
STATUTORY INSTRUMENTS

1991 No. 1757

ECCLESIASTICAL LAW, ENGLAND

FEEES

Legal Officers (Annual Fees) Order 1991

<i>Made(Approved by the General Synod)Made</i>	- - - -	<i>12th July 1991</i>
<i>Laid before Parliament</i>		<i>26th July 1991</i>
<i>Coming into force</i>	- -	<i>1st January 1992</i>

We, the Fees Advisory Commission constituted in accordance with the provisions of section 4 of the Ecclesiastical Fees Measure 1986(1) in the exercise of the powers conferred by section 5 do hereby order as follows:—

1. The Fees appearing in the Schedule to this Order are established. The Tables of the Schedule contain particulars of the Annual Fees which are to be received, after the commencement of this Order, by the legal officers named in Table I of the Schedule (hereinafter referred to as “Table I”) in respect of the carrying out by them of the duties of their offices specified in the Appendix hereto (hereinafter referred to as “the Appendix”) and by the legal officers named in Table II of the Schedule in respect of the carrying out by them of the duties of their offices.

2. The Fees established and set out in the second column of Table I of the Schedule are to be paid by the diocesan board of finance. The Fees established and set out in the third column of the Table I and in Table II of the Schedule are the liability of the diocesan bishop or archbishop, subject to the provisions of section 8 of the Ecclesiastical Fees Measure 1986.

3. The Fees established and set out in Tables I and II of the Schedule to the Legal Officers (Annual Fees) Order 1990(2) shall no longer be payable.

4. The diocesan registrar shall perform the duties and provide the professional services set forth in the Appendix in consideration of the annual fee set out in Table I to this Order for his diocese and shall not be entitled to receive any other remuneration for such duties or services save as provided by this Order.

- (a) (a) Subject to the provisions of this paragraph nothing in this Order shall preclude a diocesan board of finance from agreeing to pay an additional fee to a diocesan registrar by way of annual fee or retainer (hereinafter called a “supplementary annual fee”) which is in addition to the annual fee payable under Table I.

(1) 1986 No. 2.
(2) S.I. 1990/1440.

- (b) An agreement made under sub-paragraph (a) above shall be expressed to be an agreement for a payment by way of supplementary annual fee.
- (c) An agreement made under sub-paragraph (a) above shall be in writing. The period for which the agreement is to run shall be stated in the agreement. In the absence of any such statement the agreement shall remain binding until determined by not less than three months' notice on either side.
- (d) The body responsible for paying a supplementary annual fee shall be the diocesan board of finance.

6. A fee specified in the Schedule to this Order may be increased by a sum for reasonable expenses of travel, subsistence and accommodation.

7. Where Value Added Tax is chargeable in respect of the provision of any service for which a fee is prescribed in this Order (including any fee specified in paragraph 4 of the Appendix) there shall be payable in addition to that fee the amount of the Value Added Tax.

8. This Order may be cited as the Legal Officers (Annual Fees) Order 1991 and shall come into operation on the first day of January 1992.

Dated this Tenth day of June 1991.

R. B. Gibson

A. K. L. Black

J. C. Broadhurst

T. A. C. Coningsby

D. Lovelock

Approved by the General Synod

The 12th day of July 1991

P. J. C. Mawer
Secretary-General

APPENDIX THE SCOPE OF THE ANNUAL FEE

1. Subject to the restrictions contained in paragraphs 2 and 3 hereof, the professional services provided by the diocesan registrar in respect of the annual fee paid to him under this Order shall include:—

(A) Giving of advice to the Diocesan Bishop, Suffragan Bishops, Archdeacons, Chairmen of the Houses of the Diocesan Synod, Rural Deans and Lay Chairmen of Deanery Synods, Incumbents and all other clergymen, beneficed or licensed in the diocese, on any legal matter properly arising in connection with the discharge of their respective ecclesiastical or synodical offices, and giving of advice to chairmen and secretaries of diocesan boards, councils and committees on any legal matter properly arising in connection with the business of the respective boards, councils and committees;

(B) Acting as Registrar to the Diocesan Synod and attendance at its meetings;

(C) Attendance at the Bishop's Council and Standing Committee if required by that Committee;

(D) Occasional attendance at meetings of diocesan boards, councils and committees for the purpose of giving advice on specific matters;

(E) Maintaining of all such records of the diocese as are customarily kept by the diocesan registrar including the making of entries therein, and the making of searches and reports on matters recorded in the Registry or in documents held in the diocesan muniment room at the request of persons or bodies referred to in sub-paragraphs A and F hereof;

(F) Giving of advice to churchwardens and secretaries of PCCs on any legal matter properly arising in connection with their duties or official business;

(G) Giving of advice to any person concerned in or with the administration of an election under the Church Representation Rules on any question properly arising under those Rules;

(H) Giving of advice to a bona fide enquirer concerning the law of marriage, baptism, confirmation and burial of the dead according to the rites and ceremonies of the Church of England;

(I) Giving of advice to persons considering or proposing to make an application for a legal aid certificate for financial assistance from the ecclesiastical legal aid fund maintained under section 1 of the Church of England (Legal Aid and Miscellaneous Provisions) Measure 1988;

(J) Acting as Registrar to the Consistory Court of the diocese except in so far as a separate fee is prescribed by Order made under the Ecclesiastical Fees Measure 1986 or except in so far as this Order provides that a fee calculated in accordance with the Solicitors' Remuneration Order 1972 is payable;

(K) Attendance at episcopal visitations;

(L) Drafting or preparing, approving, engrossing and registering of all notices, licences, consents, permissions, instruments and other documents required by law or customarily used in connection with the following matters—

Ordination

Certification of Ordination

Presentation to a Benefice

Commission for Institution or Collation

Admission to Freehold Office

Certification of Institution or Collation

Licensing of Non-Residence, for legalising house of residence

Resignation

Under the Pastoral Measure 1983

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admission to office of rector for term of years

licensing of vicar in a team ministry or for extending term of years of rector or vicar in a team ministry

designation of a parish centre of worship under Part II of the Measure for the purposes of the Marriage Act 1949 and other purposes

Licensing of clerks in holy orders and deaconesses

Delegation by bishop of episcopal and archidiaconal powers under the Dioceses Measure 1978 and Church of England (Miscellaneous Provisions) Measure 1983

Episcopal visitations

Appointment of sequestrators and matters relating to sequestrations

Provision of agreements to form a Conventional District

Consent to hold preferment under the Ecclesiastical Jurisdiction Measure 1963

Licensing of unconsecrated churches or places of worship (including temporary licences)

Ordering of Licensed Chapel to come under Faculty Jurisdiction;

(M) Acting in relation to the following matters on the instructions of the Diocesan Bishop, Suffragan Bishops, Archdeacons or on the instructions of a diocesan board or council whose business properly includes such matters:

Consecration of a Church and Burial Ground or a Church without a Burial Ground

Consecration of a Cemetery or Burial Ground

Preparation and Registration of documents required under the Consecration of Churchyards Act 1867 for the consecration of additions to churchyards

Licensing of a Building for Marriages

Notification under section 2 of the Benefices (Transfer of Rights of Patronage) Measure 1930 (in relation to a guild church in the City of London);

(N) Work in connection with the following matters:

Maintaining the register of patrons (“the register”) under Part I of the Patronage (Benefices) Measure 1986 (“the 1986 Measure”) as required by section 1(1) of the 1986 Measure

Searches in and making of extracts from the register, enquiries as to entries in the register and supplying certified copies of entries in the register, where the search, extract or enquiry is made or the certified copy is requested by or on behalf of a person or body referred to at the commencement of sub-paragraph M or by the designated officer (within the meaning of section 7(5) of the 1986 Measure)

Receipt and issue of notices and notification of representations under section 3(3) and (4) of the 1986 Measure.

2. The provisions of paragraph 1 hereof shall be restricted as follows:

(a) Where the Registrar receives a request for advice on any matter properly falling within paragraph 1 sub-paragraphs A, E, F, G and H—

(i) he shall not be required to correspond with a third party involved in the enquiry

(ii) before giving advice he shall first consider whether the matter on which his advice is sought is one which can conveniently be dealt with by the diocesan secretary or some other person or body in the diocese rather than by himself

(iii) if a legal dispute arises between parties who are both church officers he may decline to advise either party, but he shall be at liberty to advise both parties with a view to helping them to resolve their dispute if in his judgement it is desirable to do so;

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- (b) The Registrar shall not be required to attend meetings of diocesan boards, councils and committees except upon an occasional basis to give legal advice on specific matters. (He may attend such meetings regularly to give general advice and assistance if requested to do so by the board, council or committee in question and in that case he shall be entitled to be separately remunerated for this work.)

3. The provisions of paragraph 2(a) hereof shall not apply to advice and assistance given as legal secretary or diocesan registrar to the Diocesan Bishop, or as diocesan registrar to Suffragan Bishops or Archdeacons.

4. For the avoidance of doubt work in connection with the following matters shall not fall within the scope of the annual fee but a fee calculated in accordance with the Solicitors' Remuneration Order 1972 shall be payable—

- (i) Conveyancing and drafting of documents other than those referred to in paragraph 1 sub-paragraphs L and M hereof;
- (ii) Matters relating to individual diocesan, parochial or educational trusts or to individual pieces of diocesan glebe property;
- (iii) Litigation;
- (iv) Acting as secretary to the Vacancy in See Committee constituted under The Vacancy in See Committees Regulation 1977 on a vacancy in the see of the Diocesan Bishopric;
- (v) Deposition or deprivation consequent upon proceedings in secular courts, including the following—
 - (a) Service of notice on priest or deacon of intention to depose him from Holy Orders under rule 49(1) of the Ecclesiastical Jurisdiction (Discipline) Rules 1963 (the fee is payable by the bishop);
 - (b) Carrying out of a duty or exercising of a discretion following proceedings referred to in section 55 of the Ecclesiastical Jurisdiction Measure 1963 (the fee is payable by the bishop);
 - (vi) Pronouncing of censure under section 31 of the Ecclesiastical Jurisdiction Measure 1963 with the consent of the accused (the fee is payable by the bishop);
 - (vii) Work undertaken on behalf of a person who is not an official in the diocese or on behalf of a body which is not a diocesan board or council in connection with the following matters—
 - Consecration or licensing of a public cemetery, a private burial ground or a private chapel.
 - Licensing the chapel of an extra-parochial place for a marriage of persons living or residing within that place.
 - Notification under section 2 of the Benefices (Transfer of Rights of Patronage) Measure 1930 (in relation to a guild church in the City of London) (the fee to be paid in such proportions as may be agreed between the transferor and the transferee, and in the absence of such agreement the fee to be paid by the transferee);
 - (viii) Work carried out in relation to the register of patrons under Part I of the Patronage (Benefices) Measure 1986 where a fee calculated in accordance with the Solicitors' Remuneration Order 1972 is payable under the Ecclesiastical Judges and Legal Officers (Fees) Order for the time being in force made under section 6 of the Ecclesiastical Fees Measure 1986.

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- (ix) Acting as Chapter Clerk (whether or not the Diocesan Registrar holds the office of Chapter Clerk) and in particular doing the following work, namely work in connection with the following matters:—

Installation to a Deanery.

Installation to a Canonry or Prebend (whether Residentiary or Honorary) or to an Archdeaconry.

Admission to a Minor Canonry.

(These fees are payable out of Capitular Revenues).

5. If any disbursements other than expenses specified in paragraph 6 of this Order are incurred in the course of providing any of the professional services in paragraph 1 above the diocesan registrar shall be entitled to charge for them separately.

SCHEDULE

TABLE I

ANNUAL FEES PAYABLE TO DIOCESAN REGISTRARS SUBSTITUTED FOR TABLE I OF THE SCHEDULE TO THE LEGAL OFFICERS (ANNUAL FEES) ORDER 1990

Diocese	Payable by Diocesan Board of Finance	Liability of the Diocesan Bishop	Total
	£	£	£
Bath and Wells	17466	10258	27724
Birmingham	9820	7700	17520
Blackburn	11507	10223	21730
Bradford	7084	9344	16428
Bristol	9626	7546	17172
Canterbury	11806	9342	21148
Carlisle	12479	8624	21103
Chelmsford	18813	10996	29809
Chester	13316	9038	22354
Chichester	14801	10867	25668
Coventry	8784	8711	17495
Derby	11684	9568	21252
Durham	11720	10234	21954
Ely	12568	9805	22373
Exeter	18234	10659	28893
Gloucester	13178	9395	22573

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Diocese	Payable by Diocesan Board of Finance	Liability of the Diocesan Bishop	Total
Guildford	8404	8809	17213
Hereford	13273	10030	23303
Leicester	12317	8564	20881
Lichfield	17454	11069	28523
Lincoln	20840	8457	29297
Liverpool	10250	9070	19320
London	18249	11855	30104
Manchester	12783	11349	24132
Newcastle	10110	7258	17368
Norwich	21578	8905	30483
Oxford	24879	8130	33009
Peterborough	12912	10747	23659
Portsmouth	6702	9753	16455
Ripon	9215	7923	17138
Rochester	10431	8477	18908
St. Albans	13713	10043	23756
St. Edmundsbury and Ipswich	16265	10527	26792
Salisbury	17561	9955	27516
Sheffield	9424	8134	17558
Southwark	13409	11835	25244
Southwell	11533	9767	21300
Truro	10651	7851	18502
Wakefield	9166	8685	17851
Winchester	12982	10035	23017
Worcester	9200	8139	17339
York	17560	10829	28389

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TABLE II
FEE PAYABLE TO THE PROVINCIAL REGISTRARS
SUBSTITUTED FOR TABLE II OF THE SCHEDULE TO
THE LEGAL OFFICERS (ANNUAL FEES) ORDER 1990

	Fee £
1. Annual fee for Joint Registrars of the Province of Canterbury	38280
2. Annual fee for Registrar of the Province of York	16800

EXPLANATORY NOTE

(This note is not part of the Order)

This Order increases the annual fees for diocesan and provincial registrars fixed by the Legal Officers (Annual Fees) Order 1990. It also transfers work in connection with a censure pronounced by a bishop with the consent of the accused person in the case of a complaint under the [Ecclesiastical Jurisdiction Measure 1963 \(No. 1\)](#) from the categories of work covered by the diocesan registrar’s annual fee to those remunerated in accordance with the Solicitors’ Remuneration Order 1972 ([S.I. 1972/1139](#)).