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Our ref: RAnderton/PCCSecretaries/

DAC PCC Circular Number 2

Dear PCC Secretary

May I please ask you to draw the matters contained in this letter to the attention of the PCC and Churchwardens?

1. Coventry and Leicester DACs

As I am sure you are now aware, the administration of the two DACs was combined during 2003. Our office is in Coventry at 1 Hill Top, Coventry, CV1 5AB tel: 024 7652 1312 (direct line and with voicemail) fax: 024 7652 1330. Although you can telephone us using the Leicester Church House number, it is easier for the staff if you use the Coventry number.

When you need to post mail to us, please use 1 Hill Top. If you send mail to Church House, Leicester, there will be a delay whilst it is sent on to Coventry. Increasingly often we receive Royal Mail cards requesting collection of mail with insufficient postage. This is wasteful of our time. **Please ensure that there is adequate postage on mail**, as in future we will be unable to collect mail.

The easiest way to contact us is by email. If you wish to email us you can do so using either of these email addresses: - Ray.Anderton@CovLec.org or Rupert.Allen@CovLEc.org

2. Faculty papers

During 2004, we combined and revised the paperwork that goes out to PCCs when faculty forms are requested.

They may be found on the DAC's page on the website for both dioceses: www.leicester.anglican.org/dac/faculty.htm Some pre-2000 faculty forms, which have been superseded, still appear to be in circulation. Would you please only use forms that at the top of page 1 have in the heading "Faculty Jurisdiction Rules 2000 ..." and submit **TWO** copies of both the Petition Form **and** the supporting papers?

May I draw to your attention particularly: -

- A. The value of **seeking early advice** on proposed changes from the Archdeacon and the DAC Secretary on an informal basis when the PCC's ideas are still at a formative stage and assistance is needed on considering possibilities and preparing the Statements below. The Archdeacon should be kept up-to-date on the development of proposals as appropriate.
- B. The importance of the **Statements of Significance and Need** in helping the PCC to become focussed on what is really needed. The guidance of the CCC may be found on the website (www.leicester.anglican.org/dac/faculty.htm). The Statements should be available to the DAC before any committee site visits are arranged.
- C. The importance of **considering all possible options** for meeting the needs and the impact of each on the building, with robust reasons why the proposed option is being pursued and the others rejected. Such an options analysis is particularly important when the preferred option is an extension as English Heritage, the Amenity Societies and the Local Planning Authority (from whom planning permission will be required) will need to be thoroughly convinced that it is not possible to achieve what is needed by a more effective use of space within the existing church structure.
- D. When **consultation with English Heritage, the Amenity Societies, the Council for the Care of Churches (CCC) and the Local Authority Conservation officer** is needed on significant proposals (usually extensions and/or re-ordering), I will arrange a single site visit of them and DAC representatives in order to minimise the demands on the time of parish representatives, and to enable all bodies with an interest to hear what each other is saying. In every case, I would be grateful if you contact me first **before** you contact these bodies seeking a site visit. **N.B.** This **excludes** any site visits in respect of English Heritage grant applications.

3. Quinquennial Inspection Reports

Architects on the DAC Approved List were reminded in March 2005 that their reports should include recommendations for work indicating degrees of priority together with, where possible, rough budget costs in order to assist PCCs in planning work and the finances required to undertake it. The PCC needs to draw this to the architect's attention when arranging with them to undertake the inspection of the church.

4. Minor Works / "De Minimis"

What has previously been referred to as the "De Minimis" List is now known as Minor Works. The Diocesan Chancellors nationally are trying to agree a common list for all dioceses. Until this is resolved, please would PCCs consult me **before** assuming that any work does not need a faculty?

5. DAC Advisory Notes

Notes on a variety of subjects relating to the maintaining and caring for church buildings may be found on the website for both dioceses (www.leicester.anglican.org/dac/advisory.htm). A number are in the process of revision and will appear in the future as time allows.

If you have any suggestions for subjects not covered, which you would find helpful, please contact us.

6. Architects Plans

Architect's plans frequently have to be circulated to DAC members when proposals are under consideration.

It would be very helpful when plans are submitted by the PCC or Church Architect if they could be sent to us in no larger than A3 size, or even better electronically. The DAC now has a read-only version of AutoCAD and hopes to have a read-only version of Vectorworks shortly.

7. VAT

The Listed Places of Worship Grant Scheme, which enables PCCs to reclaim the full 17.5% VAT payable on repairs and maintenance undertaken on listed church buildings, which was due to expire in March 2006, has now been extended to March 2008.

Take up of this grant scheme nationally has been lower than anticipated. The Church of England VAT Group urges all parishes who have undertaken repair works to listed church buildings costing in excess of £1,000 to ensure that a claim is made under the Listed Places of Worship Grant Scheme for a VAT refund following completion of the works. Please view the Scheme details at www.lpwscheme.org.uk. Queries about eligibility, filling in the application form (available via the website) or any other matter can be directed to the Scheme administrators on 0845 601 5945 (calls charged at local rate) or by email to nptcallcentreuk@csplc.com.

8. Churchyard Maintenance and Safety

A new DAC Advisory Note has been produced and a copy is enclosed. It may be found on the DAC's page on the website for both dioceses: www.leicester.anglican.org/dac/advisory.htm.

9. Churchyard Trees

A new Advisory Note is enclosed. It may be found on the DAC's page on the website for both dioceses: www.leicester.anglican.org/dac/advisory.htm.

10. Churchyard Memorials

The Chancellor's Regulations governing memorials and gardens of remembrance are in an advanced state of revision and copies will be circulated when available.

11. Archdeacons and the Faculty Process

I am sometimes asked by PCCs if the Archdeacon can issue a faculty either on the assumption that this would be quicker or that the Archdeacon can still issue Certificates for work.

A single faculty system several years ago replaced the old arrangement of Chancellor's Faculties and Archdeacon's Certificates.

All applications for authority to do work to a church have to be made on the statutorily required Faculty Petition form, which should be sent to the DAC Office.

The Diocesan Registrar, after receiving the Faculty Petition and the DAC's Certificate, seeks the authority of the Chancellor to issue a faculty, except in straightforward non-contentious cases, which he refers to the Archdeacon who may authorise them under delegation from the Chancellor. The Faculty process is exactly the same whether the faculty is issued by the Chancellor or the Archdeacon.

12. Revised closing dates for new DAC business

In processing Faculty Petition applications, we are statutorily required to notify English Heritage, the Council for the Care of Churches, Local Authorities and the Amenity Societies of DAC Agendas and to give adequate time for them to comment on any agenda items.

On the basis of the 2005 dates previously issued, we have experienced insufficient time between the closing date for agenda items (there is always a rush of submissions on the last day!!) and dispatching agendas.

We have, therefore, had to revise the closing dates for agenda items and make them a few days earlier and a list of the revised closing dates for 2005 is enclosed. If we receive new business after the appropriate closing date, I regret it will have to wait until the following meeting.

13. Practical Church Management – A Guide for Every Parish

James Behrens, the Leicester Diocesan Chancellor, has produced a second edition of his book "Practical Church Management". The second edition incorporates new law and guidance in a range of areas including the appointment of churchwardens and PCC members, employment law, child protection, copyright, food hygiene, alcohol licensing, fire protection, security, church repairs, Gift Aid, church accounts, and VAT. There is also one completely new chapter on people with disabilities.

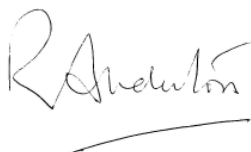
The DAC Office is happy to order in bulk for PCC's to collect later. If we get over 80 PCC orders, we can offer them to PCCs at a cost of £13, plus £1.50 postage & packing, rather than the published price of £20. If you wish to order a copy or multiple copies, please complete the enclosed Order Form and return to us, together with a cheque payable to **Coventry DBF** for £13 to arrive not later than **24 June 2005**. We will let you know when the books arrive.

14. Conservation / Repair of historic stained glass

There have been several faculty petitions in recent months in respect of the conservation / repair of historic stained glass to be undertaken by firms which are not accredited by the UK Institute of Historic and Artistic Works (UKIC). If the PCC is considering undertaking work on historic stained glass, the DAC recommends that advice be obtained from the Committee's Stained Glass Adviser, who can be contacted through the DAC Office, who is willing to advise on the options available. The Conservation Register can be consulted on the website at www.conservationregister.com. The DAC also has an Advisory note on Stained Glass and Leaded Lights on the joint website for both dioceses (www.leicester.anglican.org/dac/advisory.htm).

With best wishes

Yours sincerely



Ray Anderton

CC Archdeacons
Diocesan Registrars
Church Architects