



**MINUTES of the General Committee Meeting held at Madginford Hall, Bearsted on
Saturday 22nd February 2020 10.00 – 12:30**

MEMBERS PRESENT:-

Association Chairman	PB	Phillip Barnes			
General Secretary	SB	Sue Bassett	Ashford District Rep.	PCS	(Peter) Charles Sinden
Treasurer	MP	Maureen Poole	Canterbury District Rep.	JH	Jo Horton
Training Officer	DG	David Grimwood	Lewisham District Rep.	NS	Natalie Slator
Youth Officer	JT	Jen Thomas	Maidstone District Rep.	CB	Chris Bassett
Bell Restoration Officer	BB	Brian Butcher	Rochester District Rep.	RB	Richard Bushell
Central Council Rep	CL	Catherine Lewis	Tonbridge District Rep.	CH	Catherine Heathcote
IN ATTENDANCE					
Safeguarding Officer	EJ	Emma Jarvis	Peal Secretary	PB	Phil Barnes

- 2020/02/1 **Apologies for Absence and Substitutions** – Doug Davis. Louise Nightingale substituted by Catherine Heathcote. Caroline Stockmann. Catherine Lewis joined the meeting later due to car problems.
- 2020/02/2 **Minutes of meeting held on 30th November 2019** were approved then signed by the Chairman.
- 2020/02/3 **Matters arising/updates from previous minutes** **ACTION BY**
- 2020/02/3.1 2019/11/3.1 – Membership communications sub-group - DD had advised that two volunteers have offered to help with testing of the new Membership Database & online renewal process once this year’s subs and membership updates have all been processed. More testers will be needed later. Access to the existing Membership Database will be disabled after the 23rd February deadline for updates, to allow time to transfer all records to the new database without any alterations being missed. Volunteer testers to DD.
- 2020/02/3.2 2019/11/3.3 – Publication of Minutes - DD reported that a Website Document Library had been deployed but he is not happy with how it works. Something more straightforward will be created, website updated & renamed ‘Resources’ DD to transfer member data to new database.
- 2020/02/3.3 2019/11/3.4 – Kent Mobile Ring – It was understood that all Districts were well aware of the discontinuation of this project. DD to update Doc Library to Resources.
- 2020/02/3.4 2019/11/3.6 – Training – Requested feedback from Districts through District Reps. re: training dates and clashes with District events. District Reps to feedback.
- 2020/02/3.5 2019/11/5.4 – Bell Restoration – PB had sent a card to The Revd. Stanley Evans just prior to his death.
- 2020/02/3.6 2019/11/5.6 – Handbook & Website - The Cookie Policy banner now appears at the bottom of the homepage and there are no longer any pop-up boxes.
- 2020/02/3.7 2019/11/7.1 – Charity Status – A separate email address for feedback has been created feedback@kcacr.org.uk which forwards to both PB and DG.
- 2020/02/3.8 2019/11/10.4 – Silent Tower and its funds – PB reported that the Association Treasurer was in touch with the band for the fund to be lodged with KCACR.
- 2020/02/3.9 2019/11/10.5 – Sale of KMR Trailer and mini bell ropes – Sale of the Trailer was deferred to the end of 2020/02/5.4 Bell Restoration. DD had yet to sell the mini bell ropes but intended to do so soon. DD to sell mini bell ropes.
- 2020/02/3.10 2019/11/10.6 – Kent Young Ringers - JT advised that the Ringing World article would be sent after the ART Conference on 14th March. JT Ringing World article.
- 2020/02/4 **Treasurer’s Report** – MP had circulated a summary of the accounts and commented that the balances were slightly inflated by the Youth Hostel funds yet to be paid out. It may be necessary to boost funds in the BRF account to cover agreed grants following the payment of £21,000 in grants. MP reported

CL arrived at this point in the meeting.	that she had had a meeting with the new Independent Examiner, Stephen Marsh, and all was well with the accounts following clarification in some areas. MP had found her first accounting year very informative but now wished to review some processes. This would make the accounts more rigorous with documented proposals and plans for Quarterly returns by District Treasurers. This would save a rush at the year end with any errors corrected sooner. To accord with current rules the allocation of 2020/current subs is to be agreed at the AGM. Members agreed that MP should liaise with the BRF Trustees and make a recommendation to the AGM (likely to be 50% to General Fund, 25% to Training & Kent Young Ringers Fund, 25% to Bell Restoration Fund).	MP to liaise with BRF Trustees to agree recommended subs split for approval at AGM.
2020/02/5 2020/02/5.1	<p>Officers' Reports</p> <p><u>Training</u> – DG's report had been circulated and was taken as read. He reported that two more ART courses were being planned for the coming year. Bookings through the ART Website could now be password protected to enable host Districts to have first/early booking opportunity before being open to others. DG hoped also to run a Tower Leadership course through ART. BB hoped to run Tower Maintenance days and CB offered to run Rope Splicing sessions.</p>	DG to plan further training sessions with ART, BB & CB.
2020/02/5.2	<p><u>Youth</u> – JT's report had been circulated and slightly amended to explain the Society of Kent Young Ringers' references on Bellboard. It was used to differentiate quarters which had been rung entirely by KYR members from those where adult help had been given and were referenced to KCACR. JT commented that the KYR team this year was likely to ring Call Changes in the RWNYS and all wanted to win by doing their best. EJ commented that the hours that JT puts in to supporting the KYR needs appreciation by wider members of the Association.</p>	
2020/02/5.3	<p><u>Central Council Representatives</u> – PB outlined the details of the Nottingham AGM to be held on 4-6th September 2020 including mini-roadshow with discussion topics & emerging strategy on recruitment, retention & young ringers. The Ringing World board was keen to build on the RWNYS and sponsor growth. (full details available at https://cccbr.org.uk/about/annual-meetings/2020-meeting/) Five Central Council Representatives will need to be elected at the KCACR AGM and good volunteers were needed to hold to account the various CC workgroups, help to guide strategy and manage feedback. Any ringer, not just CC Representatives can join workgroups on various topics of interest which change from time to time. Many meetings were now conducted by Skype. DG considered it was an exciting prospect to be involved with. CL commented that being on the Central Council was very interesting and a privilege.</p>	Five Central Council Representatives are needed.
DG left the meeting at this point.	<p><u>Bell Restoration</u> – BB's report had been circulated and he added that Rodmersham may now be considering augmentation and might submit a grant application. Bromley had suffered a broken gudgeon and Hollingbourne's repair to its broken gudgeon was awaiting DAC approval. PB reported that Saltwood had donated £20 to the BRF and written to say thank you to BB for his helpful work to get their bells back into work following stay/slider problems.</p> <p><u>Sale of KMR Trailer</u> - Understood that John Paige Trailers had offered £500 to purchase the trailer back. BB expressed disappointment at the considerable reduction in the trailer's value but understood that David Cawley was interested in purchasing the trailer at £500 and to continue the project as a private venture. If the scheme was completed KCACR may have access to it in the future without financial risk. After discussion PCS proposed, NS seconded and all agreed to accept David Cawley's offer of £500 for the trailer.</p>	BB to organise the sale and transfer of the trailer.
2020/02/5.5	<p><u>Publicity</u> – CS had submitted a very long report which was also intended for publication in the Handbook. It was considered too lengthy and that an executive summary should be created from the list of achievements.</p>	CS to reduce length of report.
2020/02/5.6	<p><u>Handbook & Website</u> – DD had submitted a progress update to both, which had been circulated and was noted. DD requested volunteer Handbook proof-readers from 8th March. In addition to upgrading the Document Library the</p>	DD to complete current Handbook

	menu system would become more user-friendly. EJ commented that amendments she had requested in January to the Safeguarding pages with drop-down tab had not yet been updated. BB commented that small amendments were needed to the grant application information in both the Handbook and Website to confirm that BRF Grants were paid less heavy-gang expenses. JT commented that the year showing on the Parental Consent Form in the Document Library needed updating from 2018 to 2019 (for the academic year). Commented that every document should be reviewed and updated annually.	and updates to Website. Volunteer proof-readers to DD by 8/3/20 SB to action document reviews annually.
2020/02/5.7	<u>Safeguarding</u> – EJ thanked everyone for copying her in on any emails related to safeguarding issues. EJ expressed thanks to DD for having replied by return one busy “whacky” Wednesday when information was needed urgently. RB commented that the Safeguarding officer does a good and thankless task.	
2020/02/5.8	<u>Librarian</u> – HB had provided her report which emphasized the need to find her replacement by the AGM 2020. PB commented that HB had done a good job which would appeal to someone with a passionate interest in ringing history. The archived materials would need storage but the job was fascinating. BB commented that Milton Regis had 3 filing cabinets of BRF history which could be added to the archive. JH had a 4-drawer metal filing cabinet to donate. PB recommended that the archive be digitised but appreciated this would take time and effort. District Representatives were requested to raise awareness at District Practices and meetings of the need to find a Librarian/Archivist.	District Reps to make members aware of the need for a Librarian and digital archive.
2020/02/6	BRF Grant applications	
2020/02/6.1	<u>Faversham</u> – Report in .pdf format appended for information. No formal grant application had yet been received, so this proposal remained on hold.	
2020/02/6.2	<u>Tonbridge</u> – Report in .pdf format appended for information. A formal grant application had been received and was discussed. Usual guidelines for BRF grants equated to 1/6 of the cost of work and the proposed project could qualify for £9K with the remaining shortfall provided by local fund-raising. It was understood that whilst donations from wedding couples were invited, local fund-raising was not envisaged. After discussion it was agreed that BB should write to explain the likely maximum grant and the Association’s wish to see active fund-raising to bridge the gap. Support from the tower is a key element to any project. If the project scope was reduced then so would the anticipated grant. CL commented that Tonbridge District considered it raised more than other districts. Fund raising targets used to exist for Districts and suggested these should be reinstated. PB replied that Tonbridge District had always put funds into the BRF but Maidstone put it into training. A problem exists when a District’s expectation was to get their share back.	BB to reply to Tonbridge grant application.
2020/02/6.3	<u>West Farleigh</u> – BB had circulated information on the work and materials (mainly stays & sliders) required to enable the bells to ring again. Cost estimate was £500 with labour provided by the Heavy Gang. After discussion BB proposed, seconded by CB and agreed to grant £500 for this work. PB recommended that the Maidstone District held a specific fund-raising event towards this project.	BB to advise decision to West Farleigh. Maidstone District to fund-raise.
2020/02/7	Specific Matters	
2020/02/7.1	<u>Charity status</u> – This item was discussed prior to 2020/02/5 as DG needed to leave the meeting at 11.15 a.m. DG had circulated a report detailing the moves needed towards registering KCACR as a charity and the following main points were discussed:- 1a) Making the case to the members – agreed on need to promote the benefits simply to members with target for change at AGM 2021. JH suggested a Flyer could be distributed with Handbooks. RB recommended Notices/Posters for Towers. DG to draw up the flyer and distribute through multiple routes. 3) Discussed who the Trustees should be, suggested the 3 Principal Officers plus one Trustee elected by each district to total 9. DG to look at other ringing organisations & model constitutions. 4b) Need to confirm the name of the Association. Discussed but not concluded whether to keep	DG to draw up a promotional flyer to distribute with 2020 Handbook + other routes.

	<p>“change” ringers in the title. Suggested it may be a step too far to change the name of the Association. 5) Charitable purposes will need to be decided upon. Best to do exactly what the Charity Commission recommends. DG to work with 2 or 3 others (Stephen Marsh, Peter Russell & Liz Barnes suggested) to draft the Charitable purposes of the Association. 6) To create a Governing Document to become the constitution of the Association would also need a small group. The General Committee agreed that this work should proceed.</p>	DG to progress work on developing necessary paperwork with others.
2020/02/7.2	<p><u>KCACR 120 Club Guidelines</u> – After discussion PB proposed, seconded by MP and it was agreed to adopt the new Guidelines. PB commented that these would allow districts to remain autonomous but MP emphasised the need for individual Districts to Register its 120 Club at £40 then pay an annual renewal of £20.</p>	DD to add 120 Guidelines and Expenses Policy to Website & Handbook
2020/02/7.3	<p><u>KCACR Expenses policy</u> – Minor amendments were approved after proposal by MP and seconded by PB. Agreed these be added to the Website & Handbook.</p>	
2020/02/7.4	<p><u>KCACR Fund-Raising Guidance</u> – District Reps were requested to raise this draft with Districts and bring any feedback to the May committee meeting.</p>	District Reps to feedback.
2020/02/7.5	<p><u>Proposal to change Rules of 6-Bell competition</u> – Details of proposed changes by Ben Legg and PB had been circulated and were discussed at length. A vote was taken and supported by majority to retain references to Sunday Service ringers. PB promoted a Call Change competition alongside the Change Ringing Competition at Association level on the same day. It was agreed that no ringer rings more than once in the competition. The proposed Change Ringing and Call Change Ringing Competition Rules were recommended for implementation at this year’s competition on 26th September 2020.</p>	DD to add new Call Change and Change Ringing Competition Rules to Website & Handbook
2020/02/8	<p>Forthcoming Events</p>	
2020/02/8.1	<p><u>SEECON Striking Competition</u> – 04/04/2020 on front 8 at Writtle, Essex.</p>	
2020/02/8.2	<p><u>AGM 2020</u> – St Nicholas, Chislehurst on Easter Monday 13/04/2020. Full details were now on the KCACR Website at https://kcacr.org.uk/association/agm/ Lunch tickets to be ordered and paid for by 6th April.</p>	
2020/02/8.3	<p><u>Association 8-Bell Competition 2020</u> – 27/06/2020 at Chiddingstone 09:45 draw. Stedman Triples calling at https://kcacr.org.uk/touch-for-the-8-bell-competition/</p>	
2020/02/8.4	<p><u>RWNYContest</u> – 04/07/2020 – York.</p>	
2020/02/8.5	<p><u>MINI-RING at Kent County Show</u> – 11/12 & 13/07/2020 - Volunteers requested, details at https://kcacr.org.uk/mini-ring-at-kent-county-show-july-10-11-12-helpers-needed/</p>	
2020/02/8.6	<p><u>Essex Trophy 2020</u> – 12/09/2020 – 09:45 draw. St. Mary the Virgin, Ashford, Kent – Cambridge Surprise Royal. SB to advise details to Essex Assn.</p>	
2020/02/8.7	<p><u>Association 6-Bell Competition 2020</u> – 26/09/2020 – Saltwood.</p>	
2020/02/8.8	<p><u>KYR Inter-District Striking Competition</u> – 07/11/2020 - Lewisham District to host. Nominate a General Committee attendee at next meeting in May (as per Minute 2019/11/5.2).</p>	
2020/02/9	<p>AOB</p>	
2020/02/9.1	<p>Elected Vice-Presidents – PCS wished to nominate BB at the AGM this year. BB left the room whilst members discussed this nomination. PCS spoke about BB’s work over many years that was well-respected county-wide and beyond as well as being a DAC Adviser. The proposal was seconded by MP and total support was given to this proposal. BB was considered very deserving of this accolade.</p>	
2020/02/9.2	<p>Catherine Lewis was thanked by PB for her many years’ service to this committee and her work as a Central Council representative.</p>	
2020/02/10	<p>Date of next meeting – 2nd May 2020 from 2 p.m. at Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH.</p>	

Meeting closed at 12:55

SIGNED as a true record by

DATE.....

DRAFT