

**Ray Anderton**

Advisor for the Care and Development of Church Buildings  
Ray.Anderton@CovLec.org

November 2006

«TITLE» «Known\_Name» «Srn»  
«Adr1»  
«Adr2»  
«Adr3»  
«PC»

Our ref: RAnderton/Incumbents&Churchwardens/()

**To all Incumbents and Churchwardens in the Diocese of Leicester**

Dear «Known\_Name»

**1. Regulatory Reform (Fire Safety) Order 2005**

As many of you know, the new Fire Safety Order 2005 is now applicable to churches.

The DAC has issued an Advisory Note based on information from the secular authorities and Ecclesiastical insurance and a copy is enclosed. This can also be found on the DAC website (along with the other DAC Advisory Notes) at [www.leicester.anglican.org/dac/advisory.htm](http://www.leicester.anglican.org/dac/advisory.htm).

**2. Churchyard Memorials**

May I also take this opportunity to alert you to the new Chancellor's Regulations 2006 for churchyard memorials, a copy of which was sent to clergy in the late summer and more recently to Funeral Directors and Stonemasons. This can also be found on the DAC website: [www.leicester.anglican.org/dac/churchyards.htm](http://www.leicester.anglican.org/dac/churchyards.htm).

Relating to this, I now enclose: -

- a) A Guidance Note to Clergy for the erection of Churchyard Memorials
- b) A Guidance leaflet to be given to Bereaved Families intending to erect a memorial in a churchyard

Both of these, along with the Chancellor's Regulations and the application form, may also be found on the DAC website at: [www.leicester.anglican.org/dac/churchyards.htm](http://www.leicester.anglican.org/dac/churchyards.htm).

If the PCC wishes to personalise the presentation of the second document for your own church and circumstances, this may be done, but it is important that all the points contained in it are made to a bereaved family.

### 3. Minor Works and Faculties

May I also remind you that the new "Chancellor's Guidance to all Parochial Church Councils, Ministers and Churchwardens in the Diocese as to matters not requiring a Faculty" (known as "Minor Works") has now replaced the former "De Minimis" List.

The List details those works for which no faculty is required and: -

EITHER

a) No prior consultation is required with either the DAC or Archdeacon

OR

b) Prior consultation is required with the DAC or the Archdeacon using a simple Minor Works Form which can be quickly processed

N.B. Any proposed works, however large or small, not specifically identified on the List requires a faculty. PCCs should consult the DAC Office for advice on whether proposed works are permissible under the Minor Works List.

Relating to this, I now enclose: -

- a) Chancellor's Guidance to all Parochial Church Councils, Ministers and Churchwardens in the Diocese as to matters not requiring a Faculty
- b) Minor Works Application Form
- c) DAC Guidance on The Faculty Process

Further copies of these documents can be found on the website at:

[www.leicester.anglican.org/DAC/minor\\_wks.html](http://www.leicester.anglican.org/DAC/minor_wks.html)

and

<http://www.leicester.anglican.org/dac/faculty.htm>

If you have any queries on these matters, please do not hesitate to contact Rupert Allen or myself (email preferred).

With best wishes



**Ray Anderton**