

Meeting of the Guild Management Committee
Sunday 10th June 2018, 2pm, Stowupland Church Hall

Minutes

Present: Rowan Wilson (chair), Tom Scase (Ringing Master), Carl Melville (Secretary), Winston Girling (BAC Chair), Philip Gorrod (NE), Mike Cowling (NE), Jonathan Stevens (NE), Gordon Slack (NW), Neal Dodge (NW), Mary Garner (SE), Jonathan Williamson (SE), Mark Ogden (SE), David Smith (SW), Bryan Mills (SW)

1. Welcome

Rowan welcomed all to the meeting, it being her first as chairman. The meeting also welcomed her!

2. Apologies

Stephen Cheek, Derek Rose, David Steed, Jed Flatters, Pam Ebsworth, Maureen Gardiner, Sally Munnings, Alan Munnings, Michelle Rolph.

3. Absent Friends

Arthur Finch (Long Melford)

4. Minutes of the meeting held in February 2018

The minutes were signed as a true record. Proposed GS. Seconded MG.

5. Matters arising from minutes

13.b. It was noted that a link to an online version of the Annual Report was not sent out to members. The secretary will email Report Editor in order for this to happen next year. It was also noted that some versions of the Annual Report after 2004 are not available on the website. CM to email Ruth Suggett and Chris Garner to add to website.

6. Correspondence

- a) The chairman received an email via Alan Stanley from Andrea Pittock from a grant making charity, Suffolk Community Foundation, which stated they would be willing to make grants to local towers. The meeting said that we should follow this up eagerly.
- b) Email from David Grimwood. Suffolk Guild are hosts of the Central Council 2022 meeting. He asks that the Guild should supply 12 images of Guild activities or churches for the CC calendar. Neal Dodge and Mike Cowling to action. Rowan will reply to the email. This will be on the Agenda for next time.

7. Officer Reports

i. Treasurers Report (SC)

Apologies for not attending my first GMC meeting, but I have another commitment which pre-dates my appointment as Treasurer. I understand that Owen is providing a report covering activity up to the changeover, and my portion of the report follows.

FINANCIAL SITUATION

As at 31st May, the balance sheet is:

Current Assets

| | |
|--------------------------|------------------|
| 2 x CAF 12mth bonds | 48,095.01 |
| C.B.F. General a/c | 18,230.16 |
| C.B.F. St.Peter's a/c | 1,799.15 |
| Barclays Current Account | <u>10,976.91</u> |

79,101.23

Representing

| | |
|------------------------------|------------------|
| General Fund | 5,028.06 |
| Restoration Fund | 18,896.90 |
| Restoration Grants Allocated | 44,150.00 |
| Library Fund | 301.22 |
| Handbell Fund | 760.00 |
| The Golden Bottle Trust | 4,858.00 |
| Jubilee Fund | 2,065.00 |
| The Pipe Family Trust Fund | 1,041.49 |
| St. Peter's Sudbury Fund | <u>2,000.55</u> |
| | <u>79,101.22</u> |

The one penny discrepancy arises from a similar difference in the published 2017 accounts (see the report!). I shall try to absorb it in "rounding differences" this year so as not to perpetuate it.

I have re-allocated funds between Restoration/Restoration Grants Allocated in order to fully provide for expected grant payments, and to accurately reflect the available funds for future grants. After taking this into account you will note that there is now only £18896.90 in the Restoration Fund.

Grants - Approved and Paid 2018

| | | Grants Approved | Grants Paid | Grants unpaid | Date |
|----------------------|------------------|--------------------|------------------|------------------|------------|
| Approved pre 2018 | | | | | |
| Ipswich St Margarets | 12,000.00 | | 12,000.00 | | 15/04/2018 |
| Brandeston | | 1,000.00 | 1,000.00 | | 20/02/2018 |
| Little Cornard | | 10,000.00 | | 10,000.00 | |
| Cretingham | | 4,000.00 | | 4,000.00 | |
| Offton | | 1,250.00 | | 1,250.00 | |
| Stowmarket | | 11000.00 | | 11000.00 | |
| Laxfield | | 12000.00 | | 12000.00 | |
| Fornham St Martin | | 5600.00 | | 5600.00 | |
| Gt Barton | | 300.00 | | 300.00 | |
| | <u>12,000.00</u> | <u>45,150.00</u> | <u>13,000.00</u> | <u>44,150.00</u> | |

SUBSCRIPTIONS

Subscriptions continue to trickle in, and I will be attempting to reconcile them with District Treasurers' records and the Gift Aid register.

AUDITORS' FEES - We have been informed by LarkingGowen that they will no longer provide their services on a *pro-bono* basis, and intend to start charging. They have indicated a fee of £450 plus VAT (i.e. £540) for 2018. I do not have sufficient background knowledge regarding our relationship with them, and seek the views and comment of the committee.

GUILD DINNER - This made a loss of £345.75. Looking at past accounts I note that the proceeds from Guild Meeting and Events (including the Guild Dinner) have historically been attributed to the Restoration Fund. Last year there were no such contributions and for 2018 to date the only item is this loss. If during 2018 we do not receive sufficient income from other events, and the net proceeds are still negative, would it be the view of the committee that the Guild Dinner loss should be allocated to the General Fund, rather than depleting the Restoration Fund?

- Comments were made about allocating grants for the future whilst our Restoration Fund was low. It was noted that the grants are paid at various times and sometimes there are very few requests for money anyway.
- A reminder that the St Edmund's Clapper competition exists and to push it in each district to bring in an income. All members said they would promote this.
- Larking Gowen has said that they will now charge a fee for auditing the Guild Accounts. The Secretary will ask Stephen Cheek to contact Larking Gowen and see what the

situation is, expressing our disappointment that they are charging whilst recognizing that we are willing to pay something; we haven't budgeted for it this year so maybe we can pay half price of what they are asking?

- d. There was a loss at the Guild Dinner of £345.75. The meeting agreed to take the loss from General Fund. Proposed GS. Seconded MG. All agreed.

ii. Ringing Master's Report (TS)

The Guild Striking competitions held on Saturday 19th May at Earl Stonham and Debenham went well. Congratulations to Ipswich, St Mary le Tower on winning the Mitson Shield, six bell method competition, to Great Barton on winning the Lester Brett Call Change and to the South East District on winning the Rose Trophy, eight bell competition. Our thanks go to Jeremy and Cherill Spiller for judging and to the Debenham ringers and helpers for providing lunch and refreshments. I've received a number of comments in relation to the eight bell competition, along the lines of whether we should have a set method/touch, which each team has to ring. This is worth considering, and indeed the rules allow the Ringing Master to specify what's to be rung, if required. I'll seek further options and see whether there's a consensus for trying this next year. Preparations for the Ridgman Trophy continue, we've had a couple of practices and hope to do well in St Albans next week. Congratulations to George Salter for ringing Exeter Cathedral tenor for a peal yesterday.

iii. Recruitment and Training (TS)

The R&T committee met on Sunday 4th March – rather than repeat here, please see draft minutes on the Guild website

<http://www.suffolkbells.org.uk/pdfs/MinutesRandT20180304.pdf>).

The R&T is considering best use for the funds received from the Golden Bottle Trust and indeed we will have an opportunity to discuss at this meeting. The next R&T meeting is scheduled for Saturday 1st July 2018.

Mark Ogden asked for some information about local Young Ringers via the District Ringing Masters.

iv. Belfry Advisory Committee Report (WG)

Unfortunately the BAC for June is not now to be held until after this GMC Meeting. This precludes a report from the BAC as normal.

The only grant application I have is from Hintlesham where Neville Whittell has been in the process of a long term maintenance effort which is nearing completion. He has financed the engineering work which he is doing and this now amounts to a total of between £650 and £700. The major expense has been in making sleeves for the plain bearings on all six bells to restore the profile of the gudgeons and to ensure trouble free use for many years to come. Neville has asked if the GMC could consider allowing grant aid for this.

Grant aided work inspected and passed by Technical Advisor and Ringing Master since last GMC:

Offton (new 6th bell)

Brandeston (welding of 4th bell)

St. Margarets Ipswich (complete restoration)

Boxford (clappers re-bushed at Taylors)

Cretingham (complete restoration and augmentation)

Other work:

Cotton – new Churchwardens keen to get bells up and ringing again. Likely that problem support beam will be repaired by BAC members, but still much work needed including new ropes.

St. Clements, Ipswich – Katherine Salter and others working hard here to improve installation, including painting metal bellframe. Facebook recently carried a photograph of the painting which looks first class.

Campsea Ashe - I have provided a letter of support to the HLF requesting grant aid for urgent work to the tower where the flint work is coming away round the battlements exposing the infill. Bells are still being rung at the moment but clearly ringing is threatened if the tower is not repaired asap.

Wyverstone – so that the 3 bells could be rung for a wedding I have carried out some maintenance and fitted new pads to the main bearings to retain oil. Bells can be rung but not easily.

Finningham – being rung now and then by the Walsham le Willows ringers but excessive movement of the frame and condition of the installation generally mean that they are difficult to ring. I have recommended Dove and Guild Website show as unringable to discourage visiting bands and risk injury to inexperienced ringers.

Framlingham – suggestion by local ringers that bells may need attention prior to SE District practise meeting on 2nd June. I attended and carefully inspected these bells which are being well looked after. Tightened a loose clapper and freed off some binding sliders and advised black leading slider runs plus other general advice. Otherwise no problems.

Tom Scase asked we adopt a uniform stance about the ringing of unringable bells, in this case, at Finningham. The question was asked if this invalidates insurance of ringers. Although PCCs ultimately decide whether or not bells are rung, the Guild would strongly advise against it.

v. Young Ringers (MO)

There has been no special event for the young ringers since the last GMC, I have however been advertising my intent to hold another young ringers outing just after the end of term. Current ideas for this include the Vestey Ring, Offton and one other church, with lunch possibly at the Lime Kiln as there a fish and chip shop there.

Going forward I am keen to continue some form of Guild level event aimed purely at getting the young ringers to meet up with each other with minimal adult helpers. This could be supplemented by more local initiatives targeted at improving skills e.g. ringing quarters.

vi. Membership Secretary (MG)

So far in 2018 I have received forms for 16 new members, FTE: 3, Full: 7, 65-74: 4, 75 & over: 2

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

Please do not elect people without an application form. Most districts send me the original forms which I think is good practice so that forms with personal data are not left about. Also it saves me having to print them out!

Below is a reminder of the procedure for becoming a member.

1. The prospective member must complete an application form (downloadable from the website) and it needs to be presented at an appropriate District or Guild meeting together with the required subscription.

2. On election to the Suffolk Guild the newly elected member should be presented with a current Guild Report and a badge. (District secretaries should have these. The Membership Secretary holds additional badges when needed.)

3. Information is taken from the form at local level and the form is sent to the Membership Secretary
4. The Membership Secretary will: (i) Send a Ringers' Leaflet and Chairman's welcome letter, (ii) Add information to the database, (iii) Send any completed Gift Aid form to the Guild Treasurer, (iv) Pass any email address to the webmaster for use in the "round robin" email system, (v) Print a certificate for presentation at a District/Guild Event.
5. The Membership Secretary will hold the definitive list of members. Any changes should be emailed to the Membership Secretary at membership@suffolkbells.org.uk. For example a change in email address, home tower, membership category, leaving the guild or moving to another area etc.
6. The Membership Secretary will pass these changes to the Districts as necessary.

vii. Public Relations Officer (ND)

WWI email sent to all members about ringing for armistice.

Ringling remembers- about 8 people have signed up in Suffolk but more in progress. *(now around 17)*

Free promotional material available from Ringing Remembers

Page about WWI ringing now on guild website www.suffolkbells.org.uk/ringingforpeace Ringing for Peace-

This is Suffolk Guild initiative to have every tower ring out at some point on the 11th Nov.

39 towers signed up, progress underway in NE district. More engagement needed, so could Guild & District officers plus deanery reps please help get the conversation going. *(now around 70)*

Suffolk day-10 towers signed up so far. Those towers with practice night on a Thursday email. Two radio Suffolk interviews have taken place, they are very keen. *(Ended up with 21 towers ringing in total, 9 quarter peals, and 1 peal. Plus coverage on ITV Anglia news, newspaper, and radio)*

Radio suffolk interview with Dave Goldstone of Beccles last Sunday. About Ringing Remembers. V. Good.

George Vestey attended the Striking comp, this was very well received by both members and Mr Vestey. He asked for a list of future guild events to attend which has been sent. We even got a small mention in a Sunday times.

viii. Webmaster's Report (CG)

The Suffolk guild web site is unsecured (the address starts <http://> and not <https://>). Our web site does not handle any information that requires the site to be secure. However, I think that the Not secure message will put off a lot of people browsing our web site. I suggest the we should buy a security certificate from 123-reg, our current web host. This would cost £29.99 for the first year, if bought in the currently running sale (otherwise it would cost £59.99). We already pay 123-reg for: Hosting £71.86/a suffolkbells.org.uk domain £11.99/a suffolkbells.uk domain £11.99/a

The chair and treasurer agreed that he could purchase a http license before the meeting.

The Reports were adopted. Proposed ND. Seconded MO.

8. Applications for Grants and Grants Outstanding

WG reported that the BAC meeting was next week.

Hintlesham – Neville Whitell was doing work on the plain bearings here at his own expense. He has asked the Guild to help reimburse the work being done. The meeting asked that WG sought prior information as to how and why he was doing the work. If at the church's request, then they should help fund the work. WG will take it back to the BAC meeting on the 14th June.

Beccles – Christine Pickup had been in touch with the Treasurer saying that donations from a past funeral had been resting in the Guild Restoration Fund. Gordon Slack has calculated £81.00 of Gift Aid on top of this donation. The money is to be spent on sound proofing at Beccles and was for this purpose. The meeting agreed to pay £1136.80 back to their project. Proposed ND. Seconded WG. All agreed.

9. Ratification of NRLM(s)

Dee F Smith – Burwell. Ratified by the meeting.

10. Review of Guild Dinner, March 2018

The dinner made a loss (mentioned earlier). On the whole there were good comments. It was noted that we should produce a seating plan next time. Rowan wondered if we should have a separate dinner committee for the next dinner, which will be a big one for the Guild (100th). A central location should be thought about. CM gave his thanks to Alan Stanley for stepping in for organizing the dinner.

11. AGM Review and AGM 2019

Review of AGM 2018 - comments were made about the tea, but on the whole good comments were received.

SE are hosting next year and there is a plan to hold it in Ipswich, amongst other options, and to have open towers throughout the day. A service, tea and ringing possible held at St Matthew's. Parking arrangements will be catered for and planned carefully. A PA system will be needed, which St Matthew's might already have. Timings are variable and may need to be slightly altered if ITFC are playing at home!

MG asked if it might be worth having the C2 Safeguarding Training on the morning of the same AGM day. CM can deliver this training if needed.

12. Guild Magazine

A discussion was had over the purpose of the magazine. Jonathan Stevens explained the briefing that was prepared for the magazine. He said it was good for PR and for new members. He said it was good to have in an age of electronic media. RW asked if we were hitting these criteria for the magazine or not. JS will share round the original criteria and purposes for the magazine.

13. AOB

- Tom Scase asked that the Guild Logo we used was the same throughout our PR. SC asked about the logo on clothing, which on some coloured material does not show. SC to investigate what colours work for what fabrics.
- Golden Bottle Fund (RW) – R&T has £5000 Golden Bottle money and a report is needed as to how we have spent the money. Jackie Savage put in the application and received the money. The R&T were looking at a simulator, possibly one for each district. RW to seek advice and ask around amongst those who use simulators regularly. The GMC said that the R&T should have the authority to confirm further details. Proposed RW. Seconded GS.

14. Date of Next Meeting

Saturday 20th October, 2pm

Actions

| Item No. | Action | Action Holder |
|-----------------|---|----------------------|
| 5 | CM to email Report Editor to request an online version of the Annual Report, and a link to it sent round to all members before the next AGM. CM to email Ruth Suggest, Neal Dodge and the webmaster about adding the Annual Reports after 2004 online. | CM |
| 6.b | Send images to CC for calendar and follow up David Grimwood's email. | ND, MC, RW |
| 7.i.b | All members to promote the Edmund Clapper Competition | ALL |
| 7.i.c | CM to email Treasurer about contacting Larking Gowen | CM |
| 8 | Hintlesham – WG to approach NW about the work there | WG |
| 12 | JS to send round Magazine criteria to members | JW |
| 13.a | SC to investigate various logo colours and backgrounds | SC |

Treasurer's Report for General Management Committee Meeting 10th June 2018

Last minute update

There has been quite a lot of financial activity in the Guild finances since I prepared my initial report, so I have prepared a summary update. I draw your attention to the fact whilst we theoretically have grants totalling £38900 potentially due for payment in 2018, our actual immediate available cash is just £24558 (Barclays A/C and CBF Deposit A/C). The money in CAF is tied up in two separate fixed term bonds, one of which becomes available in October and the other in December.

Balance Sheet as at 07 June 2018

Current Assets

| | |
|--------------------------|-----------------|
| 2 x CAF 12mth bonds | 48095.01 |
| C.B.F. General a/c | 18230.16 |
| C.B.F. St.Peter's a/c | 1799.15 |
| Barclays Current Account | 6328.57 |
| | 74452.89 |

Representing

| | |
|------------------------------|-----------------|
| General Fund | 6546.82 |
| Restoration Fund | 17979.81 |
| Restoration Grants Allocated | 38900.00 |
| Library Fund | 301.22 |
| Handbell Fund | 760.00 |
| The Golden Bottle Trust | 4858.00 |
| Jubilee Fund | 2065.00 |
| The Pipe Family Trust Fund | 1041.49 |
| St. Peter's Sudbury Fund | 2000.55 |
| | 74452.89 |

Grants - Approved and Paid 2018

| | Grants Approved | Grants Paid | Grants unpaid | Date |
|--|--------------------|------------------|------------------|------------------|
| Grants approved pre this year and unpaid | | | | |
| Ipswich St Margarets | 12,000.00 | 12,000.00 | | 15/04/2018 |
| Brandeston | 1,000.00 | 1,000.00 | | 20/02/2018 |
| Little Cornard | 10,000.00 | | 10,000.00 | |
| Cretingham | 4,000.00 | 4000.00 | | 03/06/2018 |
| Offton | 1,250.00 | 1250.00 | | 06/06/2018 |
| Stowmarket | 11000.00 | | 11000.00 | |
| Laxfield | 12000.00 | | 12000.00 | |
| Fornham St Martin | 5600.00 | | 5600.00 | |
| Gt Barton | 300.00 | | 300.00 | |
| | 12,000.00 | 45,150.00 | 18,250.00 | 38,900.00 |

Stephen Cheek
Treasurer
7th June 2018