

MINOR MATTERS PROCEDURE FOR PCCs

- The PCC Secretary or Churchwarden to submit the proposals to the DAC Secretary via email for a decision on whether they fall within either of the Minor Matters' lists. Included with the proposals should be a resolution by the PCC seeking permission to proceed and including information on the cost of the work and how it will be funded. If they fall within the A list the PCC will be told to proceed in accordance with any advice given by the DAC Secretary.
- If the proposals do not fall within the A list, the DAC Secretary will email the Archdeacon concerned to reach agreement on whether they fall within the B list and, if so, who needs to advise the Archdeacon.
- If the proposals fall within the B list the DAC Secretary will email the appropriate DAC consultants with details and collate their responses.
- These will be submitted to the Archdeacon along with the DAC Secretary's advice for a decision.
- If approved, the Archdeacon will give written authority to the PCC to proceed including any conditions to be complied with.
- If declined, or if the proposals do not fall within the B list, the normal faculty process will be followed.

Ian Dodd
DAC Secretary
01 January 2016