

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 10th November 2018 (10.00am)

PRESENT:			
Master:	Rob Lane	Central Council Reps:	Rob Lane (S)
General Secretary:	Hamish McNaughton		David Kirkcaldy (W)
Minute Taker:	Julie Quinn		Stephany Pendlebury (N)
			Alison Everett (E)
			Graham Hills (5th)
Trustees:	Jack Burton	District Reps:	Stephanie Pendlebury (N)
	Margaret Sherwood		Richard Pendlebury (N)
	Val Atkins		Marion Hollands (E)
BRF Secretary:	Graham Hills		Pip Pawley (E)
Web Master:	Richard Pendlebury		Moya Hills (W)
Safeguarding Officer:	Pat Aylward		

A silence was held in recognition of those people who have sadly passed away since the last meeting. Mike Etherington (Pulborough), Robin Miles (Wisborough Green), Jane Powell (Bosham), Cicely Bartram (formerly Chichester), Basil Pink (formerly Warnham), Martin Donner (Hartfield), Hugh Badeley (Rudgwick), Roger James (West Hoathly), Godfrey FitzHugh (Hailsham), Christine Howell (Hellingly), William Hubbard (Burgess Hill), Peter Hurcombe (Hurstpierpoint) and 50 ringers who lost their lives in World War 1.

1. **Apologies for absence** : these have been received from Mary Burr (Southern District Secretary), Sue Gadd (Treasurer).
2. **Minutes of the meeting held on 3rd March 2018**: Item 7b should have read Sandra Alford and not David Kirkcaldy.

It was agreed that going forwards the following procedure would followed regarding approval of the minutes:

- 2 weeks would be allowed from the date the draft minutes were emailed to allow all present to submit comments.
- 1 week would be allowed for subsequent comments (following issue of the first draft or any subsequent drafts).
- If no comments had been received within either 2 weeks of the original draft or 1 week of any revisions then the minutes would be deemed to be correct.
- It was agreed that the minutes could be published on the website with names and initials of individuals without their specific agreement (ie. there were no GDPR restrictions). **ACTION JQ to update and share with the GCM members**

3. **Matters arising** : the following matters were arising:
Moya Hills Secretary West confirmed the badges had been purchased and distributed, they are available from District Secretaries for £1.
4. **Financial Statement (including BRF)** : A financial statement was distributed prior to the meeting. It was agreed that this was a very comprehensive report and there were no further comments.
- (a) *Issues Raised from the Report* – PP volunteered to help with charitable status. **ACTION : SG to contact PP**
- (b) *Personal Injury Insurance* – It was noted that only personal accident is covered within this insurance policy. There was a discussion regarding the cost of the insurance and the level of cover in the event of an accident. It was generally agreed that whilst some form of insurance does add value, that the current policy is should be reviewed. The following points should be considered in the review:
- Ringers are covered if visiting a church which is NOT their home tower.
 - An increase in the upper age limit and also younger members.
- ACTION : SG to review the policy**
- Currently there is nothing published on the website, it was agreed that the current policy should be published.
- ACTION : RP to check that the policy is current prior to publishing**
- (c) *Charitable Status* - As part of a review of the insurance policies, SG has looked into the charitable status of the Association and the liability of the Trustees. In order to structure the pros and cons of various options, HMcN has created a draft SWOT analysis which was circulated prior to the meeting. This document is being used to collect ideas and assess each option prior to deciding on a final course of action. There was a discussion where other benefits of being a registered charity were tabled including the ability to get discount from 3rd party suppliers such as Microsoft and gmail.
- ACTION : ALL send any comments / items to be added to HMcN**

5. Updates

- (a) *BRF* – 4 grants have been offered to the following churches this year which are Eastbourne, Angmering (awaiting approval of scheme), Findon (currently raising money) and Lindfield (delay due to building work)
- (b) *Safeguarding* – nothing to report
- (c) *Administration*
- i. The Library is somewhat of a white elephant, apart from Sussex records and magazines (much of which is now online). It was noted that the Worcester & Districts librarian has persuaded their association to cautiously dispose of items in their library to the places that would appreciate the rare items (e.g. CC library, Taylors Museum and well know collectors).
ACTION : SB to ascertain response to disposing of W&D library.
 - ii. Membership Database - The membership database has been moved to a new secure server, JS & RP are currently investigating how new members can join electronically (the process would remain the same ie. A proposer and seconder would still be required however it would be

electronic).

(d) *Communications & Events*

- i. Website – The new website has received generally positive feedback since its launch this time last year. To further improve the website performance and security, we plan to move the website to a new host in the near future. If this goes well, our ringers will not notice any change! We currently have 12 committee members with accounts to allow editing the online calendar. After the server move, we plan to give a small number of committee members permission to post news items on the website too.

Tower emails: the "tower@scacr.org" emails have been discontinued (July 2018). These tower email accounts had previously forwarded incoming mail directly to the tower correspondents' personal email address. Due to increased email security and anti-spam measures, the delivery of these messages had become unreliable. Despite several changes to our setup, this cannot be fixed.

We are planning to add a "contact this tower" form for each tower on the website. This would send an email directly to the tower correspondent (and possibly captain?) and should avoid most of the anti-spam problems.

The majority of association officers & committee members are now using G-Suite (Gmail for charities) and are unaffected by the mail forwarding issues. It is not feasible to switch the towers to this system. Meeting minutes: the GCM and AGM minutes are now published on the website, but often with a significant delay between the meeting date and the minutes being approved. I propose that all meeting minutes for General, finance & district committees should be posted online shortly after each meeting. These can be marked as "draft" until approved. The committees could approve the minutes by email and avoid the lengthy delays.

Thanks were given to Richard for the hard work producing the website

- ii. Soundbow There are ongoing issues with distribution and subscriptions, there was no appetite for making this an electronic version.

Thanks were to be passed to Kathy for the excellent quality of Soudbow.

- iii. Events – There appears to have been improved communication from district to tower correspondents. If we need a separate .scacr mailbox then this is available and should contact RP, these are a good alternative to publishing personal email addresses which individuals may not want to be published (due to spam risks).

(e) *Districts* –

- i. Northern – had a business meeting 3rd / 4th November and have a full programme of Saturday events for 2019 which have been proposed and agreed all of these are available on the website calendar. This includes stoolball matches and young ringers outings. Northern Monday training nights have been organized, over the last few years by Neil Dobson and thanks were given for his time doing this. Neil is passing this over to Elaine Farrow for the future.

From January there will be a 12 bell practice at the only 12 Bell Tower in the

Association, which is in the Northern District. Everyone was asked to advertise this event within their district; it was suggested that we should also consider also having a Saturday event on the 5th Saturday of each month.

- ii. West – Have experienced a successful 2018 with many new members joining. Several new members' mornings have been organized with good attendance. In addition a striking competition and outing have taken place and have been well attended. A full programme of events has been organized for 2019.
 - iii. East – Have a full programme of events for 2019. Any information for Eastern newsletters should currently go directly to MH. Matthew Jones has agreed to take on the East newsletter from February ADM
 - iv. Southern – whilst no representative attended it was acknowledged that MB did need some additional assistance. Typically the south use facebook rather than face-to-face meetings to organise events.
- (f) *Central Council* –
- i. "Ringing Remembers Campaign" is recognized as being a great success; it is hoped that we will retain those ringers that have been recruited going forwards.
 - ii. Working Groups – these are all progressing, regular reports are issued in Ringing World.
 - iii. ART conference – for 2019 will be held in the first week in March in Worcester; the second day has a focus on youth and youth leadership.

6. Training & Recruitment

- (a) *Team Leader* - It is recognized that SCACR currently don't have a team leader and that we should recruit for this role. Whilst a number of people have been suggested nobody has yet been appointed.

ACTION: ALL to canvass people to volunteer for this role

- (b) *Ringing Courses* - It was suggested that the association should have a 2 day ringing course, it was suggested that this should take place in February school half term.

ACTION : DK to organise course

- (c) *Buddy Scheme* - It was suggested that we should introduce a buddy scheme to help people practise what they have learnt.

7. Future events for 2019

- (a) *New ringers and their teachers*

- i. Training events in 2018. Thanks were expressed to EVERYONE that has been involved in training orassisting with training during 2018/
- ii. Ringing Remembers – Whilst the official campaign has officially ended, it is just the start of the journey for those people that have been recruited and it was recognized that renewed efforts were needed to retain these new ringers. Marisa Hayes has volunteered to organise an event to get both the new ringers and their teachers together at the end of January.

ACTION : Marisa to organise.

A thank you was issued to Marisa for all the hard work.

- (b) *AGM 11 May 2019* – Is being organized by the Eastern District for 2019. The date was confirmed although we are still looking for a venue (ringing lunch-time early afternoon then tea with the meeting in the late afternoon).

ACTION : MH & PP to organise

- (c) *Quarter peal week 2019* – it would be useful to keep this aligned to the heritage open days (these are middle 2 weeks in September from 13th September to 22nd September).

ACTION : ALL agree on date.

- (d) *Barn Dance* - It was agreed that in the past this was a good event, some of the younger ringers have volunteered to organise this (traditionally this is in the autumn).

ACTION : RL to approach Burgess Hill / young ringers

- (e) *2019 Inter District Stoolball match* – This is being arranged by the Northern District Committee who would like to invite you to enter a team for the event. There are no details as yet other than it will be held on Saturday 7th September 2019. More details will be published later in the year.

8. Any other business

- (a) *New Trustee* – Ideally a nomination is required prior to the next GCM it was noted that consideration should be given to getting any new trustees from South or East.

ACTION : ALL canvass people to volunteer

- (b) *Names in the Annual Report (GDPR)* – It was agreed that due to a historic precedent, names would be included in the annual report unless individuals specifically ask for their names NOT to be included.

- (c) *Date Change for future GCMs* – it was requested that the date for meetings are changed as two committee members are regularly unavailable for the current dates. It was suggested that the next GCM should be 9th March.

ACTION : HMcN to advise of any new dates

- (d) *Succession Planning* – Pat Aylward will not be standing as Safeguarding Officer again.

ACTION : ALL approach anyone who may be interested in this role

ACTION : HMcN to add succession planning as a standard agenda item

The meeting concluded at approximately 12:30