

Fringe Meetings and Displays Policy

Eligibility to apply for a Fringe Meeting or Display at General Synod

1. The following individuals or organisations with links to the Church of England and General Synod are eligible to apply to hold a fringe meeting or display at meetings of General Synod:

Group 1: Internal applicants:

- a. Individual members or groups consisting solely or mainly of members of the General Synod
- b. Any of the National Church Institutions (including their committees, boards and councils)
- c. Any body established under the provisions of a Measure or Canon or under the Standing Orders of the General Synod
- d. Any body established by the Archbishops or by the Archbishops' Council

Group 2: Church of England Mission Agencies:

- e. Any Mission Agency of the Church of England which is an associate or full member of the Partnership for World Mission

Group 3: Church of England Charities etc

- f. Any charity the purposes of which include furthering the work of the Church of England
- g. Any charity any of whose purposes are required to be carried out in accordance with the tenets of the Church of England (however that requirement is expressed)
- h. Any charity of which the Church of England is a sponsoring or member Church
- i. Any charity whose purposes include the relief of poverty among the clergy of the Church of England

Booking Fringe Meetings and Displays

2. An individual, group of individuals or organisation eligible under paragraph 1 to apply to hold a fringe meeting or a display must apply to the Synod office by the time it specifies. (Display spaces are only available at the University of York).
3. Eligible applicants must supply the names of guest speakers and any organisations they intend to invite to participate at fringe meetings and displays and any other information (including details needed for security passes) reasonably required by the Synod Office, within the timetable it specifies.
4. The eligible individual, group of individuals or organisation that applies to hold a fringe meeting or display must take personal responsibility for making all necessary arrangements with the Synod Office. Responsibility cannot be

delegated by the applicant to others (for example, another individual or organisation participating at a fringe meeting). The Synod Office can only deal with the eligible applicant and will hold the eligible applicant responsible for all matters concerning the fringe meeting or display. The name of the eligible individual, group of individuals or organisation responsible for the fringe meeting must be clearly displayed on the fringe meeting flyer.

Costs associated with holding a fringe meeting; catering, AV and room hire, will be invoiced to the eligible applicant, with the exception of those in Group 1a above who will be exempt from room hire.

5. Space for fringe meetings and displays will, subject to practical considerations as to space, be allocated on a first-come, first-served basis from the time that applications open.
6. For fringe meetings which take place on site at either Church House or the University of York, the following apply:
 - a. Catering is limited to beverages which should be ordered via the fringe meeting booking form and will be supplied by the venue caterers.
 - b. The number of external guests or speakers for any one fringe meeting is limited to five people. This limit also applies to displays in York.

Compliance with other General Synod Policies and Guidelines

7. Participants and organisers of Fringe Meetings and Displays must abide by all the General Synod's policies:
 - General Synod Security Policy
 - General Synod Members Code of Conduct
 - House of Bishops Safeguarding Policies
 - In York: The University of York's policies on [Freedom of Speech and Equal Opportunities](#)
8. For health and safety reasons, organisers must ensure that their fringe event or display stays within the room or space allocated. No signage or materials should go beyond the allocated area. The Business Committee retains the right to order the immediate discontinuation of any fringe meeting or display stand which does not stay within its allocated space or which poses a risk to health and safety.
9. Where display organisers are unable to be present for the duration of the period for which they have requested a display, they must ensure their stand is left in a tidy and safe state. Any items left unattended are left at the organiser's own risk and are not the responsibility of the Synod Office or the respective Conference teams.
10. Synod members and those participating in, speaking at or organising Synod fringe meetings and displays are required to remain courteous and respectful at all times to Synod members, staff and guests, including those who do not agree with the views being promoted at such meetings or displays. For further information please refer to the General Synod Members Code of Conduct policy (*q.v.*)
11. In the case of groups of sessions held at the University of York, if the fringe meeting or display is considered by the University to contravene its policy on Freedom of Speech and Equal Opportunities the Business Committee

reserves the right without recompense, to cancel the fringe event / order the immediate removal of the display.

Right to Refuse applications for Fringe Meetings and Displays

12. The **Archbishops** as Presidents of the General Synod reserve the right to refuse space to an organisation for a fringe meeting or display where they judge that:

- a. the subject matter of the fringe meeting or display would be contrary to the ethos of the Church of England or may impact adversely on its reputation;
- b. the presence or other involvement of any person at the fringe meeting or display may pose risks to the security of the General Synod, its members and visitors;
- c. the subject matter of the fringe meeting or display, or the presence or other involvement of any person at the fringe meeting or display, would be inconsistent with the guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults;
or

13. The Business Committee reserves the right to **refuse any further applications** from organisers for up to **two groups of sessions** if it takes the view that these Guidelines have been infringed.

14. The Business Committee reserves the right to refuse any further applications from organisers where invoices for costs incurred for previous fringe meetings remain unpaid.

15. All questions regarding these Guidelines and any concerns regarding Synod fringe meetings or displays should be sent to the Chair of the Business Committee via the Clerk at: clerk@churchofengland.org

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