



**Llandaff & Monmouth DACBR  
Association Management Committee**

**Minutes of Meeting held on  
Tuesday 17th September 2019  
Prebendal House, Llandaff**

Present:

Master: Mr Matthew Turner  
Chairman: Mr John Vesey  
Treasurer: Mr Phil Hopkins  
Secretary: Dr Harriet Moncrieff  
BRF Trustees:  
PRO:

Llandaff Branch:

Miss Hilary Evans  
Mrs Yvonne John  
Mr Chris Kipling  
Mrs Lynne Workman

Monmouth Branch:

Mrs Hilary Brown  
Mr Jonathan Lewis  
Canon Jenny Mole  
Mrs Helen Phillips

Agenda item and Title		Notes for Minutes	Action by
1.0	<b>Chairman's opening remarks</b>	The meeting opened at 7.16 pm. John welcomed members of the Committee.	
2.0	<b>Apologies for absence</b>	Dr Fred Jackson, Mr Barry Hayman, Mr David Moore, Mrs Pat Moore, Mr Andrew Phillips	
3.0	<b>Minutes of the previous meeting held on 15th February 2019</b>	The minutes of the previous meeting of 3rd June 2019 were amended to read Monday (not Thursday) 3rd June and were then accepted as an accurate record.	
3.1	<b>Matters arising not appearing elsewhere on the agenda</b>	None	
4.0	<b>Officers' Reports</b>		
4.1	<b>Treasurer's Report</b>	Phil had forwarded documents re the General Fund (including a copy of the Budget Monitoring	

		spreadsheet for year to date 2019 and the Training Fund spreadsheet) and the Bell Restoration Fund for information prior to the meeting.	
4.1.1	<b>General Fund</b>	<p>Since the last meeting there have been the following significant items:</p> <ul style="list-style-type: none"> <li>• £1,612 Branch Levies</li> <li>• £40 Annual Report Adverts</li> <li>• £(84) Central Council Rep Expenses</li> <li>• £(54) Ringing World Binding Costs</li> <li>• £(50) Printing of Fixture Cards</li> <li>• £(290) Grants from the R&amp;T Fund</li> </ul> <p>We remain largely on budget for 2019. (This excludes the Recruitment and Training Fund and Maintenance Grant Scheme, which are considered separately).</p> <p>The General Fund stands at £10,131, with £1,748 of this ring-fenced for the R&amp;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. Up to £2,000 of this is to be used to fund the Tower Maintenance Grants advertised in the 2018/2019 Affiliation letter.</p> <p>The R&amp;T Fund has paid £200 to Caerleon ringers towards the hire of a mini ring (this was £50 lower than originally approved due to lower costs incurred for the transport of the ring). Thanks were extended to the Association by Canon Jenny Mole for this grant. The R&amp;T fund has also paid £90 towards the June ART course held at Cowbridge.</p> <p>A request for funding was received from Llandaff towards a simulator and a grant of £250 was made by the AMC (see 5.4 below).</p> <p>Three applications have been received for the Maintenance Grant scheme:</p> <p style="padding-left: 40px;">St Hilary Laleston Cowbridge</p> <p>These all participated in the Affiliation Scheme for 2018/2019 and so are eligible for two thirds of the cost of a maintenance visit (up to a maximum of £200).</p>	
4.1.2	<b>BRF</b>	<p><b>2. Bell Restoration Fund</b></p> <p>The total funds in the COIF and Monmouth building society accounts stand at £78,695 as at the end of August 2019.</p> <p>Since the June meeting there have been the following movements:</p> <ul style="list-style-type: none"> <li>• £50 donations</li> </ul>	

		<ul style="list-style-type: none"> <li>• £36 Affiliation payments</li> <li>• £55 Interest</li> </ul> <p>There is an approved Grant request outstanding of:</p> <ul style="list-style-type: none"> <li>• £15,000 for St Athan – Pending start of work, to be reconsidered if not claimed by Dec 2021</li> </ul>	
4.2	<b>Webmaster's Report</b>	<p>The Webmaster supplied a report prepared on 14th September 2019. The Website has been performing well and since the last Meeting the hosting environment has been recently updated to PHP v7.3.7 without any issues or errors. The Website's security software, including the web-firewall, is up to date and the server environment is as secure as a shared server environment can be. The email system is working well.</p> <p>Hilary Evans commented that a reply to an email forwarded from the website, comes from her personal email. John responded that the aim of the email forwarder is to keep personal email information off the Website and that costs would be involved to change it. Chris asked about a disaster recovery plan for the Website. John will seek, arrange to appoint and train up a deputy Webmaster.</p>	JV
4.3	<b>PRO's Report</b>	<p>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.</p>	JV, HM
5.0	<b>Recruitment and Training</b>		
5.1	<b>Proposals and actions arising from the special meeting of the AMC on 30 October 2017:</b>	None	
5.2.1	<b>Last ART Course</b>	<p>The last ART course (<b>Teaching Bell handling</b>) was held on 8<sup>th</sup> June 2019 in Cowbridge. 10 people signed up with 7 from the Monmouth Branch and 3 from the Llandaff Branch.</p>	
5.2.2	<b>Caerleon Festival</b>	<p>The Caerleon Festival held 13/14 July 2019 was very successful with lots of people wanting to have a go on the Mini Ring. 27 people expressed an interest to learn to ring and as they were fairly local this made it easier to pass the enquiries to local towers. 14 were directed to Caerleon and 7 are now learning at Caerleon.</p>	

5.2.3	<b>Other initiatives</b>	<p><b>Monmouth Gwent Living Levels Partnership</b> is a Community Group covering the Gwent Levels which run from Rumney to Chepstow, is Lottery Funded and aims to promote local history, nature, the Arts etc. connected with the Levels. The Monmouth Branch, in partnership with the Living Levels organisation, ran a Bellringing Taster event with half hour taster sessions which was well attended with 20 people, all of whom booked in advance. 14 expressed an interest to do more. The PR (materials, banners etc) was excellent.</p> <p>Yvonne reported that a Tower Open Day was held at Cadoxton on 10<sup>th</sup>-12<sup>th</sup> September and some 40 people visited the tower.</p> <p>John reported that Llandaff had taken part in the ‘Open Doors’ initiative.</p>	
5.3	Ringing for Peace – 75 <sup>th</sup> Anniversary of VE Day – May 2020.	This is a big National Event with a call for Towers to ring at 7pm. This could be used as an aim to recruit new learners.	
5.4	Requests for funding from Recruitment and Training Fund	<p>The Llandaff Cathedral ringers put forward an application from the Fund. Llandaff Cathedral ringers have been considering for some time the purchase of a simulator and this has now become a priority with 4 trainee ringers. The initial cost is budgeted at £340 for a simulator, the software, a laptop and an extra long cable to reach the bell chamber from the ringing room. The decision is to purchase from BelFree because the Llandaff frame design is not compatible with optical sensors from other suppliers. This will be a single bell system aimed specifically at learners. A second hand laptop has been acquired. At some future date they may consider purchasing headphones, quality speakers, a large TV screen and a multi user system but at the present time the focus is solely on the immediate needs of learners. They requested that the AMC consider making a grant towards the cost of the simulator, to be paid after purchase and successful installation. Matthew proposed a grant of £250, this was seconded by Hilary Brown and carried by the Committee (1 abstention). John thanked the committee for this on behalf of Llandaff.</p>	

6.0	<b>BRF and Tower News</b>		
6.1	<b>Grant</b>	None received	

	<b>applications received</b>		
6.1	<b>Towers with grant aid outstanding</b>	St Athan	
6.3	<b>Llanarth (bells)</b>	No update	ALL
6.4	<b>St Athan</b>	Fund-raising at St Athan has stalled due to the application to the National Lottery Fund being rejected. They are considering next steps.	
6.5	<b>Penmark</b>	Fund raising ongoing, awaiting second quotes for work.	
6.7	<b>Llangynwyd</b>	JV still can't gain access but, as there may be a new incumbent, he will keep trying.	JV
<b>6.8</b>	<b>Others</b>	Baglan have had another quote from Taylor's. There is ringing there once a month now. Bells need overhaul and maintenance. Porthcawl/Newton Nottage now have a band and may want help with clapper rebushing. Harriet to add to next meeting's agenda.	HM
<b>7.0</b>	<b>Events</b>		
7.1	<b>KRO</b>	Dates are being discussed for the next KRO event which may be held last week in November.	
7.2	<b>Quiz Night</b>	Friday October 11 <sup>th</sup> Llanishen Church Hall. Event will be put on Facebook group.	
7.3	<b>All Wales Striking Contest</b>	This will take place on 28 <sup>th</sup> September in Carmarthen. A six bell Tower band (Llandaff) and an 8 bell band from across the Association will be entered.	
7.4	<b>2020 AGM</b>	Date and venue for 2020 AGM – agreed to be 25 <sup>th</sup> April 2020. HM had emailed Caldicot but will telephone to follow up.	HM
<b>7.5</b>	<b>South West Striking Competition</b>	Helen reported that Llandaff & Monmouth had entered a band and that there have been lots of good focused practices with lots of positive support.	
<b>8.0</b>	<b>Other discussion items</b>		
8.1	<b>Association Assets</b>	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. <a href="https://docs.google.com/spreadsheets/d/1d7rwIDLG4BVYB8GcCsKjeCNsjHoU0mFuF9px6wurzjl/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1d7rwIDLG4BVYB8GcCsKjeCNsjHoU0mFuF9px6wurzjl/edit?usp=sharing</a> . The clothing die will be added to the assets. Jonathan asked if a peal record book from the 1950s from Llanfrechfa could be added to the Library. The suggestion was well received and it was suggested he discuss with the Librarian. The Committee was invited to consider (for discussion at the next meeting) whether there was a purpose in maintaining the current tradition of binding each years' Ringing World magazine and	ALL

		storing within the Association Library. The space these occupy is quite large there is an impression that these are not a resource that the membership require given the availability of electronic copies. Helen commented that although DVDs are machine readable now, so paper copies are not needed, it is important that the media is future proofed. Matthew encouraged members to take the Ringing World as it makes us part of a bigger Exercise.	
8.2	<b>Association Logo</b>	Hilary Brown reported that the Association's pattern (which had been precirculated to the AMC) for the clothing badge is now securely held online on the Website. The folder can be accessed by the WebMaster, Secretary and Clothing Orders Contact (Hilary Brown).	
8.3	<b>Proposals for Officers including CC Reps.</b>	Suggestions to JV or HM	JV, HM
8.3.1	<b>Association Master</b>	A nominee for Master will need to be found before the next AGM. There is an action on all members to think of suitable candidates.	ALL
8.3.2	<b>Association Treasurer</b>	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. Any prospective Treasurer could come to the next couple of meetings as a Taster.	ALL
8.3.3	<b>CC reps</b>	MT and JV attended the last CC meeting which they thoroughly enjoyed. Both are happy for their names to be put forward at the AGM and suggest nominations for a third rep. Next year's CC meeting is in Nottingham.	
8.4	<b>PRO job description</b>	John will update by next meeting. Suitable candidates need to be identified.	JV and HM
8.5	<b>GPDR Working Group</b>	Ongoing with the aim to complete before next meeting.	HP and JV
9.0	<b>Any other Business</b>	Joy Kipling had pre-circulated a proposal for a Bell Maintenance Fund to provide funds to help Association towers maintain their bells and for the Association to provide an Expert group to provide advice and practical help. Matthew expressed a view that we should be clear as to what the Association can and cannot provide and expressed concern about towers not maintaining their bells. This matter will be deferred to the next meeting's agenda, to which Joy will be invited. Helen will look at the appropriate Regs.	HP, HM
	<b>AMC meetings</b>	Next meetings will be: Newport Hall: Wednesday 27th Nov 2019. Prebendal House Llandaff: Thursday 6th Feb 2020 Newport Hall: Friday 5th June 2020 Prebendal House Llandaff: Monday 21st Sept2020 Newport Hall: Tuesday in late Nov 2020	

The meeting closed at 8.47 pm