

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 11th November 2017 (9.30am)

PRESENT:

Master:	Graham Hills	Central Council Reps:	Rob Lane (S)
General	Sandra Alford		Graham Hills (5 th)
Minute Taker:	Julie Quinn		Stephanie Pendlebury (N)
Treasurer:	Sue Gadd		Stella Bianco (E)
Trustees:	Peter Wilkinson	District Reps:	
	Jack Burton	(N)	Steph & Richard Pendlebury
		(S)	Rob Lane
Safeguarding	Pat Aylward	(W)	Moya Hills
Web Master	Richard Pendlebury	(E)	David Hollands

A minutes silence was held at 11am to commemorate those who died during the war, thoughts were also with those members who had died since the 2017 AGM these included Robin Green (Ex Henfield), Rosemary Brown (Hurstpierpoint), Ken Jones (Ex Ringmer) and Peter Kidson (Washington).

- 1. Apologies for absence** had been received from David Kirkcaldy (BRF Secretary & CCCBR West), Val Atkins (Trustee), Mary Burr (Southern District Representative), Alison Everett (Communications & Events Team Leader), Marion Hollands (Eastern District Representative).
- 2. Minutes of the meeting held on 4th March 2017:** The Master countersigned these as a true record.
- 3. Matters arising** – there were no matters arising.
- 4. Financial Report:** The financial report had been reviewed and agreed by the Finance Committee at their meeting of 18th October 2017. It was circulated to members of the General Committee prior to the meeting for review. Thanks have been given to the family of the late Pauline Burt (bell ringer at Storrington) for leaving a generous legacy of £5,000 to the Bell Restoration Fund.

Sue Gadd gave a brief update as follows: -

- Expenses Policy - Amendments had been proposed to the draft expenses policy; the Finance Committee had debated the revised policy (and the expenses claim form) which was then approved by the Finance Committee for use. It had been circulated to members of the General Committee prior to the meeting for information. Any comments should be fed back and will be considered at the next Finance Committee meeting.
- Fixed Assets – The Finance Committee had agreed that the Library and Masters Chain

should be re-valued every 5 years, which is next due at the end of 2018. Stella advised that she did not want to be involved in the re-valuation. It was stated that the George Elphick Exhibition had been removed from the fixed asset register as this has now been disposed of.

- c) Risk Management - Whilst not mandatory, it is considered to be best practice by the Charity Commission and the Finance Committee had agreed that we should have a risk management policy; it was stated that there was significant guidance available and that we already have some policies which mitigate risk eg the financial policy and the safeguarding policy. If anyone knows anyone who has experience of writing risk management policies then please advise.

ACTION GH to email to ask for volunteers

- d) Assistance for the Treasurer- Three volunteers had come forward to assist with finance (2 to help with Gift Aid and Small Donations Scheme claims, and another who was willing to help with insurance). Sue was due to meet them shortly.
- e) Expenses Claims
Any expenses claims MUST be submitted prior to 31st January however it would be appreciated if all claims could be submitted prior to end December.

ACTION – ALL

5. Updates

- a) Bell Restoration Fund – The grant to Slindon had been paid. Lindfield had gone over the two year time limit but may well reapply. There were possibly three other projects in the pipeline. David Kirkcaldy has advised that he would not be standing as BRF Secretary at the AGM in May next year.

- b) Training and Recruitment – A successful 2 day ringing course had been organised by Anne Franklin. Feedback from everyone was that the courses were good. What was becoming more obvious is that training is popular and in demand. It was recognised that there were a number of training sessions being held in each of the Districts and in the absence of a Training and Recruitment Team it was thought that it may be useful to have one person co-ordinating all events.

ACTION - SA

- c) Safeguarding – Pat Aylward advised the Central Council recommended that EVERYONE involved in bell ringing should undertake the on-line training (C0) training, this could be found on the Diocese of Chichester website and should be repeated every 3 years. It is the parish responsibility to ensure that people receive the adequate safeguarding training however as a rule Tower Captains should have a minimum of C1 and C2 training.

ACTION - ALL

The Safeguarding policy on the new SCACR website is dated 2015 (ie. It is coming up to 3 years old) and it was felt that it needed reviewing.

ACTION PA

In addition Permission for use of Photography forms were not fit for purpose as, there was no way of policing use of photographs on the website, it was agreed that the promotion forms should have dates removed.

ACTION – RP

- d) Communications and Events

i. Website

Thanks were given to Matthew Jones, Richard Pendlebury and Steph Pendlebury for the hard work that they had put in to updating the new SCACR website.

Richard advised that he was still working on some improvements; including the archives (moving information from the old website from 2012). He requested everyone to help to keep the website up to date by providing a regular flow of information on all topics but in particular the following:

- News
- Policies

- List who is on which committee
- Events

ACTION - ALL

Richard advised that written instructions and training in how to add to the calendar would be developed in the near future. To facilitate correct access being granted to update the site in the future, Richard requested everyone to consider who should be representatives. He would be contacting people to obtain a list.

ii. Soundbow

The new Soundbow was in print and would be available in the near future

iii. New Members Pocket Guide

These had now been produced and handed to District Secretaries for distribution. Thanks were given to Sandra A, Kathy Howard and David K for updating and organising the printing of the pocket guides.

iv. Handbell Day

This was extremely successful and Hamish McNaughton was thanked for all of his hard work, plans were now underway for two further events in 2018. It was suggested that the short video clip of handbell ringing from the event (available on YouTube) should be linked to the website.

e) Districts

- Northern District* – a meeting was held on 4th November 2017 and a programme of events agreed for Saturday events for 2018. These dates would be forwarded on to the other District secretaries. Some events would be inter-district.
- Western District* – had already published their list of events for next year
- Southern District* – has had two excellent events held in their District – the ART course in October at Southover and the handbell day at Ringmer in September. The youngsters on the committee were very enthusiastic and plans were underway for hosting an exciting AGM in May 2018.
- Eastern District* – Events such as the Quiz that had been organised had got good support however the Saturday practices weren't always well attended. Events were being planned for next year although it was recognised that the geographical area of the District was challenging.

f) Central Council – David K had sent an update prior to the meeting, which is attached at the end of the minutes. In summaryit was hoped that the Work Group Leaders and the workstream structures would be discussed at the next CC meeting in May.

6. Future Events

a) South of England Show

Sandra, Stella, Richard & Alison had met on 7th November to discuss. The South of England show will take place at Ardingly on 7th to 9th June 2018. It was confirmed that 60 entry passes had been secured (ie. 60 volunteers can go and help during the event); volunteers would be allocated time slots to help on the stand after which they would be free to go and see the other exhibits at the show, volunteers would be needed from 9am to 6pm for all 3 days of the show. We will be the main focal point of the Diocese of Chichester stand. Focus will NOT be on recruitment but on raising the profile of bell ringing. There would be a drive to get recruits AFTER Christmas. Sue requested that any need for funding (e.g. production of exhibition display cartridges) should be made known ASAP for budgeting purposes

ACTION – AE consider budgets

b) Quarter Peal Challenge Week 2018

There were 36 quarter peals rung in the 2017 quarter peal week. The 2018 event will be held between 6th September and 16th September to take in 2 weekends and Heritage

Open Day. The focus would be on setting a challenge.

ACTION - ALL

c) Horsham Year of Culture

20 local towers to Horsham had been approached and a meeting had been held – the idea is to use the event for recruitment and involve families. Billingshurst had offered to organise a course to help absolute beginners, planning is in early stages.

ACTION – consider budgets & notify Treasurer

7. AOB

a) An official peal attempt to commemorate the centenary of the Great War – Burgess Hill had offered the use their bells. This was endorsed by the committee.

b) CCCBR proposals to mark the centenary – A number of proposals had been made including:

i. Ringing World had a number of suggestions eg. A campaign to recruit new bell ringers, initial thoughts were that as 1400 soldiers were killed in the war, 1400 new ringers could be recruited.. David K and Alison E would keep us up to date with progress

c) The Queen and Duke of Edinburgh's platinum wedding anniversary would be on 20th November 2017, towers may like to consider some form of commemorative ringing

d) The centenary of the death of George Attree (1st master of SCACR) would be on 1st June 2018. There was a general discussion and a number of suggestions made including a peal attempt by current and past masters of the association and/or a quarter peal rung at the towers where George himself rang in the past. **ACTION– Stella investigate towers**

e) Commemoration rings in 2017 for centenary of ringers who died during WW1 - 15 ringers were killed in the war, the towers where those ringers rang had been contacted and most of them had either undertaken a special ring, or had one programmed

f) Children in Need – was up to 17th November 2017: it was noted that there was a nice method on the Bellringers facebook page if anyone would like to try it

g) Bells at National Trust - This is for churches within walking distance of National Trust properties with the aim to incorporate bells ringing into events organized by the National Trust. Churches affected in Sussex are: Bodium, Petworth and Alfriston (Burwash could also be considered) – letters had been sent to the regional NT offices from the CC and would be followed up.

h) Badges – Although the association hadn't had "merchandise" for a number of years there were a small amount of badges remaining. Moya H had some quotations for new badges and was proposing a slightly modified design. There was a general discussion and it was agreed that any badge should be Bell shape, with the Sussex badge and the clapper underneath. **ACTION - MH will request artwork for approval and circulate**

i) Sussex Clothing – It had been decided to start afresh on the ordering of branded clothing for SCACR. Order forms would be available shortly on the website.

The Master thanked everyone for attending and closed the meeting at noon.