



# 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 of the Dorset County Association of Church Bell Ringers and the Dorset County Association of Church Bell Ringers Bell Restoration Fund

Version 6.0 (as amended on 04/12/2025)

### 1. Financial Amounts

Life membership subscription	£6.00	
Normal steepleage at practices and meetings <sup>[1][2][3][4][5]</sup>	Adults £2.00 In Full Time Education FREE	
Peal Fee per rope <sup>[6][7]</sup>	<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.

[8] Peal Fees go to the Association Bell Restoration Fund and not the General Fund as per the DCA Rules

### 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.

#### DCA Training and Recruitment Fund

- Restricted Fund for use of Training and Recruitment purposes only.
- This will be funded by application to external fundraising charities (e.g. The Dorchester Mayor's Car Boot Fund) or donations made specifically for this purpose.
- 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.

#### 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.

#### Authorised Officers

- The authorised officers will be the same for all accounts
- Normally they will be the Treasurer, Assistant Treasurer and Chairman but cannot be two people from the same household.
- If one of the above cannot be an account signatory (either due to there being nobody in post or due to Barclays / CCLA restriction) then the Association Committee will select another committee member. This person should normally be a Trustee of the charity.

### **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 DBS)
- The **Ringling and Training Support Officers** are required to hold the equivalent qualifications to a **Vice Tower Captain** (CofE Safeguarding Level 2 – Foundation training and Enhanced DBS)
- The **Training Officer** is required to hold the equivalent qualifications to a **Bell Ringling Instructor** (CofE Safeguarding Level 2 – Foundation training and Enhanced DBS)
- The **Safeguarding Officer** is required to hold the equivalent qualifications to a **Parish Safeguarding Officer** (CofE Safeguarding Level 3 – Leadership training and Enhanced DBS). [The Salisbury Safeguarding Team have agreed the DCA Safeguarding Officer can have access to their DBS issuing system when they have these qualifications].
- Other committee members are required to hold the equivalent qualifications to a **Bell Ringer** (CofE Safeguarding Level 1 – Basic Awareness training)

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 prior to taking office. The Safeguarding Officer should also be supplied with evidence of renewal every 3 years (or sooner if the current certification expires). Those elected to office, who do not provide the required evidence, shall be suspended from office until such time as the appropriate evidence has been provided.

To ensure safeguarding protection at least 2 people of the 3 key ringling roles (Ringling Master, Ringling and Training Support Officers or Training Officer) be present at each DCA Ringling Meeting.

## 6. Processes for running Meetings

### 6.1 Calling a General Meeting

- 6.1.1. General Meetings can be an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM)
- 6.1.2. The AGM will be held in person with an option of electronic voting for those who cannot attend, unless prohibited by UK Law in which case it can be held virtually (see below).
- 6.1.3. An EGM can be either held in person (as per an AGM) or virtually (see below).
- 6.1.4. Once an EGM has been requested, by the appropriate number of members of the committee or members of the Association, it must be completed, including electronic voting, within 2 months of receipt of the request by the Secretary. All items for consideration at the EGM should be submitted to the Secretary with the original request for the meeting. The members requesting the meeting can ask that their names are withheld from publication for their protection (i.e. petitioners feel safe and can share their views without fear of reprisal).
- 6.1.5. Virtual meetings will include a video conference (i.e. Zoom, Teams, etc.). No votes will be recorded during the video conference session but will be cast electronically afterwards.
- 6.1.6. Any member who votes electronically / registers their apologies will have their votes / apologies automatically cancelled if they then vote at / attend the meeting which is being held in person.

### 6.2 In Person AGM Timings

The timing of events for an in person AGM should be as follows based upon the date of the Meeting:

Notification to members via the Email Distribution List for Members Information. This email, sent by the DCA Secretary, will include the timetable with dates and times.	At least 2 months before an AGM.
Closing date for any motions for consideration at the AGM and nominations to stand for election to the association committee. These to be submitted to the Secretary, together with the names of a Proposer and Seconder of any motion.	At least one month before an AGM.
Publication of Motions and details of those standing for election with an invitation to submit written statements (maximum 600 words per member per motion). Statements to be submitted to the Secretary.	Date which allows at least 10 days for submission of statements.
Closing date for submission of Officer's Reports, written statements on motions and statements in relation to nominations to stand for election to the association committee.	Date which allows sufficient time preparation time for the Meeting Papers to be published as below.
Publication of all AGM Papers including motions and statements. Electronic voting and registration of apologies opens.	At least 10 days before the meeting
Closing date to vote / register apologies	24 hours before the meeting

### 6.3 In Person EGM Timings

The timing of events for an in person EGM should be as follows based upon the date of the Meeting:

Notification to members via the Email Distribution List for Members Information. This email, sent by the DCA Secretary, will include the timetable with dates and times.	At least 28 days before an EGM.
Publication of Motions with an invitation to submit written statements (maximum 600 words per member per motion). Statements to be submitted to the Secretary.	At same time as the EGM Notification to members.
Closing date for submission of written statements on motions.	Date which allows sufficient time preparation time for the Meeting Papers to be published as below.
Publication of all EGM Papers including motions and statements. Electronic voting and registration of apologies opens.	At least 10 days before the meeting
Closing date to vote / register apologies	24 hours before the meeting

#### 6.4 Virtual AGM Timings

The timing of events for a virtual AGM should be as follows based upon the date of the Video Conference (Note this can only happen if UK Law prohibits an in person meeting):

Notification to members via the Email Distribution List for Members Information. This email, sent by the DCA Secretary, will include the timetable with dates and times.	At least 2 months before an AGM.
Closing date for any motions for consideration at the AGM and nominations to stand for election to the association committee. These to be submitted to the Secretary, together with the names of a Proposer and Seconder of any motion.	At least one month before an AGM.
Publication of Motions and details of those standing for election with an invitation to submit written statements (maximum 600 words per member per motion). Statements to be submitted to the Secretary.	Date which allows at least 10 days for submission of statements.
Closing date for submission of Officer's Reports, written statements on motions and statements relating to nominations to stand for election to the association committee.	Date which allows sufficient time preparation time for the Meeting Papers to be published as below.
Publication of all AGM Papers including motions and statements. Electronic voting and registration of apologies opens.	At least 5 days before the meeting
Registration of apologies closes.	2 hours before the meeting
Video conference takes place.	
Closing date to vote.	At least 5 days after the meeting
Electronic voting results published.	Within 48 hours of voting closing.

#### 6.5 In Person EGM Timings

The timing of events for an in person EGM should be as follows based upon the date of the Meeting:

Notification to members via the Email Distribution List for Members Information. This email, sent by the DCA Secretary, will include the timetable with dates and times.	At least 28 days before an EGM.
Publication of Motions with an invitation to submit written statements (maximum 600 words per member per motion). Statements to be submitted to the Secretary.	At same time as the EGM Notification to members.
Closing date for submission of written statements on motions.	Date to be published which allows sufficient time preparation time for the Meeting Papers to be published as below.
Publication of all EGM Papers including motions and statements. Electronic voting and registration of apologies opens.	Date to be published which is at least 10 days before the meeting
Closing date to vote / register apologies	24 hours before the meeting

#### 6.6 Virtual EGM Timings

The timing of events for a virtual EGM should be as follows based upon the date of the Video Conference:

Notification to members via the Email Distribution List for Members Information. This will include the timetable with dates and times.	At least 28 days before an EGM.
Publication of Motions with an invitation to submit written statements (maximum 600 words per member per motion). Statements to be submitted to the Secretary.	At same time as the EGM Notification to members.
Closing date for submission of written statements on motions.	Date which allows sufficient time preparation time for the Meeting Papers to be published as below.
Publication of all AGM Papers including motions and statements. Electronic voting and registration of apologies opens.	At least 5 days before the meeting
Registration of apologies closes.	2 hours before the meeting
Video conference takes place.	
Closing date to vote.	At least 5 days after the meeting
Electronic voting results published.	Within 48 hours of voting closing.

## 6.7 Conducting a meeting

- 6.7.1. All apologies must be submitted to the Secretary at least 24 hours before the meeting.
- 6.7.2. The Secretary and Assistant Secretary jointly act as the returning officers for all votes.
- 6.7.3. All members are entitled to one vote. Only votes for or against will count in the number of votes cast (i.e. Abstentions do not affect the outcome of the vote). In the event of a tied vote then the vote fails to pass.
- 6.7.4. The quorum of a meeting is the number of members who participate in the meeting (whether in person or virtually) by either being present or by casting a vote. (Casting a vote includes abstentions).
- 6.7.5. DCA Rule 10 states 'at any meeting or practice, in the absence of the appropriate officer, a member shall be elected to act in their place'. The definition of the appropriate officer is as follows:
  1. Chair
  2. Vice-Chair
  3. Senior Committee Member (Ringing Master, Training Officer, Secretary or Treasurer)
  4. Any other member of the committeeOnly if none of the above are present should a member be elected from the floor.

## 7. Membership Records

### 7.1 New Member Joining Processes

#### 7.1.1 Ringing Members

All new ringing 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](mailto: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)<sup>1</sup>
- 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 Information<sup>2</sup>.
- 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](mailto: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)<sup>1</sup>
- 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 Information<sup>2</sup>.
- 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.

#### 7.1.2 Honorary Members

Honorary Members should be granted membership via election at an AGM of the Association.

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<sup>1</sup> 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).

<sup>2</sup> 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.

## 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 List<sup>3</sup>.
- 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.

## 7.3 Counting Number of Participating Members

Once a year the DCA Secretary / Treasurer will conduct an audit to calculate the current number of Participating Members. This number gives an estimate of the DCA members who actively attend events and make financial contributions (e.g. through steepleage or making donations) to the General Fund of the Association. This number can be used for any appropriate purpose including providing information to external bodies (i.e. Central Council).

The count will be conducted such that:-

- a) A survey will be undertaken of at least 10 DCA events during a sample period of at least 2 months.
- b) Only DCA events where a steepleage fee which goes to the DCA General Fund will be included.
- c) The surveyed events must include as wide as possible scope of the current DCA events types.
- d) Only members who appear on the Email Distribution List for Members Information will be included.
- e) Only members who have attended one or more of the surveyed events, or have made donations of £1 or more to the General Fund during the sample period, will be included.

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<sup>3</sup> 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. In addition the following information must be supplied:
  - a) How many active Bell Ringers are there at your church?
  - b) What is the frequency and timing of Practice Nights at your church?
  - c) How often do you ring for services?
  - d) How many people are on your churches Electoral Roll?
  - e) What is the number of Parish Worship Community Members are recorded on the annual return for your Parish Share?
  - f) What is your Churches Listed status? (i.e. Grade 1 / Grade 2\* / Grade 2 / Not Listed)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 hence<sup>4</sup>) 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)<sup>5</sup>. 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 as well as any applicable Faculty approval.
  - 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.

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<sup>4</sup> BRF Rule 3b.

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

## 9. Miscellaneous

- 9.1. For a ringing session (i.e. Peal, Quarter Peal, etc.) to be recorded against the DCA a minimum of 50% of the band must be members of the DCA who are on the Email Distribution List (i.e. Receiving monthly newsletters from the DCA). In the case of a Peal then all members of the band must agree to abide to the DCA Peal Fee as defined within this document.
- 9.2. All Committee Members terms of office end automatically at the AGM unless they:
- Submit a nomination to stand for election by the published date
  - Are elected by the AGM
  - Fulfil any requirements for appointment to office as set out within these Standing Orders or UK Regulating Bodies.
- 9.3. Changes to the Bell Restoration Fund Rules have to be notified to the Charity Commission. Before being presented to a General Meeting the changes should be checked to see if they are 'regulated alterations.' (See the GOV.UK website for guidance). After changes have been approved at a General Meeting they must gain the Charity Commission's authority before they can be implemented.

## 10. 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 by at least 51% of the Association Committee Members either at a Committee Meeting or via an electronic poll (i.e. Email).

## Definitions

Email Distribution List for Members Information	List of email addresses of members used to send Newsletters and other information which is relevant to all members (i.e. AGM paperwork).
Honorary Members	Honorary members are non-ringers who have been granted membership for services offered to the DCA.
Ringing Members	Members of the DCA who joined after leaning to ring a full circle bell without help and who have paid a one-off joining fee and been elected a member. Ringing Members retain this status for the rest of their lives regardless of whether or not they still ring or participate DCA events.
Life Membership Subscription	The one-off joining fee paid to become a member of the DCA.
Master Membership List	The list of all members who have joined since the DCA was founded on 1 <sup>st</sup> January 1983.
Non-delivery Reports	A non-delivery report (NDR) is an automated email message sent to the sender of an email, informing them that the email message was not successfully delivered to the intended recipient. NDRs typically include information about why the delivery failed, such as an invalid email address, a full mailbox, or a technical issue
Participating Member	A member who has attended a DCA event where a steepleage fee was collected and that the collected steepleage fee goes to the DCA General Fund. Peal Fees which go to the DCA Bell Restoration Fund do not count financially as steepleage in this respect.