



The
United
Reformed
Church

Help and Advice Group

Northern Synod Office, 4 College Lane, Newcastle upon Tyne NE1 8JJ (0191-232 1168)

Bulletin 10: GENERAL UPDATE

The Help & Advice Group was set up by Synod in 2009, to support local churches in being informed and effective in their life and mission. The Group is made up of four members of local churches, together with administrative support from the Trust Officer. We are willing to try to provide specific advice or organise training days on particular topics. Please get in touch if you have questions or wish to suggest a training or discussion event.

This paper is part of a series of general updates for local churches. We also circulate articles giving an overview of particular subjects of interest from time to time. Bulletins will also be posted on the members' area of the website with direct links to other websites.

Where readers are directed to web-based resources, the Synod Office is willing to respond to reasonable requests for printed out information for readers without web access, although they may find it more satisfactory to follow up their interest through their local library's web access.

This month's general update includes brief details of two legal requirements (marked with an asterisk*) and three other items which may be of interest. Web links are provided for those wishing to follow up these items further.

*Accident Books

For data protection reasons, modern accident books provide for entries to be removed from the book and stored securely. The Health & Safety Executive and others produce accident books that comply with this requirement. For further information, see their website: www.hse.gov.uk/press/2003/e03064.htm.

It is recommended that churches keep an accident book near their first aid kit. Copies may be ordered from a variety of book sellers, including:

The Stationery Office: www.tsoshop.co.uk

First Aid Warehouse: www.firstaidwarehouse.co.uk

Amazon via www.urc.org.uk (sponsored link)

Alternatively, you can make your own accident book, perhaps by downloading free online resources such as www.bonusfire.co.uk/images/books/accident-book-sample.pdf.

*Copyright

Churches seeking general information on copyright (not just about reproducing hymns) can find online general guidance from Christian Copyright Licensing International: www.ccli.co.uk. There is also specific advice on changes to music licensing, now required for most occasions except worship: www.ccli.co.uk/copyright/amendment.cfm?country=gb.

Those filming pre-recorded music, for example before and after weddings and funerals, should be reminded that licensing is required:

www.ccli.co.uk/pdfs/Fact_File_Audio_Recording.pdf.

[www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence\(LM\).aspx](http://www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence(LM).aspx)

Diamond Jubilee Celebrations

Churches wishing to hold events or conduct other activities in commemoration of the Queen's diamond jubilee should note that special permission is needed to use the terms "Queen Elizabeth II Diamond Jubilee", "Queen Elizabeth Diamond Jubilee" or "The Queen's Diamond Jubilee", but blanket approval is given for the plain use of "Diamond Jubilee" or simply "Jubilee". Permission may be sought from Constitutional Policy Branch 4th Floor (South 1), Cabinet Office, 1 Horse Guards Road, London SW1A 2HQ, or preferably noelle.o'connor@cabinet-office.gsi.gov.uk:

www.royal.gov.uk/HMTheQueen/TheQueenandspecialanniversaries/TheQueensDiamondJubilee2012/DiamondJubileeNamesandTitles.aspx

Insurance for Ecumenical Meetings

Churches Together in England have advised that occasional joint events with other churches can be covered under the host church's insurance, provided that it is minuted that they are taking the insurance risk as host for the event. Local Churches Together groups that have a regular programme of events are advised to obtain their own insurance cover. CTE advises that suitable policies are offered by three insurers:

Finance Re-Direct Ltd: www.financeredirect.co.uk

Methodist Insurance plc: www.methodist-insurance.co.uk

Ecclesiastical Insurance Group plc: www.ecclesiastical.co.uk

This information was first published in Synod E-News on 29 July 2011. Synod E-News is sent by email to those who requested it at the end of each month. If you wish to subscribe, please contact Wendy Watson: wendy.watson@urc-northernsynod.org.

Metal Theft Petition

A petition has been set up calling on the Government to amend the Scrap Metal Merchants Act 1964 to prohibit cash transactions by merchants. It is hoped that this would make it easier for the police to trace stolen metal, which is becoming a big problem for churches, railways and telephone lines. It can be signed at:

<http://submissions.epetitions.direct.gov.uk/petitions/406>

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