

# 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 is the Chair of the Bell Maintenance & Restoration Sub-committee. In the absence of the Technical Advisor, a Bell Maintenance & Restoration Sub-committee member to be nominated by the Technical Advisor to chair the meeting.

#### 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. The sub-committee will meet to review any grant application at least **30 days before each of the Association Management Committee Meetings**. Additional meetings may also be held if further bell grant applications need to be considered, at the discretion of the Technical Advisor.

Meetings will be held either virtually or in-person, and minuted. Minutes are to be made available to the Association General Secretary for inclusion in Association reports and provided on the Association website.

## **Responsibilities and Workflow**

The sub-committee shall consider applications for financial assistance for bell maintenance and restoration in accordance with Rule 13.13 (Appendix A). The sub-committee will meet at least 30 days before each Management Committee meeting and make written recommendations for consideration at the next Committee meeting. Grant applications for minor works are considered by the 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.

Matters concerning works 'exclusively below the ceiling' such as rope guides and simulators should be referred to the Recruitment and Training sub-committee.

All officers active in Bell Maintenance from each district shall inform the sub-committee of any progress or problems within their district at sub-committee meetings and should ensure that the sub-committee is made fully aware of any support that may be needed within their district so that assistance may be provided.

## **Accountability**

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

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.

## **Succession**

The Technical Advisor and all members of the Bell Maintenance and Restoration Sub-Committee must jointly support and guide any new members of the committee, including bringing new candidates 'up to speed' on current projects to enable a smooth handover of responsibilities.

## **Values**

The values of the Bell Maintenance and Restoration Sub-committee are kindness, mutual support and respect for the opinions of others. It is important to include these Christian values within the terms of reference to ensure we treat each other with decency, which will encourage others to take on these and other roles within the Association.

## **Inclusion**

Plain language to be used in Bell Maintenance and Restoration Sub-Committee documents, minutes and communications to ensure transparency and inclusion.

Steven Ashley  
January 2026

## Appendix A

### Rule 13:13

The Trustees shall have the power, after considering a recommendation from the Bell Maintenance & Restoration Sub-Committee supported by the Management Committee, to approve financial assistance for maintenance and improvement of a bell installation, which shall be deemed to include the following:

- (a) Taking out an existing ring of bells, supplying and installing a new frame and fittings, recasting bells and erecting the same.
- (b) Taking out, overhauling and reclapping existing bells, supplying and installing a new frame and fittings, recasting or overhauling and re-erecting.
- (c) Taking out existing bells, overhauling existing frame and fittings, recasting or overhauling and reclapping same and re-erecting.
- (d) Augmentation and bringing existing bells, frames and fittings into an adequate state of repair.
- (e) All other major repairs to bells, frames, fittings and towers.
- (f) The provision of bells, frames and fittings and erection of same in Churches where previously had none.
- (g) The provision of sound regulation by means of adjustable equipment designed to facilitate ringing.
- (h) Provision of Bell Simulators and audio-visual equipment to support training and practice.

\*An ex officio member is a member of a body who is part of it by virtue of holding another office.

The term is Latin, meaning literally "from the office", and the sense intended is "by right of office"; its use dates back to the Roman Republic.