



**Llandaff & Monmouth DACBR
Association Management Committee**

**Minutes of Meeting held on
Thursday 3rd June 2019
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
 Mrs Pat Moore
 Mrs Lynne Workman

Monmouth Branch:

Mr Andrew Phillips
 Canon Jenny Mole
 Mrs Hilary Brown

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	Dr Fred Jackson Mrs Yvonne John, Mr Chris Kipling Mr Jonathan Lewis, Mrs Helen Phillips	
3.0	Minutes of the previous meeting held on 15th February 2019	The minutes of the previous meeting of 15th February 2019 were accepted as an accurate record.	
3.1	Matters arising not appearing elsewhere on the agenda	The Association AGM 13 April 2019 had been held at Holy Cross Cowbridge and had been successful Association clothing re electronic logo: HB had contacted the company and the cost of the digital file is £25 +VAT. HB recommended that LMDACBR obtain this to hold for future reference. DM inquired if other firms might use other patterns but it was agreed that other firms could use ours or it could be converted if necessary. It is proposed to pay this out of the General	HB

		Fund and HB agreed to organise. This was agreed with no dissent.	
4.0	Officers' Reports		
4.1	Treasurer's Report	Phil had forwarded documents re the General Fund (including a copy of the Financial Monitoring spreadsheet for year to date 2019 and the Training Fund) and the Bell Restoration Fund for information prior to the meeting.	
4.1.1	General Fund	<ul style="list-style-type: none"> • £(460) Printing costs of Annual Reports • £(194) Insurance premiums • £(120) Central Council Affiliation fees • £(81) Ringing World Subscription • £(56) Administration costs associated with the Affiliation scheme for 2018/2019 <p>The various large items paid out so far in 2019 have been slightly below budget, which is almost completely offset by report adverts being £35 below budget. Excluding the Recruitment and Training Fund we are therefore on budget for the year.</p> <p>The General Fund stands at £8,962, with £2,028 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>The R&T claim of £150 approved for the costs incurred at the 2019 Monmouth Branch Course has now been paid. No costs for literature had been incurred for the AGM training courses.</p> <p>There are outstanding grants of</p> <ul style="list-style-type: none"> • £250 approved for the Caerleon Parish open day • £100 (up to) for the next ART course • 	
4.1.2	BRF	<p>2. Bell Restoration Fund</p> <p>The total funds in the COIF and Monmouth building society accounts stand at £78,554 as at the end of May 2019.</p> <p>Movement in 2019 includes:</p> <ul style="list-style-type: none"> • £(1,800) grant to Whitchurch • £1,000 from the 200 Club • £348 2018/2019 Affiliation payments • £233 PPPPP and other donations • £135 Interest <p>There is an approved Grant request outstanding of: £15,000 for St Athan – Pending start of work, to be reconsidered if not claimed by Dec 2021</p>	
4.2	Webmaster's Report	The Webmaster supplied a report prepared on 3 rd June 2019. There are 112 users of the Website and 75	

		Resident members All software code is up-to-date. The glitch with the image upload has been fixed. Re mailing lists: There are 242 users (some 52 are JCs). 205 emails have been composed since the system went live. As BTinternet addresses sometimes ‘bounce’ JV forwards bounced emails onwards. Lists of subscribers has been sorted out. The Facebook group is working well.	
4.3	PRO’s Report	There has been no press activity recently due to lack of PRO. It had been decided to leave this role in abeyance at the AGM as the Job Description no longer reflects the role expected. Recruitment will commence once Job Description is reviewed and updated.	JV, HM
5.0	Recruitment and Training		
5.1	Proposals and actions arising from the special meeting of the AMC on 30 October 2017:	Nothing to report	MT, JV, SL
5.2	Next ART Course	The next ART course (Teaching Bell handling) will be held on 8 th June 2019 in Cowbridge. 10 people have signed up with 7 from the Monmouth Branch and 3 from the Llandaff Branch. Up to 12 places could have been taken but 2 people had withdrawn.	
5.3	Requests for funding from the Recruitment & Training Fund	The Caerleon grant request of £250 was approved for hire of mobile belfry 13/14 July 2019 JM reported that Phil Sergeant had said thank you for this.	

5.4

Review of Training Workshops held prior to AGM – 13 April 2019

	MT		
6.0	Bell Restoration Fund and Tower News		
6.1	Grant applications received	None received	
6.1	Towers with grant aid outstanding	St Athan are actively looking to find somebody to write their National Lottery Fund Re-application as part of their fund raising.	
6.3	Llanarth (bells)	DM had already approached a large number of towers who might be interested to house these bells and urged members of the MC also to try to identify potential	ALL

		towers.	
6.4	St Athan	See 6.1	HM, JV
6.5	Whitchurch	The Rector had received the cheque from the BRF and both he and Lynne extended their thanks to the BRF.	
6.6	Penmark	Fund raising ongoing	
6.7	Llangynwyd	JV has tried to gain access but as there is no incumbent he will try via the Diocesan Office.	JV
6.8	Others	<p>a) Llangattock vibon Avel church has been vested in the care of the Friends of Friendless Churches</p> <p>b) Regular Maintenance at towers : MT reported that he had recently requested to ring at a couple of towers but had been refused due to issues with lack of regular maintenance (e.g. ropes requiring splicing). This led to a discussion to 1. encourage members to be proactive in belfry maintenance 2. How we as an Association use our assets to be proactive in maintaining bells. MT will put an item re this into the Branch Newsletters.</p> <p>DM reported that Baglan and Llandaff will be making an application to the BRF. DM had advertised some free muffles on the Website, all of which have now been allotted.</p>	MT
7.0	Events		
7.1	KRO	The next KRO event will be held in August.	
7.2	Quiz Night	Friday October 11 th Llanishen Church Hall	
7.3	Pitman Trophy	Will take place on Friday 27 th June at Sully	
7.4	2020 AGM	Date and venue for 2020 AGM – agreed to be 25 th April 2020. HM to arrange venue.	HM
8.0	Other discussion items		
8.1	CCCBR and the church insurance company, Ecclesiastical	The proforma letter was distributed with the Annual Reports and so this item is now closed.	
8.2	Association Assets	<p>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.</p> <p>https://docs.google.com/spreadsheets/d/1d7rwIDLG4BYVB8GcCsKjeCNsjHoU0mFuF9px6wurzi/edit?usp=s_haring. The clothing die will be added to the assets.</p>	ALL
8.3	Proposals for Officers including CC Reps.		JV, HM
8.3.1	Association	A nominee for Master will need to be found before the	ALL

	Master	next AGM. There is an action on all members to think of suitable candidates.	
8.3.2	Association Treasurer	A nominee for Treasurer will need to be found before the next AGM. There is an action on all members to think of suitable candidates.	ALL
8.3.3	CC reps	MT and JV will attend next CC meeting. HM to inform Mary Bone	HM
8.4	PRO job description	See 4.3	JV and HM
8.5	GPDR Working Group	The Compliance and Privacy Policy is still being worked on with not much more to do.	HP and JV
9.0	Any other Business		
	AMC meetings	<p>Next meetings will be:</p> <p>Prebendal House Llandaff:, Tuesday 17th September 2019</p> <p>Newport Hall: Wednesday 27th Nov 2019.</p> <p>Prebendal House Llandaff: Thursday in February 2020</p> <p>Newport Hall: Friday in early June 2020</p> <p>Prebendal House Llandaff: Monday in late September 2020</p> <p>Newport Hall: Tuesday in late November 2020</p> <p>HM will book dates and venues for 2020 meetings.</p>	HM
The meeting closed at 8.23 pm			