

## 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 9<sup>th</sup> November (10.00am)

#### PRESENT:

Chairman of meeting:	Hamish McNaughton	Central Council
General Secretary:	Hamish McNaughton	Reps:David Kirkcaldy (W)
Treasurer:	Sue Gadd	Alison Everett (E)
Minute Taker:	Julie Quinn	Graham Hills (5th)
		Steph Pendlebury (N)
Trustees:	Margaret Sherwood	
		District Reps:Pip Pawley (E)
BRF Secretary:	Graham Hills	Marion Hollands (E)
		Moya Hills (W)
Safeguarding Officer:	Sue Childs	Richard Pendlebury(N)
		Steph Pendlebury (N)
Webmaster	Richard Pendlebury	

*A silence was held in recognition of those people who have sadly passed away or were not remembered the last meeting David Tomsett (Crawley), Bob Newton (Worth), Raymond Parsons (Coleman's Hatch, Marcus Davies (Midhurst), Rod Laker (Billingshurst), Keith Game (Chichester), Richard Harrison (Chichester), Pat Brown (Lewes), Janet Howard (Brighton), Eric Wilkins (Chailey), Peter Wraight (All Saints, Eastbourne), John Warner (Heathfield) and Mary Collings (Hooe),*

#### 1. Apologies for absence

These have been received from Rob Lane (Master & Council Rep (S)), Val Atkins (trustee), Mary Burr (District Secretary (S)), Jonathan Franklin (Trustee)

#### 2. Minutes of the meeting held on 9th March 2019:

With the exception of one typographical error (Item 4 - Treasure should be replaced by Treasurer) these were agreed as being a true and accurate record of the meeting.

#### 3. Matters Arising not covered elsewhere :

- a. In the absence of the Master, it was agreed that the General Secretary should chair the meeting.
- b. Sue Childs was welcomed to the meeting as the new Safeguarding Officer.
- c. A 'Development Fund' has now been set up (Action Item 4c from Minutes of 9th March 2019). the action has now been complete – the proposal has been agreed and closed.

#### 4. Financial Statement (including BRF)

It was noted that the last Finance Committee was not quorate and therefore any decisions need to be ratified.

It was requested that any expenses are submitted by end of 2019 although it would be appreciated if they could be submitted ASAP; this is to allow them to be paid prior to the end of year.

##### a. *Issues raised from the Report*

The financial report was circulated; in summary, all funds are operating with a surplus. It was noted that the report was prior to the ringing courses so the expenditure has been taken into account however figures for income are incomplete.

There was a discussion regarding the Association funding courses and / or sponsoring of individuals to attend courses. It was agreed that, in principle the association would fund external courses, run in Sussex, which are aimed at training individuals to develop others eg. ART, bell maintenance courses etc. (for avoidance of doubt, this does not include courses run by the association).

**ACTION: Training Team to progress proposal.**

##### b. *Insurance*

Following an action from the 2019 AGM, an alternative insurance quotation has been sought from Ecclesiastical Insurance. Unfortunately, they have declined to quote; this is due to the Associations not having a Risk Assessment Policy. It was agreed that the scope of the risk assessment should ONLY be for activities organized by SCACR (the policy should included a statement specifically stating that each tower is responsible for having their own risk assessment). There are a number of example policies from other associations which may be useful. It was suggested that the draft should be developed by end February.

**ACTION: MH to forward example policies from other associations.**

**ACTION: SC Agreed to develop a draft Risk Assessment Policy.**

The age profile of members was shared with the meeting; this is required for insurance purposes.

##### c. *Charitable Status*

The Finance Committee has provisionally agreed that we should NOT claim Gift Aid on subscriptions (NOTE: Gift Aid is claimed on donations).

A draft of 'Activities of the Association and its Members' (which includes the benefits of membership) was distributed for review. The intention is to distribute the document with annual subscription renewal forms and to publish on the website.

**ACTION: SG to send letter of thank you to Ian Gardner for his involvement**

**PIP PAWLEY WAS THANKED FOR HIS HELP & INVOLVEMENT IN CLARIFYING THE POSITION OF GIFT AID**

**SUE GADD WAS THANKED FOR HER ONGOING TREASURER ACTIVITIES**

## 5. Updates

a. *BRF* - Work at both Lindfield and Angmering is now complete and grants have been paid. Work at Findon is ongoing (with construction of new head-stocks). Piddinghoe and Portslade have also made new application for grants. There was some discussion regarding suggesting and / or mandating installation of sound control however it was not considered to be practical at this time.

b. *Safeguarding* - Central Council have published new 'job descriptions' on its website (which include tower captain and safeguarding officer), it was agreed that these would be distributed to tower correspondents via email.

In particular it should be highlighted that it is the responsibility of the tower captain to ensure that, not only their own safeguarding policy is in place but also to ensure the safeguarding policy for visitors to the tower.

**ACTION: RP TO SEND EMAIL TEMPLATE TO SC**

c. *Administration* - Nothing received

d. *Communications & Events*

i. *Website* - We have now moved to a new web service provider which provide better speed but with similar costs.

More (quality) content is required to ensure that the website is up-to-date and interesting and everyone was encouraged to provide updates on events. The number of people who are 'unsubscribe' to communications is increasing; it was agreed that a communications policy is required to help streamline communications including quantity of correspondence, timing of sending of correspondence, which communications channels should be used (eg. Website, email, district newsletters, etc.). This should include determining what and how communications from Central Council should be distributed.

**ACTION: HMcN TO DEVELOP DRAFT GUIDELINE FOR CORRESPONDENCE**

**ACTION: CC REPS TO DETERMINE POLICY FOR DISTRIBUTION OF CC INFO**

**ACTION : ALL PROVIDE CONTENT FOR WEBSITE**

ii. *Soundbow* - Next edition is at the printers; there was a request that the options for payment are outlined to ensure that everyone is aware.

**ACTION: DK TO PRODUCE A COMMUNICATION**

e. *District* - There will be a full report issued at the next meeting, there was no urgent items that require attention prior to this time.

f. *Central Council* - There will be a full report issued at the next meeting, there were no urgent items that require attention prior to this time.

## 6. Succession of Officers and Team Leaders

Two officers are imminently stepping down these are Publicity Officer and Southern District Representative.

a. *Publicity Officer* – It was agreed that the role should be split:

i. 'outward facing' communications eg. Diocese, social media etc. would remain with the current Publicity Officer role

ii. 'internal facing' communications eg. Quarterly report to Soundbow etc. would transfer to the existing Secretary role.

AE has agreed to remain in post and HMcN has agreed to take on the additional

communications.

- b. *Southern District Representative* – This will be discussed locally

There will shortly be a role for Trustee and Young Ringers Coordinator. The former must be voted for at the AGM and therefore nominations are required prior to March 2020.

**ACTION: ALL GIVE CONSIDERATION FOR SUCCESSION PLANNING**

**ACTION: MS TO WRITE AN ARTICLE FOR WEBSITE ABOUT BEING A TRUSTEE**

**THANK YOU TO SANDRA ALFORD & ANNE FRANKLIN FOR THEIR HARD WORK WITH YOUNG RINGERS**

## **7. Future Events for 2019/20**

- a. *AGM* – These are normally scheduled on 2nd Saturday in May, although this is flexible. There was some discussion about changing this to avoid bank holidays however it was agreed that it should remain as per the Association Rules. Next AGM is scheduled for 9th May 2020.

**ACTION: HMcN to ensure that the Master is available**

- b. *Quarter Peal Week 2020* – In the past, this has been timed to coordinate with Heritage Open days which will be 11<sup>th</sup> to 20<sup>th</sup> September, it was agreed to continue with this strategy.

## **8. Any Other Business**

- a. *November Association Courses* – These were considered to be an outstanding success. The meeting requested that DK considered organizing similar events in the future.

**THANKS TO DAVID FOR ORGANISING THE NOVEMBER 2019 ASSOCIATION COURSES**

**THANK YOU TO ALL HELPERS FOR MAKING THESE POSSIBLE**

- b. *Recruitment and Retention Workshop* (by Central council in partnership with ART) – It was agreed that Sussex trial the workshop on 29th February (half day course). It was suggested that the venue should be Village Centre Hall, Hurstpierpoint.
- c. *Recruitment & Retention* – this item will be carry forwards to next meeting
- d. *Housing the Exhibition Material & Handbells* – The current storage facility is no longer available and alternative accommodation is required. It was agreed that MS would be custodian of the Association Handbells (NOTE: insurance is in place). RP volunteered to house the exhibition material.

**ACTION: RP to confirm once size of storage space is ascertained**

- e. *Membership report* - has been published showing an increase of 55 members this year (from 1251 to 1306 members).

## **9. Date for next Meeting – agreed as 7th March 2020.**

**The meeting concluded at 12:45**