

# TRURO DIOCESAN GUILD OF RINGERS

Founded 1897

Robert J Perry  
Guild Secretary

Telephone/Fax 01872 277117



TRURO  
Cornwall  
TR1 1RP

11 Trevaylor Close

E-mail [robertnhelen@talktalk.net](mailto:robertnhelen@talktalk.net) / [secretary@tdgr.org.uk](mailto:secretary@tdgr.org.uk)

Website: [www.tdgr.org.uk](http://www.tdgr.org.uk)

09 November 2018

A meeting of the Standing Committee of the Guild will be held on **Saturday 17 November** at **The Lychgate Room, Kenwyn Parish Church** and will commence at **2.00pm**

## AGENDA

1. Apologies of Absence
2. Minutes of the meeting held on 21 July 2018\*
3. Matters arising from the Minutes:
  - *World War One Memorial (Robert Pearce)\**
4. Treasurer's Report Rosie Falco
5. Bell Restoration Officer's Report John Davis
6. Education Officer's Report Robert Pearce
7. Date of the AGM, venue for the AGM, and possible alterations to annual programme of meetings  
Annie Holland and Robert Perry
8. Motions relating to the Standing Committee\* Ian Banbury
9. Proposed Membership and Performance Secretary roles\* Jonathan Young
10. Current/forthcoming Officer vacancies (President, Safeguarding Officer) Robert Perry
11. Any Other Business at the President's discretion

\* Papers attached or to be sent separately

Robert J Perry  
Guild Secretary

## MINUTES OF STANDING COMMITTEE

Meeting at 4 Penwinnick Close, St Agnes, on Saturday 21 July 2018 at 2.00pm

Present: Annie Holland (President, in the Chair); Ian Banbury, John Davis, Rosie Falco, Carolyn Howell, Helen Perry, Robert Perry, Richard Warwick, Chris Venn, Jonathan Young. (10)

2018/15 WELCOME

The President welcomed everyone to the meeting, especially those who were new or newly-returned to membership of the Committee – Rosie Falco, the Guild Treasurer, and Chris Venn, a representative of the Western District.

2018/16 APOLOGIES OF ABSENCE

These were received from Liz Gliddon, Mary Jones, Robert Pearce, Ian Self, Sue Shadrick, Bill Willis, Brian Wood. (7)

2018/17 MINUTES OF THE MEETINGS HELD ON 13 JANUARY AND 21 APRIL 2018

These were approved as a true record.

2018/18 MATTERS ARISING FROM THE MINUTES

Suggested mini-ring in the Falmouth area

Robert Pearce advised that based on the lack of support from Guild members for the mini-ring at the Royal Cornwall Show he did not think that there was sufficient interest to warrant the installation of any further mini-rings. The mini-ring at Bradoc had been financed largely by the church there, and it could be that something similar might happen elsewhere if there was sufficient interest in doing so. It was possible that the Guild itself might wish to acquire its own mini-ring rather than rely upon one was the property of a specific church, although any such proposal would need careful consideration before any commitment to go ahead was made.

World War One Memorial

Robert Pearce proposed the purchase of 100 A5 bound books containing the names of those Cornish ringers known to have been killed on active service during the First World War. These could be given to the towers from which these ringers came, with the balance being sold to defray the cost. He also suggested that two A4 books also be created, one for the Guild library and one for display. Each of the combatants concerned would have a page devoted to them with details of their service, death and burial recorded.

Having given the matter detailed consideration the Committee felt that as the names of those killed were in most cases already recorded locally it was unlikely that they would need to have a book which repeated information likely already to be available. The Committee was willing to support the provision of the A4 books as suggested. Robert Perry said that he would let Robert know of the Committee's decision.

Royal Cornwall Show

Robert Pearce said that the level of support which he had received at the Show this year had been disappointing, and largely comprised those who had helped in previous years. He continued to feel that the presence of the Guild at the Show was worthwhile, but this did depend upon more support being forthcoming from the Guild at large. If the Guild was to be represented at the Show in 2019 there would need to be a larger contribution towards the cost of entry to the Show, and someone would have to agree to take and return the mini-ring.

Some members expressed a degree of scepticism over the follow-through from seeing or participating in a mini-ring to tower-bell ringing in churches.

Scouting

Robert Pearce said that the scouting badge had been a great success, with interest across the whole of Cornwall. The existence of this badge went live on the scouting website in May, and had been followed up both locally and nationally. Some scouts were continuing to ring on completion of the badge trial, and he thanked in particular the St Mabyn Scout group and the ringers of St

Kew and St Breward who had allowed the scouts to ring at their towers as part of the trial experience.

The Committee was disappointed to note that Girlguiding had that very week removed ringing from amongst the badges which it officially awarded.

#### 2018/19 TREASURER'S REPORT

Rosie Falco reported that as at 30 June 2018 the Guild's assets as shown in the accounts amounted to £87330.07, comprising £2542.50 in the Community (ie Current) Account, £336.28 in the Saver Account, £34451.29 in the CCLA Deposit Fund and £50,000.00 as being the cost of the Guild's Investments also held at CCLA. The Fund balances were £11454.00 in bequests, £3149.73 in the General Fund, £71576.68 in the Bell Restoration Fund and £1150.26 in the Education Fund. She pointed out that while showing the cost price of the CCLA Investment was correct in strict accountancy terms, as the value of those shares as at 16 July was £91,861.65 the accounts significantly understated the true worth of the Guild's assets. Indeed, as at 30 June 2018 the CCLA Deposit Fund held £91,370.64 and the total amount of the Guild's balances stood at £128,910.64.

Rosie advised that Barclays were now in correspondence with her, rather than her predecessor (Dave Ralls), and she was liaising with CCLA in order to effect the same change. She recommended, and the Committee agreed, (a) to merge the two Barclays Accounts into one by closing the Saver Account which held very little money and so paid a minimal amount of interest each year, and (b) to move towards holding a balance in the General Fund which would normally be between £4,000 and £5,000. She also questioned what the Guild's purposes were in holding an apparently inexorably increasing amount of cash, which she felt meant that were not spending enough money on our charitable purposes. She proposed to submit a report on this to the next meeting of the Committee.

Rosie reminded the Committee that the current authorised signatories of the Guild's bank accounts were, other than herself, Mark Hood, Norman Mattingley and Robert Perry. She noted that it had been intended to remove Mark from this list, but this had not so far done. She also suggested that she, Norman and Robert should be authorised to transact electronically, and the Committee agreed to this recommendation.

#### 2018/20 BELL RESTORATION OFFICER'S REPORT

John Davis reported that since the previous meeting of the Committee he had received four applications from grants, two of which had arrived in the very recent past. At Callington general maintenance work would cost £2650 plus VAT, at Calstock it was necessary to rehang the bells, clean the frame, fit new clappers and bearings and refurbishment the wheels, runner boards and stays (£41825), at Lanivet the seventh bell had developed a severe crack and would need to be recast (16765.20) and at Zennor the bellframe needed to be completely replaced and replacement fittings installed together with retuning the bells (£53,460). VAT where payable was reclaimable under the Listed Places of Worship scheme and so could be ignored for the purpose of calculating the amount of grant payable. John said that he was satisfied that all these schemes were viable and he recommended that the Guild make grants of 15% of the costs stated up to a maximum grant of £7,500.00, in line with its current policy. These amounted to £400.00 (Callington), £6275.00 (Calstock), £2525.00 (Lanivet) and £7,500.00 (Zennor). The Committee agreed accordingly.

John advised that with these grants now awarded included the liabilities attaching to the Bell Restoration Fund amounted to a sum in the region of £32,000, and when other applications not yet received but anticipated were added that sum rose to approximately £42,000. Consideration of the Guild's policy on the minimum amount of capital, if any, which it wished to see retained in the Bell Restoration Fund would be included in the review of financial policy which Rosie had said she was going to undertake.

In the light of difficulties which towers were known to be experiencing in obtaining quotations for work the Committee agreed that henceforward only one quotation would be acceptable for work costing £25,000.00 or less, net of recoverable VAT, while for projects estimated to cost in excess of that sum at least two quotations would be required.

Some members expressed surprise that the Guild awarded grants to towers without Guild members. Robert Perry said that it had been the policy of the Guild since the Bell Restoration Fund was established in the mid-1970s that any tower within the Diocese of Truro which wanted financial assistance in carrying out a bell-related project should be entitled to apply to the Guild for such help, whether or not the ringers in that tower were members of the Guild. He said that while it was perfectly possible for the Committee or the Guild itself to change that policy he did not feel that so major a decision should be taken without a formal motion having been proposed in advance so that all the implications of such a step could be properly considered.

#### 2018/21 DATE OF ANNUAL GENERAL MEETING, AND ANNUAL PROGRAMME OF STANDING COMMITTEE MEETINGS

Robert Perry said that the rule changes which the Annual General Meeting of the Guild had approved in April meant that it was necessary for the Committee to consider both the date of future AGMs but also when the Committee itself should also plan to meet so as best to suit the Guild's annual business cycle. John Davis said that ideally meetings would be held at a frequency which would prevent applicants for BRF grants from having to wait too long for their applications to be considered. Annie suggested, and the meeting agreed, that rather than the entire Committee attempt to determine a programme of meetings, the three Trustees (the President, Guild Treasurer and Guild Secretary) should consider the matter and present its suggestions to the next meeting of the Committee. There was general agreement that the AGM ought to be held in May (so as to avoid the summer season and a date too far from the end of the previous financial (and calendar) year) and that it would need to be preceded by a Committee meeting held mainly to agree the AGM Agenda and then followed (perhaps on the same day) by another meeting of the Committee to determine what would need to be done to implement any decisions taken by the AGM. Other meetings of the Committee should be held as appropriate in order to deal with ongoing Guild business.

Robert Perry said that although some districts had already decided the dates of their meetings to be held in spring 2019, and these dates would in accordance with the existing Rules of the Guild be held too late to propose motions to be decided by any Guild AGM held in mid-May, he was of the view that the motions approved at the 2018 Guild AGM provided sufficient flexibility to ensure that this would not in fact be the case and that any such motions could validly be proposed.

Ian Banbury gave details of a motion which he was formulating to effect a reduction in the overall size of the Committee. He also submitted a paper in which he set out his thoughts on the role of a District Representative on the Standing Committee.

#### 2008/22 GUILD HANDBOOK/GUILD MEMBERSHIP

Jonathan Young referred to the work which he, Caroline Howell and Norman Mattingley had done on the suggested appointment of a Guild Membership Secretary, a Performance Secretary and an Editor-in-Chief of a printed Guild Handbook. The Committee agreed that job descriptions were needed for all three appointments, and Jonathan agreed to put the preparation of these in hand. It was recognised that the work of the latter post in particular would be affected by the nature and functionality of the new website.

#### 2018/23 GUILD WEBSITE

Annie guided members in accessing the new Guild website, which at present was still in prototype form. However, she, Martin Spittle and Ian Self were planning to upload more material over the next week or so. Members thanked her and her colleagues for the work which they had done and were doing.

She also reported that the cost of the website would be increasing by an amount still under negotiation, but likely to be between £200.00 and £400.00. This increase was attributable to increased costs as the number of towers with Guild members became clearer.

There being no further business, the Chairman declared the meeting closed at 4.47pm. Members thanked Annie for her hospitality and for the refreshments which she had service during it.

## **PROPOSAL**

Dear Robert,

For the next meeting of the Standing Committee can I please put forward the following 2 motions:

That the Standing Committee is formed of the Guild Executive (President, Treasurer & Secretary (Secretary also being Central Council Rep)) and two representatives from each district and Rule 8.1 be amended accordingly.

This would give a committee of 11 voting members.

The District Reps should be voted in at their District AGM with the election minuted.

It should not be an automatic selection of an existing District Officer.

Apart from one Central Council Rep, in the form of the Guild Secretary, no others should form part of the committee, unless voted in at their District AGM as the District Rep.

Guild Officers may attend to deliver their reports and provide advice but have no voting rights.

That the quorum for a meeting be reduced to 5 members or in any event, the quorum for meetings held under the current rules be reduced to 7 and Rule 5.6 be amended accordingly.

This reflects the recommendation of the Charity Commission at paragraph 3 of its advisory document, "Charity meetings: Making Decisions and Voting" which is that a quorum is  $1/3 + 1$ .

To support the first motion can I also offer the following proposal:

That the role of District Rep has a formalised Job Description

As attached

Kind regards,  
Ian

Truro Diocesan Guild of Ringers  
Standing Committee

### **Role of District Representative**

#### Main Purpose

To represent the needs and interests of their district members at Standing Committee meetings and contribute to the effective governance of the Guild. To assist the Executive in review of proposals and to mediate in the decision process.

#### Principle Duties

To attend meetings of the Standing Committee.

If unable to attend a meeting, to arrange a suitable replacement; providing any information needed and on completion of the meeting obtain a full debrief.

To maintain and foster regular, effective communication with all district members.

To actively seek opinions and points of interest from district members.

To provide the Guild Secretary with written supported proposals from the district membership for consideration by the Standing Committee.

To provide the District Secretary with an Annual Report for inclusion in the District General Meeting on Standing Committee business, with special emphasis on that relating to their district. This should be a joint report from both District Reps.

## **NEW AGENDA ITEM**

### **Membership Secretary**

Send out tower return forms (if the website does not have the facilities to do this).

Compile and maintain lists of members (including separate designations for Junior, Non resident life etc.) with individual contact details when authorised. This list is to be compiled from tower returns from tower secretaries (either online or by post) and Performance Secretary for NRL.

Receiving membership payments (including Life members) and paying into Guild bank account, supplying details to Hon Treas.\* and Performance Sec. on request. Receiving information from Hon. Treas. as to direct payments into Guild in respect of subscriptions.

Verifying membership lists with details of membership subscriptions.

Attending to discrepancies between information reported on website/report and details received/ subscriptions paid. Reporting to the Guild Committee accordingly.

Collating a list of non-renewal of subscriptions and reporting accordingly.

Complying with Data Protection legislation.

Prepare an annual report for the period to 31st December each year.

A full voting member of the Guild Standing Committee.

### **Performance Secretary**

Maintaining the Guild's peal, quarter peal and miscellaneous performance records from publication on Bellboard/Ringing World.

Verify all peals published as rung for the TDGR meet the requirements of the rules of the Guild with information supplied by the Membership Secretary should it be required (eg NRL).

Collect all fees payable (if any) for the acceptance of the performances by the Guild and pay into the Guild Bank account. Retain records for Hon. Treas.\*

Publishing requirements for acceptance of 'other performances' for Guild records.

Prepare annual report incorporating published Peals, Quarter Peals and 'Other Performances' that meet requirements in #4.

A full voting member of the Guild Standing Committee.

\*Or whatever mechanism agreed with the Hon Treasurer.

## **TDGR Standing Committee meeting**

**17<sup>th</sup> November 2018**

### **Treasurer's report**

Rather than produce an updated set of figures which will have a few additional items to add to the figures from the last meeting, I would like to suggest some ideas to the committee for consideration.

The Guild finances are in a very healthy state, due mainly to the positive growth in the stock market based investment part of the Bell Restoration Fund. In spite of recent market corrections, this portion of the assets now stands at £91,394.39. When added to the CCLA Deposit fund balance of £30,282.54 and the Barclays current account balance of £6136.81, the total held is £128,353,74.

The Bell Restoration Fund has been growing in excess of the demands made on it in the last few years. There have been some major projects (eg St Winnow) and there are more in the pipeline but the amount the Guild can contribute is limited. I would like to propose that the rules be amended to allow for more generous contributions to restoration projects, including a substantial increase in the maximum grant available. I don't want to suggest figures here, but would put this to the committee for discussion.

What else can we usefully spend some of the Guild funds on?

It seems to me that the biggest challenge of all to the Guild and to Bellringing in general is the decline in numbers of ringers and the rapidly increasing average age of the ones who remain. The 'Ringing Remembers' campaign has been very successful against its stated objective, with nearly twice as many ringers recruited as aimed for. However, how many of these are in Cornwall?

We need to recruit ringers and attract lapsed ringers back, but the message is not getting across. I would like to suggest that some sort of advertising campaign be considered, for which some of the Guild funds could be used. I believe it's worth paying a professional marketing company to come up with (possibly) an advertisement that could be run on local radio (Pirate FM, Heart FM etc) for a trial period of say 3 months, to gauge its effectiveness.

If the committee is in agreement, I will investigate the cost of this exercise and report back as soon as possible. In my opinion, having spent approximately £5K on the new website (which is really excellent), we could consider spending about the same on a recruitment campaign.

I look forward to hearing everyone's views on this.

Rosie Falco

17<sup>th</sup> November 2018

## Health and Safety Officers Report November 2018

Last Tuesday I met a visiting band of ringers who wanted to ring at one of the churches where I ring. On Thursday I met the same band at another tower but this time one of them had a heavily bandaged hand and their arm was in a sling.

What had happened?

The visitors had gone on to ring elsewhere a where this experienced ringer had rung up a bell, the bell went over and broke their fingers and burned their hand. They are currently unable to ring. What other injury they received only time will tell.

Two weeks before, one of my regular ringers from another tower reported that one of their most experienced ringers had again rung up a bell, it had gone over and again they had broken their fingers and burned their hands on the rope and were currently unable to ring.

Three years ago, while ringing for Sunday service at another tower, one of my ringers had a similar experience, the bell went over and they broke their fingers and burned their hands.

They came back to ringing when their hands and finger were better and rang for about a month. However, they have not rung since due to the shoulder injury they picked up at the time of the incident. That is three years that they have been unable to enjoy their hobby, and three years they have been missing from the Sunday service and practice band.

Why is this important to us as a Guild?

- Ringers are being injured and we need to act to prevent it.
- Accidents are happening with serious injuries to ringers in Cornwall but no one is reporting them to the Guild
- We do not know the frequency of the incidents
- While the guild can give some general advice, which will help prevent reoccurrence it cannot give specific advice when it does not know the details.
- We must have an incident reporting system.

How can these incidents be prevented?

In the cases above we do not know why the bells went over. Clearly it is something to do with stays or sliders. As ringers we do not know who bashed the stay last, the condition of the bells, when were they last inspected? We are a long way below them as we ring, we frequently do not have access to see their condition before we ring and therefore we are reliant on others to do these checks for us.

Our legislation is very clear and our bells must be maintained so that its performance does not deteriorate to the extent that people are put at risk.

This is described in the Provision and Use of Work Equipment Regulations 1998 as

*Regulation 5 Maintenance*

*(1) Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.*

*(2) Every employer shall ensure that where any machinery has a maintenance log, the log is kept up to date.*

Note: As volunteers we are treated under the legislation as employees of the church.

There are of course a number of reasons why a bell will overturn, and what we need to be able to show to the relevant bodies who may be involved in any claim or investigation following an injury is that we have taken reasonable steps to ensure that the risks to the ringer are adequately managed. Typically, this may be, the PCC, the Incumbent, The Diocese, the Insurance Company and the relevant investigation authority, such as the Police, Fire and Rescue, or Local Authority,

This means we need to carry out relevant risk assessments including the need for a maintenance log and keep them and a log of our inspections up to date and available for ringers to see in the bell tower. We also need to report them to the Guild.