



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

**Saturday 25<sup>th</sup> July 2020 10.00 – 12:55**

**MEMBERS PRESENT:-**

Association Chairman (& CC Rep)	PB	Phillip Barnes	Central Council Rep	DD	Doug Davis
General Secretary	SB	Sue Bassett	Ashford District Rep.	PCS	P Charles Sinden
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	NW	Nicholas Wilkins	Tonbridge District Rep.	LN	Louise Nightingale
<b>IN ATTENDANCE</b>					
Safeguarding Officer	EJ	Emma Jarvis	Peal Secretary	PB	Phil Barnes

2020/07/1      **Apologies for Absence and Substitutions** – Caroline Stockmann (CC Rep & Publicity). Peter Simms (Health & Safety).

2020/07/2      **Minutes of meeting held on 2<sup>nd</sup> May 2020** were approved then signed digitally by the Chairman after the meeting.

2020/07/3      **Matters arising/updates from previous minutes**

2020/07/3.1      2020/05/3.1 – Membership communications sub-group – DD advised that finishing touches to the database were ongoing. Transfer of data would be completed very soon.

**ACTION BY**  
DD to complete database and data transfer

2020/07/3.2      2020/05/3.2 – Publication of Minutes & Parental Consent Form – JT had raised questions about more changes that may be required to ensure the Parental Consent Form accorded with the KCACR Privacy Policy. EJ referred also to her draft Internal Privacy Policy which was needed to show how we handle and store data. DD to work on the draft privacy policy. Agreed it was important to get these policies right and PB requested that they be circulated for comments in advance of the November General Committee.

JT, EJ & DD to liaise over these forms and policies.  
SB to circulate to Gen Cttee prior to Nov meeting for comment.

2020/07/3.3      2020/05/3.8 – Librarian – PB commented that Philippa Rooke was interested in becoming the Librarian in one or two years' time. On that basis, Hazel Basford had agreed to continue in the role.

2020/07/3.4      2020/05/3.10 – Charity Status – The flyer had been produced too late to send out with the Handbooks. The subject had been raised at the AGM but no feedback had been received. SB to request District Secretaries to flag up this issue at ADMs; to give links to the website presentation and advise members to contact DG with any questions. Discussion ensued about how to progress towards next year's AGM. Most of the document is routine but the charitable objects and aims of the association need to be worked on. Agreed SB to give notice to Districts by 1<sup>st</sup> September and for the paperwork to be available by the ADMs in October. Six months from Oct to April would be long enough for member feedback.

SB to give notice to Dist. Secs. by 1<sup>st</sup> Sept.  
Circulate detailed "paperwork" prior to ADMs for feedback to DG after ADMs.  
DG,DD,MP & PB to thrash out

Detailed issues to be dealt with so the final version comes to the AGM for adoption. DG made clear that this is the constitution advised by the Charity Commission and would draw attention to the specific clauses that need to be agreed. DG ran through a timescale; By end of August a basic simple motion for ADMs to include in their agendas to be available; with information highlighting benefits and show slides on the Website – basically to turn the whole Assn into a CIO. By end of September the draft constitution to be available and circulated to ADMs. Officers need to be available for ADMs (assuming they're held virtually) to answer questions. When the objects are laid before ADMs it's on the basis of discussion only. DG, DD, MP and PB agreed to get together to thrash out the details within the next three weeks, then circulate a first draft to General Committee for initial comments.

the details by 15<sup>th</sup> August, then SB to circulate draft to Gen.Cttee for comments by 22<sup>nd</sup> August. DG,DD,MP & PB to finalise basic motion/initial Notice by 29<sup>th</sup> Aug and make full documentation available on website and to ADMs by 1<sup>st</sup> Oct.

- 2020/07/3.5 2020/05/3.11 – KCACR Fund-Raising Guidance –MP said there hadn't been any meetings during which to progress – no urgency. Item to c/fwd.
- 2020/07/3.6 2020/05/4 – Treasurer's Report – PB had not yet written to the Canterbury Secretary. The Draft Subscription Renewals process remained in abeyance but hoped to move this forward and remind ADMs that it's happening. Items to c/fwd. SB to advise ADMs about new process.
- 2020/07/3.7 2020/05/5.1 – Issues to report from Districts during Lockdown – No ideas had been advised to the Chairman. Understood that Tom Hinks had suspended his sessions for the summer but were available on UTube. PB recommended the St. Martin's Guild Birmingham online resources and links be added to KCACR Website. The proposed work on the Information Cascade to be carried forward. DD to add links to Lockdown Resources and work on the proposed Information Cascade.
- 2020/07/3.8 2020/05/5.5 – Bell Restoration – BB confirmed that the Faversham project would start on 10<sup>th</sup> August. NW thanked Gen Cttee for the grant to Farnborough, the two new bells would be cast in October.
- 2020/07/4 **Draft AGM 2020 Minutes** – Circulated to General Committee members who were asked to make any comments direct to SB. Comments direct to Gen Sec
- 2020/07/5 **Treasurer's Report** – MP had circulated a short report which had been adjusted to account for the late payments at the beginning of the year. Reported that funds were held for the postponed KYR trips which will be rescheduled next year. There had been very few other items of expenditure as very little activity was taking place. The Charity Commission return will be completed shortly. It was unclear whether the outstanding receipts from the Canterbury District had been paid to the Association. It was hoped that when online subscription came in it would be better but would still need District Treasurers who were computer literate.
- 2020/07/6 **Officers' verbal updates**
- 2020/07/6.1 Issues to report from the Districts during Lockdown – There was little to report as ringing was currently in hibernation due to

Covid-19. Some Districts hadn't held any meetings at all but may hold committee meetings. Lewisham District had held a 120 club draw and Ringing Room sessions. Some Canterbury towers met via zoom and enjoyed Ringing Room. One tower had rung handbells on the green outside the church.

2020/07/6.2 Training – DG thanked Tom Hinks for his online training sessions. DG commented that he hoped to organize a recruitment drive in the autumn but due to the virus this may need to be delayed. Bell Maintenance/Steeple keeping course for youngsters would be held when it's possible to. JT knew one or two young people who would be interested to assist with the Faversham project but would depend if it could be arranged with Taylors and BB's agreement.

2020/07/6.3 Youth – JT had held successful mini ringing room sessions with help from a few older youngsters. Other youngsters had been whizzing ahead with their handbell ringing and were holding dedicated workshops organized by themselves. If adults wanted to do something for grown-ups then there are various ways of learning online, e.g., 2pm Friday afternoons Handbell sessions can be organized. Ringing Room Take Hold Lounge had fantastic people who helped one another by talking through things. PB considered this was a good opportunity to learn to ring handbells. Youngsters had just been getting on and doing it. After a long discussion about the virus regulations and it was finally considered that it was not feasible to hold the August Picnic at all.

2020/07/6.4 Central Council Representatives – The Central Council was planning to meet virtually in September. Details would be circulated.

2020/07/6.5 Bell Restoration – Brian Butcher spoke on the proposal at Bobbing to install an electric chiming system which would mean the bells would no longer be ringable full-circle. BB would have a site meeting to discuss how to keep the bells ringable (different design for chimes), prove they were not unsafe (with minor repairs to wheel flanges) and explain the support that KCACR could give. After further discussion the following course of action was agreed; Subject to a maximum expenditure of £1,500 the Association would be willing to underwrite such repairs to the bells to maintain them as safely ringable. That when the Faculty notice period starts a formal objection is lodged on Heritage Grounds. DD mentioned that if they wanted the bells rung, he would be interested in looking after them.

BB to meet with Bobbing Church authorities to discuss the issues of concern.

BB to advise PB when Faculty Notice period begins to enable formal objection on heritage grounds.

2020/07/6.6 Publicity – CS had not reported anything specific but she was following up PR issues. BBC Radio Kent would do a report if she could find a ringing tower for them to interview. It was noted with sadness that Dennis Brock 101 year old ringer had died. Understood that Tom Barlow was in good spirits (enjoying the beer sent by well-wishers) despite receiving Hospice care.

2020/07/6.7 Handbook & Website – DD reported nothing to add. Handbooks had been circulated.

2020/07/6.8 Safeguarding – EJ’s report was noted and she gave a verbal update. Over lockdown Rochester & Canterbury had two ongoing cases and EJ may attend a case conference regarding one. An outstanding request from one ringer had been dealt with and no further action was needed. EJ had had a zoom meeting with Greg Barry Safeguarding Lead at Rochester Diocese to discuss the draft Safeguarding Policy. Also discussed KCACR paperwork with Rochester and Canterbury. There were some things that didn’t quite fit in with the Diocesan approach which adopts the CoE National Safeguarding policy. That seemed a sensible thing for KCACR to do. The good practice checklist from Central Council seemed a good thing to add to our website. Three proposals were then considered;

Proposal 1. Gen Ctte adopts the four diocesan safeguarding policy or statements and provides links to these from KCACR Website. Agreed. Add Hyperlinks – DD agreed to action.

Proposal 2. Gen Ctte agrees the Central Council Good Practice Checklist being added to the safeguarding tab on the Website and notify District Secretaries to disseminate. Agreed.

Proposal 3. Gen Cttee agrees that EJ to prepare other links to other websites to enable people to link through from KCACR Website. EJ to email to SB and DD. Agreed. This approach would be compliant with charitable status.

There followed much discussion on whether now to adopt the draft KCACR Safeguarding Policy but this was ultimately left open. Concern was expressed that it would commit ourselves to things that need planning, maintaining registers, GDPR issues, etc.

Suggested the advice be sought of the two new safeguarding leads for Central Council, Ann White and David Basford, to establish how much of the draft needs to be in an association policy. As a responsible body KCACR should have policies and procedures in place for those things it organises that are not otherwise covered.

EJ to liaise with relevant parties and make recommendations to the November General Committee meeting.

DD to add links to Diocesan Safeguarding Policies or Statements, Central Council Good Practice Checklist and other useful Safeguarding links to KCACR Website.

2020/07/6.9 Librarian – No report received.

2020/07/7 **BRF Grant applications** – None received.

2020/07/8 **Specific Matters**

2020/07/8.1 Review of Bell Restoration Fund - MP spoke to her outline proposals for a Review following questions by members to the AGM about the level of reserves being in excess of BRF commitments. Stage 1 would be to research the work done and grants made in the past. Stage 2 to submit findings in November (although February might be more realistic). Stage 3 to discuss findings and make recommendations (February). Stage 4 To take

MP, PB & SB to work on this review and take findings to Nov/Feb General Committee.

details back to AGM 2021. There was general agreement to this approach. PB & SB to liaise with MP on this as BRF Trustees. There followed much discussion about the importance of ensuring that fundraising paperwork and rules stated clearly where funds were held. The current BRF rules were limited. As KCACR moves towards becoming a CIO a new structure and policy will be needed. It is particularly important to consider and work out what's best for ringing in general with our fundraising and look critically at the terms of all funds. Suggested there may be a need in future to include provision for ringing centres with paid ringing trainers. Designated and restricted funds needed to be explained clearly.

DG to amend CIO slides to explain Designated and Restricted funds more clearly.

2020/07/8.2 Tweak to the rules – To fit with the new working practices of the Central Council a tweak of the KCACR rules was needed. After much discussion PB agreed to circulate the revised wording to remove reference to triennial elections. Post Meeting Rule Amendment was circulated - Proposal to be made at the 2021 AGM proposed on behalf of the General Committee to amend Rule 9(i) by deleting the words in red below:-

SB to advise District Secretaries by 01/09/2020 of proposed Rule amendment for adoption by AGM 2021.

“9.

(i) Representatives of the Association on the Central Council of Church Bell Ringers shall be elected ~~triennially~~ from current Practising Members, ~~such election to take place at the Annual General Meeting of the Association approximately 12 months before the first meeting of each session of the Council.~~ The number of representatives so elected shall be as currently prescribed by the Central Council.”

2020/07/8.3 ADMs 2020 – Discussed whether ADMS by Zoom Conference would be the way forward but districts had varying thoughts or plans. Districts were reminded of the requirement to meet and to elect a District Secretary and District Representative. Technical support could be available. Agreed that the AGM guidance could be written to include advice for ADMs.

SB to advise Dist. Secretaries regarding ADM requirements and DD zoom help available.

2020/07/9 **Forthcoming Events**

2020/07/9.1 Ideas for Ringing Festival – SB suggested planning a big ringing celebration when Covid-19 permitted. PB guessed that our ability to come together as an association would remain limited for some time. PCS considers that a Memorial Day would be particularly appropriate (since many ringers have passed away without members being able to attend their funerals) and could become an association event in future. PB considered that ringing will emerge from the darkness very slowly, tentatively and blinking and sometime before we can have any kind of organized gathering. For now we could publish all the ringing we're doing so we know what's going on. Bellboard is being used to celebrate the achievements of older and young people very successfully.

- 2020/07/9.2 AGM 2021 – Lewisham District had confirmed it was happy to host with 2 caveats; that it takes place on 5<sup>th</sup> April 2021 Easter Monday and that if it had to be cancelled again, they should not be required to re-plan again for 2022.
- 2020/07/9.3 SEECON Striking Competition 2021 – If it's able to go ahead, it may be at Writtle in Essex on 17<sup>th</sup> April 2021. TBC
- 2020/07/9.4 Association 8-Bell Competition 2021 - 26/06/2021 at Chiddingstone 09:45 draw. Stedman Triples calling at <https://kcacr.org.uk/touch-for-the-8-bell-competition/>TBC
- 2020/07/9.5 RWNYContest – 03/07/2021 – York. TBC
- 2020/07/9.6 Essex Trophy 2021 – 11/09/2021 – 09:45 draw. St. Mary the Virgin, Ashford, Kent – Cambridge Surprise Royal. TBC
- 2020/07/9.7 Association 6-Bell Competition 2021 – 25/09/2021 – Ashford District to host. TBC
- 2020/07/9.8 KYR Inter-District Striking Competition – 06/11/2021 – Lewisham District to host. Nominate a General Committee attendee as per Minute 2019/11/5.2. TBC
- 2020/07/10 **AOB**
- 2020/07/10.1 Next year's committee dates – SB commented that the Madginford Hall Secretary had not replied regarding the cancellation of this year's bookings. Discussed whether to book dates for next year or continue with the zoom format. Many halls were available so could book at last minute. Alternate zoom/personal meetings suggested. Strategy meetings separate from simple business? More than four a year? Agreed to keep the proposed dates free for the time being but amended the April 2021 meeting to 17<sup>th</sup>.
- 2020/07/10.2 Young Ringers' Training or Development Fund – JT suggested that this could provide grants towards all sorts of training that youngsters can apply to. DD considered this worth feeding into restructuring/CIO and should have that in place when we do all those changes. PB certainly favoured that and meanwhile need to look at the totality of what different associations provide in support. Some have bequests/legacies to pay into. Different associations will support young ringers in different ways, but we need now to look at how people do it as a whole.
- 2020/07/11 **Date of next meetings** – 28/11/20, 27/02/21, 17/04/21, 24/07/21, 27/11/21

Meeting closed at 12:55 after 2hrs. 45 minutes and 36 seconds.

SIGNED as a true record by

.....DATE.....