

**AN AGREEMENT BETWEEN THE TROYTE RINGING CENTRE
(Charity Registration no 1179374) AND HUNTSHAM PAROCHIAL
CHURCH COUNCIL WHICH WILL ENABLE THE TROYTE
RINGING CENTRE TO FULFILL ITS RINGING POLICY
WITHIN THE TOWER OF ALL SAINTS CHURCH HUNTSHAM:**

1 ACCESS:

In order to comply with its ringing policy the Troyte Ringing Centre (TRC) will need access to the bell chamber, the clock chamber and the ringing gallery via the internal tower staircase within All Saints Church Huntsham. There are no locks on the door to the internal tower staircase or to the clock chamber. The bell chamber has been provided with a padlock and keys by TRC. Therefore two sets of the following keys will need to be within the custody of TRC

The key to the south door of the church

The key for the door between the vestry and the chancel as this gives access to the light switches in the church

The key to the external toilet at the village hall.

TRC already holds one set of each of these keys and will provide free of charge to Huntshan PCC an additional set so that the person responsible for the bell chamber will have one set of keys, and the person responsible for the ringing gallery will have the other set.

2 THE BELL CHAMBER:

TRC will be responsible for keeping the bell chamber and the staircase leading to it reasonably clean and for replacing electric light bulbs as necessary. TRC will also be responsible for the following basic maintenance and repair work within the bell chamber; the replacement of worn bell ropes, the replacement of broken stays or sliders, the oiling of clappers and the tightening of bolts to bell fittings and frame. TRC will also ensure that the sound control shutters are in good order and open and shut effectively.

TRC will provide an annual report to the PCC of the maintenance and cleaning work undertaken within the bell chamber and the staircase leading to it.

TRC will engage the services of a competent bell hanger to make at least every five years a thorough inspection of the bells, their fittings and the frame in which they are secured and will undertake such remedial work as the inspection identifies. Any work requiring the removal of the bells from their frame will be identified and the subject of a separate report together with an estimate of the cost to the Huntsham PCC and such work shall not be undertaken without the written approval of the PCC.

During any work or inspection within the bell chamber TRC will ensure that there are at least two persons present within the bell chamber at all times.

TRC will not be responsible for any structural work within the bell chamber nor any work requiring the provision of scaffolding.

3 THE CLOCK CHAMBER:

TRC will have no responsibility for the tower clock nor for the wires and hammers linking the clock mechanism to bells in the bell chamber except to ensure that the clock chimes are pulled off before ringing starts and restored to their normal position when ringing has finished.

TRC will keep the clock chamber clean and free from combustible materials except for the storage of spare bell ropes and shall replace electric light bulbs as necessary.

4 THE RINGING GALLERY:

TRC will be responsible for keeping the ringing gallery and the staircase leading to it reasonably clean and for replacing electric light bulbs as necessary. The electrical equipment within the ringing chamber which is the property of TRC shall be given an annual portable electrical appliance test. At the present time these items of equipment are an electric fan, an electric fan heater and a bell rope end drier.

5 RINGING AND ITS SUPERVISION:

TRC will be responsible for keeping a sufficient number of competent ringers available to ring at those times required by the incumbent or PCC in order to comply with the agreed ringing policy. TRC will appoint a person or persons who will be responsible for developing competence in full circle method ringing to meet the needs and interests of the local ringers and the Huntsham community and to comply with the requirements of the Huntsham ringing policy.

Those responsible for developing ringing competence shall comply with the health and safety and safeguarding requirements agreed with the PCC. Records of those attending any ringing within Huntsham tower shall be entered in an attendance book. A record book shall also be kept of all safety inspections, accidents and other incidents requiring remedial action and the PCC shall be kept informed of all problems and remedial actions as these occur.

Members of the Bampton After School Bell Club shall comply with all guidance given regarding their health and safety and the TRC will ensure that at least two competent trainers shall be in attendance at all Bell Club sessions. The TRC will also ensure that a parent or guardian will be responsible for bringing Bell Club members to Huntsham tower and taking them home again afterwards.

6 FINANCE:

TRC will provide an agreed scale of charges, where charges are applicable, for the services it provides, and will clearly distinguish between charges and donations. All income is to be banked in a TRC bank account and accurate records kept of the date and nature of any charge or donation. All expenditure is to be in response to an

invoice. Expenses are not to be deducted from income received. Invoices will be paid only by cheques each requiring two signatures.

TRC will make an annual payment to Huntsham PCC of an agreed sum - at present seven hundred pounds. TRC will also make an annual investment - at present one thousand pounds - in the Huntsham Bells Major Works Fund.

7 INSURANCE:

TRC will take out appropriate insurance cover for its equipment and activities within the tower of Huntsham as a supplement to the insurance policy held by Huntsham PCC. The terms and conditions of this additional insurance cover will be agreed between TRC and Huntsham PCC. Premiums for this additional insurance cover will be paid by TRC.

8 REPORTS TO HUNTSHAM PCC:

TRC will normally send a written copy of its annual report and its annual finance report to the Huntsham PCC as soon after 31 December each year as is possible.

TRC will provide such additional written reports as it considers necessary and as the Bampton PCC requires.

This agreement signed on (date)

By the Rector and one other member of the Huntsham PCC

..... Rector PCC Member

And two trustees of the Troyte Ringing Centre

..... TRC trustee TRC trustee