

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 12TH NOVEMBER 2016 (9.30am)

PRESENT:

Master:	Graham Hills	District Representatives:	
General Secretary:	Sandra Alford	(N)	Stephanie & Richard Pendlebury
Assistant Secretary:	Moya Hills		
Treasurer:	Sue Gadd	(S)	
Trustees:	Jack Burton	(E)	David & Marion Hollands
	Peter Wilkinson		
BRF Secretary:	David Kirkcaldy	(W)	Moya Hills
Safeguarding Officer:	Pat Aylward		
Central Council Reps:	Anne Franklin		
	Graham Hills	Events & Communications Team represented by:	
	David Kirkcaldy	Alison Everett	
	Margaret Oram		

The Master took the Chair and members were asked to stand in memory of members who had died: George Cockman (past Tower Captain at Steyning), Ted Marshall (Stoughton), Jim Smith (past Tower Captain at Horsham), Willy George (formerly Hellingly), Brenda Dart (Lindfield), Gilbert White (formerly Shipley), Michael Jennings (Crawley) and Andrew Barnsdale (CC Rep, Fernhurst).

The Master welcomed Alison Everett (Events & Communications Team Leader) as a new member of the committee and introductions were made.

- 1. Apologies for absence** had been received from Val Atkins, Christine Baldock, Stephen Beckingham, Stella Bianco, Mary Burr and Mandie Merlin.
- 2. Minutes of the meeting held on 5 March 2016:** With a minor spelling change to a name, these were accepted as a true record.
- 3. Matters arising:**
 - The Trustees reported that they were still assessing the George Elphick Exhibition and would report back to the next meeting. **ACTION TRUSTEES**
 - Post Vision feedback - David K reported to the meeting that himself, Val A and Sue Gadd had met in March. They felt the new set of rules were fit for purpose and, after a settling in period, were now working fairly well. However, they did feel some areas were still confusing. Since they'd met, some of these were already being addressed. Graham H thanked the group for their work and it was requested that they put together a working document including points to take forward, to be sent out to members prior to the March GCM. **ACTION DK**
 - Steph pointed out Marisa Hayes was going to update the new membership form **SA will check**
- 4. Financial Statement:** The Treasurer had circulated the financial statement prior to the meeting and this is appended to the minutes.
 - The Charity Commission Return required you to state if you have conducted a risk review. It was agreed by the Finance Committee that they would do this. Risks include anything that could be a risk to the charity e.g. financial risk, administrative risk, etc. Sue would also welcome any input from any General Committee members **ACTION ALL**
 - Membership Subscriptions process – Sue reported that she and Sandra had been attempting to reconcile the membership numbers to the subscriptions figures. This was proving difficult for a number of reasons. It would be most useful if the banking came in centrally i.e. not banked in by Districts. They proposed that for all subscription monies, not paid in by BACS, be sent direct to the General Secretary with the completed yellow forms. This was discussed at length and the committee agreed in principal for this to happen in January 2017, and a change in the rules be put forward at the AGM in May 2017. Graham thanked Sandra for all her work on the membership so far. **ACTION SA/SG**

(c) Sue reported that she had proposed to the Finance Committee that we should consider an Association budget for each forthcoming year, where the Teams consider their projects and put forward a budget which would be considered at the March Finance Meeting and then taken to the General Committee for approval. This would help with working out and justifying if a subscription increase was necessary. Anne would be responsible for the Young Ringers budget, which would come under the Training & Recruitment Committee. A discussion on expenses followed. Sue would create an Expenses Policy and this would be available on the SCACR Website.

ACTION Teams, Expenses Policy SG

(d) Expenses – Sue requested that officers claim all expenses ASAP to ensure that payments were made before year end (December 31st).

ACTION ALL

(e) Ian Oram had expressed a wish that, after 30 years or so, he give up the arrangement and claims management of our insurance policies and had handed the files back to Sue. A replacement was needed. Most of the work fell around Mar/Apr when the main policy was renewed. In the meantime Sue requested help with Gift Aid.

ACTION ALL

(f) Simulator grants – Graham reported feedback that the Simulator & Dumbell Application form was too complicated. The committee agreed for Graham to re-format it. It was agreed that applications for consideration of a Simulator Grant should be transferred from the Finance Committee to the Training & Recruitment Committee with the proviso of anything over £300 requiring the approval of two Trustees.

ACTION GH

5. SCACR Financial Policy review This had already been reviewed by the Finance Committee and circulated to all General Committee Members. Several minor amendments were agreed. It was noted that the proposed Finance Policy required a quorum of 5, to include at least 2 Trustees, however this was inconsistent with the SCACR rules which state 4 to 1. While the policy needed to be aligned with the SCACR rules the Finance Committee didn't think that 4 to 1 was an appropriate level to be quorate as 1 is only 1/3 of Trustees, and out of 11 attendees, 4 didn't seem sufficient. Hence it was agreed to align the Finance Policy to the SCACR rules on a temporary basis while proposing an overall rule change to the SCACR rules such that a quorum was defined as 6 to 2 such that anything quorate would have a majority. Should this proposed rule change be agreed the Finance Policy could be amended again in due course.

6. Updates

BRF – David K reported it had been a reasonably quiet year so far. A Bell Maintenance morning had held earlier in the year, which was well received and the BRF now owned an Oddstruckness meter which could be borrowed in return for a suggested donation of £10 to the BRF. Commitments had been given to Lindfield (£5000) where the scheme was progressing slowly, Slindon (£5000) for a complete rehang and Twineham (£500) for a badly warped wheel. Various donations had been made but special thanks must go to Thakeham ringers and friends who organised a concert and raised nearly £1200. David commended this effort as it was not just targeted at ringers but at members of the public too. Given the unallocated funds of the BRF had fallen to under £30,000 the Trustees had recommended further fundraising was required if there was a wish to continue awarding grants at 25%. Graham reminded the meeting to use BRF donation boxes at District meetings. Richard enquired whether there were any future plans for more bell maintenance courses and David suggested that this would depend on demand.

Training & Recruitment – Christine Baldock's report was accepted. Graham informed the meeting that Christine had stepped down from the position of Training & Recruitment Team Leader due to personal reasons. Four training course dates had been arranged at the last Training & Recruitment meeting, however some of these were now needing to be changed. It was agreed to advertise the vacant post and new dates of courses in Newsletters and on the website.

ACTION - District Newsletter Editors/RP

Safeguarding – Pat had received a new 80 page Safeguarding Policy from the Central Council and was concerned that the Ecclesiastical Insurance cover would be invalid if the policy was not followed. She was concerned that not all of our towers did and it was confusing to know if members were covered under their own church insurance.

Graham and Pat had been reviewing all the current Safeguarding consent forms and would be changing some to make them more user friendly and making the photos/videos one more detailed. Pat suggested

using a universal form which covered all, and that would be valid for their whole junior ringing career, with an extra form with relevant current details for the actual event. A full discussion followed about how this would work and whether if this didn't conform to the CC Policy whether our Insurance would be invalid. It was agreed that the Training & Recruitment Team should look into this further.

Pat advised the meeting she is currently in the process of updating the Safeguarding Policy.

ACTION PA/T&R

Events & Communication – Alison Everett's report was accepted. Alison had recently taken on the role of Team Leader. The recent Barn Dance had raised approx £290 for the BRF. Stephanie P asked that formal thanks be noted for those involved with the food. A vote of thanks was noted also for Mike Cattell and his committee on the successful Horsham Festival of Bells event. Half of the profits went to the BRF with the other half going to St Mary's Church roof fund. The next meeting would be held in December with a following rotation around Districts.

Admin, Records & Library – Sandra reported that she, Moya and Richard had spent a lot of time updating the membership database against last year's yellow forms and were now happy this was up to date. As with the subs, it would be more beneficial if the yellow forms were also returned centrally to the General Secretary and therefore the committee would like to recommend two rule changes (see Item 7).

All Secretaries had been working together to create a Job Description for the role of District Secretary to try to ensure continuity across the County with things like a Welcome Pack for new members.

Looking ahead, there were plans to review information required on the yellow forms before they were sent out at the beginning of December.

Stella Bianco's Librarian Report, which had been circulated before the Meeting, was accepted.

Districts – North – Steph reported there had been a Business Meeting the previous Saturday where a full programme of Saturday events was decided. More training events will also be held to run alongside the Association courses beginning with a Doubles course in January.

East – David H reported that, due to the size of the District, there was still a struggle with numbers.

Saturday meetings were not well supported, however the quiz and the Annual Outing were always popular. Marion had announced she would be standing down as District Secretary and this position had been advertised.

West – Graham reported the same people were turning up for events. Three training sessions were held a month and Christine held a beginners course one Saturday a month too.

South – Anne reported an outing had been held in the Summer.

Pat suggested running paid 6 week evening classes in a specific method. The meeting thought this was a good idea and should be taken to the Training & Recruitment Team.

ACTION T&R Team

Central Council – Alison explained she was a member of the CRAG team (Council Review Action Group) who were looking at how to improve the Central Council. Their findings would be fed back to the Central Council in May 2017. David K reported that the whole ethos of next year's CC meeting would change to become more relevant to ringers of the local area. Each committee would be laying something on for the local ringers. There was a proposal to change the date of the meeting to the first weekend in September. Moya added to her report that ringing succeeded if there was a dynamic person in the area keen to organise something. They were impressed by the new work on the CC website and reported there was a lot of useful information on there. Graham thanked the Sussex representatives for attending the Seminar.

7. **Proposed rule changes** – Rules 13, 23 & 24 (see addendum). Sandra explained that, in order for the subscriptions and yellow forms system to be changed, the rules need to be amended. The committee agreed the proposed amendments and that they would be put forward to be adopted at the AGM.

ACTION SA

8. Future events

- (a) New members event at Shipley – David K reported that this would be held 28 January 2017 at Shipley, starting at 2.30pm. New members (to include everyone joined within the last couple of years) needed to be encouraged to come along.

ACTION ALL to publicise

- (b) Songs of Praise service commemorating Sussex men lost in WW1 – Marisa Hayes would like to organise this at East Grinstead on the afternoon of 8 April 2017. The committee gave their full support and Sandra would report back to her. **ACTION SA**
- (c) South of England Show 2017 – it was decided not to go ahead with this, however to look into the Big Church Day Out event held at Wiston and focus on the annual Open Heritage Days instead. **ACTION E&C Team**
- (d) David K informed the meeting that the Central Council would be pushing for a big national commemoration of the end of World War 1.

9. Any Other Business

- (a) Sandra requested any nominations for Honorary Life Membership be submitted to her before the March GCM
- (b) Sandra suggested next year's Sussex Quarter peal week could have a focus to it. Possible date 1-8 April 2017. **ACTION E&C Team**
- (c) Jack informed the meeting he was putting together a list of Assets of the Association. **District Secretaries** were requested to inform him of the known whereabouts of any trophies.
- (d) Alison highlighted the CC PR Matters Day at Wellesbourne on 25 February. The cost of the day would be £18 and anybody was welcome.

10. Date of next meeting: 4th March 2017

Richard Pendlebury then gave a presentation of the new SCACR website. All agreed this looked very impressive and was a great improvement. Thanks were given to Matthew Jones, Richard and Steph for all their hard work.