



**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 | Ashford District Rep. | PCS | (Peter) Charles Sinden |
| Training Officer & Maidstone District Rep | DG | David Grimwood | Canterbury District Rep. | AC | Alan Chandler |
| Youth Officer | JT | Jen Thomas | Lewisham District Rep. | NS | Natalie Slator |
| Bell Restoration Officer | BB | Brian Butcher | Maidstone District Rep. | CB | Chris Bassett |
| | | | 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 | Safeguarding Officer | EJ | Emma Jarvis |

2019/11/1 **Apologies for Absence and Substitutions** – Caroline Stockman. Jo Horton substituted by Alan Chandler.

2019/11/2 **Minutes of meeting held on 3rd August 2019** were approved (after the removal of six words “Despite having withdrawn from the project” at 2019/8/4) then signed by the Chairman.

2019/11/3 **Matters arising from previous minutes** **ACTION BY**

2019/11/3.1 2019/4/3.2 – Membership communications sub-group – DD reported that technical issues had been dealt with but had been unable to trial the new subscription system thoroughly. He recommended retaining the status quo for 2020 Subscription renewals. PB enquired whether Districts were aware of the proposals and it appeared they were but some training may be needed. PB suggested a non-technical person helped DD to ensure real engagement with members and to ensure the system worked for all. DD would work on implementation during 2020 and asked for nominated “testers”. DD to “test” the system during 2020. Nominated testers required.

2019/11/3.2 2018/11/6 – Internal Public Relations exercise – Targeted emails and use of social media giving advice of events had been recommended. PB & CS

2019/11/3.3 2019/4/9.2 – Publication of minutes – This had been agreed but not yet uploaded to the Website. DG requested and was agreed that confidential items be redacted. DD was working on a document Library and exploring the best place to store it. It was suggested that the least number of clicks possible to retrieve documents is best. DD to create Document Library & storage.

2019/11/3.4 2019/8/4 – Kent Mobile Ring (KMR) – PB hadn’t yet written to David Cawley but still intended to. Members were asked to contact DD & DG with any comments to the draft email to Districts within 7 days. PB to write to David Cawley. Email to Districts.

2019/11/3.5 2019/8/5 – Independent Examiner- No volunteers had yet been identified, otherwise CS may continue. CS to agree?

2019/11/3.6 2019/8/6.1 – Training – DG had written to Districts about clashes of Training & District meeting dates but no positive responses had been received. PB & SB to contact tower secretaries for a clear steer of what

| | | |
|--------------------------|--|---|
| | members do or don't want, which may give some interesting insights. LN thought it good if the Association lead on this issue. | PB & SB contact Tower Secretaries re: dates |
| 2019/11/3.7 | 2019/8/8.5 – <u>Asset Register</u> – Amendments to the property insurance schedule remained outstanding and would be corrected all together when the bells had been returned to David Cawley and trailer sold. | SB to amend property insurance schedule. |
| 2019/11/4 | <p>Treasurer's Report – Report circulated. MP commented that agreed grants had been paid and all was well within the Training budget which currently included the Youth budget. MP spoke about the research done into various Investment accounts; fixed rate term with higher interest for longer term, variable rate with access on notice 30/60/90 days with lower interest. PB, SB and MP had recommended splitting the deposits to spread risk and increase interest income. MP wished first to complete the financial year to assess annual reserves needed for the best split and would report back. In addition with the potential changes to the charitable status of KCACR to a CIO, MP felt it best to make changes after the new registration. Members agreed nem con to this prudent approach.</p> <p><u>Young Ringers' Fund Guidelines</u> – The draft guidelines had been circulated and MP commented that they would bring clarity to how the fund could be spent. With a minor amendment to 1)c) MP proposed, seconded by JT and all agreed nem con that the guidelines be adopted. A minor updating of the Training Fund Guidelines would also be needed to remove reference to the Young Ringers Fund viz; Paragraph 2 and 3c and then renumber.</p> | <p>MP to make changes to investments after charitable status proposals had been addressed.</p> <p>SB to upload Guidelines to Website</p> |
| 2019/11/5 2019/11/5.1 | <p>Officers' Reports</p> <p><u>Training</u> – A written report had been circulated. DG highlighted that 5 ART courses had been run in 2019. Thirty-five KCACR members had done teaching courses and moving onto change ringing courses. DG encouraged Districts to have similar days and Ashford is to host one. General discussion ensued about the benefits of teaching new ringers to a consistent standard and the inability to filter out unsuitable candidates or poor handlers. PB emphasised that KCACR is a membership organisation which could advise and support but not judge others. Clusters and groups worked well. As the Association sponsored its members' attendance at ART courses, it was discussed whether KCACR could exert any control over who attends. DG agreed to write to ART about this.</p> <p>DG commented that it was disappointing that some people didn't turn up for the Safeguarding training run by the Canterbury Diocese recently.</p> <p>DG had spoken to the Tower Captain of Milton Regis about its training centre aims which included the purchase of a David Bagley simulator, laptop, speakers, etc. The District Master and PB were very much in favour which would be a widely used community resource, fully supported by the church authorities. After further discussion DG proposed, seconded by PB and agree nem con that the Association Training Fund gives Milton Regis a grant of £900 to its simulator project. MP requested paperwork to support this. The Training Fund in 2020 would be £2,000 and District applications for support of training events should be sent to DG.</p> | <p>DG to write to ART</p> <p>Milton Regis to make application for agreed Training Fund grant.</p> <p>District Reps to advise districts about Training Fund support.</p> |
| 2019/11/5.2 | <u>Youth</u> – A full report of recent and planned activities had been circulated. Write-ups of events and photos are submitted to the KCACR website and Facebook groups. JT commented that the M1 ART course attended by several young people had been interesting but tricky for | |

| | | |
|-------------|---|---|
| | <p>the trainer. PB spoke of some ideas nationally to encourage young people/Uni-age ringers to acquire the skills to teach their own age group. EJ pointed out that it was important for young people to see active support by the Association through committee representatives turning up and presenting competition certificates and trophies. SB agreed to assist with identifying a nominee in future (e.g. 7/11/20). <u>Youth Budget 2020</u> – JT had submitted a detailed proposal for a Youth budget of £3,000. After a short discussion this was agreed nem con.</p> | <p>SB to nominate representatives to attend Youth competitions.</p> |
| 2019/11/5.3 | <p><u>Central Council Representatives</u> – PB reported on the new style of meetings that were broadcast live on the web. The 2020 AGM would have a mini roadshow similar to this year. DG commented that it was slightly disappointing that the Central Council had not yet changed size and questions had yet to be addressed whether associations really needed to send and fund multiple representatives. PB reminded the meeting that this would not save associations money on affiliation fees – just expenses. It was hoped the format would continue to improve in future and more ringers would attend, not just the official representatives. The new CC structure means that representatives need to hold the Executive to account, although PB commented that he could not both be on the executive and hold himself to account! PB commented that the CRAG review also empowered the representatives to vote on the strategy put forward by the executive but was concerned at a lack of ringers standing for the Executive. DD commented that the idea was to change the democratic process and LN added that you don't need to wait for a meeting to change things.</p> | <p>All to encourage other ringers and towers to attend the Central Council weekend.</p> |
| 2019/11/5.4 | <p><u>Bell Restoration</u> – BB had provided a report and added that the Westgate on Sea project was now on the back-burner and unlikely to proceed at present. Stanley Evans was unwell and PB agreed to send a card from the Association. DD enquired if Walmer were still ringable. BB replied they were safe but hard work due to tower and frame movement, being on two levels. All pulleys had been changed. Faversham might be going ahead if a faculty is received.</p> | <p>PB to write to Stanley Evans.</p> |
| 2019/11/5.5 | <p><u>Publicity</u> – No comment was made.</p> | |
| 2019/11/5.6 | <p><u>Handbook & Website</u> – DD had begun work on the 2020 Handbook and asked if any changes were needed. An Association-wide map of towers was suggested. SB suggested a colour photo-style cover, perhaps with a collage of the year's highlights; the Young Ringers Trophy, Essex Trophy, etc. PB asked who from the Districts should let who know of various changes? Each District had access to the Website and most used the google calendar. DD commented that the email list needed updating. CB suggested the Cookie policy tab should be at the bottom of the home page. Comments on style to be sent direct to DD.</p> | <p>DD to continue work on the Handbook, request email updates and amend Website home page.</p> |
| 2019/11/5.7 | <p><u>Safeguarding</u> – EJ had submitted a written report, which had been circulated. She commented that the Website was exceptionally difficult to navigate in respect of safeguarding. EJ was negotiating with Canterbury and Rochester to update their information with easy flow information. EJ requested that her phone number should not be given out and the Safeguarding email address (not EJ's personal email) should be used for all safeguarding issues. PB commented that the Guidelines drawn up by Nigel Spencer were still extant.</p> | <p>All to note contact for Safeguarding issues is by email only to safeguarding@kca.cr.org.uk</p> |
| 2019/11/6 | <p>BRF Grant applications – None</p> | |

| | | |
|-------------|--|--|
| 2019/11/7 | Specific Matters | |
| 2019/11/7.1 | <p><u>Charity Status</u> – DG had re-written and circulated the proposals to members. If members agreed the direction, the next step in the routine process could be taken but would involve time and potential pitfalls for the AGM as changes to the constitution would need to be needed. DG recommended that we adopt the existing Charity Guidelines but the aims would need to be rewritten. All members, through District Reps, email and facebook, would need to be informed little by little. DG to provide information through his report, covering letter to the AGM then ADMs in 2020 for adoption in 2021. DD hoped that the current cumbersome process of change could be improved in future with a set of rules/aims/constitution that would not alter, underpinned by Standing Orders that were more fluid. DG had not yet looked at aims but DD saw this process as a positive move. Current negatives were discussed (existing rule changes, difficulty in spending funds, objects inadequately describing the Association’s activities). It was considered that incorporating all issues into the simplest terms will be a challenge. PB and DG to send a covering note about the benefits of this proposal to District Chairmen & Secretaries to be distributed to members for discussion and feedback to a dedicated email address.</p> | <p>DG to work on aims and information for members to help manage this change process.</p> <p>PB & DG to draft a covering note about the benefits. DD to organise feedback email.</p> |
| 2019/11/7.2 | <p><u>120 Club</u> – SB had circulated her report which recommended the status quo continued and highlighted that Lewisham District wished to consider changing where 120 Club profits were applied in future. It was suggested that 120 Club profits could first go to a “Development” Fund, from which monies could then be allocated to other funds such as BRF, KYR, Training as appropriate/needed at the time. MP & JSB to work on a light touch proposal/guidelines for this. The main issue with 120 Clubs is that each District must have a License.</p> | <p>SB & MP to work on light touch guidelines for District 120 Clubs.</p> |
| 2019/11/7.3 | <p><u>Risk Assessments</u> – PB spoke to the draft Health & Safety Policy and Generic Risk Assessment (as amended and highlighted in yellow). The documents were then adopted nem con, signed and dated by PB and would be uploaded to the Website. The (generic) Risk Assessment to be used for non-specialist Association events. CL raised queries about where responsibilities lay in respect of checking quinquennial reports (BB advised this was in the Bell Restoration Risk Assessment). All Association Risk Assessments have to be signed off by an Association Officer. RB asked for a list of PCC’s responsibilities. It was understood that PCCs were responsible for all aspects of the church and activities within it, even if discharged through Tower Captains and ringers.</p> | <p>Adopted Policy and Generic Risk Assessment to DD for upload to the Website</p> |
| 2019/11/7.4 | <p><u>Book Stall</u> – CS’ report and recommendation to write off stock in the accounts were noted. Proposed by PB, seconded by CB and agreed nem con to accept the recommendation. After much discussion about disposal of the actual stock it was suggested that the remaining ties and stickers be given away free to members who want them. The remaining books could be brought to the AGM. CL had purchased some of the stock for her own use or sale as an independent contractor and may create demonstration packs for districts that wanted them.</p> | <p>Bookstall assets to be written off in the accounts.</p> <p>Bookstall stock to be brought to AGM for sale or disposal.</p> |
| 2019/11/8 | Forthcoming Events | |
| 2019/11/8.1 | <u>SEECON Striking competition</u> – 04/04/2020 in Essex. | |
| 2019/11/8.2 | <u>AGM 2020</u> – St. Nicholas, Chislehurst on Easter Monday 13/04/2020. | |

| | | |
|--------------|--|---|
| 2019/11/8.3 | <u>Association 8-bell competition</u> – 27/06/2020 at Chiddingstone tbc. 09:45 draw. Stedman Triples. PB to select a touch. | |
| 2019/11/8.4 | <u>RWNYContest</u> – 04/07/2020 in York. | |
| 2019/11/8.5 | <u>Essex Trophy 2020</u> – 12/09/2020 at St. Mary the Virgin, Ashford, Kent. | |
| 2019/11/8.6 | <u>Association 6-bell competition</u> – venue tbc in Ashford District. | |
| 2019/11/8.7 | <u>KYR Inter-District competition</u> – 07/11/2020 Lewisham District tbc. | |
| 2019/11/9 | For information | |
| 2019/11/9.1 | <u>Essex Trophy 2019</u> – 14/09/2019 at Christ Church Southgate. Stedman Caters won by KCACR. Congratulations were expressed to the band. | |
| 2019/11/9.2 | <u>Association 6-bell competition 2019</u> – 28/09/2019 at Seal won by Canterbury District. | |
| 2019/11/9.3 | <u>KYR Inter-District competition</u> – 02/11/2019 at Sturry won by Tonbridge District. | |
| 2019/11/9.4 | <u>London Bell Ringers' Advent Carol Service</u> – 03/11/2019 | |
| 2019/11/9.5 | <u>Safety Concern update</u> – PB reported that the District Chairman had contacted the band concerned and smoothed over any issues. The band was now more engaged with the district. A separate issue was discussed regarding poor communication at another tower over a missing stay. | |
| 2019/11/9.6 | <u>Loughborough Bellfoundry Trust</u> – Appeal flyers were circulated to District representatives without any endorsement by the Association. | |
| 2019/11/10 | Any Other Business | |
| 2019/11/10.1 | <u>6-bell Competition</u> – PCS questioned whether it was still relevant to have this competition since support in his and some other Districts seemed low. PB commented that he had been exploring the idea of a rounds competition to encourage good striking amongst all ringers. While he was not seeking KCA support for this, he considered that it's important to value well struck rounds and call changes as an equal to change ringing. It was noted that the 6-bell competition is open to one band per district but that we should open it up to include call changes as an option, perhaps as a parallel contest on the same day. If agreed an amendment to the 6-bell rules would be needed and DD proposed adding that no ringer could ring twice in the competition. | For further discussion amongst all members. Feedback to PB |
| 2019/11/10.2 | <u>Repair of muffles</u> – Advice about repair of muffles was considered. It was suggested that the Repair Shop on BBC be approached as it could be good publicity for bell-ringing as well as getting the muffles repaired. | SB to advise enquirer. |
| 2019/11/10.3 | <u>New Membership Nomination Form</u> – JT asked whether the revised Membership Nomination form was yet available. SB said that it had been finalised and would check progress of publication. | SB to check and action as necessary. |
| 2019/11/10.4 | <u>Silent Tower and its funds</u> – MP had received an enquiry about a tower where ringing had ceased and the band dissolved without any prospect of a replacement band in the foreseeable future. The former band wished to see what could be done to safeguard its tower fund, which had been accumulated towards future restoration of the bells. Concern had been expressed that the fund could be taken over by the PCC and | |

spent on other items not connected with the bells. There was nothing in the Association rules to prevent it taking on the fund and potentially invested as a restricted fund. The committee considered it would be reasonable for the association to take this on. PB agreed to speak with the enquirer.

PB to action with enquirer and Treasurer.

2019/11/10.5 Sale of KMR Trailer and mini bell-ropes – After a short discussion it was agreed that BB should progress the disposal of the trailer (possibly sell it back to John Paige might be the easiest option). DD agreed to sell the mini bell-ropes.

BB to sell the trailer.
DD to sell the bell ropes.

2019/11/10.6 Kent Young Mini-Ringers – JT added that she was encouraging (less experienced) teenage ringers as helpers at the Mini-Ringers’ events. This was working well and giving them more confidence. PB felt this was really positive and asked that a short article be written for the Ringing World. Daniel Brady is to nominate KYR for the ART awards.

JT to write a report for the Ringing World.

2019/11/10.7 2020 General Committee meeting dates – CB commented that several members would be away for the April date so it was agreed to move this to 2nd May. SB to check availability of the hall and with LN about am or pm preference so as not to clash with district activity.

SB to action revised date.

2019/11/11 **Date of next meeting** –22/02/2020 at Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH.

Meeting closed at 13:24

SIGNED as a true record by

DATE.....

