

SUSSEX COUNTY ASSOCIATION OF CHANGE RINGERS

Registered Charity No. 268588

MINUTES OF A MEETING OF THE GENERAL COMMITTEE HELD AT
THE VILLAGE CENTRE, HURSTPIERPOINT ON SATURDAY 8 NOVEMBER 2014 (9.30am)

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|--------------------|---------------------------|-----------------------------|-------------------------|
| PRESENT: | | Safeguarding Officer: | Sue Elrick |
| Master: | Christine Baldock | Central Council Reps: | Margaret Oram |
| General Secretary: | Marisa Hayes (Admin Team) | | Anne Franklin |
| Treasurer: | Sue Gadd | Divisional Representatives: | |
| Trustees: | Val Atkins | (N) | Anne Ekins, Angela Cash |
| | Mike Wake | (S) | Clare Cullen |
| | Peter Wilkinson | (E) | David Hollands |
| BRF Secretary: | Graham Hills | (W) | Jack Burton, Moya Hills |

Training & Recruitment Team represented by Anne Franklin Communications & Events Team represented by MarisaH.

The Master took the chair and members were asked to stand in memory of members who had died since March: Leslie Weller MBE (West Grinstead); Harold Wood (Billingshurst); John Wrenbury (Dallington); Jean Hall (formerly Burgess Hill); and John Carter (Steyning) whose funeral was to take place on Friday 14 November. *The Secretary also wishes to record the death of Buxted member Yvonne Perrin in June 2014.*

1. Apologies for absence had been received from Andrew Barnsdale and David Kirkcaldy.

2. Minutes of the meeting held on 1 March 2014: There were no matters of accuracy and the Master countersigned them.

3. Matters arising: MarisaH wished to thank the Southern District for putting on an excellent AGM day at Uckfield. PeterW suggested that the meeting record that an EGM had taken place and a new set of rules had been adopted. ChristineB remarked that the Social Event (Shuffleboard 25 October) was most enjoyable but the vast majority of attendees were from the West. **Action - Communications and events team to look at more central venues for these type of events.**

4. Financial Statement and Financial Policy: SueG presented management accounts for the year to date, highlighting some queries and actions:

Action - MarisaH to send invoices to Annual Report advertisers ASAP.

ValA queried the presentation of amounts in Eastern District accounts under BRF. DavidH explained that this was money from raffles which the Eastern District committee had agreed in advance would go to two local towers. It therefore fell outside the remit of the BRF Fund which is separately managed. **SueG to note and reallocate.**

MarisaH suggested this would be a good time to record the Association's thanks to Sandra Alford for arranging the fundraising cycle day with some of the young ringers, raising over £1000 for the Reg Johnson Fund.

SueG confirmed that the last payment from the Paragon Trust had been due in October. This had been an annual source of £1000 income. (Since the meeting Alan Baldock and Margaret Oram has been able to supply some information on this Trust being connected to Benedicta Whistler of Battle (died 1999) and John Wrenbury (died 2014)).

The finance committee had been asked to look into the Association becoming a Charitable Incorporated Organisation and it had been agreed at the March finance committee meeting that the only benefit would be to limit the liability of the Trustees. It had been suggested then that the Association look into Directors' and Officers' Insurance. **Action SueG.**

SueG explained that she had been trialling electronic banking including payments authorised online by the Trustees or General Secretary. **MarisaH, seconded by PeterW, proposed that the Treasurer continue to use electronic payments where possible and this was agreed by the meeting.**

SueG suggested that the Association look at placing some of its funds within a 90-day notice account to increase interest payable. **The meeting agreed for SueG and the Trustees to take this forward, to discuss at the BRF meeting on 28 November and to action a change in bank accounts as appropriate.**

ValA thanked SueG for preparing very clear accounts and it was the wish of the meeting that they receive this level of reporting at each General Committee meeting.

SueG circulated a draft financial policy not because of any particular concerns or failings but because the Charities Commission requires each charity to have a financial/accounting policy stating procedures for handling income and expenditure. This draft raised a number of queries on current practices **and all were asked to feedback comments to SueG within two weeks (22 November) and the finance committee to meet on 12 December to finalise the draft.**

DavidH queried why some of the queries had not been picked up by our Independent Examiner and SueG suggested some of this was historic and that a new examiner could be approached ahead of the AGM in May 2015.

SueG asked that officers' expenses are logged with her ASAP to ensure that payments are made before year end (31 Dec)

Updates:

(a) **Training & Recruitment Team:** AnneF reported that the tower captains' seminar on 20 June had been well attended with positive feedback and requests for another elsewhere in the county. The course of the previous weekend had 28 students but with a very slow and last minute uptake. There had been positive feedback and ideas for the future. AnneF also asked who should be invited to the forthcoming team meeting (21 November). She listed current/previous attendees and this was agreed as a good starting point under the new rules. MarisaH suggested that district secretaries are made aware of all teams' dates well in advance so that they may arrange at least one rep to attend. **Action - team members and secretaries.**

(b) **Safeguarding Officer:** SueE reported on small changes to the electronic handling of DBS checks. As a result of the survey on the last set of yellow membership forms, each District had been checking with towers that they had appropriate DBS-checked ringers in attendance with Juniors. In some cases the Juniors were accompanied by their parents and in most cases there were DBS-checked ringers in the tower. **SueE is drafting a short Safeguarding Policy to be discussed at the Training and Recruitment Team meeting and brought to the Admin team.**

(c) **Communications & Events Team:** MarisaH reported that the team last met in May and postponed the September meeting until 19 November - all previous attendees and secretaries had been invited. ChristineB spoke about the website, having spoken to both MarisaH and Stephen Beckingham who maintain the site. MarisaH has indicated she would like to step back from this role and StephenB has a number of ideas to improve the site and attract more visitors. MarisaH explained that the website had been transferred during the summer to a new hosting company and they would undoubtedly wish to charge for any work on the site. A sum of £200 had been set aside back in March to pay for extra work on the site and MarisaH suggested a further budget (up to £500) be agreed in advance to enable work to be done. MarisaH also stated that it was not necessarily money but time and expertise which was required. ChristineB had identified possible assistance local to her and suggested a meeting be convened with StephenB, MarisaH and others interested to agree next steps. **Action ChristineB.** The team could then produce a wish list to get any work costed by the new hosting company as necessary. **All were asked to use the one email address website@scacr.org as this is a shared email address.**

(d) **Administration, Records & Library Team:** MarisaH reported that she did not plan to convene meetings of this team but to maintain open lines of communication with the district secretaries and other team members. The Peal Secretary and Librarian had nothing to report to the meeting. The next big job would be to prepare the database and yellow membership forms mailing for December. It was noted that despite our best efforts, many tower correspondents do not read the information given, nor show the yellow forms to individual members, which was partly why we still have incomplete data on DBS checks, etc.

(e) There was nothing to report under **District News.**

(f) **Central Council Issues:** MargaretO reported that the Ringing Foundation had gone very quiet.

6. Sussex Churches Bell Restoration Fund: GrahamH presented his report:

The work at Balcombe started in January, and work to replace all the parts commenced on 17 February. Whilst fitting the new bearings to the No.3 headstock, one of the gudgeons was found to be loose. The headstock went back to Whitechapel for repair, and the work was finally completed on 17 March. We have paid our £3,500 grant to Balcombe PCC.

1 September saw Whitechapel start work at Warbleton, which was completed early October. We have now paid our promised grant of £5,000 to Warbleton PCC.

Our promised grant of £800 to Duncton Church should have lapsed early September, but at our last BRF committee meeting, it was decided to extend our offer period for a further 6 months. However, during a phone conversation with Revd Bob Mitchell, I found that the PCC had decided not only to alter the work they wanted to have done, but also the contractor. As a result of this, I informed the vicar that our offer had lapsed as per our original letter, and he would have to submit a new application.

I have now received this new application, along with an application from Hailsham, and these will both be discussed at our next committee meeting on 28 November.

7. (a) There had been just two payments made for simulators from the **Bryan Burrough Legacy** money held within BRF.
(b) **The Reg Johnson Fund** had benefited from the income raised by the bike ride as previously stated.

8. Future County-wide Events

Good practice" seminar - 13 March 2015 Steyning (tbc)

AGM Day - Saturday 9 May 2015 to take place at Hastings. This prompted some discussion about the distance for members. ChristineB stated how important it was to take these events to a wide range of towers across the county. **Action - MarisaH to liaise with Eastern district.**

9. Any other business

(a) MarisaH asked the Committee's opinion on having a mini-ring presence at the **South of England Show** (June 2015). Although it did not generate recruits, it did provide good publicity and goodwill with the clergy. **Action Communications & Events Team** to establish a working group, with the support of the General Committee.

(b) MarisaH proposed that the Communications and Events team look at holding a **summer event for families and friends**, and this agreed by the General Committee, building on the success of the Alfriston Day in July 2014.

(c) There being no other business, ChristineB announced that she would not be standing for re-election at the 2015 AGM.

The meeting closed at 11.50am.