

SUSSEX COUNTY ASSOCIATION OF CHANGE RINGERS

Registered Charity No. 268588

MINUTES OF A MEETING OF THE GENERAL COMMITTEE HELD AT HURSTPIERPOINT VILLAGE CENTRE ON SATURDAY 3rd MARCH 2012

PRESENT:	Master	David Kirkcaldy	N. Division	Anne Ekins
	General Secretary	Margaret Oram		absent
	Treasurer	Val Burgess	S. Division	Clare Cullen
	BRF Secretary	Graham Hills		Alan Seymour
	Peal Secretary	Alan Baldock	E. Division	John Day
	Education Officer	Anne Franklin		Diana Day
	Publicity Officer	Kathy Howard	W. Division	Moya Hills
	Trustees	John Norris		Jack Burton
		Mike Wake	C.C. Rep. N	<i>Margaret Oram</i>
		absent	S	<i>David Kirkcaldy</i>
	Librarian	Stella Bianco	E	<i>Diana Day</i>
	Safeguarding Officer	Sue Elrick	W	Andrew Barnsdale
	Minutes Secretary	Marisa Hayes	Gen.	<i>Alan Baldock</i>
	Database Administrator	Simon King		

The Master took the chair for the meeting. He asked members to stand in memory of those members who had died since the last meeting: Dennis Elliott (Hurstpierpoint); Michael Swift (Bexhill) a long service member; Rev John Greene (Life Member, most recently living in Hurstpierpoint); Tim Andrews (Thakeham); Bert Berry (formerly of Barcombe); Walter Binsted (formerly of Westham).

The Master welcomed new divisional representatives Andrew Barnsdale, Anne Ekins, Alan Seymour, John and Diana Day to the meeting and everyone agreed how good it was to see Margaret Oram looking so well.

1. Apologies for absence had been received from Val Atkins (Trustee) and David Perkins (Northern Division).
2. The Minutes of the meeting on 12th November 2012 were accepted as a correct record and signed by the Master following these changes:
 - a) Alan Baldock was in attendance as Peal Secretary, the Eastern Division CC Rep was absent.
 - b) Ian Hastilow was not in attendance.
 - c) Item 3c) to end first sentence "in order to produce a booklet for sale."
 - d) Item 5a) delete "from each edition" from the second sentence.
 - e) Item 10 the Big Ring Day had been agreed as 29th September.
3. Matters Arising:
 - a) (8) Peals on Simulators: John Norris reported that the matter had been taken to each ADM and a sizeable majority were in favour of taking a motion to the Peals Record Committee. Diana Day raised a point of accuracy in that the Eastern Division vote was in favour of no action, however this had not affected the overall decision. John Norris proposed the following motion: *The Peal Records Committee shall include in its annual report a statistical analysis of peals rung by rope and wheel on dumbbell rings or rings of bells with tied clappers, provided that such peals comply in all respects with the Central Council's Conditions for Peals, except for the use of simulated sound in the absence of swinging clappers striking bells of metal. The Peal Records Committee shall include in its annual report a statistical analysis of peals rung by rope and wheel on dumbbell rings or rings of bells with tied clappers, provided that such peals comply in all respects with the Central Council's Conditions for Peals, except for the use of simulated sound in the absence of swinging clappers striking bells of metal.* Points raised during discussion: 1) rules are likely to be pulled apart by committee and therefore needs to be concise. 2) The possibility of peals on anklungs was a matter to be considered / ruled out. 3) Sound to be audible outside. 4) Alan Baldock reminded everyone that he would be following the Central Council's guidelines for the recording of Sussex peals. 5) Andrew Barnsdale suggested the use of "with the sole exception of" in the last line of the motion. With no further comments, the motion was seconded by Mike Wake and all were in favour of taking to Central Council. ACTION: Margaret Oram / CC Representatives
 - b) Stephen Burchett (Seaford) has a place on the Hereford Course in April and it was proposed by Margaret Oram, seconded by Anne Franklin to provide financial assistance, covering course fees and accommodation. It was noted that these applications are best considered at the November meeting as applicants with Association funding are considered above other applicants if the course happens to be full.
 - c) Simon King updated on the new website remarking that we are still at the start of a very long journey. There are 4 remaining main areas of development: 1) email functionality; 2) peals and quarter peals database; 3)

associating the rest of the membership database with the website; 4) developing additional pages such as Education, Library, Codgers as required.

Simon felt there were two stages: to gain involvement from the Divisions and to ascertain roles and responsibilities in order to confirm with data protection regulation. The Master asked for any other comment from the floor which was met with "We like it" from Stella Bianco which everyone agreed. Simon King stated that it was everyone's website and all comments and additions are gratefully received.

4. Reports for 2011

The General Officers' reports had been circulated in advance of the meeting.

a) Master. Diana Day commented on the expense for young people attending the national striking competitions and it was confirmed that the Reg Johnson Fund met all travel expenses for the London event, tower fees, expenses for Young People's Days and will cover travel to the Birmingham competition. Anne Franklin queried the period of time each Officer's report should cover. It was clarified that reports should cover the calendar year and report on the work of the committee. ACTION: DK to amend report accordingly. Anne Franklin proposed and Val Burgess seconded the adoption of the report, with the amendments.

b) The Treasurer reported that the accounts are about to go the Auditor and would not be drawn on the final balance. Stella Bianco asked whether the Treasurer would be recommending any remedial action if the accounts were likely to be in deficit. The Treasurer responded that 2011 did not include the £1 subscription increase.

The Treasurer updated on insurance, the following having been received from Ian Oram on 1 March: *"As the Sussex County Association of Change Ringers is a totally separate entity to the Diocese or PCC, it does need its own insurances to protect its interests in its own right".*

In conversation with EIG what this means in practice is that while the EIG insures all the PCCs in the Diocese, those PCCs are covering ONLY the ringers of their individual churches; if the ringers ring anywhere else, that cover no longer applies. I have asked EIG to confirm exactly the extent of the cover under the Personal Accident and Public Liability sections of the PCC policies; once this is received, I will prepare a summary of all the covers provided to ringers in Sussex." ACTION: Val Burgess / Ian Oram

Additionally it was remarked that the SCACR policy covered travel to and from ringing and bell maintenance and it was clear that it was not duplicating the PCC levels of insurance cover.

Mike Wake asked for clarification on the age limits and The Master confirmed that over 70's only received a payout on death (not injury).

The Treasurer said that she would be calling a Finance meeting when the accounts are returned from the Auditors. ACTION: Val Burgess, Trustees and Divisional Secretaries.

c) Peal Secretary. The Master congratulated ringers for another bumper year. The adoption of the report was proposed by Graham Hills and seconded by Sue Elrick.

d) Publicity Officer. Kathy Howard said that she would amend the report according to the calendar year. ACTION: Kathy Howard. The Treasurer suggested that the report was not the right place to advertise Dave Cleworth's business website. The Master remarked how good it was to see the new site up and running with much thanks to Simon King who mapped out the site, David Cleworth who built the site and has stuck to his quote despite substantial additional work, and Jenny Dearie and Stephen Beckingham who have been populating the site. With the amendments mentioned, Jack Burton proposed and John Day seconded the adoption of the report.

e) Education Officer. Anne Franklin amended the wording in para 5 to read "as a follow up to". The adoption of the report was proposed by Alan Baldock, seconded by Diana Day.

f) Librarian. The Master remarked that the acquisition policy had been drawn up by Stella Bianco and agreed by the Trustees and he thanked Stella for her work and for housing and caring for the library. The adoption of the report was proposed by Sue Elrick, seconded by Anne Franklin.

g) Safeguarding Officer. The adoption of the report was proposed by Margaret Oram, seconded by Val Burgess. The Master remarked that we seem to be at the fore in keeping up to date and he hope that the two forthcoming dates offered by the Diocese Safeguarding Officer would be well attended, encouraging representation from every Sussex tower: 24 March at Southover 10-12 and 12 May at Turners Hill. Sue Elrick commented that a clear definition of requirements had appeared in the previous week's Ringing World.

h) Divisional Secretaries. Approved at divisional meetings and to be forwarded to Margaret Oram asap please. ACTION: Divisional Secretaries.

5. Sussex Churches Bell Restoration Fund

a) The report for 2011 had been circulated and its acceptance was proposed by Diana Day, seconded by Jack Burton. Graham Hill updated on 2012: Milland bells were rehung on 6-7 Feb with work completed on 20 Feb. He is in correspondence with Woodmancote and West Tarring. Milland had made a donation of £75.

b) The Treasurer reported that £9600 had been paid out in 2011 and donations remained broadly the same as 2010. The bequest from Wendy Wheeler's estate totalled £10,860.62.

The Master mentioned that careful consideration should be given when leaving a legacy to the Association. If money is left to the BRF its use is limited to restoration work (not augmentation) and it is helpful to leave a legacy in the loosest possible terms. For example the Brian Burroughs legacy was left for the “improvement of ringing in Sussex” which widens the scope of its use.

Graham concluded by saying that a number of Eastern division towers were undertaking some maintenance as a result of the last hands on course. Alan Seymour (Southern) is also planning to run a course later in the year.

c) 2012 representatives were unchanged: Alan Seymour (S); Geoff Rix (W); Nicky Twort (E); Terry McGinn (N).

6. Nominations:

a) General Officers:

Master	David Kirkcaldy	Publicity Officer	Kathy Howard
Gen Secretary	Marisa Hayes	Education Officer	Anne Franklin
BRF Secretary	Graham Hills	Librarian	Stella Bianco
Treasurer	Val Burgess	Trustee	No nomination
Peal Secretary	Alan Baldock	Safeguarding Officer	Sue Elrick

Margaret Oram reminded the meeting that nominations were open until this meeting. There were no additional nominations. John Norris has reached the end of his three year term as Trustee; nominations can be taken from the floor at the AGM and everyone was urged to think about a suitable Trustee. John had kindly offered to continue for 1 year if necessary. ACTION ALL

b) and c) No nominations had been received for Vice Presidents or Honorary Life Members.

7. 2012 Events

a) AGM, 12th May at Turners Hill. Anne Ekins reported that everything was booked. Ardingly and Balcombe had been requested.

b) Striking Competitions, 21st July at Chiddingly (tbc). ACTION John Day / Diana Day to follow up

c) Essex Trophy, 8th September at Southover. Inter-Association/Guild 10-bell striking competition.

d) Ringing Course, 2-3rd November to coincide with half-term holiday across Sussex. Anne Franklin reported that she had received no specific requests for courses and asked divisional officers to raise at meetings and get feedback from members. It was proposed to drop the Surprise Major course in favour of more basic courses which would be set up to cover bell-handling issues and this was generally welcomed by the meeting.

Margaret Oram suggested if anyone did particularly want Surprise Major there was sufficient help to organise adhoc practices and quarters and members should speak to their Education Officers or Ringing Masters. It was agreed that it was incumbent on the divisions to develop their own training opportunities.

e) General Committee, 10th November at Hurstpierpoint.

f) Social Event. There had been minimal feedback from the divisions. A vote was taken with a majority in favour of having a social event although it was noted that with fuel cost, travel was an issue to be considered. It was agreed to take a vote at the AGM. ACTION: Margaret Oram.

8. Membership Application Guidelines

The draft guidelines had been agreed by the Publicity Committee in order to try to improve the Association's handling of new/prospective members. The Master remarked upon a recent incident in the East whereby 2 potential new members were not proposed as they had not completed an application form ahead of the ADM. This despite having proposers and seconders who were known to the ringers. A number of representatives agreed that without a completed application form, their membership was worthless as the Association was unable to contact them. Alan Baldock stated that new members should be known to both the proposer and seconder. There was general agreement to this. The meeting agreed that the current Rules did not state whether an application form was essential to gain membership and the Treasurer suggested all Rules be revised soon, to which everyone appeared in agreement. John Norris suggested that the criteria for membership be tightened up and requested that “(where practicable)” be removed from the guidelines. Andrew Barnsdale suggested amending the first line to read “.... Association Rules. Where possible they should attend....”. Meanwhile, Stella Bianco suggested this document showed good practice and should be circulated. With the amendments in place, John Norris proposed and Margaret Oram seconded the guidelines. ACTION: Marisa Hayes and Margaret Oram.

9. Diamond Jubilee and Olympic ringing

The Master encouraged all levels of ringing for the Jubilee and stated that a certificate would be available through the Publicity Committee. The Quarter Peal Week would run from 2-10th June. It was reported that the Eastern Division had completed 60 Quarter Peals since the anniversary of the Queen's Accession.

There had been no confirmed timings for the torch route and in fact some details had changed since the original programme. ACTION: Divisional representatives to co-ordinate ringing along the route where possible.

Opening Day 27 July – some towers would be ringing at 8am and some towers would ring at some point during that day. It was remarked that bells were playing a major part of the Olympics with a giant bell being centre-stage at the opening ceremony. It was also planned to have London towers ringing out during the Marathon on Sunday 5th August.

John Norris said it would be useful to know where Five Rings was being practised. It was noted that Five Rings Triples was to be performed as part of the concert of 2012 music on the South Bank.

10. Any other business

a) The Master read out an email from Stephen Beckingham and Jenny Dearie:

As you are probably all aware, the new-look website is now live and basic functionality is in place. The next phase is to integrate the membership database, which will enable us to send group mailings and distribute the newsletters. We also need to start training additional people to be able to update certain areas to spread responsibility and workload. However in order to achieve this we first need to establish roles and responsibilities and implement data handling policies to comply with our obligations under the DPA. Without this in place we cannot allow people to have access to the back end of the website / database. Therefore we propose the following rule change:

6.1(a) – add DATABASE ADMINISTRATOR and WEBMASTER

7.3 – add WEBMASTER

Additional 8.12 The DATABASE ADMINISTRATOR shall be responsible for maintaining membership in data in accordance with the Data Protection Policy

Additional 8.13 The WEBMASTER shall have overall responsibility for maintaining the Association's website and co-ordinating the input from general officers and divisional representatives.

This will mean that the Association's data is being maintained by people in official posts – currently this is not the case and therefore it is difficult to build a robust DPA policy. Once this has been established we can move forward and decide on more specific roles and responsibilities for updating the website by Association and Divisional representatives.

The Master reported that up until a few weeks ago the work had been carried out by divisional officers and that circumstances had changed. Simon King considered having the database on the website was some way off with just the email functionality within the next few months. He had hoped that the term Webmaster would be something to move away from and that Data Administrator role would be devolved across the Association. It was agreed that the working group would look at roles and responsibilities as a matter of urgency. It was possible that a rule change would be required with regard to access to information and it thought that this could be considered alongside all rule changes.

There was general consensus that the committee would not endorse the rule change and Alan Baldock proposed that Stephen and Jenny be co-opted to the Publicity Committee to continue their work. This was seconded by John Norris. ACTION: Kathy Howard.

b) Stella Bianco reported that £400 had been raised by the sale of surplus books to date.

c) Margaret Oram mentioned that she had a stock of out of print books and she would liaise with Stella before offering them up for sale.

d) Margaret Oram said that the Annual Report would take the same form as last year as the Report for 2011 and Handbook for 2012, listing current members. Divisional secretaries were asked to chase up and return yellow forms asap and to check tower details. ACTION: Divisional Secretaries.

After some discussion and a vote it was agreed that tower email addresses remain in a separate table. Simon King mentioned that each tower now had an email alias via the website which would be easy to keep up to date as long as changes were passed on.

e) Margaret wished to express her sincere thanks to David for all of his additional work in the last few weeks whilst she has been out of action. The Master responded that it had been an unusual couple of months and that everyone needed to work together.

In the absence of any further business the Master declared the meeting closed at 12.18.

Signed:

Date: