



MINUTES of the General Committee Meeting held in the Lounge Room at Downswood Community Centre, ME15 8XG on Saturday 24th February 2024 10:00-12:32

COMMITTEE MEMBERS PRESENT :- 9 (including 2 online shown in italics).

(Members shown in grey were either not present or attending but representing more than one post)

Chairman	NJ	Neil Jones	CC Rep.	NJ	Neil Jones
General Secretary	<i>SB</i>	<i>Susan Bassett</i>	CC Rep.	SR	Stephanie Runting
Treasurer	PJ	Peter Joyce	<u>District Reps.</u>		
Training Officer	RC	Rupert Cheeseman	Ashford	BB	Brian Butcher
Youth Officer	JT	Jen Thomas	Canterbury	MB	Malcolm Barden
Bell Restoration Officer	BB	Brian Butcher	Lewisham	<i>PN</i>	<i>Peter Norwood</i>
CC Rep.	PB	Phil Barnes	Maidstone	DD	Doug Davis
CC Rep.	CS	Caroline Stockmann	Rochester	AG	Alison Gerrish
CC Rep.	AR	Alexander Runting	Tonbridge	ER	Eric Roughley

ALSO IN ATTENDANCE :- 2 (including 1 online shown in italics)

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

2024/02/1 **Welcome, Apologies for Absence and Substitutions** – Chairman NJ welcomed all to the meeting and apologies were noted from Peter Joyce (Treasurer), Phil Barnes & Caroline Stockmann (CC Reps) and (post meeting) Rupert Cheeseman. There were no substitutions.

2024/02/2 **Minutes of meeting held on 25th November 2023** – The Minutes had been circulated and were agreed by those present. The Minutes were signed by the Chairman.

2024/02/3	Matters arising		ACTION
2024/02/3.1	2023/11/3.1 <u>eBells Loan Scheme Video</u> – PB reported that he hoped to complete a video soon. Item carried forward.		PB
2024/02/3.2	2023/11/3.2 <u>Mailchimp to Member Mojo</u> – DD reported that the new system had worked well and over 1200 members had submitted their membership renewals online. There had been surprisingly few queries. Districts could now use the mojo system to directly email their members without having to maintain their own email lists. Some unhappiness had been expressed by Districts but DD would check that they could each access the system. Via MB, Stuart Palin had expressed concern at data collection issues and DD agreed to hear constructive suggestions about how to keep people informed.		DD

ER joined the meeting at this point.

2024/02/3.3	2023/11/3.3 <u>Succession Plan, Business Recovery Plan & Document Storage</u> – DD reported that work on the Succession and Business Recovery Plans had yet to progress. The Cloud-based secure document storage was in place and historical data would be scanned in over the next weeks. JT was now using a locked filing		DD
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cabinet to store current KYR data, which would then be stored digitally when it was no longer current. DD confirmed that Districts could also use the secure cloud-based storage space. PJ had written the necessary instruction documents pertaining to the Treasurer's role.

- 2024/02/3.4 2023/11/5.3 Margate BRF application – MB read out the churchwarden's comments about the planned future of the church. Work was underway to appoint an incumbent in 3-4 years' time & an interim priest in charge meanwhile. Other bodies had donated funds towards necessary works. After a short discussion a grant of £2,000 was agreed towards the works previously outlined.
- 2024/02/3.5 2023/11/12.1 Charity Objects – NJ read out CS's suggested wording viz; *'The objects of the fund shall be: the advancement of the art of change ringing and its heritage and tradition; the advancement of education of the public in the subject of bellringing, ensuring it is passed on to future generations; and the promotion of public health through the exercise of mental and physical skill and exertion in bellringing - by providing financial assistance to churches (*) in the county of Kent or that part of London formerly in the county of Kent for the purposes of maintaining and improving their bell installations by the making of grants from the fund.'* All agreed this was a worthy set of objects to put forward to the Charity Commission but to add "and other buildings with ringing installations" at (*) above. NJ & PJ
- 2024/02/3.6 2023/11/12.2 KCACR Display Panels – No report had been made by the Publicity Officer. Updated Display Panels were considered to be particularly useful at events open to the public, so needed replacement. Concern was expressed that reference to the now defunct panels should be removed from KCACR emails. TW
DD
- 2024/02/4 **Safeguarding Updates** – EJ reported that Canterbury Diocese had only provided initial findings, after prompting, following their audit of safeguarding training carried out last autumn. Understood that 143 church representatives or tower captains had responded. A follow up Zoom meeting would be attended by EJ. The initial findings were interesting but didn't provide much actual information, as expected, due to the style of questions being a survey not an audit. There being no like for like check backs or end goal for the audit. It appeared clear that the Diocese doesn't understand ringing or ringers. EJ
 EJ commented that the Safeguarding Policy still needed looking at. CCCBR was producing a generic Safeguarding Policy in consultation with the DBS service, so it would be prudent to wait for the results of that.
 ER commented that Speldhurst ringers had been asked by the Parish Safeguarding Officer (PSO) to provide full personal details of all its ringers with no clear indication as to why it was wanted. EJ commented that parishes should already know who had done the training. EJ agreed to ask the Diocese what PSO's should need to know.
- 2024/02/5 **Finance & Grant applications**
 2024/02/5.1 Treasurer's Annual reports to 31/12/2023 – Circulated and noted without comment. It would be published in the 2024 Handbook. The Treasurer had recommended the same sub-division of Subscriptions as for the previous year; 25% to BRF, 25% to Training and 50% to the General Fund. All agreed
- 2024/02/5.2 Treasurer's Report Jan/Feb 2024 – Circulated post meeting.
 2024/02/5.3 BRF Grant Applications – **Tonbridge** application had been circulated and was considered. After a short discussion it was agreed that, despite having received a grant in the past, a grant of £10,000 be offered. The grant offer would expire after 5 years. BB agreed to issue a letter of intent to Tonbridge accordingly. BB

An application from **Loose** had also been circulated. BB commented that the works were considered minor and not essential but the church was vibrant and the ringers definitely need to be encouraged. BB proposed a grant of £1,000 towards the single quotation for the project of £3,580, this was seconded by Eric Roughly. SB expressed concern at the high percentage of the proposal and abstained. Issue to be referred to the third Trustee of the BRF for decision. POST MEETING NOTE: PJ supported the proposal of £1,000 so this is carried.

- 2024/02/6 **Feedback from Events & Districts**
- 2024/02/6.1 KYR Striking Competition – JT reported that it had been a convivial afternoon with 4 teams entering. The Tonbridge District Team had all under 18's ringing and the Ashford band had won.
- 2024/02/6.2 Ashford District – BB had asked why obituaries did not feature on the KCACR Website. DD reported that the Website relied on the Districts to provide information and the Districts had a responsibility to submit such information direct to the Website. SB was asked to notify this fact to Districts. SB
- 2024/02/7 **Association Archive** – PR reported that there has been one new accession - Tessa Worthington, Tonbridge District Secretary, has deposited a file set of Tonbridge District meeting Minutes for the period October 1998 to July 2016. There haven't been any requests for information or other access to the Library/archive.
- 2024/02/8 **Training**
- 2024/02/8.1 Training Plans – No report had been made
- 2024/02/8.2 Learning Hubs Project – SB had circulated a report on this project that was being well-received by Learners and Teachers alike. A rota for the next quarter April-June was being drawn up and more host towers and M1 trained Teachers were encouraged to join by initially contacting SB. M2 courses and teachers were also urgently needed to provide progression for learners beyond the bell-handling M1 stage. NJ reported that Rochester District was setting up an M2 course towards the end of August, details and venue to follow. NJ
- 2024/02/9 **Annual Reviews** of policies, rules and guidelines
- 2024/02/9.1 Volunteer Complaint and Grievance procedure, Code of Conduct and Rules amendment b/fwd from 2023/11/9.1 when NJ had commented that these documents needed serious re-writing to accord with the new Mojo member "election" process together with the Association Rules review. NJ had drawn up a first draft of revised Association Rules, which had been circulated to the General Committee with the initial comments of Chris & Sue Bassett, PJ and PB shown. MB suggested amendments and comments which would be considered by NJ within a second draft for circulation to the General Committee at its April meeting. Following this a third draft would be sent out for Districts to give feedback before the July General Committee. After the General Committee considers the District feedback in July, a final proposal would be submitted to District Secretaries before the current deadline for Rules Amendment of 1st September, for consideration at each Annual District Meeting in October, ready for adoption at the AGM 2025. NJ & SB
- 2024/02/9.2 Risk Assessment & H&S issues – b/fwd from 2023/11/9.3 DD & BW amendments with flow chart for circulation – still awaited. Return to next Agenda. DD & BW
- 2024/02/9.3 Expenses Policy – b/fwd from 2023/11/9.4 for review by all [Microsoft Word - KCACR Expenses Policy ADOPTED Nov 2022.docx](#) No progress reported. DD
Return to next Agenda.

2024/02/9.4	120 Club Guidelines – for review by all Microsoft Word - KCACR 120 Club Guidelines Apr2023.docx Re-adopted unchanged.	
2024/02/9.5	Health & Safety Policy – for review by all Microsoft Word - KCACR Health & Safety policy 2023.docx Re-adopted unchanged.	
2024/02/9.6	Tower Risk Assessment – for review by all Tower-Risk-Assessment-v4.xls (live.com) Re-adopted unchanged.	
2024/02/9.7	Generic Risk Assessment for KCACR Events – for review by all Microsoft Word - KCACR Events Generic Risk Assessment 2023.docx Re-adopted unchanged. NJ agreed to draw up an “out of county” Risk Assessment for KYR.	NJ
2024/02/9.8	8-bell Striking Competition Rules – for review by all 8-bell-Competition-Rules.pdf (kcacr.org.uk) Re-adopted unchanged.	
2024/02/9.9	6-bell Striking Competition Rules – for review by all Microsoft Word - KCACR Rules for Association 6 bell competitions 2023.docx Re-adopted unchanged. Members agreed to suspend Rules 1-4 of the Call Change Rules in 2024 to encourage wider participation amongst call-change ringers. 10 teams limit.	
2024/02/9.10	KYR Fund Guidelines – for review by all Microsoft Word - KCACR KYR Fund Guidelines 2021.docx Re-adopted unchanged.	
2024/02/9.11	Youth Striking Competition Rules – for review by all Microsoft Word - KCACR Youth Striking Competition Rules vers 4 August2022.docx adopted unchanged Feb 2023. Re-adopted unchanged.	
2024/02/9.12	BRF Grant application guidelines – for review by all Microsoft Word - KCACR BRF Guidelines 2021.docx Re-adopted unchanged.	
2024/02/9.13	CCCBR Code of Conduct – for adoption Code-for-Ringing-Edition-1-v1-285.pdf (cccbr.org.uk) Agreed nem con to adopt.	
2024/02/9.14	Barlow Hand Bells – Insurance renewal quote from New Moon £73.86 due 31/03/2024. Existing policy details were circulated. SB to check replacement values of both sets of handbells and insure accordingly with New Moon.	SB
2024/02/9.15	Ecclesiastical Insurance – Renewal due 01/05/2023 Agreed to renew the existing insurance but remove cover for mini-ring and retain £1.5k cover for the trailer.	SB
2024/02/9.16	Personal Accident Insurance –Renewal due 01/04/2024 with Ortus Underwriting. Agreed nem con to renew existing cover.	SB
2024/02/10	Forthcoming Events	
2024/02/10.1	AGM 2024 – 01/04/2024 at Rainham. NJ reported that arrangements were being finalised. Central Council Reps, Caroline Stockmann and Phil Barnes wished to stand down. General Secretary is also resigning, so a replacement urgently needs to be found. The Chairman’s term of office ends in 2025. Nominations for all posts on the General Committee should be advised to the General Secretary as soon as possible (3 emails per post to SB from; nominee, proposer & seconder).	ALL
2024/02/10.2	SEECON – South East England Striking Contest – 13/04/2024 Bushey, Herts. JT hoped to enter a team but many young ringers were unavailable this year.	JT
2024/02/10.3	8-bell Striking Competition & Ringing Festival – 22/06/2024 Quex Park with BBQ. Method to be Canterbury Pleasure Bob Triples. NJ had circulated the composition. MB reported that preparations were also being made for 3-4 towers to be open during the afternoon following the morning competition.	MB
2024/02/10.4	RWNYS – National Youth Contest – 06/07/2024 London.	JT
2024/02/10.5	Essex 10-Bell Trophy Competition – 14/09/2024 St Martin of Tours, Epsom (KT17 4PX). Spliced Plain and Little Bob Royal. DD to arrange the band.	DD
2024/02/10.6	6-bell Striking Competitions – 28/09/2024 Lewisham District for both method and call change competitions. Progress report awaited in due course.	
2024/02/10.7	Choral Evensong – 17/11/2024 MB reported that Canterbury Cathedral was very supportive of hosting this event which may include ringing before the service, evensong from 5.30 p.m. and light refreshments/tea. SB asked to make contact with the Cathedral authorities through MB, who would also check parking.	MB SB

- 2024/02/10.8 District ADMs – October 2024. Need to notify District Secretaries of proposed Rule Changes by 1st September, 2024. Gen Sec
- 2024/02/11 **Reports**
- 2024/02/11.1 Youth Officer – JT reported that there were a good number of youngsters learning to ring but towers needed to make them aware of KYR events. A poster for each tower needs to be updated.
- 2024/02/11.2 Bell Restoration Officer – BB’s report in November was available to view on the Website. MB asked whether works to a dangerous floor under the bells, new ropes and the sanding and repainting of a metal frame could be considered for a grant from the BRF. Yes, in principle, such works could be supported.
- 2024/02/12 **Any Other Business**
- 2024/02/12.1 Hierarchy List – NJ reported that members had questioned how the Association works from the Tower level up. He considered that a graphic was needed. Also information about what the Association does for members. NJ
- 2024/02/12.2 KCACR Welcome Pack (online) – NJ considered it would be helpful if details were available on the membership application pages to provide easily accessible links to events, who’s who and the Handbook. Tonbridge District provided a Welcome Pack which young ringers and adults alike were pleased to receive. The Association could replicate such online. NJ DD
- 2024/02/12.3 Chris Trafford Mini Ring – NJ spoke on the potential to purchase this at £3,000 but it would need new fabricated legs to enable transportation in two cars. A long discussion ensued on the practicalities, problems, storage, maintenance, use and oversight. DD reported that he was involved with the Mobile Belfry Trust which looks after the Charmborough, Litchfield and soon the Central Council mini-rings. If the Trafford Ring were useful to the Trust they could operate it, if it were sold to the Trust. NJ understood that Roger Booth could be interested in it. JT suggested that Merrick Jardine might be interested, but no final decision was reached. Carry forward to next meeting.
- 2024/02/12.4 Elected Vice Presidents – Names had been put forward for members who were considered worthy to be elected as Vice Presidents at the forthcoming AGM. Agreed that February Agendas in future should include this item for discussion.
- 2024/02/13 **Date of next meeting** – 27th April 2024 in person, online and recorded. BB tendered his apologies for absence at the April meeting.
Future meeting dates - 27/07/2024, 23/11/2024, 22/02/2025, 26/04/2025

The meeting closed at 12:32

SIGNED as a true record byon 27th April 2024
Neil Jones, Chairman to KCACR