

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 9th March (10.00am)

PRESENT:

Master:	Rob Lane	Central Council	Rob Lane (S)
General Secretary:	Hamish McNaughton	Reps:	David Kirkcaldy (W)
Treasurer:	Sue Gadd		Alison Everett (E)
Minute Taker:	Julie Quinn		Graham Hills (5th)
Trustees:	Margaret Sherwood	District Reps:	Pip Pawley (E)
	Val Atkins		David Hollands (E)
			Elaine Farrow (N)
BRF Secretary:	Graham Hills		Josh Hutchinson(S)
Safeguarding Officer:	Pat Aylward		

A silence was held in recognition of those people who have sadly passed away since the last meeting Ronnie Stillwell, Geoff West, Dilys Smith, Mary Bartholomew, Peter Pail.

- 1. Apologies for absence:** these have been received from Steph Pendlebury (CC & District Rep (N)), Richard Pendlebury (District Rep (N) & Webmaster), Jack Burton (Trustee), Marion Hollands (District Rep (E)), Moya Hills (District Rep (W)) and Marry Burr, (Sec. South).
- 2. Minutes of the meeting held on 10th November 2018:** These were agreed as being a true and accurate record of the meeting.
- 3. Receipt and approval of reports for 2018:**
 - Training & Recruitment*
 - Safeguarding Officer*
 - Communications & Events*
 - Library*
 - Peal Report*
 - District Secretaries*
 - Master*
 - CC Rep Report*

The Communications & Events report was presented at the meeting. The unexpected number of new recruits resulting from the Ringing Remembers campaign was discussed. It was agreed that the focus should be on the training of the new recruits and their integration into the Association. Marisa Hayes was thanked for organizing the follow up events.

The other reports had been distributed prior to the meeting, there were no matters arising from these reports and ALL reports were approved.

4. Financial Statement (including BRF)

- a. *BRF Report for 2019* – It should be noted that this was for year ending 2018, there were no matters arising.
- b. *Accounts 2018*
 - i. General - The accounts run at a surplus last year.
 - ii. Events – A number of events had been held throughout 2018. It was noted that a full financial account of the events, recording the details of all items of income and expenditure, must be submitted to the treasurer; receipts for expenditure should be attached even if already paid from cash (a form is on the website which should be used if possible). Full accounts are required as a requirement of the auditor (this does not apply to raffles provided it is being held for a specific fund e.g. Bell Restoration Fund). **ACTION : ALL submit full accounts for all events**
 - iii. Fixed Assets – It was noted that there are only five assets with a monetary value which are:
 - Masters Chain : due for re-valuation in 2019),
 - Library : currently valued at £20K, valuer recommended that this is valued every 20 years and so the next valuation is due in 15 years
 - 3 sets of hand bells : valuations have been received this year from Whitechapel Bells of circa £12K for insurance purposes (new replacement) and £5,750 for second-hand value for the accounts.
 - iv. Insurance Policies
 - Current Situation - There are currently 6 individual insurance policies. There was some discussion regarding the number of policies and the rationale for both the selection of insurers and individual policies.
 - Proposal - It is proposed that the current policies are rationalized into a single insurance policy with Ecclesiastical. This has a number of advantages including:
 - Maximum age of those insured will be 80 years old (current policy is only age 70)
 - Most PCC use the same insurance company (around 95%) and therefore any insurance claims should be “seamless”.It was agreed that a presentation was given at the AGM. All insurance policies (with the exception of the 3 hand bell policies) have been extended to July 2019.

ACTIONS : SG to check insurance status for mini-rings in private houses.
 - **POST MEETING NOTE:** Marcus Booth (Fellow of the Chartered Insurance Institute and a Chartered Insurer) was a speaker at the recent ART Conference. The following is a link to his presentation can be found here [Insurance and Bell Ringing: What you need to know](http://ringingteachers.org/application/files/6915/5154/5231/Insurance_Bellringing_-_What_you_need_to_know_-Marcus_Booth.pdf) ([http://ringingteachers.org/application/files/6915/5154/5231/Insurance_Bellringing - What you need to know -Marcus Booth.pdf](http://ringingteachers.org/application/files/6915/5154/5231/Insurance_Bellringing_-_What_you_need_to_know_-Marcus_Booth.pdf))
- c. *Unrestricted fund value / Projects Fund Proposal* - This has been discussed at several previous meetings and the principle has been agreed. SG distributed a paper; in summary this proposed to keep a reserve (equivalent to 12 months running costs for the association) in the unrestricted fund; whilst the

remainder is moved to a restricted "Special Projects" fund. At the end of each subsequent year any surplus in the unrestricted fund would be moved into the new restricted fund.

There was an amount of discussion about the proposal including the name of the fund which will be changed to "Development Fund".

The proposal was unanimously agreed

ACTION: SG to present at the AGM.

- d. *Sussex Young Ringers* - There was little change in the status of the fund as most events had been local and not incurred significant cost.

On behalf of the Committee, the Master thanked Sue for her work as treasure and in handling insurance.

5. Nominations – were as follows:

- a. *General Officers*
 - i. Master – Rob Lane
 - ii. General Secretary – Hamish McNaughton
 - iii. Treasurer – Sue Gadd
 - iv. Safeguarding Officer – Sue Child (Billingshurst)
 - v. BRF Secretary – Graham Hills
 - vi. Trustee – Jonathan Franklin (to replace Jack Burton)
 - vii. Central Council 5th representative – Sue Gadd
- b. *Vice Presidents* – No nominations
- c. *Honorary Life Members* – No nominations
- d. *Central Council Representatives 2020-2023* – No further changes (with the exception of 5a above) to current representatives were proposed.
- e. *Team Leaders*
 - i. Training - SG volunteered to draft a training strategy to try to re-start the Training team as there were concerns about the retention of ringers recruited as part of the "Ringling Remembers" campaign. It should be noted that any events would be intended to supplement what the districts are already doing (and NOT to replace district events). It was emphasized that this should be fun and inclusive.
 - ii. Recruitment - It was agreed that "recruitment" should move from Training to Publicity (although it was noted that this would be a "large" role). It was noted that any recruitment strategy should be aligned with "teachers" availability. **ACTION: JH to develop recruitment strategy**
- f. *BRF District Representatives* - Simon Alford (N), Rick Clay (W), Nick Cullen (S), Pip Pawley (E)

6. Succession Planning

It was agreed that this should be a standing item on future agendas.

ACTION: ALL try to get new members involved in committees.

7. Future Association Events

- a. *AGM (Eastbourne)* – 11th May : this will be preceded by ringing all details are on the SCACR website.
- b. *2019 Horsham Year of Culture* : No action is being taken at this time
- c. *South of England Show* - 6th to 8th June: SCACR have been invited to supply a stand and 14 tickets per day are being made available. Alan and Mary Collins have offered

to bring their Dewby's Bells mini-ring as last year to support the event (health allowing); it was agreed that their accommodation would be funded. It was agreed that an alternative location would be requested within the sanctuary area (however it was noted that this was somewhat outside our control). It was agreed that this event should be viewed as a publicity event and NOT a recruitment event.

- d. *Sussex Quarter Peal Week* - 13th to 22nd September: The dates are specifically aligned to heritage open days.

It was agreed that the event should be extended to include extra ordinary challenges (in addition to quarter peals) to be inclusive of people recruited under the "Ringing Remembers" campaign.

ACTION : JH to draft guidance.

- e. *Training Events*: It was not possible to organise these during February or March due to lack of tutors. **ACTION : DK to arrange training events in October**

- f. *Barn Dance*: This has not yet progressed but is "in hand".

ACTION : JH to organise for end of September.

8. Any other business

- a. *Charitable Status*: A proposal to change the charitable status has previously been discussed and a SWOT has been produced (this was primarily being driven because of the personal liability of trustees). There is no option to amend the current charity status to a CIO therefore the process would involve the closing of the current charity and setting up of a new CIO charity. The conclusion is that whilst there may be a benefit that the risk (i.e. the Association may not be granted charitable status) and the work involved in doing this (i.e. we would need to change our rules / policies and procedures) would not make it worthwhile. It was agreed that the charity status would not change at this time but that the liability of the trustees would be mitigated (as much as possible) via the insurance policies.

- b. *Steering Group* – A steering group was set up at the last AGM, there have been 4 meetings; it was agreed that the steering group would cease after the AGM. Rob and Hamish both commented that these meetings have been very useful and thanked Sue and the Trustees.

- c. *Annual Report front cover*: Reports and production of the material is progressing.

ACTION: JH to produce design the front cover.

- d. *Ringing Remembers Campaign* : This had been discussed with the Communications and Events Report.

- e. *Library* – At the moment the Stella is happy to continue to host the library although it should be included as a matter of succession planning going forwards.

- f. *Simulators* – EF advised that Rusper were trialing a "home-made" simulator which costs in the order of £150. If this is successful then they are willing to share the learning with other towers.

- g. *New Members* – The question was asked about how many new members had joined during 2018.

ACTION: Rob Lane to request for Jonathan Spencer to provide a formal membership report showing the number of members of each status as at the end of each membership year, to be sent to the following March General Committee.

- h. *Central Council* – This is being held in London this year and there are some open sessions which anyone can attend.

- i. *Membership Rule Change* – Recently, members joining late in the year have been asked for a reduced subscription on an informal basis. It was agreed that this should remain informal rather than changing the Association rules.

9. **Date for November Meeting** – agreed as 9th November 2019.

The meeting concluded at approximately 12:45