

SUSSEX COUNTY ASSOCIATION OF CHANGE RINGERS

Registered Charity No. 268588

MINUTES OF A MEETING OF THE EXTRAORDINARY GENERAL COMMITTEE HELD REMOTELY (VIA ZOOM), HURSTPIERPOINT ON SATURDAY 6th JUNE (10.00am)

PRESENT:			
Chairman of meeting:	Rob Lane	Central Council Reps:	Steph Pendlebury (N)
General Secretary:	Hamish McNaughton		Rob Lane (S)
Treasurer:	Sue Gadd		Alison Everett (E)
Minute Taker:	Julie Quinn		David Kirkcaldy (W)
			Sue Gadd (5th)
Trustees:	Margaret Sherwood		
	Jonathan Franklin	District Secretaries:	Steph Pendlebury (N)
	Mark Dawkins		Richard Neal (S)
			Marion Hollands (E)
Safeguarding Officer:	Sue Child		Moya Hills (W)
BRF Secretary:	Graham Hills		
		District Reps:	Pip Pawley (E)
Webmaster:	Richard Pendlebury		

1. Apologies for absence

No apologies were received.

2. Minutes of the meeting on 7th March:

The following amendments were requested

- Item 9. Last sentence duplicates information in the previous paragraph and so should be removed.
- Item 4. First sentence should read 'for signature' (not for comment)
- Item 4. Last paragraph, the example should also contain 'organist'
- Item 6. Should read '5th rep' (not Western rep)
- Item 8. should read 'recommended' (not required)
- Item 11. First bullet, the agreement should be copied from the previous minutes.

With the exceptions of these they were agreed as being a true and accurate record of the meeting.

3. AGM Feedback:

- a. **Reports** - There have been no questions regarding individual reports.
- b. **Voting** - A summary of voting had been distributed prior to the meeting. Several emails have been received praising the on-line voting system (one email which questioned the procedure regarding abstaining vs voting against). It was noted that this is the largest response for voting at an AGM. There was a discussion regarding changing the Association Rules to allow a more flexible voting system on a more permanent basis, it was agreed that this is a topic for a separate meeting.

ACTION: HMcn include review of AGM format to next meeting agenda

**RICHARD PENDLEBURY AND JONATHAN SPENCER WERE THANKED FOR
ARRANGING THE ON-LINE AND POSTAL VOTES**

- c. **Honorary Life Membership** – Rob Lane has already contacted Alan Collings and advised verbally that he had been granted honorary life membership. A certificate is available and it was agreed that in the short term (due to COVID19 restrictions) an informal presentation could be made by local family members with a view to a more formal presentation when social distancing allows.
ACTION: HMcN to ensure Honorary Life Membership is fixed agenda item in future
ACTION: RL to write to Alan confirming granting of Honorary Life Membership and arrange presentation of the certificate
- d. **News Articles** - It was agreed that two good news stories had come out of the ‘virtual’ AGM and that new articles should be written for both
ACTION: RL to write an article regarding Alan Collings
ACTION: HMcN write an article relating to feedback on the AGM

4. Progress Report

- a. **Annual Report and Handbook** – Hamish McNaughton has produced an electronic handbook which has been published in pdf format. It was agreed that this should now be printed. There was a discussion regarding the distribution method. Approximate costs are as follows:

Distribution Method	Cost (including envelope)	Total Approximate cost
1 report to each member	£1.45 (per report)	£1,400
1 report to each tower correspondent	£3.10 (up to 15 copies)	£434

It was agreed that reports should be posted to tower correspondents for onwards distribution.

There was a discussion regarding how Annual Report & Handbooks should be produced in the future eg. paper vs pdf. (It should be noted that there may be an issue regarding income from advertising which we may not be able to recover if we use an o-line version). It was agreed that this should be investigated in the coming year.

- ACTION: HMcN to arrange printing of Annual Report & Handbook**
ACTION: RP to arrange packaging & Posting to Tower Correspondents
ACTION: HMcN to advise how ‘other’ reports (non tower) should be distributed
ACTION: RL to investigate format of Annual Report & Handbook 2021

**THANKS WERE GIVEN TO EVERYONE THAT HAD CONTRIBUTED TO THE ANNUAL
REPORT & HANDBOOK**

- b. **Risk Management Policy** - The document was reviewed during the meeting; title has been changed to H&S Policy and a few alterations have been proposed to the one that has been distributed which were outlined during the meeting. The following changes were proposed during the meeting:
- Outings was included twice (first and last bullet point)
 - Section 3.3 should refer to Stewardship and Management Workgroup

Rob Lane proposed the H&S Report and David Kirkcaldy seconded. The H&S Policy was unanimously agreed with the above amendments.

There was a discussion regarding how the H&S policy should be implemented, it was suggested that a meeting was arranged (4 district secretaries, plus a few others eg. CODGERS, young ringers) to progress implementation. It was noted that it should be made clear that the H&S Policy should be used as a template to encourage individuals to think about H&S and risk, and that if an assessment is not conducted that the insurance policy may be void.

ACTION: HMcN to arrange meeting to discuss implementation of H&S Policy

THANKS WERE GIVEN TO SUE CHILD AND MARK DAWKINS FOR THEIR HARD WORK IN PREPARING THE H&S POLICY

c. *Communication Guidelines for event organisers*

Steph Pendlebury and Hamish McNaughton have been producing a framework for the guidelines and have all of the information required.

ACTION: HMcN & SP to produce guidelines

5. Accounts

a. ***How lock down has affected our spending*** - There has been no income during lock-down as there has been no fundraising howeverthere are also no expenses claims. Two items in particular were discussed:

- *Subscriptions* - It was noted that a subscriptions were still awaiting from few towers (circa 10).

ACTION: RL to speak to Jonathan Spencer regarding outstanding subscriptions

- *Young Ringers Event* – Accommodation expenses, which had been paid in advance have been refunded however the entry fee for the competition has not (as yet) been refunded
- *Venue Hire* - The hall hire costs for the November EGM have been paid however it may still be possible to meet; all other venue hire costs have been refunded

b. ***Insurance renewal*** - Insurance renewal is due, quotations have been received from both insurance brokers. It was agreed that the Steering Group should be responsible for arranging insurance renewal this year.

ACTION : Steering Group to arrange insurance renewal

6. Organising Activities (& communications) during lock-down

Steph Pendlebury had organised an on-line poll regarding ringers preferences for events. There was also a discussion regarding activities that individual tower were doing to engage members. It was agreed that the following organised activities would be arranged:

a) **Quizzes** – It was agreed that an on-line quiz should be held with each region providing 2 rounds of questions.

ACTION: RL to organise.

b) **Shared Resources** – a number of videos have been released including some from CCCBR, those specifically mentioned were:

- <https://cccbr.org.uk/2020/05/27/index-of-youtube-training-videos/>
- https://www.youtube.com/playlist?list=PLmJrg8hOwm_qEMdydGX8FRhOMQNbR-eFN

it was agreed that these were good resources but are probably best used as part of other learning interventions eg. Facilitated Ringing Room Sessions.

c) **Facilitated Ringing Room Sessions** – It was suggested that there may be an opportunity to bring together co-horts of learners (at different stages) and run facilitated sessions. Caroline House has written instructions on the use of Ringing room.

ACTION: SC to send out set of rules for using ringing Room

ACTION:SP to write a communication encouraging people to join Ringing Room

ACTION:SC to request a beginner to write a paragraph on advantages of Ringing Room

- d) **Higher frequency of newsletters** -. It was agreed that issuing of monthly newsletters would restart from July, it was proposed that a different person from the committee should distribute them each month with a personal email.

ACTION: SP to organise

7. Actions required for future planned association events

All events have been cancelled with the exception of:

- Quarter peal week – it was agreed that in principle this event should be replaced by another activity
- 2 day ringing course – planning for this has not yet started, was agreed that in principle this could be replaced with a programme of webinars or training resource etc.

8. AOB

- a) When will we ring again – this is a document which has been distributed by Central Council, it was suggested that this was not distributed until Churches lift restrictions on who can enter a church.
- b) Ringers affected by COVID19 - It was noted that there may be a national recognition of ringers who have been effected
- c) Ringer from Uckfield has donated 3 Steve Coleman books to the associations.
- ACTION: all to identify anyone in the association who may benefit from these**
- d) It was suggested that AGM's could be held virtually or have a virtual video or PPP, this will be included in the action in section 3b

ACTION: RL to speak to other associations regarding their experiences

9. Date for next Meeting

It was agreed that monthly meetings should be held throughout lockdown.

ACTION:RL to will write an article advising members

Next EGCM will be Saturday10:00 first Saturday of the month (4th July)

The meeting concluded at 12:49