# Agenda for meeting of ringers at ……Tower, TOWN

## Day, month, year, time

## AGENDA

*Meetings should normally be held at least annually. Others may be held as required.*

*The agenda should be distributed several days in advance with a request for items under AOB. The idea of an agenda is to keep a meeting on track.*

*The person chairing the meeting should be aware of the focus of the meeting and not allow digression. They should also be aware of the anticipated timescale and try to keep within this. The Chairman may well not be one of the ringers; in a church the incumbent is often a good choice. A church warden or PCC chairman may also be appropriate. In a non-church tower, then a senior representative from the tower authority would be very appropriate. Such people offer impartiality and the meeting also enables them to meet ringers and hear about the ringing in their tower.*

1. **Prayers and opening remarks.** *Prayers are probably only relevant if the tower is part of a religious institution. In this case, led by a member of the clergy if present.*
2. **Apologies for absence.** *These, ideally, should be notified in advance.*
3. **Minutes of previous meeting.** *Minutes should be distributed soon after the meeting and then redistributed with the agenda, allowing attendees to remind themselves of the previous meeting as this may be a year ago.*

*Consider how minutes are stored for record purposes, especially when written and distributed from personal computers, that may not be accessible when membership changes.*

1. **Amendments and matters arising.** *Normally updating on issues outstanding from the previous meeting. Formally, minutes are signed by the Chair.*
2. **Reports from Officers:**
   1. Ringing Master
   2. Secretary
   3. Treasurer
   4. Steeple Keeper
   5. Other officers eg social secretary
3. **Election of Officers:** *These are recommendations to the Tower Authority for their ratification* 
   1. Ringing Master
   2. Deputy Ringing Master
   3. Secretary
   4. Treasurer
   5. Steeple Keeper
   6. Other officers
4. **Review of membership and election of new members**. *Updates of tower constitution and members’ Code of Conduct. This item may also be used to record thanks to previous members, congratulations, condolences etc. This item also offers the opportunity for members to be reminded of the tower’s approach to GDPR for the retention of their personal details, and that Equality and Diversity are topics to be respected. Particular attention must be made for members under 18 for their parental engagement.*
5. **Safeguarding**. *The person with specialist responsibility in the tower should ideally be invited to report and update in this part of the meeting. It should include requirements for training as appropriate for the tower.*
6. **Health and Safety**. *The person with specialist responsibility in the tower should ideally be invited to report and update in this part of the meeting. It should include tower risk assessment, emergency procedures, insurance provision, requirements for training etc.*
7. **Financial matters.** *Tower and local society membership subscriptions. Proposals for wedding fee, peal and quarter peal fee, visiting band fee, all as recommendations to the tower authority. Funding for routine maintenance and / or specific projects.*
8. **Tower environment and bell installation condition.** *Status of checks, formal record of work undertaken, in progress and required. Feedback from church Quinquennial inspection and other formal assessments, as appropriate.*
9. **Ringing plans**. *This may cover future ringing sessions, especially extra ones. It may focus on what it is planned as personal and tower ringing ambitions, annual peal allocation, quarters, outings, recruitment, training and social events etc. Consider national and local events in the next year that may warrant special ringing.*
10. **Date of next meeting.**
11. **Any other business**. *Ideally, topics should have been notified in advance; additionally items may be discussed but major items should normally warrant an additional meeting.*

**Name** …………………… Tower Secretary

**Date of notice** ………………………..

This draft agenda has been prepared by members of the Central Council of Church Bell Ringers, Stewardship & Management and Volunteer & Leadership Workgroups.

Version 1, March 2022