



## OXFORD DIOCESAN GUILD OF CHURCH BELL RINGERS

# ANNUAL GENERAL MEETING 2009 at STEWKLEY on SATURDAY 16<sup>th</sup> MAY 2009

10.30 - 11.15	Cuddington (8) 9-2-3	SP737112
11.30 - 12.30	Quinton (8) 17-1-26 (GF)	SP750202
12.30 - 1.30	Winslow (8) 19-1-0	SP769277
1.30 - 2.30	Gt Horwood (6) 16-0-10	SP771312
2.30 - 3.15	Stewkley (8) 10-0-16	SP852261
3.15 - 3.30	Service Touch at St Michael's, Stewkley	

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### 3.30 Service at St Michael, Stewkley

The church gate has a 6" step to negotiate and gravel paths. There are no toilets at the church.

### 4.30 Tea in Stewkley Village Hall

The hall is approx. 400 yds north of the church (opposite The Swan pub). There is parking there for approx 15 cars. Additional parking is available in the square opposite the hall or on High St.

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### 5.15 Annual General Meeting in Stewkley Village Hall

### Further ringing at Stewkley after the Meeting

Afternoon tea will be available for those who notify Bunt Scott, 7 High St. (North), Stewkley, Bucks, LU7OHJ. Phone 01525240639 or 07765945555 email

[bunt@thornslade.co.uk](mailto:bunt@thornslade.co.uk)

by **Monday 11<sup>th</sup> May.**

(No need to book if you just want tea/ coffee/ soft drinks)

Hilarie Rogers  
Hon. General Secretary  
4 High Street  
Drayton St Leonard  
Wallingford  
Oxon. OX10 7BA

# OXFORD DIOCESAN GUILD OF CHURCH BELL RINGERS



## ANNUAL GENERAL MEETING 2009

### AGENDA

1. Obituaries.
2. Apologies for Absence.
3. Minutes of the Annual General Meeting of 17<sup>th</sup> May 2008.
4. Matters Arising.
5. Correspondence.
6. 2008 Accounts. *Included.*
  - a) General Fund.
  - b) Restoration Fund.
8. Report of the General Committee. *Included.*
9. Report of the Oxford Diocesan Bell Fund. *Included.*
10. Donations to the Bell Fund and the Restoration Fund.
11. Election of Officers. *Brief description of jobs included.*
  - a) Master (Mr R Newton)
  - b) Deputy Master (Mr A. Marchbank)
  - c) Honorary General Secretary (Mrs H. Rogers)
  - d) Honorary General Treasurer (Mr B.J. Gatward)
  - e) Assistant Treasurer (Mr S. Gibson)
  - f) Guild Stewards (Mrs S. Haines, Mrs R. Moss, Mr D.M. Joyce, Miss C. Cable & Mr M. Crick)
  - g) Honorary Librarian (Mr D.J. Beaumont)
  - h) Report Editor (Mrs H. Browning)
  - i) Peal Secretary (Mrs C.F. Roulstone)
  - j) Newsletter Editor (Mr R. Needham)
  - k) Public Relations Officer (Mr P. Davies)
  - l) Membership Secretary (Mr J.F. Payne)
  - m) Children's Officer (Mrs A. Mayou)
  - n) Website Manager (Mr C Johnson)
  - o) Minutes Secretary (Mrs J. Vernon)
  - p) General Committee Members (Mr A. Crabtree, Mrs W. Fowles, Mr W.H. Haynes, Mr J. Diserens, Mr K Wakefield & Mrs. J. Wells)
  - q) Server Manager (Mr A Hopkins)
  - r) Assistant Server Manager (Mr K Anderson)
  - r) Independent Assessors (Messrs. Target Ernest Francis)
12. Ratification of Non-resident Ringing Members. *Included*
13. Presentation of Striking Competition Certificates.
14. Young Ringers' Award.
15. Rule changes (*see next page*).
16. Any Other Business.

Hilarie Rogers  
Honorary General Secretary.

## **Rule Changes (Rules can be seen on the Guild website [www.odg.org.uk](http://www.odg.org.uk)):**

*The following rule changes will be proposed:*

### **Existing rule 5e**

Honorary Ringing Members.

A member who has been a Resident Ringing Member for at least 30 years and who has reached the age of 65 may, as a mark of respect, be elected as an Honorary Ringing Member at a General Meeting of the Guild or of a Branch. If a Resident Ringing Member is obliged by reason of advancing years or infirmity to discontinue his active ringing, the Branch to which he belongs may elect him as an Honorary Ringing Member. When a member is elected as an Honorary Ringing Member by a Branch, the Branch Secretary shall inform the Honorary General Secretary. A member elected as an Honorary Ringing Member shall not be required to pay any further subscription.

### **To be replaced by new rule 5e**

*Distinguished Members.*

*A member who has been a Resident Ringing Member for at least 30 years and who has given meritorious service to the Guild or a Branch may be proposed for Distinguished Membership by two members of the Guild. This proposal, which should include a citation of the reasons for it, should be sent to the Honorary General Secretary. If approved by the Master, Deputy Master and Honorary General Secretary, the names of those proposed for Distinguished Membership will go forward for ratification at the Guild AGM.*

### **and new rule 5h**

*Honorary Ringing Members.*

*No new Honorary Ringing Members were elected after 2009; those elected to this category before then will remain such.*

### **Existing rule 6a**

Members of the following categories and no others shall be entitled to hold office and to vote at all meetings of the Guild or of the Branch of which they are members, including meetings of any committee or sub-committee of which they are members:- Resident Ringing Members, Life Members, Honorary Ringing Members and Honorary Members.

### **to be replaced by new rule 6a**

Members of the following categories and no others shall be entitled to hold office and to vote at all meetings of the Guild or of the Branch of which they are members, including meetings of any committee or sub-committee of which they are members:- Resident Ringing Members, Life Members, *Distinguished Members*, Honorary Ringing Members and Honorary Members.

### **Existing rule 8a (first sentence)**

Resident Ringing Members and Associate Members shall pay an annual subscription of such an amount as shall from time to time be decided by the General Committee.

### **to be replaced by new rule 8a (first sentence)**

Resident Ringing Members, *Distinguished Members* and Associate Members shall pay an annual subscription of such an amount as shall from time to time be decided by the General Committee.

### **Existing rule 8a (third sentence)**

Any Resident Ringing Member or Associate Member whose subscription shall be unpaid by the 31st. December in the year in which it is due shall thereupon cease to be a member of the Guild and shall not be re-admitted to membership unless the subscription for that year is first paid, provided that a Branch may resolve to excuse such payment after notice of such proposal has been given in accordance with Branch Rule E.

### **to be replaced by new rule 8a (third sentence)**

Any Resident Ringing Member, *Distinguished Member* or Associate Member whose subscription shall be unpaid by the 31st. *March* in the year in which it is due shall thereupon cease to be a member of the Guild and shall not be re-admitted to membership unless the subscription for that year is first paid, provided that a Branch may resolve to excuse such payment after notice of such proposal has been given in accordance with Branch Rule E.

End of proposed rule changes

## Comments on the key points from the 2008 Accounts

**Subscriptions and other income.** The two branches that failed to make payments for active members in time for inclusion in the 2007 accounts paid those amounts in early 2008 and accordingly there is a significant increase in subscription income. There are decreases in non-resident life subscriptions, peal fees and donations. There are slight increases in sales of reports and the Guild History. The reduction in bank interest received reflects the lowering of interest rates in the last quarter of 2008. This will further reduce during 2009 and will lead to a reduced liability for Corporation Tax estimated at £52.

**Expenses.** Expenses incurred by 'Officers' have increased, together with a significant increase in Stationery and Postages costs.

**Library.** The yearly costs have reduced from last year as anticipated but continue to reflect the ongoing programme of expenditure on new material and preservation as agreed by the General Committee.

**Insurance.** The modest increase reflects membership trends. A premium increase in the region of 5% is anticipated at the next renewal.

**Guild Reports and Odd Bob.** The costs are comparable with last year and result from competitive prices obtained for printing.

**Ringing World.** The Guild agreed to donate £100.

**Share of administrative expenses of the Bell Fund.** The payment includes the balance due from 2007 of £273.

**Donations.** The Guild agreed to donate £550 to the Bell Fund and to the Restoration Fund. These payments were made together with £50 outstanding from 2007.

**Education Committee.** All training events and sales of leaflets delivered modest profits. The overall surplus on activities was £142.71.

**Guild Book Stall.** Sales remained at comparable levels as 2007 and with a reduction in stock level resulted in a profit of £300.27 for the year.

**Summary.** The Guild remains financially sound with an operational deficit of £12.52 for the year. At the end of the year the total assets were £11,392.59. The increase in Guild subscriptions approved for 2009 is forecast to offset increases in costs, in particular the cost of insurance. This should result in a breakeven financial position being maintained.

The General Fund account has been maintained by Stuart Gibson (Assistant General Treasurer) and our thanks are due to him for this work.

B J Gatward CPFA, MBCS, CITP  
Honorary Treasurer  
30 January 2009

Oxford Diocesan Guild of Church Bell Ringers Restoration Fund  
**(Registered Charity No. 284053)**  
Report of the Managing Trustees for the year ending 31 December 2008

### **Fund Raising**

Fund raising shows an improvement on last year. The Managing Trustees are pleased to note that seven Branches (Banbury, East Berks and South Bucks, Newbury, Oxford City, Reading, South Oxon and Witney and Woodstock) have made donations from fund raising activities. The Guild donated £600 (which included £50 approved in 2007 but not paid and £550 for 2008) and this generosity is much appreciated. Personal donations increased to £38.21. The Managing Trustees hope that this income source will increase in the future and that donations will include a gift aid declaration to allow tax to be reclaimed for the benefit of the Fund. Tax refunded on gift aided donations amounted to £98.16. This year there was only one Tower donation (Windsor £80). The Managing Trustees hope that more towers, in particular those that have received grants, will wish to make an annual donation.

### **Grants**

Provisional grants offered to Cookham (£740), Wendover (£910) and St. Giles, Reading (£235) have been paid. In all cases, payment of grants depends upon a report confirming the satisfactory completion of the work. The Managing Trustees take this opportunity to thank members of the Towers and Belfries Committee who inspect the completed work.

Provisional grants have been offered to Olney (£1020 - augmentation to 10 bells) and to Great Brickhill (£1525 - augmentation to 8 bells). These works are forecast for completion during 2009.

For reference, provisional grant offers are based on the formula agreed in 1999 (a variable percentage of the approved augmentation costs depending upon the number of bells resulting from the works: for up to 6 bells - 15%, for 6 to 8 bells – 7.5% and for more than 8 bells – 5%).

The Trustees again wish to emphasise the importance of fund raising to allow them to continue to meet these targets for grants and take this opportunity to thank those who contributed during 2008.

### **Investments**

Investment income for the year was £244.70, compared with £268.30 in 2007. This reflected the policy of using the Central Board of Finance of the Church of England Deposit Account. The volatility of the financial markets and the reduction in interest rates during the year has caused difficulties for investors. In order to minimise risks, the Trustees continue to follow an investment policy to maximise income whilst maintaining funds that are readily available to pay grants as they become due. The value of the undated stock remained less than the face value, but within the overall investment holding provided an attractive return.

### **Future Grants**

Grant application forms are available from the Honorary Treasurer and should be returned to him when completed.

Managing Trustees:  
William Butler, Barry Cowper, Derek Fowles  
Brian J Gatward (Honorary Treasurer)

**OXFORD DIOCESAN GUILD OF CHURCH BELL RINGERS**  
**REPORT OF THE GENERAL COMMITTEE – MAY 2009**

The General Committee met at Brightwell in November 2008 and at Easthampstead in March 2009.

At the November Meeting the Subscriptions for 2009 were increased to £6, largely to offset increased insurance premiums. There had been no increase for the past 10 years.

The implications of the decision made at the 2008 AGM to abolish free membership have been considered. The 2009 AGM will be asked to approve rule changes to replace Honorary Ringing Membership with Distinguished Membership, and the process for conferment of this will be explained.

The insurance position of members whose subscriptions remain unpaid well into the year has been discussed. The AGM will also be asked to agree that the membership of those who haven't paid by 31<sup>st</sup> March will be considered to have lapsed (the present rules allow until 31<sup>st</sup> December, almost exactly a year after payment was due).

The March Meeting received and approved the Accounts for 2008 and the comments of the Honorary General Treasurer. The Committee decided that as in the previous year a proposal would be put to the Annual General Meeting that donations be made from surplus funds to the Bell Fund and the Restoration Fund.

The Education Sub-committee reported on their activities during the year, in particular their regular one-day courses. Both the Radley Course and the Steeple Aston Course attracted more applicants than places, but concern was expressed at the low take-up for the Michaelmas Training Day. Another Laying the Right Foundations course was run, and a Surprise Royal course. The meeting for Training Officers took the new format of a practical session on a Saturday morning, followed by lunch. The Young Ringers Award Scheme ran throughout 2008.

The Towers and Belfries Sub-committee reported on their work in the year, including inspections as part of the Tower Maintenance Award, as well as those connected with grants. They had also considered reports of a number of accidents to ringers resulting from causes ranging from an incorrectly tied muffle to interference to bell gear by outside contractors. They recommended that, after any work in the tower by outside contractors, the installation should be checked by an experienced ringer to ensure that all is safe. This point has been included in the routine circular sent to incumbents by the Diocese. Advice has been given in respect of the protection of valuable bells located on the floor of a church and in a case where the church wished to dispose of a bell. They also advised in the case where a tower captain was having problems with a church appointed project manager who had no knowledge of ringers and ringing.

Reports from the Finance and General Purposes Sub-committee referred to their consideration of the Guild Budget, and the question of the criteria for Honorary Ringing Membership, which is still ongoing. They had also discussed gratuities for judges at striking competitions, the 125<sup>th</sup> anniversary peal boards, and Ringers' Teas at meetings and striking competitions. Guidelines for marshals at striking competitions were agreed.

The Committee also received and considered reports from the Public Relations Officer, the Children's Officer, the Report Editor and the Central Council Representatives outlining their activities during 2008, and also on the management of the Restoration Fund and the Guild bookstall.

Much of the work of the General Committee is carried out by its sub-committees and individual officers, and thanks are due to all.

Hilarie Rogers  
Honorary General Secretary.

**OXFORD DIOCESAN BELL FUND**  
**(Registered Charity No. 268390)**

Report of the Managing Trustees for the year ending 31<sup>st</sup> December 2008.

**Grants**

3 grants totalling £3,730 have been paid during the year to:

Wendover	£300	Whitchurch	£300
Winslow	£3,130		

During the year grants were provisionally allocated as follows:

Clewer	£4,720	Little Missenden	£1,670
Olney	£6,000	Whitchurch	£300
Benson	£4,860	Great Brickhill	£5,000

In accordance with the Trustees continuing policy of requiring an independent assessment of satisfactory completion of the work, before payment of a grant, members of the Towers and Belfries Committee carry out an inspection on the Fund's behalf. The Managing Trustees wish to record their gratitude for this service.

The Managing Trustees have maintained grant allocations of 10% of the estimated costs of eligible work. If the final cost is materially different from the indicated cost at the time of application, the grant is reviewed and may be revised. The level of grant allocated depends on the number of applications and the income available for distribution and may vary from year to year.

**Future Grants**

Two further applications for grants were received during the year. These were deferred until the final detail of work to be undertaken was confirmed.

**Fund Raising**

New money raised in 2008 amounted to £11,473. Regular fund raising included £4,597 from branch donations, donations from PCCs of £320, donations from towers of £407, £726 from the ringing day and £3630 from sponsored quarter peals. Individual Gift Aided donations amounted to £212.

There was a donation of £100 from the Guild Handbell Day. Donations from the funeral service of Dick Lee amounted to £154. The Guild donated £550 plus an additional £50 that was approved in 2007 but not paid until 2008.

The Managing Trustees again wish to express their thanks to all those who helped to arrange the Ringing Day; and to all those who have contributed to the continued success of the Fund.

**Investments**

Investment income for the year was £20,445 (2007: £18,558). This reflects the overall financial situation with rapidly falling interest rates towards the end of the year. This situation will probably be with us for some time and the Trustees will work closely with the Diocesan authorities to manage the impact on the Fund. Transactions are made on behalf of the Fund by the Diocesan authorities and the market value of the investment at 31<sup>st</sup> December 2008 was £293,379.

Ken Davenport

## **Oxford Diocesan Guild of Church Bell Ringers - Brief summary of Officers' Tasks**

### **Master**

Chairs General Meetings and General Committee Meetings; is an ex-officio voting member of the Sub-committees, attends F&GP meetings and keeps a watching brief on the work of the others.  
Represents the Guild where possible at Branch meetings and functions.  
Coordinates all aspects of the Guild's representation and relationship with other bodies, and responds to all enquiries concerning ringing within the Diocese either directly or via another appropriate officer.  
Prepares agendas for General and General Committee meetings with the General Secretary.  
Maintains and looks after the Guild Banner, Master's Badge and other official equipment.

### **Deputy Master**

Chairs General Meetings and General Committee Meetings in the absence of the Master; is an ex-officio voting member of the Sub-committee, attends F&GP meetings and keeps a watching brief on the work of the others.  
Represents the Guild where possible at Branch meetings and functions, especially those where the Master is unable to attend.  
Arranges judges and draws for the Guild 6-, 8- and 10-bell striking competitions, selects the composition for the 8- and 10-bell competitions and coordinates arrangements for those competitions with the Local Branch Secretary and the General Secretary.  
Organizes ringing at the AGM, Guild Festival and other Guild events.

### **Honorary General Secretary**

Coordinates arrangements for General Meetings, General Committee Meetings, Ringing Days and Guild Festivals with local Branch Secretary(s) and Guild Stewards.  
Books the Cathedral and Hall for Festivals held in Oxford.  
Prepares Agendas for General Meetings and General Committee Meetings with the Master.  
Oversees the production of Minutes of meetings, and the production and distribution of notices and other papers related to Guild Functions.  
Liaises with Branch Secretaries on day-to-day Guild matters.  
Deals with all (non-financial) correspondence, internal and external, to the Guild.  
As an ex-officio voting member of the Sub-committees, attends F&GP meetings and keeps a watching brief on the work of the others.  
Represents the Guild where possible at Branch meetings and functions, especially those where the Master or Deputy Master are unable to attend.  
Organizes and chairs the annual Branch Secretaries' Meeting.

### **Honorary General Treasurer**

Attends and reports to General meetings and General Committee meetings.  
Deals with all financial matters and correspondence, internal and external, to the Guild.  
Attends F&GP meetings and as an ex-officio member of the other Sub-committees keeps a watching brief of those and provides financial advice and guidance to the sub-committees.

### **Honorary Assistant General Treasurer**

Deals with the management of the Guild's General Fund, and assists the General Treasurer as required.  
Prepares the annual budget in liaison with the General Treasurer.  
Attends F&GP meetings.

### **Guild Stewards**

Represent the Guild where possible at Branch meetings and functions, and attend F&GP meetings.  
In cooperation with the Local Branch Secretary, help with the arrangements for Guild Striking competitions, Meetings, Festival and Ringing Day. Carry and maintain a Guild bookstall.  
Organize ringing at General Committee Meetings within their area.

### **Honorary Librarian**

Receives and archives minutes of all meetings of the Guild and its committees.  
Maintains the Guild's book collection and purchases items as required (and within the budget authorized by the General Committee) to keep the collection up to date.  
Receives and archives all correspondence no longer required by the General Secretary and Branches.  
Files and maintains all Guild information and documentation.  
Oversees and promotes all use of the library including the borrowing and returning of items.

**Report Editor**

Produces annual reports in time for the Annual General Meeting containing Officers' reports, accounts, branch reports, obituary list, list of long serving members, details of peals rung for the Guild, a list of tower correspondents. Obtains quotations for and liaise with the Treasurer about the cost of new editions. Produces and updates a separate list of tower correspondents for sale. Coordinates the distribution of the report.

**Peal Secretary**

Records details, verifies and accepts all monies for Guild Peals. Registers names and addresses of non-resident life members and provides lists of such members for ratification at the Annual General Meeting. Produces a report listing first performances and other performances of note for Guild records.

**Newsletter Editor**

Produces a Guild Newsletter at such intervals as may be agreed by the General Committee. Coordinates the distribution of the Newsletter. Obtains quotations and advises on the cost of the newsletters.

**Public Relations Officer**

Advises Guild members on all aspects of Public Relations especially dealing with the media and other aspects of publicity, and encourages good practice in communication within the Guild. Is the Guild's media representative, attends F&GP meetings, and is responsible for Guild display material.

**Membership Secretary**

Maintains appropriate registers of Guild members, and arranges for the issue of membership certificates for new members.

**Children's Officer**

Advises members about Child Protection, and acts as a focus for all members wishing to obtain information associated with it. Acts as a liaison between the Guild and the Diocesan authorities on matters of Child Protection.

**Website Manager**

Maintains the Guild Website in accordance with the requirements of the General Committee.

**Minutes Secretary**

Prepares the minutes for the AGM and the General Committee Meetings in liaison with the Master and the General Secretary.

**Server Manager**

Manages the server that provides the guild's internet services

**Assistant Server Manager**

Acts as back-up and support for Server Manager

**Central Council Representatives**

Represent the Guild at Central Council Meetings and events. Report to the General Committee on Central Council matters.

## NON-RESIDENT LIFE MEMBERS ELECTED DURING 2008

Subject to ratification at the 2009 AGM

Name	Address	First peal rung at:	Peal date
Kevin S Hohl	Ipswich, Suffolk	Blo' Norton, St. Andrew, Norfolk	02 April 2008
Edward D James	Cardiff	Bristol, St. Luke, Brislington	24 May 2008
Clare J Griffiths	Romsey, Hampshire	Carisbrooke, St. Mary the Virgin, Isle of Wight	22 June 2008
Pauline Campling	Heptonstall, W. Yorks	Prestbury, St. Peter, Cheshire	13 September 2008
Simon A Bond	Penwortham, Preston, Lancs	Reading, St. Mary the Virgin, Berks	19 October 2008
Gillian M Sparling	Thorrington, Essex	Hughenden, St. Michael and All Saints, Bucks	06 December 2008
David L Sparling	Thorrington, Essex	Hughenden, St. Michael and All Saints, Bucks	06 December 2008