

Minor Matters List A

No Faculty required and no consultation necessary

THIS LIST sets out very minor matters relating to churches, which may be undertaken without a Faculty and for which no prior consultation or other authorisation is required. The List is contained in the Faculty Jurisdiction Rules 2015 (Schedule 1) and is reproduced in this format for ease of reference.

Matters not covered by this List may be covered by List B. If not, a Faculty will be required.

GENERAL EXCLUSIONS

- i.
 - (a) any works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
 - (b) any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
 - (c) any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;
 - (d) any works which involve extension, demolition or partial demolition of a building, or the erection of a new building;
 - (e) any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person (except grazing rights);
 - (f) the introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion;
 - (g) the exhumation or other disturbance of human remains;
 - (h) the reservation of a grave space;
 - (i) the introduction of, or the carrying out of any work to, a monument.
 - (j) the sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
 - (k) the sale of any book remaining in or belonging to a library to which the Parochial Libraries Act 1708 applies.
- ii. The Chancellor may also make an Order that certain types of minor repairs or alterations to a specified church always require a faculty; this is likely only to apply in a small number of cases where a church is designed and/or built as a cohesive whole. The Order will be sent to the incumbent and churchwardens of any parish so affected and published on the diocesan website.

Fixtures, fittings, furnishings and equipment	
Matter	Specified Conditions
Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
Works of repair and routine maintenance to existing— (a) heating systems (b) gas, water or other services (c) electrical installations and other electrical equipment	The works do not involve making additions to an electrical installation Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998) Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme
The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed No article of historic or artistic interest is removed or disposed of
The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location are complied with
The making of additions to an existing name board	The board is not a war memorial or roll of honour The addition is in the same style (including colour and materials) as existing names on the board
The repair of woodwork, metalwork and movables	Matching materials are used The repair does not involve any works to— <ul style="list-style-type: none"> • woodwork or metalwork of historic or artistic interest • Royal coats of arms • hatchments or other heraldic achievements • paintings • textiles of historic or artistic interest • church plate (including candlesticks and crosses)
The application to articles of forensic marking	No article of historic or artistic interest is marked
The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church No article of historic or artistic interest is removed or disposed of

<p>The introduction, removal or disposal of—</p> <ul style="list-style-type: none"> (a) movable bookcases (b) books (c) free-standing noticeboards (d) movable display stands (e) cruets (f) vases and flower stands (g) hymn boards (h) altar linen (but not altar frontals or falls) (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up) (j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church 	<p>No article of historic or artistic interest is removed or disposed of</p>
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Maintenance and Repair	
Matter	Specified Conditions
Works of repair and routine maintenance to the church building not affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
Like for like repairs to window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced

Musical Instruments, bells, clocks	
Matter	Specified Conditions
The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of
The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
The inspection and routine maintenance of bells, bell fittings and bell frames	<p>No tonal alterations are made to any bell</p> <p>No bell is lifted from its bearings</p>
The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	<p>Works do not include the re-soling or re-rimming of a bell wheel</p> <p>No bell is lifted from its bearings</p>
The repair or replacement of bell stays,	No bell is lifted from its bearings

pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	
The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings
The inspection and routine maintenance of clocks and clock faces	Works of maintenance do not include repainting or re-gilding of clock faces

Other fabric matters	
Matter	Specified Conditions
The application of forensic marking on roof lead or other material covering a roof or to rainwater goods or flashings	
The installation of bat boxes as part of a bat management programme	
The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints

Church Halls and similar buildings	
Matter	Specified Conditions
Routine repairs to the building and the replacement of fittings in the building	
The introduction, removal or disposal of furniture	No article of historic or artistic interest is removed or disposed of

Churchyards	
Matter	Specified Conditions
The introduction and maintenance of equipment for maintenance of the church and churchyard	
The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour	
The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lych gates, walls or historic railings)	The works do not involve any new disturbance below ground level
The carrying out of repairs to a notice board and the repainting of a notice board	
The grant by the incumbent of a licence for grazing in the churchyard	The licence is in a form approved by the Chancellor

Trees	
Matter	Specified Conditions
The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground)	The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area

level)	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
The lopping or topping of any tree— (a) that is dying or dead; or (b) has become dangerous	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
The removal of dead branches from a living tree	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards