



Stewardship & Management Workgroup

of The Central Council of Church Bell Ringers



THE CENTRAL COUNCIL OF CHURCH
BELL RINGERS

Terms of Engagement

Introduction

Advice may be sought, and is freely offered, on all aspects of bells, bell hanging, bell towers and bell maintenance by members of the Central Council of Church Bell Ringers (CCCBR), Stewardship & Management Workgroup.

Requests

A formal request for advice must be received in writing from a principal officer of the Parochial Church Council, specifically the Incumbent, a Churchwarden, the PCC Secretary or the PCC Treasurer.

The letter of request should be addressed to the Workgroup Leader, who will suggest members appropriate to take on the case. Normally one member will be involved in the inspection. The arrangements as to the date and time of visit are best made with the members who accept the case. It will be appreciated that members offering their services, are doing so voluntarily; there may be slight delays before they can make the visit(s) and before the report is received. Best efforts will be made to meet specific deadlines if they are made clear within the letter of formal request.

In order to ensure the safety and security of the members undertaking the inspections, as well as the church premises, it is essential that someone familiar with the church, and ideally also the tower and bells, is present at all times. The volunteers must be briefed fully on relevant church policies and practices such as insurance, health and safety, security and emergency plans. They must also have access to washing and changing facilities, as well as somewhere appropriate to eat light refreshments. Appropriate risk assessments for the specific activities required will be made prior to the work commencing. If these are not acceptable for any reason, then work will not be able to proceed until remedial actions are complete.

The Form of Workgroup Advice

The members of the Workgroup will inspect the bell installation and tower as requested, write an unbiased report for the PCC on their findings and will answer questions to the best of their knowledge.

Copies of the report will be retained by the Workgroup. The report must be regarded as confidential between the Workgroup, CCCBR Executive and the PCC requesting the report. It will contain the standard disclaimer concerning advice given by the Workgroup as follows:

Standard Disclaimer concerning Advice given by the Workgroup

Attention is drawn to the fact that while reports and advice are given in good faith they are given gratuitously and without reward and no liability can be accepted by the members of the Stewardship & Management Workgroup or the Central Council of Church Bell Ringers in respect of the contents of such reports and advice. A report by members of the Workgroup is provided

for the sole use of the Parochial Church Council and it must not be passed to or copied to or used by or relied upon by any third party.

Charges and Expenses

The Parochial Church Council is asked to contribute a £35 fee to the CCCBR towards the costs of Personal Accident Insurance carried by the CCCBR that covers Workgroup members undertaking on-site inspections. This must be paid by to the CCCBR, via the Treasurer.

The Parochial Church Council is also asked to reimburse reasonable travel costs to the church and other expenses incurred by the members at the CCCBR standard rates (currently 25p per mile and receipts). These must also be paid to the CCCBR; they and will be reclaimed by the members from the CCCBR.

The fee and expenses must be paid within 14 days of receipt of the report.

Prof Alison Hodge MBE PhD FInstP CPhys FIET CEng
Workgroup Leader
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