

# Meeting of the Suffolk Guild of Ringers Management Committee

## 2pm Sunday 1<sup>st</sup> March 2020 at Stowupland Church Hall



Minutes taken by Neal Dodge

### 1) Welcome

- a) The Chairman opened the meeting at 14:00 and welcomed members especially those recently elected to the GMC (*indicated by \**)
- b) Members present:
  - I. **Officers**; Chairman Rowan Wilson , Treasurer Stephen Cheek, Chairman of the Belfry Advisory Committee Winston Girling, Secretary Kate Gill.
  - II. **NW District**; Neal Dodge, Cath Colman\*, Jed Flatters, David Steed, Maureen Gardiner.
  - III. **NE District**; Sarah Plummer, Dave Goldstone\*.
  - IV. **SE District**; Jenny Scase, Tracey Scase\*, Abby Antrobus\*.
  - V. **SW District**; Tim Forsey, Pauline Brown\*.

### 2) Apologies

- a) Apologies were received from Mary Garner, Tony Read, Jonathan Stevens, Tom Scase, Philip Gorrod, Mark Ogden, & Richard Knight.

### 3) Absent friends

The meeting stood and remembered:

- **Elisabet Lynn**  
Elisabet had been an associate member at Polstead for 32 years having joined the Guild in 1988 where her children learnt to ring. She passed away on the 17<sup>th</sup> Jan 20 aged 88.
- **Ernie Bishop**  
Ernie had been a member in the West Suffolk area for 71 years having joined the Guild in 1948. He rang his first peal in 1951 and went on to ring 18 peals for the Guild up to 1998. He passed away on the 17<sup>th</sup> Nov 19 aged 94.
- **Shelia Franks**  
Shelia had been a member at Bacton for 51 years having joined in 1968. Along with her late husband Peter, she was instrumental in the restoration of the bells at Bacton. She was Central district secretary between 1971-74 and rang 6 peals for the Guild between 1972 and 1998. She passed away on the 30<sup>th</sup> Dec 19.
- **Lilian Caudle**  
Lilian had been a member at SMLT, Ipswich for 13 years having joined the Guild in 2006. She passed away on the 22<sup>nd</sup> Jan aged 105.

### 4) Minutes of the previous meeting

- a) The minutes from the meeting on Sunday 27<sup>th</sup> October 19 had been circulated prior to the meeting.
- b) Stephen Cheek had received correspondence from John Taylor relating to the grant for Little Cornard. He felt that the minutes of the June 19 GMC meeting did not reflect the true circumstances of the grant being returned to the Guild. The meeting resolved that as this related to approved minutes it could not be amended. However, the committee supported his statement that the grant was not cancelled per se but rather not taken which the committee was very grateful for, as the project had raised sufficient alternative funds for the restoration.
- c) Tim Forsey proposed they were signed as a true record of the meeting; Sarah Plummer seconded the proposal. The committee unanimously agreed.

### 5) Matters arising from the previous minutes

- a) Action Log from last meeting

#### Action Log from previous meeting

	Item No.	Action	Action Owner
1.	5.D	Establish how we undertake a website review including assigning members to review specific sections of the site	Rowan W
2.	5.K	Arrange the replacement of the Mitson Shield.	Neal D & David Steed
3.	7.C.VIII	To liaise with the BAC on how to proceed with fixing the sound control at St Peter's Sudbury	Richard K
4.	10.A	Send out comms to members highlighting the change and encouraging them to pay promptly.	Rowan W & Stephen C
5.	10.A	Establish a way to provide membership information to district secretaries to ensure the correct payment for 2020 is received	Rowan, Johnathan W, & Mary G

6.	11.A	Contact Gordon Slack to establish whether he will still be a part of the policy subcommittee.	Philip G
7.	12.D	Amend the new member form to include two new fields on recruitment and key skills	Neal D & Mary Garner
8.	15.A	Fill out the task & responsibility matrix and return to RW	All members
9.	16.F	Contact Philip Gorrod if they or anyone they know can help with the History of the Guild Book.	GMC members

- I. **Action 1-** This hasn't been completed yet due to other priorities. **Action- Rowan will provide an update on the website review at the next meeting.**
  - II. **Action 2-** Neal & David has spoken with Jonathan Stevens who is receptive about making a replacement shield. If this is not possible commercially available shield will be sourced. **Action- An update on the replacement shield will be provided at the next meeting.**
  - III. **Action 3-** Richard was not present but Neal had spoken to Derek Rose, the contact for St Peter's, who said the matter was in hand.
  - IV. **Action 4-** This was done successfully. Stephen noted that we had ~£800 of subs paid for 2020 in the last six weeks of 2019, and he has already received over £6,000 in subs to date which is far higher than this time last year.
  - V. **Action 5-** Mary already provides this information to districts and Stephen said he's only received a handful of incorrect payments.
  - VI. **Action 6-** Gordon has agreed to remain part of policy subcommittee.
  - VII. **Action 7-** The membership form now includes a tick box for recruits to indicate how they joined, and the chairman's welcome letter includes a request for new members to make us aware of any key skills.
  - VIII. **Action 8-** This has been completed, Rowan thanked those who had returned the forms.
  - IX. **Action 9-** A few extra helpers took on some chapters. The book is covered under item 12.
- b) As mentioned in previous minutes Stephen Cheek has received £50 which had been set aside for Young Ringers. On reviewing the correspondence from the donor, they wished the money to go towards learners so it has been put in the Pipe fund rather than creating a separate restricted fund.

## 6) Correspondence

Correspondence has been received from:

- a) **Kate Banks of Kersey**, who had written regarding a poem written by her husband Ray on the passing of two long standing SW district members, Charlie Ablit & Rolie Whiting. **Action- Rowan will post Ray Banks' poem on the Guild website.**
- b) **The parish of Claydon & Barham** had contacted Kate Gill regarding restoration of their bells. This was passed to Winston Girling.
- c) **Lesley Belcher, Chair of the Association of Ringing Teachers**, regarding Sudbury St Peter's and the ringing campaign to be launched by the Churches Conservation Trust. Neal Dodge had spoken with Lesley so provided some explanation; there are two initiatives involving ringing at Sudbury St Peters, the first is the restoration of the church and the other is national ringing campaign that the CCT are organising. The restoration is a multimillion-pound project to improve the facilities at St Peter's including the installation of a mezzanine floor from which the bells will be rung; this will involve lowering the ringing room from its current position. The initial plans are here <https://www.stpetersudbury.co.uk/wp-content/uploads/2018/02/PDF-for-St-Peters-Website-Dec-2019-Appeal.pdf> The diocese bells advisor and our Guild technical advisor have passed feedback on the proposals to ensure the plans do not impact the bells. Winston Girling said that this was with the firm of architects for consideration. A short advert on the proposed restoration was produced which showed a brief section of ringing at St Peter's. The national ringing campaign will involve several elements around CCT churches mainly centred on recruitment of ringers. One element is a taster day and it's proposed that Sudbury St Peters will be this region's location to host it. The CCT have linked up with ART & the Central Council to support this hence Lesley's correspondence. On request Neal Dodge had provided ART & the Central Council a summary on the status of ringing at CCT churches in Suffolk; it was communicated to them how much of an anti-ringing stance the CCT has taken in relation to the blocking of the restoration at Redgrave. However, this national campaign is perhaps a sign of change within the CCT? The Recruitment and Training committee will take the lead on providing support along with members from the SW including Derek Rose & David Lee. As this campaign will cover the wider region links will be made with Ely DA and Essex Assoc. **Action- R&T will lead the support of the CCT 'learning the ropes' taster day at St Peter's Sudbury including contacting neighbouring associations.**  
**Post meeting note: Due to Coronavirus the CCT campaign has been deferred.**

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

### a) Treasurer's Report (Stephen Cheek)

- I. Tracey Scase asked whether there was any progress on the deposit cards for the Guild account. Stephen Cheek confirmed that he is awaiting further information from Barclays. These cards are necessary as soon Barclays will stop accepting cash deposited at Post Offices.
- II. Stephen Cheek confirmed that the accounts had now been signed off.
- III. Rowan Wilson thanked Stephen for the work he does in keeping on top of the accounts.
- IV. Stephen Cheek announced the entries & winner for the 2019 St Edmund's Clapper competition. They were: 1<sup>st</sup> Offton £400, 2<sup>nd</sup> Sproughton £250, 3<sup>rd</sup> Millbeck Ring £60.

### b) Ringing Master's Report (Tom Scase not present)

- I. Jenny Scase informed the meeting that she was planning an ART module 1 course to be held at Earl Stonham with a provisional date of the 20<sup>th</sup> June.
- II. **Action- Rowan Wilson to put the latest Recruitment & Training minutes on the website.**

### c) Belfry Advisory Committee report (Winston Girling)

- I. Neal Dodge provided some more details on the plans for Troston; a large donation has been made by a local resident to undertake works on the church including rehangng the light six which are currently on the nave floor with the tenor hung dead. Quotes are now being sought from various bell hangers.
- II. Winston Girling said that there no further progress with Sudbury St Peter, with the comments on the proposal having been returned the architect to resolve.

### d) Membership Secretary & Safeguarding Officer (Mary Garner not present)

- I. Rowan Wilson noted that safeguarding responsibilities needed to be added to the Guild officers matrix.

### e) Public Relations Officer (Neal Dodge)

- I. Some filming of ringing had taken place at St Peter's Sudbury for the promotion of their restoration project in between the PRO report being written and this meeting. Disappointingly, but as expected, the ringing only features for a few seconds.  
<https://twitter.com/TheCCT/status/1228324815070801922>
- II. Tim Forsey enquired about whether Neal had heard from the BBC about a broadcast date for the filming that took place at Kersey. Neal hadn't but said he would let the Guild know when he did.  
**Post meeting note:** *The programme was broadcast on 7<sup>th</sup> March on BBC 2*  
*The programme on iPlayer <https://www.bbc.co.uk/programmes/m000q6q4>*  
*The extract showing the bells <https://youtu.be/FBD21Mxmo8I>*
- III. Very pleasingly Neal reported that as result of Bury Free Press article on ringing at Gt Barton he had received an email from a person wanting to learn to ring.

### f) Webmaster's Report

- I. No comments

- g) The officers' reports were proposed for adoption by Maureen Gardiner & seconded by Jenny Scase. The meeting unanimously approved.

## 8) Applications for grants and grants outstanding.

- a) No new grant applications were proposed.

- b) For future grants; **Barham** are looking to restore their current chime of four to a ring of six in a new frame. The clappers at **Exning** need to be rebushed and the wheel of the 4<sup>th</sup> at **Bacton** needs to be re-rimmed, these both may require a small grant.

### c) Grants outstanding

#### I. Stowmarket

Work was underway to clear the belfry ready for Nicholson's to start work on 20<sup>th</sup> April.

**Post meeting note:** *Due to Coronavirus the work at Stowmarket has been delayed however their three new bells were cast at Eijbouts foundry in Asten during May.*

#### II. Hitcham

The bells have been taken out and sent to Taylor's foundry.

**Post meeting note:** The new treble has been cast by Taylors and the Guild's logo will feature on the headstock(s). The work to reinstate the ringers' gallery has been completed. Due to Coronavirus the return of the bells is delayed, with work at Hitcham due approximately three months from when Taylor's reopens. A wooden mould is to be created of the Guild's logo so it can be used on future projects. <https://www.eadt.co.uk/news/hitcham-church-bells-restoration-project-1-6402139>

<http://taylorbells.co.uk/project/hitcham-suffolk/>

### III. Combs

Winston confirmed that Combs has secured the eight bells from Hunslet as planned which had previously been under some doubt at the time of the last meeting.

### IV. Fornham St Martin & Laxfield

No major updates had been received but both projects are understood to be moving forward

- d) As this was Winston's last meeting as BAC chairman, Rowan thanked him for all his work he's done in supporting the Guild.
- e) Winston informed the meeting that Chris Davies is willing to stand as BAC chairman to replace him. Winston will stay on as Technical Advisor and the secretary for the affiliation scheme.

## 9) Non-Resident Life Members.

- a) Two NRLMs require ratification: Adam J Bennett and Malcolm S Turner.
- b) The meeting unanimously ratified these NRLMs.

## 10) Financial Matters (Stephen Cheek)

### a) Payment of subscriptions by PCCs

Stephen highlighted that in more cases subscriptions for members are now being paid by the churches themselves rather than individual ringers this means that the Guild cannot claim gift aid on their subscription. The meeting resolved that members and churches need to be made aware of the implications of PCCs paying for subscriptions and encourage churches to support their ringers in other ways. Stephen clarified that bulk payment of subscriptions by an individual on behalf of a group of members did not prevent the Guild claiming gift aid.

**Action- Stephen will 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.**

### b) Subscription rates for 2021

Stephen proposed that the subscription rates be kept at the same level for 2021 this was seconded by Jed Flatters. The committee approved the proposal unanimously.

## 11) Guild Policy Subcommittee update (*Report is attached*)

- a) In Philip Gorrod's absence Stephen Cheek gave the update on behalf of the group. They had found that because a lot of policy is bound in with the rules separate documents weren't needed in many cases and in general the Guild does cover most areas that require guidance. However, a few policies are needed and (**Action-**) **drafts of proposed policies will be brought to the June GMC meeting.**

## 12) Guild history book (*Report is attached*)

- a) It's been determined, by those who have worked on the existing notes by George Pipe, that producing a book out of the current content is not feasible. A publication using the notes as a source material could be put together, but so much more additional input is needed that it could not be said it was written by George Pipe. Most of the source material is now in digital form which could be used in the future.

**Action- Rowan will speak to Philip regarding the future of the publication and potential authors.**

## 13) AGM

- a) Tim Forsey, on behalf of the SW district, ran through plans for the AGM at Woolpit & Drinkstone. **Post meeting note-** *The AGM was cancelled because of Coronavirus restrictions.*

## 14) Guild & District responsibilities matrix

- a) Rowan has received all the responses to the survey and in general people agreed around what responsibilities each role should be carrying out. The aim is to establish a clear list of tasks required to be completed by the officeholder, so people understand what a role involves when seeking election. The results should be ready for the AGM.

## 15) Guild Annual Report

- a) The report has been sent to the printers and should be ready about mid-March. The report will also be posted on the website.

- b) Stephen Cheek asked whose responsibility it was to get unattached members their report as he had received several queries. The committee agreed that this should be covered by the District secretary.

## **16) Guild 8 Bell Striking Contest & Social**

- a) This is planned for Saturday 19<sup>th</sup> Sept at Horringer with the striking contest in the afternoon and the social in the early evening. The hall is currently booked until 4pm so alternative arrangements are being looked at.

## **17) Abbey 1000**

- a) As part of Bury Abbey's 1000 years celebrations, an event is planned for Sat 11<sup>th</sup> July. This will be a taster event with the Vestey ring in the abbey gardens and a follow up session at the Norman tower.
- b) The celebrations also include a pilgrimage from Ely cathedral & St. Benet's Abbey, Norfolk. Neal Dodge is in contact with the organisers to arrange ringing along the route.

**Post meeting note-** *The pilgrimage has been postponed.*

## **18) Privacy Policy**

- a) The revised privacy policy has now been drafted and it's required a 'Data Controller' and 'Data Protection Officer' be appointed. The responsibilities of the roles are currently covered by Chris Garner in his existing role as webmaster. The committee approved his appointment as Data Controller and Data Protection Officer proposed by Cath Colman and seconded by Kate Gill.

**Action- Rowan will speak to Chris Garner regarding the posts.**

## **19) Succession Planning**

### **a) Report Editor**

Mark Odgen has now taken on the role of report editor after working with Michelle Rolph on the 2019 report. Kate Gill proposed that he be formally appointed to role, this was seconded by Jenny Scase and unanimously approved by the committee.

### **b) BAC Chairman**

As discussed earlier Winston Girling is standing down as BAC chairman, Chris Davies is happy to be proposed for the role.

Winston clarified that he would stay on as Technical Advisor with the support of the district advisors.

### **c) Ringing Master**

Rowan reminded the committee that Tom Scase's term as ringing master would come to an end at the 2021 AGM and that we should start thinking about a replacement.

## **20) Central Council meeting in Suffolk**

- a) Following a decision by the Irish Association to cancel their invitation to host the Council meeting we had have taken their place and will host it in 2023 as part of the Guild centenary celebrations

## **21) Centenary Dinner**

- a) Rowan said that, like Guild roles, we need to ask specific people to help organise the dinner rather than waiting for volunteers. She asked members to let her know if people were interested otherwise she would be speaking to some potential candidates in the next few weeks.
- b) The meeting agreed that as it was the 100<sup>th</sup> anniversary dinner it needed to be of a high quality and that will mean a higher ticket price than for previous dinners.

## **22) Young Ringers**

- a) Jenny Scase said the Recruitment and Training committee looked at whether we could enter a team in the National Youth Contest but they found there isn't enough Young Ringers in the Guild of the standard required to enter a team.
- b) Neal Dodge highlighted that in previous years when the Guild has entered, the standard of Young Ringers dramatically improved through the process of preparing for the contest, so we shouldn't be too put off by not having a full team of competent eight bell ringers to start off with.

## **23) Life Honorary Member Nomination**

- a) A member of the Guild has been nominated to become a life honorary member by Tom Scase.
- b) The committee unanimously agreed that this member was very worthy of Life Honorary Membership and recommended that the nomination be put forward to be voted on at the AGM.

## 24) Amendment to Grant Terms & Conditions

- a) At the last BAC meeting the committee stated that they would like the GMC to amend the grant terms & conditions which were altered at the Oct GMC meeting to include reference to the R & T committee
- b) It was proposed by Neal Dodge and seconded by Jed Flatters that the phrase "to the recruitment and training committee" be inserted in section 5 d) of the Grant terms & conditions. The committee approved with one abstention.
- c) Section 5 will now read, with the addition highlighted in bold:  
"5. The amount of any grant will be determined by the GMC in its absolute discretion, following a recommendation by the BAC, having regard to the following guidelines:
  - a) The grant will not normally exceed 10% of costs. However, smaller projects or those with particular difficulties may be awarded larger amounts;
  - b) The costs eligible for a grant shall exclude:
    - i. savings made by the use of voluntary labour;
    - ii. savings made where materials or services are provided at less than full value;
    - iii. VAT where it is reimbursable.
  - c) The cost of additional bells and fittings will not normally be funded, although this does not preclude a grant towards, e.g. the cost of an 8-bell frame in an existing 6-bell tower;
  - d) Applicants must demonstrate **to the Recruitment and Training committee** that they have initiated, or at least have a credible plan to initiate, the recruitment, training and development of a band of ringers to enable the bells to be rung regularly."
- d) Stephen Cheek remarked that section 5b) was misleading because of the double negative effect of using the phrase 'exclude savings'. **Action- Stephen Cheek to draft amendment to the Grant Terms & Conditions to clarify the section on exclusions.**

## 25) Recruitment & Training requirement for grants

- a) Rowan explained to the committee that now we have included a requirement for towers to undertake Recruitment & Training activities we need to be able to provide direction and guidance as to what we are looking for in terms of this requirement.
- b) Dave Goldstone remarked that we should collect best practice case studies to give candidate tower practical examples of where recruitment and training techniques have worked successfully.
- c) Abby Antrobus said that Heritage Lottery grants have similar requirements around legacy so we could draw examples from towers who had received those grants.
- d) Neal Dodge commented that intensive ringing school type training had given very positive results citing Gt Barton Summer school as an example.

## 26) Guild Six Bell Striking Contest

- a) Kate Gill ran through the plans for the Guild six bell striking contest on 16<sup>th</sup> May at Yoxford  
**Post meeting note:** Due to Coronavirus the striking contest was cancelled.

## 27) Coronavirus

- a) Kate Gill reminded the committee that it would be likely that members would look towards the Guild of advice.
- b) The committee felt we should distribute the official guidance from the government and the Central Council to members when it is issued.

## 28) Handbell Insurance

- a) Neal Dodge highlighted that we spend far more on handbell insurance than we ever receive in donations for their use. Last year the net cost to the guild was roughly £200 with them being used by very few members.
- b) Stephen Cheek said that he had sought out the lowest cost insurance and had been quoted three times as much. The insurance is payable for each calendar year so will next be due in Jan 2021.
- c) The committee felt the handbells were a white elephant for the Guild and gave poor value for money.
- d) The committee is to decide at either the June or Oct GMC whether to renew the insurance.

**Meeting closed at 16:17.**

**Date of next meetings: Sunday 28<sup>th</sup> June and Sunday 25<sup>th</sup> Oct 2020.**

## Action Log

<b>Item No.</b>	<b>Action</b>	<b>Action Owner</b>
5aii	Provide an update on website review at the next meeting.	Rowan Wilson
5aiii	Provide an update on the replacement Mitson shield at the next meeting.	Jonathan Stevens
6a	Post Ray Banks' poem on the Guild website.	Rowan Wilson
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
7bi	Put the latest Recruitment & Training minutes on the website	Rowan Wilson
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
11a	Present drafts of proposed policies to the GMC	Policy Subcommittee
12a	Speak to Philip Gorrod regarding the future of the Guild history and potential authors.	Rowan Wilson
18a	Speak to Chris Garner regarding the posts of Data Protection Officer & Controller	Rowan Wilson
24d	Draft amendment to the Grant Terms & Conditions to clarify the section on exclusions.	Stephen Cheek

# Treasurer's Report

## for the Feb 2020

### Suffolk Guild of Ringers GMC Meeting

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#### Financial summary as at 25<sup>th</sup> January 2020

<b>Current Assets</b>	<b>£</b>
CAF 12mth bonds	40000.00
CCLA/CBF General a/c	36725.49
CCLA/CBF St.Peter's a/c	2023.38
Barclays Current Account	12638.17
District Cash in hand	300.16
	<b>91687.20</b>

<b>Representing</b>	<b>£</b>
General Fund	9409.40
Restoration Fund	26087.02
Restoration Grants Allocated	43550.00
Library Fund	291.22
Handbell Fund	830.00
The Golden Bottle Trust Fund	4858.00
Jubilee Fund	3615.00
The Pipe Family Trust Fund	901.48
St. Peter's Sudbury Fund	2145.08
	<b>91687.20</b>

The funds of the Guild and their respective allocations are shown above.

#### Notes:

- a) The Barclays current account is higher than I would ideally wish for, but with impending grant payments in the offing these funds may be soon required, so I am holding off locking them up on deposit.
- b) £15,000 from CAF Bonds will mature in March, and this sum will be transferred to the CCLA General account. A further £25,000 will mature in August, and if predicted grant payments allow this can be re-invested in bonds. We earn nearly double the interest percentage on bonds to that earned in the CCLA General deposit account, so it is worth keeping as much reserve as possible in CAF bonds.
- c) Insurance for the Handbells for 2020 has been paid, as has the CCCBR Affiliation Fee. Other general insurance renewals do not occur until May.

#### Accounts for 2019

Our accounts are currently with BAS Accountants, our newly appointed independent examiners. Since this is the first year that they have worked with the Guild I am half-expecting to have queries, which hopefully will just be part of their learning curve in understanding the idiosyncrasies of the Guild. As soon as approval is received I will be able to supply these for the 2019 Annual Report.

Appendix A is a copy of the draft 2019 accounts

## Grants

No grant payments have been made since the last GMC meeting, and the situation remains the same. The table below shows grants approved but not yet paid

	Approved pre-2020	Approved 2020	Date Approved	Grants Paid	Grants unpaid	Date Paid	Part Paid
Ipswich, St Clement	500.00		22/10/2017		250.00	16/08/2018	
Stowmarket	11000.00		17/02/2018		11000.00		
Laxfield	12000.00		17/02/2018		12000.00		
Fornham St Martin	5600.00		17/02/2018		5600.00		
Combs	8,000.00		30/06/2019		8,000.00		
Hitcham	6,700.00		30/06/2019		6,700.00		
	<u>43,800.00</u>	<u>0.00</u>		<u>0.00</u>	<u>43,550.00</u>		

The Restoration Allocated Fund stands at £43,550. In addition to this, there is £26,087.02 available for new grant applications.

## Banking

District treasurers have already faced growing difficulties during the last year, as many branches of Barclays Bank have closed, or reduced their opening hours. The Post Office has proved an invaluable alternative for depositing money, but this is now going to become increasingly difficult, as at the end of March the bank's Post Office arrangements will change. From that point, it will not be possible to pay in CASH at a PO using our pre-printed credit slips, but instead a Business Deposit Card will be required. I understand that it will be possible to have a card for each person requiring the facility, and I am therefore making appropriate arrangements.

## Subscriptions

Subscription income for 2020 has been encouraging during January (£2,855), with many people now paying by bank transfer or Standing Order for the first time. Quite a number of members also paid in advance at the end of 2019, responding positively to our reminder that subs are due on 1<sup>st</sup> January! Over £800 was actually paid October-December 2019 in respect of 2020 subs.

One tower (to remain anonymous!) recently pleaded complete ignorance of the new subscription rates, despite the fact that they were widely publicised on the website and backed up by emails. Additionally, the district representatives on GMC would have presumably passed this information down the line. It is therefore difficult to understand how this situation could have arisen.

## The Jubilee Fund

This fund has recently received two very generous donations totalling £1500 from one individual member, who has asked to remain anonymous. I have however written a suitable letter of thanks expressing the Guild's gratitude. The Jubilee Fund is a "capital only fund", and any interest attributed to it is automatically transferred directly to the Restoration Fund. Together with the Pipe Family Trust Fund and the Restoration Fund, it receives interest as a calculated proportion of the aggregated interest generated by the CCLA/CBF General account and CAF Bonds.

# APPENDIX A

## SUFFOLK GUILD OF RINGERS

ACCOUNTS For the year ended 31 December 2019

DRAFT

### GENERAL FUND

	Year 2019		Year 2018	
	£	£	£	£
<b>Income</b>				
Donations	723.40		1,315.00	
Subscriptions	7,774.00		7,419.00	
Peal Fees	648.00		810.00	
Report & Magazine Advertising	180.00		250.00	
Sundry Sales	4.00		54.00	
		9,329.40		9,848.00
<b>Expenditure</b>				
Annual Report	673.57		1,108.81	
Members Accident Insurance	418.21		796.73	
Public Liability Insurance	412.27		397.61	
Handbell Insurance	268.87		265.91	
Administration	965.13		471.68	
Central Council affiliation	160.00		160.00	
Hall Hire (Meetings)	273.00		348.50	
Wreaths/Donations in Lieu	75.00		75.00	
Loss on Guild Dinner	0.00		345.75	
Ringing World Adverts	14.08		19.36	
		-3,260.13		-3,989.35
Net income		<u>6,069.27</u>		<u>5,858.65</u>
<b>Transfers</b>				
Restoration Fund (note 1)		-4,211.00		-4,114.50
Net income/expenditure after transfers		1,858.27		1,744.15
General Fund as at 1-Jan-19		<u>6,591.93</u>		<u>4,847.78</u>
General Fund as at 31-Dec-19		<u>8,450.20</u>		<u>6,591.93</u>

**SUFFOLK GUILD OF RINGERS**

ACCOUNTS For the year ended 31 December 2019

**RESTORATION FUND**

	Year 2019		Year 2018	
	£	£	£	£
<b>Income</b>				
Refund of gift aided donations		1,421.48		1,274.57
Affiliation Scheme		1,400.00		1,330.00
St. Edmund Clapper income		710.00		300.00
Donations		2,032.70		120.00
Interest Received ( <i>see note 2</i> )		591.59		570.01
Guild Meetings and Events		321.24		742.81
Guild Dinner/Social		137.62		0.00
NRLM Fees		56.00		98.00
Jubilee Fund interest ( <i>see notes 2 &amp; 3</i> )		22.99		21.07
Mini Ring - donations	285.00		95.00	
- expenses	0.00		0.00	
	<u>285.00</u>	<u>285.00</u>	<u>95.00</u>	<u>95.00</u>
		6,978.62		4,551.46
<b>Expenditure</b>				
Grants Approved in Year	15,754.18		28,900.00	
Previously approved Grants	0.00		14,000.00	
Donations	0.00		1,136.80	
BAC Expenses	0.00		51.14	
		<u>-15,754.18</u>		<u>-44,087.94</u>
Net income/expenditure		-8,775.56		-39,536.48
Grants cancelled (returned from Allocated Fund)		10,000.00		0.00
Transfer from General Fund (note 1)		4,211.00		4,114.50
Restoration Fund as at 1-Jan-2019		18,945.64		54,367.62
Restoration Fund as at 31-Dec-2019		<u>24,381.08</u>		<u>18,945.64</u>
<b>Restoration Allocated Fund</b>				
<b>Income</b>				
Transfer From Restoration Fund (i.e.Grants approved)		15,754.18		42,900.00
<b>Expenditure</b>				
Grants Paid		<u>-1,054.18</u>		<u>-19,300.00</u>
Net income/ expenditure		14,700.00		23,600.00
Grants cancelled (returned to Restoration Fund)		-10,000.00		0.00
Allocated Grant Fund as at 1-Jan-2019		38,850.00		15,250.00
Allocated Grant Fund as at 31-Dec-2019		<u>43,550.00</u>		<u>38,850.00</u>

## SUFFOLK GUILD OF RINGERS

ACCOUNTS For the year ended 31 December 2019

	Year 2019	Year 2018
	£	£
<b>Recruitment &amp; Training</b>		
<b>THE GOLDEN BOTTLE TRUST FUND</b>		
<b>Income</b>		
Donations received	0.00	0.00
<b>Expenditure</b>	0.00	142.00
Net Income	0.00	-142.00
The Golden Bottle Fund as at 1-Jan-2019	4,858.00	5,000.00
The Golden Bottle Fund as at 31-Dec -2019	<u>4,858.00</u>	<u>4,858.00</u>
<b>LIBRARY FUND</b>		
<b>Income</b>		
Donations received	0.00	0.00
<b>Expenditure</b>	10.00	10.00
Net income	-10.00	-10.00
Library Fund as at 1-Jan-2019	301.22	311.22
Library Fund as at 31-Dec-2019	<u>291.22</u>	<u>301.22</u>
<b>HANDBELL FUND</b>		
<b>Income</b>		
Donations Received	50.00	20.00
<b>Expenditure</b>	0.00	24.00
Net Income	50.00	-4.00
Handbell Fund as at 1-Jan-2019	780.00	784.00
Handbell Fund as at 31-Dec-2019	<u>830.00</u>	<u>780.00</u>
<b>JUBILEE FUND</b>		
<b>Income</b>		
Donations Received	500.00	50.00
Net Income	500.00	50.00
Jubilee Fund Capital as at 1-Jan-2019	2,115.00	2,065.00
Jubilee Fund Capital as at 31-Dec-2019	<u>2,615.00</u>	<u>2,115.00</u>
<i>See notes 2 &amp; 3 Interest is paid direct to the Restoration Fund</i>		
<b>THE PIPE FAMILY TRUST FUND</b>		
<b>Income</b>		
Donations received	50.00	0.00
Interest allocated ( <i>See note 2</i> )	7.86	10.38
	<u>57.86</u>	<u>10.38</u>
<b>Expenditure</b>		
Grants	208.00	0.00
Net income/ expenditure	-150.14	10.38
Trust fund as at 1-Jan-2019	1,051.62	1,041.24
Trust fund as at 31-Dec-2019	<u>901.48</u>	<u>1,051.62</u>
<b>ST PETER'S SUDBURY FUND</b>		
<b>Income</b>		
Donations Received	49.70	72.00
Interest Received	15.10	9.29
	<u>64.80</u>	<u>81.29</u>
<b>Expenditure</b>	0.00	0.00
Net income	64.80	81.29
St. Peter's Sudbury Fund as at 1-Jan-2019	2,080.28	1,998.99
St. Peter's Sudbury Fund as at 31-Dec-2019	<u>2,145.08</u>	<u>2,080.28</u>

**SUFFOLK GUILD OF RINGERS**

ACCOUNTS For the year ended 31 December 2019

	Year 2019	Year 2018
	£	£
<b>BALANCE SHEET AS AT 31 DECEMBER 2019</b>		
Current Assets		
Shawbrook/CAF 12mth bonds	40,000.00	0.00
CCLA/CBF General Fund	36,725.49	61,334.85
CCLA/CBF St.PeterS Sudbury	2,023.38	2,008.28
Barclays Current Account	8,973.03	11,911.53
District Cash in hand	300.16	319.03
	<u>88,022.06</u>	<u>75,573.69</u>
Representing		
General Fund	8,450.20	6,591.93
Restoration Fund	24,381.08	18,945.64
Restoration Grants Allocated	43,550.00	38,850.00
Library Fund	291.22	301.22
Handbell Fund	830.00	780.00
The Golden Bottle Trust Fund	4,858.00	4,858.00
Jubilee Fund	2,615.00	2,115.00
The Pipe Family Trust Fund	901.48	1,051.62
St. Peter's Sudbury Fund	2,145.08	2,080.28
	<u>88,022.06</u>	<u>75,573.69</u>

**ASSETS**

The Guild owns a number of assets in addition to the various bank balances.

The main items (with approximate replacement costs) are:

Handbells	30,000.00
Library	13,000.00
Vestey Ring	4,900.00
Other Assets	2,700.00

**Grants - Approved and Paid**

	Approved pre-2019	Approved 2019	Date Approved	Grants Paid	Grants unpaid	Date Paid
Ipswich, St Clement	500.00		22/10/2017	Part Paid	250.00	16/08/2018
Little Cornard	10,000.00	Cancelled Feb 2019	17/06/2017		0.00	
Stowmarket	11,000.00		17/02/2018		11,000.00	
Laxfield	12,000.00		17/02/2018		12,000.00	
Fornham St Martin	5,600.00		17/02/2018		5,600.00	
Combs		8,000.00	30/06/2019		8,000.00	
Hitcham		6,700.00	30/06/2019		6,700.00	
Hintlesham		600.00	30/06/2019	600.00	0.00	20/09/2019
Yaxley		454.18	30/06/2019	454.18	0.00	23/09/2019
	<u>39,100.00</u>	<u>15,754.18</u>		<u>1,054.18</u>	<u>43,550.00</u>	

**Note 1.** 50% of the sum of subscriptions and peal fees is transferred to the Restoration fund.

**Note 2.** The aggregated interest received from: the CCLA/CBF General account and Shawbrook/CAF Bonds is applied to the Jubilee Fund, Restoration Fund and the Pipe Family Trust Fund in proportion to their capital values.

**Note 3** The Jubilee Fund interest is transferred directly to the Restoration Fund.

## **Ringling Master's Report – 27 January 2020**

Since the last GMC meeting, I have attend the remaining three Annual District Meeting at Bildeston, Beccles and Debenham. Once again, I was pleased to see the majority of District roles filled.

Between writing this and the GMC meeting taking place, I hope to have attend the latest BAC meeting, having missed the last couple.

We also have an R&T meeting scheduled between now and the GMC meeting.

Suffolk Guild Peal Week arrangements will hopefully be more or less completed by the GMC meeting, although I'm sure I'll still have a few last minute bits to do. So far, I have had a good response from both members wanting to ring something specific and those willing to help out during the week.

**Tom Scase**  
**Suffolk Guild Ringing Master**

## **BAC and Technical Advisor Report for GMC 9<sup>th</sup> February, 2020**

**Yaxley** – since October 2019 the work on Yaxley has been completed and the bells are back in action.

**Stowmarket Restoration** – the existing timber bellframe is now moving more and bells 7 and 8 have been taken out of use to allow ringing of front 6 only. Last ring on existing installation will be on Sunday, 2<sup>nd</sup> February, 2020. This is to allow a great deal of work required in tower prior to bells being removed starting week of 20<sup>th</sup> April, 2020. Bells expected back in July, 2020.

**Hitcham** – bells removed with volunteer assistance and now with bellhangers.

**Akenham** – Chris Davies and your technical advisor visited at request of Churches Conservation Trust and reported on the single bell. It requires some stabilizing as the bellframe moves a lot and the C.C.T. are considering the report.

**Troston** – the Diocesan Bell Advisor and your technical advisor visited with Neal Dodge. There seems to be a possibility that restoration of the 6 small bells may be considered.

**Combs** – It is understood that the Warner 8 from Leeds will now be available to the parish from the Keltec Trust. This means that the offered grant from the Guild can now stand.

**Sudbury, St. Gregory** – now in stages of costing a potential rehang.

**Sudbury, St. Peter** – visited by Alan Moulton, Jed Flatters and your technical advisor to report on proposals to install galleries in the church, including a ringing gallery at first floor level. London architects are considering report and are aware of floor area required for a ringing gallery.

**Hintlesham** – to improve the 'go' of these bells Neville Whittell and helpers are fitting each of the 6 bells with modern, bearing housings including ball bearings. So far 3 bells have been completed and these bells now ring easily.

**Stonham Aspal** – problems with loose headstock fittings resolved by Chris McArthur.

**Huntingfield** – work done on loose headstocks and wheels.

**South Elmham St. Margaret and Blythburgh** – have had satisfactory inspections together with pulley maintenance.

**Health and Safety** – David Salter has completed a draft set of health and safety Guild documents for bell work and these have been passed to bellhangers for comment. In due course they would be put on the BAC website as standard Guild reference documents. David also mentioned the need for a Faculty/Part B Certificate for some bell works and the BAC will discuss this as a major item at a future meeting so that all members are fully aware of the guidelines.

**Chairman of BAC** – Winston announced his wish to retire as chair of this committee and Chris Davies has offered to stand for the post at the 2020 AGM. Winston will continue as technical advisor if the Guild wishes.

**inston S. Girling**  
**BAC Chairman and Guild**  
**Technical Advisor.**

## **Suffolk Guild of Ringers Membership Report to the GMC**

January 2020

We finished 2019 with 776 Guild members distributed as the table below. Fourteen people died during the report year. 41 did not renew their membership for various reasons, some moved, others gave up ringing, some simply lost interest ..... However during the year 47 people were elected. This was further balanced a little by several who rejoined!

We started 2020 with 759 members. Already one has passed away and four have left, 2 having moved, 1 because of school exams and another would have gone from the 65-74 category to full, inviting a 100% increase in subscription. Five people have been elected during January.

It will be an interesting year regarding the number of subscriptions. There are 78 members whose subscription was zero in 2019 and is now £15, and 79 who paid £10 in 2019 whose subscriptions rise to £20. These two groups account for a little over 20% of our membership. There are some 43 members (a further 5.5%) whose birth year I do not know, the majority of whom are over 65.

Each district treasurer has been sent an appropriate list of members showing which membership category they fall into, by including year of birth where known. (I have also sent some 2020 data forms out to try and fill in some of the blanks.)

The 2020 Membership Application form on the website includes a series of tick boxes asking prospective members how they came to ringing. With regard to other skills which might be useful to the Guild it is envisaged that the Chairman's letter, which is sent to each newly elected member, will include a suitably worded paragraph.

	<b>NE</b>	<b>NW</b>	<b>SE</b>	<b>SW</b>	<b>2019</b>	2018
Full	63	80	108	77	<b>328</b>	318
65-74	37	40	67	48	<b>192</b>	200
75 and over	38	53	72	25	<b>188</b>	177
FTE	12	6	18	3	<b>39</b>	34
Life Honorary	2	2	11	1	<b>16</b>	17
Associate	2	3	4	4	<b>13</b>	10
	<b>154</b>	<b>184</b>	<b>280</b>	<b>158</b>	<b>776</b>	756

FTE (Full time education): members mostly aged 21 and under.

## **Safeguarding Report to GMC**

January 2020

Since our last meeting I have been advised of only one issue regarding safeguarding policy within the Guild.

I have updated the Guild Safeguarding Statement and Policy to bring it in line with the new course titles, Basic Awareness (previously C0) and Leadership (previously C2 /C3). This is on the website will appear in the forthcoming Handbook.

The updated documents were sent to the Diocese and I have spoken with Karen Galloway, the Diocesan Safeguarding Officer. An email has been sent to all towers asking for the updated Policy and Statement to be printed off and displayed.

**Mary Garner**  
**Membership Secretary and Safeguarding Officer**

## **Public Relations Report for the Feb 2020 GMC**

An unusual request came in November from a production company to film some ringing in Suffolk for the BBC. Kersey was selected as a suitable venue and members kindly came forward to help. The footage will feature in an episode of the BBC Four arts & culture programme *Arena*, on the novel *The Mirror and the Light* by Hilary Mantel. This is the last novel in the trilogy which charts the life of Thomas Cromwell that started with the Booker prize winning 'Wolf Hall.' Ringing is to be included as something recognisable to people of the time which is mentioned in the novel. The programme is due to air in March 2020 to coincide with the release of the book. The Guild received a £50 donation for our efforts!

The Christmas ringing in Ipswich had plenty of attention in 2019 including articles in the local paper, and bells of St Matthew's were even broadcast live on Radio Suffolk along with an interview with David Salter and one with Katharine a few days before. Thank you to Katharine Salter for pushing the message out so successfully to the local media.

I was approached by the Bury Free Press in early Jan as they wanted to write a feature article on ringing so a reporter duly attended our practice night at Great Barton, took diligent notes and even had a go at backstrokes. We then had a great double page spread in the following week's issue.

The restorations at Hitcham & Stowmarket have garnered press attention in the last few months. Stowmarket securing their heritage lottery grant saw an article featured in the EADT and Maureen Gardiner being interviewed on Radio Suffolk in November. Hitcham had the same coverage when their bells were lowered from the tower, before going to Taylor's. Then in the last few weeks building work at Hitcham to reinstate the ringers' gallery had uncovered some inscriptions of changes and names which sparked some interest. An article was featured in the EADT along with an interview on Radio Suffolk. The interview features a recording of Buxhall ringing the changes found, which is Double Court (minus the mistake!). Hitcham are now looking to cast the Guild logo onto one of their new bells in recognition of our contribution to the project.

The Central Council are looking to work with the Churches Conservation Trust to develop the ringing in their towers so I was asked by Simon Linford, the president of the Council, to put together a summary on the current state of ringing at CCT churches in Suffolk. The CCT are going to be launching a ringing campaign later this year and they've identified Sudbury St Peter as possible ringing taster location. I've shared this information with the R & T committee who take it forward as necessary.

The Ringing World, via their publisher, will be releasing a 250 page biography of George Pipe written by John Loveless. The book will be launched at an event on 30<sup>th</sup> May at Ipswich SMLT. Keep a look out for details in the next few months.

**Neal Dodge**  
**Public Relations Officer**

## **Webmaster's Report for the GMC Meeting**

### **Guild emails**

I am really pleased that the majority of people send me copy for emails rather than leaving me to draft them.

*What's On* is received by 553 members and non-member Tower Correspondents. Other Guild emails are received by 522 members.

I have sent out 38 emails since the last meeting (up until 31/1/2020), including three *What's On*.

### **Privacy Policy**

Jonathan Williamson has provided a Privacy Policy (see below) which complies with GDPR. To implement that policy the GMC needs to appoint a *Data Protection Officer* and a *Data Controller*.

**Chris Garner**  
**31/1/2020- Webmaster**

# Suffolk Guild of Ringers

## Draft Privacy Policy

### 1. Who we are and how to contact us:

1.1 The Suffolk Guild of Ringers is a charity registered with the Charity Commission for England & Wales (Reg. No: 266869). Our Objects, Constitution and Rules may be found here: <https://suffolkbells.org.uk/Constitution2020.php>

1.2 The Suffolk Guild of Ringers processes small amounts of Personal Data in pursuit of its charitable objectives and for these purposes we adhere to the General Data Protection Regulation (GDPR)

1.3 We may be contacted as follows:

<https://suffolkbells.org.uk/contacts.php#SECRETARY>

1.4 Our Data Protection Officer is: (insert details and contact)

1.5 This Privacy Policy sets out what Personal Data we record and how we use it.

### 2. Why and how we use Personal Data:

2.1 We use Personal Data in pursuit of our charitable objectives. We maintain a secure list of members consisting of their name, contact details and membership status which is supplied by members on their application form. We also maintain information relating to past and potential donations made both to the Suffolk Guild of Ringers and by the Suffolk Guild of Ringers. The legal basis on which this data is held and processed is "Legitimate Interest" since we need to hold and process this data to meet our charitable objectives.

2.2 We publish an annual Report & Handbook with details of Guild and District Officers and Tower Correspondents. If you wish your personal data to be removed or amended in future editions of our annual report please contact the appropriate Guild officer: <https://suffolkbells.org.uk/contacts.php#SECRETARY>

2.3 Where necessary, we also use Personal Data to meet our statutory obligations. For example we are legally obliged process personal data for the purposes of Gift Aid.

2.4 We maintain an email list for the distribution of information to our members using the secure facility provided by Mailchimp. Members may unsubscribe from this email distribution list at any time by clicking the link at the foot of every email. We do not share the Personal Data we hold with any other organisation.

2.5 In all cases we process the minimal amount of Personal Data necessary for the purposes described above.

2.6 Unless you request otherwise, we will keep your Personal Data as long as necessary to fulfil the purposes described above. Provided that the impact on your privacy is minimal, we may keep your Personal Data for longer periods to support our charitable objectives.

2.7 No personal data is collected from visitors to our website nor does our website use cookies.

### **3. Your rights:**

3.1 At all times any individual on whom we hold data has the following rights:

The right to be informed

The right of access

The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

The right not to be subject to automated decision-making, including profiling.

Any of the above rights may be exercised by contacting the Data Controller. [\(link\)](#)

### **4 Changes to our privacy policy:**

4.1 We keep this Privacy Policy under regular review and we may make occasional updates accordingly.

4.2 In the unlikely event that we wish to share or use your Personal Data for purposes outside those set out in this Privacy Policy, we will provide you with a new Privacy Policy explaining this new use prior to commencing any processing. We will set out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

4.3 This privacy policy was last updated on 31/1/2020.

### **5. Complaints or concerns:**

5.1 If you have a concern or query relating to our use of your Personal Data or this Privacy Policy, please in the first instance contact our Data Controller, whose contact details may be found here [\(link\)](#)

5.2 If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can contact the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk), or you can contact the Information Commissioners Office on 0303 123 1113 or via email [ico.org.uk/global/contact-us/email/](mailto:ico.org.uk/global/contact-us/email/) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## **Policies Sub Committee Report Philip Gorrod**

Gordon Slack has agreed to continue as a member of the Committee which comprises him, Garner and Steve Cheek.

Having started looking at this I think we all felt a bit daunted by the task (and I began to suggest it!). The templates we started with are based on a charity that employs staff. We hand own no significant assets - what we use is owned by (usually) the church and we have those assets other than what is delegated to individual members. We have no control over who can e.g. bully other members without effective sanction, so all we can do is create the within which we recommend our members operate.

Despite our reservations we have now drafted policies for most of the areas we felt were hope to be able to produce final draft documents for discussion later on in the year, hopefully meeting.

## **Guild History Philip Gorrod**

A team of volunteers has now typed up several chapters from the hand-written scrawl. It is clear that the project was very much less advanced than George had previously led us to believe. Each chapter was contained in a folder of George's writings, photographs (often unlabelled) and copies of extracts from various publications, but in NONE of the sections we attacked was there anything like coherence that might be called a draft chapter. Rather the writing was disjointed, rambling, often irrelevant and/or repetitive, and it was not at all apparent how the photographs etc. were supposed to enhance or supplement the writing.

My personal conclusion is that it is not possible to create a book, even a small booklet, from this without completely rewriting it. What we seem to have is a considerable amount of research and resources, but it is not and is nowhere near a book. It may be that someone would be prepared to take this on (I'm thinking John Loveless in view of his soon-to-be-published biography of GWP or a ringer with sufficient interest in the Guild's history), but if they cannot be found then I reluctantly recommend that the project be abandoned.

I would further recommend that we do not formally abandon it, but rather put it to one side, so that we can tell George that we've made a start.....