



**Llandaff & Monmouth DACBR
Association Management Committee**

**Minutes of Meeting held on
Thursday 22nd November 2018
Newport Hall**

Present:

Master: Mr Matthew Turner
 Chairman: Mr John Vesey
 Treasurer: Mr Phil Hopkins
 Secretary: Dr Harriet Moncrieff
 BRF Trustees: Mr David Moore, Mr Barry Hayman
 PRO:

Llandaff Branch:

Miss Hilary Evans
 Dr Fred Jackson
 Mrs Pat Moore
 Mrs Lynne Workman

Monmouth Branch:

Mr Jonathan Lewis
 Mr Andrew Philips
 Mrs Helen Philips

Agenda item and Title	Notes for Minutes	Action by
1.0 Chairman's opening remarks	The Meeting opened at 7.20 pm. John welcomed members of the Committee.	
2.0 Apologies for absence	Mr Sam Bolingbroke, Mrs Yvonne John, Mr Chris Kipling, Mr Simon Lockhart.	
3.0 Minutes of the previous meeting held on 5th September 2018	The minutes of the previous meeting of 5th September 2018 were accepted.	
3.1 Matters arising not appearing elsewhere on the agenda	Matthew reported that the text has been agreed for the Affiliation letters. Matthew reported that in the All Wales Striking Contest, Llandaff and Monmouth Association had won the 8-bell and Rumney had come 2 nd in the 6-bell. All agreed that it had been an enjoyable day.	
4.0 Officers' Reports		
4.1 Treasurer's Report	Phil had forwarded documents re Training Fund, Treasurer's Report Budget Monitoring and the Budget Proposal for 2019 for information prior to the meeting. The Association should be in a good financial position at year end.	
4.1 General Fund .1	Since the last meeting there have been the following significant items:	

		<p>£(129) net movement on the 125th Anniversary dinner. The overall position was £188 profit, which is proposed to be allocated to the Recruitment and Training Fund – this was agreed by the Committee £(80) From the R&T fund to cover the ART course hire of hall at Rumney.</p> <p>Overall 2018 is currently expected to be £219 favourable to budget (excluding R&T fund), largely due to lower advert income in the Annual Report, which is more than offset by the printing costs being lower than budgeted and CC rep expenses being £210 lower than budgeted.</p> <p>The General Fund stands at £9,952, with £1,878 of this ring-fenced for the R&T Fund.</p> <p>The General Fund includes the legacy from the estate of T Edwards – this is “ring-fenced” and stands at £5,000. This be used to fund the Tower Maintenance Grants to be advertised in the 2018/2019 Affiliation letter.</p>	
4.1	BRF	<p>The total funds in the COIF and Monmouthshire Building Society accounts stand at £73,943.</p> <p>Movement since the last meeting comprises £44 Interest.</p>	
4.1	Budget proposal for 2019	<p>Two proposals for the 2019 budget was provided, noting the following: Non-resident Life Members fee is proposed to be increased from £5 to £10. This is the first increase for many years and is more in line with other Associations. We do not anticipate increasing this further for many years. This was proposed by the treasurer and seconded by the chair. The motion was carried by the Committee and the fees will be duly increased after the 2019 AGM (to allow time to publicise).</p> <p>CC rep expenses are based on 2 Reps being fully reimbursed for travel. There is no allowance for costs of attendance to the event outside of the main meetings.</p> <p>£2,000 is expected to be paid as grants for the Tower Maintenance Scheme. This will come from the “ring-fenced” TPE donation and will be capped at a maximum of £5,000.</p> <p>£300 is allocated to the R&T Fund for 2019.</p> <p>Option 1 had the total Levy remaining at the same level as 2018 whilst Option 2 had this increasing by 3%. There were no other differences.</p> <p>It was proposed to accept Option 2 by Helen Phillips, seconded by Fred Jackson and carried by the Committee.</p>	
4.2	Webmaster’s Report	<p>The Webmaster supplied a report to the AMC prior to the meeting. Key messages include that there is now advice about new functionality for helping ensure the Website’s compliance with GDPR (including a Privacy Notice and the ability to request one’s personal information held on the website), new activity-logging tools (for the Webmaster) and an update on the position with the Mailing Lists, including number of subscribers (in total and to each list) and how many emails have been sent so far.</p> <p>JL had been reassured at a recent Branch Practice to find that many people present had either received an email about it directly or had had one forwarded to them.</p>	
4.3	PRO’s Report	Not provided. HM to ask SL	SL, HM
5	Recruitment and Training		
5.1	Proposals and actions arising from the special meeting	No further update	

	of the AMC on 30 October 2017:		
5.2	Next ART Course	Provisionally the next ART course (Teaching Bell Handling) will be held on 4 th May 2019 in Cowbridge	
5.3	National initiative to recruit ringers to commemorate the end of WW1.	MT commented that nationally this had been a great success. It was agreed that locally there were a few towers who had made a great contribution but on the whole generally more could be done and next time this sort of initiative was proposed there should be a greater push from the Association.	
5.4	Requests for funding from the Recruitment & Training Fund	MT requested £100 and Jonathan requested a further £50 for training materials to support the Monmouth Branch Training Course. The motion for a request of £150 was proposed by Phil seconded by Helen Philips and carried by the Committee.	
5.5	Discussion re London Summer Ringing School (see RW dated 24 Aug -18)	MT had previously suggested that the L&M could do something similar e.g. running a course with 1 week's intensive tuition. The AMC was invited to come back to Matthew with ideas. Matthew would then put together a proposal. MT had had only one response so agreed to re-send his email. He would report back at next Meeting and then, if there was enough enthusiasm, would convene a small group to progress this.	MT
5.6	ART Awards	MT mentioned that these are open to all ringers. 2 Awards are available, one for excellence in recruitment and retention and one for inspiring leadership. The closing date is 21 st December. MT encourages towers to apply. Criteria apply (see ART website). Suggestions included Llantwit Major and Llanedeyn among others. MT will compose an email to be sent to the Tower Correspondents.	MT
6.0	Bell Restoration Fund and Tower News		
6.1	Towers with grant aid outstanding	None	
6.2	Grant applications received	<p>Whitchurch had approached the AMC for some money to cover additional and unexpected costs and had now provided a complete application from the clergy as per the BRF rules. The Trustees of the BRF suggested that £1800 should be awarded, and this was proposed by John Vesey, seconded by Andrew Phillips and carried by the Committee.</p> <p>St Athan is planning significant work to the bells and have submitted an application to the BRF. The BRF have proposed a time-limited offer of a provisional amount of £15,000 if the work is completed and inspected within 3 years. If this is not the case then the Church will need to re-apply.</p> <p>Once the contract is signed, the Church is encouraged to come back to the BRF for further consideration as a larger grant may be justified.</p> <p>A requirement of the Grant offer is that they must keep the AMC informed of progress on a six monthly basis.</p>	

		This motion was proposed by Fred Jackson, seconded by Matthew Turner and carried by the Committee.	
6.3	Llanarth (bells)	No update	
6.4	St Athan	See 6.2 (above)	HM
6.5	Whitchurch	See 6.2 (above).	
6.6	Penmark	Penmark bells need urgent preliminary work to re-bush the clappers but further work would improve the ring immensely – information only at this point.	
6.7	Llangynwyd	John reported that there is an Interregnum at this church so there is no Vicar to contact re no ringing in the church due to items in the ringing chamber. John will contact the Churchwardens to discuss.	JV
7.0	Events		
7.1	Association 125th Anniversary, 13th Oct 2018	This was very successful and a formal vote of thanks was extended to Andrew Philips for all his hard work in organizing this. Harriet had already sent a letter of thanks to Manor Parc hotel.	
7.2	KRO	A KRO event will be held on December 8 th with 3 towers booked: Llantwit and Llanblethian am and Cowbridge pm. JL will put on Facebook.	JL
7.3	Quiz Night	There were discussions around who should host the Quiz Nights and the Committee agreed to accept Llanishen's offer of hosting the Quiz in 2019, although it was noted that Llanishen Hall would not be available. It is likely to return to an earlier date in October. FJ and MT to liaise regarding a possible venue.	FJ, MT
7.4	2019 AGM	This is planned for Saturday 13 th April in the Llandaff Branch and a venue was discussed – HM to contact to Cowbridge ascertain availability. The format would follow a similar format to last year.	HM
8.0	Other discussion items		
8.1	CCCBR and the church insurance company, Ecclesiastical	John has been working on the proforma letter which will be available soon but not yet finalized. He will write to advise towers with the proforma. John mentioned that towers need to inform their PCCs of any ongoing work so that they are aware for Insurance purposes.	JV
8.2	Association Assets	John had circulated a link for people to update as necessary (this is a working document) – the link will be added to minutes in future. https://docs.google.com/spreadsheets/d/1d7rwIDLG4BVYB8GcCsKjeCNsjHoU0mFuF9px6wurzi/edit?usp=sharing	HM
8.3	Proposals for Officers including CC Reps.	A CC Rep is needed for proposal at the AGM to attend the CC meeting in London 7th Sep 2019 (2 day meeting). Action Point: possible identification of possible individuals from the Annual reports Volunteers to stand again: PH: Willing to stand again MT: Willing to stand for another year JV: Willing to stand again HM: Willing to stand again PRO: HM to write to ask if he will stand again BRF trustees: Willing to stand again	JV, MT, HM

8.5	GPDR Working Group	Compliance with the requirements of GDPR is still being assessed based on returns of all those who might keep personal information for their Branch and Association roles. JV and HP aim to move this forward by the end of 2018.	HP, JV
8.6	Membership and Communication	Mailing lists work and information goes to the people who want it. JV will put a page in the Annual Report. The importance of the Tower Correspondents in forwarding emails was stressed.	
9.0	Any other Business		
		Mike Hoult of Abergavenny had sent an email that on Monday Dec 3 rd ITV will film for a programme and is looking for ringers. MT commented that it was important to find out how much ringing would be filmed as it was a long way to travel for some people.	
	AMC meetings	Next meetings will be: Friday 15th February 2019, Llandaff Prebendal Hall. HM to book Newport Hall for late May/June 2019, Llandaff for end of Nov 2019 and Newport Hall for end Feb 2020.	HM
The meeting closed at 8.54pm			