

# The Essex Association of Change Ringers

Founded 1879

President: The Right Reverend the Bishop of Chelmsford



## **Bell Maintenance & Restoration Sub-committee Terms of Reference**

### **Objectives**

To further the work of the Church by the ringing of bells by promoting interest in the care of all the bells and provision of new bells within the Association's boundaries.

Belfry maintenance is a priority - without bells there can be no ringing and if bells are difficult to ring there will be fewer ringers able and willing to ring them.

### **Convenor**

The convenor shall be the Technical Adviser or a member of the Management Committee. The Technical Adviser shall be the sponsoring Trustee and will act as the sub-committee link between the Trustees. The Technical Adviser shall advise the Trustees, the Management Committee and Association on all matters relating to towers, bells, and belfries. The Technical Adviser shall normally chair the Bell Maintenance & Restoration Sub-Committee.

### **Membership**

The Bell Maintenance & Restoration Sub-Committee shall comprise the Technical Adviser, Treasurer and at least one member or officer active in Bell Maintenance from each district.

The three principal officers shall be ex-officio members of the sub-committee.

### **Meeting frequency**

The frequency of Sub-committee meetings is based on the number of applications received. In general, the committee will meet to review any grant applications at least 30 days before the Association Committee Meeting in October. An additional meeting may also be held before the committee meeting in February. Meetings will be held virtually or in-person, and minuted.

### **Responsibilities and workflow**

The sub-committee shall consider applications for financial assistance for bell maintenance and restoration in accordance with Rule 13.13, meeting at least 30 days before each Management Committee meeting and making written recommendations for consideration at the next Committee meeting. Grant Applications for minor works are considered by the Grants Sub-committee as soon as practicable and as a matter of urgency.

The sub-committee shall provide or solicit high quality and unbiased advice regarding all technical aspects of bells, bell fittings and bell hanging, etc., as requested, including

inspection and approval of work prior to grant payment. This shall include providing advice and training for those considering DIY maintenance, etc., to any parish within the Association's boundaries and undertaking detailed inspections as requested providing a full written report including any recommendations.

### **Accountability**

The Activities of the sub-committee will be accountable to Association members via the Executive Principal Officers, Trustees and Management Committee.

The Bell Maintenance & Restoration Sub-committee has been empowered by the Management Committee to make grants to churches within the Association boundaries, as detailed in the Association Rules, for minor works assistance, improvement of a bell installation and carrying out essential maintenance work.

### **Financial responsibilities**

1. Budget – Bell Restoration fund, 10% grants are typically around 10% of the cost involved. The maximum grant likely to be offered for minor works will be £250.
2. Grants/awards - The Management Committee shall have the power, after considering a recommendation from the Bell Maintenance & Restoration Sub-Committee, to approve financial assistance to churches within the Association boundaries for maintenance and improvement of a bell installation. Grants are paid upon completion of the work subject to a satisfactory inspection and report.

### **Reporting**

1. Inputs include grant applications and inspections.
2. Outputs include inspection reports, completed grant applications and written reports for the Management Committee meeting.

Nigel Taylor  
Technical Advisor  
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