

## APPENDIX I

### MINOR WORKS NOT REQUIRING A FACULTY

#### List A – Matters which may be undertaken without the need for consultation

Note r 3.5 of the Faculty Jurisdiction Rules 2015 which specifically excludes a range of items

<i>Matter</i>	<i>Specified conditions</i>
<b>A1. Church building etc.</b>	
(1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) Works of repair and routine maintenance to existing—	The works do not involve making additions to an electrical installation
(a) heating systems	
(b) gas, water or other services	Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)
(c) electrical installations and other electrical equipment	Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	

(7) Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed No article of historic or artistic interest is removed or disposed of
(10) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location are complied with
(11) The making of additions to an existing name board	The board is not a war memorial or roll of honour  The addition is in the same style (including colour and materials) as existing names on the board
(12) The installation of bat boxes as part of a bat management programme	
(13) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
<b>A2. Musical instruments</b>	
(1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
<b>A3. Bells etc.</b>	
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell  No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel  No bell is lifted from its bearings

(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

(4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

#### **A4. Clocks**

The inspection and routine maintenance of clocks and clock faces

Works of maintenance do not include re-painting or re-gilding of clock faces

#### **A5. Church contents**

(1) The repair of woodwork, metalwork and movables

Matching materials are used

The repair does not involve any works to—

- ☐ woodwork or metalwork of historic or artistic interest
- ☐ Royal coats of arms
- ☐ hatchments or other heraldic achievements
- ☐ paintings
- ☐ textiles of historic or artistic interest
- ☐ church plate (including candlesticks and crosses)

(2) The application to articles of forensic marking

No article of historic or artistic interest is marked

(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions

The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church

No article of historic or artistic interest is removed or disposed of

(4) The introduction, removal or disposal of—

- (a) movable bookcases
- (b) books
- (c) free-standing notice boards
- (d) movable display stands
- (e) cruets
- (f) vases and flower stands
- (g) hymn boards
- (h) altar linen (but not altar frontals or falls)

No article of historic or artistic interest is removed or disposed of

- (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)
- (j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church

#### **A6. Church halls and similar buildings**

(1) Routine repairs to the building and the replacement of fittings in the building

(2) The introduction, removal or disposal of furniture

No article of historic or artistic interest is removed or disposed of

#### **A7. Churchyard**

(1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour

(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)

The works do not involve any new disturbance below ground level

(4) The carrying out of repairs to a notice board and the repainting of a notice board

(5) The grant by the incumbent of a licence for grazing in the churchyard

The licence is in a form approved by the chancellor

#### **A8. Trees**

(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)

The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(2) The lopping or topping of any tree—

- (a) that is dying or dead; or
- (b) has become dangerous

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(3) The removal of dead branches from a living tree

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

**Additional Matters Order No 1 of 2016**

Works which are the subject of a Dispensation from faculty

Any conditions prescribed in the Dispensation are to be strictly observed.