

ADVICE LINE

Issue 4 – July 2010

Welcome to the latest issue of Advice Line, with administrative advice for Leadership Teams of Torch Fellowship Groups (TFGs).

Royal Mail 'Articles for the Blind'

The Royal Mail Articles for the Blind scheme is a free 1st class mail service. To use the service, either the sender or the recipient must be blind or partially sighted.

Organisations representing blind people or providing a service specifically designed for blind or partially sighted individuals (such as Torch Trust) can also use the service, where they are sending items that have been specially prepared or adapted for use by the blind.

Most people who use Torch services will be aware of the details of the scheme. From time to time, however, some of our sighted supporters, including those who assist at TFGs, ask for clarification.

The Royal Mail web site has full information including a very useful FAQ (Frequently Asked Questions) section. Being aware of what is *not* permitted under this scheme is as useful as being aware what is!

If you do not have Internet access or want to ask a specific question that does not appear to be answered by Royal Mail, please do not hesitate to get in touch.

Website: www.royalmail.com and search on 'Articles for the blind'. Alternatively, telephone the Royal Mail Customer Service Centre on 0845 774 0740.

Good News

An increasing number of TFGs are asking for the monthly Good News news sheet in email format. This format enables news to reach groups more quickly and, for the print edition, saves Torch the cost of postage and stationary. If you would like to receive Good news by email please contact us at Torch House at info@torchtrust.org

Insurance

The usual annual letter from our Insurance Broker, confirming Public Liability Insurance cover should follow with the next issue of Advice Line in October 2010. For more information about the cover please refer to the March 2009 issue of Advice Line. We can supply copies if required.

...specially for Torch Fellowship Groups



Share this News with your
Leadership Team

Song Copyright

From time to time we are asked about copyright restrictions that may apply to songs used by TFGs in their meetings. The basic position is as follows:

Song Books

Most TFGs will be using song books. It is unlikely that any use OHP or data projection. So in such cases no copyright issues arise.

Printed Sheets

If a TFG wants to copy the words of a song and print them out, then there are copyright considerations - whether the user is sighted or visually impaired and whether the medium is print, giant print or braille.

The first issue to consider is whether the song or hymn is still covered by copyright. If it is not then it will be described as being in the 'Public Domain'. This is the case for almost all older hymns. For most modern songs, permission to reproduce the words is necessary.

The CCLI (Christian Copyright Licensing International) scheme describes itself as "A simple, legal and affordable solution for all your copyright needs".

Many churches now use this scheme and where a TFG meets on church premises and has a close relationship with the church leadership it might be worth asking the church if it would be willing to include the TFG under its 'umbrella' for copyright purposes.

Otherwise, the Group may want to restrict itself to the songs in an existing book or applying for its own Licence from CCLI. We are very happy to advise you further, so please do not hesitate to contact us for an informal chat or for specific advice.

Website: www.ccli.co.uk

Used Stamps

A number of people in TFGs very kindly collect used stamps and send them to Torch House for sale, which then provides funds for the furtherance of the work.

As you may have read in a recent edition of Torch Family News, a long-standing volunteer has recently retired from processing the stamps for us.

We now have new arrangements in place and in most cases we do not need stamps to be sent to Torch, but to a stamp dealer which operates a scheme called Charity Stamps Direct.

An information sheet called 'Stamp News' is enclosed and further copies can be supplied on request, or downloaded from our website at www.torchtrust.org (see the 'Supporting Torch' section).

Andrew Nicholson
Assistant Chief Executive

Telephone: 01858 438260
Email: andrewn@torchtrust.org

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Torch Trust for the Blind, Torch House, Torch Way,
Market Harborough. Leicestershire. LE16 9HL. UK
Tel: 01858 438260 Fax: 01858 438275
Email: andrewn@torchtrust.org Website: www.torchtrust.org
Registered Charity No. 1095904

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vision for people
with sight loss