



**MINUTES of the General Committee Meeting held at Madginford Hall, Bearsted on
Saturday 23rd February 2019 10.00 – 13:30**

MEMBERS PRESENT:-

Association Chairman	PB	Phillip Barnes	Central Council Rep 1	DG	Doug Davis
General Secretary	SB	Susan Bassett	Central Council Rep 2	CL	Catherine Lewis
Assistant Secretary	CC	Cathy Cheeseman	Ashford District Rep.	MP	Maureen Poole
Treasurer	MF	Margaret Funnell	Canterbury District Rep.	JH	Jo Horton
Youth Officer	JT	Jen Thomas	Lewisham District Rep.	NS	Natalie Slator
Bell Restoration Officer	BB	Brian Butcher	Tonbridge District Sec.	RD	Richard Dyson
Training Officer & Maidstone District Rep	DG	David Grimwood	Rochester District Rep.	RB	Richard Bushell

IN ATTENDANCE

Safeguarding Officer NPS Nigel Spencer

2019/02/01 **Apologies for Absence** – Caroline Stockmann (CS; Central Council Rep and Publicity Officer) and Louise Nightingale (Tonbridge District Rep substituted by Tonbridge District Sec, Richard Dyson).

2019/02/02 **Minutes of meeting held on 24th November 2018** were approved and signed.

2019/02/03 **Matters arising from previous minutes** **ACTION BY**

2019/02/03.1 No matters were raised (other than those on the Agenda as follow).

2019/02/03.2 Matters ongoing brought forward for feedback or action
 2018/11/03.2 – Membership communications sub-group – DD reported that three areas had been considered; GDPR, effective communication and membership. All three would best be served by centralised membership online with members renewing and paying their membership subs direct to the Association and at the same time providing GDPR consent and communication preferences. Mailing lists could be generated from the database and information could be deleted if requested. An enhanced computer programme to “bolt on” to the existing database would cost a one-off £75 to enable the direct payment of subscriptions. Various concerns and comments were raised; a buddy system for those without a computer, Under 18’s parental consent option, Direct Debit, PayPal or cheque payment, self-nominate to a tower, diminished role for District Treasurers but Membership Secretary could be needed, Life members. The meeting agreed the one-off fee to purchase the software and that the system should be developed and tested this year to iron out any wrinkles before roll-out in 2020. DD to action and report back to the next meeting. District Reps to discuss this within their Districts but it is not an AGM issue. DD to purchase software, develop and test system in 2019 ready for going live in 2020.
 2018/11/03.2 – Insured thresholds – SB had circulated the report to be printed in the Handbook which answered the questions previously raised. There were no further questions on the subject. DD to report progress to April General Cttee.
 2018/11/06 – Internal Public Relations exercise – PB had been unable to meet with CS but proposed to emphasise the positive benefits of belonging to the Association for less than 24p per week. A poster campaign was envisaged. District Reps to feedback members’ views on Membership Database proposals.
 2018/11/06 – Bookstall & other sale items – CL made no report. She then commented that she could buy copies of the new Dove’s Guide direct from the printers at a reduced cost. SB commented that the book stock was being insured for £4,750 and some had been written-off as damaged or out of date. PB requested that a factual report be drawn up to make a case for the stock we have. A structured discussion and action plan was needed. PB & CS to progress publicity campaign.
CL to report to April 2019 meeting on the issues first raised at Gen Cttee 24/11/2018..

2018/11/07/05 – Insurance & Dementia – PB reported that CCCBR has no guidance on these issues. PB recommended that individual risk assessments be carried out sensitively and suggested that bands might try to include in social events someone who's not safe to ring anymore.

2019/02/04

Safeguarding Report – NPS spoke to his written report and emphasised that the Association's Safeguarding Policy is not to identify individuals but to resolve issues that may arise. It's recommended that all Tower Captains are DBS checked. The Code of Practice would be reviewed shortly and needs very little revision save a slight variation in wording. The Safeguarding advice on the website would in future be easier to find. DD to work on a quick tab. The second C2 safeguarding course was well-attended. NPS reiterated that he would not be standing again at the AGM so a new person will need to be involved with appropriate training/mentoring. PB requested members to talk to ringers with suitable skills/training in this area to come forward. DD to advertise on the website. JT commented that young ringers had asked why a Tower Captain was on their Youth Facebook group. This was being closely monitored.

DD to add a website quick tab for safeguarding policy.

DD to highlight Officer vacancies on website prior to AGM

2019/02/05

Kent Mobile Ring (KMR) – CL circulated her report which included a goodwill offer, received via David Cawley, from Taylors to provide the bell fittings. PB commented that he had requested a report to have explored what the KMR was needed for, how flexible it would be to use, the events it could be used for and the design could come from that. We were still not in possession of these crucial facts. While generous gifts are welcome but the Association still needs to look at the running costs, volunteer staffing, potential usage, etc. It has been difficult to get a meeting of minds but there is a need to report to the AGM. There now appeared to be two options:

Option A – Although no detailed specification was provided, CL's report recommends committing the Association to fund-raising for the Matthew Higby design (costing +/- £30k) which could begin to be built in April 2020. DD spoke in favour of a "turn-key" approach with Matthew Higby delivering a working project.

Option B would be cheaper and relies on Taylor's goodwill offer. Concern was expressed that Taylor's didn't have nearly so much experience with mobile rings. BB further commented that Matthew Higby wouldn't want to work with the constraint of fittings and fixtures supplied by Taylors.

After some further discussion it was agreed that Matthew Higby should be the preferred contractor. CL considered that funds could be raised in time for work to start in April 2020. DD agreed to work with CL to come up with a (fully-considered) report for the AGM.

DD and CL to draw up a fully considered report for the AGM

2019/02/06

Treasurer's Report – Circulated in advance and noted. MF commented that she was still unable to close the accounts for 2018 as she was waiting for financial information from one district. BRF and Training Funds were healthy. General Account was low as all expenses go out early in the year. It was noted that Districts had a wide variance in levels of expense and activity. Tonbridge District Newsletter cost some £451 but Lewisham District funded its own. Noted that Tonbridge District would be soon discussing digital options and charging for printed copy, as did the Canterbury District. DG asked what the process was for Districts to manage their own funds. PB replied that the Association is managed through its districts but that accountability is vested in the General Committee and exercised through District Secretaries and Representatives. The Association needed a financial structure to provide clarity about who could do what, with an expenses policy. The Finance Sub-Group to action this. MF had drawn up a paying in sheet which Districts/Members should use when paying in funds to the Association accounts to help annotate what the funds represent. A copy to be added to the website to download. Discussion followed about who would replace the Treasurer MF at the AGM. A person with skills in online processing and accounts would be

Finance Sub-Group to work on Financial Structure of Assn and its Districts with expenses policy.

DD to upload MF form to website.

All members to seek out a new

needed. SB mentioned that she had some experience with SAGE book keeping but would not wish to do both jobs.

Treasurer with appropriate skills.

2019/02/07

Officers' Reports

2019/02/07.1

Training – David Grimwood spoke to his report (circulated post meeting) and outlined four ART training events for 2019; 30th March ART M1 (already sold out), 25th May ART M2C at Dover, 22nd June ART M1 at Higham and 24th August ART M2C at Staplehurst. Discussions with ART are ongoing to resolve the lack of assessors to conduct accreditations. Training events are now more visible on the Website. District Training events can now be added there too. More Safeguarding courses in the east and west of the county are being followed up with Canterbury Diocese.

2019/02/07.2

Youth – Jen Thomas had circulated her report which was full of activities undertaken by the Kent Young Ringers. Their enthusiasm was great and JT was thanked for the huge amount of work she was doing in this area. The budget proposal could not be finalized until the Association decided what the expenses policy would be. The Ringing World National Youth Contest would be in Liverpool, so travel costs could be great and local hosting of SEECON needed funding. After discussion it was agreed to allocate £2,500 from the Training Account for the Youth expenses budget 2019. Claims for expenses in relation to a Kent Young Ringers Event to be made by a completed claim form submitted to the Treasurer.

JT to advise and ensure expenses claim forms accompany reimbursement requests to Treasurer.

2019/02/07.3

Central Council Representatives – AGM 7th September 2019 at Goldsmiths, New Cross, London SE14 6NW. Noted a change in CCBR rules for elections would enable a subtle change in Association rules. This would allow staggered elections of the Association's five representatives in future.

2019/02/07.4

Bell Restoration – Brian Butcher updated the report as circulated to advise that the Faversham project would now go ahead with two new trebles and new fittings but retain the old bell-frame. The Association bell team/heavy gang would not take on leadership of the project but assist where needed. Ospringe tenor now goes much better and work on the other bells will continue. Quotes to repair a split in a timber headstock at Penshurst were being sought. Secure parking for the bell team's trailer was needed. After discussion BB proposed, seconded by PB and agreed to pay £250 per annum for space in a secure locked compound. BB raised the issue of Professional Indemnity Insurance cover for all relevant members of the Association (not currently insured by the Association but available to BB in his capacity of DAC Bells Advisor). SB was requested to liaise with the Association's insurers to obtain advice and a quote for this.

BB to organise trailer storage at £250 per annum. Treasurer to arrange annual payment. SB to advise insurers of new storage location and enquire re: Professional Indemnity Insurance.

2019/02/07.5

Publicity – JT commented that some the Kent Young Ringers had been interviewed by the Kent Living Magazine for an article in the April issue. Channel 5 and an article in the Times had also recently been published.

2019/02/07.6

Handbook – DD advised that he had found a cheaper printing cost at £695 for 500 copies of the Handbook. This would enable one per tower and orders. He reminded members that some reports were outstanding, particularly Publicity and Finance. DD confirmed he was willing to continue as Handbook Editor.

DD to complete production of the Handbook for the year by the AGM.

2019/02/08

Grant Applications – BB advised that one application had been received from Maidstone All Saints to install an improved sound control system estimated to cost £16,950 including VAT. Noted that £8.5K had been raised to date. After a short discussion BB recommended that a grant of £3,000 be made (less any Association costs for the bell team/heavy gang) and this was agreed nem con. BB to advise formally this decision to Maidstone All Saints.

BB to advise Maidstone All Saints of £3,000 grant less costs.

2019/02/08

Specific Matters

2019/02/08.1

Peal Fee Review (deferred by General Committee 28/07/2018) – Understood that excess Peal Fees would be used for the Training Fund. The printing of Peals in the Handbook was understood to cost 0.002p per page. Dependent on the number of peals and pages in a year, an informed decision about Peal Fees could then be reached.

2019/02/08.2	<p><u>AGM 2019</u> – SB was working on a draft Agenda for circulation and requested members to advise any specific additions by return. Officer succession/nominations (especially Treasurer & Safeguarding Officer) needed progressing as soon as possible.</p>	<p>SB to circulate draft AGM Agenda. All to find nominees for vacant posts.</p>
2019/02/09 2019/02/09.1	<p>Striking Competitions <u>SE England Youth Striking Competition (SEECON)</u> – 06/04/2019 – Horton Kirby. JT confirmed that arrangements were progressing. Consideration would be given to potential attendees not directly involved in the competition and any necessary risk assessments.</p>	<p>JT to consider attendee management and risk assessments.</p>
2019/02/09.2	<p><u>Association 8-bell Competition</u> – 29/06/2019 - Rochester District – Tunstall was confirmed. Plain Course of Turramurra. PB offered to find judges.</p>	<p>PB to find judges.</p>
2019/02/09.3	<p><u>Essex Trophy 2019</u> – 14/09/2019 – Christchurch, Southgate. Stedman Caters. PB agreed to organise the band and invited anyone who wished to take part to let him know. Those attending the 10-bell practices may assist the Association to put forward the best band.</p>	<p>PB to organise the band from volunteers & 10-bell practice attendees</p>
2019/02/09.4	<p><u>Association 6-bell Competition</u> – 28/09/2019 – Tonbridge District – Seal was confirmed. PB offered to find judges.</p>	<p>PB to find judges.</p>
2019/02/09.5	<p><u>Essex Trophy 2020</u> – 12/09/2020 - Kent to host – Ashford confirmed. Method suggested to be a plain course of Swindon Surprise Royal.</p>	
2019/02/09.6	<p><u>Association 8-Bell Competition 2020</u> – Tonbridge District. To find and agree on a date acceptable to all was difficult and would need flexibility from Districts who may need to work around the chosen date. After discussion the date agreed was 20th June 2020 with 09:45 draw.</p>	<p>District Reps to advise and request members to work around this date.</p>
2019/02/10 2019/02/10.1	<p>Forthcoming Events <u>AGM 2019</u> – Easter Monday 22/04/2019 – Chilham. Bring own alcohol to the lunch. JH confirmed that detailed arrangements (ringing routes, meeting location and lunch) would shortly be available on the website.</p>	
2019/02/10.2	<p><u>AGM 2020</u> – Set date (Rule 5) – Feedback from Districts and members to the proposal of second Saturday in May annually had been circulated and was discussed at length. Main concerns of the Lewisham District, as hosts in 2020, were traffic on a Saturday and the availability of accommodation. Whilst some Districts were mainly against change, others were prepared to give it a try. PB reminded District Reps that the suggestion had arisen from ordinary members rather than the General Committee but commented that it would be invidious to make Lewisham organise the AGM on a date it didn't want. Maidstone District in 2021 may be prepared to change. It was understood that many other nearby Associations used the second Saturday in May. Change was not easy but perhaps the date could be piloted by another District in future. It was agreed, therefore, to set the date of the 2020 AGM on Easter Monday, 13th April.</p>	
2019/02/11	<p>Any Other Business – <u>The Association Library & Archive</u> had been raised by the Finance Sub-Group for discussion with Hazel Basford (HB) to secure it for the future. Some 50 archive and other boxes contained Peal books, committee minutes and other valuable historical material. HB would be willing to work with a group to look at possibilities for its future security. Appropriately skilled people would be needed to draw up an acquisitions policy, consider insurance, create an online catalogue and prepare information for the website. Proposals to be brought back to the General Committee.</p>	<p>District Reps to advertise the need for people to assist Hazel Basford with the Association Library & Archive future security plans.</p>
2018/11/12	<p>Dates of 2019 meetings - 27/04/2019, 27/07/2019 and 30/11/2019 at Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH</p>	

SIGNED as a true record by

DATE.....