

Meeting of the Suffolk Guild of Ringers Management Committee

2pm Sunday 20th June 2021 Via Zoom virtual meeting



Minutes taken by Neal Dodge

1) Welcome

- a) The Chairman opened the meeting at 14:00 and welcomed members especially Katharine Salter to her first meeting as Ringing Master.
- b) Members present:
 - i) **Officers**; Chairman Rowan Wilson, Treasurer Stephen Cheek, Secretary Kate Gill, Ringing Master Katharine Salter.
 - ii) **NW District**; Neal Dodge, Maureen Gardiner
 - iii) **NE District**; Sarah Plummer, Philip Gorrod.
 - iv) **SE District**; Jenny Scase, Mark Ogden, Mary Garner.
 - v) **SW District**;- *none*

2) Apologies

Apologies received from David Steed, Dave Goldstone, Pauline Brown, Abby Antrobus, Tim Forsey

3) Absent friends

Although not a current member Sarah Plummer noted that David Thompson of Worlingham has passed away in the previous week.

4) Minutes of the previous meeting

- a) The minutes from the meeting on Sunday 25th Feb 2021 had been circulated prior to the meeting.
- b) Rowan said that Kate Gill would take the action list and issue that out soon after this meeting rather than having to wait for the full minutes to be produced.
- c) Mary Garner queried the item in the action under audit of members given it was to be discussed at the next GMC (i.e. this meeting) but wasn't on the agenda. Rowan said this was because we weren't fully out of lockdown.
- d) The minutes were proposed as a true record of the meeting by Kate Gill and seconded by Stephen Cheek and accepted unanimously.
- e) Stephen commented that by the time of the next meeting he would no longer have access to a paid Zoom account. Rowan thanked Stephen for setting up these virtual meetings and managing the recordings.

5) Matters arising from the previous minutes

- a) Action Log from last meeting

Action Log

Item No.	Action	Action Owner	Update at this meeting
7a iv	Consider an audit of members post lockdown and whether still having free membership is appropriate.	Next GMC meeting	As lockdown hasn't ended this action will be passed forward.
8b	Current and former Guild officer holders to start putting together a short biography for the Guild history project.	Current and former officer holders	Katharine reported that apart from brief conversations she hadn't received anything. She would happy to be sent the biography in whatever form including a list of bullet points. Her target is to have the material by Jan 22.

9a	Members to review the recent changes to the website and pass any comments to Rowan.	GMC members	Rowan had received a few comments, this action will be passed forward.
18a	Send out an offer of support on maintenance matters in preparation for the restart of ringing led by the BAC and to share this with the Diocese.	Chris Davies/Neal Dodge	The offer had been sent out to tower contacts and shared round the diocese via eNews email.
18b	Pass on details of volunteers to the Ringing Recovery network Coordinator	Neal Dodge	5 members came forward (2 NE, 1 from each the 3 other districts), their details have been shared with the network coordinator and have been invited to the meetings.

6) Correspondence

- a) Rowan has received correspondence from John Loveless regarding a commemorative handbell peal at Leiston to celebrate 100 years since the Bailey Brother rang Stedman Cinques. This will be rung for the Guild.
- b) Neal had received a letter from the Lord Lieutenant of Suffolk, Lady Clare, thanking us for the tolling we did to mark the passing and funeral of HRH Prince Philip. *This is on the website*
<https://www.suffolkbells.org.uk/pdfs/LordLieutenantsLetterPrincePhilip20210514.pdf>

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

a) Safeguarding (Mary Garner)

- i) Mary Garner drew the meeting's attention to the fact that new guidance has been issued by the Diocese on 24th May regarding Safeguarding training. It mandates that all tower captains and teachers should complete the 'Basic course' (previously C0), and if your role involves working with children or vulnerable adults you should complete 'Foundations course' (previously C1). The Parish safeguarding officer will also provide direction for the ringers.
- ii) Once restrictions are lifted the Diocese will hold in person training, otherwise these are accessible online. <https://www.cofesuffolk.org/safeguarding-training/>
- iii) Mary has issued a revised Guild safeguarding policy to reflect this, which has been approved by the diocese.
<https://www.suffolkbells.org.uk/pdfs/SafeguardingPolicy20210618.pdf>

b) Safeguarding (Mary Garner)

- i) Neal asked what the 473 figure in Mary's report related to, she replied that 473 was the number of members who had paid by the AGM in April.
- ii) Stephen commented that we have received 75% of subs income compared to the total for 2020.

c) Treasurer's Report (Stephen Cheek)

- i) Philip Gorrod asked what would be done about the unpaid invoice sent to Matthew Higby for the advert in the annual report. It was dedicated that Kate Gill would contact him given that she had contact with him regarding advertising in the report. *Post meeting note: Matthew Higby has paid for the annual report advert.*
- ii) Mark Ogden commented that items for the simulator funded by the Golden Bottle grant had been purchased.
- iii) Neal asked about the difference in the money raised on EasyFundraising (<https://www.easyfundraising.org.uk/causes/suffolkguildofringers/>) and the amount we had been paid. Stephen replied that there was a lag of about 3-4 months between the money being raised on the site and it being issued to us.

d) Belfry Advisory Committee report (Chris Davies- not present)

- i) Stephen commented that the Guild had received a £100 donation for Gazeley parish in thanks for the work carried out to enable the tenor to be tolled, and £50 from Falkenham in recognition of the help provided by the BAC.
- ii) Chris Birkby was ratified as a member of BAC unanimously.

e) Public Relations Officer (Neal Dodge)

Stephen asked about the plans for Suffolk day. Neal replied that Rowan had been on Radio Suffolk this morning, Rowan explained that she spoke about plans for ringing at Clare and the Norman Tower along with a handbell peal. Katharine commented that Ipswich St Laurence would be ringing and that Radio Suffolk had been made aware. *Performances recorded* <https://bb.ringingworld.co.uk/event.php?id=13765>

Neal noted that the new ringing centre at St Clement's Cambridge has placed the order for their installation so works are progressing and will be similar set up to the Mancroft centre with a paid manager.

f) Webmaster's Report (Chris Garner)

Neal commented that he had worked with Chris to resolve an issue where members' emails were bouncing back if sent to Guild addresses. This was down to the high security level set by the domain hosting company. This has been changed and any spam received to Guild addresses should be reported to Chris.

g) The reports were proposed for adoption by Stephen Cheek and seconded by Mark Ogden and accepted unanimously.

h) Ringing Master (Katharine Salter *given verbally*)

- i) Katharine attended grant inspections at Barham and Laxfield commenting that they are both good jobs, the snagging raised at both towers is in hand between Alan Moulton and Taylors. Katharine encouraged members to give their support to the bands at these towers particularly Barham where they are newly established. She noted attending the Barham dedication along with the PRO, which was a most unusual occasion given the restrictions.
- ii) Rowan and Katharine will meet with the bishop on the 16th Sept.
- iii) Two Recruitment and Training committee meetings have been held, along with a separate meeting covering the install of the simulator at Felixstowe.
- iv) Neal asked about the issues identified at Barham and Laxfield whether they were related. Katharine replied that they were separate, with the issue at Barham being around the amount of drag on the treble which is drawn, and lack of resonance at Laxfield on the back bells along with recommendation to install a rope guide in the intermediate chamber.

8) Applications for grants

No new grants were proposed

9) Non-Resident Life Members

No NRLMs have been elected since the last GMC.

10) Returning to Ringing

Mark and Maureen gave the meeting of their thoughts on the meetings of the Ringing Recovery champions network that they had attended. The meeting had a discussion on the appropriate strategy to support the return to ringing and to encourage bands to venture out of their own home tower.

11) Service of Remembrance

The meeting discussed plans for the service of Remembrance and decided that Laxfield would be suitable venue with the service to be held sometime in October.

12) Events for 2022

- a) Rowan explained that following the normal rotation the events for 2022 the AGM would be in the SW, Six bell striking contest in NE, and Eight bell/social in SE. Then for 2023 the AGM will be in NE, Six bell in NW, and Eight bell/social in SW.
- b) For St Edmund's clapper, Rowan asked for thoughts on how to proceed but was minded to repeat last year's format of a district by district basis.

13) Succession planning

- a) The treasurer role is coming up for renewal in 2023 but given the importance of the role Rowan & Stephen would like a successor to shadow for a year to get a handle on what tasks are to be carried out. A suitable person is to be sought for the role.
- b) Mary Garner has indicated that she wishes to step down from her role as Safeguarding officer at the 2022 AGM. Members were encouraged to consider possible successors.

Meeting closed at 18:02.

Date of next meeting 24th October at Laxfield

Suffolk Guild of Ringers
Safeguarding Report to the GMC
20th June 2021

No safeguarding issues have been raised with me since the last meeting.

There has been a development regarding Safeguarding Training. The Diocese issued updated guidance at the end of May and the Suffolk Guild Policy is currently being updated in consultation with the Diocese. It appears that any training which is necessary will be covered by two courses **Basic Awareness** and additionally, for some, **Foundations**. These courses are on line but there are plans for face to face delivery once the Covid 19 situation allows.

Mary Garner
Membership Secretary
9th June 2021

Suffolk Guild of Ringers
Membership Report to the GMC

20th June 2021

Since the February report I have received applications from 3, now elected, members. I have sent a welcome letter and information to each but no certificates at present.

I have received one enquiry about joining the guild from someone recently moved into the county.

I have recorded the passing of one member in 2021, John Brown from Mildenhall. He died on January 17th, aged 85.

Currently there are 473 members.

Mary Garner
Membership Secretary
9th June 2021

SUFFOLK GUILD OF RINGERS

General Management Committee Meeting 20 June 2021

TREASURER'S REPORT

Funds summary as at 08 June 2021

Funds 08/06/2021

General Fund	11630.27
Restoration Fund	34759.38
Restoration Grants Allocated	31050.00
Library Fund	253.22
Handbell Fund	932.50
The Golden Bottle Trust Fund	4401.50
Jubilee Fund	4115.00
The Pipe Family Trust Fund	1161.96
St. Peter's Sudbury Fund	2154.70
	90458.53

Accounts for 2020

The 2020 accounts were approved by B.A.S. Accountants (our independent examiners) and appear in the Annual Report. Following the Guild AGM held in April, B.A.S. have been re-appointed for 2021.

Miscellaneous information

- A £15,000 CAF bond matured in March, and these funds have been re-invested in another 12-month bond. We also have a CAF bond of £25,000 which will mature in August. Depending upon demands for grants, this will be re-invested. Although we receive more interest in the CAF bonds than the CCLA/CBF deposit fund, the rates are so low as to make little difference. This is a factor when having to forecast cashflow requirements for grant payments, as the bonds are for a fixed period, during which no withdrawals are possible. To that end, it would be very helpful if the B.A.C. could keep me regularly advised on when the various projects will be coming to fruition.
- We currently have one debtor, Matthew Higby & Co, who advertised in our Annual Report. The original invoice was due for payment by the end of March, and two follow up reminder invoices have been sent, none of which has been acknowledged. In accordance with our own recent Financial Management Policy, I am now bringing this matter to the attention of GMC.
- We have recently been challenged by a Guild member about the use and management of our various restricted/designated funds. The trustees have taken professional advice from our independent examiners, who have confirmed that we are acting properly, and they see no reason to have any concerns regarding this matter. We should however review the wording in the Constitution (E15) pertaining to the Restoration Fund. Although this specifies the manner in which grants are administered, it does not specifically exclude expenditure on other items.
- My annual claim to HMRC for Gift Aid has yielded £2254 – a very valuable contribution to our funds.

Grants

Grants - Approved and Paid 2021

	Approved Previous Years	Approved This year	Date Approved	Date of Expiry	Grants Paid	Grants unpaid	Date Paid	Notes
Ipswich, St Clement	500.00		22/10/2017	31/12/2022		250.00	16/08/2018	Part Paid
Stowmarket	11000.00		17/02/2018	31/12/2022		11000.00		
Laxfield	12000.00		17/02/2018	31/12/2022	12000.00		20/04/2021	
Fornham St Martin	5600.00		17/02/2018	31/12/2022		5600.00		
Combs	8,000.00		30/06/2019	31/12/2022		8,000.00		
Barham	6200.00		28/06/2020	31/12/2022		6200.00		
	43,300.00	0.00			12,000.00	31,050.00		

The Restoration Allocated Fund (i.e. approved grants yet to be paid) stands at £31,050. A further £34,759 is available for new applications.

The grant for Laxfield (£12,000) was paid out in April. The Barham work has been approved by the relevant officers, but as yet remains unpaid because there has been no formal request from the PCC for payment, and more importantly acceptance of the T & Cs has not been received.

The Golden Bottle Trust Fund

A payment of £456.50 has been made for the first of the simulator systems, which has been installed in the SE District at Felixstowe.

Fundraising Initiatives

Following on from our fundraising initiatives with AmazonSmile and easyfundraising.com, we have now received small amounts from both sources (£6.31 from Amazon and £30.71 from easyfundraising.com). These donations cannot always be traced back to the donors, owing to data protection issues, so I am not able to acknowledge them all individually. I have, however, put a suitable general acknowledgement on the Guild website. These initiatives are on-going, so we will hopefully receive further donations through the schemes.

St Edmunds Clapper

The Chairman's campaign ended on 31 March 2021, and we have subsequently received a small amount awaiting allocation into the next initiative.

Stephen Cheek - Treasurer

08 June 2021

Belfry Advisory Committee Report – GMC Meeting 20 Jun 21

There have been no Applications for Grants from the Guild Restoration Fund since the 7 Feb 21 GMC meeting.

At time of writing, the refurbishment of Hitcham is complete. The Guild grant has been paid but due to covid restrictions, the bells have yet to be rung full circle as an eight.

Taylor's have also completed the refurbishment of the original 4 bells, cast 2 new bells, and placed all 6 in a new steel frame at Barham. Although the job is complete, the grant is yet to be paid. Taylor's with the assistance of our two technical advisors are undertaking some remedial work on the clappers. The bells have yet to be rung by the Guild as a 6, although the parish have rung the bells at their Service of Dedication.

Taylor's have also refurbished the original 6 bells, cast 2 new bells and installed all 8 bells in a new steel frame at Laxfield. Again, the Guild grant has been paid, but the bells have yet to be rung as an eight. Taylor's are undertaking some minor snagging to 4 of the clappers, in an effort to improve the hum on the bigger bells.

Meanwhile, Nicholson's have removed the original 8 bells at Stowmarket. The tower has been stripped and the building work largely completed, before 10 bells are installed in Summer 2021.

Alan Moulton and Jed Flatters have carried out an inspection and advised the parish at Westhorpe. Currently an 8 cwt, 5 bell tower, they plan to seek lottery funding for a 6 bell ring, in a new steel frame, lower in the tower. There is considerable local support for the restoration but it will be a while before they reach the stage of grant application.

The BAC has been busy throughout the county in the last three months. Felixstowe has had received general maintenance of the ropes and stays, plus a general tightening of the frame. Falkenham has had 2 clappers removed for re-bushing, and the local group is about to undertake a badly needed repaint of the frame. Framlingham has received general maintenance plus some repairs to a bearing. Gazeley and Hoxne have their bells hung dead, but both requested help to chime one bell from the ground floor. This has been achieved to the delight of local villagers, since it has been many years since any bell has been heard in either village. Buxhall is at the start of adding two bells to the current 6, to form a new 8. Fabrication is being undertaken by Taylor's, with the BAC helping the local group with the erection/installation. One bell (2nd of 6) has been turned and re-roped, safety barriers erected in preparation for imminent instructions from the bellhangers concerning new wall pockets.

Finally, the BAC has extended an offer to all Suffolk Churches, publicised on the website and "What's On", offering technical assistance to anyone concerned about restarting ringing after the covid stand-down. To date, we have had no requests for help.

Chris Davies BAC C Chairman 18 May 21

PRO Report Feb-June 2021

Death of HRH Prince Philip

Guidance was distributed on the ringing for the passing of HRH Prince Philip and the subsequent funeral. I was made aware of 118 towers across the Guild that rang at some point during the period of mourning, all performances were submitted to BellBoard and then appeared in Ringing World commemorative issue. No other county recorded a greater number of performances.

The tolling was gratefully received by our local communities, giving them a focal point for their mourning and marking the passing in the traditional way. Where possible plans for tolling were shared so people could listen out and take time to reflect. A great deal of positive comments were received thanking members for their efforts, and although in sad circumstances people were glad to hear the sound of bells again after many months of silence.

I wrote to our patron, George Vestey, and HM's representative in Suffolk, Lady Clare Countess of Euston informing them of the role we played in the mourning of the Duke for which they were very grateful.

Churches Conservation Trust

- The regeneration project at Sudbury St Peter is moving forward with the church due to close for the works to start in September. Following a meeting between the CCT, the architect, Derek Rose, and me in March they have confirmed they are pursuing the 'front-six' option of enabling the front six to be rung from the gallery while still retaining the ringing room for all ten. The Guild will work closely with the CCT to ensure it is delivered successfully. The Friends of St Peter are planning a ringing day in the town & Lt Cornard later in the year and ringing will be arranged at St Peter's before the church closes.
- New tenants are moving into the CCT owned church of St Mary at the Quay, Ipswich following the departure of Suffolk MIND. The new tenants are a 'church plant' from St Augustine's Ipswich, called River Church Ipswich, and are a member of the Holy Trinity Brompton Network. We've discussed our long term aspirations of restoration for these bells with CCT and the Ringing Master has a contact with the new ministry team.
- St George's church Stowlangtoft is due to be transferred to the CCT. Although these bells, a ring of four, are not rung regularly I've enquired as to impact of the change of ownership.

Restorations

- I've been contacted by members organising restorations at Westhorpe (rehang, new frame, and augment to six) and Sudbury St Gregory (rehang) to provide advice on PR matters.
- The restoration at Hoxne (rehang, new frame, and augmentation) was featured in the local newspaper <https://www.suffolknews.co.uk/stowmarket/an-agreeable-key-project-is-restoring-a-peal-9199073/>

Media appearances

- I was interviewed on Radio Suffolk (4th June) and East Point Radio (7th June) mainly on the topic of restarting ringing.
- Rowan also spoke with Radio Suffolk (30th April) on ringing for Suffolk Day.

Upcoming events

- Suffolk Day will be held as usual on the 21st June, though even with the lifting of restrictions events will be more muted than previous years. Clare is planned to be a focal point for the celebrations so I've contacted the town council and local ringers to fit in ringing, of some form, into the day's schedule. Other towers across the county are encouraged to take part, please let me know if your tower will be ringing on the day.
- Women's Tour of Britain cycle race will hold their final stage in Suffolk from Haverhill to Felixstowe via Stowmarket on Saturday 9th October. I've been in touch with the organisers and it's hoped to arrange ringing at the approximately 14 towers the route passes.
- A festival of Suffolk is planned for 2022. We'll aim to make ringing a part of this as details emerge.
- No details have been confirmed on ringing for the Queen's Platinum Jubilee in June 2022.

Correspondence

- Guidance on ringing restrictions was distributed to members with an encouraging number of towers now having restarted practice nights or service ringing. Good feedback has been received from our local communities on the resumption of ringing.
- The BAC's offer of technical help for the restart of ringing was distributed to diocese via their weekly newsletter which goes to all parishes.
- Following the excellent talk that Rev'd Max Drinkwater (Haverhill) gave on developing the relationship between the church and ringing as part of the CCCBR recovery convention, (<https://www.youtube.com/watch?v=gvhof5iX0YI>) I contacted him to ask what we can do better in Suffolk. Some ideas that were recommended we take forward include engaging with the training of curates, and forming relationships with rural dean network with a view to involve the diocese with the Centenary celebrations.
- I passed the details of four members who have volunteered to be part of the CCCBR/ART ringing recovery champions network. (1 NW, 1 SW, 2 NE)
- Collectco (<https://www.collecteco.co.uk/>), recommended by the Hitcham project team, are a charity that matches businesses who have surplus equipment and charities who could make use of items. I passed on a list of items that would be useful for towers or projects and will be contacted if these items become available.
We've already been given a number of chairs from Treatts of Bury St Edmunds as they are moving offices, and we also have the option to receive a pallet of carpet tiles. Please let me know if any towers could make use of them to see if there's enough demand for a full pallet.
- On request I gave advice to members at Hadleigh regarding a local recruitment campaign.
- I contacted a number of other associations and guilds to enquire as to what celebrations they held to mark previous significant anniversaries to give inspiration for our plans for 2023.

Neal Dodge

Public Relations Officer

Webmaster's Report for the GMC Meeting on 20/6/2021

Website

The Domain SSL certificate has been renewed.

Guild emails

544 people are subscribed to the Guild email system, 514 of these are members.

I have sent out 31 emails since the last meeting (up until 9/6/2021).

Chris Garner
9/6/2021