



**MINUTES of the General Committee Meeting held at Madginford Hall, Bearsted on
Saturday 3rd August 2019 10.00 – 13:30**

MEMBERS PRESENT:-

Association Chairman	PB	Phillip Barnes	Central Council Rep 1	DD	Doug Davis
General Secretary	SB	Sue Bassett	Central Council Rep 2	CL	Catherine Lewis
Treasurer	MP	Maureen Poole	Central Council Rep 3	CS	Caroline Stockmann
Training Officer & Maidstone District Rep	DG	David Grimwood	Ashford District Rep.	PCS	(Peter) Charles Sinden
Youth Officer (Sub)	NJ	Neil Jones	Lewisham District Rep.	NS	Natalie Slator
Bell Restoration Officer	BB	Brian Butcher	Rochester District Rep.	RB	Richard Bushell
			Tonbridge District Rep.	LN	Louise Nightingale

IN ATTENDANCE

Handbook Editor	DD	Doug Davis	Peal Secretary	PB	Phil Barnes
Webmaster	DD	Doug Davis			

- 2019/08/01 **Apologies for Absence and Substitutions** – Jen Thomas (Youth) substituted by Neil Jones. Emma Jarvis (Safeguarding) & Peter Sims (Health & Safety) apologies received post meeting.
- 2019/08/02 **Minutes of meeting held on 27th April 2019** were approved and signed by the Chairman.
- 2019/08/03 **Matters arising from previous minutes** **ACTION BY**
- 2019/08/03.01 No matters were raised (other than those on the Agenda as follow).
- 2019/08/03.02 Matters ongoing brought forward for feedback or action from 2019/04/03.2 – Membership communications sub-group – DD circulated screenshots of the proposed website pages for the administration of membership subscriptions and gave an outline of how it would work including automatic generation of individual emails for subs reminders. DD invited feedback and various questions and comments were raised. Management of the change to personal member responsibility would need to be introduced carefully to ensure acceptance by the membership and iron out problems. It may be necessary to have an Association Membership Secretary as an elected role with a clear way to help non online members to engage at District level. DD agreed to identify suitable individuals within Districts to assist introduction. Agreed it would be best to first trial the new system with some Districts, e.g., whilst actively engaging other districts to ensure ownership of the new system by all. DD to circulate process for change. DD to request assistance with change management, to trial new system and circulate details of process for change.
- 2018/11/06 – Internal Public Relations exercise – Meeting date at the end of August had been agreed between PB & CS, to discuss publicity to Districts and Towers to explain the benefit of membership. Ideas put forward included “old fashioned” flyers which people pick up, a new member pack to include a free Handbook and copy of the Ringing World, improve social media (CS needs to be advised of events to tweet as younger generations do not read reams of words), open mornings, sharing of good information. PB & CS to make recommendations
- 2019/04/09.2 – Publication of minutes – The General Secretary requested clarification of why immediate publication of draft minutes had not been accepted at the April meeting. It was emphasised that draft minutes could be uploaded, suitably annotated, after a positive response from members of the general committee. The draft Minutes could then be replaced once they had been approved at the next SB to circulate draft minutes to General Committee for

meeting. After a short discussion it was agreed that provided all members present at a meeting acknowledge and (if they consider appropriate) make comment/recommend changes, draft Minutes could be uploaded to the website prior to adoption (with footnotes if inaccuracies were raised).

feedback then add to website. Replace with adopted Minutes when approved.

2019/08/04

Kent Mobile Ring (KMR) – The report of the project team, circulated to general committee members, concluded that the mobile ring was not viable. DD and DG had worries over many elements to the project and had had a meeting with David Cawley to discuss these. DD had backed the project for 5 years and would have liked to have seen it succeed but it had struggled for support practically and financially, but now doubts it could ever be achieved. CL considered that the recommendation not to proceed with the project was against the AGM 2019 mandate. There was a long discussion including the lack of a robust business case, the marginal vote by AGM with only a small majority and more than half of those present abstaining and the lack of enthusiastic and practical support from members. Although it was suggested by CL that this needed to go back to the AGM it was emphasised that the Rules of the Association delegated management decisions to the General Committee and that this project had been going on for five years with no significant progress. A formal proposal by DD, seconded by DG to discontinue the Kent Mobile Ring Project was carried by 12 votes, none against and one abstention.

Consideration would need to be given to the trailer and future of the bells. David Cawley has ideas for his bells, a Kent tower had been identified but a nationwide search for a new home was also being looked into. PB would write to David Cawley, DD & DG to draft an email to Districts (for prior circulation to General Committee for comment) to outline the next steps and to explain how and why this decision had been reached.

PB to write to David Cawley. DD & DG to draft email to Districts to explain this decision and next steps.

2019/08/05

Treasurer's Report – MP spoke to her report and confirmed that flows in and out all balanced. A spreadsheet of the Training Fund was circulated to indicate how categories had been introduced to enable easy analysis of the accounts. The General Fund was more complicated as deposits were not always adequately identified to the Treasurer by those paying in. Accompanying paying-in forms were “not happening” and adequate detail of AGM transactions and information from Districts was sometimes lacking. As spreadsheets were considered adequate, the Sage accounts programme would be dispensed with. A new Independent Examiner would be needed for the current year. CS indicated that such a person needed to be clear on their duties, would be obliged to give a report to the General Committee and follow the check list of the Charity Commission. District Reps were asked to search for a suitable person amongst membership. CS advised that as her role had no control over Association assets, she was able to do the work if no-one else came forward.

District Reps to search a suitable person to be an Independent Examiner.

2019/08/06

Officers' Reports

2019/08/06.01

Training – DG highlighted a number of forthcoming training events; 24th August ART teaching teachers to teach change ringing which is being supported by Essex ringers, 21st September Safeguarding course will include ringers from Ypres and West Kent despite being held in East Kent. DG commented that he did not get much response from emails and found that a personal approach through District Meetings paid dividends. An ART M1 course was arranged and an excellent write up was worth promoting on the website. Neil Jones commented that consideration was needed over dates of District Meetings which clash

Add ART M1 course write-up to website.

NJ & DG to consider & make recommendations

with training events as well as each another. DD asked if there was mileage in alternating District Meeting dates, say 3 then 3 to leave free more Saturdays each month for training or other ringing events.

re: district meeting
dates

- 2019/08/06.02 Youth – A full report of recent and planned activities had been circulated. A marvellous result had been achieved in Liverpool and the young people were still buzzing about it. Mini-ringers group was being supported by some of the older young ringers. ART training was beneficial and would give them more confidence with the mini ringers. Two ringers would be moving on next year which would leave slots to fill. Planning for York 2020 was underway but accommodation is expensive. University accommodation was suggested. A series of practices, social events and outings are planned. The Chairman was thanked for hosting the KYR summer event.
- 2019/08/06.03 Central Council Representatives – AGM 7th September 2019 at Goldsmiths, New Cross, London SE14 6NW. A mini roadshow would open on the Sunday, free to under 18s, £12 adults. CS commented that more volunteers were needed to assist on the Saturday and during the meeting, NJ agreed to speak to young ringers. Volunteers would have free access to the mini roadshow on the Sunday and receive a Steward's polo shirt. PB commented that this would be the first new style meeting and that a new President had been nominated, Simon Linford. All members were asked to speak to other ringers about the weekend and encourage attendance as its open to all.
- 2019/08/06.04 Bell Restoration – BB had provided a report and talked through some of the items listed.
- 2019/08/06.05 Publicity – CS made no further comment.
- 2019/08/06.06 Handbook & Website – DD acknowledged the need to start work soon on the 2020 Handbook. It had cost £736 last year to produce and it was noted that the income from advertisements and Peal fees had covered the cost. CL agreed to continue organising the advertisements for the Handbook.
- 2019/08/07 **BRF Grant applications** – Prior to discussions NJ registered an interest in the project so answered questions but took no part in the grant decision. A grant application had been received from Rochester Cathedral to add two trebles and a sharp second with improvements to the rope circle. The whole project had been costed at £100,000 including tower extras, improving the go of existing bells with new fittings and ringing room works. BB had paperwork to inspect and PB commented that Trustees did need to see this to enable due process. The question of sound control was raised but was not part of this project. A sound control project would be major structural work due to the size of the louvres and was not being undertaken at this time. After much discussion about the size of grant, historical grants, availability of funds and other projects on the horizon a grant of £20,000 was proposed by CS, seconded by DG and carried by 11 votes in favour, none against and two abstentions. Due to the size of the grant a bell can be named after the Association and a plaque placed on the ringing chamber wall. It was expected that Faversham would need practical help but no grant and Westgate on Sea project would add a Keltek bell. A grant application was in process for discussion at the November meeting.

All to encourage
other ringers and
towers to attend
the Central
Council weekend.

CL to organise
Handbook
advertisements.

BB to write
formally to
Rochester
Cathedral to
confirm the offer
of £20,000 grant
from KCACR.

2019/08/08 **Specific Matters**

- 2019/08/08.01 Finance Group Notes – The meeting notes from 10th May 2019 had been circulated and were taken as read. PB reported that two things had since happened; a phishing attempt had been made on the General Fund (thankfully prevented by the Treasurer) and someone’s Car Tax had been paid by the Tonbridge District 120 Club. This raised concerns where association funds were in the control of someone other than an officer and emphasised the need to remain alert.
- 2019/08/08.02 Training Budget (item 2) – The Training Fund Guidelines revised draft had been circulated. DG recommended that as the KYR were doing exciting things it was appropriate for them to have a separate fund with control by the Young Ringers’ Officers (JT & NJ) so item 2 from the draft should be removed. Discussion ensued about the best way to achieve this and to accord with the Expenses Policy. PB suggested that JT & NJ work with MP and others to produce suitable guidelines and arrangements for a KYR fund. Meanwhile it was agreed nem con to accept the Training Fund Guidelines as drafted but with paragraph 2 retained for the time being. JT, NJ & MP work on guidelines and arrangements for a KYR Fund. SB upload adopted Training Fund Guidelines
- 2019/08/08.03 Benefits of Charitable Status (item 4) – DG had set out a discussion paper to explain the benefits of obtaining charitable status for the Association. These included increasing the potential for effective fund raising; ensuring accountability to members and to churches and the public; financial protection of KCACR’s Officers as trustees; supporting the public promotion of KCACR; establishing a clear public benefit; providing a robust constitution based on good practice and legal requirements. The KCACR constitution would need to reflect that of the Charity Commission model but this may cause a problem to members. CS had experience with Charitable Incorporated Organisations and offered to assist with moving this forward. PB considered it was unlikely to be ready for a rules change in 2020 but we needed to start informing Districts now and stressing the benefits to members. After further discussion about change management it was agreed that this should be worked on through the Finance Group and to draw in particular experts. Finance Group plus experts to work towards achieving Charitable Status for the whole Association.
- 2019/08/08.04 Policy for expenses (item 6)
6.a. – Draft Expenses Policy had been circulated for approval. Two issues were discussed: (1) whether expenses would be reimbursed by the Association for inspections of non-change ringing installations – agreed to add the wording “only where the tower in question has 3 or more bells or is actively seeking to augment the bells to at least 3” and (2) should the expenses of the Bell Restoration Officer be reimbursed and deducted from the overall grant to paid from the General Fund in addition to any grant? DD suggested that Bell Restoration work is an Association expense so any reimbursement of expenses should be paid from the General Fund. After some discussion this was agreed. SB to upload adopted Expenses policy as amended.
6.b. – A report on District 120 Clubs had been drawn up by SB and was discussed. Individual Lottery registrations by each District could be a waste of funds where one Association registration would be sufficient, provided districts gave the necessary feedback to a nominated promoter for all Districts. Agreed that this report be circulated to all District Secretaries and Promoters for their feedback and recommendations to be considered by the November General Committee. SB to circulate 120 Club report to each District Secretary and Lottery Promoter for Feedback to November Gen Cttee meeting.
- 2019/08/08.05 Asset Register (item 7) – SB had drawn up a report setting out the currently insured items together with other items (mainly competition trophies) owned throughout the Districts. PB felt that the complexity versus risk needs to be taken into account. On balance it was agreed SB to add two items to the

	that only two items should be added to the currently insured list; the Portable Simulator kit and silver rose bowl.	property insurance schedule.
2019/08/08.06	<u>Risk Assessments</u> (item 8) – PB had circulated a draft Health and Safety Policy based on that of the Central Council, as this was required by the new insurers. CS raised the issue of Risk Assessments being done before any event for a group. DD agreed that we had to cover ourselves and recommended drawing up standard Risk Assessments as well as specific ones for exceptions. DD’s wife had expertise in this area and would assist him to draft some risk assessments. Model Policy with Risk Assessment documents to be brought back for adoption in November.	DD to draw up Risk Assessments. Adoption of Health and Safety Policy at November General Committee
2019/08/08.07	<u>Interest Rates</u> (item 9) – MP had looked at investments and interest rates to improve returns and spread risk to ensure FSC protection. MP suggested if the deposit fund was split the Finance Group could decide. Discussion ensued around access needs, penalties and pros and cons of various products. CS recommended CAF bank and offered to take advice from the Association of Corporate Treasurers. Agreed that after advice was received, the Finance Group considers recommendations and reports back to November General Committee.	CS to seek ACT advice. CS & MP to liaise and recommend to Finance Group then report to November General Committee
2019/08/08.08	<u>Bookstall Closure Report</u> – CL had circulated the stock-take of books held throughout the Association together with some additional notes to support the continuance of the Bookstalls and other sales. After much discussion with appreciation and thanks given to CL for all the effort and work put into these sales in the past, a working solution was still needed to put into effect the General Committee decision to close the Bookstalls. DD suggested selling CC books back to the CC. LN concerned that out of date books should be removed. PB asked CS to assist CL to pull together the stock-take, working out how to properly account for the associated assets and find a way to dispose of items then bring ideas and a final set of thoughts and recommendations for the November General Committee.	CS & CL to work on recommendations for the November General Committee
2019/08/08.09	<u>Annual Review</u> of Complaint and Grievance Procedure – Members agreed nem con to readopt this policy without amendment.	
2019/08/08.10	<u>50-year Certificates</u> – SB had raised for discussion the practicalities, inaccuracies and anomalies in the award of 50-year certificates. It was felt that these were much appreciated by recipients and after some discussion it was agreed that a pragmatic approach be adopted.	
2019/08/09	Striking Competitions	
2019/08/09.01	<u>Association 8-bell Competition</u> – 29/06/2019 - Rochester District – Tunstall. Plain Course of Turramurra Surprise. Judges: Ann & John White (St Paul’s Cathedral). Results; 1 st Rochester, 2 nd Lewisham, 3 rd Canterbury, 4 th Ashford, 5 th Tonbridge. Absent Maidstone District. Commented that Rochester were well-deserved winners.	
2019/08/09.02	<u>Essex Trophy 2019</u> – 14/09/2019 – Christchurch, Southgate, Stedman Caters. PB commented that it had been difficult to get a band but two practice dates had been agreed and David Hilling would call the touch.	
2019/08/09.03	<u>Association 6-bell Competition</u> – 28/09/2019 – Seal (Tonbridge District). 9.45 am start. It was noted that Seal had the longest rope draft in Kent. LN asked whether there were any protocols around bands practicing at Seal in advance of the competition. After discussion it was recommended that local skill and judgement be employed. LN agreed to “top & tail” the competition on behalf of the Chairman, who gave apologies for absence.	LN to “top & tail” the competition on behalf of the Chairman.

- 2019/08/09.04 Essex Trophy 2020 – 12/09/2020 - Kent to host – Ashford confirmed. Suggest method to be a plain course of Swindon S Royal. PCS asked what local arrangements were needed. PB recommended refreshments, bacon rolls and the more fun the better. PCS to make local arrangements.
- 2019/08/09.05 Association 8-Bell Competition 2020 – 27/06/2020 - Tonbridge District. Draw at 09:45. In order not to clash with the 12-bell competition, please note the proposed change of date. District Reps to note and advise revised date.
- 2019/08/09.06 Kent Young Ringers
02/11/2019 – Inter-District Striking Contest at Sturry. Draw 13:45
04/04/2020 – SEECON hosted by Essex.
28/06/2020 – Farningham Trophy
04/07/2020 – Ringing World National Youth Competition - York
- 2019/08/10 **Forthcoming Events** – AGM 2020 would be at St. Nicholas, Chislehurst on Easter Monday 13/04/2020.
- 2019/08/11 **Any Other Business**
- 2019/08/11.01 Safety Concern update – The issue of a broken stay at a tower by visiting ringers had been raised last year by both parties and the Chairman had smoothed over diplomatic issues. The relevant District Chairman had been asked to make himself aware of the band’s competence but it was not clear if this had happened. He had now been chased for feedback. PB commented that this event raised the issue that District Officers needed an active view of what was going on in their districts. Isolated bands should receive help from districts to prevent embarrassing situations. DG commented that from a training perspective, contact needs to be maintained with new bands to pre-empt problems. PB to receive and report feedback from Canterbury District Chairman.
- 2019/08/11.02 Outing to Ypres – Rochester District 15/06/2019 – 48 people enjoyed a day out with two quarter peals attempted, one success.
- 2019/08/11.03 Proposed meeting dates 2020 – The following dates were agreed for the booking of Madginford Hall, although it was acknowledged that the July meeting date could be a problem for some committee members. SB to book 2020 meeting dates.
22/02/2020, 25/04/2020, 25/07/2020, 28/11/2020.
- 2019/08/12 **Date of next meeting** –30/11/2019 at Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH.

Meeting closed at 13:30

SIGNED as a true record byPRJ Barnes

DATE.....30th November 2019.....