



MINUTES of the General Committee Meeting held in the Lounge Room at
Downswood Community Centre, Chiltern Close, Maidstone, ME15 8XG on Saturday
27th Saturday 2024, 10:00-12:50

COMMITTEE MEMBERS PRESENT: 11 (*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	<u>District Reps.</u>		
General Secretary	JP	Joanne Pohl	Ashford	BB / EN	Edward Neate (substituting for Brian Butcher)
Treasurer	PJ	Peter Joyce	Canterbury	MB	Malcolm Barden
Training Officer	SB	Susan Bassett	<i>Lewisham</i>	<i>PN</i>	<i>Peter Norwood and Svetlana Sokolova</i>
Youth Officer	JT	Jen Thomas	Maidstone	DD	Doug Davis
Bell Restoration Officer	BB	Brian Butcher	Rochester	SF / AG	Steve Fitton Alison Gerrish
CC Rep.	CS	Alexander Runting	Tonbridge	TW1	Eric Roughley Tessa Worthington
CC Rep.	AR	Stephanie Runting			
CC Rep.	NJ	Neil Jones			

ALSO IN ATTENDANCE: 1

Handbook Editor	DD	Doug Davis	Quarter Peal Secretary	AL	Anthony Leeves
Health & Safety Officer	BW	Becky Winter	Publicity Officer	TW2	Tom Winter
Librarian	PR	Philippa Rooke	Safeguarding Officer	EJ	Emma Jarvis
Peal Secretary	PB	Phil Barnes	Webmaster	DD	Doug Davis

1 Welcome, Apologies for Absence and any substitutions – Chairman NJ welcomed all to the meeting and apologies were noted from: **ACTION**

- Alexander Runting (CCCBR Rep),
- Stephanie Runting (CCCBR Rep),
- Brian Butcher (Bell Restoration Officer, and Ashford District Rep: Ed Neate, Ashford District Secretary, attended in his place as Ashford Rep),
- Tessa Worthington (Tonbridge District Joint Rep),
- Philippa Rooke (Librarian),
- Steve Fitton (Rochester District Joint Rep.),
- Alison Gerrish (Rochester District Joint Rep.).

2 Minutes of meeting held on 27th April 2024 – The [draft Minutes](#) had been circulated and were agreed by those present. The Minutes were signed by the Chairman.

3 Matters arising

3.1 2024/02/3.5 Charity Objects

- a) Since the last meeting of the General Committee, when it was agreed to call an EGM to change the wording surrounding the Bell Restoration Fund (BRF) Charity Objects, General Secretary JP had taken the necessary actions to call an EGM. An EGM was held on 22 June. The motion to change the BRF Rules was carried with a majority of those present in favour, with no abstentions and no objections.

- b) Treasurer Peter Joyce reported he'd started the process of updating the BRF rules with the Charity Commission: due to constraints of the Charity Commission system, only one rule can be updated at a time and could take up to 4 months per change. PJ
- 4 Safeguarding Updates & GDPR** – EJ updated the committee on a few items arising from the last General Committee meeting.
- a) Following a query from Speldhurst on requirements for gathering specific information and details of ringers, which is currently inconsistent between parishes, EJ continues to liaise with both Rochester and Canterbury Safeguarding Teams to move towards a consistent approach. EJ will attend a Parish Safeguarding Officer (PSO) course. EJ
- b) No further progress has been made with Canterbury Diocesan Safeguarding Authority (DSA) regarding a safeguarding audit, despite EJ's repeated requests for a meeting and update. EJ to update the General Committee next meeting. EJ
- c) EJ is giving advice to a tower regarding a band member's behaviour toward the tower captain (which was being resolved via the Parish Safeguarding Officer and with the Code of Ringing). EJ
- d) EJ reported the Parochial Church Council (PCC) of one parish is requesting bellringers sign an agreement to hire the bells, for practices and ringing, in order to limit the liability or risk of insurance claims. EJ had told the PCC that bellringers are voluntary employees of the church, and have their own insurance. This had been accepted by the PCC. EJ
- e) Arrangements have been made for a note to go out to parents of Kent Young Ringers, with the subscription forms in September, to introduce them to EJ as the point of contact for safeguarding matters. EJ/JT
- f) On General Data Protection Regulations (GDPR), EJ is going to wait for the CCCBR template GDPR policy to be drafted, and will then create one for the KCACR. EJ
- g) EJ is dealing with a query regarding the use of WhatsApp groups for tower communications. A discussion on GDPR, WhatsApp groups and social media use for the Association took place, and the need for reasonability in expectations on members. Webmaster DD agreed to look into implications of GDPR for the Association's social media usage. DD
- 5 Finance & Grant applications**
- 5.1 Treasurer's report from PJ was noted.
- 5.2 Bank accounts
- a) Treasurer PJ noted that since the Treasurer's report was written on 15 July, interest was received for the CCLA Deposit (BRF) account, of £1,055.62.
- b) PJ noted no interest was showing on the Skipton BRF account, but that this interest would be paid annually, and we should see this in October.
- c) The Natwest accounts are now below the £85,000 FSA guarantee limit.
- 5.3 a) ER raised a query about how annual subscriptions are accounted for in the Association's annual report in the Handbook: due to the use of cash accounting practices, which is used as advised by our auditor Stephen Marsh, funds are recorded when received (rather than recording them in the financial year they relate to). ER's concern was that the current practice makes it difficult to see at a glance, the total amount in subscriptions received in a year. Treasurer PJ agreed to take this up with our auditor, and also to investigate including an addition in the next Handbook that detail's the financial year's total takings in subscriptions. PJ
- 5.4 Bell Restoration Fund Officer's report was noted.
- 5.4.1 BRF Grant Application - St. Nicholas, Ash – the application was discussed, and that fact BB confirmed he was satisfied with the responses he'd received to his queries about the work to be carried out. The total cost of the work would be £5,400, and the PCC has approved this expenditure. BB

The Committee agreed to a £2,000 contribution to this; there were no objections and all present were in agreement in the use of the funds. It was agreed the work needed to be completed, before funds were released.

- 5.4.2 BRF Grant Application: Marden – completed and cheque drawn – noted.
- 5.4.3 BRF Grant Application: Penshurst (£10,000) – cheque not yet drawn – noted.
- 5.4.4 BRF Grant Application: Boxley (£3,000 in total, £2,000 towards fittings and £1,000 for rope guides) – cheque not yet drawn – noted.
- 5.5 Financial support to ART and The Mobile Belfries Trust (MBT) – DD and PJ declared an interest, as trustees of the MBT.
 - a) Both organisations were inviting donations/ funding to assist with developing and improving training in bellringing (through ART) and increasing recruitment (through MBT). DD said given the KCACR interest in recruiting, retaining and teaching bellringing, and given the Association’s healthy finances, this could be a good way to contribute to those goals.
 - b) ART uses these donations to invest in their offerings, developing courses, paying expenses associated with conducting the teaching, resources and administrative costs.
 - c) EJ queried and DD confirmed that without donations, the MBT would run at a deficit.
 - d) SB raised the need for a cohesive framework around building connected training teams, as they are currently disparate.
 - e) A discussion was also had on the need for an approach to ensure that newly recruited members of the public are shepherded to their local towers. DD confirmed the MBT was developing a way to collect the necessary information of people who take part in mobile ringing, for purposes of developing those leads.
 - f) Due to concerns over transport, and not having enough volunteers to run it, the privately-owned mobile belfry previously used by the KCACR was no longer available to the Association. The Association does however still have a trailer.

After some discussion on item 7 (on CCCBR proposal to increase fees: see below minute 7):

- g) It was agreed JP would ask BB is the KCACR trailer is still used, and to report back to the General Committee. JP
- h) NJ proposed a £1,000 donation to MBT, which was seconded by ER. There were 7 votes in favour, with 3 abstentions and none against, and the motion was carried. PJ
- i) NJ proposed a £1,000 donation to ART, which was seconded by JT. There were 9 votes in favour, with 0 abstentions and none against, and the motion was carried. PJ

6 Feedback from Events and EGM

- 6.1 South East England Striking Contest (SEECON) – 13/04/2024 – JT – this was covered at previous meeting.
- 6.2 8-bell Striking Competition & BBQ took place on 22/06/2024 at Quex, Canterbury District. The Chairman expressed thanks to Quex for hosting, hospitality and the BBQ. Five teams took part in the striking competition, judged by Paul and Kate Flavell, which Canterbury won. We also had the mobile touring tower at Quex that day. Thank you also to Canterbury District Rep MB for the behind-the-scenes organising.
- 6.3 Ringing World National Youth Contest (RWNYC) took place 06/07/2024 in London – Youth officer JT provided a summary. Kent was represented by a team of eight, for call changes. JT expressed thanks to everyone involved, on the day and in the build-up to it.
- 6.4 Certificates – next steps – Membership Secretary DD looking at options. DD

- 7 **CCCBR proposal to increase fees** – NJ took the committee through a presentation from the CCCBR on the future of ringing, and the need to increase recruitment and training. No vote or action needed.
- 8 **Association Archive** – Librarian PR shared two updates
- 8.1 PR has taken receipt of a bequest of books and other ephemera from the late David Cawley, via Dickon Love. It includes his personal ringing records which are fascinating. He illustrated them with tiny Diocesan shields in biro and made very detailed notes about all the bells in the towers he visited. PR hopes to bring them to the next AGM. PR
- 8.2 PR has been offered some material by Jean Vidler of the Ashford District but has not yet been able to meet with her. PR hopes to do this before the end of August. PR
- 8.3 Cost of storage - Big Yellow Storage have increased the cost of the room from 15 July 2024 by a small amount. It will now be £12.60 per week including VAT, an increase of £1.20. Treasurer PJ proposed we continue with Big Yellow Storage, at that price, and all agreed. JP to advise PR. JP / PR
- 9 **Annual Reviews & Insurance Renewals** – Policies, Rules and Guidelines
- 9.1 Association Rules amendment proposals – Chairman NJ had circulated the latest version with adjustments. Adjustments include:
- a) Introduction of an ‘ordinary member’ type, to segregate from honorary life members, presidents, etc.
 - b) If the Archbishop of Canterbury declines the invitation to be President, the Bishop of Rochester may be invited.
 - c) Not needing to call an EGM to make amendments to the Rules: this can be done at the AGM, following a written request.
- NJ to make a few further adjustments, including:
- d) CCCBR Reps to be on the KCACR General Committee, but not as voting members. NJ
 - e) Association Officers fulfilling other elected roles would be invited to attend the General Committee meetings.
- NJ to send final draft to General Secretary JP by end of August. JP to send to District Reps and Secretaries by 01/09/2024, for inclusion in ADMs. NJ
- NJ noted he had had 4 responses from the membership already. JP
- 9.2 Volunteer Complaint and Grievance procedure – At the last meeting (27/04/2024), Chairman NJ proposed this is addressed, to tie the [Code for Ringing](#) in with the [Volunteer Complaint & Grievance Procedure](#). NJ had provided an adjusted Volunteer Complaint and Grievance Procedure. The Committee had no objections to the amendments.
- JP to send the updated Volunteer Complaint and Grievance Procedure to Webmaster DD for upload to website. JP
- 9.3 Risk Assessment & H&S issues – DD will continue to work on this. DD
- 9.4 Expenses Policy – b/fwd from 2023/11/9.4 & 2024/02/9.3. Redrafted Expenses Policy was accepted by the Committee.
- JP to send the updated Expenses Policy to Webmaster DD for upload to website. JP
- 10 **Forthcoming Events**
- 10.1 [CCCBR AGM](#) in Exeter on 07/09/2024. – JP
- A [booking form is online](#) for the CCCBR AGM for members to book their place, refreshment needs and additional activities – bookings close on 11 August. JP
- JP to check with the CCCBR Reps whether they’re going to the AGM, and to ask them to please attend the next General Committee meeting (30 November) to report back.

- 10.2 6-bell Striking Competitions – 28/09/2024 at Beckenham, St George (BR3 1AX) in Lewisham District – Lewisham District rep SS organising. There will be a method competition (240 of method of ringers' choice) in the morning, with the draw at 9:45am. The afternoon will be a call change competition, with the draw at 2pm.
- 10.3 Essex 10-Bell Trophy Competition – 14/09/2024 St Martin of Tours, Epsom (KT17 4PX). The test piece is Spliced Plain and Little Bob Royal. DD confirmed we have a band for Kent.
- 10.4 District ADMs – October 2024. Chairman NJ to co-ordinate who can present at these, for the proposed Rule change, and the proposed increase in subscriptions to the CCCBR. NJ
- 10.5 Choral Evensong – 17/11/2024 Canterbury. JP
- a) JP has been in touch with Emma Clarke, Events Manager at Canterbury Cathedral. JP confirmed with the cathedral that this will no longer be a service of Remembrance, but rather an opportunity to gather as an Association for a service of Evensong. The cathedral have asked for anticipated numbers of attendees, and JP confirmed that between 40 and 60 are anticipated.
 - b) Hazel Basford has suggested bringing down from the tower at Canterbury the Association's Roll of Honour for the First World War, which contains the names of the casualties from the Association which Hazel researched in the 1990s. (The Association's war memorial was two bells given to the Cathedral to make the 12 but as they had spent all the money raised on the bells no record of the casualties was put in the church.) Hazel has spoken to Canon Andrew Dodd, who is happy with this suggestion.
 - c) JP to ask Librarian PR to bring along David Cawley's records, for members to peruse after the service. JP
 - d) JP to confirm start time of the service. JP
 - e) MB advised we usually use an adjacent room for refreshments – JP to confirm. JP

11 Reports

11.1 Youth Officer

- a) Youth Officer's report from JT noted.

11.2 Training officer

- a) Training Officer's report from SB noted.
- b) SB to get District Ringing Masters involved / advise her of who is a trained ART teacher, to build a network of ART-trained teachers. SB

12 Any Other Business

- 12.1 Kent Young Ringers (KYR) parental consent form on the KCACR website to be updated (date change to August 2024) – DD to upload to the website. DD
- 12.2 Publicity planning: SB suggested the Association ought to raise its planning horizon, to look at whether we can take part in regional / towns' heritage open days, as a way of recruiting new ringers.
- 12.3 The committee discussed the KCACR pull-up banners, which are in need of replacing. JP to look into new designs and costs to have four of these made. JP

13 Date of next meeting – 30/11/2024

- a) The venue for the next meeting will be Headcorn Village Hall, Church Lane, Headcorn, Ashford TN27 9NR.
- b) Dates of next meetings: 22/02/2025, 26/04/2025, 26/07/2025

The meeting closed at 12:50

SIGNED as a true record byon 30th November 2024
Neil Jones, Chairman to KCACR

DRAFT Minutes to be ADOPTED on 30 November 2024