



**MINUTES of the General Committee Meeting held by ZOOM on
Saturday 26th February 2022 10.00-12.14**

MEMBERS PRESENT:-

Association Chairman (& CC Rep 1)	PB	Phillip Barnes	Central Council Rep 4	CS	Caroline Stockmann
General Secretary	SB	Sue Bassett	Ashford District Rep	MCP	Mark Chittenden-Pile
Association Treasurer	MP	Maureen Poole	Canterbury District Rep	JH	Jo Horton
Training Officer	DG	David Grimwood	Lewisham District Rep	SS	Svetlana Sokolova
Youth Officer (& CC Rep 2)	JT	Jen Thomas	Maidstone District Rep	DD	Doug Davis
Bell Restoration Officer	BB	Brian Butcher	Rochester District Rep	RB	Richard Bushell
Central Council Rep 3	DD	Doug Davis	Tonbridge District Rep	ET	Emma Tamkin
IN ATTENDANCE:-					
Handbook Editor	DD	Doug Davis	Publicity Officer	CS	Caroline Stockmann
Peal Secretary	PB	Phillip Barnes	Webmaster	DD	Doug Davis

- 2022/02/1 **Welcome, Apologies for Absence and Substitutions** – The Chairman (PB) welcomed officers to the meeting. Apologies had been received from Catherine Lewis, Tonbridge District Rep. (substituted by Emma Tamkin) and Emma Jarvis, Safeguarding Officer.
- 2022/02/2 **Minutes of meetings held on 27th November 2021** – The Minutes of both the General Committee meeting and Confidential meeting were agreed as drafted. They were later signed digitally by the Chairman and uploaded to the website.
- 2022/02/3 **Matters arising/updates from minutes** **ACTION BY**
- 2022/02/3.1 KCACR Governance & Structure Review – PB commented that in view of the urgent rule changes, this matter had been held back. The Survey and supporting publicity would be circulated shortly. PB & DD
- 2022/02/3.2 eBells Loan Scheme – PB to take them to the AGM and Festival of Ringing (unless someone else wished to take over the administration from him). PB intended to create a short video demonstration and advertise them more. JH asked to try them. PB
- 2022/02/3.3 Tom Barlow Memorial KYR Handbells – PB reported that the bells were dedicated on 24th January. Jacqui Barlow had made splendid arrangements for the Service of Dedication, ringing and refreshments afterwards. One matter that needed addressing was to consider the purchase of carrying/display cases. JT commented that the bells are being well-used, every week at Brasted and at many other KYR sessions.
- 2022/02/3.4 Ringing recruitment equipment project – Equipment still required DD to make adjustments. He would write up instructions for the website shortly. DD
- 2022/02/3.5 Confidential briefing and proposed rule changes – PB reiterated the (Diocesan requested) need for KCACR to have a rule that expects its members to follow safeguarding at all times whilst ringing – not just at an Association event. There are two issues that need addressing at the AGM. The first is to gain a consensus to agree that discussion can take place on a rule change without the requisite 6 months' notice having been given by 1st September 2021. The second is to explain why the rule change is needed. A briefing paper had been prepared and circulated to all. PB explained in greater detail why these changes were needed and JH & CS discussed small amendments. Agreed the amended proposals to be put on the website after the meeting. JT raised a concern about whose responsibility it is to check that District Youth Officers PB & DD

and Association Youth Officer have DBS Certification. PB suggested that JT and EJ consider this between themselves and report back.

JT & EJ

CS asked what the situation was regarding safeguarding training. Does KCACR have any requirements? PB made it clear that the Association can only ask that members follow the guidance of the Church/Diocese. KCACR can liaise with the Diocesan Safeguarding teams (although Rochester has not yet provided guidance). BB pointed out the useful Ringing World article on 21st January.

Under these committee-agreed rules meanwhile, PB advised that he would write to the member that his membership of KCACR had now lapsed.

PB

2022/02/4

Finance

2022/02/4.1

Treasurer's Report – The end of year Accounts Statements had been circulated to all and would be printed in the Handbook shortly. MP reported that the Accounts had been approved by the Independent Examiner, Stephen Marsh and that he was willing to continue next year. The online subscriptions had helped the smooth running of the accounts. The Training spreadsheet has been refined and divided between KYR and general Training. MP reported that subscription income had decreased by about 14% and membership by 13% possibly due to covid or difficulty using the online systems.

2022/02/4.2

Treasurer's Recommendation for allocation of subscription funds – MP recommended 50% to the General Fund, 25% to the BRF and 25% to the Training Fund. There followed a long discussion about the need for spending in each area and potential increases in costs. Various questions were raised and answered satisfactorily. MP commented that the new Treasurer would need to address the BRF investments and CS offered to assist if required. All supported the Treasurer's recommendation, to be put to the AGM.

2022/02/4.3

Treasurer's recommendation for Subscription 2023 – MP recommended that this remain at £15 per adult member, to be voted upon at the AGM.

2022/02/5

AGM 18/04/2022

2022/02/5.1

Local arrangements – A scaled-down AGM was being proposed beginning with a service at St. Nicholas, Chislehurst (noon), tea/ coffee in church after with own lunch arrangements, AGM in the church (2pm) with open ringing to follow. SS to check the proposed timings and availability of a sound system with live-streaming of the event. Jacqui Barlow had made a generous offer to provide free beer for the AGM. After consideration, agreed that PB should discuss with JB about deferring this to the summer Festival of Ringing instead.

SS

2022/02/5.2

Committee Vacancies – Vacancies are anticipated for Chairman, Treasurer, Training Officer, CC Representatives, Publicity Officer, Health & Safety Officer and Librarian. Some nominations had been received but a good Treasurer would be needed. JH to ask Headley Basford, DD suggested Keith Tolputt. Training was discussed and DG considered that the most successful training took place in Districts with perhaps an Association Officer to bring it together. JH commented that Essex District Meetings were more like training events. DG left the meeting at this point. PB to speak with Hazel Basford and Philippa Rooke about the Librarian post. We are the only Association in SE England that has a Health & Safety Officer, so PB asked for views about how important it is. It's a specialist field and KYR Risk Assessments need signing off as a Rochester stipulation. Perhaps approach H&S Officers within Churches?

PB

2022/02/5.3

Draft Agenda – PB suggested the "In Memoriam" be incorporated within the church service rather than the meeting. No other changes were proposed.

2022/02/6

Annual Reviews – The following documents remained unchanged except for the updated and circulated Youth Striking Competition Rules. The changes were considered necessary as the Trophy could not be presented to the winning band this year, as its members were made up from three Districts. The proposed wording was considered unclear and an alternative was suggested viz; "The trophy will be awarded to the District fielding a complete

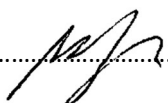
team that has the best overall performance.” PB suggested the issue be referred to the next meeting for consideration and agreement. Meanwhile the existing rules should appear in the Handbook for now.

All agreed to accept items 6.1-6.11 be re-adopted as originally adopted, except for item 6.5 which is to be reviewed again in April. The Expenses policy will also then be due for review.

- 2022/02/6.1 Safeguarding
- 2022/02/6.2 Health & Safety
- 2022/02/6.3 Tower Risk Assessment
- 2022/02/6.4 Volunteer Complaint & Grievance procedure
- 2022/02/6.5 Youth Striking Competition Rules
- 2022/02/6.6 8-Bell Striking Competition Rules
- 2022/02/6.7 6-Bell Striking Competition Rules (Call Change & Method)
- 2022/02/6.8 Kent Young Ringers Fund Guidelines
- 2022/02/6.9 Training Fund Guidelines
- 2022/02/6.10 BRF Grant Application Guidelines
- 2022/02/6.11 120 Club Guidelines
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- 2022/02/7 **Forthcoming Events** (Covid-19 restrictions permitting)
- 2022/02/7.1 Combined Festival of Ringing & Inter-District 8-bell Striking Competition - 18/06/2022 Goudhurst. The tower is near to Taywell where a hog roast, food and drink will be organised. Nearby towers in the area would be open for ringing. The proposed calling for Stedman was considered quite complicated and MCP agreed to find an alternative. MCP
- 2022/02/7.2 Association 6-bell Call Change & Change Ringing Striking Competition 2022 – Saltwood. Discussed the format. SB suggested it be made into a whole ringing day with additional towers to encourage integration amongst bands and sharing of expertise. Sadly the proposed date clashed with the Essex Trophy so agreed to move it to 10th September. SB
- 2022/02/7.3 Essex Trophy 2022 – 24/09/2022 St Mary, Bletchingly. Yorkshire Surprise Royal. DD offered to organise the band as PB unavailable that day. DD
- 2022/02/7.4 KCACR Choral Evensong of Remembrance – 06/11/2022 Rochester Cathedral 3.15pm. Rochester Cathedral was very happy to make this an annual event.
- 2022/02/7.5 Kent Young Ringers Striking Competition – 18/02/2023 Boxley 13:45-17:00
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- 2022/02/8 **Reports FOR INFORMATION ONLY**
- 2022/02/8.1 Bell Restoration Officer Report – BB’s report was noted.
- 2022/02/8.2 Youth Officer Report – JT’s report was noted.
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- 2022/02/9 **Any Other Business**
- 2022/02/9.1 Insurance of the Tom Barlow Bells – Discussed whether the Association should insure these bells. After much discussion it was agreed that they should have their own separate hand bell insurance (similar to that for a musical instrument). Please advise SB of companies to approach. SB
- 2022/02/9.2 Annual Dinner – JH suggested that an Association event, such as a dinner or outing, be considered in the future. Agreed to keep it on the Agenda.
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- 2022/02/10 **Date of next meeting** – 30/04/22, 30/07/22, 26/11/22. Agreed to hold the April General Committee meeting by Zoom. The new committee could decide thereafter whether or not to return to face to face meetings. There appeared to be a general consensus in favour of Zoom meetings (cost & time savings).

Meeting closed at 12:14

SIGNED as a true record by



DATE: 30th April 2022