



**MINUTES of the General Committee Meeting held at Downswood Community Centre, ME15 8XG**  
**Saturday 29<sup>th</sup> April 2023 10:00-12:00**

**COMMITTEE MEMBERS PRESENT 8:-**

Chairman & CC Rep.	NJ	Neil Jones			
General Secretary	SB	Susan Bassett	CC Rep.	SR	Stephanie Runting
Treasurer	PJ	Peter Joyce	<u>District Reps.</u>		
Training Officer	RC	Rupert Cheeseman	Ashford	EN	Edward Neate
Youth Officer	JT	Jen Thomas	Canterbury	MB	Malcolm Barden
Bell Restoration Officer	BB	Brian Butcher	Lewisham	DS	Debra Say
CC Rep.	PB	Phil Barnes	Maidstone	DD	Doug Davis
CC Rep.	CS	Caroline Stockmann	Rochester	AG	Alison Gerrish
CC Rep.	AR	Alexander Runting	Tonbridge	SN	Steve Newland

**ALSO IN ATTENDANCE 1:-**

Handbook Editor	DD	Doug Davis	Quarter Peal Secretary	AL	Anthony Leeves
Health & Safety Officer	BW	Becky Winter	Publicity Officer	TW	Tom Winter
Librarian	PR	Philippa Rooke	Safeguarding Officer	EJ	Emma Jarvis
Peal Secretary	PB	Phil Barnes	Webmaster	DD	Doug Davis

2023/04/1 **Welcome, Apologies for Absence and Substitutions** – Chairman NJ welcomed all to the meeting. Apologies were noted from the General Secretary, SB, Bell Restoration Officer, BB, Training Officer, RC, Publicity Officer, TW, Health & Safety Officer, BW, Librarian, PR, Central Council Reps., PB, AR, CS & SR, Tonbridge District Rep., SN. There were no substitutions.

2023/04/2 **Minutes of meeting held on 25<sup>th</sup> February 2023** – The Minutes had been circulated with a query from SB about item 2023/02/9.4. Agreed to defer this matter for resolution at the next meeting. The Minutes were otherwise approved and signed by the Chairman.

2023/04/3	<b>Matters arising</b>	<b>ACTION</b>
2023/04/3.1	2022/02/3.1 <u>eBells Loan Scheme Video</u> – No progress.	PB
2023/04/3.2	2022/02/12.1 <u>Mailchimp to Member Mojo</u> – DD had circulated a report to explain the process to better manage the Membership Database and Member Mailing Lists. He proposed moving to the Member Mojo system, which was used by other Associations. Trials had proved successful and the system would cost £200 p.a. plus PayPal processing fees. Queries were raised about keeping historical records of past members and understood that data could be exported and maintained for a number of years. Understood that the new system could cope with shared email addresses for families or towers to use. There would in future be no need for Districts to appoint their own Membership Secretary or Treasurers. Subscriptions would be handled centrally by the Treasurer using the Member Mojo system and clearer information for those wishing to pay by cheque would be considered. DD recommended the creation of an Association Membership Secretary post, which he was happy to fulfil for now, until discussed at the ADMs and AGM 2024. There was general support to move to this system.	DD

Minutes ADOPTED on 29<sup>th</sup> July 2023

A long discussion ensued about the need for Districts to promptly pay over to the Association Treasurer any fundraising profits, tea fund donations or any other income, with a note of income and expenditure supported by receipts. The Chairman emphasised that money raised by Districts is under the aegis of the Association, so the funds should be handed over to the Association Treasurer and not held by individual members or in District Bank Accounts, but individual towers often held their own funds.

2023/04/4

**Safeguarding Updates** – NJ confirmed that this item is to enable any District representatives to notify any Safeguarding issues that they are aware of (no names to be mentioned). No issues were advised to the General Committee. PJ suggested that the Chairman writes to members to reassure them that the Association Officers do raise issues with Diocesan Safeguarding Teams.

Safeguarding Officer EJ thanked DD for updating the Diocesan Safeguarding Contact Details on the Website. EJ and JT would be updating the Parental Consent and GDPR Forms shortly, so that it coincides with the new academic year. Also DBS and Safeguarding requirements of the four Dioceses were posted on the Website and EJ highlighted that they were all very different. Canterbury Diocese had only recently requested, directly through the Incumbents and Parish Safeguarding Officers, that all bell-ringers undertake Safeguarding Training in time for the Coronation. Come the autumn Rochester and Canterbury Diocese are planning to carry out an audit of all bell-ringers but other volunteers within the church did not appear to be treated similarly. EJ considered that a national agreement needs to be sorted and work continues on this through the Central Council. The Canterbury Diocese requirements were considered somewhat extreme for ringers and NJ & EJ continued to inform Safeguarding Teams about what ringers do and to fight for an equitable solution.

MB commented that Canterbury Diocese's requirements appeared somewhat abrasive, prescriptive and not thoroughly thought through. In particular, expecting Tower Captains to go through a Safer Recruitment Process and Leadership Training with all that that entails, is disproportionate to the responsibility they hold. Practical guidance would be more useful than reflecting on theological matters. MB asked how visitors in a tower should be accounted for. EJ advised that all towers should keep a register and it was not a tower's responsibility to check DBS certification of visitors.

Finally EJ considered that thought ought to be given to how to retain/archive the Parental Consent Forms and Registers in case reference to them is needed in the future. No guidance had been received from the Dioceses despite asking them.

NJ suggested that a Working Group (NJ, EJ, DD & SB) work through all these matters. Meanwhile NJ agreed to prepare a letter to be sent to the Canterbury Diocese.

NJ, EJ,  
DD & SB

2023/04/5

**Finance & Grant applications**

2023/04/5.1

Treasurer's report – Circulated and noted.

2023/04/5.2

BRF Investment Account – PJ recommended that an Investment Account with the Skipton Building Society be opened to transfer in funds above £85,000 currently held in the CCLA Account, in order to reduce exposure/loss if the bank collapsed. All agreed.

PJ

2023/04/5.3

Brian Law Bequest – No progress to report.

2023/04/5.4

BRF Grant Applications – None.

2023/04/6	<b>Feedback from Events</b>	
2023/04/6.1	<u>Commonwealth Charter 10<sup>th</sup> Anniversary</u> – Considered that the National Ring of Queens on 13/03/2023 was not well taken up.	
2023/04/6.2	<u>SEECON</u> – 01/04/2023. JT advised that the KYR band enjoyed the day and did their best.	
2023/04/6.3	<u>EGM &amp; AGM</u> 10/04/2023 – Draft Minutes had been circulated and the spelling of Mark Chittenden-Pile's name to be corrected.	SB
	2023/04/03/EGM – Noted that the BRF Rules had been updated on the Website and notification of changes to the Charity Commission was in progress.	DD & SB
	2023/04/16.3/AGM – Tim Wraight had requested that Hazel Basford be considered for election as a Vice President. Agreed this be considered at the AGM 2024.	SB
	2023/04/16.4/AGM – The issue of a Succession Plan had been raised at the AGM and the committee agreed that this would be a good idea to implement alongside a Business Recovery Plan. No action agreed – return to next Agenda.	SB
2023/04/7	<b>Association Archive</b> – No report was available.	PR
2023/04/8	<b>Training</b>	
2023/04/8.1	<u>Training Plans</u> – The ART M1 course would take place shortly and bookings were being made. EJ commented that the Website Training Page needed updating as the information was three years out of date.	RC & DD
2023/04/8.2	<u>Training Teachers of new ringers</u> – RC & NJ to progress. NJ commented that no progress had been made about an Association Training Day but sought ideas from others as to where it should be held.	RC & NJ
2023/04/9	<b>Annual Reviews</b> of policies, rules and guidelines	
2023/04/9.1	<u>Volunteer Complaint and Grievance procedure</u> – EJ requested this be finalised asap as it tied in with the Safeguarding issues. Agreed to add this to the work of the Safeguarding Working Group then ratify recommendations amongst the General Committee by email.	NJ, EJ, DD & SB
2023/04/9.2	<u>120 Club Guidelines</u> – The advice of Margaret Funnell had recommended that an additional clause can be added to make provision for what would happen to any winnings on the death of a share holder, provided this is done prior to the purchase of the shares. It can be stated that such funds will be paid into the BRF. The Lewisham District had already implemented this and other Districts need to be brought into line by highlighting this change.	SB
2023/04/9.3	<u>Ecclesiastical Insurance</u> – Renewal 01/05/2023 – MB had raised a query in regard to who was include in the "Trustee and Management" category. Considered this would be the Trustees (Chairman, Secretary and Treasurer) and the General Committee. MB also considered that the specific cover for the 'Trustee and Management' section is only £100K which may be a little low. PJ confirmed that the policy had been renewed but agreed to discuss these issues with Ecclesiastical.	PJ
2023/04/9.4	<u>Personal Accident Policy</u> – Renewed 01/04/2023. MB had queried whether members were aware of the level of cover available under this policy which reduced with age. DD confirmed that when the new Membership Mojo system was implemented, the full policy documents would be made available for members to scrutinise. An overview could also be placed on the website.	DD
2023/04/10	<b>Forthcoming Events</b>	
2023/04/10.1	<u>Coronation of King Charles III</u> – 06/05/2023. The link was now established on Bellboard to link any Kent tower performances to the KCACR Website between 05/05/2023 – 14/05/2023.	

2023/04/10.2	<u>Festival of Ringing &amp; Association 8-bell Striking competition</u> – 17/06/2023 The competition method would be 224 changes of St. Clements Bob Major. WHWH. Four towers would be open during the day. Publicity needs to be circulated soon.	BB & TW
2023/04/10.3	<u>RWNYC -08/07/2023</u> in York. JT reported that a KYR team were practising. Accommodation had been booked in York for the Friday night and Doncaster for the Saturday night as nothing was available in York. It was understood that evening entertainment was being planned. JT to order team shirts soon.	JT
2023/04/10.6	<u>Central Council AGM &amp; Roadshow 2023 -02/09/2023</u> in Ipswich. DD advised that a reduction in Central Council member numbers may be proposed; a maximum of 3 representatives per Association above 900 members.	
2023/04/10.7	<u>Essex Trophy 2023</u> – 09/09/2023 St. Mary, Walthamstow. 09:45 draw. Grandsire Caters 2-3 courses. Details had been received. DD to organise the band.	DD
2023/04/10.8	<u>Association 6-bell competitions</u> – 30/09/2023 at Monckton. The morning Change Ringing Competition to remain the same as previous years (open to one team from each District). The afternoon Call Change Competition open to 10 teams from any tower. NJ offered to formalise and tweak the rules. Tea – yes please. Open competition in the afternoon for 10 bands to be drawn if more than 10.	NJ
2023/04/10.9	<u>Choral Evensong</u> – Date confirmed as 19 <sup>th</sup> November 2023 Rochester Cathedral. Wide publicity needed to encourage good attendance.	TW
2023/04/11	<b>Reports</b>	
2023/04/11.1	<u>Youth Officer</u> – A written report had been circulated in advance and no other comments were made.	
2023/04/12	<b>Any Other Business</b>	
2023/04/12.1	<u>Kent Mini Ring</u> – Martin Hooker had been unwell so no progress had been made with the alterations needed to the Mini Ring & Trailer.	BB & NJ
2023/04/13	<b>Date of next meeting</b> – 29 <sup>th</sup> July 2023 in person and recorded. Future meetings 25/11/2023, 24/02/2024, 28/04/2024, 27/07/2024.	

The meeting closed at 11:55

SIGNED as a true record by .....  
Neil Jones, Chairman to KCACR