

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 7th MARCH (10.00am)

PRESENT:

Chairman of meeting: Rob Lane
General Secretary: Hamish McNaughton
Treasurer: Sue Gadd
Minute Taker: Julie Quinn

Trustees: Margaret Sherwood
Jonathan Franklin

BRF Secretary: Graham Hills

Webmaster: Richard Pendlebury

Central Council Reps: David Kirkcaldy (W)
Alison Everett (E)
Graham Hills (5th)
Steph Pendlebury (N)
Rob Lane (S)

District Reps: Richard Neal (S)
Moya Hills (W)
Richard Pendlebury (N)
Steph Pendlebury (N)
Mark Dawkins (E)

A silence was held in recognition of those people who have sadly passed away or were not remembered the last meeting, Tony Jones (Horsham), Joy Davies (Midhurst, Marion Eadie (Stoughton), Betty Killick (Stoughton), Alan Sawkins (Northiam), Grant Catt (Heathfield)

1. Apologies for absence

These have been received from Val Atkins (trustee), Sue Childs (Safeguarding Officer), Pip Pawley (E Rep), Marion Hollands (E-Rep)

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

The following amendments were requested

- 5a – Should read Piddinghoe (not Pidinghoe)
- 5f - should read were (not was)
- 6 - Should read Anne Franklin (not Anne Frankiln)
- ACTION after 6b should read consideration (not consideration)

With the exceptions of these they were agreed as being a true and accurate record of the meeting.

3. Receipt and approval of reports 2019:

- Training & Recruitment* – No report was received as there is currently no team leader however the district training is covered in the District Secretary Report and the Association Training is covered in the Masters report.
- Safeguarding* – no report received but the report will be requested and distributed by email for approval. **ACTION HMcN: to request report from SC**
- Communications & Events* – Report had been issued prior to the meeting and was accepted
- Library* – A report is not considered necessary as there has been little or no activity.
- Peal Report* – The report had been issued prior to the meeting and was accepted

f. *District Secretaries*

At present there is no standard format for these reports. There was a general discussion regarding standardizing reports, this would have the benefit that items from the District Secretary Reports would more easily feed into the Trustee Report (and ultimately into the Charitable Status Report).

- *Southern* – The report was received prior to the meeting and was accepted. There was some discussion regarding a request that the reason for the District Secretary resignation was removed from the Southern District Secretary Report. It was agreed that as the report would remain ‘as is’ due to the fact that the distribution is relatively small (i.e. it is replicated only in the Annual Report and is not published on-line).
- *Eastern* – The report was received prior to the meeting and was accepted with the following amendments. Correction of a typographical error in the 4th paragraph and should read Christchurch; in addition, there is a grammatical error.
- *Northern* – The report was received prior to the meeting and was accepted.
- *Eastern* – The report was received prior to the meeting and was accepted.

g. *Master* – The report was received prior to the meeting and was accepted subject to correction of a typing error in the first paragraph which should read 2018.

h. *BRF* – The report was received prior to the meeting and was accepted.

i. *CC Report* - This was received verbally at the meeting; a written report was requested.

ACTION: CC Reps – to issue a written report via email

j. *Proposed Trustee Report* – The structure of the report remains the same every year however some minor amendments need to be made as the Association Rules have changed, particularly the number of trustees to be quorate changed in 2014 (the committee were reminded that when we change the association rules it is important to also change the Charity Commission website).

It was agreed that the main activities in the reports need to be reviewed and amended as required. In particular, the report should contain the 2-day Association Courses, and a summary of the number of training days / courses.

ACTION: RL to define content e.g. Should the report include focused practice

It was agreed that in future years the Trustees will take ownership of writing the report (in the past the Treasurer has drafted the report on behalf of the trustees).

ACTION: Trustees to review and update the report going forwards

4. Draft 2019 Accounts

A draft of the accounts has been produced and will be circulated to the Trustees for signature after it has been submitted to Independent Examiner.

The ‘Management Report’ which gives the detail of the 2019 accounts was distributed and presented at the meeting. As in previous years there is a good surplus. At the end of last year an additional restricted fund (Development Fund) was created as requested by the Trustees – there are now a total of 3 restricted funds.

Membership is up by 62 people on last year. A summary of the membership is as follows:

- 1313 total members
- 4.5% were 16 or under
- 27% were 70 or over

At present there is insufficient historic data for analysis of the trends.

It was agreed that going forwards, the cost of district ADMs & AGMs e.g. hall costs, organists, would be an allowable expense from the Unrestricted Fund.

ACTION: SG the Master's chain needs to be re-valued.

5. Accounts 2020 – position to date

The following were issued and presented to the meeting:

- a. Unrestricted Fund
- b. BRF
- c. Sussex Young Ringers Fund
- d. Development Fund – it was felt that this fund needed better promotion e.g. District Secretaries highlighting in District newsletter, webmaster to publish on website etc.

ACTION: ALL better promotion of the Development Fund.

6. Nominations

a. *General Officers* –

- The following were all nominated for re-election at the AGM: Master, General Secretary, Treasurer, Safeguarding Officer, BRF Secretary.
- It was agreed that Mark Dawkins would be proposed as a new trustee at the AGM.
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b. *Vice President* – This is an honorary position; names of Vice-Presidents are published in the Annual Report.

c. *Honorary Life Members* – The committee agreed that Alan Collings should be nominated as an Honorary Life Member, this will be taken forward to the AGM.

ACTION: AE to draw up a statement to present at AGM

d. *Central Council Representatives 2020 & Team Leaders* – SG is taking over as Central Council rep as the 5th representative in May.

7. Succession Planning

a. *Safeguarding* - Sue Childs has agreed to stand again but would like to stand down in 2021, a replacement has been identified and they will be approached.

b. *Trustee* – Margaret Sherwood is happy to stand again when her current term ends

c. *Job Descriptions* – There was a general discussion and it was agreed that these would be useful, it was suggested that principle accountabilities should be developed for each of the roles. Once these have been developed, they should be published on the website.

ACTION: HMcN will collate job descriptions

8. Risk Management Policy

Whilst this is recommended by The Charity Commission (best practice) its primary reason is for insurance (the choice of insurance companies is significantly reduced if we do not have an agreed Risk Management Policy).

A draft was circulated prior to the meeting. It was generally felt that the draft policy was very good and went into the right level of detail. There were 2 amendments suggested:

- The second 2.2 (regarding access to the premises) may need to be amended to reflect the type of venue that we use, it was suggested that this is just deleted.

- Para 3.1 (regarding availability of mobile phone signal), it was suggested that this sentence is amended to ask the organizer to establish an emergency plan in the event of an incident.

It was agreed to adopt the Policy, subject to the changes above. The Risk Policy will be owned by the Secretary. It was agreed that the Policy should be formally implemented from 1st July 2020.

The Risk Assessment Template was also reviewed and it was felt that this could be simplified. It was agreed that some examples of specific risk assessments should be developed from a generic risk assessment template e.g. ringing practice, AGM etc. Once completed, risk assessments must be returned to the Secretary.

ACTION: HMcN – Develop examples of specific risk assessments

9. Communications – Publicising Events

A meeting has taken place which focused on ‘how’ communications were meant to work and the different types of media available for publicising. Issues were identified around emails and website articles, in particular who takes responsibility for copy. It was agreed that guidelines may assist members in publicising events.

ACTION: HMcN & SP to produce guidelines

10. Future Events

The following event have been planned for 2020

- *AGM* – Saturday 9th May – more details to follow
- *South of England Show* – 11th to 13th June – Merica will take on organising the SOE show. It is believed that there will be around 45 passes, the same number as last year. Anyone interested should contact publicity@scacr; priority will be given to those people who helped last year.
- *East Sussex Scouts Weekend* – the intention is to introduce new skills to people who run Scouts
- *Quarter Peal Week* – 11th to 20th September – it is hoped this year to double the amount of quarter peals rung last year.
- *2 Day training event* – 30th & 31st October

11. AOB

- *Payment of ART Course Fees* – 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). This should be publicised (e.g. in District newsletters) so that members are aware.

ACTION ALL: Publicise wherever possible

- *Dates of ADMs (February)* – There was a discussion regarding attendance; it was felt that attendance may be hampered by sporting events. It was agreed that the dates should remain as they are (NOTE: The dates cannot be changed without changing the Association Rules)
- *Peal fees* – There was a discussion as it is recognised that there is a significant amount of administration associated with peal fees, for very little money. It was agreed not to change them at this time.

- *Soundbow 'on-line'* – There was a discussion about moving the current paper copy to an electronic version. It was pointed out that currently production is cost neutral. There is a reasonable reader base, and the current subscribers have indicated that they prefer to receive a hard copy. It was agreed in principle that every tower should have a paper copy of Soundbow.

ACTION: RL to speak to Kathy regarding the way forwards

12. Date for next Meeting

Agreed as 14th November 2020.

The meeting concluded at 12:45