

# Meeting of the Suffolk Guild of Ringers Management Committee

Sunday 17<sup>th</sup> February at Stowupland Church Hall, 2pm

## Minutes

### 1) Welcome

- a) The Chairman opened the meeting at 14:06. AS welcomed members especially those joining the committee and Rowan Wilson as a guest.
- b) AS spoke about the High Sheriff's Suffolk Heritage Award which the Guild had won, he thanked ND for preparing and entering the Guild's application. AS then passed the prize of £1,000 to OC to put into the General Fund.
- c) Members present:
  - i) **Officers:** Chairman Alan Stanley (AS), Treasurer Owen Claxton (OC), Ringing Master Tom Scase (TS), Chairman of the BAC Winston Girling (WS),
  - ii) **NW District:** Neal Dodge (ND), Gordon Slack (GS), David Steed (DSt), Jed Flatters (JF)
  - iii) **NE District:** Phillip Gorrod (PG), Jonathan Stevens (JS), Mike Cowling (MC)
  - iv) **SE District:** Mary Garner (MG), Mark Odgen (MO), Jonathan Williamson (JW)
  - v) **SW District:** David Smith (DSm), Bryan Mills (BM)
  - vi) **Guest** Rowan Wilson (RW)

### 2) Apologies

- a) Apologies were received from Maureen Gardiner, Derek Rose, Sally & Alan Munnings, Michelle Rolph, and Carl Melville.

### 3) Absent Friends

- a) The meeting stood and remembered Ray Rivers and Alan Foreman.

### 4) Minutes of the previous meeting

- a) PG provided a correction to the spelling of Larking Gowen on item 5a
- b) Including the correction above, PG proposed the minutes be accepted as a true record of the meeting, GS seconded the proposal. The committee unanimously agreed.
- c) PG commended ND on the comprehensive minutes.

### 5) Matter arising from the previous minutes

- a) The meeting discussed correspondence received from Christine Knight, the peal secretary, relating to item 5bi.
- b) The committee agreed that this case should be allowed given its historic nature but steps should be taken to ensure this circumstance doesn't arise again as it does clearly contravene the current rules.
- c) MC proposed that the status of the NRLM in question should remain unchanged, PG amended the proposal to include that the status remains unchanged but not withstanding rule H5. MG seconded the proposal and the committee unanimously agreed.
- d) Mendip Ropes have paid for their advert in the report
- e) All other items have either been completed or are discussed later in the meeting

### 6) Correspondence

- a) Apart an email relating to the Heritage Award no other correspondence has been received.

### 7) Officers Report

#### a) Treasurer's Report

- i) 2017 Guild account:
  - (1) Account to 31st December reconciled. A copy has been sent to the report editor.
  - (2) Trustees Report has been completed and a copy sent to the report editor.
  - (3) Details, in round figures, relating to the 2017 account:
    - (a) Income £9,000, expenses £5,000, net income a healthy £4,000 (2016 figures income £8,000, expenses £5,500, net income £2,500).
  - (4) Restoration Fund Income:
    - (a) Gift Aid claim made for 2015 & 2016, total payment of £2,877.62 made to Guild account.
    - (b) Affiliation Scheme raised £1,600, (2016 £1,400)
    - (c) St Edmunds Clapper raised £215 (2016 190)
    - (d) Donations £800 (2016 £130)
    - (e) Interest £500 (2016 £550)
    - (f) Mini Ring Donation £145
    - (g) Total £6,160, Less expenditure £60, Net income £6,100
    - (h) Restoration stands at £69,942
    - (i) Grants unpaid at 31/12/2017 equals £27,250
  - (5) Other Funds
    - (a) Library fund £311 – no expenditure
    - (b) Handbell Fund £784– no expenditure, donation £25

- (c) Jubilee Fund £2,065 - donation £50
  - (d) Pipe family Trust Fund £1,041– no expenditure, interest added £8.48
  - (6) St Peter's Fund £1,999 – no expenditure, interest and donations added £90.04
- ii) Guild Dinner
- (1) Tickets sales to date-  
Online accounts for 59 tickets, cheque 23 tickets – total 82.
  - (2) After initial flurry of activity, sales have slowed but are continuing.
- iii) 2019 Subscription Fees
- (1) OC proposed that these remained unchanged
  - (2) AS remarked that the survey conducted by Ralph Earey at the 2016 AGM concluded that the membership would not be averse to changing the discounts given to senior members. This would enable us to raise more revenue if needed.
- b) **Ringing Master's Report (TS)**
- i) TS attended the four ADMs prior to Christmas and was pleased to see most positions filled, although attendances, as a proportion of District Members, remained low.
  - ii) Suffolk Guild Peal Week 2018 has been successful with nine members ringing their first peal. TS is inclined to run peal week again next February.
  - iii) The Guild Striking competitions on the third Saturday in May (19/05/18) will be at Earl Stonham and Debenham. Further details will be sent to members soon.
  - iv) The 12-bell competition, organised by Ian Culham, between 12 bell towers in Essex and Suffolk was held this morning at The Norman Tower, Bury ST Edmunds, and went well. RW confirmed she had just heard the results with Bury St Edmunds first, Ipswich SMLT second, followed by Chelmsford and then Saffron Walden.
- c) **Recruitment and Training Committee Report (TS)**
- i) The R&T committee had received two recent grants requests, both of which have been agreed and paid.
    - (1) Jacky Savage, on behalf of Felixstowe ringers, applied for a grant towards the purchases of books: 2 x A Teacher's Guild to Learning the Ropes (£12: 2 x £6 at full cost); 10 x A Ringer's Guide to Learning the Ropes (£3: 10 x £3, half the full cost).
    - (2) Ruth Suggett on behalf of six Guild members attending an ART Module 1 course at Horringer (4 x £15 and 2 x £20 (in FTE)).
  - ii) The R&T is continuing to discuss how best to utilise the £5,000 received from the Golden Bottle Trust. A possibility is purchasing dumb bell(s) to be located at a suitable tower, in each District. The R&T committee is meeting in early March and this will be discussed further.
- d) **Belfry Advisory Committee Report (WG)**
- i) Belfry Advisory Committee was held at Stowmarket Church on 7th February, 2018.
  - ii) Eye – attended recent Meeting at Eye and positive moves to get restoration and augmentation of the bells under way.
  - iii) St Clements, Ipswich – David and Katherine Salter and Neville Whittell working hard to sort out tower so that bells are in a better condition and frame painted and installation cleaned out. Electronic carillon being installed shortly.
  - iv) Brandeston – cracked 4th has been welded and replaced and all in order.
  - v) Little Cornard – New treble has been cast, tower fabric repaired. Expected that bells will be returned before too long.
  - vi) Hitcham – There is a positive move to get these bells restored and a new steel frame to be installed underneath the present timber frame.
  - vii) Cretingham – Bells expected back from Taylors shortly (augmentation to 6)
  - viii) Little Glemham – (5) Possible restoration.
  - ix) Redgrave – Nicholson's progressing with repairing timber frame at their works – bells to be returned to this frame which has so far has had over 50% of the timber replaced. Retention insisted on by Churches Conservation Trust at this redundant Church.
  - x) Offton – Replacement 6th bell being installed shortly. Existing bell to be retained for chiming.
  - xi) Gt. Barton – Clappers to be re-bushed in due course.
  - xii) Thorndon – Going ahead with restoration.
  - xiii) Mendlesham – Advised by Technical Advisor that bells should not be rung because of the condition of the gear on some of the bells. The 5th is particularly bad.
  - xiv) St. Margaret's, Ipswich – completion of restoration expected shortly.
  - xv) Grants were discussed at the Belfry Advisory Committee for Stowmarket, Laxfield, Fornham St. Martin, and Gt. Barton.
- e) **Young Ringers (MO)**
- i) Ambrin Williams is no longer a member of this committee; MO will take over this agenda item in future.
  - ii) MO explained that he had arranged a young ringers outing in July, with another in December. A further event is planned in July.
  - iii) MC had attended these events and thanked MO for organising. MC & MO commented that the events would benefit from more Young Ringers attending.
  - iv) MO agreed to take over the Young Ringers email address (youngringers@suffolkbells.org.uk)
  - v) Action- The committee was asked to look out for Young Ringers at district events and refer them to MO.

vi) Action- MG to ask Chris Garner to transfer the Young Ringers email address to MO.

f) **Membership Secretary (MG)**

i) Forty nine members were newly elected in 2017:

(1) NE 18, NW 11, SW 10, SE 10, comprising FTE: 7, Full: 29, 65-74: 12, 75 and over: 1.

ii) So far in 2018 MG has received forms for 6 new members, FTE: 2, Full: 1, 65-74: 2, 75 & over: 1

iii) Mindful of GDPR (General Data Protection Regulation), ie not holding unnecessary information, MG has made one amendment to the Application Form, asking only for year of birth, rather than DoB.

iv) All but about thirty of our members on email have signed a form in the last two years saying that we may use their emails for guild business.

v) MG reminded the committee not to elect people without an application form. Most districts send MG the original forms which is good practice so that forms with personal data are not skulking about.

g) **Public Relations Officer (ND)**

i) ND said there has been a lot of attention on the 'Ringing for Peace: Armistice 100' campaign including an article in the EADT which has been very welcomed

ii) We have around 20 towers signed up for ringing on the Armistice with most districts having their own plan to cover their towers which is encouraging.

iii) MC asked if there was a recruitment poster available in connection with Ringing Remembers as it is a very good opportunity to bring people into ringing. ND confirmed that there are several items of promotional material.

iv) Action- ND to add Ringing Remembers promotional material to the website.

v) JF queried whether all promotional material had to be from the official ringing remembers campaign. ND stated that this was definitely not the case and that all promotion associated with Armistice 100 is encouraged. There is no commitment for ringers to only use 'Ringing Remembers' branding as a condition of the grant from the Department of Housing, Communities, & Local Government.

h) **Central Council (ND)**

i) The next meeting of the council will be held at Lancaster University over the May bank holiday. ND confirmed he would attend.

ii) The Guild still has one vacant post for Central Council representative.

iii) ND updated the committee on the transformation of the council in light of the CRAG report and the motions past at the 2017 Edinburgh meeting. Shadow running of the new workgroup structure was underway with the motions to transfer the council to the new operating model to be put forward at the 2018 annual meeting.

**8) Applications for Grants and Grants Outstanding**

a) Stowmarket

i) As WG had an interest in this grant JS took over presenting this item to the GMC as he had done at the BAC meeting.

ii) Work to be completed- Augmentation to ten with three new bells from Eijsbouts, a new ten bell steel frame, sound control, all work to be undertaken by Nicholson's

iii) Total value of eligible works- £107,531, grant proposed £11,000

iv) MC asked if the 10 would be used enough given that Essex is littered with unused tens. PG replied that this would be a good strategic asset for the Guild as we don't have a 'nice' ten. It will also enable the local band to ring on a lighter six.

v) Proposed by JS, seconded by PG. The meeting unanimously approved.

b) Laxfield

i) Work to be completed- Augment to 8 with new frame. 6 new bells to be cast along with 2 donated from Keltek. Two bells plus the old frame will be retained.

ii) There was a discussion around the total value of the project, given that some access & structural works were required to enable this project to go ahead. The meeting agreed, in line with current grant conditions, that we should only fund the works on the bells themselves.

iii) Total value of eligible works- £120,000, grant proposed £12,000.

iv) Proposed by MC, seconded by ND. The meeting unanimously approved.

c) Fornham St Martin

i) Work to be completed- one bell recast, new eight bell frame, old frame to be removed, bells will not be augmented unless the cost of the two bells are donated, cost of two additional bells is £7,000.

ii) Total value of eligible works- £56,170, grant proposed £5,600.

iii) Proposed by GS, seconded by DS. The meeting unanimously approved.

d) Great Barton

i) Work to be completed- refurbishment of all the clappers and replace the top bolt on the 5<sup>th</sup>, work to be undertaken by Taylors. Frame & fittings date from the 1970's and have seen significant levels of ringing since installation.

ii) Total value to eligible works- £1,202, grant proposed £300.

iii) Proposed by WG, seconded by OC. The meeting unanimously approved.

**9) Data Compliance (MG)**

a) MG gave an update on the General Data Protection Regulations, which are due to come into force shortly, and the Guild's compliance with the rules.

- b) The Guild needs to consider what data we hold for individuals and whether or not it is necessary. Thankfully the Guild does not hold really sensitive information such as financial details. We certainly need to know who and where our members are. MG has changed the application form just to include year of birth, not DOB. Age is necessary for the insurance company and for our subscription categories. Email addresses are useful to make Guild Communications to our members as quick and efficient as possible.
- c) MG has considered where data is held: the bulk is by MG as Membership Secretary, the webmaster holds email addresses and the Treasurer will have some too. The webmaster & MG are very careful with other people's information. However in addition the firewall installed on the computers the files containing the data are password protected to give the best possible protection from hacking. MG holds paper copies of the forms and these are stored altogether securely.
- d) In terms of their use, the email system used by the webmaster sends individual emails to people so that addresses are never shared. When the webmasters send emails BCC is always used. This is because our members signed for their address to be used for guild business only by the officers and not for their email address to be shared with others.
- e) However MG is aware that the officers in the districts also hold email addresses. Many of these will have been taken from application forms, possibly the forms have been photocopied prior to forwarding them to MG.
- f) If paper copies of application forms are held they must be together and secure. Digital files should be password protected in addition to the firewall on the device. If emails are sent out in groups, the email should be sent to the sender and everyone else put in the BCC, for the reasons above. The email addresses can only be used for purpose for which the person consented.
- g) MG has been through the current membership and has identified 30 people who have not returned a form to me over the last two years. All the rest have and we can therefore take that as consent for us to use their addresses for Guild business only.
- h) MG made two proposals
  - i) Action- MG to write to each of the thirty people identified as not having returned a form in the past two years asking for their consent, adding that if they do not reply by the AGM they will no longer receive Guild emails.
  - ii) Action- MG to send an email to all district officers reminding them that any email addresses gleaned from application forms must be in a file that is password protected if held digitally, in addition to the firewall on the device, and that paper copies should be stored securely. All group emails sent out must be sent BCC, ie as blind copies, so that the email address is not shared, unless previously agreed by every member of the group.
- i) MG will provide an update at the next meeting.

#### **10) Safeguarding (MG)**

- a) MG has updated the Safeguarding Statement and Policy in the light of the current advice from the Diocese which has come from National Church.
- b) The updated Guild Statement & Policy has been approved by the Safeguarding department of the Diocese, ie by Dave Butcher who presented the training at Felixstowe in 2016.
- c) We can't ignore safeguarding but at the same time we mustn't get hysterical about it.
- d) MG remarked that diocese does seem to have moved away from everyone completing the C0 training which is online, for obvious reasons, although their website still says all. However they are most concerned about people who might be alone in church or who are there not at service times.
- e) MG is concerned that the advice says that all Tower Captains should do C2 face to face training. This is fine for towers where there is regular ringing; however there are around 70 towers in the diocese where there is no regular ringing but there might be someone who looks after the bells who is called Tower Captain by the Incumbent or by himself. C2 isn't necessarily appropriate here and MG is concerned we might lose good and faithful steeple keepers. MG hoped this won't be the case but might suggest that a change of title might be the sensible way forward at this point, eg Tower Correspondent or Steeplekeeper.
- f) The overriding point is that members should comply with their local guidance/rules from their Parish safeguarding officer or incumbent as they have responsibility for the tower and people involved in the church.

#### **11) Ratification of NRLMs**

- a) No NRLMs have been elected since the last meeting.

#### **12) Guild Dinner**

- a) AS gave an update on the Guild Dinner, 86 tickets have been sold so far, George Vestey cannot attend though both the Bishop and the High Sheriff will be there.
- b) AS asked for a volunteer to help the caterers with identifying people with dietary requirements. GS agreed to help.
- c) JF asked whether they'll be a seating plan. AS confirmed there wasn't going to be. DS<sup>m</sup> commented that this was a sensible approach given the trouble a set seating plan can cause.
- d) Following contact received from the Mancroft project AS has invited them to speaker at the Guild Dinner but no reply has been received. JF suggested Simon Rudd as he is involved in the project and is already attending. Action- AS will write to Simon Rudd.
- e) ND thanked AS for taking on the organisation of dinner at short notice.

### 13) AGM

- a) RW presented the plans for the AGM to the meeting and confirmed that there would be a roving mic and tea would be £5.
- b) Action- AS to send out email invite to all members with link to a copy of the Annual Report hosted on the website.

### 14) Succession Planning

- a) The meeting discussed the successors for the role of treasurer, chairman, and magazine editor.
- b) The meeting heartily thanked Sue Freeman, AS, and OC for all their hard work and for taking up office.

### 15) Any Other Business

- a) JW asked about the level of funds individual districts are allowed to hold. He'd been made aware of an informal rule about only holding £50 and this was making it difficult to operate evens throughout the year. The meeting confirm this was not a rule and other district held larger level of funds.
- b) WG questioned about the level of the restoration fund given that the grants that have been approved today total £28,900 which leaves the fund with an unallocated balance of £13,792, and whether the BAC should take this into account when recommending grants. The meeting confirmed that the treasurer would review this as an ongoing matter.
- c) WG said the BAC would be reviewing the insurance and Health & Safety policy and would present their findings to the next meeting.
- d) ND noted that it has been several years (2011) since anyone was elected as a life honorary member and that we should consider & nominate any worthy members that we know.

### 16) Date of next meeting: Sunday 10<sup>th</sup> June 2pm.

#### Action List

Item No.	Action	Action Holder
7.g.v	The committee was asked to look out for Young Ringers at district events and refer them to MO.	Whole GMC
7.g.vi	Ask Chris Garner to transfer the Young Ringers email address to MO	MG
7.i.iv	Add Ringing Remembers promotional material to the website.	ND
9.h.i	Write to each of the thirty people identified as not having returned a membership form in the past two years asking for their consent to use their emails	MG
9.h.ii	Send an email to all district officers reminding them that any email addresses gleaned from application forms must be in a file that is password protected if held digitally, in addition to the firewall on the device, and that paper copies should be stored securely. All group emails sent out must be sent BCC, ie as blind copies, so that the email address is not shared, unless previously agreed by every member of the group.	MG
12.d	Write to Simon Rudd asking him to speak at the dinner	AS
13.b	Send out email invite to all members with link to a copy of the Annual Report hosted on the website	AS