



**MINUTES of the General Committee Meeting held by ZOOM Conference on
Saturday 27th February 2021 10.00 – 13:15**

MEMBERS PRESENT:-

Association Chairman (& CC Rep)	PB	Phillip Barnes	Central Council Rep	NW	Nicholas Wilkins
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	DD	Doug Davis	Tonbridge District Rep.	LN	Louise Nightingale
IN ATTENDANCE					
Health & Safety Officer	PS	Peter Simms	Peal Secretary	PB	Phil Barnes
2021/02/1	Apologies for Absence and Substitutions – Caroline Stockmann (no substitution).				
2021/02/2	Minutes of meeting held on 28th November 2020 were approved then signed digitally by the Chairman after the meeting.				
2021/02/3	Matters arising/updates from previous minutes – PB confirmed that he had written to the membership about the charitable status issue not proceeding to the 2021 AGM. Three members had shown interest in looking at a future structure for governance. JT had not booked accommodation for the proposed July RWNV Contest in Worcester as it had now been moved to September.				ACTION BY Group to look at governance needs of KCACR and a charity structure.
2021/02/4	AGM 2021 – Agreed Easter Monday, 5 th April 2021, 11 a.m. start using the ZOOM format. Discussed pros. and cons. of a ZOOM Meeting vs Webinar format. Agreed to make 2021 AGM interactive using ZOOM as more people were familiar with it and members could see one another. PB, SB, DD and others needed to help organise.				Group to organise ZOOM AGM 2021 PB, SB, DD + others requested.
2021/02/5	Handbook 2021 – DD reported that the Handbook was nearly complete (awaits payment by two advertisers). Two proof-readers had volunteered and additional proof-readers should contact DD. The size had been reduced by 50%. PB thanked members for their support to enable the reduction in size of the Handbook.				Volunteer Handbook proof-readers to contact DD ASAP
2021/02/6	Finance – MP had circulated her report to 20 th February 2021 together with final accounts for 2020 which had been passed by the Examiner and were ready for printing in the Handbook.				DD to add accounts statements to the Handbook

2021/02/6.1	<u>Balance Sheets</u> - MP spoke to explain the figures, subscription income (with some still outstanding), Balance Sheet adjustments and KYR income and expenditure flowing over accounting years. She would explain this again, to members at the AGM. For greater clarity, PB suggested and members agreed that MP should publish separate account sheets for each Fund, e.g., KYR Fund, KYR Non-Training events, Association Training events and BRF Funds.	MP to produce account sheets for each fund in future.
2021/02/6.2	<u>BRF Grant Request</u> - An application was considered for grant aid towards the rebushing of clappers at Ightham (project estimated at £710.40 plus any additional repair costs). After much discussion a fixed grant of £350 was agreed by all. BB to advise Ightham.	BB to advise Ightham of KCACR Grant offer of £350.
2021/02/7	Policy Reviews – Existing policies at Resources – Kent County Association of Change Ringers (kcacr.org.uk) were reviewed in turn.	
2021/02/7.1	<u>Safeguarding</u> – The draft policy had been circulated and was adopted after much discussion as to how it would operate within KCACR. Considered that the “Registered Persons” would need to have valid DBS certificates within the churches used and that KCACR would need to maintain Attendance Registers at its events. Various queries were raised and a pro-forma was suggested to include KYR activities, particularly for any that went off church premises where KCACR is responsible. Usually the relevant parish/diocesan guidance would be followed. The highlighted areas within the policy would require active discussion and implementation amongst Principal Officers and District Officers.	Active operation of the policy within KCACR to be focused on. Policy to be uploaded to KCACR Website
2021/02/7.2	<u>120 Club</u> – Minor amendments were highlighted and agreed at Guideline 9 to include manual or random draw generators and results published on District Facebook pages. Guideline 11 to be clarified to read; Funds raised by the Club will be passed to the Association Treasurer to be paid into the BRF, KYR or Training Fund, as specified by individual districts.	Policy to be uploaded to KCACR Website
2021/02/7.3	<u>Health & Safety Policy and Risk Assessments</u> – Agreed the minor amendments to the H&S Policy dates and replacement of the word “Guild” with “Association” and addition of “on behalf of the Association” to the Bell Restoration Officer’s responsibilities on page 3. Minor amendments to the generic Risk Assessment (2019) to be checked and emergency lighting clause to be added. Return to the next meeting for adoption. No changes to two other RAs.	Amended H&S Policy to be uploaded to KCACR Website Revised generic Events RA to next meeting
2021/02/7.4	<u>KYR Fund Guidelines</u> – Agreed to renew without amendment.	Policies to be uploaded to KCACR Website
2021/02/7.5	<u>Training Fund Guidelines</u> - Agreed to renew without amendment.	
2021/02/7.6	<u>Volunteer Complaint & Grievance Procedure</u> – Agreed to renew without amendment.	
2021/02/8	Forthcoming Events (Covid-19 restrictions permitting) Discussed various alternative ideas for the KCACR 8 & 6-bell competitions and scope for a full day festival of ringing celebration. Agreed to put this back on the Agenda for discussion at the 17 th April meeting.	Agenda priority item for meeting 17 th April 2021

2021/02/8.1	<u>AGM 2021 by ZOOM – 05/04/2021</u>	
2021/02/8.2	<u>SEECON Striking Competition – 2022 tba</u>	
2021/02/8.3	<u>Association 8-Bell Competition 2021 – 26/06/2021 at Chiddingstone</u> 09:45 draw. Stedman Triples calling at https://kcacr.org.uk/touch-for-the-8-bell-competition/	
2021/02/8.4	<u>RWNYContest – 11/09/2021 – Worcester.</u>	
2021/02/8.5	<u>Essex Trophy 2021 – 11/09/2021 – 09:45 draw. St. Mary the Virgin, Ashford, Kent – Cambridge Surprise Royal.</u>	
2021/02/8.6	<u>Association 6-Bell Competition 2021 – 25/09/2021 – Ashford District to host.</u>	
2021/02/8.7	<u>KYR Inter-District Striking Competition – 06/11/2021 - Lewisham District to host. Nominate a General Committee attendee as per Minute 2019/11/5.2.</u>	
2021/02/9	Strategic Items	
2021/02/9.1	<u>Ringling Recovery</u> – JT and Philippa Rooke had volunteered as Ringling Recovery Champions. JT reported that a lot of work is being done nationally through CCCBR & ART. Information is available; Survival & Recovery Toolbox, 10 point plans, etc. Lots of energy is being created which can be disseminated to interested parties by someone with the necessary time and knowledge. JT personally hasn't the time to do this. Agreed that District Representatives will be used for this purpose and to make sure the S&R Newsletters and Toolboxes are sent round to all members.	District Representatives to collate and disseminate Ringling Recovery information to members.
2021/02/9.2	<u>Training Fund/KYR</u> – A proposal to purchase eBells had been circulated, their ease of use and flexibility was explained by PB. Alongside Ringling Room, eBells had allowed a degree of Handbell Ringling to go on during the pandemic. The eBells would continue to be useful post-lockdown to enable groups of ringers to get together, without the impediment of travel. The proposal is to use funding partly from the Training Fund and partly from the KYR to initially buy 10 pairs of eBells to use as a loan scheme to help interested ringers to get started and perhaps buy their own at a later stage. A network for Handbell learning online is envisaged to support handbell ringers and groups. The scheme has been discussed with Tom Hinks who was supportive. JT considered that a combination of real Handbell sessions with the eBells will allow individuals to practice online between sessions. Agreed to purchase 10 eBells initially. PB offered to administer the eBells loan scheme. In addition there is a proposal for a Tom Barlow Memorial to purchase handbells for young ringers. Catherine Lewis is willing to donate a set of 20 handbells for use by the KYR but they need some refurbishment. The likely restoration costs are not yet known but it was hoped to get a light 8 ready for outdoor practices	Association to purchase 10 pairs of eBells to loan to members. Loan scheme to be administered by PB JT, MP, SB & PB to liaise with Catherine Lewis about the Handbells

	<p>from April. PB suggested this can be considered on 17th April. Meanwhile, JT, MP, SB & PB to deal with the practicalities offline.</p>	<p>Refurbishment project.</p>
<p>2021/02/9.3</p>	<p><u>Bell Restoration Fund Analysis</u> – In response to a request from a member at the 2020 AGM the Bell Restoration Fund has been analysed by MP. The main question related to the large amount held in the deposit fund. MP had researched back to 1970 and put together a snapshot of relevant data. Since 2010 KCACR had spent more than income and the fund had decreased, but was still a large amount. CCCBR Simon Linford’s paper was timely to help consider other ways (such as Ringing Recovery) to spend such funds.</p> <p>A wide ranging discussion followed with points including:</p> <ul style="list-style-type: none"> • KCA BRF Charitable Rules relate specifically to churches so money could not be diverted to other things not associated with them. Changes to the rules could be considered. • More money could be offered to projects. • Whilst interest rates are low, inflation erodes the value of the fund. • Use of funds for repairs and maintenance should be explored. (Either by heavy gang or bell trade) • One of the things that may happen is that a church may require a 100% grant. • Access to kit might also be useful – KCACR does have a toolkit to loan for routine maintenance jobs. Teaching people bell maintenance is useful. What do towers generally need for their own maintenance toolkits? • Projects designed to make towers more welcoming. This would need close look at the BRF rules but even if not then guidance could be offered to make towers more comfortable. In the future we could consider revision of guidelines. • If works are needed to a tower (with bells) but not the bells themselves, funding should be possible under current BRF rules. • PB we are in a difficult situation as the church is short of funding generally. All expenditure connected with ringing may in future be deemed the ringers’ responsibility rightly or wrongly. Will mean increasingly difficult decisions as the church struggles with financial reality. • Review of current projects which are active and achievable is needed. If we could make a bigger contribution then we should consider doing so in future. • Funding should be done prudently focusing on projects which would result in a good community and/or training asset for change ringing. • We need to be more hard-nosed about some things e.g. 	

	<ul style="list-style-type: none"> ○ Is the parish under threat? ○ Should sound control be part of a project? ○ Is the project likely to produce a good outcome? For example are there conservation constraints or a lack of ambition which will result in a poor outcome? ● We need to look further at the best investment decisions and maintaining protections i.e. the £85K limit under the FSCS compensation scheme. <p>Proposals made and agreed</p> <p>1) Split in subscriptions to be proposed to 2021 AGM PB proposed</p> <ul style="list-style-type: none"> (1) that no funds be transferred to the BRF (2) that 50% of subscription income be transferred into developmental funds in the proportion $\frac{3}{4}$ into training and $\frac{1}{4}$ into KYR funds. <p>2) We should consider the big projects happening at the moment; Rochester and potentially Tonbridge to see if they remain viable and within the tighter scope proposed.</p> <p>3) Agreed to renew current BRF guidelines subject to the removal of items 8 and 9 so that augmentations to higher numbers will no longer be considered less favourably and that applications for work on single bell installations or chimes will no longer be considered.</p>	
2021/02/9.4	<p><u>The Association</u></p> <p>Extensive and wide-ranging discussions took place around how ringing will re-start and what it might look like if people/churches do not recover. Members made suggestions as to what towers/districts/association could be doing now. Association/Districts need to show way forward by restarting ringing events. Considered that enthusiasm and energy will begin to spread once restrictions are lifted but some may not be able to recover their “ringing” fitness.</p> <p>Other points raised included:</p> <ul style="list-style-type: none"> ● Ringing Festivals are a great idea to rekindle enthusiasm. ● The blurring of District boundaries could promote freer flow of ringers ● But as an Association KCACR is a bit too big for many events county-wide although some have been successful e.g. 10-bell practices. ● A question to ask is “What benefit is a District to its individual members and to its Towers? Thoughts included: getting intelligence of who needs encouragement and being 	

	<p>a recognised authority with policies in place as good leverage to enable things to be done.</p> <ul style="list-style-type: none"> • The Association centrally needs to take a positive role to encourage action. Ideas include: <ul style="list-style-type: none"> ○ Is there a local or wider networking benefit? ○ Encouraging targeted development opportunities for ringers along the lines of the (inter)national Cast of 1000 practices held on Ringing Room which draw in people from all over the world. A local version could be aimed at various stages of the “ringing ladder” where it’s difficult to progress at tower or district level. Needs people to give up their time and willingness to help others. Necessarily they are exclusive and organized to pull together the energy and goodwill of those capable of helping in a controlled setting. ○ Ensuring all Districts have good communications with all their towers. (Lewisham have each committee member linked to three towers and this seems to work well). • We should consider surveying our towers and members to see what they would like. A common survey but perhaps undertaken by District officers. <p>PB hoped this discussion would get people thinking and it needed to be the start of a larger piece of work.</p> <p>It was agreed to have a small group keeping in touch outside the formal committee structure to keep ears to the ground and share intelligence as we emerge from COVID restrictions. PB will organise a few calls to get a small group of people together to share intel. Please let PB know if particular people ought to be included.</p> <p>The Cast of a 1000 practices really tap into talent and a similar idea could be used to progress closed training groups at any particular level. The aim should be to make it easier for those who want to make progress to do so no matter where they live or ring within the Association. A lot of pleasure can be gained from ringing Handbells.</p>	<p>PB to approach people to share ringing intelligence. Members to advise PB of suitable people.</p>
2021/02/10	Reports for information and noting by the General Committee.	
2021/02/10.1	<u>Bell Restoration</u>	
2021/02/10.2	<u>Kent Young Ringers</u>	
2021/02/11	AOB	
2021/02/11.1	Dates of meetings on the Website via the Minutes but need to be in Outlook calendar.	DD to add GenCttee dates.

2021/02/11.2	CB asked that AGM participants are all members before allowing access and if a proposer or seconder is made by other means (post) who reviews if they are actually members? GenSec doesn't have access to the database. PB takes the point but in practical terms it's unlikely but registering for the meeting in advance is needed. It does raise the fact that we need to send out the notice of meeting and pre-nominations. Membership doesn't lapse until 30 th September under the present rules but payment must have been made.	
2021/02/12	Date of next meetings – 17/04/21, 24/07/21, 27/11/21, 26/02/2022	

Meeting closed at 13:15 after 3 hours 13 minutes and 24 seconds.

SIGNED as a true record by

.....DATE.....

awaiting adoption