CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMRU
THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

ONLINE FACULTY SYSTEM

DAC SECRETARY USER GUIDANCE

Version 1.4

Introduction

With the introduction of the Online Faculty System (OFS), there are now three types of faculty application: List A, List B and Full. List A applications cover routine maintenance or minor like-for-like repairs and require no formal permission to proceed, although both the DAC Secretary and the Diocesan Registrar are notified. External consultees and DAC members will not be asked to comment on these types of applications, although they will be able to view them in the OFS.

List B applications cover straightforward works (eg. replacing a boiler) that have little or no impact on the historic fabric of the church or churchyard. They will be reviewed by a DAC member (or members) at the request of the DAC Secretary and require the permission of the Registrar before they can proceed. They will not ordinarily be discussed at a DAC meeting unless they are converted to a full faculty application by the Registrar. Occasionally, external consultees may also be asked to comment on these types of applications. See Appendix I for the type of work covered by a List A and B faculty application. Any work not on these lists would normally require a full faculty application.

The process for the submission of a full faculty application remains unchanged. Petitioners will complete a series of forms (with accompanying documentation) which make up a full application, DAC members will meet to discuss them and external consultees will still be asked to comment on certain types of applications. As before, applications will be forwarded on to the Registrar for checking and then submitted to the Chancellor for determination.

All information previously required for a full faculty application is still needed eg. completion of a main faculty form (petition) and supporting information (eg. architects plans and specifications, builder's quotes, photographs, etc), plus the public notice of proposed works and statements of significance and need. The Applicant/Petitioner completes the following forms in order to submit a full faculty application:

- Summary Description of Proposed Works
- Standard Information
- Petition
- Statement of Significance
- Statement of Needs
- Public Notice

The two new forms, *Summary Description of Proposed Works* and *Standard Information*, were introduced with the OFS. The *Summary Description of Proposed Works* form (also known as the *Case File*) is automatically generated by the system when the Applicant/Petitioner first starts the application, and indicates whether it is a List A, List B or full faculty. In addition, it assigns a unique identification number to the application.

The *Standard Information* form is completed by Applicant/Petitioner and records information about the church, such as whether it is listed, in a conservation area or national park, and whether the churchyard is used for burials or has other listed structures within in. If a church record already exists in Church Heritage Cymru (CHC), the Church in Wales' church record database, this can be imported into the *Standard Information* form.

Users do not have to complete Individual forms in one go. Information entered into any form at any stage can be saved and returned to later. All forms and documents relating to a faculty can also be downloaded and printed.

The OFS and the CHC database are currently located on the same website. Registered users have access to an extra *Applications* tab on which to view and/or manage faculty applications via an *Applications Dashboard*.

Online help and advice is available within the OFS. Information boxes are visible at the top of each screen which contain advice and/or instructions relating to the form or screen you are viewing. In addition, localised "pop-up" help boxes can be accessed by hovering the mouse pointer over "?" symbols on the online forms. See examples below.

The role of the DAC Secretary within the OFS is the most "hands on" of all the roles. In addition to managing their own workload, DAC Secretaries also approve accounts for new users, send out consultation invites and edit and create applications on behalf of Petitioner/Applicants.

Contents

The Applications Dashboard

Like all users, the starting point for the management of applications is via the **Applications Dashboard**. This has a set of tabs associated with it that allow DAC Secretaries to view all active and completed (archived) faculties within their diocese, plus manage those that require their action. Other useful features include the ability to produce a **Casework Analytics Report** and a **DAC Meeting Report**.

Searching for and viewing an application

1. Sign in to the OFS/CHC

2. Click on the **Applications** tab

3. The **Applications Dashboard** is displayed

4. To view a list of all active applications, click on the **Active Cases** tab

A list of all the current "live" faculty applications in your diocese is displayed. The **Status** column shows the stage at which the applications are at eg. awaiting DAC processing.

5. To view a list of all archived (completed) applications, click on the **Archive Cases** tab

A list of all completed faculty applications in your diocese is displayed. The **Status** column shows whether the application was a List A, List B or full application.

6. To see if any applications need your action, or require some input, click on the **Applications Requiring Your Action** tab

This is a useful tab to click on each time you sign in to the OFS to check whether any applications need your attention. For example, an Applicant/Petitioner may have submitted an application that requires DAC processing.

7. To sort a list of applications alphabetically or numerically, click on the field name (column heading) by which you want to sort

An upward or downward sort arrow will be displayed at the top of the field name. Clicking again on the field name will reverse the order of the sort.

8. To filter any of the faculty application lists from the **Active**, **Archived** or **Applications requiring your action** tabs, list, enter a *church name* or *application number* in the two search boxes, then click on the **Search** button

A list of applications that meet the search criteria will be displayed.

9. To view the forms and supporting documents for an individual application, click on the *View this Application* button

10. The *Details* screen is displayed showing all the forms associated with that application

A green tick next to a form indicates that it has been completed. An egg timer indicates that it is incomplete (ie. not filled in yet or partially complete). A notepad and pen indicates the form can still be edited.

11. To view forms from an application, click on any of the *View Details* buttons

| Details | Supporting Documents and Images | History | Messages |

Summary description of proposed works ✅ 🔍

Standard Information ✅ 🔍

Petition ✅ 🔍
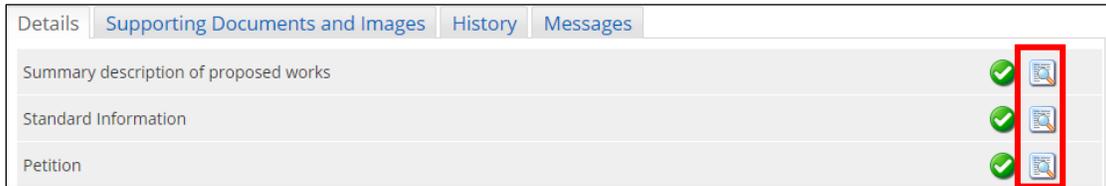
12. The report window is displayed

To download and print this report as a pdf document, click on the **Open as PDF for Printing** button.

Alternately, the report can be downloaded in a variety of other formats, and then printed. To do this, click on the Export button below (floppy disc with arrow) and select the format you require.

To return to the **Details** screen, click on the **Return to Application Details** button.

[Open as PDF for printing]   [Return to application details]

|◄ ◄ 1 of 2 ► ►| ◇   [   ]   Find | Next   🖫 ▾ ⟳

Ref:	2017-000134	**Church:**	Cathedral: St Deiniol, Bangor
Diocese:	Bangor	**Archdeaconry:**	Bangor
Church code:	2570	**Created By:**	Mr Dai Jones (30/10/2017)
Status:	Ready for formal application	**Contact Tel.:**	02920 348200

Standard Information

Approximate date of church	Medieval
Is the church listed?	Yes ✓ No
If so, please state whether it is grade I, II* or II	I
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?	Yes No ✓
Is the church, churchyard or any adjoining structure in a conservation area?	Yes ✓ No

13. To return to the *Details* screen, click on the *Return to Application Details* button

Uploading supporting documents and images

Sometimes you may need to upload supporting documents to an application. For example, when the Applicant/Petitioner has already submitted the application to the DAC and thus cannot do it themselves (they can only add supporting documentation if the application has a status of "in preparation") or you have received a statutory consultee response.

1. Click on the *Supporting Documents and Images* tab

2. The *Add* button is displayed

| Details | Supporting Documents and Images | History | Messages |

Add a file   [Add]

[Download All Forms & Documents]
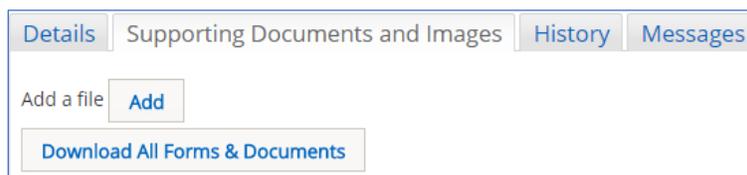
3. Click on the *Add* button

4. The *Document Upload* screen is displayed

5. Click on the *Select File* button

6. The *Open File* window is displayed
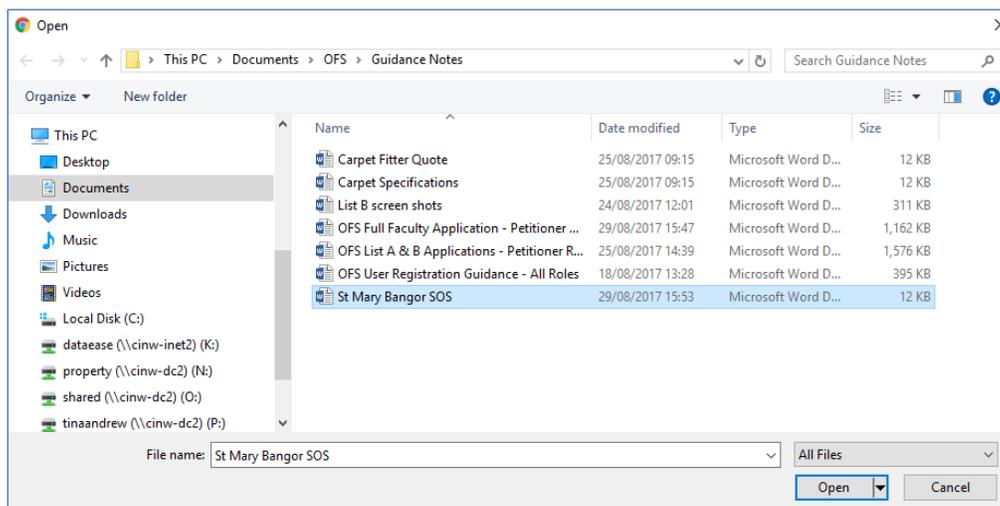
7. Select the file that you want to upload (only one can be uploaded at a time) then click on the *Open* button

8. The file name is now visible in the *Document Upload* screen

9. Enter a description for the file in the *Description* text box then click on the *Upload* button

	File Name	Description	Size	Modified	Uploaded By
✏️ 📄	📄 St Mary Bangor SOS.docx	Statement of Significance for St Mary Bangor	11745	29/08/2017 15:56:51	Dai Jones

Add a file [Add]

Drag and drop a file here

[Select file...]

Description

Statement of Significance for St Mary Bangor
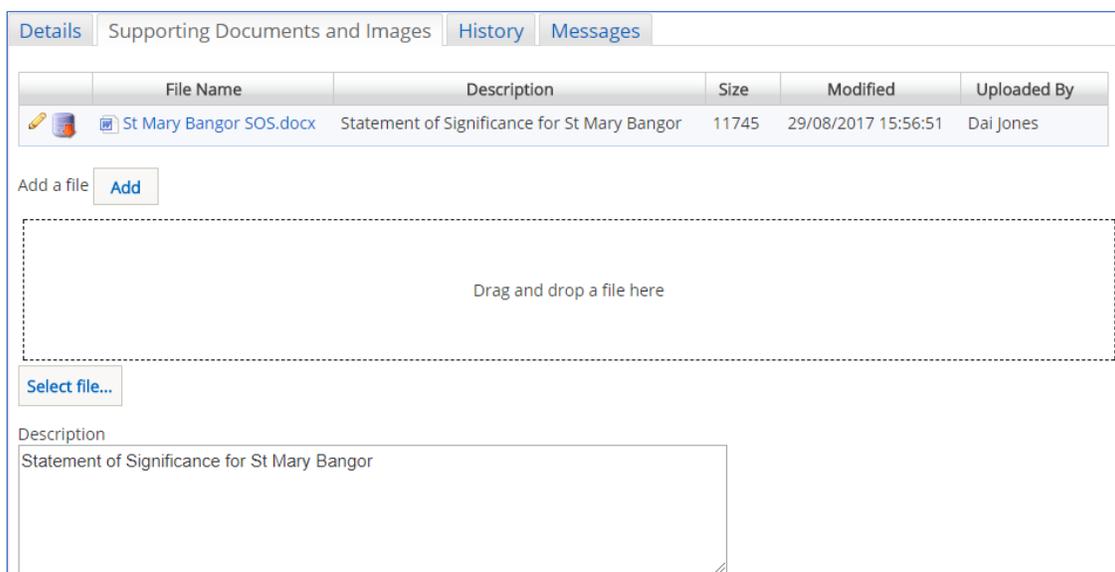
10. The uploaded file is now visible on the **File Name** list

11. Repeat the above steps as required to add more files

The description of the file can be changed by clicking on the **Edit** button (pencil). It can also be downloaded by clicking on the **Download** button (red arrow).

Files can also be uploaded via the drag & drop facility.

12. When you have finished uploading any documents or images, click on the **Details** tab to return to your application

Printing and downloading forms in an application

You have the option to download Individual forms from an application or all forms (and supporting documents). Individual files can be downloaded in various formats (eg. pdf, Word, Excel, etc), although the "download all" files are in pdf format (although supporting documents retain their original format).

Printing an individual form

1. Locate the form you want to print and display in the **Report** window (see the Searching for and viewing an application section on page 4 for information on how to do this)

2. Click on the **Open as PDF for printing** button

The report is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.
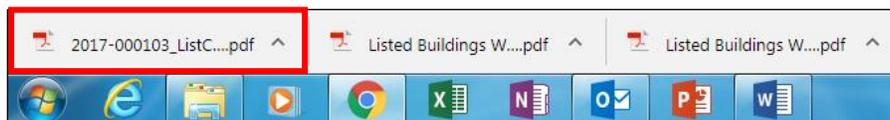
Clicking on the downloaded report will open it in Adobe Acrobat where it can be viewed, saved and printed in the normal way.

3. The report can also be downloaded in a variety of other formats by clicking on the **Export** drop-down menu
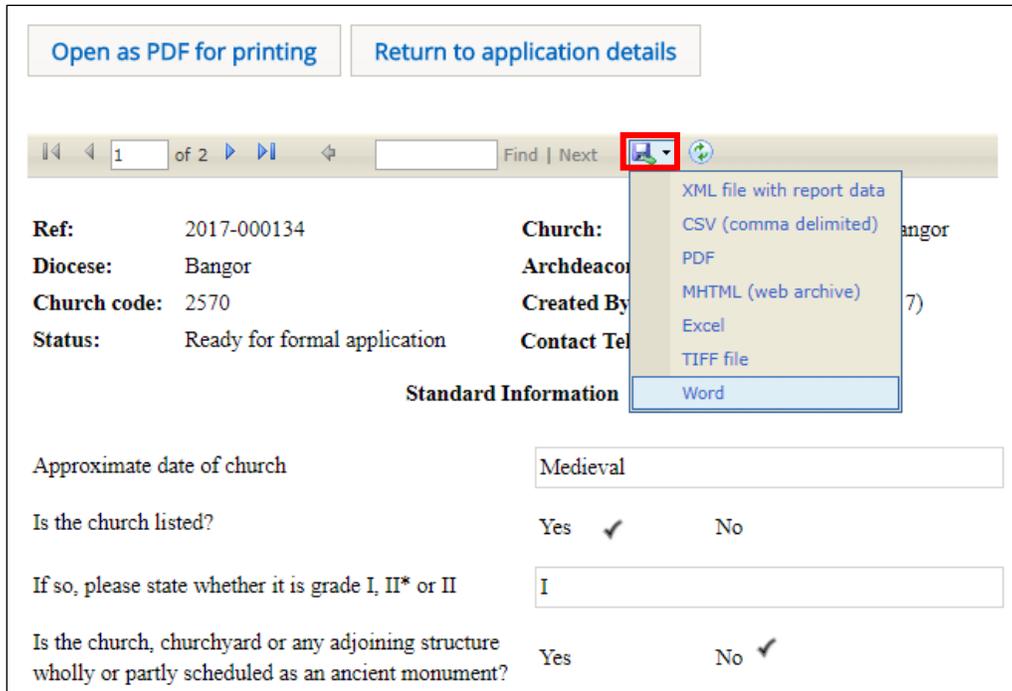
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed in the normal way.

4. Click on the **Return to application Details** button to re-display the **Details screen**

Downloading all forms

1. Display the **Details** screen of the application whose forms you want to download (see Searching for and viewing an application for information on how to do this)

2. Click on the **Download all Forms & Documents** button
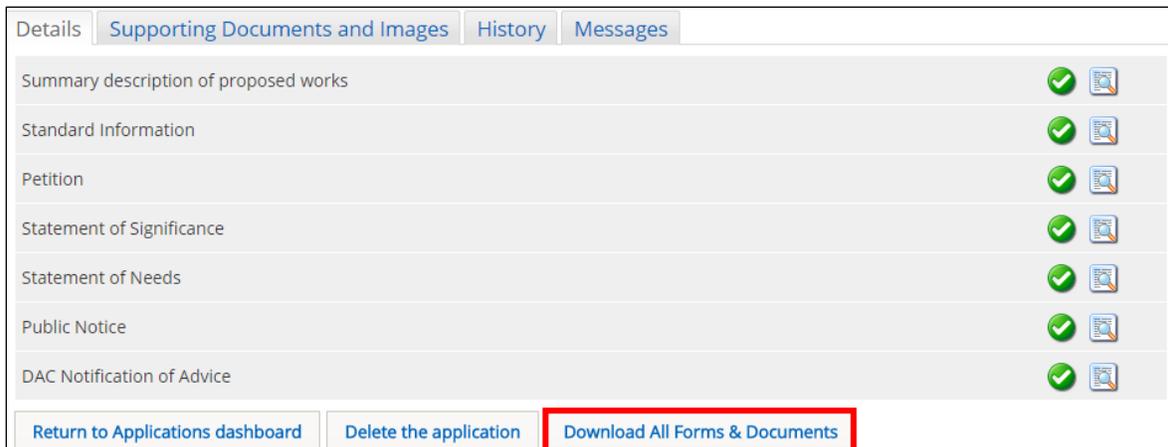
A zip file containing all the forms & documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.

3. Clicking on the zip file will open it to display all the individual files.

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
Bangor Cathedral Listed Building D...	Microsoft Word Document	20 KB	No	23 KB	13%	21/12/2017 11:59
DAC_Notification_of_Advice	Adobe Acrobat Document	4 KB	No	7 KB	43%	21/12/2017 11:59
Faculty	Adobe Acrobat Document	3 KB	No	3 KB	22%	21/12/2017 11:59
Petition	Adobe Acrobat Document	63 KB	No	86 KB	27%	21/12/2017 11:59
Public_Notice	Adobe Acrobat Document	3 KB	No	4 KB	23%	21/12/2017 11:59
Standard_Information	Adobe Acrobat Document	6 KB	No	20 KB	71%	21/12/2017 11:59
Statement_of_Needs	Adobe Acrobat Document	2 KB	No	2 KB	25%	21/12/2017 11:59
Statement_of_Significance	Adobe Acrobat Document	2 KB	No	3 KB	22%	21/12/2017 11:59
Summary_description_of_propose...	Adobe Acrobat Document	2 KB	No	2 KB	27%	21/12/2017 11:59

Double-clicking on any of the individual files will open them, where they can be viewed, saved and printed in the normal way.

Messages

The OFS sends out email messages to all registered users at various stages of an application. It also stores a copy of these messages which can be accessed via the **Messages** tab on the **Applications Dashboard**.

1. If you have not already done so, sign in to the OFS and click on the **Applications** tab

2. The **Applications Dashboard** is displayed

3. Click on the **Messages** tab to view all system messages

4. Click on the **View Details** button to display a message

5. The message is displayed

6. To quickly go to the application that the message refers to, click on the link in the message

Faculty System: end of Public Notice for petition ref 2017-000137

Dear Petitioner

The Public Notice period has now ended for the following Faculty Application:

Reference 2017-000137 concerning St David, Bangor Road (Church Code 1899).

Please click this link to view the full details of the Application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.

Delete Print

7. To print the message, click on the **Print** button

8. To delete the message, click on the **Delete** button

9. To close the message, click on the **X** (in the top right-hand corner) to return to the *Applications Dashboard*

Tools

Two useful reports can be generated from the **Tools** tab. These are the **DAC Meeting Report**, which produces a list of applications for discussion at the next DAC meeting (ie. those with a status of "awaiting DAC recommendation"), and the **Casework Analytics Report** which produces a filtered list of all active (live) and archived (closed) faculties.

1. If you have not already done so, sign in to the OFS and click on the **Applications** tab

2. The **Applications Dashboard** is displayed

3. Click on the **Tools** tab to view the report buttons

Applications Dashboard

Messages | Applications requiring your action | Active Cases | Archived Cases | Tools

Manage consultees

DAC meeting report

Casework analytics report
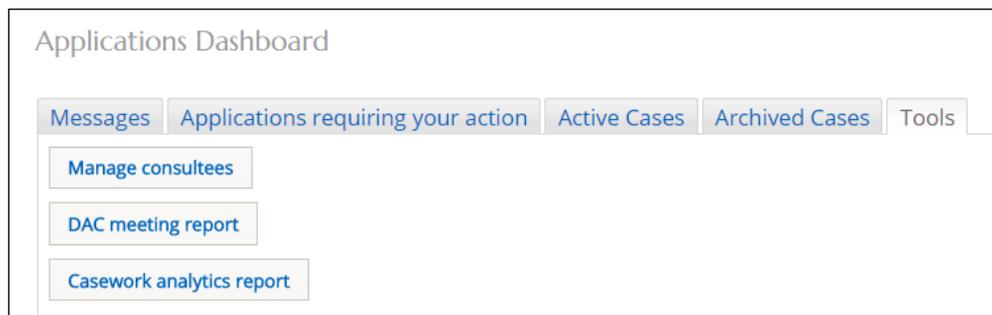
Note: The **Manage Consultee** button is not currently used in the CiW OFS. In England, it allows the DAC Secretary to edit the consultee list that the Petitioner/Applicant can see when

inviting consultees to comment on their applications. In Wales, Petitioner/Applicants cannot invite consultees to comment on their applications (DAC Secretaries normally do this) so the **Manage Consultee** button is not used (and will be removed at a later date!).

1. Click on the DAC Meeting Report button

2. The report is displayed

The report can be printed in various formats (see Printing and downloading forms from an application for information on how to do this).

3. Click on the **Return to Application Dashboard** button to return to the **Application Dashboard** (the **Tools** tab should still be active)

4. Click on the **Casework Analytics Report** button

The **Casework Analytics Report** is generated. All open (active) and closed (archived) faculty applications can be filtered on certain fields (diocese, listing grade and date) to further refine the report. There is also a keyword search feature and A-Z sorting on each field name.

Return to Applications dashboard

Diocese:	Bangor ▼	Listed Building Grade:	Unlisted, I, II, II* ▼		View Report
From:	01/06/2017 14:00:35	To:	01/10/2017 14:00:35		
Status:	Open ▼				

◀◀ ◀ 1 of 1 ▶ ▶◀   ◇   Find | Next ▼ ◎

Ref ↕	Church ↕	Diocese ↕	Archdeaconry	Grade ↕	Application Type ↕	Created ↕	Summary of Works ↕	Status ↕
2017-000033	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	Full Faculty	15 Jun 2017	Create a wildflower meadow in the churchyard	Proposal in Preparation
2017-000037	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	16 Jun 2017	Boiler Replacement with new pipe runs & external supply	Awaiting Chancellor's determination
2017-000041	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	17 Jun 2017	demolish the south nave	Registrar to Issue Faculty
2017-000044	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	21 Jun 2017	Enlarge kitchen/meeting area	Proposal in Preparation
2017-000097	St Tysilio, Menai Bridge (2009)	Bangor	Bangor	II*	List B	09 Aug 2017	Internal re-ordering for community use & worship	Ready for formal application
2017-000100	Ss Mary and Nicholas, Beaumaris (2518)	Bangor	Bangor	I	Full Faculty	10 Aug 2017	Convert vestry to kitchen	Registrar to Issue Faculty

5. To filter the report click on the drop-down arrows next to the **Diocese**, **Listed Building Grade** and **Status** fields to select the criteria you want to apply

Diocese:	Bangor ▼	Listed Building Grade:	Unlisted, I, II, II* ▼		View Report
From:	01/06/2017 14:00:35	To:	☑ (Select All) ☑ Unlisted		
Status:	Open ▼		☑ I ☑ II ☑ II*		

◀◀ ◀ 1 of 1 ▶ ▶◀   ◇   Find | Next ▼ ◎

6. If you require applications within a specific date range, enter the start and end dates in the **From** and **To** boxes

7. Click on the **View Report** button to apply the filters

8. If the report is several pages long, use the navigation buttons to move through it

9. If you need to locate a particular item, use the **Search** feature

10. To order fields alphabetically or numerically, click on the A-Z arrows next to each field name

10. To print a report in different formats, click on the **Export** drop-down menu button (see [Printing and downloading forms from an application](#) for information on how to do this)

33. Click on the **Return to Application Dashboard** button to return to the **Application Dashboard**

Managing the Members List

DAC Secretaries can approve new user (member) registration, lock/unlock accounts and change user profile details (eg. change the church that a Petitioner/Applicant is associated with, change user roles, etc). This is done from the **Members** page.

Approving a new user

When a new user (Applicant/Petitioner, Archdeacon, Registrar and Chancellor only – Consultees & Heritage Recorders need to be approved by the System Administrator) registers with the system, the DAC secretary receives an email advising them that their account needs approval before they can sign in.

1. Log in to your email system

2. Open the **New User Registration Confirmation** email
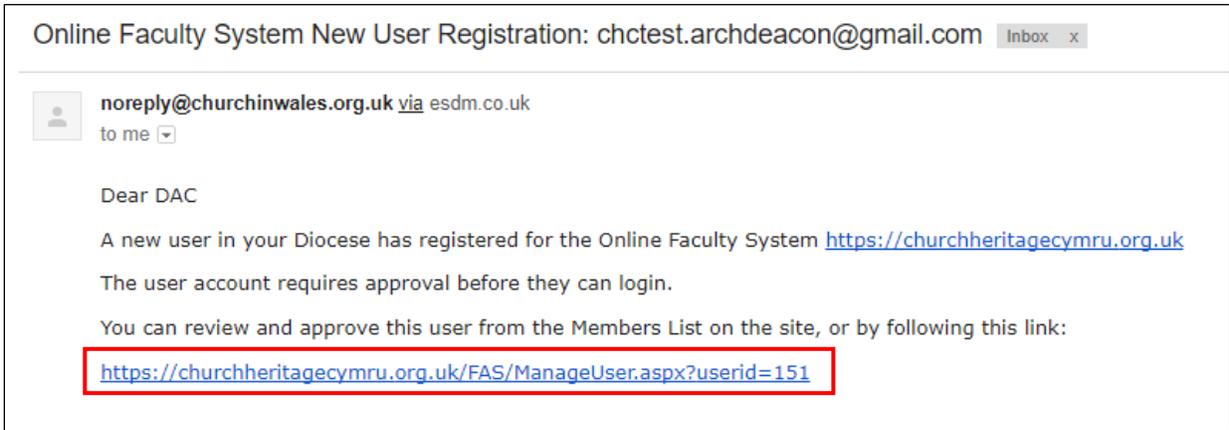
3. Click on the **Members List** link within the email

4. The **Manage User** screen is displayed with **Identity** tab visible

Note: If you are not already logged into the OFS when you click on the link in the email, the **Sign In** screen will be displayed. After signing in, the **Manage User** screen will be displayed.
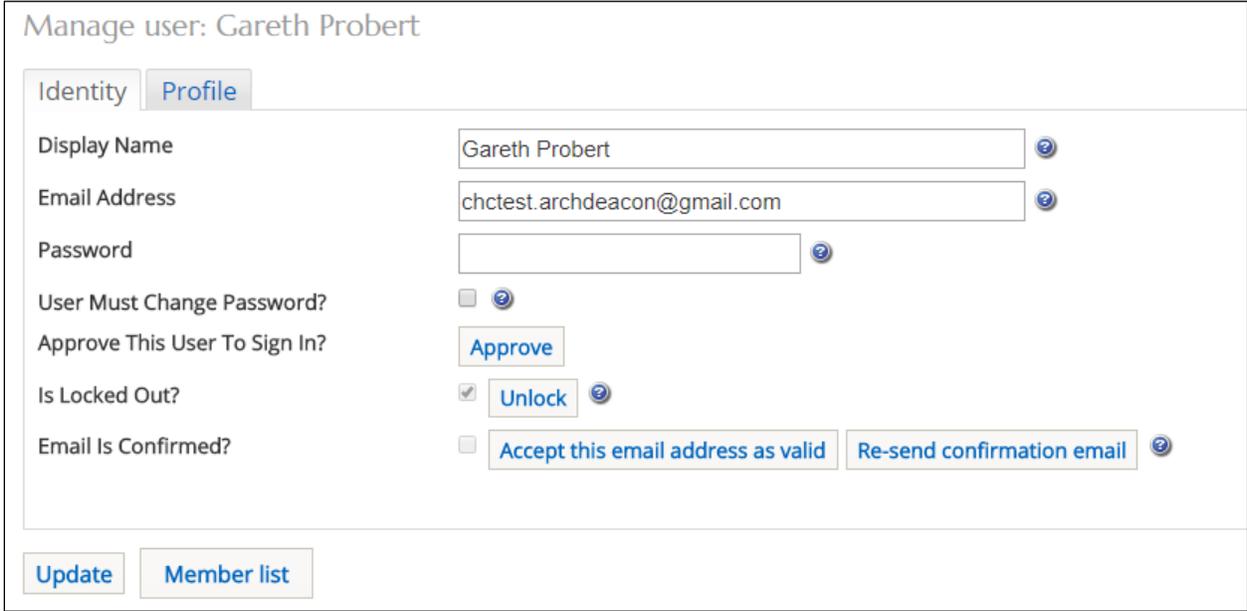
5. Click on the **Profile** tab to make sure that the new user's details are correct eg. they have chosen the correct role, diocese, church, etc (If you need to make changes see Changing User Details for further information)

Manage user: Gareth Probert

Identity | Profile

Title	Mr
First name	Gareth
Last name	Probert
Daytime telephone	02920348200
Alternative telephone	
Address	The Church in Wales 2 Callaghan Square Cardiff
Postcode	CF10 5BT
Email preference	○ Daily reminder of your workload ◉ Everytime something happens
Role	◉ Archdeacon ○ Applicant (to submit petitions) ○ DAC Secretary ○ Registrar ○ Chancellor ○ Representative Body ○ Consultee ○ Heritage Recorder
Diocese	Bangor ▼
Archdeaconry	Bangor ▼

[Update] [Member list]

6. If you do not need to make any changes click on the **Update** button

7. Click on the **Identity** tab to continue with the user approval

8. The **Identity** tab is re-displayed

9. Click on the **Approve** button (if you are satisfied that the new user has a legitimate reason for applying for an OFS account)

The **Approve** button will disappear to indicate the account has been approved

10. Click on the **Unlock** button to unlock the user account (the button will change to **Lock**)

Note: If you do not recognise the name of the person applying for the account, then you may want to keep them locked out until you have "checked their credentials" (see Locking a user account for further information). Users will not be able to sign in if their account is locked.

11. Click on the **Update** button to update your changes

If you are satisfied that the email address the user registered with is valid, then you can click on the **Accept this email address as valid button**. This means the user will not need to confirm their email (which is part of their registration process). However, it is recommended that you do not use this feature unless the user is having difficulty with the email confirmation or you are certain that that their email address is valid.

If you need to resend the confirmation email again at any time (perhaps after unlocking an account), click on the **Re-send confirmation email** button. Users will then need to click on the link in the email to re-confirm their email address.
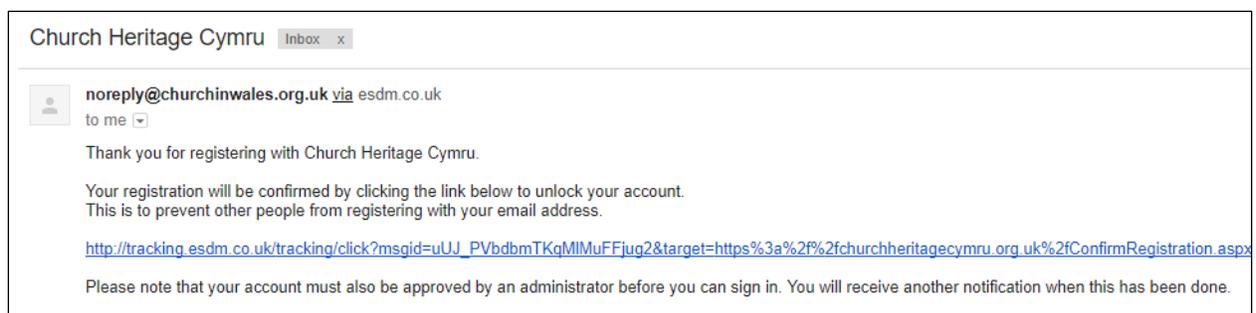
Changing user details

Any user can change their password, email address (including preferences) and contact details (name, address and telephone number), although other role-dependent fields, such as church details, archdeaconry and diocese, can only be changed by a DAC Secretary or System Administrator.

1. Log in to the OFS and click on the **Member List** link

2. The **Members** screen is visible showing all registered users in the diocese

Accounts that have been approved have a green tick in the **Approved** field. Accounts that have been suspended have a green tick in the **Locked Out** field.

3. To search for a user, enter their first or last name in the search box, then click the **Search** button **OR** click on any of the alphabetical buttons eg. H

4. A list of users fitting the search criteria is displayed

5. Click on the **Clear All** button to re-display the full list of users

6. If you want to search for users waiting for approval or those that have had their accounts suspended (ie. locked), select the **Show users waiting for approval** or **Show locked out users** options

7. Click on the **Clear All** button to re-display the full list of users

8. To see a short user profile, click on the **View Profile** button

9. The change a user's details, click on the **Manage User** button

Name	▲	Email	Locked out	Approved		
Lloyd Harris		chctest.registrar@gmail.com		✔	🔍	📝

10. The **Identity** tab is displayed

11. Make any other changes you need to on the **Identity** tab, then click on the **Update** button

12. Click on the **Profile** tab

13. The **Profile** screen is displayed

14. Make any changes you need to here (eg. church details, archdeaconry, diocese, etc) then click on the **Update** button

15. Click on the **Member List** button to return to the members list

Changing a user password

One of the commonest requests from users is for a new password (perhaps because they have not submitted an application for some time and have forgotten it). You can create a new password for them to initially log in with and the OFS will then automatically request them to create a new one before they can access the system.

1. Locate the user from the members list

2. Click on the **Identity** tab

3. Click in the **Password** box and enter a new password

Don't forget to send the user the new password to sign in with!

4. Select the **User Must Change Password** option

Manage user: Gareth Probert

| Identity | Profile |

Display Name: Gareth Probert ❓

Email Address: chctest.archdeacon@gmail.com ❓

Password: abcdef ❓

User Must Change Password? ☑ ❓

Is Locked Out? ☐ Lock ❓

Email Is Confirmed? ☑ Accept this email address as valid | Re-send confirmation email ❓

Update | Member list

Note: Users can also use the **Recover Password** link on the main **Sign In** page. If they use this method, the OFS will generate a new password for them which is sent to their email address. If

they then click on the link in the email, they will be directed to the **Sign In** page. After entering the new email, then will then be asked to change it for one of their own.

Locking a user account

Users cannot be deleted from the OFS as their name would also be deleted from any existing and archived faculty documentation. They are therefore locked out of the system by a DAC Secretary or Administrator to disable their accounts (eg. when they retire). This also prevents any unauthorised people gaining access to the system even if they have already registered, as a new user account remains locked until approved.

1. Log in to the OFS and click on the **Member List** link

2. The **Members** screen is visible showing all registered users in the diocese

3. Find the user whose account you want to lock using the **Search** features or **Navigation** buttons

4. To change the user's details, click on the **Manage User** button

5. The *Identity* tab is displayed

6. Click on the *Lock* button

7. The *Lock* button changes to *Unlock*

8. Click on the Update button

9. Click on the *Member List* button to return to the full list of members

10. The user whose account you locked now has a green tick in the *Locked Out* field indicating that there account has been successfully locked

11. To unlock a previously locked account, simply re-display the user's account on the *Identity* tab and click on the *Unlock* button

Starting a New Faculty Application

DAC Secretaries can start, edit and/or complete an application on behalf of an Applicant/Petitioner. They can also upload supporting documentation for an application on behalf of an Applicant/Petitioner. In most circumstances, the Applicant/Petitioner would start and complete the application process themselves with the DAC Secretary acting in an advisory role or perhaps uploading documentation as the application progresses. However, the process by which a DAC Secretary starts a new application differs from that of an Applicant/Petitioners, who has a *Start New Application* button on the *Applications Dashboard*, which DAC Secretaries do not. To start a new faculty application:

1. Sign in to the OFS (https://churchheritagecymru.org.uk/)

2. Click on the *Churches* tab

3. The *Church Search* screen is displayed

4. Click in the *Church Name* box and enter the location (eg. village, town, city, etc) or dedication of the church you want to start an application for (you can also search for a church using the *Church Code* box)

5. A drop-down list of matching items is displayed

6. Click on the name of the church you are looking for

7. The location of the church is marked on the map as a blue church symbol
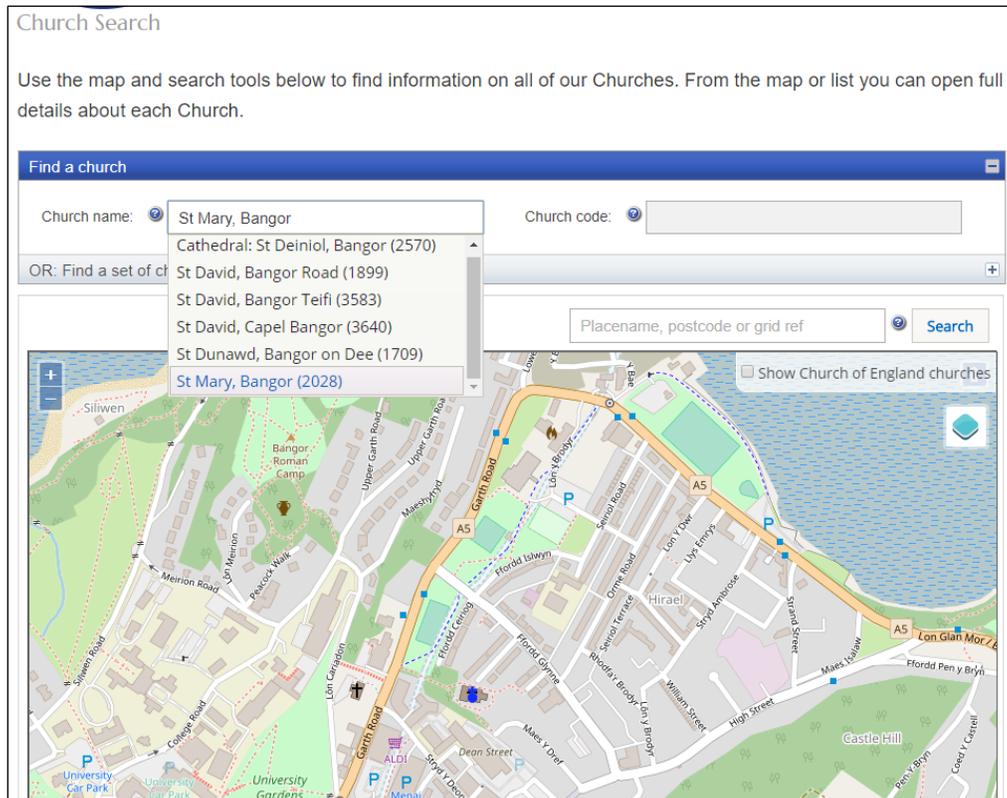
8. Click on the blue church symbol

9. A pop-up box is displayed showing the church name highlighted in blue
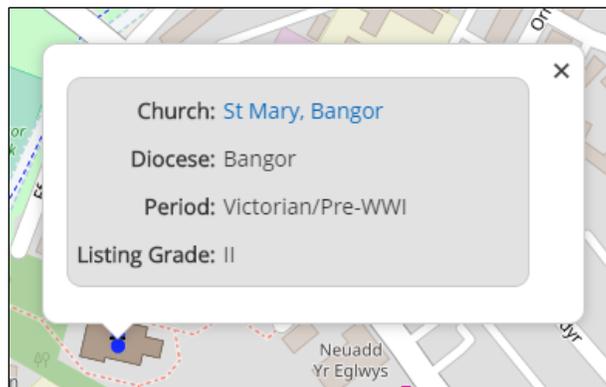
10. Click on the church name to display the Church Record

11. Click on the **Condition** tab, then scroll down the page to the **Event Log (Faculty History)**

12. Click on the **Start a New Application** button

13. The *Case File* screen is displayed

Note: From this point onwards, the completion of the faculty application by the DAC secretary is identical to that which an Applicant/Petitioner would go through up until the point they submit it. What happens to the application then depends on whether it is a List A, List B or full faculty. See *OFS List A & B Faculty Guidance for Applicants* and *OFS Full Faculty Guidance for Applicants* for further information.

Processing a Faculty Application

The following sections of this guide describe the procedure for processing each type of faculty application received by the DAC Secretary.

List A applications

Unless a DAC Secretary is completing a List A application on behalf of an Applicant/Petitioner (see Starting a New Faculty Application and *OFS List A & B Faculty Guidance for Applicants* for further information), then no input is required from them. Both the DAC Secretary and the Registrar are notified via OFS email of any List A applications submitted by Applicant/Petitioners. This gives them the opportunity to check the application and/or speak to the person who submitted it, if they believe it should not be a List A application.
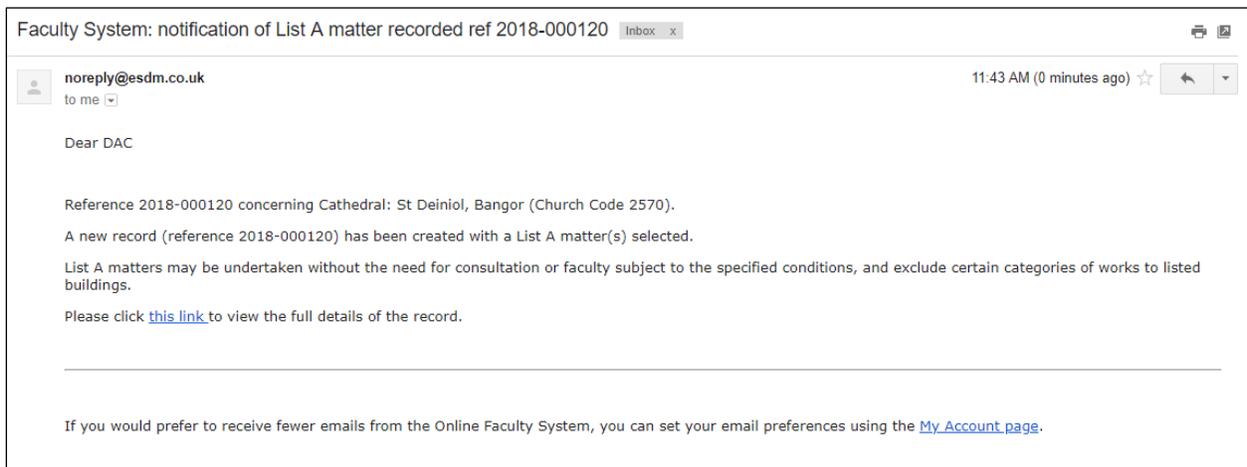
List B applications

List B Applications require sign off by the Registrar. Once the Applicant/Petitioner has completed the necessary forms and submitted the application, the DAC Secretary will receive an email notification. They can then review the application and consult an appropriate DAC member or members for advice. Occasionally, other bodies (such as the Amenity Societies, Cadw, LPAs, etc) may also need to be consulted, in which case the DAC Secretary and/or the Registrar can send a consultation request via the OFS.

Viewing an application

1. When you receive the List B application notification from the OFS, click on the link within the email to go to go directly to that application
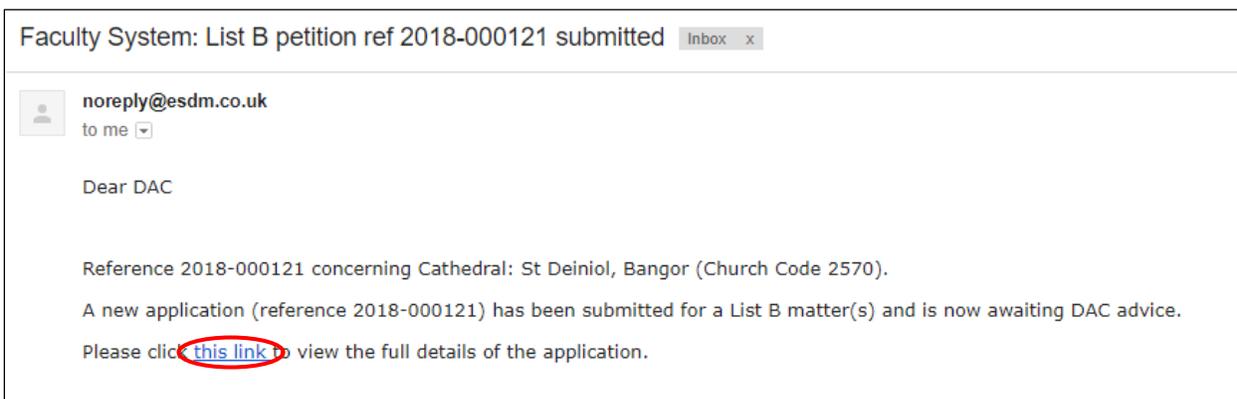
Note: you can also sign in to the OFS directly at any time to check whether any applications need your attention without waiting to receive the OFS email notification.

2. If you are not already logged in to the OFS when you click on the link, you will be directed to the *Sign In* screen. After signing in, the *Details* screen will be displayed.
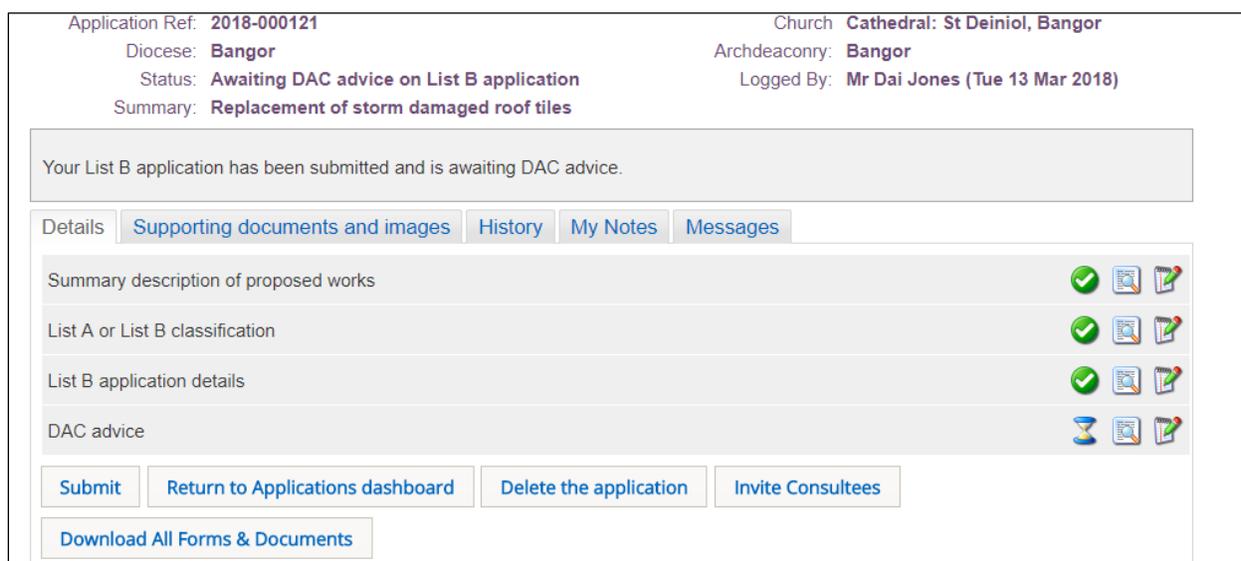
3. Click on the *View Details* buttons for each form to check the application details

If you feel that there is not enough information supplied with the application, contact the Applicant/petitioner directly. You can then upload any supporting documents or edit the forms directly on their behalf *before* the application is submitted to the Registrar for determination or sent to Consultees.

Note: Applicants/Petitioners cannot upload further supporting documentation or edit a List B application once they have submitted it. Likewise, DAC Secretaries cannot upload any documentation after they have submitted the application to the Registrar.

1. To invite a consultee to comment on the application, click on the *Invite Consultees* button

2. The *Invite Consultee* box is displayed showing a list of all registered consultees (including DAC members)

3. Click in the check boxes in the *Select* column to choose who to send the application to for consultation or use the *Find a Consultee* search box if you do not see the consultee name you are looking for

Use the *First*, *Previous*, *Next* & *Last* buttons to move through the list of consultees or change the *Page Size* to display more names.

4. Click on the *OK* button

The OFS will send out a standard email message (see below) to the people you selected from the consultee list. You can also add your own email message to the standard *Consultee Invitation* email. This will not overwrite the standard message – it just includes your text in the original message.

Faculty System: Consultee invitation [Inbox] x

noreply@esdm.co.uk
to me

Dear Consultee

Please send all consultation responses to Sian Evans at chctest.dac@gmail.com

You have been invited to view the following Application on the Online Faculty System by Sian Evans:

Reference 2018-000126 concerning St John, Pembroke Dock (Church Code 2881).

Please click this link to view the full details of the application.

*Additional text inserted into the standard OFS **Consultee Invitation** email*

Completing the DAC advice form

1. From the *Details* screen, click on the *Edit Details* button to open the *DAC Advice* form

2. Enter advice and/or conditions in the *Draft Conditions* box

Application Ref:	**2018-000126**	Church	**St John, Pembroke Dock**
Diocese:	**St Davids**	Archdeaconry:	**St Davids**
Status:	**Awaiting DAC advice on List B application**	Logged By:	**Ms Sian Evans (Thu 15 Mar 2018)**
Summary:	**Replace roofing tiles**		

DAC advice on conditions for application

Please enter details of DAC advice and/or draft conditions for this application. This information will be used by the Registrar in his/her determination. Click on the **Finish Form** button when complete.

Draft conditions

1. Any undamaged roofing tiles will be reused
2. All new tiles must match the existing tiles - these to be verified by the professional adviser prior to the roof repairs commencing
3. Works as detailed in the accompanying schedule to be signed off by the professional adviser after completion

[Save & come back later] [Cancel] [Finish Form]

3. Click on the *Finish Form* button

4. The *Details* screen is displayed

You can upload consultee responses via the *Supporting Documents and Images* tab before submitting the application to the Register, but please be aware that these will be visible to all.

5. Click on the *Submit* button

6. The application now moves onto the next stage of the faculty process ie. requiring determination by the Registrar

The DAC secretary has no further input to a List B application. Once the Registrar has approved the List B application, the OFS sends confirmatory emails to the Applicant/Petitioner, DAC Secretary and Registrar.
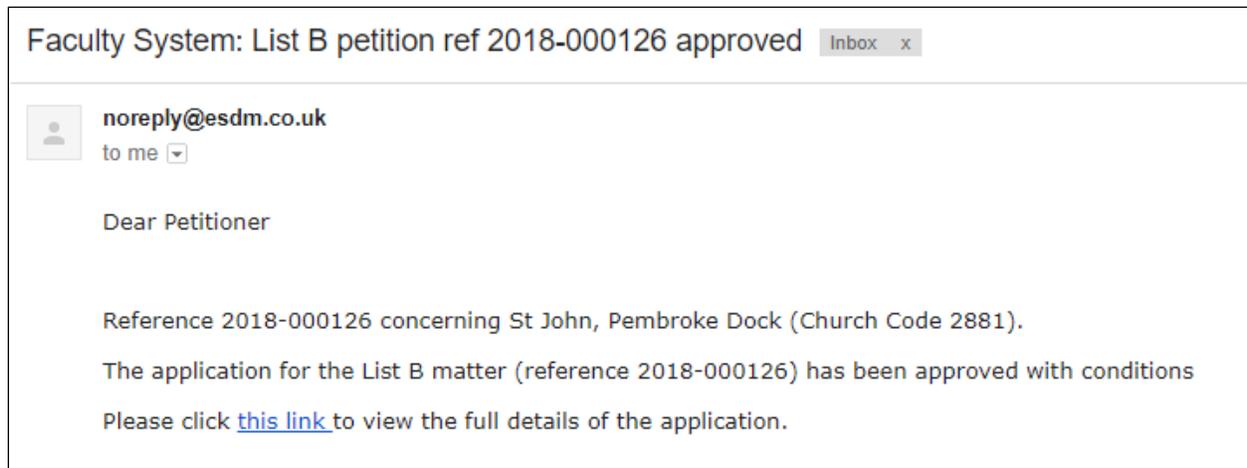
If the Registrar decides that the application should be a full faculty, then he/she can "convert" it to a full application. The converted application will then require processing by the DAC Secretary in the same way as a new full faculty application.

Full faculty applications

The *procedure* for a full faculty application remains unchanged with the introduction of the OFS. Petitioners complete a series of forms (with accompanying documentation) which make up a full application, the DAC meet to discuss the application and external consultees are asked to comment on certain types of works. As before, applications are forwarded on to the Registrar for checking and then submitted to the Chancellor for determination.

The DAC Secretary receives an email notification once a full faculty application has been started and another after the Applicant/Petitioner has completed the necessary forms and submitted the application. They will then review the application prior to the DAC meeting and request further information if they feel it does not contain enough detail to be considered by the DAC or external consultees. At this point, the application can be passed back to the Applicant/Petitioner (on a *DAC Informal Feedback on Proposal* form) to supply the extra information, which they can upload themselves and/or edit the original faculty forms, before re-submitting the application. Alternately, the DAC Secretary can edit the forms and/or upload further information for the Applicant/Petitioner without passing the application back to them.

After the DAC meeting, the DAC Secretary completes a *DAC Notification of Advice* form before sending the application to the Registrar. It is still possible to return the application to the Applicant/Petitioner at this stage, if the DAC feel that the application is still unsuitable for further consideration. If this happens, the Applicant/Petitioner has the option to revise the application and resubmit, abandon (delete), or submit it directly to the Registrar under the Rules of the

Constitution of the Church in Wales. Once the application has been submitted to the Registrar, the DAC Secretary has no further input into the faculty process, although they are informed via email of the applications progress. They can also sign in to the OFS at any time to view the progress and status of the application.

Viewing the application

1. When you receive the *full faculty application is awaiting processing* email notification from the OFS, click on the link within the email to go to go directly to that application

Note: you can also sign into the OFS directly at any time to check whether any applications need your attention without waiting to receive email notification.

2. If you are not already signed in to the OFS when you click on the link, you will be directed to the *Sign In* screen. After signing in, the *Details* screen will be displayed.

3. Click on the *View Details* buttons for each form to check the application details

Completing the informal feedback form

If the application does not contain enough information to be reviewed at the next DAC meeting, you can use the *DAC Informal Feedback on Proposal* form to request more from the Applicant/Petitioner.

Requesting more information

1. After you have reviewed the application, click on the **Edit Details** button for the *DAC Informal Feedback on Proposal* form

2. The *DAC Informal Feedback on Proposal* form is displayed

3. Select the **No** option from the "Is this proposal ready to proceed" field

4. Enter your feedback in the text box

5. Click on the **Finish Firm** button

6. The **Details** screen is redisplayed

7. Click on the **Submit** button

8. The status of the application changes from "Awaiting DAC Processing" to "Proposal in Preparation"

The Applicant/Petitioner will receive email notification that the application has been returned by the DAC along with the feedback from the *DAC Informal Feedback on Proposal* form.

Faculty System: petition ref 2018-000128 returned by DAC   Inbox   x

noreply@esdm.co.uk
to me

Dear Applicant

The following full Faculty Application has been returned with comments:

Please supply contractor public liability insurance details

Reference 2018-000128 concerning St Mary the Virgin, Pembroke (Church Code 3016).

Please click this link to view the full details of the Proposal.
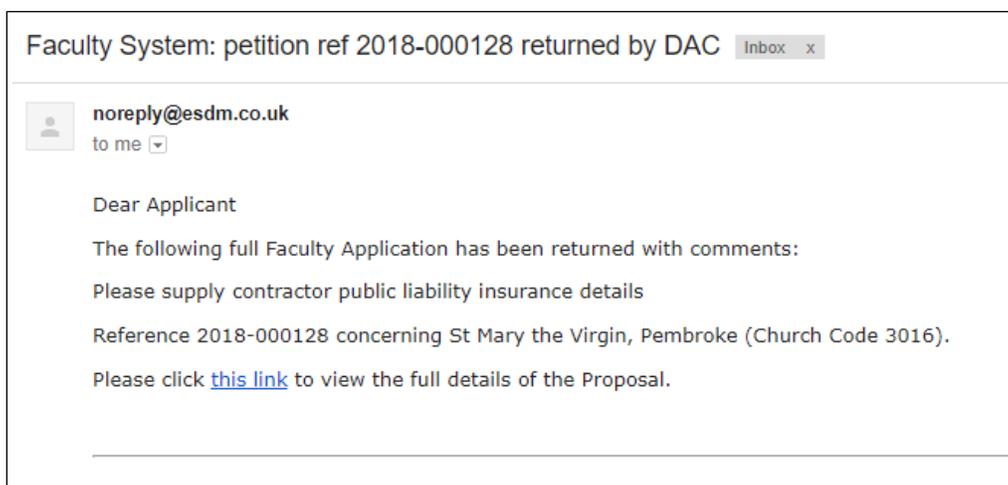
When the Applicant/petitioner has completed their changes, they will need to resubmit the application. Once this has been done, the application status changes back to "Awaiting DAC Processing" and the DAC Secretary will be notified that the application requires their action (as before).

However, because the application was previously sent back to the Applicant/Petitioner, the *DAC Informal Feedback on Proposal* form will now show as completed. The DAC Secretary will therefore need to review the application again to check that all the requested information has been supplied. If so, the application can now be considered at the next DAC meeting. If not, then repeat Steps 1 to 9 earlier to send the application back to the Applicant/Petitioner or make the necessary changes on behalf of the Applicant/Petitioner yourself.

Prior to the DAC meeting

Once the DAC Secretary is satisfied that there is enough information in the application for it to be reviewed at the next DAC meeting, the *DAC Informal Feedback on Proposal* form needs to be processed.

1. After you have reviewed the application click on the **Edit Details** button to open the *DAC Informal Feedback on Proposal* form

2. The *DAC Informal Feedback on Proposal* form is displayed

3. Select the **Yes** option from the "Is this proposal ready to proceed" field

Note: No feedback is required if the application is ready to be reviewed at the next DAC meeting as the *DAC Informal Feedback on Proposal* form disappears from the system after submission.

Application Ref: **2018-000128**   Church **St Mary the Virgin, Pembroke**
Diocese: **St Davids**   Archdeaconry: **St Davids**
Status: **Awaiting DAC Processing**   Logged By: **Mr Dai Jones (Tue 20 Mar 2018)**
Summary: **Refurbishment of chancel floor tiles**

DAC Informal Feedback on Proposal

Is this proposal ready to proceed? ⊙ Yes ○ No

Please provide some feedback

Save & come back later   Cancel   Finish Form

4. Click on the **Finish Form** button

5. The **Details** screen is redisplayed and the *DAC Informal Feedback on Proposal* form is no longer visible

6. Click on the **Submit** button

7. The status of the application changes from "Awaiting DAC Processing" to "Awaiting DAC Recommendation"

8. The Details screen is redisplayed showing the *DAC Notification of Advice* form requiring completion

Application Ref: **2018-000128**   Church **St Mary the Virgin, Pembroke**
Diocese: **St Davids**   Archdeaconry: **St Davids**
Status: **Awaiting DAC recommendation**   Logged By: **Mr Dai Jones (Tue 20 Mar 2018)**
Summary: **Refurbishment of chancel floor tiles**

Your proposal has been processed by the DAC and will be reviewed at an upcoming committee meeting.

This does not constitute authority for carrying out the works.

| Details | Supporting documents and images | History | My Notes | Messages | Archived Forms |

Summary description of proposed works

Standard Information

Petition

Statement of Significance

Statement of Needs

Public Notice

DAC Notification of Advice

Completing the DAC notification of advice form

The *DAC Notification of Advice* form records the outcome of the DAC meeting and whether the DAC recommend or do not recommend the application proposals. It would be unlikely that the DAC would not recommend the application at this stage as any problems should have been resolved *before* the meeting. However, if application is not recommended, it will be returned to the Applicant/Petitioner when the DAC Secretary submits the form. If the application is recommended, then the application goes to the Registrar.

If the DAC do not recommend the proposal

1. From the **Details** screen, click on the *DAC Notification of Advice* form

2. The **Step 1** screen is displayed

3. Select "*The Committee does not recommend the works or proposals for the reasons outlined below*" option, enter the date of the meeting and the reasons for the objection

4. Click on the **Next** button

5. The **Step 2** screen is displayed

6. Complete the **Steps 2, 3 & 4** screens

7. Click on the **Finish Form** button

8. The **Details** screen is redisplayed showing the *DAC Notification of Advice* form as complete

9. Click on the **Submit** button

10. The application status changes from "Awaiting DAC Recommendation" to "Pending Revision or Submission" and the Applicant/Petitioner receives an email advising that the DAC have not recommended it

The application is now returned to the Applicant/Petitioner who has the option to revise the application and resubmit, abandon (delete), or submit it directly to the Registrar under the Rules of the Constitution of the Church in Wales.

If the application is resubmitted by the Applicant/Petitioner, it will go directly to the Registrar and no further input from the DAC Secretary is required. If the Applicant/Petitioner chooses to revise the application, it will go back to the "Proposal in Preparation" stage where the DAC Secretary will again review it after it has been resubmitted by the Applicant/Petitioner.

If the DAC recommend the proposal

1. From the **Details** screen, click on the *DAC Notification of Advice* form

2. The **Step 1** screen is displayed

3. Select "*The Committee recommends the works or proposals with the advice outlined below*" option, enter the date of the meeting and any advice

4. Click on the **Next** button

5. The **Step 2** screen is displayed

6. Complete the *Steps 2, 3 & 4* screens

7. Click on the *Finish Form* button

8. The *Details* screen is redisplayed showing the *DAC Notification of Advice* form as complete

9. Click on the *Submit* button

10. The application status changes from "Awaiting DAC Recommendation" to "Application with Registrar"

The application now goes to the Registrar for checking before he/she sends it on to the Chancellor for determination. No further input from the DAC Secretary is required.

Appendix I – List A & B Items

Table 1: List A – Matters may be undertaken without the need for consultation

This table describes matters which may be undertaken without a faculty subject to any specified conditions.

Matter	Specified conditions
A1. Church building etc.	
(1) Works of routine maintenance not affecting the building fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected.
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to modern window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
(4) 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. The introduction of window guards where they have not been in place previously is specifically excluded.
(5) 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 any such installation (unless necessary for safety or regulatory compliance). 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.

Matter	Specified conditions
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(7) 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.
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced. Any replacement should be on a like-for-like basis.
(9) 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.
(10) 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. Such equipment should not be fixed to the building fabric or affect any historic features.
(11) 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.
(12) The installation of bat boxes as part of a bat management programme devised by a member of the Chartered Institute of Ecology and Environmental Management	Such boxes should not be fixed with invasive fixings such as nails and screws.

Matter	Specified conditions
A2. Musical instruments	
(1) 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.
(2) 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.
A3. Bells etc.	
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings
A4. Clocks	
(1) The inspection and routine maintenance of clocks and clock faces	Works of maintenance do not include re-painting or re-gilding of clock faces

Matter	Specified conditions
A5. Church contents	
(1) The repair of woodwork, metalwork and movables	Matching materials are used. The repair does not involve any works to: 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)
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked
(3) 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.
(4) The introduction, removal or disposal of: (a) movable bookcases (b) books (c) free-standing noticeboards (d) movable display stands (e) cruets (f) vases and flower stands (g) hymn boards	No article of historic or artistic interest is removed or disposed of

Matter	Specified conditions
(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) Y Draig Goch, the St Davids flag or the Church in Wales flag or the Union flag for flying from the church	
A7. Churchyard	
(1) The introduction and maintenance of equipment for the maintenance of the church and churchyard	
(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour	Not to include resurfacing except for localized repairs.
(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)	The works do not involve any new disturbance below ground level.
(4) The carrying out of repairs to a notice board and the repainting of a notice board	
(5) Grazing in the churchyard	Provided an appropriate license for grazing is granted by the Representative Body.
A8. Trees	
(1) The felling, lopping or topping of a tree, the diameter of any stem of which does not exceed 75	That any such works have been approved in advance and in writing by the Archdeacon.

Matter	Specified conditions
millimetres (measured over the bark at a height of 1.5 metres above ground level)	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. Regard is had to guidance issued by the Representative Body on the management of trees.
(2) The lopping or topping of any tree: (a) that is dying or dead; or (b) has become dangerous	That any such works have been approved in advance and in writing by the Archdeacon. Regard is had to guidance issued by the Representative Body on the management of trees.
(3) The removal of dead branches from a living tree	That any such works have been approved in advance and in writing by the Archdeacon. Regard is had to guidance issued by the Representative Body on the management of trees.
(4) The planting of trees	That any such works have been approved in advance and in writing by the Archdeacon. Regard is had to guidance issued by the Representative Body on the management of trees.
(5) The felling of a tree: (a) that is dying or dead; or (b) has become dangerous	That any such works have been approved in advance and in writing by the Archdeacon. In the case of any tree in which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with. Regard is had to guidance issued by the Representative Body on the management of trees.
(6) All other works to trees (whether or not prescribed above) except felling	That any such works have been approved in advance and in writing by the Archdeacon. Regard is had to guidance issued by the Representative Body on the management of trees. If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area.

List B – Matters which may be undertaken without a full faculty, but subject to consultation

This table describes matters which may, subject to any specified conditions, be undertaken without a faculty if the Registrar has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The Registrar may impose additional conditions in the written notice.

Matter	Specified conditions
B1. Church building etc.	
(1) Works of routine maintenance and repair affecting the fabric of a church or historic material	The works are identified as routine items of maintenance in the most recent Quinquennial Inspection report commissioned via the Diocese in respect of the church.
	Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.
	The works do not involve any new disturbance below ground level.
	If the repairs do not match the existing historic building fabric exactly, or would require extensive removal of historic material, then a faculty should be sought.
	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) The introduction of a safe in a vestry or similar room	
(4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	Details of existing and proposed materials and colours are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.
	The overall appearance of the building is not changed.
	The parochial church council's insurers are notified if external scaffolding is to be erected.

Matter	Specified conditions
(5) The treatment of timber against beetle or fungal activity	The works do not involve the replacement of timber
(6) Works of adaptation (not amounting to substantial addition or replacement) to: (a) heating systems (b) gas, water and other services (c) electrical installations and other electrical equipment	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 parochial church council's insurers are notified of the proposed works.
(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe-runs	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). The works do not involve the creation of a new external flue. The parochial church council's insurers are notified of the proposals.
(8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system	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 parochial church council's insurers are notified of the proposed works.
(9) The like for like replacement of roofing material	The material being replaced was not introduced unlawfully. Replacements should be limited to localised or partial replacement eg. after storm damage. A full roof slope replacement should only be undertaken following full faculty.

Matter	Specified conditions
	The replacement material should be physically as well as visually compatible with the existing fabric. The parochial church council's insurers are notified of the proposals.
(10) The installation of a roof alarm	The amount of associated cabling is kept to the minimum that is reasonably practicable.
(11) The installation of lighting and safety equipment	The lighting or other equipment: is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or • when installed will not be visible from ground level 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 installation will not affect any graves or vaults. The parochial church council's insurers are notified of the proposals.
(12) The installation of a lightning conductor	The parochial church council's insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them.
(13) The installation of a portable sound reinforcement system or loop system, or the alteration of an existing system	Any permanent system will be subject to full faculty.
(14) The introduction of anti-roosting spikes	Only non-corroding fixings are to be used and, where practicable, are fixed in mortar joints.

Matter	Specified conditions
B2. Bells etc.	
(1) The lifting of a bell to allow the cleaning of bearings and housings	Regard is had to any guidance issued by the Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung.
(2) The like for like replacement of: (a) bearings and their housings (b) gudgeons (c) crown staple assembly (d) steel or cast iron headstocks (e) wheels	Regard is had to any guidance issued by the Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung. The works do not involve the drilling or turning of the bell.
(3) The replacement of: (a) bell bolts (b) a wrought iron clapper shaft with a wooden-shafted clapper	Regard is had to any guidance issued by the Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung.
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	Regard is had to any guidance issued by the Representative Body or the Diocesan Bells Adviser. The bells are currently in a fit condition to be rung.
(6) The introduction of peal boards in a location not normally visible to the public	

Matter	Specified conditions
B3. Clocks	
(1) Alterations to striking trains to prevent striking at night	No part of the clock mechanism is affected.
(2) The upgrading of electrical control devices and programmers	
B4. Church contents	
(1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest	
(2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services	No equipment is fixed to the fabric of the church
(3) The replacement of carpets or other floor covering and underlay	Only breathable underlay is to be used when the underlay is replaced. Details of the proposed colour and fixings to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.
(4) The replacement of curtains (other than curtains and other hangings associated with an altar)	
(5) The treatment of fixtures and furniture against beetle or fungal activity	

Matter	Specified conditions
(6) The introduction of a book of remembrance and stand	
(7) The introduction of a fixed internal noticeboard	
(8) The disposal of free-standing chairs	No chair of historic or artistic interest is disposed of.
(9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano	No piano of historic or artistic interest is disposed of.
B5. Churchyard	
(1) The introduction of benches in a churchyard	No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations or approved by the chancellor.
(2) The replacement of gas or oil tanks	The replacement tank is of similar dimensions and in substantially the same location. No works of excavation are involved. The local planning authority is notified of the proposal.
(3) The routine maintenance, repair or rebuilding of walls	The works do not relate to any wall which is separately listed to the church or is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 The works are identified as routine items of maintenance in the most recent Quinquennial Inspection report commissioned via the Diocese in respect of the church. Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.

Matter	Specified conditions
	The works do not involve any new disturbance below ground level. The parochial church council's insurers are notified if external scaffolding is to be erected.
(4) The routine maintenance or repair of lychgates	The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990.
(5) The re-surfacing of paths in the same materials and colour	

Tina Andrew
Church Conservation & Support Manager
The Church in Wales
11th May 2018