

archdeacons' visitation news

Spring 2017 - issue 13

Dear churchwardens

A very warm welcome to this 2017 Archdeacons' Visitation News and an enormous thank you to you the churchwardens across the diocese for your willingness to work in partnership with the Archdeacons.

Whether this is your first year as a churchwarden or you have been a churchwarden for way longer than the Churchwardens' Measure suggests, we look forward to admitting you to your office at a Visitation Service.

Bishop Nicholas has been encouraging us all to consider how through our faith, and through the mission and ministry of the Church, we Renew our Hope. Renewing Hope: Pray, Serve, Grow has been adopted by many of our parishes and schools as a focus for planning initiatives for the congregation, and also as a means of outreach to the wider community. Bishop Nicholas, Bishop Edward and Bishop Karen have also been encouraging us to explore what is called a Mixed Economy of church life. That is to continue to do, as best we can, our traditional pattern of ministry through Sunday and midweek services. Through well-planned and well-delivered baptisms, weddings and funerals; and good partnerships with other denominations and partner charities, such as the Trussell Trust, Alabaré and the many other local agencies that offer hope and support to those in need in our community.

Alongside this traditional expression of parish church life, many PCCs have sought to try something new. We have over 90 new worshipping communities being established in schools, nursing homes, village halls and other places that offer opportunities to worship, study Christian faith or extend hospitality and hope to people who are not attracted by traditional church. There is much to be excited about as we look to the future.

The Archdeacons are here to serve and work alongside you. As churchwarden, you are the Bishop's Officer and the senior lay leader in

your parish. Together we need to make sure our governance and diligence are effective in managing the local church. In this newsletter, you will read articles from us about key areas that we need to be aware of and ensure are firmly part of our responsibilities as a local church. These include safeguarding, which continues to be an issue for the nation at large, and for the Church of England in particular, Faculty Jurisdiction Rules with Archdeacons' Permissions and Archdeacons' Triennial Visitations, which are now needed to be conducted to ensure due competence.

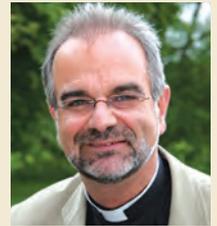
We are also not going to be requesting you to complete Archdeacons' Articles of Enquiry this year and trust our regular opportunities for meeting will offer the space for ongoing conversation about your local plans for mission and ministry.

Last and by no means least, an enormous thank you to Ecclesiastical which has not only absorbed all the costs of production for this newsletter, but continues to support the diocese through an AllChurches Trust grant, and of course offers invaluable advice on many relevant subjects connected with effective and efficient management of our parish churches. Its wisdom and expertise in all matters of insurance are appreciated by those PCCs who need assurance about legal cover, and particularly for those PCCs who unfortunately have needed to make an insurance claim. Do contact Ecclesiastical if you have any questions or concerns.

With our prayers for each of you in your ministry as a churchwarden.



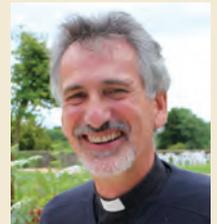
The Venerable Paul Taylor
Archdeacon of Sherborne



The Venerable Alan Jeans
Archdeacon of Sarum



The Venerable Sue Groom
Archdeacon of Wiltshire



The Venerable Antony MacRow-Wood
Archdeacon of Dorset



Produced and printed by

Ecclesiastical



Forthcoming events:

Saturday 1 July at 4.30pm:

Ordination of Priests, Salisbury Cathedral

Sunday 2 July at 10am:

Ordination of Deacons, Salisbury Cathedral

Wednesday 12 July:

Ramsbury Area conference for churchwardens on Archdeacons' Triennial Visitations.

Figheledean Village Hall. Supper from 6.30pm, with the conference starting at 7pm.

- The rationale behind Triennial Visitations and guidance on preparing for them.
- Feedback from the first few visitations.
- An open discussion about how we can best use these visits to enhance communication between the parish and the diocese.

Wednesday 19 July to Sunday 23 July:

Southern Cathedrals' Festival, Winchester

Monday 9 October:

Ramsbury Area conference for churchwardens: God's House and God's Acre.

Holy Trinity Church, Bradford on Avon. Supper from 6.30pm, with the conference starting at 7pm.

- Use of Church Buildings. An overview of the Faculty Application and Faculty Jurisdiction Rules permissions, and a discussion about maintenance planning and exploration of the use of our Church buildings.
- Churchyards and graveyards – rules for burial and headstones. Monument care, upkeep and management and maintenance of churchyards.

Thursday 12 October:

Sherborne Area conference for churchwardens 2017, including a light supper.

St Nicholas Church Centre, Corfe Mullen.

Saturday 18 November 2017 at 10am:

Diocesan Synod.

Update on safeguarding

The House of Bishops has approved new rules on recruiting staff and volunteers to work directly with children and/or adults who may be experiencing or be at risk of abuse or neglect.

From 2017, at least one person on any interview panel recruiting such people must have attended Safer Recruitment training arranged by the diocese and been safely recruited themselves. Soon this will be a requirement for all members of interview panels and compulsory for all licensed clergy, except those with Permission to Officiate not serving on interview panels. There has been one 2.5-hour training session in each Archdeaconry in 2017 to date and more are planned.

The Diocesan Safeguarding Team has drafted some new model safeguarding policy templates in Word, with grateful thanks to the priests and parish safeguarding reps (PSRs) in Hilperton with Whaddon, Bride Valley, and Calne and Blackland. These approved templates form the minimum requirement for parishes.

They can be found at www.salisbury.anglican.org/resources-library/parishes/safeguarding1/parish-resources/model-policies

The other documents are to be used in conjunction with the policies as required. An email with a link to these documents has been sent out to PSRs. Any feedback



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on the usefulness of these documents will be gratefully received!

The Diocesan Safeguarding Management Group has approved a new Safeguarding Complaints Policy for anyone who wishes to make a complaint about a member of the clergy or church officer. The policy is now available on the website via the 'What to Do' page at www.salisbury.anglican.org/parishes/safeguarding/what-to-do Please draw the attention of everyone in your congregation to this important new policy.



The Churches' Mutual Credit Union is the credit union for lay or ordained ministers, employees and trustees (**including churchwardens and PCC members**) of the Church of England, the Methodist Church of Great Britain, the Church of Scotland, the United Reformed Church, the Roman Catholic Church, the Scottish Episcopal Church and the Church in Wales. It is estimated that at least 100,000 individuals plus churches and church charities are eligible to join CMCU. It is an ethical financial institution offering affordable loans and good dividend rates for savers.

To find out more or to join, visit cmcu.org.uk



The Great Community Mural – win £10,000 for your church

This year, we really want to celebrate the community work of the UK's churches. In order to do this we want you to help us create 'The Great Community Mural'.

It is time for your church to get creative!

We are inviting all of our church insurance customers to submit a piece of original artwork that celebrates the role their church plays as part of the fabric of its local community. Entries can be created by anyone with a connection to the church and we're actively encouraging collaborations!

The artists can be young or old (or a combination of the two!) and we welcome submissions via any medium: collage, crayons, chalk, felt-tip or embroidery. We're insisting only that the work is original and is true to our theme of celebrating the church as part of the fabric of the community.

We will be combining the best entries with the aim of creating the largest piece of community art that has ever been produced in the UK. 'The Great Community Mural' will be 10 metres in length and three metres high, and will feature as many of the entries as we can include, with the very best five printed at a larger scale, and the overall winner given pride of place in the centre of the mural.



The Great Community Mural Competition 2017

The winning church will receive a prize of £10,000; with four runners-up receiving £2,500 each. The Great Community Mural will be unveiled at a prestigious London venue before touring to a select number of cathedrals around the UK. So, don't delay, get your church to be creative today!



The cloth and the community

Quietly, in every corner of the country, fantastic things are happening. Much of this activity goes unnoticed but its impact is felt by many, weaving its way into the darkest of places and making the world a better place.

In 2016, Ecclesiastical launched a national competition to celebrate the crucial role our churches have in supporting local communities. We asked churches to share their success stories and tell us how they are reaching out to their local community.

With a £20,000 prize fund up for grabs, we were inundated with inspirational projects. The eventual winner, St. John's church in Shildon, who won the top prize of £10,000, had knitted itself into the very fabric of its community. The range of activities not only stretched to every corner but instilled a sense of pride in the people of Shildon, bringing them closer together.

In fact, all of the 372 entries revealed the true value and reach of the work churches are doing. We believe that this should be celebrated and brought to life and as the UK's leading church insurer we are uniquely placed to support and highlight this.

For 130 years, we've had the privilege of protecting our churches and their communities so throughout 2017 we'll be doing even more to highlight and support the fantastic things that they are quietly delivering.

Keep up to date via our website at www.ecclesiastical.com/community or our Facebook page **Church Matters with Ecclesiastical** or via Twitter



@churchmatters

Artist Tim Steward

Our ambassador for the Great Community Mural project is Tim Steward, a Christian artist who has been exhibited all around the UK and whose work is notable, among many outstanding features, for its celebration of church architecture. Tim will be joining the judging panel for the competition and he'll produce an original piece of artwork that will form part of the completed Mural.

Tim said: "As an artist, I'm thrilled to be the ambassador for The Great Community Mural project. I am passionate about the



role of art within churches and this project is a wonderful way of celebrating the unique place that churches hold in our country's diverse communities."

How to enter the competition

Entry forms are being sent out during May to all of our customers in their **Church Matters newsletter**. If you don't get the newsletter or want further information about how to enter, go to our website. There you'll

also find more details about The Great Community Mural competition, including a video of Tim Steward talking through some ideas that might inspire you. **The closing date for entries is 21st August 2017.**

www.ecclesiastical.com/churchcomp

Roof alarms

Based on our claims experience, Ecclesiastical believes roof alarms provide the best deterrent to metal thieves. Alarms are highly effective at deterring metal theft and perfect for buildings in remote or rural locations – if the security system is activated, a planned response based on your specific instructions is carried out.

Ecclesiastical maintains a list of approved suppliers who meet our security requirements – call **0345 777 3322** for more information.



Is the price of lead fuelling theft from church roofs?

The price of scrap lead has reached record highs in the last year or so with prices continuing to increase. Andrew Mulholland, Crime Reduction Consultant at SmartWater Technology Ltd updates us on the outlook for this destructive crime now.



The theft of lead from a church roof is a particularly damaging crime. Not only does it cause a severe financial loss, it can also result in water damage to the church and to contents, some of which can be irreplaceable. Even if your church hasn't been subject to lead theft, you are likely to know one that has. So what is fuelling these attacks and what can be done about it?

The vast majority of metal thefts relate to lead and this is not surprising given the rising demand and increasing resale value of scrap lead. There was a clear price increase around 2010-11 and many will remember the surge of lead thefts with around 2,500 crimes against churches reported that year alone.

A national taskforce on metal theft was established with dedicated police resources assigned to address the problem. There was also new legislation with the Scrap Metal Dealer Act and support provided by companies such as SmartWater with both forensic marking and enforcement activities and from Ecclesiastical with the 'Hands off our Church

Roofs' campaign. Although the price of scrap lead remained high in the years that followed, the number of churches falling victim decreased. In fact, by 2015, the number of reported crimes was around a tenth of what it was five years earlier.

However, since then the national task force has been disbanded, police numbers have reduced and priorities have moved away from metal theft. At the same time, the crimes have also become much more organised and large scale. Although the overall number of crimes has reduced, some counties have seen a significant increase in attacks. These are now much more industrial with teams of criminals working overnight to strip lead from whole roofs.

With new record prices for scrap lead it is likely that criminals will become more interested in it again. Given the increase in crime during previous price peaks, it is essential that churches do not lose their focus on this problem and take steps to do everything they can to prevent theft.

Forensic marking

It is a condition of your insurance that you apply SmartWater or an alternative forensic marker approved by us. You will not have metal theft cover if you do not follow this condition. Make sure you have applied the solution to any external metal, put up signage in a prominent position and register with the supplier to comply with your policy.



Here are Andrew's top tips:



- **Be aware** – make sure the local community is 'on the lookout'
- **Take security measures** – remove climbing aids such as wheelie bins
- **Apply a forensic marking solution** – reduce the attraction of handling stolen items
- **Consider a roof alarm** – the ultimate deterrent

Don't forget you can also download Ecclesiastical's Metal Theft checklist from:

www.ecclesiastical.com/metaltheft

A day in the life of an Allchurches Trust Grants officer

Allchurches Trust is the charitable owner of the Ecclesiastical Insurance Group which grants a significant proportion of its profits to the trust so that this money can be given back to society for good causes.

Last year, Allchurches Trust gave grants totalling more than £13 million to Anglican churches and cathedrals, churches of other denominations, heritage and community projects. Paul Playford is one of three Allchurches Trust Grants Officers who visit groups applying for grants. In this article, we find out more about his typical day.



➤ **7.15am** Drive from home in Ledbury, Herefordshire, to Allchurches Trust Gloucester office. Time for coffee and a few emails before my first visit.

➤ **9.30am** A crisp winter morning's walk through Gloucester to St. Mary de Crypt, a medieval church with a Tudor schoolroom that stands on the main thoroughfare between the Quays and the Cathedral. These are the two most visited places in the entire county and St. Mary's plans to entice those passing between them to venture in and discover not just a beautiful church but a venue for art, culture and community.

When projects are over £500,000 in total, I make a point of visiting. It gives applicants a chance to describe their vision to me in person and explain in more detail how the project will address local needs.

St. Mary de Crypt's Project Manager Rachel Court and her team have already formed partnerships with local charities working with refugees, dementia sufferers and young unemployed people, who will become users of the newly equipped church. I'm impressed. The Heritage Lottery Fund is too and has given them £1.36m towards their £2m goal.

➤ **11.00am** Back to the office and straight into a presentation to people who have recently joined Ecclesiastical Insurance –

it's important we let Ecclesiastical's employees know of all the good causes their hard work benefits.

➤ **12.00pm** I'm welcomed at Widden Primary School by Special Needs Co-ordinator Karen Hughes. Of Widden's 380 children, 200 are considered 'vulnerable' and of those, the 10-15 with the most significant emotional needs are given special sessions in a Nurture Room. "Allchurches Trusts' grant has made us able to make the room more like a home than a classroom," explains Karen. "With sofas, a dining table and chairs, toys and furnishings, we can help these children to develop the emotional and social skills they need to succeed back in the classroom." I'm humbled by the scale of the problems Karen and her colleagues are tackling but it's obviously working.

➤ **3.00pm** It's now a rainy afternoon in Bristol at John and Charles Wesley's New Room, the meeting house built in 1739 which is the earliest Methodist building in the world.



I'm greeted by David Worthington, the New Room's Manager. As with so many of the grant applicants I meet, David has an extraordinary depth of knowledge combined with a passionate determination to see the project through. Pilgrims from among the world's 75 million Methodists arrive daily and David's on a mission to make the New Room a welcoming place for them with a museum and archive, conference facilities and a cafe. It's a £4.5m project to which Allchurches Trust is proud to have contributed.

➤ **7.30pm** Just time to write up the day's visits for the next Board meeting. Today, not unusually, it's all good news.



Paul's most memorable visit?

It has to be my first ever visit as a new Grants Officer. It was to the Salvation Army in Droitwich. Their work opened my eyes to the challenges out there and the fact that the church, in all its forms, is having a hugely positive impact. Its contribution often goes under the radar but take the church out of social care and you'd have a huge gap.



Paul's toughest visit!

I had to visit the church on Lundy Island. The vicar very kindly had arranged for me to be invited onto the bridge by the Captain for the two-hour crossing. Sadly, I was horribly sea-sick. We docked and I had to ask if I could go and lie down! However, once I had recovered, the stunning location and inspirational project fully made up for the travel experience.





SPRING 2017

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How to contact us

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Call: 0345 777 3322

(8am-6pm Monday to Friday except Bank Holidays)

Email: churches@ecclesiastical.com

Report a claim

Call: 0345 603 8381

At any time on any day of the week

Email: faithclaims@ecclesiastical.com

Dedicated church customer website:

www.ecclesiastical.com/church

Facebook: **Church Matters with Ecclesiastical**



@churchmatters

Insurance you can believe in

It's our belief that the best insurance is about much more than just words. It's about what we do as well as what we say. Indeed, we have a proven track record of being there for our church customers when they need us most.

Established by the Church of England 130 years ago, we have a unique understanding of how to protect churches. This depth of experience and commitment means that when the worst happens you know that you are in safe hands. We are proud to have been trusted to protect churches and their communities since 1887.

Expertise that sets us apart

We have a dedicated team of church specialists who can respond to your needs

quickly and compassionately. They only deal with church insurance so they understand the issues that you face. Our experts can provide you with a wide range of free advice and support at any time.

And when the unthinkable happens, we want the best outcome for you – to pay you quickly and without fuss – so that you can get on with running your church.

To us, doing the right thing is simply what we do. To our church customers, it's what sets us apart.

Church Insurance Made Simple

Have you looked at our new series of Made Simple guides designed to make understanding your church insurance easier? Based on feedback from customers, the guides look at the insurance aspects of legal protection, building works, church events, community outreach and more. You can read them online or download the guides at:

www.ecclesiastical.com/madesimple

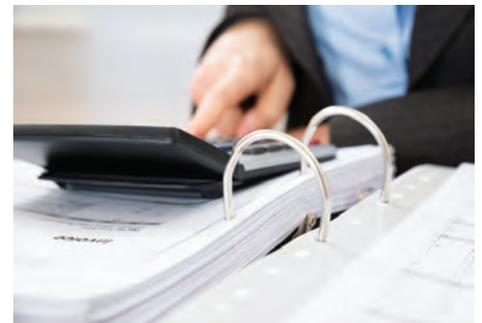


Need financial advice you can trust?

Perhaps you're worried about getting the best return on your savings or you'd like to make sure you're investing ethically. You might be thinking about taking out a mortgage, protecting your family or planning for retirement. Whatever your concerns, Ecclesiastical Financial Advisory Services can bring you independent financial advice from a company you know and trust.

Our team of independent financial advisers offer expert advice and help with your personal finances and can find suitable solutions from across the relevant market.

Our advice doesn't stop at personal finance; we also help PCCs and their members review their investments and find ways to improve potential returns. Please note, the value of investments can fall as well as rise and past performance is not a guide to future performance. Your home may be repossessed if you do not keep up repayments on your mortgage.



Like all advisers, we charge a fee for providing financial advice, and your adviser will talk you through the charges and make sure you understand them before there is any commitment on either part. The first meeting or conversation is at our expense.

Contact Ecclesiastical Financial Advisory Services Call: **0800 107 0190** or email: getadvice@ecclesiastical.com

Your churchwarden's checklist

Churchwardens are some of the most valuable volunteers in any church, bearing much of the burden of running and maintaining the building, not to mention the day-to-day functioning of the parish.



Their responsibilities make their role one of the most varied in the church community. From rising damp to blocked drains, from unserviced boilers to crumbling stonework, they always have plenty on their plate!

The specific duties of a churchwarden vary from parish to parish. To help them – and your church – the leading church insurer Ecclesiastical has put together some guidance on key tasks and responsibilities. If the answer to any of the questions below is 'no', it's a good idea to speak to your churchwarden and work out a plan of action.

Your church and churchyard

1. At the last annual meeting of the PCC, did anyone present a report on the fabric, goods and ornaments of the church?
2. (i) Are any essential works for the church building, as noted on the last quinquennial report, in hand or planned?
(ii) Do you have proper arrangements in place for routine maintenance, including the regular clearance of gutters and down-pipes to prevent blockages?
(iii) Are arrangements in hand for proper maintenance of the churchyard?

Presentation and care of church records

3. (i) Are your service book records and registers for burials, baptisms and marriages up to date?
(ii) Are all your church registers, records and books in a satisfactory condition and properly stored or deposited within the archives?
4. (i) Are your external and internal noticeboards in good order and up to date?
(ii) Is the current Table of Parochial Fees displayed clearly in the church?
(iii) Is the Churchyard Directive displayed prominently and publicly?

5. Are you satisfied with arrangements for the care and cleaning of the church's interior, church linen and other ornaments and vessels?
6. Do you have up-to-date church guidebooks available and, if appropriate, are they available in other languages?
7. Is there a logbook for your church and is it up to date?
8. Is there a plan of your churchyard and is it up to date?

Finances

9. Last year, did you pay your clergy expenses in full?
10. Is all your church insurance up to date and does it give you appropriate cover?

If you'd like to know more about the role of the churchwarden, your diocese can provide you with a guide, and you'll find a number of books available commercially too. If you'd like to raise an issue with your Archdeacon, please contact them directly.

Did you know...

- The office of churchwarden dates from the 13th century
- Churchwardens are the legal guardians of a church's movable goods
- Most parishes have two elected churchwardens
- Historically, there are two types of churchwardens: the people's warden and the rector's warden
- A particular type of long-stemmed tobacco pipe became known as the Churchwarden Pipe, because churchwardens used them to smoke in church while poking their pipe out of the window.

Archdeacons' Triennial Visitations

You will be aware that the Archdeacons have been instructed to carry out their duties under Canon 22.5, that is to inspect parish records, registers, policies and other such legal paperwork that proves due diligence and governance is in place. This is necessary, as in past years our Visitation responsibilities have been carried out by churchwardens signing a declaration that they have checked the records and all is correct. Unfortunately a couple of regrettable incidents in Dorset brought to our attention the need to oversee this personally, as required by Canon Law. The Bishop has instructed us to undertake Triennial Visitations, and the few pilots that I've undertaken in recent weeks indicate that while this will be a costly process with regards to time, the opportunity offers you protection and security once we have gathered all the necessary documents and we have checked they are satisfactory. The contents of safes also brought out some historical plate to appreciate and conversations about mission and ministry with churchwardens and the clergy were considered helpful.

Archdeacons are allowed to use deputies for these Visitations, and we hope that Rural Deans and Deanery Lay Co-Chairmen will support this process. Working together as a team, we hope this will soon be an enjoyable and productive part of our common life.

With thanks and best wishes,

The Venerable Alan Jeans
Archdeacon of Sarum



Making church repairs simpler – New faculty rules

Ask churchwardens what they least like doing and without hesitation many will reply “applying for faculties”. So churchwardens will be relieved to hear the welcome news that aspects of the faculty process have now been changed and are therefore easier and quicker to operate.

The old de minimis and extended de minimis permissions have now gone and been replaced by two new levels of permission giving. The first level is to enable PCCs to carry out basic and straightforward maintenance work quickly. The work that is permissible under this first level is listed under what is known as List A (<http://www.salisbury.anglican.org/parishes/church-buildings>). The second level deals with those areas of maintenance that don't involve any material change, but where there are technical matters that potentially require advice from the DAC and its advisers before permission can be given. The work that is allowable under this second level is listed under what is known as List B (<http://www.salisbury.anglican.org/whos-who/registry/faculties>). Both lists cover work that will usually have been identified in the Quinquennial Inspection.

It is the Archdeacon who gives permission for List B and the administration is undertaken by the DAC office. While parishes do not need to seek the permission of Archdeacons if the work falls within List A, it is always advisable to check with them that this is the case.

In order to operate the new scheme effectively – which is, as I say above, to make things simpler and quicker – it would be really helpful if churchwardens could use the following process:

1. If it is clear that the work is maintenance and repair and there is no material change, check on the diocesan website whether the work falls under List A or B.
2. Email Hannah Elgumaty at the DAC office on dac.admin@salisbury.anglican.org describing clearly what work needs to be done, how you intend to do it, what aspect of the Quinquennial report it relates to, and what list you think it falls under. Hannah will clarify whether the list is correct. If it is List B,

Hannah will contact the Archdeacon for his/her permission. Once permission is given, which normally takes no more than a few days, Hannah will let the parish know. Please bear in mind that Hannah works part-time and that the DAC secretary can also advise on these matters, particularly when Hannah is not available.

3. If it is List B, then technical information will almost certainly be required, probably involving the church architect. Once the information is with Hannah, she will contact the DAC architects and/or consultants for their advice about the proposals and their advice will be included with the application to the Archdeacons when their authorisation is sought for the works. Again, once permission is given, Hannah will inform the parish. The DAC office and Archdeacons undertake to complete the list process within four weeks, although it will usually be much quicker than this.

The faculty process for all other matters remains unaltered.



Whilst Ecclesiastical has used reasonable endeavours to ensure that the information in this newsletter is correct at the time of publication, please note: (a) the information is not intended to constitute a definitive or complete statement of the law on any subject, (b) the information may over the course of time become incorrect or out of date; and (c) neither Ecclesiastical Insurance Office plc. nor its subsidiaries can accept any responsibility or liability for action taken or losses suffered as a result of reliance placed on the information provided in this newsletter.



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