

**Meeting of the
Suffolk Guild of Ringers Management Committee
2pm Sunday 28th June 2020
Via Zoom virtual meeting
Minutes taken by Neal Dodge**



1) Welcome

- a) The Chairman opened the meeting at 14:09 and welcomed members to this first virtual GMC
- b) Members present:
 - i) **Officers**; Chairman Rowan Wilson, Treasurer Stephen Cheek, Chairman of the Belfry Advisory Committee Winston Girling, Secretary Kate Gill, Ringing Master Tom Scase,
 - ii) **NW District**; Neal Dodge, Cath Colman, David Steed, Maureen Gardiner.
 - iii) **NE District**; Sarah Plummer, Dave Goldstone, Philip Gorrod,
 - iv) **SE District**; Jenny Scase, Abby Antrobus, Mary Garner, Mark Ogden
 - v) **SW District**; Pauline Brown, Richard Knight
 - vi) **Guest**; Chris Davies

2) Appointment of Chairman of the Belfry Advisory Committee

- a) Winston Girling has stepped down as the BAC Chair and in lieu of an election at the AGM which was not held as planned the GMC will make an interim appointment until an AGM can be held.
- b) Chris McArthur (BAC Secretary) proposed that Chris Davies be appointed to the role seconded by Winston Girling. His appointment was unanimously approved by the committee.
Post meeting note: Chris was elected as the Chairman of the BAC at the AGM

3) Apologies

- a) Apologies were received from, Tony Read, Jonathan Stevens, Tim Forsey, Tracey Scase

4) Absent friends

- a) The meeting remembered:
 - **George Pipe**
George had been a member at Grundisburgh & Ipswich for over 75 years having joined the Guild during the war. He held the posts of Guild Ringing Master (1964-1969), Guild Chairman (1980-1982), Vice President, and Honorary Life Member. He rang 898 peals for Guild between 1945 and 2012. He passed away on the 3rd March aged 84.
 - **Anne Haywood**
Ann had been a member at Brandeston for 14 years having joined the Guild in 2006. She passed away on 8th April aged 73.
 - **Delia Hammerton**
Delia had been a member at Sproughton for 17 years having joined the Guild in 2003. She passed away on the 8th May aged 78.
 - **Coral Fry**
Coral had been a member at Tunstall for 15 years having joined the Guild in 2005. She passed away in May aged 84.
 - **Mick Edwards**
Mick was an NRLM living in Essex. He was the most prolific NRLM peal ringer having rung 440 peals for the Guild between 1957 and 2016. He passed away on 8th April.
- b) Mark Ogden requested that any obituaries to be written and passed to him as soon as possible rather than waiting till the end of the year.

5) Minutes of the previous meeting

- a) The minutes from the meeting on Sunday 1st March 2020 had been circulated prior to the meeting.
- b) Mary Garner raised a query around the wording of Chris Garner being listed as 'not present' for his report as he is not an attendee of the GMC. This was agreed to be clarified.
- c) Cath Colman proposed they were accepted as a true record of the meeting; Abby Antrobus seconded the proposal. The committee unanimously agreed.

6) Matters arising from the previous minutes

a) Action Log from last meeting

Item No.	Action	Action Owner	Update at this meeting
5aii	Provide an update on the website review at the next meeting.	Rowan Wilson	Website review to be covered later in the meeting
5aiii	Provide an update on the replacement Mitson shield at the next meeting.	Jonathan Stevens	Jonathan Stevens was absent but had indicated that he would be happy to create a replacement for the Mitson Shield. As the competition was not held in 2020 that gives us an extra year to replace it. A suitable shield could be obtained commercially as well.
6a	Post Ray Banks' poem on the Guild website.	Rowan Wilson	The Poem is now on the website www.suffolkbells.org.uk/BanksPoem.php
6c	R&T will lead the support of the CCT 'learning the ropes' taster day at St Peter's Sudbury including contacting neighbouring associations.	R & T members	CCT scheme did not start due to Coronavirus but plans are still in place to hold this when possible
7bi	Put the latest Recruitment & Training minutes on the website	Rowan Wilson	Feb & June Minutes were posted on the website: www.suffolkbells.org.uk/RandTminutes.php
10a	Draft a message to be sent out to the Guild regarding churches paying subs and its implications as a loss of funding for the Guild.	Stephen Cheek	No message was sent out because of lockdown restrictions meaning that more no subs had come in but Stephen committed to distributing a message when it came to round to paying subs again.
11a	Present drafts of proposed policies to the GMC	Policy Subcommittee	Drafts are finished and were sent by email round to GMC members after this meeting. Action- GMC members to review policy drafts with a view to adopt them at the Oct GMC
12a	Speak to Philip Gorrod regarding the future of the Guild history and potential authors.	Rowan Wilson	<i>Post meeting note: At the AGM the Salter family volunteered to take on the project.</i> Action- Philip to speak with Diana Pipe on the future of the project Action- documents to be collated and transferred to the Salter family
18a	Speak to Chris Garner regarding the posts of Data Protection Officer & Controller	Rowan Wilson	Chris agreed to take on both roles.
24d	Draft amendment to the Grant Terms & Conditions to clarify the section on exclusions.	Stephen Cheek	A proposal was made which is discussed under the next item

7) Amendment to the Grant Terms and Conditions

a) It was proposed by Mary Garner and seconded by Kate Gill that section 5b of the Grant Terms and Conditions be deleted and replaced by:

“b. *The costs eligible for a grant shall be those actually incurred for materials and services. They shall exclude:*

- i. the value of any voluntary labour*
- ii. VAT where it is reimbursable”*

The committee approved this change unanimously.

b) **Action-** A proposal to clearly state in the terms and conditions the commitment made by parishes to whom we award grants will be brought to the next meeting.

8) Correspondence

- a) A resident of Rattlesden and supporter of the bells emailed and asked if plans were being made to have a mass ringing event once restrictions were lifted. Neal and Rowan replied thanking him for his support and noting that the CCCBR had something along those lines with the 'Ringing Returns' campaign but naturally it will be a long while before normal ringing can resume in full.
- b) Neal had an enquiry from a possible ringing recruit in the Ipswich area, this was passed on to the SE district team.
- c) A question was asked by the Bury St Edmunds Association of Registered Tour Guides regarding the flat 6th at the Norman Tower, a reply was sent back.
- d) Rowan thanked Kate and Neal for their work on keeping a watch on and disseminating the CCCBR guidance on ringing restrictions which has been so crucial in the past 15 weeks.
- e) John Girt asked Abby and Rowan whether the Guild would still like his copies of the Ringing World for the library and they confirmed that we did and thanked him for doing so.
- f) John Loveless requested whether the Guild held a copy of the 1973 Ringing World edition marking 50 years of the Suffolk Guild for George Pipe's Biography. A photocopy was passed to him.

9) Officers' Reports (*The reports are attached to these minutes.*)

a) Treasurer's Report (Stephen Cheek)

- i) Mark Ogden asked Stephen how much we were down by. Stephen said that the Guild had taken around £7,300 so far this year compared to around £7,500 last year. The push on members to pay their subscriptions at the beginning of the year had helped matters.

b) Ringing Master's Report (Tom Scase)

- i) No comments

c) Recruitment and Training (Rowan Wilson)

- i) Rowan noted that Jenny Scase did have an ART module 1 course booked, the intention is to defer this rather than cancel it.
- ii) **Action-** Rowan will contact the organisers of 'Gather' the diocesan youth event to ascertain the status of the 2020 event and whether the Guild can attend.

d) Belfry Advisory Committee report (Winston Girling)

- i) Winston gave a positive report on the progress of the Stowmarket restoration.
- ii) The intention is for the BAC to meet in Oct but it may be on a virtual platform.
- iii) Winston stated that he did not wish to continue as technical advisor in the long term due to his age. *Post meeting note: Alan Moulton and Jed Flatters were appointed as technical advisor at the AGM*

e) Membership Secretary & Safeguarding Officer (Mary Garner)

- i) No comments

f) Public Relations Officer (Neal Dodge)

- i) Neal reported that there's plans to have teaching centre installed at St Clement's church in Cambridge with a ring of six. The set up will be similar to Mancroft Ringing Discovery Centre including a paid centre manager. <https://bells-of-stclements.scy.org.uk/>
- ii) Rowan reported that the Norman Tower did some handbell ringing for Suffolk Day which was posted on BellBoard <https://bb.ringingworld.co.uk/event.php?id=13028>

g) Webmaster's Report (Chris Garner)

- i) Rowan said that Chris was a saviour for all his work on the website and email system especially during this period when we have had to distribute information to members and thanked him for his dedication.
- ii) Richard Knight commented that some Guild emails were getting sent to his spam inbox and had heard of this happening to other members. Other GMC members recommended that he mark Guild emails as 'not spam' and add the '@suffolkbell.org.uk' address to his email system's allowed list to ensure Guild emails end up in the main inbox.

- h) The officers' reports were proposed for adoption by Mark Ogden and seconded by Jenny Scase. The meeting unanimously approved their adoption.

10) Applications for grants and grants outstanding.

a) New grants

i) Winston reported that the BAC had not been able to meet as normal but discussion has taken place between all BAC members on email and they have made recommendations on the grants.

ii) Framsdén

- (1) Under section 5d of the grant terms and conditions applicants must demonstrate certain recruitment and training activities to that end Tom Scase emailed the local contact some time ago asking for evidence and had not received any response so therefore the application doesn't meet the necessary requirements at this time.
- (2) Winston also asked some technical questions and likewise did not receive a response.
- (3) **Action-** BAC to write to Framsdén stating that their application for a grant was not considered because of a lack of both technical and recruitment/training information relating to grant requirements.
- (4) Neal asked whether it would be appropriate to secure permission to remove the current two tier frame (circa 1800) before progressing with a grant as it's removal was key to the viability of the project.
- (5) Abby agreed with Neal and said that as someone who is often on the receiving end of heritage documents that the earlier the work can be done and submitted the better the outcome. Abby also offered her help and advice on the heritage assessment required to remove the frame.

iii) Barham

- (1) Taylors have been selected as the contractor with the four existing bells being augmented to six with two new trebles. The tenor is a listed bell having been cast by Stephen Tonni in 1587, Winston and Alan Moulton (DAC bells advisor) agreed that it needs tuning as part of the project, the project team is prepared to secure permission to do so. The bells are to be hung in the intermediate chamber with the existing medieval frame to be retained above. The bells will be rung from the porch and the church have committed to using the church's North entrance when the bells are being rung.
- (2) Evidence had been received on the recruitment, training, and retention of learners for Barham and the R & T committee at their last meeting found it to be very acceptable. A number of learners have already been trained to a basic level and had attended Guild events. As such this project meets the requirements under the Grant Terms and Conditions.
- (3) The project has already secured donations for half its fundraising target including the two new bells quoted at £19,570. The remaining eligible cost is £61,385 for the rehang of the bells plus £7,414 for the new sound floor above the porch less £6,639 of volunteer labour making a total amount for the basis of the grant of £62,160 excluding VAT.
- (4) Abby commented that a large housing development was planned in Barham and asked whether that posed any concern to the project. (Mid Suffolk Ref 1856/17) No one on GMC knew the answer but Abby later confirmed that permission had not yet been granted and there was buffer zone meaning the nearest house would be ~230m away from the tower.
- (5) The grant recommended is £6,200, proposed by Chris Davies seconded by Maureen Gardiner. This was unanimously approved by the meeting.
- (6) Neal thanked Winston for providing details of the projects in advance. He remarked on the importance of having the correct details for the grants as the confirmation that the two trebles were already funded had not been received until confirmation was sought within the last week meaning that we could have potentially awarded a larger grant than was necessary.

iv) Exning

- (1) The clappers for the ring of six have been overhauled at a cost of £2,730 with the work having already been completed.
- (2) The meeting resolved that it was unacceptable to have parishes coming to the Guild after the work has been completed expecting a retrospective grant as that goes against our terms and conditions.
- (3) Rowan stated that this proposal should not have come to the GMC in the first place as it contravenes our grant process under which the BAC operates. Winston commented that he was disappointed the parish did not first approach the BAC before the work was carried out as assistance and advice could have been given.
- (4) **Action-** BAC will write to Exning stating the GMC decision not to consider a grant.

b) **Grants outstanding**

i) **Hitcham**

Their new bell has been cast and they've had a mould of the Guild logo created which will be used on some of the ironmongery to reflect our contribution. The mould is with Taylor's and can be used on future projects. The ringing gallery has now also been completed.

ii) **Fornham St Martin**

Matthew Kemsley, the project lead, has said they are a bit behind on their fundraising so the work won't be able to start for a while yet.

iii) **Ipswich St Clement**

Stephen noted that this grant expires in October under the three year rule. Work is continuing so the committee agreed to extend it and consider it at the next meeting.

11) Non-Resident Life Members

- a) Nicholas R Wilson and Paul M Mason are the NRLMs which require ratification.
- b) The meeting unanimously ratified these members.

12) Guild Dinner

- a) Rowan had contacted the Bishop's office to confirm his attendance and was told that he was not taking commitments for 2023 and we should contact the office in Summer of 2022 instead. This not a suitable answer as we need to know the Bishop's availability before confirming a date. GMC members recommended that Rowan speak directly with the Bishop rather than going through his chaplain.
- b) The dinner organising team is made up of Kate Gill, Abby Antrobus, David Everett, and Tim Forsey.
- c) We have had any offer from Alan Mayle to use Ashlar House, the Masonic Lodge in Eastern Way, Bury St Edmunds to host the dinner.

13) Website review

- a) Rowan said that she would like to see the website focus content around audiences; so non ringers, R&T committee, Guild members etc.
- b) Mary Garner said that Chris Garner would be happy to come to Guild meeting to discuss any proposals for the website.
- c) Rowan said that she wished to expand the current set of photos on the website and had been contact with a few of the Guild's keen photographers. Mark Ogden also offered his help and remarked the work on the Ringing World calendar would compliment this.

14) Handbell Insurance

- a) It had previously suggested that the Guild should not renew the handbell insurance because of the small amount of donations received for their infrequent use. In 2019 £50 was received in donations and the insurance was £270.
- b) Rowan has spoken to Brian Whiting, the Guild handbell trustee, and he is wary of getting rid of the insurance. Rowan also commented that as handbell ringing is less restricted that tower bell ringing their use might increase over the next few months.
- c) Stephen Cheek said the had enquired on the nature of the insurance cover and got an inconclusive answer as to whether they were insured when away from Brian W's house and to what extent they were covered. Rowan said that if a set of handbell were stolen or broken the Guild wouldn't be likely replace them as they were given to us in the first place and weren't being used.
- d) The GMC agreed to discuss it at the next meeting.

15) Guild Events

- a) The meeting discussed the plans for the AGM and whether to plan a physical, or virtual meeting or defer till April 2021. Members commented that other organisations including large charities and local government have deferred for a year so there is no necessity to hold a. AGM.
- b) Mary Garner said that there were a number of members who didn't have an email address on the membership database and therefore possibly couldn't access an online meeting and offered the possibility of contacting them by post to explain the situation. Mark Ogden said that members that couldn't get online could be offered a proxy vote.
- c) The committee resolved that an AGM would be held by Zoom on the planned date for the eight bell striking contest (19th September). A separation preparation meeting would be held.
- d) The committee agreed that all cancelled events including the striking contests and socials will be rolled over in 2021 with no rotation between the districts.
- e) Rowan is looking to explore handbell activities with the possibility of holding an event and will look to see if something similar has been done elsewhere.

16) Returning to ringing

- a) Rowan shared with the committee a summary of the guidance and an example risk assessment she had done for the Norman Tower. Members agreed it was a useful resource and should be shared more widely with the Guild. *Post meeting note: this was emailed out to all members.*
- b) The committee discussed both virtual ringing and in person meet ups that could be arranged to ensure ringers continue to be engaged during this period. Members agreed that because of the limit on numbers both in terms of efficiency on virtual platforms and in person due to legal restrictions this should be done at tower/tower cluster basis. Rowan asked members to share ideas on what activities their towers had been doing and what worked for them. *Post meeting note: virtual ringing suggestions were sent out by Rowan and posted on the website <https://www.suffolkbells.org.uk/VirtualRingingResources.php>*

**Members thanked Rowan for chairing the meeting.
Meeting closed at 16:17.
Date of next meetings: Sunday 25th Oct 2020.**

Action Log

Item No.	Action	Action Owner
6a	To review policy drafts with a view to adopt them at the Oct GMC	GMC Members
6a	To speak with Diana Pipe on the future of the Suffolk Guild history project	Philip Gorrod
6a	The Suffolk Guild history documents to be collated and transferred to the Salter family	Philip Gorrod
7b	A proposal to clearly state the commitment made by parishes to whom we award grants will be brought to the next meeting.	Neal Dodge/GMC members
10aii3	Write to Framsdon stating that their application for grant was not considered because of a lack of both technical and recruitment/training information relating to grant requirements.	BAC chair/secretary
10aiii5	Write to Barham confirming the approval of their grant along with the standard conditions	BAC/Treasurer
10aiv4	Write Exning stating the GMC decision not to consider a grant because the work has been completed	BAC chair/secretary