

W & P Action Plan A.G.M. 2019 – A.G.M. 2022

Summary:

The following frame work sets out what Guild Officers will work towards over the next few years. Having an Action Plan in place will enable ideas to develop, provide continuity and ensure the Guild is striving to be a relevant entity for its members.

The vision is of a central administration which can provide resources, educational initiatives and public relations representation advice and support, using resources to best advantage whilst encouraging Districts to be more independent and flexible in what they offer in terms of local day to day ringing.

The Action Plan can be developed in detail as appropriate and will significantly take into account members' feedback including matters of budget. It will be reviewed annually to monitor progress.

1. Ongoing work:

- actively seek feedback from members
- hold at least 2 all-Guild ringing events each year to encourage all ringers to come together
- encourage young ringers to come together to ring, socialise and to participate in ringing contests; advise and remind them of the available financial support via the Training and Development Fund
- encourage the districts to be more independent of central control and be flexible in their own ringing programmes and events; support local efforts as required, including reminding Officers and members of the available financial support via the Training and Development
- encourage more members to be involved in Guild volunteer efforts resulting in a gentle shift in age profile in the Guild's activities and administration
- offer various training courses, reminding potential applicants of the available financial support via the Training and Development Fund; encourage 'relevant experience' volunteer assistance for the courses including administration support
- update the website generally, including the inventory of Guild resources available to members, and their location
- encourage much wider engagement of the Guild's website and social media and uptake of the electronic newsletter 'Weekly News' to:
 - enable 'fresh' information to be displayed and circulated
 - ensure enhanced communication with ringers and community
 - offer positive benefits to visitors to the sites including such as Learning to Ring,

information of training events, ringing activities, by taking up the electronic newsletter 'Weekly News'

- continue to consider and work towards the Guild Database of Members
- review and support the work of all Committees and Young Ringers' groups; seek out potential 'relevant experience' volunteers and encouraging them to offer help
- be a point of contact for all ringing matters for Diocesan and national bodies, the community and the media
- review areas of Guild administration and responsibilities to improve effectiveness and remain accountable, including to third parties

2. Key need areas identified:

a) Communications:

Leader **Lizzie Colliss**: working with Principal officers, Communications team and the GDPR representative.

Budget: £700

- Seek out and encourage more 'relevant experience' volunteer assistance for the website
Timescale: ongoing
- It is suggested to replace the existing W&P website with something more modern? We propose to investigate the options and present alternatives with budgets at the November 2021 Executive meeting **Timescale:** November 2021

After the 2021 AGM, Peter Sheppard (Ringing Master at Portsmouth Cathedral and professional web designer) has joined the Communications Committee and has agreed to rebuild the Guild Website with Andrew Glover's help. They have already begun the redesign process and we look forward to the exciting developments they have in store. Thank you to both Peter and Andrew for their dedication with this project.

- To hold a series of forums with district secretaries and treasurers to discuss the Guild membership database and the Guild communications database, how it will be used at various levels and how data is securely stored including the implications of GDPR.

Feedback received this year suggests that that a lot of the information across both databases is obsolete. For instance, some information held about members includes home addresses and phone numbers, which are both unnecessary for communication or identifying which tower a member comes from. There is a need for the databases to be stripped back to only the necessary details such as name, email address and tower (unless a member is a tower correspondent or District/Guild officer).

At present, further development/refinement of the databases has been put on hold whilst the new website is being produced. This is because it is the possible that there may be crossover concerning the population/content. We will have a better understanding of this as the website progresses. It should also be pointed out, as it has been in previous years, that there is always need of more volunteers who have a working knowledge/expertise in this area in order to develop the databases appropriately in the future.

- Seek out and establish a small group of 'News Ambassadors' in local areas to work alongside the Communications Team. **Timescale:** ongoing

After the 2021 AGM, Rachael Barber (A&P District) has joined the Communications Committee and has focused chiefly in collecting and promoting news items. Unfortunately, there appears to be little interest from additional parties to join. This could be due to the hugely varied remit of this committee putting off potential volunteers, who may be intimidated by its more technical side.

Nevertheless, there have been several newsletters published over this three year period and social media and mailing lists has been regularly used to keep members abreast of developments around the Guild.

- Review GDPR policy and provide relevant training and guidance to key district and guild officers. **Timescale:** June 2020

b) Young Ringers:

Leader Helen Woolford: working with Principal Officers, W&P Young Ringers Group and the Safeguarding Officer.

The global COVID19 pandemic greatly hindered the ability to take forward and develop the safeguarding and young ringer actions into meaningful activities. However, support was provided to the Safeguarding Officer which helped ensure the safeguarding policy was reviewed and approved by the Guild Executive. The Guild has maintained the Training and Development fund to support young ringers accessing funding to attend relevant training courses. With the new Guild website coming there will be further opportunities to promote young ringer networks and events.

Budget: £0

- Support the Safeguarding Officer to review the Safeguarding policy and seek its approval by the Executive Committee. Once approved, push out the policy to all towers.
Timescale: Completed- Policy approved at March 2021 Executive Committee. Guild Secretary disseminated the Policy to Districts for onwards distribution to all towers.
- Work with the safeguarding officer to provide available training for protection of young and vulnerable people.
Timescale: March 2022
- Gain knowledge of young ringers groups and work with these to maintain and increase easy access to the Young Ringers' groups training and events, and available financial support.
Timescale: June 2022
- Assist districts with strategies for recruitment of young ringers at a local level and creation of local young ringers groups.
Timescale: June 2022

- Work with young ringers to develop a programme of Guild events specifically designed for them (outings, competitions etc.)
Timescale: Dependant on situation when returning to ringing after covid pandemic.

c) Recruitment and Retention:

Leader TBD: working with Principal officers, Education Committee, communications team and Local districts.

Budget: £40

- Garner available and appropriate resources, including financial, to ensure there is a continuous supply of new ringers and that they are well-trained and motivated for the long term benefit of all. **Timescale:** June 2022
- Consider new opportunities for recruitment initiatives at local level. **Timescale:** Sept 2021 - Action - Districts
- Learn to ring events. **Timescale:** March 2022
- Investigate opportunities to assist with funding of recruitment and retention. **Timescale:** March 2022
- Identify and publish towers able to train new ringers on behalf of struggling towers, as well as for their own benefit. **Timescale:** March 2022
- Develop 'new ringer welcome pack' and 'Welcome Back to Ringing pack'. **Timescale:** Jan 2022 - Viv Nobbs & Pete Jordan - [Complete and distributed to district secretaries for distribution to towers.](#)

d) Education:

Leader Pete Jordan: working with Principal officers, Education Committee and Local Districts

Due to the Covid pandemic, training was reduced or paused for many towers. As a result of this the education actions have been on hold. As we come out of the pandemic it is encouraging to see many new shoots of training starting up again across the guild.

Budget: £0

- Following covid-19 Lockdown, provide a support raft of resources to equip districts and towers to ensure that bells and fittings are in a safe condition to restart ringing activities and to provide support and retraining where required to returning ringers. **Timescale** June 2021
- Each district to plan how they can support recruitment and training new ringers once in a legal and safe position to resume one to one training. This to be based on local resources available to give a secure path for retaining new recruits. **Timescale** June 2021
- Across the Guild area, support educational initiatives, especially those improving the quality and sustainability of ringing and ringing teaching. **Timescale:** June 2022
- Encourage 'relevant experience' volunteer assistance at local training events. **Timescale:** June 2022 - [Delay due to covid](#)
- Develop strategies to provide key support for training at district level. **Timescale:** June 2022 - [Delay due to covid](#)

e) **Heritage:**

Leader Allan Yalden: working with Principal officers, Local Districts and the Education committee.

Budget: £150

- Consider further action to protect our heritage, including undertaking and archiving audio recordings of bells for future generations, and photographing peal boards and other significant historic artefacts. **Timescale:** To seek a volunteer or more to gather firstly the audio by end of 2021 and then the peal board pictures using lessons learned from the initial action by end 2022. Help may also be needed from the Comms team.

[Volunteer not found but some pictures of peal boards have been provided and this would appear to be more likely to be achievable prior to audio recording activity. I have added to the W&P website both audio and pealboard pictures where available.](#)

- Develop local training for Steeple keepers to help maintain bells for the future. There is support for this from the S&M workgroup of the Central Council. A spanner's group is thought to be possible as each towers requirement has a different engineering challenge. **Timescale:** end 2022
[PDF copies of a large number of Bell Stock Survey records are now on the Website](#)
- Investigate ways to support local tower maintenance through the BRF, maintenance groups or centralised resources. **Timescale:** see above

- Continue with update and completion of the bell stock survey. A trial is in place to link this to the Dove website [Timescale](#): June 2022

f) Guild Operations:

Leader Pete Jordan: working with Principal officers, to act as a top level focal point between the Belfry Stewardship Committee, BRF Trustees & Guild membership.

Budget: £0

Mission statement

To consult with the membership with regarding to reviewing the operation of the Guild and make recommendations for the years ahead.

Scope of work

- BRF focus
 - Investment of surplus BRF funds to maintain capital value
 - BRF grant levels
 - Likely implications of Covid-19 and reduction in parish income

Discussions have taken place amongst the trustees on these issues. Immediate focus is on securing the investment strategy which Trustees are working on. Reduction of parish income and church closures are a significant issue however it is difficult at this time to produce a decisive forecast for the future. The Trustees are however aware of the importance of this influence and will keep a watching brief on the matter. The Trustees also recognise that it would be helpful to develop stronger links with the Diocese to be able to influence possible future decisions on disposition of bells.

- Belfry Stewardship focus
 - Updating and completion of bell stock survey to inform future decision making. Data consistency.
 - How maintenance inspection scheme should work in practice. Professional / internal inspection? Training?
 - Review rule 23 (Redundant bells), especially in light of possible future redundancies and the activities of the Keltek Trust

[See report in Appendix B](#)

- Guild membership focus
 - Consultation (survey) membership to establish what benefits they value from their membership - how would they like to see their subs used? What benefits would they like?
 - Encouraging Districts to use their surplus funds (Rule 16)
 - Use of the Training & Development Fund

This was discussed and it was agreed there was a benefit in having a central fund as well as District training funds however it needed to be better funded, advertised and used.

- Fund-raising ideas from other Guilds & Associations - existing - district practices / 200 club. What do we need this for? Fund raising at local level for local projects. Do the members want this?
The will to carry out local fundraising is variable across the districts.
- Subscription levels in the light of the above
To be considered at the 2022 AGM
- Would charitable status of whole Guild (not just BRF) be of benefit - gift aid & more flexibility etc. - Pete and Hen had a discussion with Andrew Brewster, Treasurer of the Essex Association who are a charity at top level. Main benefits are gift aid on donations and in particular membership fees, (see Appendix A) however there is some significant work involved in getting members to provide the gift aid forms etc. From an administration point of view there is work involved in the application to the Charity Commission and some changes to the accounts etc. Trustees are also required who will be committed to meet at points during the year. The Essex Association has just reduced the number of Trustees from 44 to 15 with permission from the Charity Commission. Typically the trustees would be all Guild officers plus reps from each district (Chairs?) and one or two more in significant roles etc.

Timescales

To report back to the Executive committee and AGM 2022.

3. Future events:

- 'Firsts Fortnight' – Autumn 2019 (October 11th - 27th) **Complete**
- 'First Peal 2022' - **Cancelled**
- Open Day with Mini Ring 2022 - **Cancelled**
- Any other significant events to be considered and arranged.

Appendix A

Potential Gift Aid for the W&P Guild.

It has been suggested that the guild could be taking advantage of the Governments Gift Aid Scheme.

This scheme allows a charitable group to reclaim 25p of every pound if the payee is a taxpayer.

To that end the Guild would need to be set up as a charitable trust. This can be done 'online' and we would need to have some volunteer Trustees to monitor that we are meeting the requirements set out in our trust documentation.

It is not easy to calculate directly what the financial gain might be, were we to find some volunteers to set up the scheme.

From the 2019 guild report

we have 483 full members paying £10 a year of which we could claim back £2:50 a head if they were all taxpayers and signed up to gift aid.

We have 691 senior members paying £7:50 which we could claim £1:90 a head approx. if they were all taxpayers and signed up to gift aid.

Making assumption that say 50% of our members were to signup to the scheme we may claim back in the order of £1000 annually.

You notice the requirement for W&P ringers to buy in to the scheme relies on some volunteers and this is where we may become unstuck!

Informal BSC Meeting to discuss the way forward for the Bell Stock Survey 3rd November 2021

Those attending – Martin Barnes (Convener) & Paul Bailey (Chartered Surveyor by profession)

1. Updating and completion of the Bell Stock Survey to inform future decision making, with data consistency

Roger Booth has set up a recording system which is basically a property asset management investment based spread sheet dealing with long term investment and expenditure decisions intending to show possible long term expenditure in relation to every tower

There is also a call for archive recording, containing lots of detail to create a historic record of all towers.

Whilst these could be linked in a practical sense they are best considered as two separate issues

In relation to future expenditure the level of funding that is available and is likely to be available in the future is such that there seems to be no benefit in attempting to create such long term financial planning

To go back to basics, what are we trying to do?

We are trying to identify what towers will need grants in the next few years and how much.

So the question needing to be asked is ‘what requirement is there among our 190 churches in the Guild for maintenance.’

A quick email, as short as possible will get better answers than anything of length.

The best way to achieve this is to email the Tower Captains and ask two very simple questions –

1. Do you anticipate any work being needed on your bells within the next ten years?
2. Do any of your bells have plain bearings?

Answers to this will narrow down the need and further action can then be targeted at those towers which have indicated they may require assistance by follow up contact.

Question 2 is only asked as it can be assumed that it is desirable to replace plain bearings with ball bearings and something that will need doing in the near future.

The creation of a detailed historical record of all towers is an admirable objective and some records have already been provided which start this process. To carry out this type of recording exercise for all 190 Towers properly is a complex matter involving the establishment of base line data sets and recording procedures to ensure a consistent approach which will then provide a genuine record of future historic benefit. That level of work will require training and resources well beyond those available within the BSC but is a project which may be of interest to some Tower Captains or other members of bands .

Once the initial approach to Tower Captains has been made to identify possible maintenance issues a separate approach could be made, for circulation to all members, to identify if there are individuals

who would be interested in forming part of a group prepared to undertake such detailed survey and depending on the results of that enquiry establish a team to train for and carry out this project.

2. How maintenance inspection scheme should work in practice. Professional or internal inspection? Training?

It was agreed that this is something we should do when things open up again in the summer and it is warmer to instruct in belfries.

3. Review rule 23 (redundant bells), especially in the light of possible future redundancies and the activities of the Keltek Trust.

It was agreed that this has to be left in the hands of the Keltek Trust with the expertise and resources to handle.

The Guild are totally unequipped to remove or store bells.