

AN AGREEMENT BETWEEN THE TROYTE RINGING CENTRE (charity registration no 1179374) AND BAMPTON PAROCHIAL CHURCH COUNCIL WHICH WILL ENABLE THE TROYTE RINGING CENTRE TO FULFILL ITS RINGING POLICY WITHIN THE TOWER OF ST. MICHAEL AND ALL ANGELS CHURCH BAMPTON:

1 ACCESS:

In order to comply with its ringing policy the Troyte Ringing Centre (TRC) will need access to the bell chamber via the external tower staircase and the clock chamber and also access to the ringing chamber via the external door to the chancel and the west tower door, the screen door between the nave and the base of the tower and the staircase from the base of the tower to the ringing chamber. Therefore two sets of the following keys will need to be within the custody of TRC.

Two keys are needed to provide access to the external door to the chancel
Two keys are needed to provide access to the west door at the base of the tower
The key for the screen door between the nave and the base of the tower
The key for the screen door at the top of the staircase leading to the ringing chamber
The key for the external door to the staircase leading to the clock room.

One set of the appropriate keys will be provided by TRC to the person responsible for the bell chamber and the second set of keys will be provided by TRC to the person responsible for the ringing chamber.

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 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 bell frame.

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 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 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 or for the wires and hammers linking the clock mechanism to the bells in the bell chamber except to ensure that the clock chimes are pulled off before ringing starts and are restored to their normal positions 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 CHAMBER:

TRC will be responsible for keeping the ringing chamber 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 current time these items of equipment are a dehumidifier, two electric fans, and a computer and simulator within a moveable cabinet.

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 to comply with the requirements of the Bampton ringing policy.

All bellringers involved in the work of TRC shall comply with the health and safety and Safeguarding Policies of the PCC. TRC undertakes to provide information about the training and DBS status of bell ringers as required and to provide relevant information required for any PCC investigations about any reported safeguarding allegations. Records of those attending any ringing within the Bampton 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 the tower and taking them home afterwards. The TRC trainers shall ensure that transport to TRC events to be held at places other than the Bampton bell tower is properly organised to the reasonable satisfaction of all parents and guardians and that at least two adults are present in any vehicle provided for the transport of Bell Club members unless a parent or guardian is a driver of the vehicle provided.

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

7 INSURANCE:

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

8 REPORTS TO BAMPTON PCC:

TRC will normally send a written copy of its annual report and its annual finance report to the Bampton 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 Bampton PCC

..... RectorPCC Member

And by two trustees of the Troyte Ringing Centre

..... TRC trusteeTRC trustee