

Working alone

The CCT will endeavour to avoid, wherever possible, the need for volunteers to work alone. Where work is done alone, personal safety must be the overriding priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.

Keeping yourself safe:

- The CCT recommends creating a log-in log-out system within the local community. i.e. make arrangements with CCT staff, other volunteers or shops etc. near home or the church being visited. Call regularly if possible and intend to stay at the church for longer period.
- When planning to work on CCT property, make this known to another person, including what you will be doing and how long it will take you. Ensure the work is safe to do alone.
- Once you have finished your task, notify the person that you have finished, and are safe and well.

- Consideration and attention must be given to any hazards that are present in and around the working area or locality.
- Any situations presenting a risk to personal safety should be reported to your CCT Contact.

The following actions must be followed to ensure personal safety:

- ensure where possible that you park in a well lit place, preferably in a public place;
- do not approach or enter a church if there are people present that you feel threatened by;
- avoid visiting in hours of darkness, if this is not possible have a working torch with you;
- check the church and possibly grounds for signs of intruders;
- promptly report to your CCT Contact any condition or activity which appears to be of significant health or safety risk;
- do not tamper with anything that has been provided in the interests of health and safety;
- ensure that safety alarms and warnings can be heard at all times;
- if working alone, maintain regular communication with a responsible person;
- inform your CCT Contact of any personal health condition which may be affected by your work activities for the CCT;
- do not undertake tasks without having received authorisation and training; and
- personal safety must be taken into consideration at all times.

The most important things to remember are:

- work in accordance with instructions and training;
- consider the health or safety implications and consequences of actions or omissions before undertaking work tasks;
- anyone with a known risk of losing consciousness or mobility because of a medical condition should not undertake lone work; and
- all lone workers should know what to do in the case of an emergency. In the event of a lone worker having an accident within a church, it becomes important and valuable that someone knows where you are and how long you expect to be. In addition, procedures should be in place to avoid unnecessary risks.

Examples of further possible reasonable safety precautions are to:

- carry a personal alarm;
- carry a fully charged mobile phone (with sufficient credit if pay as you go) and check reception;
- consider bringing someone to observe;
- do not carry valuables unless necessary;
- ensure someone knows where you are;
- if you alter your plans, ensure a colleague is informed;
- prior to meeting anyone for the first time, identify them; i.e. are they who they claim they are;

- if a person entering the church becomes hostile or aggressive, be aware of non-verbal communication; remain calm and polite; listen to the person(s), offer them a seat or drink if appropriate. Possibly say you are leaving and need to lock up, asking them to leave;
- be aware of surroundings;
- be aware of your own actions and how others may perceive you;
- if you feel threatened, make your excuses and leave. Make sure you can leave the premises quickly if you need to;
- as you are leaving, ensure you can see to reach the exit if/when switching off lights; and
- when leaving, look around outside before turning your back to lock the door.

Violence

When working alone, the potential for violence exists. Female staff may be at a higher risk from violent attacks when working alone. Staff should be very careful when undertaking lone working specifically avoiding as necessary at higher risk locations.

Toilet facilities

Most of our churches have no toilet facilities. In this situation, it is best for volunteers/key-holders to have a prearranged system whereby local people provide facilities when the church is being used.

Risk assessments

Your CCT Contact will normally conduct general risk assessments regarding all aspects of the church. Please aid our staff by noting anything that may be of interest concerning safety, fabric, condition and any changes to the church that may have occurred. You should, however, think through your own risk assessment for anything that you plan to do but it does not need to be written. Please see the events section and appendices for detail on risk assessments.

Environment

The Churches Conservation Trust is committed to providing a safe and healthy working environment for all our volunteers and ensures so far as is reasonably practicable that working conditions are comfortable and safe with due consideration given to individuals with specific requirements.

The CCT aims to use best practice in conserving the environment in which the church is situated. Nothing should be done which harms the environment and wildlife.

Any problems or suggestions for improvements should be reported to your CCT Contact to investigate and take any necessary action.

Accidents and incidents

- Any accidents, however minor, or ill health occurring to anyone at the church must be immediately notified to the CCT Contact or the CCT directly.
- If an ambulance is required, dial 999 and ask for an Ambulance giving location.
- All accidents must be recorded on an Accident Report Form (forms supplied).
- All injuries, diseases or dangerous occurrences, resulting from incidents on CCT premises, however minor, must be recorded. An [Accident Report Form](#) should be completed by a First Aider if present (larger church or event with first aid cover) or a CCT staff member.

Fire

Fire can pose a significant risk to human life (and CCT property), therefore the CCT takes all possible measures to eliminate or reduce the risk of fire occurring and the risk of harm from fire to all persons.

It is important to keep routes and exits clear at all times. Risk assessments are undertaken in churches, with priority given to those that are workplaces, with greater numbers of visitors and events being held and volunteers regularly present.

- On discovering a fire, immediately raise the alarm by shouting “FIRE” or using any local arrangements such as air horns, whistles etc. and leave the church in an orderly fashion, ensuring that any visitors on the premises are escorted, and assemble outside at a place of safety away from the entrance. Check that all people are safe without putting yourself at risk.
- Dial 999, ask for Fire Brigade and say “Fire at name of Church address and postcode ”, and ensure that the address is repeated correctly by the person receiving the call.
- Rural churches are often very difficult to reach and postcodes area can be large. Please have accurate directions available for the Fire Brigade. If possible, meet the attending Fire Fighters at an entranceway or junction with the key to the church.

Fire Fighters will use destructive equipment, such as axes, to open burning buildings. This may cause irreparable damage to delicate and ancient churches. Please ensure that the church can be opened easily in the event of a fire.

Do not block escape routes.

Fire Extinguishers

The purpose of a fire extinguisher is primarily to allow people to leave the building as safely as possible and put out the smallest of fire before growing to a larger fire.

If/when present, extinguishers should only be used to put out small fires, or to allow people to use the escape route if obstructed by fire. If one extinguisher is not enough, leave it and evacuate.

In the event of a fire, saving the church is NOT the main priority!

Occupied Churches

If portable fire extinguishers are provided, custodians and designated employees within permanent workplaces will receive suitable and adequate training in fire safety and the use of such appliances.

Guidance on the Provision of Extinguishers/Fire Blankets for Occupied Premises

Extinguishers will be provided following risk assessment within each church premises that is a workplace with permanent staff. These are available to allow people to leave the building safely in the unlikely event of fire occurring and must be positioned near the main entrance/exit door or most likely location of a fire.

Additional extinguishers (CO₂) will be provided for any special hazards, such as electrical equipment (electrical fuse boxes) and gas/oil heating equipment. These are to be positioned near to the equipment at risk (but not so close as to cause a trip hazard to any person requiring access to the equipment).

If any fire extinguisher has been found to be used (or you suspect that it could have been used) it should be removed from service immediately and the CCT Contact advised. In such an event, a replacement fire extinguisher is to be obtained from the CCT Contact. Fire blankets may be provided if the Church contains any cooking equipment, including microwave ovens, and will be positioned adjacent to the cooking area.

Smoking

Smoking is not allowed inside any church and is a risk if anything could catch fire close to it. If anyone is seen smoking, please notify them that it is prohibited.

Tungsten halogen lamps

The use of tungsten halogen lamps in churches are considered undesirable for two reasons: fire and ultraviolet radiation. Halogen light sources often emit significantly greater amounts of ultraviolet radiation than conventional tungsten lamps. As a general policy tungsten halogen lamps (particularly portable ones) should not be used within buildings under the care of the CCT, as they can cause damage to objects. Please use LED work lights.

Electrical safety

Faulty or inappropriately protected electrical equipment can cause serious and sometimes fatal electric shock and can also be a prime source for fire. All electrical equipment is to be located so as to prevent the need for trailing cables crossing circulation areas and overloading power sockets (including use of extension leads, the load upon which must not exceed 13A/3000 Watts).

Any faulty electrical equipment, damaged leads, switches, plugs, sockets, must be reported immediately to your CCT Contact so that remedial action can be taken. Any electrical equipment considered to be faulty should not be used and if safe to do so, should be isolated by switching off, put aside and labelled to ensure it is not used.

The CCT endeavours to undertake portable appliance inspection of CCT electrical items on a regular cycle. Electrical items brought in to churches by volunteers must undergo a visual check at least to ensure no visible damage is present.

Manual handling

- Serious health problems can be associated with manual handling if correct handling techniques are not used.
- Upper limb disorders and musculoskeletal disorders are common conditions linked to repetitive or poor manual handling.
- Manual handling that may be considered hazardous should always be avoided i.e. beyond your personal capability.
- Hazardous manual handling tasks that cannot be avoided, must always be subject to assessment prior to undertaking the task. This will include an assessment of task, load, working environment and individual's capacity. Where this may be impractical to record every activity undertaken in churches, it is necessary to think about what is being done.
- The risk of injury from lifting must be reduced as far as reasonably practicable, otherwise the task must not be undertaken.
- Reduce handling by obtaining help from others, spread over several visits, using trolleys where appropriate etc.

Protective clothing and equipment

The CCT will:

- provide clothing/equipment where necessary as part of a safe system of work and ensure, so far as is reasonably practicable, that it is used; and
- provide information, instruction, training and supervision in the use and care of such clothing/equipment as necessary.

Personal Protective Equipment/Clothing may include items such as gloves, masks, goggles or glasses. The type used is to be appropriate for the task and hazard requiring the protection. Those undertaking strimming for example will require PPE.

Asbestos

It should be assumed that there are asbestos-containing materials within all buildings constructed or altered before November 1999 unless there is conclusive information to the contrary. However, churches were constructed prior to the period when asbestos was used in buildings. Where it is present, asbestos will have been introduced at a later date. It can be in heating systems, insulation, and roofing.

Volunteers may/may not be able to visually identify materials that may contain asbestos. Volunteers must be aware of the hazards associated with asbestos. If you suspect that any material may contain asbestos then **do not touch it, do not disturb it in any way, leave the area as soon as possible** and stop any other persons who may be about to enter the area.

Where you suspect that asbestos is present, record the information and advise your CCT Contact.

Asbestos hazard stickers will be found on any asbestos related items in CCT churches. Some organ blower boxes contain asbestos but are safe unless opened.

Safe working at height

Fatal injuries can be sustained from a fall from a height, both from low and high positions. **Volunteers are not authorised to access any area where there is a risk of falling and where it is likely personal injury would occur.**

Volunteers are not permitted to work at height, other than where cleaning or general activity requires it. All matters of maintenance should be carried out by a member of staff (particularly high level light bulbs).

The use of ladders and stepladders is to be agreed with the CCT and never when alone.

Hypodermic syringes and sharp objects

Discarded syringes and sharp objects (sharps) can be extremely dangerous. The collection, removal and disposal of syringes and sharps are the responsibility of the local Environmental Health Department.

If a volunteer becomes aware of discarded syringes or sharps they should:

- not touch these items;
- the item should be covered if practical and safe to do so by utilising the warning cone supplied to specific churches;
- the matter should be reported to the CCT Contact and the local Environmental Health Department for arrangement to be made for the safe removal and disposal of these items. The collection and disposal of syringes and sharps is a specialist task covered by specialist legislation and should not be carried out by volunteers.

The hazards associated with syringes and sharps are:

- cuts or needle-stick (puncture) injuries;
- injection of harmful material into the body from hypodermic needles or other contaminated sharps; and
- psychological trauma due to the fear of infection. Hypodermic needles carry particular emotional connotations, which must not be underestimated.

Needlestick first aid

In the event of an accidental injury immediate first aid is to:

- encourage the wound to bleed;
- wash the wound with soap and water (preferably running); and
- apply a waterproof dressing.

Anyone receiving a needlestick injury should seek immediate medical attention from your G.P. or the local Accident and Emergency Department. The person should inform the medical staff that they have received a needlestick injury and give details. The volunteer must record the details and notify the CCT Contact of the incident, as well as send a copy of the recorded details.

Prevention of slips, trips and falls

Historic churches, due to their age and previous use, often have uneven and worn floors. Please take care, especially in wet weather when floors and steps can be slippery.

The CCT identifies significant or unusual hazards within its churches and, where necessary, will undertake maintenance or repairs to minimise the potential for slips, trips and falls to occur.

The CCT is committed to a policy of preventing, so far as is reasonably practicable, slips, trips or falls from damaged/worn flooring, floor coverings, steps and hatches.

The CCT relies on all persons when working within or visiting church premises, to bring to their attention, any significant or unusual features within the access routes, walkways, steps and changes in level that are likely to present a significant risk of slipping, tripping or falling and details of any accidents that have occurred.

In order to minimise the risk of slips, trips and falls occurring, volunteers are asked to adhere to the following guidelines:

Spillage of wet or dry substances

Mop up spills immediately. If liquid is greasy ensure a suitable cleaning agent is used. After cleaning the floor may be wet for some time so appropriate signage should be displayed highlighting the risk and arrangements made to bypass the route if possible.

Trailing cables

Position equipment to avoid cables crossing walkways/steps. Use cable covers/guards or restrict access to prevent tripping. Taping can leave marks.

Miscellaneous rubbish

Keep churches clean and tidy. Remove any rubbish and do not allow to accumulate.

Rugs/mats

Advise your CCT Contact if mats that are badly worn or torn, or have curling edges.

Lighting

Maintain any artificial lighting in good working order and report defects immediately to the CCT Contact.

Slippery surfaces

During wet weather floors and steps may become very slippery and the policy of the CCT is that suitable, temporary warning notices should be positioned at the entrance to the church warning of the potential hazard and risk. These notices are available by contacting the CCT Contact. Please avoid using adhesive hazard tapes on steps.

Candles

Lighting candles

Matches/tapers are to be kept out of sight when not in use, preferably taken off the premises or, if not feasible, locked away.

Guidance for all candles

- Preferably, candles should not be kept on the premises; if this is unavoidable the candles should be locked away each night.
- Candles must always be used in an appropriate candle holder fixed to the fabric or placed on a level surface.
- Lighted candles are not to be left unattended at any time and should not be sited in close proximity to a source of flammable materials such as drapes.
- Avoid placing lighted candles upon delicate surfaces, such as wood and stonework (especially monuments and fonts) as this can cause serious damage.
- Always read and follow the manufacturer's instructions on the candle box.
- Always leave at least 100mm (approximately 4 inches) between candles when burning.
- Never burn a candle right down. Extinguish the candle before it burns into the holder or container. This creates less risk of the candle overheating the holder.
- Never touch or move a burning candle.
- If a candle will not go out easily using a 'snuffer', cover it with a damp cloth.
- Never use water to extinguish a candle. Always use a snuffer.
- If the candle smokes, extinguish the flame, allow to cool, and trim the wick before relighting.

Votive candles, scented candles

- These are designed to liquefy when burning to release their fragrance. They must therefore always be burned in a glass or metal holder. The container will become hot, so make sure it stands on a non-flammable surface.
- Make sure that the candleholder is not cracked before lighting a candle.
- Keep the candle free of matches, as they can create a flare effect.

- Clean the candleholder (by washing with hot water) to remove any wax or wicks before putting in a new candle.

Candle wax

It is preferable to avoid allowing candle wax to run onto wood, or stone surfaces as this is difficult to remove from the surface. If candle wax requires to be removed from furnishings/fabrics, contact your CCT Contact, who will liaise with our conservation team.

CLEANING

Background

We appreciate any help that local people can give, and cleaning our churches is a very important part of looking after these wonderful historic buildings.

We hope that as supporters clean they will also learn more about the interesting fixtures and fittings inside each CCT church, and so their vulnerabilities. Through regular care and cleaning problems can be identified before they become serious.

Without our cleaners it would be impossible to achieve our high standards of presentation and conservation.

This section taken from “Church Cleaning Guidelines” provides guidance on cleaning our churches - the dos and don'ts - and how to use the cleaning materials provided by the CCT. The latter have been chosen because they are the best products to use effectively on delicate and historic surfaces.

General

When cleaning a church it is best to put aside your usual standards for cleaning your house! It can seem a bit of an uphill struggle at times, with churches seeming to have miraculous powers to become dirty again within hours!

Our main aim is to make our churches look welcoming and well-loved historic buildings, rather than making them sparkingly clean and pristine. Cleaning definitely shouldn't be used to alter or improve upon the fabric itself - we have a professional conservation team who ensure that each church is carefully maintained, repaired and conserved.

If in doubt about what materials and methods to use, and before cleaning anything you haven't cleaned before - ask your CCT Contact. Our Conservation Managers will be very happy to meet you and discuss any concerns you might have.

Materials and equipment

Your CCT Contact will provide you with any materials and equipment you require for the cleaning of the church, or maintenance of the grounds. Please notify them when supplies are running low and they will either provide you with further materials and equipment directly or ask you to purchase it and supply a receipt for claiming expenses.

The list of basic cleaning materials at the end of this section is intended to help and guide our supporters with this important work.

Do:

- Clean gently and sympathetically, bearing in mind the age and fragility of the object
- Keep cleaning equipment for its stated purpose, labelling brushes clearly

- Ask for outside advice and help if necessary

Don't:

- Use aggressive cleaning products and household polishes
- Allow cleaning materials to spread onto adjoining surfaces

Wood

The following is an extract from an Advice Note 'The Routine Care of Historic Furniture and Fixed Woodwork in Churches' prepared by the Regional Furniture Society in association with the British Antique Furniture Restorers' Association (BAFRA) and The Churches Conservation Trust, January 2009.

First principles

Routine care of the surface finishes on historic furniture and fixed woodwork should not involve anything other than simple cleaning and dusting without professional advice. In almost all situations the wrong treatment of finishes is likely to cause more damage than no treatment at all, and in many instances no treatment is likely to be the most suitable course of action. In the absence of damp, fungal growth or insect attack, most interior woodwork will survive indefinitely with little or no attention; if these problems are present, however, professional help is essential.

Woodwork in different situations and dating from different periods will have been finished in a variety of ways. On occasions the original finished surfaces will have remained unaltered, but more often they will have been re-finished and over-coated a number of times, leaving them with a complex patina. In this light there is no single 'correct' surface treatment for historic woodwork but hopefully the following guidelines will assist in avoiding the damage which can be caused by inappropriate measures.

Cleaning

Surfaces should be dusted with a soft, lint-free cloth. For carved and moulded surfaces a soft brush can be used to gently flick dust into a vacuum nozzle. If surfaces have a wax finish this will usually be sufficient to restore it. In most cases there is no need to apply more wax, and in fact too much wax is likely to cause problems in the long run. If in doubt, leave the surface alone and simply dust it gently.

Waxing

Waxing will only be needed very occasionally, perhaps once in a few years, if at all. Only use a good quality, unstained beeswax with turpentine polish. Avoid any beeswax polish which contains linseed oil because it is added for ease of application but will not produce a hard, lasting surface. There is nothing to be gained from the excessive application of wax, most of which is either likely to be removed immediately when buffed up or remain as a tacky film to which dust will adhere.

Waxes containing silicone or aggressive chemical solvents must never be used, as they are likely to soften earlier treatments. **Spray polishes are totally unsuitable and should never be used on woodwork** as some of the ingredients they contain can soften or damage historic finishes and patina.

Surfaces should be clean, dry and free of dust before waxing. Old furniture is sometimes dirty and greasy, and waxing over this can result in a sticky, smeared mess. Careful washing with a very mild solution of liquid soap, such as Vulpex, a small area at a time and drying with a soft cloth, will remove this safely. Once the surface is completely dry, it can be lightly waxed as described above.

Careful consideration should be given as to which areas of furniture or woodwork might be appropriate for a waxed finish; in many cases a dry surface to the wood with little or no finish is perfectly acceptable, particularly on much early woodwork which was never intended to have a high glossy surface. If in doubt leave it alone, or consult your CCT Contact.

Oiling

The use of an oil of any description (Danish, Linseed, Tung, etc.) should be avoided and never undertaken without specialist advice. It is often resorted to as a quick and easy way to build up a finish on dry woodwork, but in many cases such a finish is not appropriate and oiling will darken woodwork in an ongoing and irreversible way. It will also attract dirt and dust, causing more cleaning problems in the future.

Over-coating

The application of further finishes over earlier treatments using anything other than beeswax as described above can lead to many problems. For example, solvents can permanently soften formerly stable surfaces and new finishes can 'contract' on drying and lift those beneath, or fail to adhere sufficiently and peel off, either immediately or after an apparently successful period of time. If problems with incompatible finishes already exist, do not attempt to resolve them; they should only be tackled professionally.

Re-finishing

Stripping and re-finishing of any description is a major intervention which permanently removes historic finishes and changes the character and appearance of furniture and woodwork irrevocably. It is almost never justified, should only be considered as a last resort in exceptional circumstances and must only be undertaken professionally.

Abrasives

Never use abrasives of any description; sanding or scraping will destroy historic surfaces and can easily damage or remove detail such as carving and tool-marks. Wire wool must also be avoided; often used to ease the application of wax it will 'erode' detail and unevenly cut through earlier finishes. It also leaves particles of steel embedded in the grain of the timber, and over time these react with timbers like oak, particularly if the atmosphere is at all damp. Abrasives of any kind should only be used professionally and in exceptional cases.

Do:

- dust lightly and gently with a lint-free cloth or fine brush; and
- occasionally and not more than once every few years, consider applying a light coat of beeswax with turpentine to surfaces which have been waxed before, but not to dry, unfinished woodwork.

Don't:

- apply wax to a surface which has not been waxed before; leave it as dry, unfinished woodwork;
- use spray polishes, or any kind of silicone or chemical polish, or any solvents, because you will do more harm than good;
- use oils of any kind; or
- strip off the surface finish or use abrasives of any kind.

Floorboards

Polished wood floors should be dry polished from time to time. Be careful not to let the polisher brushes become impregnated with polish. A woolen cloth impregnated with a 50/50 mixture of paraffin and vinegar can be wrapped round a mop to collect dust and leave the floor shiny. A clean cloth should be used each time the floor is cleaned and used cloths should be removed as they constitute a fire risk. Unpolished wood should be mopped very occasionally with a damp mop rinsed in clear water and dried off with a dry mop. Paraffin can be bought from your local DIY shop.

Ceramics

Floor, wall tiles & mosaics

- Medieval encaustic floor tiles can be carefully brushed with a soft brush. They should never be cleaned using water or even a damp cloth but cleaned by a conservator.
- Plain floor and wall tiles and mosaics can be lightly wiped with a damp cloth using de-ionized water.
- Glazed bricks and tiles can be washed with a mop and water to which a small amount of detergent e.g. Vulpex liquid soap, has been added. Wash off with clean water and polish with a soft cloth.
- Loose dirt and dust can be removed from fair-face brickwork with a dry bristle brush; using water will only spread the problem.
- In some churches floor bricks, tiles, or slabs are laid on sand with sand infill between them. In this case the use of vacuum cleaners removes the infill sand eventually causing the floor elements to become unstable. Light brushing should be used instead of vacuum cleaning on these types of floor.

Preventative measures for protecting floors of all types

- place matting over floors for events;
- put a coconut coire mat inside entrances (secured);
- place pieces of thick cardboard or carpet under heavy furniture;
- do not drag furniture over floors;
- keep dust and dirt at a minimum by regular vacuuming and sweeping/dusting;
- keep paint and solvents away from floors;
- avoid wax dripping on anything; and
- no high heels.

Metal

Brass

Dust lightly once or twice a year and carefully remove dust trapped in tooling and crevices with a soft bristle brush. Brass polishes should not be used to shine brass as they can be abrasive. If you notice any loose fixings please inform your CCT Contact.

Bronze

Dust lightly once or twice a year and carefully remove dust trapped in tooling and crevices with a soft bristle brush. Bronze does not need to be polished or washed.

Aluminium

Clean with warm soapy water applied with a cloth or leather and dried and polished with a soft dry cloth.

Stone

Marble

Clean marble or similar stone surfaces with de-ionized water only as the acidity in tap water will damage stone.

Flooring

Stone, marble, and terrazzo floors should be mopped very occasionally with a damp mop rinsed in clear water and dried off with a dry mop.

Memorials

Gently dust with a soft brush.

Alabaster

Gently dust with a soft brush. It is very important that alabaster is never cleaned with water - this is because alabaster is soluble in water so cleaning with water will dissolve it.

Monitoring

Most importantly - keep an eye on stonework for signs of degradation and inform your CCT Contact if you have any concerns.

Glass

Plain glass

Following gentle dusting using a cobweb brush plain glass should be washed gently with clean water (preferably deionised). Use a soft clean cloth. Dry and then polish with chamois leather. The use of proprietary window cleaners is not advised as they leave powder traces along edges and corners and their alkalinity can cause chemical damage.

Plain leaded lights

Should not be washed but just dusted very gently as the lead can often be fragile.

Stained glass

Should be lightly dusted with a soft brush. Due to the fragility of the material stained glass requires specialist care. This should be undertaken by a suitably qualified professional only. DO NOT WASH WITH WATER.

Painted wood

Before cleaning paintwork e.g. painted pews, window frames, test a small area to ensure that the paint surface is not removed by the cleaning method. Proprietary cleaners or abrasive powders should NOT be used as they will damage and abrade the surface. Even dusting can cause abrasion of a painted surface so it is important to undertake cleaning only when really needed. General paint can be cleaned with water to which a small amount of detergent has been added - see 'paintings'.

Walls

Limewash

Walls should be gently swept with a soft broom or cobweb brush. In some churches you will be asked not to clean the walls - this is because there may be fragile wall paintings underneath and/or we have been unable to undertake urgent stabilisation work. We will advise you of our plans for such work.

Wall paintings (murals)

Should only be cleaned by an appropriately qualified professional.

Paintings on canvas or wood (e.g. reredos, hatchments)

Dust surfaces gently with a soft brush (if there is no flaking), otherwise painting should only be cleaned by a specialist conservator.

Fabrics

Vestments, altar cloths

Textiles of historic interest should be cleaned by an appropriately qualified specialist; they should not be washed or dry-cleaned. This also applies to textiles that are fragile, have beads, loose fringes etc.

Soft furnishings/upholstery/leather

Vacuum textiles at low power and cover the nozzle with a nylon gauze screen (for example, a pair of tights). Do not press down onto the textile with the vacuum head as this can cause damage.

Take care when dusting furniture that the duster does not come into contact with any textile upholstery. Upholstery can be gently patted with a plastic fly swat to loosen dirt before vacuuming.

Carpets and rugs

Should be vacuumed frequently to prevent damage from dust and dirt.

Leather

Leather requires specialist treatment, therefore only a general dusting with a small dusting brush is needed.

Candle wax and chewing gum

If candle wax or chewing gum needs removing from furnishings, fabrics or stone, inform your CCT Contact, who will liaise with our conservation team.

Cleaning pack

- **Large soft brush** (dusting) - to be able to cover wider area;
- **Small soft brush** (dusting) - for carvings, books and crevices;
- **Mop** with interchangeable wet (for wiping) and dry (for dusting) heads;
- **Lint-free cotton gloves** - for handling items like candlesticks or old bibles etc.;
- **Dust masks** - to be worn when a church is not cleaned regularly and may be particularly dusty;
- **Lint-free cloths** (to replace normal hand dusters) - must be ventilated if impregnated with wax; to be laundered after heavy use;
- **Cobweb brush** with extendable handle (up to 12ft);
- **Soft broom**;
- **Nylon screen for vacuum** (1 pair of nylon pop socks) - in case there are broken fragments etc.;
- **Unstained beeswax polish** - must be ventilated;
- **De-ionised water** - is treated water to stop corrosion on all surfaces, while tap water is acidic enough to cause damage;
- **Cotton swabs** - can be used with deionised water for cleaning crevices (for example);
- **Liquid Vulpex soap** - For normal aqueous cleaning, one part Vulpex to six or seven parts cold tap water (by volume) Latex gloves to protect your skin;
- **Sponge ring** to fit over the end of the vacuum - prevents the metal edge of the nozzle from scratching fragile surfaces; and
- **Dust pan and brush.**

Specialist extras

There are some jobs that may require additional products or equipment. If at any time you feel you need these, please inform your CCT Contact:

- 50/50 mixture of paraffin and vinegar - for cleaning polished floorboards;
- blotting paper for lifting liquid spills on leather (for example); and
- 50/50 white spirit/water with 2-3 drops of conservation detergent (Vulpex) - remove any residue with it, but soft enough not to damage historic finishes.

Purchasing

We can purchase all cleaning items for you; however, some basic cleaning materials are available from your local DIY or Hardware shop. Please inform your local CCT Contact if you need additional cleaning supplies from us.

Storage and use of materials

Cobweb brush, mop handles & buckets and soft broom should be stored in vestry or the base of the tower.

Cloths used for beeswax can to be washed, especially after heavy use, but must be kept in a ventilated area at all times.

We suggest that cleaning bags with materials be kept in a locked vestry or somewhere out of the way in the church your CCT Contact can advise.

Flammable materials (e.g. tins of beeswax, paraffin, white spirit) must be kept in a locked metal container.

Useful links

- <http://www.buildingconservation.com/> This is the Cathedral Communications' website which gives specialist information for the conservation and repair of historic buildings and their surroundings
- <http://www.spab.org.uk> The website of the Society for the Protection of Ancient Buildings - it has a useful Q&A section on common problems for old buildings at <http://www.spab.org.uk/html/advice/technical-gas>
- <http://www.maintainyourbuilding.org.uk> This is SPAB's website on how to look after old buildings and avoid costly repair projects. It provides advice and guidance on everything from roofs to drains.
- <http://spabfim.org.uk> Faith in Maintenance is a unique project that aims to provide training and support for the thousands of volunteers in England and Wales who help to maintain our historic places of worship. Faith in Maintenance will provide 30 training courses each year helping over 6,000 volunteers to look after a variety of faith buildings across the country. One of the key aspects of the scheme is that the training courses are free and are available to any faith group using an historic building for its worship. Faith in Maintenance is supported by the Heritage Lottery Fund, English Heritage and the Council for the Care of Churches.
- <http://www.churchcare.co.uk> is a 'one-stop shop' for anyone involved in the running of a church. Church Care is produced by the Archbishops' Council, serving the parishes of the Church of England.
- <http://www.conservation-by-design.co.uk> Conservation By Design is a company dedicated to the design and supply of high quality conservation storage and display products all grouped together under the banner of the Timecare collection.
- <http://www.conservationregister.com> is the website of the Institute of Conservation which gives guidance on caring for a range of heritage objects and materials and

gives examples of the types of deterioration and problems that should be referred to a professional conservator or, in the case of the CCT, to your CCT Contact.

Suggested book

The National Trust Manual of Housekeeping' is published by Elsevier and can be obtained via most good online bookshops. It is an expensive volume but your local library should be able to order in a copy.

PROBLEM SPOTTING

Whenever you encounter a problem, please contact your CCT Contact. In emergencies, if your CCT Contact is unavailable, please contact the CCT central office.

Utilities

Electrical

Any suspicion of electrical problems, switch off the supply and contact your CCT Contact. If unavailable, call the central CCT office.

Gas

Any suspicion of gas problems, contact the gas supplier emergency number then contact your CCT Contact. If unavailable, call the central CCT office.

Do not use mobile phones in the vicinity.

Water

If there is a suspected or an obvious leak, turn the water off at the stop-cock. Notify your CCT Contact or the CCT or if contact cannot be made call a plumber. Expenses will be reimbursed.

Sewage

If there is a suspected or an obvious problem, such as a blockage, notify your CCT Contact or the CCT, or if contact cannot be made call a plumber. Expenses will be reimbursed.

Heating

Very few CCT churches have heating. Before considering heating your church, discuss with your CCT Contact.

Be very careful when heating your church. Portable gas heaters are not suitable. Heat can damage the fabric of the church, or present a fire hazard. Water vapour from gas heaters can damage the fabric and fittings.

Do not leave heating on for longer than necessary, and please ensure that you turn it off when you leave the building.

Vandalism

Contact your CCT Contact and the police. Do not touch anything. Do not be tempted to clear/tidy up, as evidence may need to be collected.

Also, broken stained glass and monuments must NOT be touched, as these can be repaired by our conservation experts. Please ensure that the police and anyone else attending the incident site are aware of what must not be touched.

Theft

Contact the police and your CCT Contact. Please adhere to the above guidelines regarding broken/damaged CCT property.

Graffiti

Contact the police and your CCT Contact. Do not attempt to remove the graffiti, before talking to your CCT Contact. Any work undertaken to remove graffiti must be particularly delicate and consider the fragile nature of our churches. We may need to get a conservation specialist to do this work.

Bats

British bats and their roosts are protected by law. In England this is implemented by Natural England, which must be contacted before action is taken which might harm or disturb bats or their roosts.

Usually the numbers of bats in churches are small and they may even go unnoticed. Occasionally a church may attract a larger colony. In these cases the droppings, though usually limited to an area under the roost, can be a problem for the cleaner. However, they carry no disease and are generally odourless. For the few months when bats are active sensitive areas can be protected.

Bat populations have declined alarmingly and in 1991 one species became extinct in Britain. Many churches remain reliable roosts providing much needed security, but renovation work can endanger bat colonies. Wood treatments must be bat-safe.

A sympathetic approach and tolerance of bats are invaluable for the conservation of these animals. However, in cases where a roost is regarded as an intolerable nuisance Natural England should be contacted to arrange a solution.

For more information, contact:

The Bat Conservation Trust

Unit 2, 15 Cloisters House

8 Battersea Park Road

London SW8 4BG

Tel: 020 7627 2629

or

Natural England

Northminster House

Peterborough

PE1 1UA

Tel: 01733 455000

CHURCHYARD MAINTENANCE

Access and parking

Please check who owns the churchyard before undertaking any activity. Most churchyards are not, in fact, owned and maintained by the CCT, and owners must be consulted/forewarned of any activity which may cause a disturbance or require their notification. Churchyards owned by a Parochial Church Council may require a Faculty before any work other than routine tidying and cutting is undertaken.

No vehicles are to be brought into churchyards except where there are firm wide pathways which will not be damaged. Access should normally be restricted to disabled vehicles. Sit-on mowers are permitted, but larger vehicles can cause damage.

Many of our churches are rural and often situated on winding, narrow roads. Please do not encourage parking in trouble-spots, or places where accidents may occur. Be particularly aware during the summer months when holidaymakers and farm vehicles may be using such roads.

Top tips for churchyard maintenance

- For your own safety it is always best, where possible, to work in pairs. Churchyards, like churches, can be rather isolated and attract a few 'unusual' characters. They can also be the site of accidents.
- Do not pull ivy off gravestones. Always sever the roots of ivy at the base of the stone (being careful not to scratch and scar the stone itself) and wait for it to die back.
- Never use a strimmer in the area immediately surrounding a gravestone – the nylon line can be extremely damaging to the gravestone. Lawn mower blades can be equally damaging.
- Beware of kerb stones and never remove them.
- Do not go near leaning stones and never be tempted to try and stand them back up. It is best to let the owner of the churchyard know.
- If you notice the condition of a gravestone changing, make notes and send them to the owner of the churchyard with a photograph.
- Remove any sycamore, elder, etc, saplings you spot at the earliest opportunity.
- Cut brambles back at the earliest opportunity – remember to wear gloves to protect your hands!
- It is best to avoid using chemicals to kill plants, especially plants near gravestones. Always try to remove them by hand.
- Watch out for self-sowing seedlings and try and remove them by hand as early as possible.

- When clearing a churchyard ask yourself how much you really need to clear up. It is also useful to think of a graveyard as an environment and a living thing. If you can it is lovely to leave areas of the churchyard relatively untouched (with the exception of unsightly rubbish, of course!) - these areas can create wonderful habitats for wildlife and you can simply mow paths through them to maintain access. Try to keep clear the areas leading to and around graves which are still likely to be visited.

Do:

- recognise that churchyards must be managed. Wildlife needs variety, so try to establish different cutting regimes (short, medium and long). Please remember that even the long grass needs to be cut twice a year; and
- keep the 'dry area' immediately around the church weed-free. This helps to keep the walls dry. Ideally use a hand fork rather than spraying with 'Round-up'.

Don't:

- leave the churchyard to become overgrown. It will quickly degenerate into barren scrubland and suggest that the church is not cared for, which may in turn lead to vandalism.

Please DO NOT store petrol cans, oily rags or mowers in the church, or surrounding areas. This is a major fire hazard.

Please store equipment in alternative locations, and, if possible, bring equipment to the church and take it away once your task has been completed.

Strimmers

All users of strimmers must take extreme care. If you have back trouble it is unwise to use heavy strimmers. The following guidelines should be observed:

Protective clothing and equipment:

- operators should wear safety boots incorporating steel toe-caps, a safety helmet incorporating eye and ear protection, and gloves;
- avoid wearing loose fitting clothing; and
- never allow children or untrained operators to operate the equipment.

Before use:

- check fuel and oil levels and air cleaner;
- learn controls and know how to start and stop the machine in any emergency;
- lubricate all grease/ oil points;
- ensure all shields/ guards are undamaged and secured in place;
- check the condition and security of any blades or ensure any cord length adequate; and
- hold the machine firmly when starting and ensure any blade is clear of the ground and is not a danger to others.

During use:

- operate the machine from **right to left**;
- keep a sharp lookout for obstacles;
- take care when near windows to avoid flying stones;
- never make adjustments/ repairs with the engine running - other than carburettor adjustments;
- always switch off and remove the plug lead, and disconnect the plug lead if leaving the machine unattended;
- do not allow anyone within a 10-metre radius of the work area;
- cover the any blade when transporting or storing;
- do not operate for long periods without a break;
- take extra care when working on slippery surfaces;
- stop engine when filling fuel tank; and
- do not fill fuel tank on a grass surface – fuel kills grass.

After use:

- clean machine thoroughly;
- examine the machine for loose or damaged components and replace;
- arrange for any defects to be corrected; and
- take the fuel container off site or lock in a steel cabinet - do not store in the church.

Grassland, trees, hedges, etc.

If areas need to be kept very short, a less well-visited corner, mown less frequently will maintain wildflower populations on site.

Avoiding mowing during the flowering season (usually April to the end of June) is beneficial for wildflower areas.

Maintaining boundary hedging and mature trees in good order is usually beneficial. Keep hedges as low as possible for security reasons.

Trees should be pruned and coppiced where appropriate but please be aware of tree preservation orders or trees in conservation areas. Any older trees, which are posing a danger to the fabric of the church or users should be mentioned to your CCT Contact.

Japanese knotweed was introduced from Asia to Europe in the mid-nineteenth century. It is an impressive species which grows to a height of 2-3 metres. Once present at a site Japanese knotweed increases in area very rapidly. When using herbicides always read the label and follow the manufacturer's instructions.

Japanese knotweed requires a number of herbicide treatments over several years before it is completely eradicated. It is important to continue to monitor the treated areas for at least one growing season after treatment to ensure that no new shoots appear. Best results are achieved when foliage is at a maximum.

Wildlife

The following creatures (and others) may be found in the church and its surroundings. Whilst most of the time coexistence is achievable, at times wildlife may create issues that hamper the use or conservation of our churches.

If a situation arises where damage is being done to the church or droppings are becoming a problem please contact your CCT Contact. A balance needs to be struck between the needs of wildlife and the need to maintain church fabric or grounds.

It is often worthwhile getting a survey done by one of the voluntary organisations to see what actually lives in your churchyard, especially if there are significant plants that might affect the vegetation. The Field Studies Council (www.field-studies-council.org) and your local branch of the Wildlife Trust (www.wildlifetrusts.org) are ideal organisations to undertake such surveys.

Church House Publishing (www.chpublishing.co.uk) produces a variety of leaflets concerning the care of churches. 'Wildlife in Church and Churchyard' contains "practical advice on the best ways to manage a churchyard for nature conservation".

Sources of further information

Caring for God's Acre – <http://www.caringforgodsacre.org.uk/>
Cemetery Friends – www.cemeteryfriends.org.uk

EVENTS

Friends events

Normally much more money will be made by organising own events in the church than by renting it out. That means that the proceeds from the associated raffles, refreshments, and bars will add to the revenue. Almost any event which can be held in a village hall can be considered and often churches can seat more people than a village hall and provide a unique atmosphere.

Most limitations can be overcome by thinking constructively about what seems to be the problem. For instance pews can sometimes present a problem but a low level scaffold can be put over some of them to form a stage. Parking can be thought of as a problem but an auctioneer's car park, a sugar beet pad, and just a field have been amongst the solutions. Portaloos solve the absence of toilets. A borrowed generator can supply the power.

Drinking water companies may lend dispensers to hold large plastic bottles. Washing up water is not necessary if disposable plates and cutlery are used or normal ware used and boxed up to wash off-site.

Events which have been run in CCT churches include concerts, bands, singers, plays, art exhibitions, art demonstrations, history lectures, gardening lectures, flea markets, farmers markets. A scan down the events listing on the CCT website will reveal many more innovative possibilities at <https://www.visitchurches.org.uk/what-s-on.html>

CCT national events or Friends local events do not necessarily need to be run in CCT churches.

Whilst it is preferable to take advantage of the unique atmospheres of our churches in fund raising they should never be allowed to be a limit to fund raising efforts.

Rental

Churches can be used by most of the organisations who would use village halls and the rental rates should be made competitive with other such facilities. However, rental events must be carefully supervised as most people do not automatically understand the care that must be taken when using listed buildings which are of national importance.

Any third party (i.e. not a friends group) must fill in a booking form and show that it has public liability insurance and insurance against damage. Even though a third party is using a venue, the venue is often still accountable for conforming to regulations.

Event regulations

Please do not be put off by what seems to be a proliferation of bits and pieces of regulation. When you have been through the initial workload for your first event it becomes very easy and second nature for future events.

Entertainment licences (local authority)

In a church Local Authority Entertainment Licences are not required for plays, films, indoor sporting events, music, dancing, and/or the provision of facilities to enable any of these things to take place. Any or all of these things in a place of public religious worship do not require any sort of licence under the Licensing Act. This exemption applies whether they are organised by the CCT, its volunteers, or by an outsider and whether or not they take place during worship.

That does not exempt anyone from taking all reasonable precautions on hygiene, safety, fire, and public nuisance which is the main reason for the licences. It just means local authority permission does not have to be sought to run events within a church.

However, if alcohol is sold or identified with a transfer of money, permission must be obtained from the local authority either by a full premises licence (which means having a qualified licensee) or separately for each event.

Alcohol and temporary event notices (local authority)

Most CCT churches will find it simplest to give a temporary event notice (TEN) to the local authority for each event where alcohol is provided for some financial consideration. Each TEN costs £21, a church can have 12 per year, the maximum length of time for each TEN is 96 hours, the number attending must be below 500, and each individual who applies for a TEN may make 5 applications per year.

A TEN must be given to the local authority and a copy to the local police at least 10 working days before the event. The TEN form is at <https://www.gov.uk/government/publications/temporary-event-notice-form> including explanations.

The TEN, in addition to alcohol, also covers the same event for entertainment which is useful if an event is not actually held in the church. Alcohol in communion services in churches is exempt.

Music licences (payment to authors)

Copyright is given to the creators of original music including lyrics. Those creators need to be paid for the use of that copyrighted music. Copyright lasts for the life of the writer plus 70 years, after which time it may be used freely. Every time copyright music is performed in public the creator has a legal right to be paid. There are some exemptions for church services, funerals, and weddings.

If, however, someone plays the organ, plays a radio, plays recorded music or sings outside of church services the venue is accountable for paying a fee for each piece of copyright music played. With the thousands of pieces of music available tracking down the authors and paying each a fee would be totally impractical. It should be noted that it is the venue which is accountable, not the performer. Collection organisations came into existence which work for most of the copyright holders and make it much simpler for a venue to comply with copyright law. The one which covers the UK is the Performing Rights Society (PRS).

In the case of a church (and CCT churches qualify because they can still be used for services) there is a simple blanket cover PRS for Music licence which can be obtained from Christian Copyright Licensing International <http://www.ccli.co.uk>. The CCLI PRS for Music Licence allows:

- background music for coffee mornings, parent and toddler groups, youth and outreach events, and activities such as fetes and bazaars;
- music contained within films, concerts and recitals (limited to six concerts per year);
- discos and dances;
- keep fit or dance classes;
- karaoke sessions;
- singing/dancing; and games on a games console.

The fee is based upon the attendance at the main church service (in the case of the CCT, the 6 allowed C of E services at the church) which in most cases will be Category A (15-49 people attending the main service), £33.23 per year (2013/14). For more than 6 concerts per year a licence would have to be negotiated direct with PRS which is more complicated and costly.

A change in copyright law adds the requirement to have a CCLI PPL license which covers playing recorded music. For Category A this means an extra payment of £33.23 making a total for both licences of £66.46 payable to CCLI (2013/14). PPL is Phonographic Performance Ltd which represents the rights of performers and recording companies for the public performance of sound recordings and music videos.

Incidentally, if a contractor plays music (or sings songs!) which can be heard then the CCT is accountable if no CCLI PRS and CCLI PPL licence is in place. That means that all CCT building contracts must have a no music clause.

Theatrical performance licences (payment to authors)

The same copyright protection as for music is also given to authors of books, plays, and other theatrical performances. It differs from music in that no blanket licence is possible and the licence for each individual play is normally taken out by the theatre group doing the performance. The venue still remains accountable if a licence has not been obtained.

There are several companies which act as agents for authors but the rates and conditions for each play or other theatrical performance are different. The largest of these companies

in UK is Samuel French <http://www.samuelfrench-london.co.uk/> and is a good place to start to try to find the copyright holder

The copyright conditions can usually be traced via the publisher of the book which forms the basis of the theatrical performance. In most cases the venue will not be organising the copyright clearance as theatre groups are more skilled in doing that. As there is copyright in the scripts these usually have to be purchased in addition to the performing rights licence. If the theatrical performance uses copyright music, that music is covered by the venue having a CCLI PRS for Music licence.

Food standards (local authority)

The person who allows a CCT church to be used for an event is responsible for ensuring the premises are clean, well maintained and comply with the relevant food safety requirements. Hirers of the church must also ensure that they meet food safety requirements.

The requirements of the Food Safety Act must be met. The main provisions concerning the supply of food, with or without payment, are that food must not be injurious to health and must not be unfit for human consumption.

The Hygiene Regulations cover catering and the handling and preparation of food and are generally applied in a manner proportionate to the size and risk of the catering. The European Commission has ruled that the hygiene legislation should only apply where there is a certain continuity of activities and a certain degree of organisation. Therefore, operations such as the occasional handling, preparation, storage and serving of food by private persons at events such as in a church or village hall, are not covered by the scope of the Regulations.

The facility does, however, fall within the scope of the legislation if there is a regular event with a degree of continuity and organisation like a monthly luncheon club. Then the hygiene regulations require the premises to be registered with its local authority environmental health department. Registration is free and allows the local authority to know where the food “business” is and what its activities are. The person who allows the premises to be used for this purpose is responsible for registering the premises.

Whether or not the Hygiene Regulations apply to the circumstances in a particular CCT church, there are excellent free videos and information packs either online or by post from the Food Standards Agency <http://www.food.gov.uk>.

Portable electrical appliance inspection

Portable electrical equipment is described as class 1 (earthed), class 2 (double insulated) and class 3 (extra low voltage).

A Class 1 appliance relies on an earth connection to the electrical supply via the plug (or wired socket). A fault in the appliance leading to the casing becoming live will cause a current to flow in the earth conductor. This current should trip either an over-current

device (fuse or circuit breaker) or a residual current circuit breaker (RCD) which will cut off the supply of electricity to the appliance thus avoiding possibility of electric shock (it also prevents damage to the appliance). Therefore it is critical that the equipment, plug and lead remain in good condition.

A Class 2 appliance is designed in such a way that it does not require an earth connection with the supply. Therefore, no single failure in the appliance can result in an electric shock. This is achieved by having insulating material surrounding live parts or by using reinforced insulation so that contact with live parts is not possible. Again this relies on the body of the equipment remaining intact. A Class 2 appliance must be labelled "Class 2", "double insulated" or with the double insulation symbol (a square inside a square).

A Class 3 appliance is supplied from a Separated or Safety Extra-Low Voltage (SELV) power source. The voltage from a SELV supply is low enough that under normal conditions a person can safely come into contact with it without risk of electrical shock. The extra safety features built into Class 1 and Class 2 appliances are therefore not required. However, the power leads may be Class 2 e.g. connecting a transformer to a socket such as a laptop. The transformers also generate heat and must not be covered to avoid fire hazards. On items such as mobile phone chargers the SELV plugs directly into the socket.

The CCT bases its decision regarding which items of electrical equipment to inspect or test and the frequency of testing upon Health and Safety Executive (HSE) guidance 'indg236 Maintaining portable electrical equipment in offices and other low-risk environments' and The Institution of Engineering and Technology (IET previously IEE) guidance, where and how the equipment is used and by who.

User checks (visual) must be made of all portable electrical equipment to ensure that the plug, cable, body etc. are free from damage prior to use including cracks, cuts, exposed wires, indication of overheating – staining. This is necessary before use of all equipment that is moved around a lot or hand held e.g. power tools, kettles, heaters, urns, vacuum cleaners etc. It is necessary annually for items that are not moved e.g. computers, fridges...

Class 1 appliances require electrical testing most frequently and it is preferable to test any electrical equipment before use in a CCT church. However this may be impractical as the CCT do not have capability to test electrical equipment. Therefore **user checks** must be undertaken.

Fire safety (fire authority)

Fire safety for events is based upon risk assessment and places responsibility on the CCT and the users/hirers. CCT churches will not usually have the sophisticated fire protection, alarm, emergency lighting systems, and illuminated exit signs found in modern buildings. An event fire risk assessment can be developed using the church fire risk assessment for normal use. Fire safety for an event with 20 people is very different from one with a full church.

The risk assessment should cover how the audience will be told, how they will be organised to evacuate the building quickly, how disabled or slow people will be assisted, exits, exit

ways free of obstructions, where the assembly point is. If the event is in the dark, how will the building and exits will be illuminated when the power fails?

When a building does not have all of the modern systems the safety of an event depends more heavily on people. Someone must have no other duty than to watch for fire and safety and sufficient stewards must be briefed on evacuation procedures.

Health and safety (Health and Safety Executive)

Most accidents are trips, slips, falls, cuts and burns. At an event more people are exposed to any hazard than during normal days at the church. Also, each event presents its own hazards. That means that for each event or type of event there needs to be a risk assessment. The CCT Event risk assessment form is intended to be developed for each church to cover common events. This can also be used for specific events and provided to hirers as a guide for them to undertake their own assessments as required. Whether or not assessments are written the most effective way of conducting a risk assessment is for the organising team to walk through on site discussing the hazards and their minimisation. In addition to the risks posed by the building, its fitments and the activities proposed, it should also be remembered that people bring their own risks with them such as potential for heart attacks and strokes.

It always makes sense to have a person on the team who is competent in first aid particularly if the church is in a remote location. There should be a first aid box on site at the time of any event.

Signal reception location for mobile phones must be known as they are the means of rapidly calling an ambulance. The postcode and any directions should be prominently displayed near the entrance so that the ambulance service can be told exactly how to find the premises.

Lotteries and gaming licences (local authority)

Licences are not normally required for raffles, tombolas, and bingo which are within and merely incidental to a particular fund-raising event for a CCT church. Where a prize draw or lottery or bingo is run which is a fund raising entity by itself it will require a local authority licence. Provided that the takings of a small lottery are less than £20,000 it comes under small lottery registration with the Local Authority. This is in a very simple form and costs around £40 for initial registration then about £20 yearly.

Temporary road closure for an event

If a church has problems with parking for an event or just requires more space to hold an event it is possible to close a road for the duration of the event. This is generally only practical for roads where diverting the traffic is easy. The closure application is a simple 2 page form plus a clear plan showing the proposed diversion route and signs and is normally made to the local council highways department. They usually like to have 6 to 8 weeks notice and there is likely to be a fee of £40 unless it is classified as a civic party.

It is under the Road Traffic Regulation (Special Events) Act 1994 which gives provision for closing roads for up to 3 days for sporting , entertainments, or social events.

RELIGIOUS USE

CCT policy

The CCT's policy is to encourage use of the CCT church by the local parish where the parish would like to do so (and as long as such use would not impact negatively on the historic fabric which the CCT has a duty to preserve).

The religious use of CCT churches must receive the support of the Diocesan Bishop and the incumbent and must conform to the policies of the Church of England and - in the case of weddings, to civil law. Where requests for religious use come from others, the CCT will always endeavour to follow the advice of the incumbent.

The law

Churches vested in the CCT remain consecrated buildings. Their use for worship is appropriate. As they have been withdrawn from regular worship by the Church of England their use is restricted by law. However, the Pastoral Measure 1983 (Section 44, paragraph 7) allows: use of a church or part of a church vested in the CCT for such worship (including worship by persons belonging to other Christian churches) as may be authorised by the Bishop after consulting the incumbent or priest in charge of the benefice in the area of which the church is situated.

Occasional services

Where the incumbent and the Bishop agree, the CCT will normally permit any number of occasional services a year. These may be services arranged by the local parish church or by another recognised Christian Church.

'Occasional' may be interpreted as occasional to the normal activities of the worshipping church or occasional to the regular use of the CCT church. For example, a parish church may hold fairly regular outreach services at a CCT church but these would be "occasional" to the parish's main activities; likewise, a CCT church used mainly as an arts centre may accommodate regular worship but this would be occasional to the use of the building. If there is a clash of potential bookings between secular and religious use the final decision will rest with the CCT, who will normally follow a policy of accepting the first booking made.

Where necessary building work is required on a church this will normally have to take precedence but the policy is to be as helpful as possible.

Whenever CCT churches are used for Sunday or other services, we charge no fee but ask that a collection is taken to assist with maintenance. If the service is intended to support a local charity or the local parish church, the CCT may agree to half the collection going to such a purpose after expenses for the service have been deducted. The collection should be sent to the CCT Contact by a cheque payable to the Churches Conservation Trust.

Baptisms, weddings and funerals

The incumbent should have agreed a general policy regarding the use of the CCT church for such events with the Diocesan Bishop and informed the local CCT Contact. If the policy is to favour such use in general terms, the incumbent will need to check the availability of the CCT church before making any arrangements.

The CCT recognises that it is appropriate for a Diocesan Bishop or the incumbent to decline the use of a CCT church for any such events if it is considered such use will be detrimental to the role of the parish church.

Baptisms

Baptism is the sacrament of entry into the life of the Church. The CCT recognises that it will mostly be inappropriate in a CCT church since it will almost always take place in the building used by the local Christian community. However, on rare occasions when a baptism in a CCT church seems pastorally helpful to the parish church we charge no fee, but ask that a collection is taken for the CCT to assist with maintenance. The baptism must be recorded in the register of the parish church.

Weddings

When a wedding takes place in one of the CCT's churches it must be recorded in the register of the local parish church. A wedding in one of the CCT's churches requires a Special Licence from the Archbishop of Canterbury's Registrar. The issue of a Special Licence is subject to rules laid down by the Archbishop of Canterbury.

A long-standing and continuing family connection with the church is usually needed. Application for an Archbishop's Special Licence can be made only with the support of an Anglican priest (ideally from the incumbent) and after receiving the incumbent's agreement and confirmation that the registers can be made available at the time requested.

Ideally the incumbent will manage the application process to the Archbishop's Registry (1 The Sanctuary, Dean's Yard, London, SW1P 3JT) for the couple and include the relevant assurances of support from the incumbent and the Diocesan Bishop, as well as confirmation from the CCT that the church is available.

A fee of £450 will normally be payable to the CCT, in addition to the usual fees payable to the officiating minister and the fee for the Archbishop's Special Licence. If the incumbent is conducting the ceremony, he/she may consider adding a fee to benefit the parish church.

A service of blessing following a civil marriage does not require an Archbishop's Special Licence, but does require the incumbent's permission, agreed with the Diocesan Bishop, and the availability of the church. There are no legal fees for this form of service, but the CCT will normally charge the fee of £300.

CCT churches cannot be registered for Civil Weddings and Civil Partnerships.

Funerals

Funerals may take place in a CCT's church if the incumbent agrees to this within a policy approved by the Diocesan Bishop and after the local CCT Contact has been consulted to ensure no clash with other events or building works on the church.

Funeral services may also be held before the interment of a parishioner in a churchyard which is not vested in the CCT, on the same basis as above.

The parochial service fee goes to the CCT.

Burials

Some of the churchyards in which the CCT's churches stand have been legally closed for burials; others remain open. Of those that remain open, some are vested in the CCT, while many are not. The local CCT Contact will be pleased to give advice about the status of particular churchyards.

Where churchyards vested in the CCT remain open for burials, permission will be given on the same basis as for baptisms, weddings and funerals. The CCT will indicate the part of the churchyard in which an interment may be made.

Burials must be recorded in the register of the local parish church, and the usual fees for funerals and burials apply. The CCT receives the parochial fee for the funeral and also (where the churchyard is vested in the CCT) the fee for burial.

INSURANCE

General

The CCT as a Government-sponsored body self-insures its buildings and contents. It has insurance with Ecclesiastical Plc for public, products, and employer's liability. Events of a hazardous nature need the prior agreement of the insurer.

CCT insurance covers nominated Friends Groups.

All other users including contractors and hirers must arrange their own public liability insurance including damage to CCT fabric and fittings. The CCT and Friends Groups should be indemnified as a "principal" under other users policies.

Public and products liability

Covers the legal liability of the CCT for accidental bodily injury to persons other than employees, or for damage to their property. That includes liability in connection with buildings temporarily occupied by the CCT for a special occasion, event or activity. The limit of indemnity is £2,000,000 any one event (public liability) and £2,000,000 any one period of insurance (products liability). Legal costs and expenses are covered in addition to the limit of indemnity.

The CCT is responsible for the first £250 of each and every loss relating to third party property damage.

Employer liability

Provides the CCT with the insurance cover it must have by law for accidents or illness to employees, including authorised volunteers, sustained in the course of their employment. The limit of indemnity is £10,000,000 any one event including legal costs and expenses.

Friends groups in the CCT insurance policy

Friends groups carrying out activities within and outside CCT churches are included in CCT insurance for Public & Products Liability and Employer Liability providing they comply with all CCT operating policies and procedures for the use of church buildings. Compliance will be monitored by CCT staff.

A full copy of the insurance policy is available upon request. A certificate of Employers liability insurance will be posted in each church or nominated place.

The CCT will confirm a list of friends groups to the insurer and the nominated friends groups will be advised in writing that they are included.

CONSENT FOR ANY WORK TO A CHURCH

Background

All of these consents will normally be handled by the conservation managers of the CCT but it is essential that those who work in churches are aware of the consents required for what may often seem like simple matters. For instance, even English Heritage must obtain listed building consent for its blue plaques.

All of the CCT churches are very different but they are almost all listed buildings and often the highest categories of Grade I and Grade II*.

Listed buildings' fabric, fixtures and fittings and in some cases their contents have been officially documented as part of the listing process in order to protect them for future generations against inappropriate works by the current generation. So almost anything involving change other than maintenance and repairs requires official consent. This is done in one of two ways; either by listed building consent legislation for CCT churches or by faculty legislation where the churchyard or part of a building remains in the stewardship of the parochial church council. Unlike planning permission violations which are civil offences, listed building consent violations are criminal offences. If in doubt about any works in or near a listed building, and that includes placing wall plaques and notice-boards, the local planning authority or diocesan advisory committee (DAC) secretary should be consulted. There is no charge for listed building consents but charges for a faculty can vary widely according to diocese. Planning permission and building control have sliding scales of charges according to the cost of the works.

Ownership

Generally the whole of the church building is in the ownership of the CCT, but in most cases the land around it is owned by private individuals or the local parochial church council. Nothing can be done on private land without the written consent of the owner or on PCC land without the written permission of the parochial church council. Then comes either application for listed building consent or a faculty.

Although the CCT has the right to introduce sub-ground services for supplies to its churches, these will generally be subject to a faculty and archaeological supervision.

For the CCT church "permission of the owner" is done by presenting the proposal to the CCT conservation working group or its similar successors for decision; then follows the authorities' approvals process.

Listed building consent

Before starting the process several documents are required. These will normally be prepared by the CCT architect.

Design and access statement

This summarises exactly what is proposed, usually on no more than two or three pages. The list of what needs to be included can be downloaded from what is known as the Planning Portal.

Planning policy statement

This covers how the application is consistent with local planning policies.

Impact statements

Each planning authority will require a different mix of these, some of which may appear irrelevant. However, failure to provide what is requested just delays registration of the documents and the start of the approval process.

Certainly an archaeological statement will be required which is done by a specialist. It is best for the architect or whoever is making the application to ask the planners what impact statements are required. The CCT should check that this has been done or there will be delays in registration.

Architect's drawings

These, in conjunction with the design and access statement, completely specify what is to be done.

Timing

The planning authority will only register the listed building application when it has received all of the documentation that it requires. Timing does not start until that registration. It then sends out copies for consultation to neighbours, parish or town council, English Heritage and any other specialists in the content of the impact statements. They have 21 days to respond. But we should all be aware that on Grade I or Grade II* nobody moves without the English Heritage reply. It is normally wise to allow 2 months for the decision by the planning authority but that is not the end for Grade I and Grade II*. It then goes to the Minister of State for final decision if English Heritage has objected. That typically takes another month.

Progress can be viewed by keying in the registration number on the planning portal.

Faculty

A faculty is a permission from the local diocesan advisory committee and is essential if any work is done within churchyards owned by parochial church councils. Such work includes trenching, paths, or even putting up noticeboards.

Form

It is a single form plus drawings and a one or two page summary rather than the more open-ended requirements for listed building consent but it is nevertheless best done by someone skilled in making faculty applications. Normally churchwardens would make the faculty application but in practice anyone may do it so long as they are working with the support of the parochial church council.

Timing

The critical aspect of timing is when the diocesan advisory committee holds its regular meetings. Once they have agreed the proposal it is then posted on the parish and church notice-boards for a month to allow objections. If no objections are received a formal approval is communicated by the diocesan legal adviser. It is normally wise to allow 2 months for the whole process.

Building control

Building control approval and inspections are normally required for additions to the building like toilets and sewers. Usually any new construction has to conform in all respects to current building regulations. The rest of the building does not have to conform. The better building inspectors are aware that marrying new to old in a historic building is an inevitable compromise.

Planning permission

This is required for external additions to a listed church but in the new planning system the documentation is taken from the same submission as for listed building consent. There are however two decisions, one for planning consent, and one for listed building consent.

EVENT PUBLICITY

An event has the best chance of success if it provides what the customer wants and the customer knows where and when the event will take place. So assuming that the event is what the customer wants then the key is publicity.

Almost every organisation that raises funds runs events and a quick glance at the 'what's on' pages of a local paper shows the large amount of competition vying for the customers' attention. For publicity to work it must be more effective than the competition.

A customer is bombarded with information from all sides so the first requirement is to be seen and heard, then for the key information to be understood and remembered.

Been there before

If someone has been to a previous event at the church and enjoyed it then statistically they will probably tell 6 or more other people. If they had a bad experience they are likely to tell up to 12 other people.

Word of mouth

This is the most powerful method of publicity. If the organisers convey enthusiasm to all of their friends then there is a powerful multiplier effect by people just talking together.

Lamp posts or telegraph poles

Not strictly allowed but often done. A4 size laminated to keep out weather. If the lettering is big and just hits the key points they can be very effective. Generally even the largest lettering can only be seen by pedestrians. (see making posters).

Only useful if put up less than one month ahead.

Roadside posters

A motorist will only see and read a very small amount of information. The lettering must be as large as that used on road signs. The attitude of the authorities to roadside posters is very variable. Some turn a blind eye provided it is taken down the day after the event. Others will take it away to a warehouse and leave you to reclaim it. If it is back from the road on someone's land that is more than about 6 feet from the roadside then the landowner's permission is needed. Strictly, planning permission is required for those types of poster which would make it impractical but planning authorities often turn a blind eye so long as it disappears the day after the event. Again, these are only useful if put up less than a month before the event.

They are very powerful because so many motorists go past them. (See making posters)

Flyers

Best done as A5. If these are done as direct letterbox drop they are very powerful but only if they are designed like posters. Also useful in places where there is queue and people will just pick one up to pass the time. With time you will develop a list of places that like to take your flyers and seem like effective locations. Flyers should be used (with permission) at other local events within the last 2 weeks before your event. (see making posters).

A4 posters

These are the same as lamp post posters but put in shops, community halls, other churches, and in or on noticeboards. Only laminate if will be exposed to the weather. (see making posters)

Paid advertisements

Volunteer groups would not be able to pay for the amount of space used by a story and putting a story into most publications is free. The amount of space which can be afforded for paid advertising is generally so small as to be ineffective.

Local free issues

Parish and community magazines are of very variable quality. If you have a good one then it will be the next best medium after word of mouth. It is essential to know their deadlines and dates of circulation as it is easy to miss when they generally only come out monthly.

Weekly free issue papers are very much like paid for papers in that they generally have a 'what's on' section but it is only useful for getting people in on the day. They will only rarely give advance publicity enough to enable tickets to be bought in advance.

They will generally publish ahead of time in the main text if you can give them a good story and a photograph. They often need to fill editorial space and usually welcome an article which is written for them. (see writing for the press)

Local morning papers

They generally have a 'what's on' section but it is only useful for getting people in on the day. Generally the deadline for publishing in the week of your event is to receive the information 2 weeks ahead of that. They will only rarely give advance publicity enough to enable ticket to be pre-bought.

They will generally publish ahead of time in the main text if you can give them a good story and a photograph. They often need to fill editorial space and usually welcome an article which is written for them. (see writing for the press)

Local radio

Will often give a plug for an event but as with all media they are looking for an interesting story not just the event itself. If it's an interesting story be prepared to be talking live on radio from your phone. Normally a researcher phones first then tells you the time to be waiting by your phone to talk live. They like enthusiasm and it comes across well.

TV

Not really relevant unless it is a very interesting story. If it is an interesting story be prepared to act very quickly. They can come in the morning, do an hour's worth of recording, go back to the studio and edit it down to 20 seconds to go on at 6pm.

Making posters and flyers

The tendency is to design very pretty posters and flyers but with small writing and too much information. We don't want pretty and artistic, we want effective.

The test for A5 flyers and A4 posters is to put them at the other side of the room and see if you can tell what the event is, where, what date and time it is and what phone number to call.

Black lettering on fluorescent yellow is the most eye-catching but can get a bit boring if you always do the same. Photographs come out as a blur. Line drawings using thicker than normal lines are better. Background patterns or watermarks merely destroy the clarity.

For roadside or hoarding posters the same applies but you must be able to read those from at least 25 metres – so test it and see.

Anything other than those 4 key pieces of data is unnecessary clutter which stops the brain from registering and remembering the key data.

The secret to all of this is very simply can you yourself see the key data crystal clear? If you cannot then nobody else will.

Writing for the press

The media are looking for stories with local interest, topical, a bit quirky, and involving real people they can interview. For a newspaper article or a press release the test is to stand back and think "If I were not involved in this event, what would cause me to read an article, do I read all of an article, and do I remember the first sentence or the bit in the middle?" All articles should contain the answers to the "Kipling questions": what, why, when, how, where, and who.

The title to the article should be no more than 3 words.

The opening sentence should make the reader want to read on. All of the key data of what it is, where it is, date and time, and how to contact for further information should be in the

first paragraph. Remember the old sales principle of not revealing the price until the reader is “sold” on the product. The price of tickets can come at the end.

The next paragraphs should go into further detail but in such a way that sentences could be cut out by the editor if he or she is short of space.

Towards the end include information on the church, who is running the event and detail about the CCT. That means that if they are short of stories they have more text that they can include.

Mention people using first name and surname and preferably those who live in the area covered by the newspaper.

As a general rule the article or press release should be no more than one sheet of A4. Journalists are facing the same cost cutting pressures as everyone else so they welcome well written articles received electronically so that they can just edit rather than having to start from scratch.

Always try to send one photograph, again electronically – more is not necessary and time spent choosing a photo causes delays. A photograph of a group of people is likely to get binned.

A candid camera shot is ideal.

CCT logo

The CCT logo should be displayed on all posters, flyers, press articles, and wherever else it is possible. This is part of a longer term aim to familiarise as many people as possible with the CCT and create a “brand image”.

Websites

A local church website is useful for promoting events but it must not be the only method used because it needs the new customer to search for and find event information. That is not how they usually work. Unless they have been to your events before and like the venue they will not think to look for your website.

It is, however, a way of keeping existing customers and will build in effectiveness with time. All events should be put on the CCT website which is another free and simple way of publicising. If people find an event from the CCT website and like it and the venue they will go to the CCT website to look for other events throughout the country. The CCT site’s effectiveness will build with time.

Email

This is very powerful because it takes the event information direct to the customer and can convey more information and pictures. With every email sent it multiplies the effect if you ask the receiver to forward it to friends and organisations.

Unless you have specialist email transmission to groups you should be aware that spam filters pick up items which have many email addresses. If you send in small blocks of up to 10 and always explain carefully in the subject line they should not get automatically spammed.

Social networks

These are also powerful tools. Examples are Facebook and Twitter but more are developing all the time. There is plenty of scope for innovation in the use of social networks to publicise events.

Brown tourist signs

These are the brown tourist signs with white lettering which in our case would include a standard church pictogram in white. Permission must be obtained from the Highways Agency for trunk roads or the local highway authority for all other roads. In London there are special rules for placing these signs in the area enclosed by the M25. There is also a need to ensure that signposts do not go into the ground near electricity water and gas mains.

There is a form to fill in, maps and drawings to provide, justifications to make, and a fee to be paid which is usually around £250. All authorities are different. Then the sign must be purchased, a post provided, and it needs to be installed. That will easily add another £250 or more to the cost.

A cheaper alternative is to get permission to put signs on private ground and finger posts are particularly useful for that purpose.

ACCOUNTS FOR FRIENDS GROUPS

For a small organisation accounts are a very simple record of what money comes in, what goes out and how much is left at the end of the year. These are then checked against the bank account to ensure that the organisation's book record is correct and the bank account is correct. A CCT Friends Group will rarely have significant assets (buildings & equipment) except for its bank balance nor will it have significant liabilities (loans) except for any bills it has not yet paid. That means that statements of assets and liabilities (balance sheets) are rarely appropriate.

Voucher

For each transaction (either cheque or pay-in slip) there should be a piece of paper (voucher) which explains the detail. That should be such that it is possible to come back a year later and fully understand and verify the transaction. In the case of cheques this is usually the invoice or a piece of paper signed and dated by the recipient explaining that the payment was received and for what purpose.

Pay-in slips require more detail on the voucher as they are often cash and from several different activities. They should always end with the amount of cash and cheque money on the pay-in slip which goes to the bank.

The vouchers should be identified by the cheque number or pay-in slip number and filed in date order of date on cheque or pay-in date at bank.

Cheque

There are always tighter controls on what is taken out of a bank account than what is put into it.

Cheques should always have two signatures out of the three who are authorised to sign. That means that there is always a second control on expenditure. There should be three authorised signatories so that it is always possible to find two and if one of the three is being reimbursed then the other two sign. All counterfoils should be initialled by those who sign each cheque.

Pay-in

Money can be paid into an account by anyone – specific authorisation is not required. However, the amounts of money taken from collections events or sales should be counted by one person and checked by another and the pay-in slip will be dated by the bank when received.

Cash received should always be more tightly controlled than cheques received. Cheques received should always have been made payable to the organisation. To simplify checking some bank statements it is better to use one pay-in slip for cash, and another for cheques.

On incoming cheques you should always check the date, payable to, and that the written amount corresponds to the number amount should always be checked. That is the first check done by the bank cashier who will reject any cheque that is incomplete or incorrect.

Bank statement

In addition to cheques out and pay-ins the statement will show any interest or bank charges and maybe some direct transfers to suppliers or from donors. The interest, bank charges, and those direct transfers should be added to the books when the bank statements are received.

Financial year

The easiest is to use January 1st to December 31st.

Books

For a small organisation the books can either be an exercise book or ideally an Excel spreadsheet.

For the simplest accounts the columns from left to right are headed date, description, voucher number, money-in, and money-out. If Excel is used the money-in and money-out columns can be totalled using the SUM command as follows: highlight the box where you want the total then type =SUM(then drag the cursor from the top number in the column to the bottom number then close the formula with) then press the tick in the formula bar. If you leave plenty of blank spaces between the last number and the total box it will automatically sum each time you enter a new transaction.

Next select a box for the balance press =, click on the money-in total box then press – and click on the money-out box, press the tick in the formula bar and you get the balance.

Transfers between accounts

Transfers between current and deposit accounts can cause confusion. The books should be done for the whole organisation ignoring transfers between accounts. Simple books should record only money which actually goes into or out of the organisation.

Year end

Take the total of the bank accounts at the start of the year then add or subtract the book balance and you will be left with what should be the total of the bank account at the year end. If it is not the same as the year end bank statement then there is a mistake somewhere. Often this is interest and charges in the bank statements but not put in the books. Other times it can be cheques issued or pay-ins recorded in the books but not cleared in the bank statements. If it is still not identical after making those adjustments then check all the pay-in and cheque stubs against the book entries and bank statements.

Independent verification

Someone who did not do the accounts should check that they are a true record.

Getting more detailed

As the organisation grows different pages can be used for money-in and money-out. It is then possible to have columns for categories such as grants, donations, utilities, events, insurance, projects and anything else you wish to control in more detail.

Charities Commission format

To get ready for perhaps eventually becoming a registered charity there are excellent explanations on the Charities Commission website about their accounting needs with an explanation of what to include in each of their categories.

They have a very sensible approach to the amount of detail required according to the size of the charity. New charity registrations need to show a minimum of £5,000 per year income and must be for public benefit.

GRANT APPLICATIONS

This section covers how to make grant applications which does not change much whereas where to go for grants changes too frequently to include in the manual.

Charities

There are more opportunities for grants as a registered charity. If you are a registered charity always do your returns to the charities commission on time as the grant provider can see your reliability record on the website.

Accounts

You will often be asked to provide your latest set of accounts so make sure they are completed and minuted as agreed well in advance of making a grant application.

Latest bank statement

You will almost always be asked for the latest bank statements. If you have substantial reserves it will be assumed you don't need a grant unless you explain how the reserves are already committed for other projects.

Size of grant

Normally grants are for a maximum of 50% of the total project cost. Most grant providers will allow you to include an assumed cost for manpower given free of charge. They will normally say how much per hour or day they will allow but otherwise use normal labour or trade rates in your area. That manpower can be in project management, making planning applications, doing drawings, building, plumbing, electrical, and any other trades which your skilled volunteers do free of charge. By using skilled volunteers to do the work it is quite feasible for a grant to cover all material costs so that extra money is not required.

Multiple grants

If grants are scarce think of splitting the project into pieces or phases and going for grants for each. You can also look for small grants towards a project so that the main grant provider only has to provide say 40% of the project cost rather than 50%. All grants already secured for the project must be declared on an application.

Project costs

Although most applications will be looking for a summary of costs under broad headings it is wise to start with a very detailed costing then it can be summarised according to the different categories needed by different grant providers. If using contractors then get 3

quotes against the same specification and use the best to show the costs for the application.

Project costs should show own voluntary manpower but using appropriate hourly or daily rates. Project management if done by voluntary manpower can usually be shown as 8 to 10% of the project cost in much the same way that an architect would charge depending on complexity. No project cost can ever be absolutely accurate as unforeseen items can arise. Most grant providers will understand a 5 to 10% contingency to allow for that.

Capital or revenue grants

The majority of grants are capital grants or one-off for a particular event or project. Revenue grants which pay towards operating costs are rare.

Grantmaker's criteria

Read the grantmaker's criteria several times and phone and ask if there is anything you don't understand. There are so many applicants for so few grants that only those that meet the criteria exactly will go forward for consideration.

Ensure that everything in your grant application shows how your project meets those criteria.

Concise wording

The first box which describes your project is the most important in the application form. If you have not "sold" your project to the reviewer by the end of it they will probably proceed no further. You need to get across what it is, how it meets their key criteria, how much money you want from them, total project cost and how you will cover the balance. The box will usually be less than a quarter of a page so concise and plain English wording is necessary. If it won't quite fit use a slightly smaller typeface. All subsequent boxes need to be very concise but get in all the facts you need to present. That is the most difficult part of applying for a grant.

Handwritten or typed

If it's easy to read you stand more chance. Some forms are to be completed online but if they are hard copy you can always type a piece on the computer and stick it into the box. Often you can then photocopy the page so that the piece does not show.

Impression

The reviewer will be swayed by something that looks good, is well presented, and looks thorough and well researched. You can do that by having an attachment that covers detail of costs, forward plans, demography, market research, and anything else you would have liked to put in the application form.

Church and community

Most reviewers will not continue if they see the word church in the title or the address. The word “community” opens up infinitely more grants and should feature in the title. As soon as is possible even in the address mention that it is community use of a redundant church building.. Unfortunately the Churches Conservation Trust name needs an explanation before the reviewer draws the wrong conclusion that it is to do with practising C of E churches. The reason is very simple. In a population of 1000 a practising church might benefit maximum 50 people whereas a community building is of benefit to all 1000. Ask yourself if you would give a grant for the benefit of 50 people or 1000 people.

Spending before grant

Normally any expenditure made before a formal grant letter has been received does not form part of the grant. The logic is simply if you have already spent money you did not need a grant for it.

Authority approvals

You will normally be expected to have received listed building consent or faculty consent before making the grant application.

Case for support

Before making any grant applications it is useful to make a 2 or 3 page case for support which summarises the project in the way you would like to present it.

For applications to small charitable grant providers the case for support plus a covering letter is often all that is required. For larger applications it will provide the basis for filling in the boxes on the forms.

CREATE MORE FRIENDS GROUPS

Finding the Lead Person for Friends Groups

The search is for the Lead Person, with the ability and drive to recruit and form a Friends Group around them to raise funds and manage a specified CCT church.

Why might someone want to be a Lead Person?

There are any number of reasons:

- they relish a challenge;
- have strong organisational skills;
- appreciate the building;
- were baptised there;
- were married there;
- members of their family are buried there;
- have ancestral connections;
- are keen on conservation;
- have some spare time; and
- are keen on local history.

A focussed approach to finding the Lead Person is essential

Finding a Lead Person in one church may seem like searching for a “needle in a haystack”. It is perhaps best to select four or five target churches as a start, where there is likely to be most chance of success.

It is a little like detective work

It involves talking to a person who might know a possible lead person then asking progressive questions and follow up where that goes.

The progressive questions could be:

Would you like to lead a Friends Group for ----- church?

If answer no then:

Do you know anyone who might like to form a Friends Group for ----- church?

If answer no then

Do you know anyone who has strong connections with ----- church?

If answer no then

Do you know anyone who seems to be on several local committees?

Some people who could be contacted for a target church:

- the keyholder(s);
- the incumbent;
- Parochial Church Council members;

- local community association officials;
- parish councillors;
- district and county councillors for the locality;
- church cleaners;
- any existing volunteers;
- people from the CCT thankQ lists (in the local postcodes);
- CCT supporters from the various categories of membership (in the local postcodes);
- neighbours;
- whoever runs the churchyard;
- doctors, architects, publicans, shopkeepers, teachers, police, churchgoers;
- local journalists (plus they might write a free article);
- parish or other local magazine editor (who might give a free ad or ask for an article);
and
- others that can be added to the list from experience.

The time to start is now!

Face to face dialogue is better than phone or email

Setting up a Friends Group

What is a Friends Group?

A Friends Group is a formal body of volunteers whose purpose is to assist the CCT in the management of a particular church.

Why have a Friends Group?

Sometimes it helps to have the support of a number of people rather than every task falling to a hard core of individuals. A group can also help with fundraising and gives people a sense of ownership of their CCT church.

Sometimes, when applications are made to grant making bodies it looks better for the application to come from a local group, rather than from a national body. Indeed some funders will only allow one application per organisation each year which means if the CCT has made an application elsewhere it is barred from doing so again at another church.

To hold an event in a CCT church you will need Public Liability Insurance. All Friends Groups are automatically covered by the CCT's policy for their own events. This saves a lot of paperwork and expense.

What is involved?

The CCT provides a Constitution by which the Friends Group will run. The minimum officers required are a Chairman, Treasurer and Secretary, and three committee members. A bank account is required.

The usual plan of action will be to sound people out locally and to find a volunteer for each of the three officer posts. Once you have the main officers you can then hold a public meeting – if possible in the church – and explain what the Friends group plans to achieve. Usually you will get enough people to volunteer to come on the committee.

How do I get people to attend the public meeting?

Use evocative posters `Do you care for X Church?` `Help us save X Church` with the CCT logo and a photo of the church. Remember to plan far enough ahead to get it in local church or parish magazines – their deadline is often a whole month before. Use local press and broadcast media.

Invite anyone you think may be useful. The incumbent; parish council chairman; mayor; Chairman of the County Churches Trust.

How often do we need to meet?

Most groups meet 3 or 4 times a year – timing their meetings to fall just in advance of any major event they might be planning.

What's in a name?

Your choice of name is important. In most instances it will be 'The Friends of St Saints`s Church, Place'. However, in a village where a replacement church bears the same dedication as the CCT church you must call yourselves 'The Friends of Place Old Church' to avoid confusion with the living church.

Do we need to be a registered charity?

Most Friends Groups are not charities. The Charity Commissioners will not consider applications from groups wishing to become a charity unless their annual turnover is £5,000. Most Friends Groups will not fall into that category.

Where does the money go?

Many Friends Groups raise money for specific joint projects with the CCT; some give a percentage of their annual income direct to the CCT; others pay ongoing costs such as electricity. No two groups are alike and each Friends Group needs to work closely with their CCT representative to ensure that the best is made of limited resources.

What can we do?

Friends Groups usually take part in the key national events supported by the CCT: Midsummer Tea Party; Festival of British Archaeology; Heritage Open Days; The Big Draw. In addition they can organise their own events either independently or in partnership with other local community organisations or the parish church. Concerts, flower festivals, exhibitions and performances are the most common form of events but your CCT representative will be able to give you extra ideas.

Our church isn't suitable for events!

Do not worry if your church lacks heating, electricity or toilets. Many Friends Groups work well looking after their church on a daily basis whilst holding their events elsewhere. Of course where the church can be used it is always preferable to do so, but the group is there to support the CCT and if it is easier to hold meetings and events at peoples houses, or in other local venues, then the CCT is more than happy for you to do so. Do not make things difficult for yourselves. Further guidelines on holding events may be found elsewhere in the Church Manual.

Additional responsibilities

A few Friends Groups have undertaken a local management agreement with the CCT. In practice this means that they run the church on a day to day basis, and are often responsible for minor repairs. This will not be possible in all cases but your CCT representative will be able to advise you.

Friends Group constitution

The following Friends Group constitution can have the blanks written in on a paper copy from the pdf or can be typed in on the Word version available from your CCT Contact.

In "Name" please insert the name you have chosen already or name as "Friends of (name of church) church (town or village)".

In "Objectives" please insert the full name.

In definitions please

Insert the full name in "1. The Association means -----"

Insert the church name and address in "3. The building means the church of -----"

Name

Objectives

The _____ exists to support The Churches Conservation Trust in its care, maintenance and management of the church and to seek to educate the public in the history and heritage of that church.

Definitions

- 1 "the Association" means _____
- 2 "the Trust" means The Churches Conservation Trust.
- 3 "the building" means the Church of _____
- 4 "the Incumbent" means the Incumbent of the benefice in which the building is situated.

Membership

- 1 Membership shall be open to:
 - a Any person over the age of 18 interested in furthering the objectives of the Association, and who has paid any annual subscription laid down from time to time by the Executive Committee of the Association.
 - b Any corporate or unincorporated association interested in furthering the objectives of the Association, and which has paid an annual subscription laid down from time to time by the Executive Committee of the Association.
 - c The Association may choose to arrange for Junior Membership below the age of 18 as a particular category, or categories.
- 2 The Trust shall be a corporate member of the Friends but shall not be required to pay an annual subscription.
- 3 Every member shall have one vote at any meeting of the Association.
- 4 An Honorary President can be appointed; the duties shall be purely ceremonial.

Subscriptions and accounts

- 1 The annual subscription shall be recommended by the Committee, and decided at a General Meeting. Subscriptions shall be uniform, but there may be separate and

different subscriptions for individual membership, annual membership, and corporate membership.

- 2 The financial year of the Association shall run from the 1st of January to 31st December, after which the Treasurer shall prepare a statement which shall be externally verified by a competent person, and presented to the Annual General Meeting.
- 3 A copy of the accounts along with the minutes shall be forwarded to the Trust after each Annual General Meeting.
- 4 The Treasurer shall ensure that a Bank Account is held in the name of the Association, and made accessible by the signatures of himself and the Chair. He should submit a statement of report regularly to the Committee.
- 5 All sums received by the Association, including donations, contributions and bequests made to it, shall be paid into the said account and shall be applied in furthering the Association's objectives or in making money donations from time to time to the Trust.
6. In the event of the winding up of the Association, the residue of funds in the said account after expenses, shall be paid to the Trust. Such funds will be used for the care of the building and contents.

Committee

- 1 At each Annual General Meeting of the Association, members shall elect the following from those members defined above: Chair, Secretary, and Treasurer, and at least 3 ordinary members who shall [with the others mentioned below] form the Committee, and hold office for the ensuing year.
- 2 The Trust's Regional Development Manager shall be an ex-officio member of the Committee and be entitled to attend all meetings.
- 3 The Committee is empowered at its discretion to co-opt other members of the Association for any period that does not run beyond the next Annual General Meeting.
- 4 The Committee will nominate one of its number to act as the local Booking Clerk for events, and to be responsible to the Trust for such bookings.
- 5 Written nominations for office to the Committee shall be received by the Secretary not less than 21 days before the Annual General Meeting. The consent of the nominee must first be obtained before the nomination is submitted. If, however, insufficient nominations are received 21 days before the Annual General Meeting they may, at the Chair's discretion, be made within 24 hours of the meeting. If there are still insufficient nominations, nominations may, at the Chair's discretion, be made at the meeting.

General meetings

- 1 The Annual General Meeting shall be held within three months of the end of the financial year. Motions for discussion shall be submitted in writing to the Secretary with the names of the proposer and seconder at least 21 days prior to the Annual General Meeting.
- 2 Extraordinary General Meetings shall be called by the Chair at his/ her discretion, at the request of any three members, or at the request of the Trust.

Quorum

There shall be a quorum at any General or Committee meeting when at least one-third of the number of Members entitled to be present are present.

Voting

Voting at all meetings shall be by a show of hands, each member having one vote. A simple majority of those present and voting being sufficient to carry a motion except in the case of an alteration to the Constitution. In the event of a tied vote, the Chair shall use his/ her casting vote

Alterations to the Constitution

- 1 No amendments to the Constitution may be made which would have the effect of changing the objects of the Association or the Association's relationship with the Trust.
- 2 Subject to 1 above, the Constitution may be altered by resolution passed by not less than two-thirds of the members present and voting at a General Meeting. The notice calling the General Meeting, at which the alteration is to be considered, must include notice of
The resolution setting out the terms of the alteration proposed, which shall have been approved by the Trust.

Responsibilities of the Committee

- 1 Ensure that the church is in a clean and tidy condition, and accessible to visitors at all times.
- 2 Report any defects or problems to the Regional Development Manager of the Trust.

- 3 Encourage the use of the church for community activities by taking bookings and ensuring the appropriate action.
- 4 Encourage the use of the church by making contract with local tourist boards, cultural and charitable organisations, and encourage visitors to the church.
- 5 Make contact with local schools and encourage their use of the church for educational visits.
- 6 Open the church to visitors as requested by the Trust.
- 7 Assist with the preparation of the church for occasional Services.
- 6 Ensure that all Trust literature is prominently displayed.
- 7 Encourage events to raise funds on behalf of the Trust.
- 8 Assist the Trust in applying for grant aid for specific projects and identifying local and national partnerships.

Conditions required by the Trust

- 1 By law, all Services require the permission of the Incumbent, the Bishop, and the Trust.
- 2 All other events must have the Trust's agreement, to be sought in advance. Events shall be in accordance with the Trust's rules pertaining at the time.
- 3 All funds received from the Association by the Trust shall be used for the care and maintenance of the building and its contents.
- 4 All repairs or other work proposed by the Association shall be subject to the following conditions:
 - a Any modification of equipment or fittings must have the permission of the Trust, which will consult its appointed architect and, if appropriate, its Trustees at one of the Trust's regular meetings.

- b Any work to the fabric of the building must be agreed by the Trust and must be carried out under the supervision of its appointed architect. The Trust will arrange for the work to be undertaken. This work must be invoiced to, and paid by the Trust who will then ask for reimbursement from the Association. In this way, a complete record of the building can be kept by the Trust. The Friends may be asked to pay for the services of the architect.
- c The Trust will carry out such repair, maintenance and other work as it deems necessary to the building and contents, as part of its arranged triennial programme. The Trust will keep the Association informed of the detail of this programme, to the extent that it effects the operation of the church.

Powers of the Association

- 1 Power to raise funds and to invite and receive subscriptions and contributions provided that this does not involve any substantial permanent trading activity and shall conform to any relevant requirement in law.
- 2 Power to co-operate with the Trust and other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Association, and to exchange information and advice with them.
- 3 Power to do such lawful things as are necessary for the achievements of the objectives.
- 4 Power to invest the Association's monies not immediately required for the objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions [if any] as may for the time being be imposed or required by law.

Events

All proposed events shall be submitted to the Trust for its prior approval. Approval shall be given bearing in mind the consecrated status of the building.

- 1 Events organised by the Association. Funds raised by events of this nature shall be deposited in the Association's account. Funds raised on behalf of the Association shall be used to further the aims and objectives specified herein.
- 2 Other events, excepting Services. Organisers of such events shall be requested to negotiate terms of use of the church with the Association's nominated representative, who will work with the Trust's Regional Development Manager to determine the suitability of the event, the availability of the church, and any financial arrangements.

Funds or donations raised on behalf of the Trust and arising from these events shall be sent directly by the event organiser to the Trust via its Regional Development Manager.

- 3 In occasional circumstances it may be necessary to consult with the Incumbent for clarification about a particular matter.

Dissolution of the Association

If the Committee decides that it is necessary or advisable to dissolve the Association, a meeting of all members shall be called [with the prior agreement of the Trust], of which no less than 21 days' notice [stating the terms of the resolution to be proposed] shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall have the power to realise any assets held by and on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the Trust [together with a copy of the statement of accounts duly audited] to be applied in the preservation of the building and its contents.

This constitution was adopted at the inaugural meeting held on _____ (date)

at _____ (place)

and minuted at that meeting

signed

signed

name

name

address

address

Chair of the meeting

Witness from
The Churches Conservation Trust

APPENDIX

Accident report form

Name of Casualty:

The Churches Conservation Trust Employee: Yes as appropriate

Contractor: Yes Company Name:

The Churches Conservation Trust Visitor: Yes

Permanent Address:

Temporary Address:

Date and Time of Accident: Day: Month: Year:..... Time am/pm:

Location of Accident:

Details of Accident:

Nature of Injury:

Names of Witnesses including address and telephone number/extension

1:

2:

First Aid treatment and advice given?: Yes No Refused

Details of treatment and advice given:

Patient sent to hospital? Yes No Patient sent home? Yes No

Patient escorted to hospital?: Yes No

Hospital Details:

Accident Report completed by:



THE CHURCHES CONSERVATION TRUST

Booking form

Please note that your booking remains provisional until you return the completed booking form. A copy of this form, countersigned by the Friends Group or Trust Contact, will be returned to you as confirmation of your booking. If you wish to cancel a confirmed booking please let us know as soon as possible. It may be necessary to levy a cancellation charge.

A. APPLICANT DETAILS

Contact Name:
Organisation (if applicable):
Address:
Telephone Number:
Fax Number:
Email Address:
Website Address (if applicable):

B. EVENT DETAILS

Event Title:
Date(s) of Event(s):
Church at which the event is to take place:
Nature of Event (if not self explanatory):
Estimated number of people:
Are extra days required before and after to set up/dismantle or for rehearsals? If so, please state details:
Will it be necessary to restrict or limit access to the church for the public during your event? If so, please state details:

Is the event free to visitors?
Will the event be ticketed? If so, please give price of tickets:
Is the event public or private?
Is the event being stewarded? If yes, please give details:
Will merchandise (e.g. CDs, programmes etc.) be sold at the event? If so, please give details:
Will a complimentary alcoholic drink be offered with the ticket price?

C. INSURANCE

I confirm that the organisation which is hiring the premises, of which I am an authorised signatory, has public liability insurance, which covers this event and indemnifies the premises owner.

Name..... Signature.....

D. FEE DETAILS

Please confirm the fee details as agreed with the Friends Group or Trust Contact using the tick box options below, providing the figures in the Details box.

CHARGES

- Hire Charge:
- Figure agreed as a donation:
- Percentage of ticket sales:
- £1 to the Trust per ticket sold:
- Other (e.g percentage of profit)

PAYMENT ARRANGEMENTS

- *Deposit agreed in advance
- Full payment within 2 weeks after the event
- Late payment surcharge agreed

Details:

***Please make cheques payable to The Churches Conservation Trust or the Friends Group**

The CCT would like to list details of public events on its website and will automatically do so unless you indicate otherwise. The website listing will include contact details. I agree/do not agree that the event be listed on the website (please delete accordingly)

I HAVE READ AND AGREE THE TERMS SET OUT IN THE ATTACHED CONDITIONS OF HIRE
SIGNED:
PRINT NAME:

DATE:

OFFICE USE ONLY

Booking accepted on behalf of the Trust:

Signature:

Print Name:

Date:

HEALTH & SAFETY RISK ASSESSMENT Church _____ Date _____
 By _____

	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
1	Lone working, personal safety and travelling including driving			
	The Trust's policy for lone working and personal safety is understood and applied			
	The Trust's policy for travelling and driving is understood and applied			
2	Access to current Health & Safety Information			
	CCT, and external organisers, have access to relevant: - General CCT Health & Safety policies - Church specific policy documents, codes of practice and/or rules			
3	Reporting arrangements			
	Staff and volunteers know who to report potential hazards to and how to contact the nominated person. The nominated person will normally be the Development Manager or Officer or area worker.			
4	Accident and incident forms			
	Accident and Incident report forms are readily available and are used to record all accidents, incidents, fires or occupationally related ill health			
	All such incidents are reported to the nominated person			
5	Communicating risks to visitors and external users			
	Appropriate information pertaining to potential risk of visiting and using Trust churches is:- Included in published information and on the Trust's website Made known to external event organisers carrying out their own risk assessment			
	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
6	Fire Safety			
	The Trust's No Smoking policy is enforced with visible signing			
	Emergency procedures in the event of a fire are known and understood including, as applicable: Sufficient and current Fire Action notices (white on blue) are prominently displayed throughout the building Staff and volunteers have copies of the individual Fire Routine Notice (blue on white)			
	Emergency fire exit arrangements are made known to audiences attending organised events			
	Particular procedures are in place to assist disabled persons who may be present during a fire evacuation of the building			
	Fire Stewards are appointed and have copies of relevant instruction sheets			
	A nominated individual is on hand to notify the Fire Authorities and CCT staff in the event of a fire and contact phone numbers are to hand			
	Fire exit and escape routes, fire alarm points and items of fire fighting equipment are clearly visible, unobstructed and appropriately indicated			

	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
	All smoke and fire stop doors are kept closed when not in use and never wedged open			
	Appropriate fire extinguishers are provided in suitable locations, are regularly inspected and staff or volunteers are trained in their use			
	Any fire detection/alarm system has a current test certificate			
	The Trust's policy for the use of candles is understood and applied			
	Significant sources of ignition within the building are identified e.g. candles, heating boiler, electrical equipment, cooking facilities			
	Significant sources of fuel within the building are identified e.g. gas/oil supply, combustible furnishings or fabrics, paper			
7	Lighting			
	Stewards have torches with sufficient battery power to assist evacuation in the event of the failure of lighting arrangements			
	The Trust's policy for the use of tungsten halogen lamps is understood and applied			
8	Emergency Procedures and First Aid			
	Emergency procedures are established and understood in the event of an accident or ill health to staff, volunteers and visitors			
	Suitable First Aid materials are stocked, checked regularly, their location is displayed and materials are readily accessible			

	RISK ASSESMENT AREAS	In Place	Partly in Place	Not Plac
	Sufficient First Aiders are trained to match requirements			
	In the absence of qualified first aid personnel, an appointed person is nominated to hold First Aid materials			
9	Appliances and Equipment			
	An Appliance Record Form is complete, listing all items of portable electrical equipment within the building, including newly acquired items			
	All relevant items are regularly inspected for obvious signs of deterioration.			
	Instances of equipment or wiring which appear potentially to be electrically unsafe are reported to the nominated person			
	Items which draw substantial power, e.g. electric kettles, electric fires, etc., are only attached to 13 amp sockets			
	The use of socket adapters, to allow multiple appliances to be plugged into a single wall outlet is kept to an absolute minimum (Fixed socket extension boards or strips should be used as an alternative, wherever possible)			
	The building is free from the tripping hazards presented by trailing electrical (or other) cables			
	Any equipment introduced by agreement with external event organisers on a temporary basis, and any associated risks are known about by staff and volunteers			
	Access can readily be gained to the controls of any heating systems			

	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
	Any obvious evidence of asbestos has been identified and the associated risk made known			
10	Internal fabric and Passageways			
	The Trust's policy for the prevention of slips, trips and falls is known about and understood			
	There is good housekeeping within the building preventing blockage of passageways, particularly fire escape routes and internal circulation routes, and obviating possible tripping hazards			
	Floor surfaces are in good condition, to prevent slips, trips and falls Recognised trip and other hazards are marked, lit or invigilated to prevent accident e.g. worn steps, loose or uneven floor surfaces			
	All areas are adequately lit			
	There is clear and easy access and safe procedures to change light bulbs and fittings			
	Internal fittings e.g. font, pulpit appear stable and unlikely to topple			
11	Handling loads			
	Risk assessments are carried out for any task which requires the transporting or supporting of a load, which could result in injury, (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force in accordance with the Manual Handling Operations Regulations 1992. An Assessment form is available from CCT.			

	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
12	Use of Materials			
	Sufficient hazard information is available on any proprietary products in use within the building, to allow these to be used safely and without risks to health			
13	Areas around Churches and Churchyards			
	The Trust's policy for the handling of hypodermic syringes and sharps is understood and applied where there is evidence of misuse			
	The Trust's policy for the use of strimmers is understood and applied			
	The boundary fence/wall appears stable and unlikely to topple/collapse			
	Headstones and monuments appear generally stable and unlikely to topple /collapse			
	Trees and low branches do not appear to present an obstruction or to be in danger of toppling/falling			
	Footpaths are in a good state of repair			
	There are no open voids e.g. to crypt that present unguarded edges and risk of falls			
14	Exterior fabric of the building			
	Does the roof have loose slates/tiles that may fall?			
	Is there loose or crumbling masonry that may fall?			
	Are there any loose or rotting timbers that may fall?			
	Is the guttering intact and properly secured to the building?			
	Where possible, vehicles and pedestrians are kept apart			

	RISK ASSESSMENT AREAS	In Place	Partly in Place	Not Plac
15	Working environments			
	Where staff and volunteers are based to carry out work duties, the following are in place:			
	Suitable seating			
	Sufficient lighting, reasonable temperature, ventilation and freedom from fumes			
	Clean work surfaces, floors, walls, ceilings			
	Sufficient working area with adequate space for a suitable workstation			
	Where display screen equipment is used, full and sufficient risk assessments of the workstations are carried out and recorded			
	Work area free of obstructions and uneven surfaces			
	Accessible, clean and adequate drinking water			
	Facilities for rest and eating meals			
	Accessible, clean and adequate washing facilities			
	Accommodation for clothing and changing			
	Clean and sufficient sanitary conveniences			
	Doors and gates are designed to avoid trapping person			
	Windows open safely			
	Suitable devices fitted for safe cleaning of windows			
16	Access to tower, spire, roofs			
	Any public access is on an authorised basis and where the following potential risk factors are identified, made known and risk minimised:			
	Condition of stairs, steps, edges, handrails, ladders, proximity to bells, safe access to roofs and means of fall protection			

Relevant legislation:

Display Screen Equipment Regulations 1992

Manual Handling Operations Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992, amended 1997

Fire Regulations October 2006

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