

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 10th NOVEMBER 2012

PRESENT:	Master	David Kirkcaldy	N. Division	Anne Ekins
	General Secretary	Marisa Hayes		David Perkins
	Treasurer	absent	S. Division	Clare Cullen
	BRF Secretary	Graham Hills		Katherine Matthews
	Peal Secretary	Alan Baldock	E. Division	David Hollands
	Education Officer	Anne Franklin		Diana Day
	Publicity Officer	Kathy Howard	W. Division	Moya Hills
	Trustees	Peter Wilkinson		Jack Burton
		Mike Wake	C.C. Rep. N	absent
		Val Atkins	S	David Kirkcaldy
	Librarian	Stella Bianco	E	Diana Day
	Safeguarding Officer	Sue Elrick	W	absent
			Gen.	Alan Baldock

The Master took the chair for the meeting and asked members to stand in memory of those members who had died since the last meeting: Donald Anderson (Burgess Hill); Ted Baldock (Eastbourne); Betty Haselgrove (Arundel); John Long (Westham); Julian Morley (Bexhill); Rev. Norman Smith; Andrew Parrott, (Shoreham) David Woodward (Westham). *Doug Taylor (Steyning) should also have been included within this list.*

- Apologies for absence** had been received from Andrew Barnsdale, Val Burgess, John Day, Margaret Oram.
- The minutes** of the meeting held on 3 March 2012 had been previously circulated. After the following amendments, the Master signed them as a correct record.  
Item 1) Apologies received from Marion Hollands. Item 3c) Conform replaces confirm. Item 4f) add 'disposal and' to acquisition policy. Item 5a) Graham Hills (with s). Item 10) ... and it was thought... Item 10c) liaise. Item 10d) delete 'as last year'.
- Matters Arising:**
  - (3a)** The proposal regarding peals on simulators had been carried by a large majority at the June Central Council meeting.
  - b)** Stephen Burchett had attended the Hereford Course.
  - c) (7c)** The Master thanked the Southover band for their hospitality during the Essex Trophy and reported that Sussex finished second. Adrial Walton (S Division Education Officer) had organised an opportunity for ringers to judge the ringing independently as a follow up to listening practice and it was thought this very worthwhile and something other Divisions may wish to consider.
  - d)** SB asked about insurance and it was reported that Ian Oram had looked into the insurance policy again prior to renewal this year. It was confirmed that the SCACR insurance policy offers cover over and above that included in PCC cover. For example it covers ringing at all towers in and outside Sussex, bell maintenance and tuition. Details of cover are on the website and have been circulated in newsletters. PW sought clarification of cover for those over 70, which is only available on death.
  - e)** Membership guidelines had been circulated with the previous minutes and will be going onto the website.
  - f) (4g)** The Safeguarding sessions had been well attended with good feedback. JB pointed out that a number of members have also attended the session independently via their own PCC.
  - g) (7a)** The Master thanked the Northern Division for all the arrangements for the AGM.
  - h) (7f)** MH reported that a vote at the AGM had been taken and there had been support for a barn dance. This had taken place at Hurst Village Centre in October and had made a small loss. MH thanked everyone who had attended, particularly those who had helped with arrangements as it had been a very enjoyable evening.
  - i) (9)** Diamond Jubilee and Olympic ringing had attracted fantastic publicity during the summer and a number of towers were involved in the All the Bells project.
- Financial Statement.** The Treasurer had sent the following report which was read to the meeting.  
My apologies for not being with you this morning.  
General Account The Barn Dance made a loss of £94.24; the raffle made £82.66. This was advertised in aid of Reg Johnson Therefore I propose that this goes to Reg Johnson Fund and we show a loss on the General A/c of £94.24.  
The Ringing Course At the moment shows a profit of £35.80. I have not had mileage claims from all course tutors and I understand they are not going to claim. If they had claimed we would have broken even. I propose that £35.80 be transferred to Reg Johnson Fund.  
The Master commented that tutors should consider making a claim against the costs of the course and if they felt able, to donate it back perhaps with Gift Aid.  
*Both of the Treasurer's proposals were agreed unanimously.*  
Subscriptions are up for the year.  
Administration and newsletters have cost about the same as last year at the moment but this is only to the end of October. I have also paid out £824.40 for the new website.  
Reg Johnson Fund I have had donations of £240 and have paid out of £479.30. Balance on account £4,141. This does not include Raffle from Barn Dance and profit from Course.  
Sussex Churches Bell Restoration Fund I have had £2,346.62 in donations and covenants so far this year. I have paid out £12,500 in Grants, £260 Insurance, Administration £123. Balance in BRF £55,482.00.



## 5. Updates

a) **Education Committee.** AF gave the following report on activity since the March General Committee meeting.

The committee have met twice in June and September. Divisional reports show a good balance of training although the majority tends to be targeted at people who can already ring methods.

At Association level the committee has focused on:

- Young ringers' activities. The Ringing World National Youth Competition (RWNYC) team is to be congratulated on winning the call change competition. The Association now owns a set of 9 t-shirts for the team. The team represented Sussex well and a number of eminent ringers had commented on the quality of their ringing at other towers during the day in Birmingham. Expenses had been offered to team members from the Reg Johnson Fund but the only cost had been one t-shirt which had been kept as a souvenir.
- The summer outing to London attracted 21 young people and 19 hangers on. We aim to reduce the number of adults.
- The Meadow Minis have been established in the Northern Division for young people who are still too young to ring tower bells. The Wickham Whatsits have also started at John Norris' dumb bell ring in the South.
- The Inter Divisional striking competition took place at Chiddingly and has been reported in Soundbow.
- The handbell day took place at Roedean School in August with thanks to Adrial Walton and Hamish McNaughton.
- The two day course was very successful, focusing on early ringing skills. Over subscription for places shows a need for basic training in call changes and plain hunt as well as handling.
- A new venture via West Sussex County Council has been an adult education course at Wisborough Green. The Association is extremely grateful to Graham Hills who has stepped in to teach learners at short notice in support of the local tower captain. GH provided more detail of the 10 week course which had attracted 8 learners (6 have continued) from across West Sussex. They have learnt to handle a bell on a weekly basis, and are now able to ring in rounds. However the situation is far from ideal as the facilities are not really suitable (no toilets / refreshments and training on open bells as access to bells is restricted) and costs have not been properly covered. GH has received some travelling expenses and has offered to continue to the end of term without SCACR covering the shortfall. AF has written a lengthy email to the organiser Lynn Smith at WSCC and hopes to follow up in due course. It was agreed that this type of Adult Education learning may have a role to play in future recruitment as potential beginners felt happier being part of an organised group rather than approaching their local tower individually. GH is planning a follow up event at Shipley on 15 December, 11-12.30 where the group will have access to see the bells, ring and also use the dumb bell. The Master expressed the Association's gratitude to GH for taking on this task.

Aside from planning events and training, the committee has given time to discussing the request for a donation towards the costs of an admin assistant for the Ringing Foundation (RF). The view was at the present time this money would be better spent by developing or creating more simulator training venues in Sussex - possibly Steyning, Arundel, Ringmer. It would be ideal to have a ringing centre facility in each division and perhaps one further over in the East in addition to Hailsham. AE suggested a simulator in a 6 bell tower would also be useful with easier rope sight for 6 bell ringing.

MW reminded the committee that the photo head and sound box from Arundel are in his loft. AB also said that the Association owns the equipment in Hailsham. GH remarked that a lot of work needs to be completed at Arundel and although it will be eligible for some BRF support, it would be helpful to consider additional funding for a simulator and for this to be fitted at the same time as the work is undertaken during 2013.

AF reported that she is trying to contact Brian Meads to discuss the RF. After much discussion SB proposed that the discussion over funding the Ringing Foundation or other projects from the Brian Burroughs legacy be postponed until the next General Committee, with more information available and with the Treasurer in attendance. This was seconded by AB and all were in agreement. VA proposed that we take a vote that the Association would not be making a donation at the current time. This was seconded by JB and all were in agreement.

Following the Wellesbourne conference of November 2011, a Change Ringing for the Future questionnaire has been responded to with the help of SA.

There are plenty of events coming up:

4 Jan - Young People's Take 7 in Brighton.

26 Jan - Ringing Workshops as last year and open to all at Alfriston, Laughton, Ringmer, Hailsham, Chiddingly.

24 Feb - the preliminary RWNYC practice at Fairwarp.

29 June - Inter-divisional striking competition.

1-2 November - Association Ringing Course.

SE remarked that the Education Officer was doing a fantastic job and this was supported by everyone. The Master commented that there was a need for more training at a basic level.

b) **Publicity Committee.** KH reported that there had been 10 Ringing World articles since March and at least 8 local newspaper and radio pieces, mainly due to additional Jubilee and Olympic ringing.

The website is developing well with the Divisions updating and maintaining it. There are some outstanding design modifications.

The Soundbow print run is 275 with 170 postal subscriptions.

The newsletters are issued by divisions on a regular basis.

The Pocket Guide is to be revised and reprinted in January. A draft will be circulated for comment.



The SCACR History Book was published in July with 500 copies printed and just under 100 sold.

Mike Foster (Storrington) is to be thanked for creating a PDF version of the SCACR map downloadable from the website, providing links from each tower to the appropriate page on the website. This was based on the map updated by Val Atkins.

The Big Ring Day took place on 29 September and some towers used the information circulated to run open days, etc. Arundel, Rusper, Funtington, Westbourne, Steyning, Burgess Hill, Ditchling, Keymer, Wivelsfield all held additional ringing and open events. PW commented that the Back to Church Sunday seemed to have passed most churches by. KW reported that she is still in regular contact with the Diocese communications officers and sends articles and pictures which are sometimes picked up for Chichester magazine.

c) **Safeguarding Officer.** SE circulated the following report:

There has been little to report during the last 6 months, pending the publication of the Protection of Freedoms Act and the initial guidelines. This finally took place on 10<sup>th</sup> September 2012.

Teaching Bell ringing is still deemed to be a Regulated Activity. Only those who are providing regular face to face instruction of children are required to be CRB checked. The latest edition of the Home Office document "CRB News - September 2012" gives the new definition of regulated activity as follows:

Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on wellbeing, moderate a public electronic interactive service or drive a vehicle only for children carried out on a frequent, intensive or overnight basis. An individual carrying out activities as above, under reasonable day-to-day supervision by another person who is also engaging in Regulated Activity is not undertaking Regulated Activity.

It is only therefore necessary for people who are responsible for instruction of children to seek CRB checks: i.e Tower Captains, Instructors and any other regular instructors (NOT any other adult ringer who is present during normal practice nights)

#### Portability of CRB's

I contacted the CRB, to seek guidance on "portability" of CRB's and was told that this matter is still being considered and at present, they do not advocate portability. The following information may be helpful in understanding this. Ultimately it is for the employer (Parish) to determine whether or not to accept a previously-issued CRB check. They should consider the following before making a decision:

- The applicant's criminal record or other relevant information may have changed since its issue.
- The decision made by a Chief Police Officer to disclose information on a CRB check was made based on the position for which the CRB check was originally applied for. You cannot assume that no other intelligence would be disclosed for a different position.
- The information revealed was based on the identity of the applicant, which was validated by another Registered Body, at the time that the original check was requested. Therefore, you (the Parish) should ensure that the identity details on the certificate match those of the applicant.
- If you (the Parish) are contacted by another organisation about a previously issued CRB check, any information disclosed can only be passed to individuals who need to see it as part of the recruitment decision.
- You (the Parish) can only confirm whether or not the information provided is the same as on your copy of the CRB check.

The Diocese of Chichester is a little more vehement in their reluctance to accept portability. The decision will be made by the Parish – NOT YOU. Further advice will be published as soon as it is available. A CRB certificate is currently accepted as valid by the Diocese for 5 years.

I have been in contact with Chris Mew, following the publication of his article in Ringing World. He has provided the following clarifications:

With regard to SCACR organised events such as a training day, this would normally be viewed as a "one-off" NOT specifically requiring CRB checked persons under the frequency criteria. However, if you had a series - say weekly for a period - then a CRB checked leader would be needed - this could be the local tower captain if present or an Association Officer. One thing to clarify with the Diocese or get their acceptance for, is the principle of having certain Association Officers CRB cleared to train on a peripatetic basis in view of their Diocesan-wide responsibilities. We have this locally.

**ACTION: SE to contact the Diocese to request this.**

There is no LEGAL reason to have CRB checked leaders for a 1 or 2 day training session but I would suggest that, for peace of mind and in case there was an incident (not necessarily abuse but perhaps an accident to a young person) giving rise to parental complaint, each individual group should be allocated a CRB person amongst its leaders or helpers. What you would effectively be doing is going beyond the legal requirement and therefore, be seen to act responsibly.

Association instructors going to a tower on a regular basis could be dealt with in one of three ways:

1. If they are adding their expertise and there is an existing CRB captain, they are deemed to be under his supervision (as indeed are any other adult helpers - this is now a concept legally recognised as "peer exemption").
2. If there is no other local adult CRB checked person, then the visiting instructor could request to be CRB checked by the local PCC.

or 3. The PCC could be asked to accept either the instructor's home tower clearance or a peripatetic clearance if granted by the Diocese.

In both options 2 and 3 it MUST be run before the PCC formally or troubles could ensue!



I apologise for the length of this report, but hope that it answers any questions you may have.

SE clarified the following points: a) as it's not just the tower captain responsible for teaching, it is advisable to have at least two CRB holders in each tower. b) CRBs are not currently portable although this may be reviewed in 2013. c) The Diocese guidance does not allow for other CRBs to be accepted although individual PCCs may decide that a visiting tutor's home tower CRB is acceptable. They also have the option to check via the Diocese Safeguarding Officer. SE advised the meeting that the Diocese now use CCPAS Disclosure Service to check CRBs at a cost of £8.40 available through PCCs.

SA queried the requirements for CRB checked leaders at the mini rings at Warnham or Hurstpierpoint. It was decided that these young persons meetings were not regular or frequent and did not come under the safeguarding guidelines. However it was noted that a number of people involved in these projects already held CRBs for their own towers.

**ACTION: SE to produce a document for circulation to towers alongside Membership forms and to send to divisional secretaries.**

VA commented that it was all very well being up to date on safeguarding and enthusiastic re young ringers but we must be aware that any breach of guidelines may put a child in danger. Simply by taking a picture or encouraging them to sign a visitor's book. For some children this kind of thing is simply not allowed and we must all learn to be sensitive to these very complex situations. VA added that treating all young people the same was not always appropriate.

SE reiterated the advice to have permission to [ring?] forms completed for each child which gives parents or guardians the chance to advise the Association of any special circumstances. SE would be able to offer advice.

d) **Librarian.** SB reported that she and Judy had met twice since March and have nearly completed the stocktaking. For the Jubilee, 5 peals, 1 half peal, 57 quarter peals and 22 miscellaneous performances were recorded at 60 out of the 141 towers. The certificates have been collated and are ready to be bound.

The open morning will take place on Saturday 9 February and has already been advertised.

e) **There were no Divisional Matters.**

#### 6. **Sussex Churches Bell Restoration Fund.** GH provided the following report:

- Although being removed in September 2011, Milland's bells were eventually ringing again by the end of February. The work was undertaken by Whites of Appleton, and included tuning the bells. Apart from the bells and frame, all other items were renewed, and the BRF paid its promised grant of £7,500 to the PCC.
- As you all probably already know, Pulborough's 6th bell cracked just before last Christmas. So as not have to remove the tenor bell to allow the 6th to be dropped out of the tower, it was decided to break the bell up in situ and carry all the pieces down by hand. This permitted ringing to continue on the remaining 7 bells until the 6th was recast in May this year. This work was carried out by Taylors of Loughborough, and after tuning, the bell was returned home and rehung in July. The BRF has paid a grant of £3,000 to the PCC.
- A grant application was received from the small village of Woodmancote just north of Brighton, where the 3 bells hadn't been rung for several years, mainly due to the cracked 2nd bell. The work to remove all the bells and fit them with deadstocks for static hanging was undertaken by Whitechapel bell foundry, with the job of repairing the 2nd being sub-contracted to Soundweld. Whilst they were out, a local electrician prepared the church for the control equipment necessary for the electronic chiming apparatus. The work was completed in September, the bells were re-dedicated by the Bishop of Horsham on 14th October, and we have paid our promised grant of £2,000.
- During the year, 3 BRF committee meetings have been held, and the next is due to be held in January 2013. At the last meeting, an application was discussed from Duncton, near Petworth, where the single bell is in danger of falling from its headstock. A grant of £800 has been offered.
- Although we have not yet received applications for grants, it is known that there are several churches hoping to have work done on their bells in the relatively near future. These include Bury near Arundel, West Tarring, Warbleton, Lindfield and Arundel, and the church warden at Westham has been in contact with Whitechapel about having an inspection done as they haven't been rung for about 5 years.
- The project at Lindfield would entail raising 4 of the bells to an upper frame for use as clock chimes, with the remaining bells along with other metal being melted down to enable a new lighter ring of 8 to be cast of I believe around 12cwt.
- At Arundel, the estimate for work needed comes to around £50,000, and the ringers are talking of various ways in which money could be raised. It is hoped that additional funding could be found at the same time to enable a simulator to be fitted.
- During the year, Nicky Twort, the Eastern Division BRF Rep organised a Bell Maintenance course at All Saints in Hastings, which was well attended. A similar course was organised by Alan Seymour, the Southern Division BRF Rep to take place at Shipley, but unfortunately only 3 people put their names forward. As a result, the course was cancelled, but I believe Alan intends to advertise another one next year.
- To finish with, and purely to let you know what else has been happening, work has been carried out at Hellingly and Walberton, but on both of these occasions, the whole cost was borne by the respective PCC's.

#### 7. **Reg Johnson Memorial Fund**

AF proposed that Stephen Burchett (Seaford) should receive support to attend the Hereford Course again this year. He has a good standard of ringing and was a helper on the recent SCACR course. This proposal was seconded by VA.

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Discussion followed regarding the level of funding to be offered and other demands on the fund this year with a Sussex Young Ringers team hoping to be in attendance at the RW NY Competition in York this year.

MW commented that up to £800 had potentially been required to fund Birmingham this year, VA commented that the young people would be capable and willing to fundraise to boost the fund. SA remarked that some families can afford to cover the expenses but that it was important to offer the funding across the board.

The Master advised the meeting that Stephen Burchett's application for funding is best considered at this meeting to give him the best chance on getting on his chosen course if supported by the Association.

It was agreed therefore to support Stephen and to leave the final amount to Education Officer and Trustees to agree based on course fees yet to be published.

The Education Committee was asked to consider full criteria for levels of funding in future.

The Master proposed that the Committee give its full support to the Sussex Young Ringers team attending the competition in York this July, in the knowledge that there will be a significant draw on the Reg Johnson Fund, this was seconded by GH.

ARB and JB commented that the general fund could always make a transfer to the fund if necessary. All were in agreement.

#### 8. Future Events

Saturday 26 January – Ringing Workshops 10-12 at Alfriston, Laughton, Ringmer, Hailsham and Chiddingly covering plain hunt, Plain Bob Doubles, etc

Birthday Service at St Saviours, Eastbourne. 3pm service followed by tea and ringing. The 3 Eastbourne towers will be open beforehand for general ringing.

Sunday 24 February – open auditions for the RWNYC team at Fairwarp, 2.30-4pm.

Saturday 2 March – General Committee at Hurst.

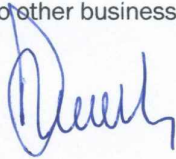
Saturday 11 May – AGM, Billingshurst – everything in hand between JB and the local ringers.

Saturday 29 June – Interdivisional Striking Competitions

#### 9. Any other business.

MH reminded the committee that an envelope will be going to each tower with the yellow forms and membership renewals. This would contain an update on Safeguarding but members may like to consider the opportunity to add anything else.

There being no other business, the meeting closed at 12.04.



2nd March 2013.

**Safeguarding report to General Committee**  
**2<sup>nd</sup> March 2013**

**Matters arising** from meeting on 10<sup>th</sup> November 2012

- A report based on that presented to General Committee in November was sent to all Tower contacts in December, along with the yellow forms. I have received no responses
- Portability. The Diocese are satisfied that anyone with current Chichester Diocese CRB/DBS disclosure, provided for the purpose of teaching ringing, can teach elsewhere within the Diocese only.
- CRB/DBS disclosures provided by any other "employer" for any other purpose are not valid for the purpose of teaching Bellringing.

**A proposal to adopt a Safeguarding Policy, to address the issue of the use of photographs in all SCACR publications and the website.**

There is a need to be clear to our members and all who contribute to our publications and website, that our Safeguarding policy addresses this issue for both children and vulnerable adults. I have discussed this with Robert Lewis at Ringing World and checked the Press Complaints Commission Code of Practice. I would like to ensure that our policy on publishing photographs is in line with the Ringing World policy and suggest that the following version be adopted by this Association.

The SCACR Website and all SCACR publications will not knowingly publish material which could be detrimental to the interests of vulnerable persons and will abide by the normal media conventions and recommendations of the Press Complaints Commission. No material will be published which is restricted due to being the subject of legal proceedings or resulting judgements.

Where material is published that specifically relates to youth activities, then accompanying photographs and names will only be published with the general consent of the parents or guardians of any minors involved. Such consent will be deemed to cover the use of the material on the SCACR website and in all SCACR publications, but not its transmission to or use by other persons or sites.

The Press Complaints Commission Editor's Code of Practice states:

iii) **It is unacceptable to photograph individuals in private places without their consent.**

*Note - Private places are public or private property where there is a reasonable expectation of privacy.*

Committee members may feel that the first paragraph goes too far for our publications, in which case, I suggest we omit the last sentence.

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children and  
adults