

SUSSEX COUNTY ASSOCIATION OF CHANGE RINGERS

Registered Charity No. 268588

MINUTES OF A MEETING OF THE EXTRAORDINARY GENERAL COMMITTEE HELD REMOTELY (VIA ZOOM), ON SATURDAY 1st August (10.00am)

Present:

Chairman of meeting:	Rob Lane	Central Council Reps:	Steph Pendlebury (N)
General Secretary:	Hamish McNaughton		Rob Lane (S)
Treasurer:	Sue Gadd		David Kirkcaldy (W)
Minute Taker:	Julie Quinn		Sue Gadd (5th)
Trustees:	Mark Dawkins	District Secretaries:	Steph Pendlebury (N)
	Margaret Sherwood		Richard Neal (S)
	Jonathan Franklin		Marion Hollands (E)
Safeguarding Officer	Sue Child		
BRF Secretary:			
Webmaster:	Richard Pendlebury		

1 Apologies for absence

These were received from Moya Hills (District Sec W), Graham Hills (BFR Secretary), Alison Everett (Central Council Rep E)

2 Minutes of the meeting on 4th July

3c replace the word Placeholder as not all committee members understood the terminology.

3 Progress Report

a) *Risk Management Policy* – progress is as follows:

- *Event risk assessment*: drafts have been produced; these are all in the same format.
- *Tower risk assessments (non-COVID)*: individual towers have commenced producing their own risk assessments these are NOT in a common format and it was agreed that the format should be left to the discretion of the individual towers
- *Return to ringing' risk assessment (re-COVID)* : there was a discussion regarding development of a template and guidance however it was agreed that neither were necessary. Where requests for guidance were received, they should be directed to the CCCBR website.

b) *Communication Guidelines for Event Organisers* – No progress has been made on this. This has been drafted, there are currently holding places for risk assessments and timelines for communications.

4 Insurance Renewal

Insurances were renewed with Marsh Commercial prior to expiry (and ahead of receiving the Ecclesiastical quotation).

A quotation from Ecclesiastical was received after the renewal had been confirmed with Marsh Commercial; from a brief review it appears as though the Ecclesiastical quotation could be more cost effective therefore this will be investigated prior to renewal next year.

5 Unpaid Subscriptions

Unpaid subscriptions are as follows:

- *Renewal Forms not returned*: Northchapel and Westbourne (although there has been some contact with Westbourne)
- *Renewal Forms returned but subscriptions not received*: Ashburnham, Brightling, Crawley & Easebourne

ACTION:

Various to contact Tower Captains / Correspondents to progress unpaid subscriptions

6 Returning from lockdown

A number of towers are now back to ringing with COVID restrictions in place.

A survey is to be undertaken to find out how many towers are back to ringing & how many will be ringing for VJ day

ACTION:

- **RL to send questions for survey to RP**
- **AE to write an article about returning to ringing**

7 Organising activities during lockdown

a) *Sussex Festival* - This was due to take place the first two weeks of November 2020 ([Link to the Portsmouth News](#)), previously it was agreed that this may be an opportunity to raise the profile of ringing. Hamish has undertaken some investigation but information is very limited and it appears that the event in November is a static display.

b) *Quiz*. This will take place 8th August via zoom, a 'save the date' has been sent out and a confirmation will be sent out later today. Quizmaster has been appointed and a guide is being produced regarding how to set up (virtual) teams.

ACTION: SP to progress organising quiz

c) *Handbell Morning* – a trial has been undertaken which as well received with a number of suggested improvements. The proposed date for the handbell morning is 19th September.

ACTION: HMcn & JF to progress organising

8 Action required for future planned association events

a) *Heritage Open Days are 11-20th September 2020* it was confirmed that these are to be held as 'virtual events', it was discussed that there was potential for a larger audience. Several suggestions were put forward including 'virtual' tower open days along with the history of bell ringing (it was suggested that we use the template of 'Bells in the City').

ACTION:

- **AE to progress organising, HMcN will assist as required**
 - **SP to coordinate material**
 - **ALL provide further ideas / material**
- b) *Quarter Peal week* – It was agreed that this should be a virtual event using Ringing Room. It was suggested that there should be a pre-quarter peal workshop session on how to use the technology. In addition, the quarter peal week should be deferred until after the handbell morning, it was suggested that this should be during November W/C 14th November.

ACTION: RL to organise a ‘virtual’ quarter peal week using ringing room.

- c) *Association Course*: There was a discussion regarding on-line training material that is already available. To give the course some meaning, it was agreed that a series of topics should be selected and dates agreed. There will then be tutorial style discussion sessions on Zoom (1 per topic), which would have a nominated leader where points raised could be discussed. The aim is to hold the event during October. It was also agreed that a pilot should be run first with plain hunt as the topic.

ACTION:

- **DK to coordinate event**
- **RL will propose the content for a questionnaire on course content to RP MD agreed to canvas Rotherfied regarding requests for course content**
- **RL & DK to set up the pilot session. HMcN will assist with the follow up Zoom session.**

9 Any Other Business

- a) *General Committee* – Some members felt that they would like to aim for a physical meeting in November with a facility available to join via Video Conferencing for those who would like to join remotely.

Next EGCM will be Saturday 3rd October at 10:00

The meeting concluded at 11:30