



**MINUTES of the General Committee Meeting held by ZOOM Conference on**

**Saturday 2<sup>nd</sup> May 2020 10.00 – 12:55**

**MEMBERS PRESENT:-**

Association Chairman	PB	Phillip Barnes	Central Council Rep	CS	Caroline Stockmann
General Secretary	SB	Sue Bassett	Central Council Rep	DD	Doug Davis
Treasurer (& Ashford Rep)	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.	LN	Louise Nightingale

2020/05/1      **Apologies for Absence and Substitutions** –Charles Sinden, Ashford District Rep.

2020/05/2      **Minutes of meeting held on 22<sup>nd</sup> February 2020** were approved then signed digitally by the Chairman after the meeting.

	<b>Matters arising/updates from previous minutes</b>	<b>ACTION BY</b>
2020/05/3	<b>Matters arising/updates from previous minutes</b>	
2020/05/3.1	2020/02/3.1 – <u>Membership communications sub-group</u> – DD reported that testers had become available and finishing touches were being given to the database. Transfer of data would be completed soon.	DD to complete database testing and data transfer
2020/05/3.2	2020/02/3.2 – <u>Publication of Minutes</u> – JT requested that the Parental Consent Form (PCF) available under the new Resources heading, be updated to 2020. Otherwise this item was now complete.	DD to update the Parental Consent Form
2020/05/3.3	2020/02/3.4 – <u>Training</u> – DG commented that it was likely that due to the lockdown it would be next year before ART Tutors would be available to run any sessions. Noted that online training opportunities were opening up.	
2020/05/3.4	2020/02/3.9 – <u>Sale of KMR Trailer and mini bell ropes</u> – It was understood that both the trailer and ropes would be sold to The Revd. David Cawley and a cheque for the trailer was in the post.	
2020/05/3.5	2020/02/3.10 – <u>Kent Young Ringers</u> – JT commented that the Ringing World article was being checked for historical facts and accuracy before publication.	
2020/05/3.7	2020/02/5.6 – <u>Handbook &amp; Website</u> – Noted that the printed Handbooks were in store and would be distributed when lockdown restrictions allowed.	
CS joined the meeting at this point.		
2020/05/3.8	2020/02/5.8 – <u>Librarian</u> – PB had one person in mind for a potential Librarian and would progress this.	PB to progress Librarian search
2020/05/3.9	2020/02/6 – <u>BRF Grant applications</u> – BB was waiting to hear back from Tonbridge and West Farleigh. These projects were in abeyance for now (due to the Covid-19 lockdown).	

2020/05/3.10	2020/02/7.1 – <u>Charity Status</u> – The flyer had not yet progressed but was still needed to “prepare the ground”. CS considered that it would need to look attractive, professional and accessible with not too much blocked text. CS and LN offered to help DG draw up the flyer. (SB Post Meeting Note - Other items 3), 4b), 5), & 6) appeared also to remain outstanding at present time).	DG to work with CS & LN on flyer  DG to progress other work too?
2020/05/3.11	2020/02/7.4 – <u>KCACR Fund-Raising Guidance</u> – CB reported that (in the Maidstone District) a quarterly meeting had not been held since this item was raised, so was unable to feedback yet.	District Reps to feedback when possible.
2020/05/4	<p><b>Treasurer’s Report</b> – MP had circulated her report and commented that, due to the timing of the end of year Report and the date funds were received it meant that some of the funds rolled into the new year. The sum of £1,400 represented the refund of the cancelled KYR trip which might be rolled forward in future. MP commented that the recommendation to the AGM was too complicated in that 25% of the Subscriptions to the Training Fund be sub-divided in the ratio of 2:3 between Training and KYR. MP recommended that the 25% should all be put into the General Training Fund to be distributed as needed. This was agreed. The Treasurer’s biggest headache had been the late receipt of subscriptions, so to improve efficiency MP had asked Districts to make quarterly returns throughout the year. Subscription receipts for the 2020 year to date differed greatly from the membership database numbers. Lewisham and Canterbury Districts were being chased about this. Specific issues affecting one District were discussed. All considered it was unacceptable that the Association Treasurer’s job was made more difficult and the liquidity of the Association affected by the delayed transfer of subscriptions. PB agreed to write to the Canterbury District Secretary with a reminder that the rules required them to pay over the subscriptions to the Association Treasurer immediately. The General Committee further resolved that all subscription renewal funds collected by Districts (in January) must be transferred to the Association Treasurer by 31<sup>st</sup> March each year. SB suggested that guidelines should be drawn up to ensure uniformity in the processing of funds across all Districts. DD commented that in future the new database would enable most members to pay in their own subs directly, possibly through Direct Debit. After discussion, it was agreed that PB, MP, SB &amp; DD should draft a process for Districts and members to follow incorporating the proposed changes to the subscription process.</p>	<p>MP to recommend to AGM 2020 the subscriptions 2019 be split 50% to GF, 25% to Training, 25% to BRF.</p> <p>PB to write to Canterbury District Secretary.</p> <p>DD, MP &amp; SB to draft a subscription renewal process to be considered at the July general committee.</p>
2020/05/5 2020/05/5.1	<p><b>Officers’ verbal updates</b></p> <p><u>Issues to report from the Districts during Lockdown</u> – It was noted that a variety of online activities were taking place during lockdown including:- Online Quiz Nights, themed Zoom conferences, Ringing Room, Handbell Stadium, Family Handbell sessions, Tom Hinks Training Sessions, a ringing Wordsearch, emails, WhatsApp, Messenger, Newsletters and Facebook support groups. 120 Club</p>	

draws were live on Facebook. Many ringers were missing the social/pub side related to ringing and virtual pub sessions were being held by some towers and groups.

LN highlighted the CCCBR “Ringing Returns” campaign to learn something new for when we return to ringing or to set oneself a challenge when ringing starts again.

Ringing Worlds from 1917 lamented the “lack of ringing activity during WW1”. Though for different reasons, history was repeating. “Lockdown Resources” were on the Association Webpage for ideas and PB asked that more items be sent in. Understood that Tom Hinks was also looking for new ideas for online training sessions. Young people were engaging well with the online training.

JT encouraged new young ringers/parents to make contact with her for information about KYR & Minis online activities.

CS offered in her Public Relations Role to do a brief overview and cascade through the Association. Communication within the Association was currently patchy and some older people were unaware of the weekly email list. District Reps were asked to liaise with District Secs, especially to encourage people to sign up for weekly email to bring information back and forth. Need to focus on improving engagement from bottom up. CS suggested a proactive approach to contact people by phone and go through the process with them. Many members have time on their hands to encourage direct contact at the local level by phone, post or email.

DD confirmed there is an automatic facility to notify members when new items are uploaded to the Website. DD to liaise with SB & CS to draft an email to District Secretaries that will include all that we need to do in one communication and encourage members to sign up to emails.

All ringers to set themselves a “Ringing Returns” Challenge.

All ringers to send “Lockdown Resources” ideas to Chairman.

Online Training requests to Tom Hinks (*add contact details?*)

Teachers of new ringers to signpost learners to online resources & contacts.

DD, CS & SB to create info cascade to better engage members with KCACR.

2020/05/5.2 Training – David Grimwood commented that whilst he was not confident with online training, Tom Hinks had been encouraged to make his work available to the whole Association. DG also referred to the ART Recruitment Toolbox that would be available later in the year. Clear steps are being laid out for a comprehensive approach to Recruitment (not just an open day). DG would like this to be used within KCACR Districts. Links to the Toolbox and videos were being sent out. Recruitment has often been haphazard so we need to plan the approach now in a comprehensive manner.

Plan Recruitment Scheme to follow ART Recruitment Toolbox within Districts ready for 2021

2020/05/5.3 Youth – Jen Thomas’ Report had been circulated and was noted. In addition JT mentioned that the Trophy was circulating amongst the young ringers. Half of the hotel bookings had been cancelled for RWNYP in York and hoped the other half would be refunded soon. JT monitored & moderated the KYR Facebook posts.

2020/05/5.4 Central Council Representatives – PB reported that CCCBR believed it was not possible to hold the roadshow this year. It is expected that the Annual Council and Ringing World meetings will be via a

Zoom Webinar with elected representatives able to interact but not other “attendees”. The Agenda would be kept non-controversial so far as possible as it wouldn’t be feasible to give justice to debate amongst 200+ people online. CCCBR will produce guidance on how ringing might look after lockdown but PB’s medical advice is not encouraging for any return in the foreseeable future.

- 2020/05/5.5 Bell Restoration – Brian Butcher reported that now would have been an ideal time to do maintenance work. Hollingbourne’s 5<sup>th</sup> was back in operation before the lockdown. LN asked BB if there were any guidelines to send to towers about bell maintenance and steeple keeping as some ringers don’t know what they’re doing. A consistent message for what to do to after the lockdown/before ringing again was considered useful and various issues were discussed. BB offered to produce some guidelines for circulation.
- 2020/05/5.6 Publicity – CS acknowledged that item 5.1 discussed earlier required action. This would be attended to soon.
- 2020/05/5.7 Handbook & Website – DD reported that the Handbooks had been printed and were waiting distribution after the lockdown.
- 2020/05/5.8 Safeguarding – EJ’s report was noted. SB mentioned EJ’s request for a drop down menu on the Website Homepage for Safeguarding, to give it a higher profile. DD remarked that something else would need to be taken off to create space. SB suggested the Diary drop down menu be moved elsewhere as Calendars existed within each District as well as page sidebars. Agreed DD to swap these around.
- 2020/05/6 Librarian – HB had advised caution over digitisation of the archive. PB understood this but a happy-medium was needed. To fill the vacant post of Librarian remained an urgent issue.
- 2020/05/6.1 **BRF Grant applications**
- 2020/05/6.2 Faversham - The project details had been circulated and BB summarised the project to rehang the existing 8 bells in the existing frame with new fittings. They would like to augment to 10 in order to create a light 6. The overall cost was in excess of £200k and funds were available for Phases 1 and 2. The grant application was for the two extra trebles with an elevated independent frame would cost £45k. General support for the project was expressed. Noted that whilst the local band was fairly novice, they were very keen and a light 6 would help them, as well as attract other ringers in the area to assist the local band. The clock would also be serviced, rigged up for quarter chiming, with a night silencer and repositioned. BB proposed 1/6<sup>th</sup> of the project cost to give a £7.5k grant. This proposal was agreed nem con.
- BB to draw up maintenance & steeple keeping guidelines for circulation to towers.
- DD to rearrange diary and Safeguarding toolbar links.
- PB to find a replacement Librarian
- BB to advise Faversham about the Grant offer of £7.5k

2020/05/6.3 Farnborough – The project details had been circulated for the augmentation of the very light ring of 6 by “top & tail” to a ring of 8. A new treble & tenor, retune of 4<sup>th</sup> would result in a 3.5cwt ring. This would cost in the region of £27k (less local savings reducing it to £22k). Noted that a £10k grant had previously been given to the original installation. The Keltek Trust was donating £6k and a matching Association grant was requested. Noted that one of the new bells would be inscribed in memory of John Barnes, who did so much work for the county and bell ringing, and would be an excellent memorial to him. Passionate support was expressed for the project due to the tower’s location, availability, local enthusiasm and use by many groups. The bells were delightful to ring and the 2 new bells were expected to be hung to the same high standard. The small size of the tower and comfort of the rope circle with two extra ropes was discussed. Whilst “cosy” it was thought to be no worse than exists currently. After further discussion about the size of grant, PB proposed, seconded by BB and carried unanimously that a £4.5k grant be made from the BRF. PB proposed, seconded by JH that a donation of £1.5k be made from the General Fund in memory of John Barnes. This was agreed nem con. It was further agreed that a plaque be fixed on the ringing room wall to acknowledge the memorial to John Barnes.

BB to advise Farnborough about the £4.5k Grant offer, £1.5k GF donation & memorial plaque request.

2020/05/7  
2020/05/7.1

### **Specific Matters**

AGM 2020 – Currently postponed – rescheduling options were discussed. KCA CR Rules say that the AGM should be held between Easter Sunday and 31<sup>st</sup> July. Noted that it’s not a legal requirement to hold an AGM or for an AGM to be held in person. PB advised that whatever happened with the Government lockdown, a gathering of 100+ people would not be possible before the end of July. Three possibilities were then considered;

1. Zoom meeting could be difficult with 100+ people online. PB cited his experience of the College Youths “informal” meeting which attracted higher attendance than normal. It was made to work by only the top table being visible on the screen with other members listening in. People were lined up to speak on obituaries. Hands could be raised for AOB but it was not a proper interactive meeting, so nothing controversial was possible.
2. Postal AGM - Sussex County Assn seem to be holding a postal AGM with a secure online voting system for elections. This would allow core features of the AGM but was not entirely interactive.
3. Accept that it’s not possible to hold an AGM under the current lockdown. It would be a departure from the rules but the General Committee had authority to run the Association without an AGM. Much discussion ensued, particularly around the social side of the AGM, how to manage members’ expectations and to be inclusive. Agreed that PB, DD, MP and SB would work together to turn these three ideas into something practical and move towards an AGM, date as yet unknown. LN requested that election information be included within the AGM plans and advised to members.

PB, DD, MP and SB to re-plan the AGM (and ADMS)

- 2020/05/7.2 Officer elections at the AGM including CC Reps and Librarian would need to be managed in accordance with the Rules.
- 2020/05/7.3 Future Ringing 2020 - PB had peer-reviewed the medical basis for the lockdown and three key things would be a problem to ringing; 2m distancing was not possible in rope circles, ringing is not an essential activity and viruses could remain on soft surfaces (ropes) for 2-3 hours and other surfaces for up to 72 hours. PB advised that there would in all likelihood be no ringing until an effective vaccine was available. Much discussion ensued.
- 2020/05/8 **Forthcoming Events**
- 2020/05/8.1 Association 8-Bell Competition 2020 – 27/06/2020 - Tonbridge District. 09:45. **Cancelled.**
- 2020/05/8.2 RWNYContest – 04/07/2020 – York. **Postponed.**
- 2020/05/8.3 MINI-RING at Kent County Show – 11/12 & 13/07/2020. **Cancelled.**
- 2020/05/8.4 Essex Trophy 2020 – 12/09/2020 – 09:45 draw. St. Mary the Virgin, Ashford, Kent – Cambridge Surprise Royal. **Cancelled.**
- 2020/05/8.5 Association 6-Bell Competition 2020 – 26/09/2020 – Ashford District to host. **Cancelled.**
- 2020/05/8.6 KYR Inter-District Striking Competition – 07/11/2020 - Lewisham District to host. Nominate a General Committee attendee as per Minute 2019/11/5.2. **Expected that this will also be cancelled.**
- 2020/05/9 **For Information** –the following events did not take place due to Covid-19 lockdown.
- 2020/05/9.1 SEECON Striking Competition – 04/04/2020 Writtle, Essex.
- 2020/05/9.2 AGM 2020 – 13/04/2020 Chislehurst.
- 2020/05/10 **AOB**
- 2020/05/10.1 Annual District Meetings – LN commented that alterations will also need to be made for ADMs. Agreed that the AGM guidance would be written to include advice for ADMs.
- 2020/05/10.2 Photo of Meeting on Facebook – DD asked for and received the meeting’s approval to place a photo of the meeting on Facebook.
- 2020/05/11 **Date of next meetings** – 25/07/20 and 28/11/20.

Meeting closed at 12:55

SIGNED as a true record by



.....DATE July 25<sup>th</sup> 2020.....