



MINUTES of the General Committee Meeting

Held at St Mary & All Saints Church at Boxley, The Street, Boxley, Maidstone ME14 3DX
on Saturday 28th February 2026, 11:09-13:12

MEMBERS PRESENT: 10 committee members (representing 15 roles), and one elected officer (*including 2 online shown in italics*). *Quorum was reached.*

Kent County Association of Change Ringers General Committee 2025-2026

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

1	Chairman	Neil Jones	NJ
2	Secretary	Joanne Pohl	JP
3	Treasurer	<i>Peter Joyce</i>	PJ
4	Membership Secretary	Doug Davis	DD
5	Safeguarding Officer	Emma Jarvis	EJ
6	Training Officer	Sue Bassett	SB
7	Youth Officer	Jen Thomas	JT
8	Bell Restoration Officer	Brian Butcher	BB
9	Ashford Rep	<i>Brian Butcher</i>	BB
10	Canterbury Rep	Isobel Legg	IL
11	Lewisham Rep	<i>Peter Norwood and Svetlana Sokolova</i>	PN or SS
12	Maidstone Rep	Doug Davis	DD
13	Rochester Rep	<i>Steve Fitton and Alison Gerrish</i>	SF or AG
14	Tonbridge Rep	<i>Caroline Levy-Cooper and Katie Malpass</i>	CLC or KM

Other Elected Officers (who can attend General Committee on request)

	Health & Safety Officer	Becky Winter	BW
	Librarian	<i>Philippa Rooke</i>	PR
	Peal Secretary	Phillip Barnes	PB
	Quarter Peal Secretary	Anthony Leeves	AL
	Handbook Editor	Doug Davis	DD
	Webmaster	Doug Davis	DD
	Publicity Officer		
	CC Rep 1	Neil Jones	NJ
	CC Rep 2	David Holdridge	DH
	CC Rep 3	Sue Bassett	SB
	CC Rep 4	Chris Bassett	CB
	CC Rep 5		

Item

Action

1 Welcome, Apologies for Absence and any substitutions – Chairman NJ welcomed all to the meeting, including the General Committee members joining online, and apologies were noted from Peter Joyce, Susan J Bassett, Chris Bassett, and Alison Gerrish.

2 Minutes of meeting held on 22 November 2025 – The draft Minutes had been circulated and minor corrections were noted. The Minutes will be corrected and signed by the Chairman. JP

3 Matters arising

3.1 BRF Charity Objects change – PJ, NJ

a) NJ and PJ had not managed to make progress on this matter.

- 3.2 Role description for officers – NJ, JP
- a) The proposed role descriptions were noted, and with some minor corrections, it was agreed that these be uploaded to the website by JP. JP
 - b) One of the roles missing a description is Peal Secretary; NJ offered to adapt the Quarter Peal Secretary role description to suit. NJ

- 3.3 Query regarding KCACR role descriptions and safeguarding – EJ
- A query had been received from Canterbury District, regarding safeguarding references in role descriptions.
- a) **Query 1: Should the Association specify for each role what level of safeguarding training is required?**
 - 1) EJ advised that since this (requirement) is ever-changing, the Association puts best practice in place by simply stating that completing “relevant safeguarding training appropriate to the role” is required for most roles (apart from the Youth Officer and District Youth Co-ordinator roles, which require an enhanced DBS check).
 - 2) This way, the role descriptions won't need to be updated every time there is a change in requirement, and committee members can be guided by the Safeguarding Officer.
 - b) **Query: There are District and Association officers who have no links to the church other than ringing. They need to be provided with the means to comply with the training requirements appropriate to their District/Association role.**
 - 1) NJ noted that Officers with no other links to a church apart from ringing will therefore nonetheless be part of a band, and so will be associated with a church. If a role requires DBS checks, this would need to go via their local church's Parish Safeguarding Officer (PSO).
 - c) **Query: Would the Association therefore be keeping its own record of training completed by its officers (in addition to those records held by Parish Safeguarding Officers)?**
 - 1) EJ advised that no, because this would cause excessive extra work for the GenComm, and more importantly, it's not the job of the GenComm to keep these records. The GenComm can't enforce Safeguarding requirements or mandatory training: that is what PSOs are for.
 - 2) EJ said the only list she / Safeguarding Officer would consider holding for the Association Youth Officer and District Youth Co-ordinators. Currently, The Association Youth Officer has sight of DBS checks for District Youth Co-ordinators (but not store these).
 - 3) EJ added that since the Association covers four dioceses, we can't have a blanket policy on requirements.
 - 4) EJ reiterated that while she / Safeguarding Officer can advise, queries about safeguarding training should go to Officers' PSOs.
 - d) **Query: On the Safeguarding Resources on the KCACR website, it states: “Only renewal of the higher level safeguarding course already held is required.” However, on the Parish Safeguarding Dashboard in the Canterbury diocese, there are additional requirements. All levels of training should be renewed on a 3 year cycle, and they can be staggered, making the renewal cycle less onerous. Whilst Leadership is the highest level it does not cover the 'basics' in terms of safeguarding which is why this 'best practice' approach is being taken.**
 - 1) EJ advised that because there are different safeguarding requirements across the dioceses, the KCACR website is not

more specific on this topic. Again, checks should be made through the PSO or Diocesan Safeguarding Team.

- e) **Query: On the Safeguarding Resources on the KCACR website, reference is made to the Parish Safeguarding Handbook. However, we have been told to no longer refer to the Parish Safeguarding Handbook. The Church of England National Safeguarding Team provides an online Safeguarding e-manual, which is updated regularly.**

1) EJ agreed that the reference to the Parish Safeguarding Handbook is out of date and any references on the website should be replaced with a link to the Safeguarding e-manual.

- f) **On the Safeguarding Resources on the KCACR website, reference is made to Diocesan Safeguarding Advisers; however these are now known as Diocesan Safeguarding Officers (a very recent change).**

1) EJ advised that this is a Canterbury-specific change, and not necessarily the case for the other dioceses, however EJ will amend this on the website to read DSO/DSA.

- g) EJ said she is available to attend District Meetings if safeguarding will be on the agenda.
h) The Committee agreed to keep “Completing safeguarding training appropriate to the role” in role descriptions.

3.4 Call Change Competition rules – NJ

- a) NJ circulated proposed new rules, and noted there had been a lot of discussion on whether the competition is aimed at novice ringers (eg those from ringing Hubs) or more experienced ringers.
b) It was agreed that since the Call Change Competitions had been well supported, they were worth continuing.
c) It was agreed the competition would promote excellence, but be open to all ringers, including from ringing Hubs.
d) Discussion about the proposed changes ensued, which were:
1) No ringer may represent more than one team in the competition, except in an emergency, at which point they would no longer be eligible to win.
2) Competition entrants would be limited to 10 teams
3) The test piece is to include some required, named changes.
e) NJ to send updated competition rules to DD to upload to the website.

NJ

3.5 Jubi-Peal / The Repair Shop – NJ

- a) Following the last GenComm meeting, NJ had submitted a proposal to the production company for The Repair Shop.
b) It's not yet confirmed that they would be repairing and filming a repair for the Association Jubi-Peal, but they have shown a lot of interest.
c) Mark Elvers and has agreed that he and his daughter Charlotte Elvers could be featured.

4 **Safeguarding Updates & GDPR**

4.1 Proposed Guidance on Photography, Video and Audio Recording – EJ

- a) Proposed policy was received from Dmitry Zhuravlev, Tonbridge District Secretary, who joined the meeting virtually.
b) The General Committee thanked DZ for compiling the proposed policy.
c) The policy, for ease, defines photos, videos and audio recordings simply as 'recordings'.
d) EJ queried point 3, why it states “Safeguarding of children and adults at risk takes priority at all times” rather than “safeguarding of all members takes priority at all times”. DZ said the two groups that need protecting are minors and vulnerable adults; non-vulnerable adults don't need the same level of protection.

- e) The proposed policy states that recording of adults doesn't require consent, but consent must be gained before publishing. This is in line with GDPR.
- f) Recording (and publishing) of videos/photos/audio children and vulnerable adults requires consent from parent/guardian/carer.
- g) The Committee discussed how, when making a recording of adults, anyone would know whether an adult is vulnerable (since not all vulnerabilities are obvious) – for example, someone in a coercively controlling relationship may not appear to be obviously vulnerable on the surface.
- h) The Committee debated whether permission should be sought before recording (of adults); DZ reminded the Committee that according to GDPR rules, you don't need to ask anyone before you record them; however permission must be sought before publishing any recording.
- i) DZ noted that publishing on social media helps publicity and recruitment; Facebook posts are how he was attracted to ringing, and publications of recordings – when done in line with the laws of the land – can be a positive tool for bellringing.
- j) NJ thanked DZ for his efforts, and it would be worthwhile to adopt it. The Committee agreed to adopt these guidelines. EJ to send to DD to upload to the website.

EJ/DD

4.2 CCCBR Safeguarding Team Update – EJ

- a) The CCCBR has updated its Permission to Ring Form which will soon be available on the CCCBR website. Since this has been checked by ThirtyOne:Eight EJ proposed that the Association accept this form.
- b) EJ proposed acceptance of other Safeguarding related forms and resources from the CCCBR as and when updated as these will also have been checked with ThirtyOne:Eight and/or NST.
- c) February 2026 the CCCBR Safeguarding Team had a virtual meeting with the Chester Diocese DSO regarding an alternative form of Leadership Training. The team are taking this forward on a discussion level with the National Safeguarding Team.

5 Health & Safety

- 5.1 a) Becky Winter has indicated she is standing down as H&S Representative.
- b) No Health & Safety issues were reported to the GenSec.

6 Finance & Grant applications

6.1 Treasurer's Report – the report from PJ was noted.

6.2 Proposal to open additional accounts with Skipton Building Society – PJ (included in Treasurer's report)

- a) The Association's deposits with NatWest exceed the government protected level of £120,000 (recently increased from £85,000). This is in part due to the legacy received recently, but also due to the 2026 subs received. Once the subs from PayPal are transferred in, the £120,000 will be significantly exceeded. PJ proposes the Association open additional accounts with Skipton Building Society, for Training Fund, General Fund and Subscriptions, with the Chair and Treasurer named on the accounts, and both required to sign transactions because:
 - 1) we already have an account with Skipton, and setting up new accounts will be straightforward;
 - 2) other savings accounts for clubs expect you to open a current account, for which they charge;
 - 3) the interest rate is one of the better ones available to charities.

- b) PJ proposed three accounts be opened, to:
 - 1) ensure the money is kept in the right "pot", and
 - 2) give him flexibility in moving money around.
- c) The General Committee was in agreement with this proposal.

6.3 Accounts for 2025 – PJ

- a) Accounts covering BRF, General Fund and Training Fund have been approved by Stephen Marsh and are what will appear in the Annual Report.
- b) PJ is proposing the 2025 subscriptions be allocated 50% to General Fund, and 50% to the Training Fund.
- c) PJ is also proposing no increase in subscriptions for members.
- d) PJ also noted that opening the Savings Accounts (item 6.2 above) with Skipton Building Society for Training Fund, General Fund and Subscriptions to reduce our risk exposure with NatWest, gain more interest and increase flexibility.
- e) The General Committee was in agreement with these proposals.

6.4 BRF Grant applications – BB

BRF grant applications were received from:

- f) Cowden: Works to bells / clappers: £7598-40. BB proposed that on a 15% basis, £1,200 grant suggested.
- g) Folkestone: Clean up after bird infestation and fit mesh to prevent further infestation: £6895-90. BB proposed that on a 15% basis, £1,100 grant suggested.
- h) Great Mongeham: replacement bearings: £2,064. BB proposed that on a 15% basis, £310 was suggested.
- i) The General Committee was in agreement with this.

6.5 BRF Grant application form and guidance for secular towers – BB

- a) Current form, and proposed revised application form, was noted.
 - 1) Main changes: Incumbent and Churchwarden are replaced with "Incumbent or Other" and "Churchwarden or Other". BB noted the Association's Charity number needs to be removed from the form.
 - 2) This form will replace the current form, and the General Committee was in agreement. JP
- b) Current guidelines, and proposed changes to the guidelines, for secular towers was noted.
 - 1) Main changes:
 - i. Including "Carrying out and completing small repairs" to the ways the KCACR can help with bell restoration.
 - ii. Removal of "Proposals to change main bearings should be dependent on inspection and a proven requirement since opinions vary as to whether this is always necessary. Grants may be reduced if it is considered that bearings are going to be replaced unnecessarily."
 - iii. Additional point included: "In exceptional circumstances, grants can be made from the General Fund with the approval of the General Committee."
 - 2) This form will replace the current guidelines, and the General Committee was in agreement. JP

7 **Ringling Discovery Day**

7.1 Proposed date/s and venues for 2026 Ringling Discovery Day – NJ

- a) Dartford (Holy Trinity), on 11 July.
- b) Holy Trinity band has one of the mini-rings booked for the day.

- c) The day will probably not same format as last year; Crayford may be involved too.

8 Publicity

- 8.1 Approaching the media for coverage of the ringing to commemorate the installation of the new Archbishop of Canterbury – JP
 - a) A band of female conductors is being assembled to ring in commemoration of the installation of the first Archbishop of Canterbury. JP
 - b) JP proposed approaching the media to see if there would be any interest – General Committee was in agreement.

9 Annual Reviews & Insurance Renewals – Policies, Rules and Guidelines

- 9.1 Insurance renewal quotes – JP
 - Insurance due to be renewed in the coming months:
 - a) Personal Accident Insurance (Howe Maxsted) – 01/04/2026
 - a. Members are covered, up to age 80 – it's not possible to get it higher.
 - b) Musical instruments: Barlow Handbells (New Moon) – 01/04/2026
 - c) Public Liability: GenComm officers (Ecclesiastical) – 01/05/2026
 - a. Members aren't covered – towers / PCCs should cover public liability for ringers (who are volunteers) and visitors.
 - b. BB queried how long this had been the case: JP said it had been the case for at least the past 2 years. JP to publish a notice on the website to make members aware of this nuance. JP

10 Feedback from Events

- 10.1 10 January 2026: Steeple Keeping course at Kingsnorth near Ashford; 15 attendees – arranged by BB.
7 February 2026: Steeple Keeping course at Boxley; 20 attendees – arranged by BB.

11 Forthcoming Events

- 11.1 7 March 2026 – KYR Inter-District Striking Competition – Ashford district; Kingsnorth in Ashford District. 5 Districts will be taking part; 1 district was unable to raise a band.
- 11.2 27 June 2026 – Association 8-bell competition – Maidstone district (tower TBC); test piece will be Middlesex Bob Triples. Fraser Storie (Surrey) will be judging.
- 11.4 AGM – Easter Monday, 6 April
 - a) This will be held in Ashford district; AGM brochure has been compiled.

12 Reports

- 12.1 Bell Restoration Officer Report
 - a) BB's report was noted.
 - b) The Listed Places of Worship VAT refund scheme has been changed: there are some new limits. The scheme will run for another year and you will still get the equivalent 20% back but each building can only claim a maximum of £25000 and the scheme is capped at £23,000,000 where £42,000,000 was given back last year. To be reviewed March 2026.
- 12.2 Librarian's Report – PR
 - a) PR advised that the storage unit used to house the Association Library is now full, and permission was sought to rent more space. Two options are available – a self-contained unit of 30ft sq. at a cost of £30.34 per

week (currently £14.40), or taking the equivalent space in PR's own unit at £23.49pw.

- a. DD stated that if the Association Library was stored in PR's storage unit, we could have an agreement in writing, that might satisfy the auditors as far as keeping a paper trail of the costs; but KM stated that may not satisfy insurers.
 - b. EJ suggested keeping the Association Library separate would be better.
 - c. The GenComm was in agreement with a self-contained unit of 30ft sq. at a cost of £30.34 per week.
- b) A budget of up to £100 for shelving for the extra space was also requested, to which the GenComm was also in agreement.
 - c) There is also a query over insurance of the contents that PR will investigate with JP.

12.3 Training Officer Report – SB

- a) Training officer report from SB noted.
- b) Call Change rules were discussed earlier in the meeting.
- c) SB proposed that reimbursement of ART courses (£30/member, increasing to £35/member in July) should only be upon accreditation. DD and EJ felt this may discourage people, and we'd rather have more people do the course and potentially not accredited, than have fewer attempt.
- d) The GenComm was in agreement to continue to reimburse the cost of the ART course (£30/member, going up to £35/member in July) regardless of whether they get accredited.

12.4 Youth Officer Report – JT

- a) Report from JT was noted:
- b) Sat 29th November at Barming: 7 MINI-Ringers rang a variety of "exercises"
- c) Sat 29th November at Marden: 9 Young Ringers (YR) rang rounds and call changes, plain hunt and plain Bob Triples.
- d) Monday 29th December: KYR outing to East Sutton, Linton and Maidstone All Saints.
- e) Sat 24th January: Not enough MINI-Ringers available am, so rang a quarter peal for James Carter (11 years) of Ospringe at Otham.
- f) Sat 24th January: KYR met at Aylesford in the afternoon:
- g) Sat 7th February: Triples Practice with 5 YR
- h) Mon 16th February: extra practice
- i) Thursday 19th February: 10/12- bell workshop at Benenden followed by a quarter peal of Grandsire Caters with 3 U18s.
- j) Plans are in full swing for the KYR Inter-District Striking Contest on Sat 7th March at Kingsnorth. Each of 5 teams will ring their test piece at Kingsnorth and will also ring at Kennington, Willesborough and St Mary's Ashford.
- k) SEECON 2026 will be based at New Alresford in Hampshire on Sat 18th April.
- l) The Dorothy L Sayers Society has announced the Dorothy L Sayers Award for a young person under the age of 18 who has shown leadership and dedication within the bellringing community. See the CCCBR website cccbr.org.uk for more details.
- m) JT noted that a couple more quarter peals were rung since her report.

13 **Any Other Business**

13.1 AGM – EJ, BB

- a) Arrangements are in place at Tenterden; car parking will be available in the field near the level crossing.

- b) Rona Joiner has been nominated as chair; Peter Joyce happy to stand as Treasurer again.

13.2 GenComm meetings – EJ

- a) EJ suggested we need ought to have a CCCBR rep update at each meeting – the GenComm was in agreement.

14 Confidential items

15 Date of next meeting – 25/04/2026.

The meeting closed at 13:12.

SIGNED as a true record by on 25 April 2026

Chairman of the KCACR