



Dorset County Association of Church Bell Ringers

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Dorset County Association of Church Bell Ringers
Bell Restoration Fund is a registered charity. Charity number 294239

Standing Orders

(as amended on 1/11/2024)

1. Financial Amounts

Life membership subscription	£6	
Normal steepleage at practices and meetings ^{[1][2][3][4][5]}	Adults £1.50 / £2.00 from 1 st January 2025 In Full Time Education FREE	
Peal Fee per rope ^{[6][7]}	<u>Adults</u> 90p Fee £1 minimum for Gift Aid	<u>In Full Time Education</u> 45p Fee 50p minimum for Gift Aid

[1] Steepleage fee can be adjusted at the discretion of the organising Officer(s) to meet specific requirements of the session.

[2] At practices £15 be normally donated to the host tower. This amount can be adjusted at the discretion of the organising Officer(s) to meet specific requirements of the session but should be a minimum of £2 per rope.

[3] All attendees at a practice (including members of the host tower) will be asked to pay the steepleage.

[4] Steepleage does not apply to Virtual Ringing.

[5] 50% of any profit from Steepleage (i.e. after tower donation) is donated to the BRF at the end of the year.

[6] The peal fee is set so that Gift Aid can easily be claimed. It is hoped that most members will contribute more than the fee amount. *(To be eligible for Gift Aid the payment must be more than 10% above the Fee amount which converts the payment from a Fee to a Donation).*

[7] Peal organisers can obtain a Gift Aid Declaration Form from the DCA Secretary.

2. Expenses Policy

- Expenses will only be paid for directly incurred costs (i.e. postage, purchasing items, conference entry fees, etc.). No expenses will be paid for personal travel, accommodation, food or drinks.
- Except under exceptional circumstances no expenses will be paid unless accompanied by receipts.
- The Committee can agree to give a grant at their discretion.

3. Funds operated by DCA and DCA BRF

The following Funds will be operated:

DCA General Fund

- General day to day expenses of the DCA.
- Monies allocated to this fund will be shared between a Barclays Bank Business Current Account, a Barclays Bank Business Deposit Account and a CCLA COIF Charity Deposit Fund.
- All withdrawals and payments made from bank accounts of the association must be authorised (in writing or electronically) by two officers of the association.
- The authorised officers with Barclays are the Treasurer, Assistant Treasurer and Chairman.
- The authorised officers with CCLA are the Treasurer, Assistant Treasurer and the Bradford Peverell Trustee.

DCA Training and Recruitment Fund

- Restricted Fund for use of Training and Recruitment purposes only.
- This will be funded by application to external fund raising charities (i.e. The Dorchester Mayor's Car Boot Fund) and thus may be suspended when applications have not been successful.
- Monies allocated to this fund will be held in the same bank accounts as the DCA General Fund.

DCA BRF General Fund

- Bell Restoration Fund operated under the DCA BRF charity to facilitate grants to any Tower in Dorset.
- Monies allocated to this fund will be shared between a CCLA COIF Charity Deposit Fund and a CCLA COIF Charity Investment Fund.
- All withdrawals and payments made from bank accounts of the association must be authorised (in writing or electronically) by two officers of the association.
- The authorised officers with CCLA are the Treasurer, Assistant Treasurer and the Bradford Peverell Trustee.

DCA BRF Bradford Peverell Restricted Fund

- Bell Restoration Fund operated under the DCA BRF charity to facilitate grants only to Bradford Peverell.
- Monies allocated to this fund will be shared between a CCLA COIF Charity Deposit Fund and a CCLA COIF Charity Investment Fund.
- All withdrawals and payments made from bank accounts of the association must be authorised (in writing or electronically) by two officers of the association.
- The authorised officers with CCLA are the Treasurer, Assistant Treasurer and the Bradford Peverell Trustee.

4. Mobile Bell Tower

- The tower can be used at DCA Events if accompanied by a DCA Officer.
- To Hire the Tower (collected from the storage location) a fee of £20 (£10 for DCA Members) per day is charged and a returnable deposit of £50 must be lodged against breakages.
- If the Tower is booked to be taken by a DCA Officer to an event then a charge of £50 per day is made plus travel expenses at 45p/mile.
- Whilst in use the Tower must be controlled by a Bell Ringer at all times.
- Storage and administration of bookings of the tower will be the responsibility of the Treasurer. All finance associated with the Tower will be under the DCA Training and Recruitment Fund.

5. Safeguarding

The DCA recognises the importance of Safeguarding as required by the Church of England. To demonstrate this:

- The **Ringling Master** is required to hold the equivalent qualifications to a **Tower Captain** (CofE Safeguarding Level 2 – Foundation training and Enhanced Adult & Child DBS)
- The **Assistant Ringling Masters/ Ringling and Training Support Officers** is required to hold the equivalent qualifications to a **Vice Tower Captain** (CofE Safeguarding Level 2 – Foundation training and Enhanced Adult & Child DBS)
- The **Training Officer** is required to hold the equivalent qualifications to a **Bell Ringling Instructor** (CofE Safeguarding Level 2 – Foundation training and Enhanced Adult & Child DBS)
- The **Safeguarding Officer** is required to hold the equivalent qualifications to a **Parish Safeguarding Officer** (CofE Safeguarding Level 3 – Leadership training and Enhanced Adult & Child DBS).
** The Salisbury Safeguarding Team have agreed the DCA Safeguarding Officer can have access to their DBS issuing system when they have these qualifications.

The highest level of Safeguarding training required should be updated every 3 years.

The Safeguarding Officer should be provided with certificates for DCA records of the above training / DBS within 3 months of taking office.

To ensure safeguarding protection at least 2 people of the 4 key ringing roles (Ringling Master, Assistant Ringling Masters/ Ringling and Training Support Officers or Training Officer) be present at each DCA Ringling Meeting

6. Processes for running the Annual General Meeting

- a) All items for consideration at the AGM should be submitted to the Secretary, together with the names of a Proposer and Seconder of any motion, 21 days prior to the AGM (one calendar month in the case of a rule change).
- b) All nominations to stand for election to the association committee should be submitted to the Secretary, together with the names of a Proposer and Seconder, 14 days prior to the AGM. Candidates can optionally submit a short written statement stating who they are and where they ring, why they are standing for election and what they think they can bring to the Association through their life experiences.
- c) All Officers of the Association, who wish a report to be presented to the AGM, should provide the Secretary a report in writing 14 days prior to the AGM.
- d) No later than 10 days prior to the AGM the Secretary will send to all active association members the AGM agenda, together with any reports, motions and the names of any election candidates (with any submitted written statements).
- e) Members who can't attend the AGM will be given the opportunity to vote electronically upon any motions and elections. (Members who can attend the AGM should not use electronic voting but vote in person during the meeting). Electronic voting will close 24 hours prior to the meeting.
- f) An electronic vote will be taken as an automatic registration of the member's apology for not attending. Apologies will not be accepted in any other format.
- g) Where an election is contested the candidates will be asked to present to AGM a short presentation. If unable to attend then their written statement (if submitted) will be read by the meeting's chair.
- h) All elections will be conducted in such a way as to adhere to the DCA rules.

7. Membership Records

7.1 New Member Joining Processes

All new members will be granted membership by one of two processes.

For a ringer wishing to join at a peal or quarter peal attempt the process is:-

- a) The ringer is nominated by 2 existing members at a Peal / Quarter Peal attempt.
- b) The nominated members name, home tower and e-mail address are then passed to the secretary (Normally emailed to dcacbr@gmail.com by nominator).
- c) The Life Membership Subscription (see in section 1 of this document) is given to the Treasurer (normally by BACS)¹
- d) The member's details are temporarily recorded in the Master Membership List and their email address temporarily added to the Email Distribution List for Members Information².
- e) The membership is ratified at the next DCA ringing session or DCA meeting which has been advertised and is open to all members.

For a ringer joining at any other time the process is:-

- a) The new members name, home tower and e-mail address are passed to the secretary (Normally emailed to dcacbr@gmail.com by the new member).
- b) The Life Membership Subscription (see in section 1 of this document) is given to the Treasurer (normally by BACS)¹
- c) The member's details are temporarily recorded in the Master Membership List and their email address temporarily added to the Email Distribution List for Members Information².
- d) The membership is proposed by 2 existing members and ratified at the next DCA ringing session or DCA meeting which has been advertised and is open to all members.

7.2 Maintaining Membership Records

Once a member's membership is ratified their name will remain in the Master Membership List forever.

A Members Email address will be removed from the Email Distribution List for Members Information whenever any one of the following events occur:

- a) The Secretary receives Non-delivery Reports constantly over a 2 month period when trying to send messages.
- b) The Secretary receives a request from the member to remove them from the List³.
- c) The Secretary receives no reply following a membership audit. The membership audit is a request to the member to confirm they still wish to remain on the Email Distribution List. It will be sent if the member has not attended any events in the preceding year and they have not completed a membership audit in the preceding five years.
- d) The Secretary is notified of the death of the member.

¹ The Subscription Fee is not deemed to be received by the Association until it is either recorded in the Cash Book held by the Treasurer or credited to the Association's Current Account with an appropriated reference that clearly shows it is a Membership Subscription (The word 'Membership' is the normal BACS reference used).

² The members' details in the Master Membership List becomes permanent after ratification. If ratification fails to get a majority of votes at 2 consecutive attempts then all their information will be removed from the Master Membership List / Email Distribution List and any Subscription that has been received will be returned.

³ Required under the General Data Protection Regulation (GDPR).

8. Bell Restoration Grant Approvals

As the DCA Bell Restoration Fund (BRF) is a registered UK Charity, clear processes have to be in place for the approval and payment of grants. The process (which is administered by the DCA Treasurer) is as follows:

1. The applicant must provide details of the works required together with a quotation showing the overall cost. Optionally they can be asked to provide additional information which the committee / Treasurer feel will help with their deliberations.
2. Grants will only be considered when the proposed work will benefit Full Circle Bell Ringing.
3. When a project is eligible for the PCC to claim back the VAT only nett figures (i.e. excluding VAT) will be considered by the DCA.
4. The DCA committee will discuss and vote upon the approval of the Grant either in person at a Committee Meeting or by electronic means. For the Grant to be approved over 50% of the committee and over 50% of the Trustees must agree.
5. Once approved a Grant offer letter (normally via electronic means) will be sent confirming the amount of the grant, the date by which the offer will expire (no more than 2 years hence⁴) and information upon the procedure to claim the granted amount (i.e. the appropriate sections below).
6. To ensure that the works have the required legal permissions a copy of the Faculty must be presented to the DCA before the funds can be paid unless the requested works are listed on the Church of England Faculty List A (Matters which may be undertaken without a faculty and without the need for consultation)⁵. If there is doubt as to if the works qualify for List A status then written evidence to show this must be presented.
7. Payment of Grant
 - a. Before payment of the grant is made a copy of the suppliers invoice must be submitted showing that the works have been completed.
 - b. For grants on projects where the total project value (not just the DCA grant) is over £1000 or for any project which requires a Faculty the grant must be paid to a bank account registered in the name of the churches PCC. (This is both to protect the DCA and allow PCC's to claim back the VAT if applicable).
 - c. For grants on all other projects the payment can be made to the PCC or the supplier of the works (i.e. a Rope Maker).

This process applies to all the BRF Funds; General Fund and Restricted Funds

9. Alteration of Standing Orders

No alteration, addition or deletion of these Standing Orders shall be made except when one of the conditions is met:

- By majority vote in favour of the change at a quorate Annual General Meeting or Extraordinary Meeting of the Association.
- By majority vote in favour of the change at a quorate Committee Meeting of the Association.
- By 80% vote in favour of the change via an electronic poll (i.e. Email) of the Association Committee members.

⁴ BRF Rule 3b.

⁵ Or the equivalent for a Non Church of England Tower (Note: Must be a Religious Building under the Charity Commission Governance Declaration).