



## The Central Council of Church Bell Ringers

### Guidance on committee expenses

Notwithstanding the great commitment that we, as church bell ringers, demonstrate by keeping our church bells ringing regularly Sunday by Sunday, bell ringing is a hobby. In exchange for our contribution to the life of the Church we are able to enjoy ringing at other times, for instance practices, meetings, quarter peals and peals, usually for no more than a small donation to tower funds.

Many ringers also contribute to the organisation of ringing, by accepting office at tower, district (or branch), and society (or association or guild) level. We do this, usually with no more than possible reimbursement for secretarial expenses such as postage or phone calls, for our love of the Exercise.

Indeed, as in other voluntary organisations, most societies would quickly become insolvent if their officials sought to recover in full the expenses they incur in the performance of their duties.

The same is true of Council committees. If all members of committees routinely claimed the expenses of attending committee meetings, then either the dues collected from affiliated societies would have to rise substantially or the activities of the Council would have to be curtailed.

However the Council would not want its committees to be deprived of the expertise of a member who could not afford to attend committee meetings. Accordingly the Hon. Treasurer will meet claims for travelling expenses to committee meetings from those members, subject to the following criteria:

1. The committee should include the amount expected to be claimed on travel expenses in their estimate of committee expenditure for the following year provided to the Hon. Treasurer in September. The total forecast expenditure will then be reviewed by the Administrative Committee at the October meeting.
2. Members travelling by train may claim standard class travel and should take full advantage of the various economies available by travelling off-peak and booking in advance.
3. Members travelling by car may claim 20 pence per mile and should share transport whenever possible.
4. An itemised claim (with any vouchers) for expenses should be submitted to the appropriate committee chairman, who will authorise the expenditure and forward to the Hon. Treasurer for payment. Claims relating to the Administrative Committee can be forwarded directly to the Hon. Treasurer. Expense claims and authorisation by email are acceptable.
5. All claims for expenses must be submitted to the Hon. Treasurer within two months of the end of the accounting period to which they relate. Claims submitted after this date may be refused.
6. Only in exceptional circumstances should taxi fares need to be claimed and expenses for accommodation or meals may not be claimed.

Please note that this guidance is not an invitation to members of committees to claim expenses that they are not claiming at present, but simply to ensure that when expenses are paid they are at consistent rates and accounted for in a timely manner.