

# THE CENTRAL COUNCIL OF CHURCH BELL RINGERS

Charity Registration No 270036

## Executive

Notes of the meeting held on Wednesday 24 March 2021 at 8.00pm by video conference.

Present: Simon Linford (President), David Kirkcaldy (Deputy President), Mary Bone (Secretary), Fergus Stracey (Treasurer), Phillip Barnes, Alison Everett and Clyde Whittaker. Apologies for absence were received from David Smith. The Public Relations Officer, Vicki Chapman, also attended.

### 1. Financial matters

- The Treasurer reported that the 2020 accounts were now ready to be submitted to the Independent Examiner.
- The Executive **agreed** that the deposit for the 2022 NW ringing course should be paid from the Education Courses Fund. The final decision will be taken once the amount is confirmed.
- The Executive **confirmed** the offer of a grant of £1,000 from the Fred E Dukes International Bell Fund to St Philip's Eastwood, New South Wales. [The offer had previously been agreed by email exchanges.]

### 2. Workgroups

With effect from 1 July 2021, the Executive:

- **withdrew** the Terms of Reference (Standing Order XW1.3) for the Communications & Marketing workgroup;
- **renamed** the workgroup as the Public Relations workgroup;
- **approved** the following Terms of Reference for the workgroup:

#### **XW 1.3 Public Relations**

a) To promote the Council and bell ringing to the ringing community and general public, by:

1. Supporting the Council's Executive and volunteers to share information with the ringing community and via the media
2. Exploiting opportunities to promote bell ringing in the media
3. Managing the Council's media contacts, responding to media queries and writing/promoting press releases, articles and other information for publication/broadcast
4. Monitoring bellringing stories in the public domain, sharing stories of interest with Council officers and the bellringing community
5. Offering guidance to society PR officers, including on the handling of social media. Maintaining a suite of PR materials
6. Maintaining and implementing the Council's policies regarding publicity and ringing for public events
7. Supporting Council officers in dealing with the media as part of crisis containment.

- **appointed** Vicki Chapman as workgroup leader;
- **confirmed** the President as Executive sponsor for the Public Relations workgroup;
- **confirmed** Clyde Whittaker as Executive sponsor for the Senior Stakeholder Liaison workgroup.

### 3. Small Societies

- The Executive **appointed** Edward Sterland as Small Society Co-ordinator. This appointment will be subject to the usual review after six months.
- The Executive **noted** that the application process details and application form for any small society wishing to register with the Council were now available on the website at <https://cccbr.org.uk/about/governance/registered-small-societies/> .

4. The Executive received a presentation from Simon Meyer and John Hughes-D'Aeth on risk assessment by the Council. Further work on examining potential risks to the Council and its work, and their mitigation, will take place during the year.

5. The Executive had an initial discussion on ways to progress the recommendation in the 2017 CRAG report to reduce the number of representatives to the Council, based on feedback from the recent consultation process.

6. The President updated members on proposals by young ringers to form their own society. The Council's safeguarding officers, Dave Bassford and Ann White, were present for this item.

7. The next meeting of the Executive will be held by video conference on Wednesday 28 April 2021.

Mary Bone  
Secretary  
01.04.2021