



**Llandaff & Monmouth DACBR
Association Management Committee**

**Minutes of Meeting held on
Friday 15th February 2019
Prebendal Hall, Llandaff**

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:

Monmouth Branch:

Dr Fred Jackson
 Mr Chris Kipling
 Mrs Yvonne John,
 Mrs Pat Moore

Mrs Hilary Brown
 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 7.18 pm. John welcomed members of the Committee.	
2.0	Apologies for absence	Miss Hilary Evans, Mr Simon Lockhart, Rev. Jenny Mole, Mrs Lynne Workman,	
3.0	Minutes of the previous meeting held on 5th September 2018	The minutes of the previous meeting of 22nd November 2018 were accepted with a minor change in 7.3 to 'Llanishen Hall might not be available'.	
3.1	Matters arising not appearing elsewhere on the agenda	Hilary Brown noted that the design for the Association clothing is owned by the Association but this is now not a dye cast form but a digital file. Hilary to ask for an electronic copy of the digital file which will be held on the Association Webspaces for storage purposes.	HB

4.0	Officers' Reports		
4.1	Treasurer's Report	Phil had forwarded documents re Training Fund, Treasurer's Report and Budget Monitoring.	
4.1.1	General Fund	<p>Since the last meeting there have been the following significant items:</p> <ul style="list-style-type: none"> • £20 Non-resident member fees • £40 Final 2017 Annual Report Advert income <p>The accounts are currently with the Independent Examiners for ratification.</p> <p>Overall 2018 was £705 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>Additionally the Public Relations budget of £200 was not spent and Administration costs were £153 lower than planned, which was partially due to the Affiliation letter costs (initial letter and subsequent certificates) not being claimed in 2018 (these will instead appear in the 2019 Accounts).</p> <p>The General Fund stands at £10,012, 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 is to be used to fund the Tower Maintenance Grants advertised in the 2018/2019 Affiliation letter.</p> <p>There is an outstanding R&T claim of £150 approved for the costs incurred at the 2019 Monmouth Branch Course.</p> <p>The AMC should note that Jen Mundy has stepped down as Independent Examiner for the next year (due to becoming Monmouth Branch Treasurer) and so a replacement will need to be elected at the April AGM.</p> <p>Yvonne noted that the R&T Fund had been discussed at the recent Llandaff Branch AGM. It was clarified that the Fund comprised approximately half from subscriptions and half from donations. An additional £400 has been earmarked for R&T fund from the Association General Fund in 2019.</p>	
4.1.2	BRF	<p>The total funds in the COIF and Monmouthshire Building Society accounts stand at £75,013 as at the end of 2018.</p> <p>Movement since the last meeting includes:</p> <ul style="list-style-type: none"> • £326 PPPPPP • £324 2018/2019 Affiliation payments • £375 Clothing Sales 	

		<ul style="list-style-type: none"> • £46 Interest <p>There are approved Grant requests outstanding of:</p> <ul style="list-style-type: none"> • £1,800 for Whitchurch – Inspection completed and awaiting details of the payee • £15,000 for St Athan – Pending start of work, to be reconsidered if not claimed by Dec 2021 	
4.2	Webmaster’s Report	<p>The Webmaster supplied a report to the AMC prior to the meeting. Key messages include that the Website has been performing well and since the last Meeting the hosting environment has been recently updated to PHP v7.2.15 without any issues or errors.</p> <p>The Website’s security software, including the web-firewall, is up to date, Backups of the Website, including the database, are made on a daily basis, At the time of writing there are 107 “Registered User” accounts on the Website plus the Webmaster’s “Super User” account. The Association Facebook Group continues to be very popular, with 190 members at the time of writing.</p> <p>Chris Kipling asked and it was clarified that Allison Vesey would be able to provide the relevant passwords and access to the site and server, etc, if John was indisposed. The suggestion was made that a Deputy Webmaster should be appointed and/or a set of instructions for its use be written. John to consider and approach suitable candidates.</p>	JV
4.3	PRO’s Report	This had not been provided and John will chase up.	JV, HM
5.0	Recruitment and Training		
5.1	Proposals and actions arising from the special meeting of the AMC on 30 October 2017:	No further update	
5.2	Next ART Course	The next ART course (Teaching Bell handling) will be held on 8 th June 2019 in Cowbridge. Matthew was awaiting confirmation from the Monmouth Branch for contributions to students’ fees	
5.3	Requests for funding from the Recruitment & Training Fund	<p>2 requests:</p> <p>a) £100 for the next ART course to cover hiring costs and sundry expenses. Proposed by MT seconded by YJ and carried unanimously.</p> <p>b) £80 to buy supporting literature for 3 training courses</p>	

		on the day of the AGM. Proposed by MT seconded by JL and carried unanimously.	
5.4	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. This is still under consideration and MT will follow up at the next meeting.	MT
6.0	Bell Restoration Fund and Tower News		
6.1	Grant applications received	No new applications	
6.2	Towers with grant aid outstanding	Whitchurch. St Athan	
6.3	Llanarth (bells)	No change (need to be located somewhere in Wales).	
6.4	St Athan	Reapplying for Heritage Lottery Funds	HM, JV
6.5	Whitchurch	See 4.1.2 (above).	
6.6	Penmark	Penmark bells need urgent preliminary work to rebush the clappers but further work would improve the ring immensely – information only at this point.	
6.7	Llangynwyd	John reported that the RB have no contact details for the Churchwardens (there's no incumbent in place at present) and will follow up with the Llandaff Diocesan Office instead.	JV
7.0	Events		
7.1	KRO	A KRO event will be held on March 9 th with 3 towers booked.	JL
7.3	Quiz Night	Booked for 11 th October at Llanishen Hall.	
7.4	2019 AGM	This is planned for Saturday 13 th April in Cowbridge . 3 Training events in Cowbridge and nearby towers will be again held before open ringing, a service, tea and the AGM in Cowbridge. Tea will be provided for a small fee by the Cowbridge ringers.	HM, MT
8.0	Other discussion items		
8.1	CCCBR and the church insurance company, Ecclesiastical	John had circulated a draft letter to the MC for comments prior too circulation with the Annual Report.	JV
8.2	Association Assets	The privacy/viewing permissions of the online Asset List needs to be corrected.	JV
8.3	Proposals for	Volunteers have been received for everything except	JV

	Officers including CC Reps.	the PRO and the CC volunteers to attend the CC meeting in London 7th Sep 2019 (2 day meeting). JV and MT are happy for their names to be put forward for this meeting only (costs will be covered only agreed for elected reps who will vote on the Association's behalf) but anybody can attend. The meeting was happy for their names to be put forward. PRO: JV will contact to ascertain the position	
8.4	GPDR Working Group	Helen had pre-circulated a copy of the GDPR report which will be published in the Annual Report. Most of what we do balances the privacy of the Individual with the Needs of the Association. There was some discussion around what branches will do for new members. HP and JV will continue to work on this and will report back at the next AMC meeting in June.	HP and JV
9.0	Any other Business	Yvonne reported that Aberdare church has now been stripped and the builders will start at the beginning of March	
	AMC meetings	Next meetings will be: Monday 3rd June 2019, Newport Hall; Tuesday 17th September 2019, Prebendal Hall Llandaff and Wednesday 27th Nov 2019, Newport Hall.	HM
The meeting closed at 8.15pm			