

The *De Minimis* list (matters not requiring a Faculty)

Matters below are generally considered minor or routine and are agreed by the Chancellor to not require a Faculty, so there is no need to inform the DAC if they are carried out. However, no item should be disposed of without consulting your Archdeacon. Please be aware that carrying out work without a Faculty (where it is required) is unlawful and may be subject to enforcement action. If you are ever in any doubt, please telephone your Archdeacon or the DAC Secretary to check that a Faculty is not required.

Minor repairs

Works of minor repair not requiring Faculty are considered to be:

- Works identified as such in your last Quinquennial Inspection report, provided that the specification has first been agreed by the DAC.
- Works of routine maintenance on the fabric and contents of the church (where the material appearance of the building is not altered) up to the value of £7500+VAT, providing that the Archdeacon has been notified and has given his approval in writing before any contract is entered into. Works that cost less than £1250+VAT can proceed without the need for the Archdeacon's written approval. However, any repairs to broken or cracked quarries in historic stained glass, historic clear-glazed windows or historic tiled floors require a Faculty.
- Works of routine maintenance to heating systems, gas, water or other services, and to electrical fittings or other electrical equipment or lightning conductors (by approved NICEIC, ECA or NAPIT electricians) up to a cost of £7,500+VAT. However, no addition to an electrical system is to be made without a Faculty because of the risk of jeopardising the church's insurance policy.
- External or internal redecoration using the same colours and materials, providing those original colours and materials were approved by a Faculty.

Furniture and fixtures

Minor changes not requiring Faculty are considered to be:

- Introduction, removal or disposal of furniture in church halls (but not items from the church kept in the hall); furniture, furnishings, office equipment and minor fixtures (excluding wall safes) in vestries (provided that the room's use is not being changed); fire extinguishers; hymn boards; internal notice boards; and small moveable bookcases or display stands.
- Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing.
- Additions in an existing style to name boards, excluding war memorials.
- The use of a security system recommended by insurers for marking movable items kept in the church.
- Treatment against beetle or fungal activity (unless bats may be affected).

Musical instruments

Minor changes not requiring Faculty are considered to be:

- Introduction, storage or removal of musical instruments and stands used by music groups.
- Routine tuning and adjustment by a qualified person of organs, harmoniums and pianos, up to a value of £3,000+VAT.
- Maintenance and repairs to pianos using matching materials.

Bells and clocks

Minor works not requiring Faculty are considered to be:

- Inspection and routine maintenance of bells, bell frames, clocks and clock faces (including the like-for-like replacement of worn and broken parts).
- Replacement of damaged wooden bell stays and bell ropes.

Movables

Minor changes not requiring faculty are considered to be:

- Introduction, removal, replacement or disposal of kneelers, hassocks and cushions (but not a substantial replacement of them); surplices, albs, cassocks, choir robes and verger's robes; cruets; vases; service books authorised by Canon; bibles, hymn books, song books and sheet or bound music (but not the disposal of hand-bound or other valuable books); altar linen (but not frontals or falls); decorative flags and banners used for temporary displays; the Union flag, St George's flag or the Diocesan flag.

Emergency items of work that may be authorised by the Archdeacon

Minor emergency works not requiring Faculty are considered to be:

- Installation of security locks on doors and windows when the Archdeacon is satisfied that they are urgently required and that the type of lock has been approved by him in writing.
- Installation of security lighting or cameras where there is an urgent need to protect the building against burglary or vandalism, pending the grant of a Faculty for a permanent scheme. However, this must be approved in writing by the Archdeacon, and the Diocesan Registrar must be notified that approval has been given.

Churchyards

Minor works not requiring Faculty are considered to be:

- The purchase and maintenance of lawnmowers and other churchyard equipment.
- Routine repair of paths including resurfacing in the same material and colour.
- Repairs to and repainting in the same colour of notice boards.
- Minor repairs to fences and gates (but not walls).

Other matters

- Where the proposal is of a similarly minor nature, but does not appear in the above list, the Chancellor may be willing to dispense with a Faculty, sometimes subject to conditions such as consultation with the DAC. The Chancellor's decision will normally be based upon a letter, to be sent to the Registrar, giving all relevant information about the proposal.
- A Faculty is not required for the deposit of parochial registers or other parochial records in the diocesan record office, or for the obtaining of new registers.
- Repairs, acquisitions and the disposal of articles in the list should be recorded in the church log book.