

## **MINUTES**

**Present:** 28 branch members from 10 towers were welcomed to the AGM by the Chairman, who also welcomed the ODG Ringing Master Catherine Lane (Catherine left part way through to attend another branch's AGM.). ODG Deputy Ringing Master Tony Crabtree was welcomed to the meeting when he joined a little later, having just run a Bell Maintenance course for SDB at Twyford.

1. **Apologies:** Ken Davenport, Sue Davenport, Holley Wakeling,
2. **Death of members:** The meeting held a minute's silence in memory of Arthur Moss and Mary Spence, both from Wokingham, All Saints.
3. **Approval of minutes of previous AGM:** The minutes of the February 2021 AGM were approved by members.
4. **Acceptance of minutes of previous Business Meeting:** The minutes of the November 2021 Business meeting were accepted.
5. **Matters arising from the AGM minutes:**

An action was taken at the last AGM to review the way we process members' personal data. Steve Wells gave a summary of the work being undertaken to address this, which will be covered in more detail under AOB.

**Matter arising from the Business Meeting minutes:**

None.

**6. Branch Officers' Reports:**

All reports were available on the website and members had been sent notification and a link to access prior to the meeting. Therefore, only specific highlights were mentioned by some officers during the meeting.

- a. **Secretary** (Jan Glen) Jan stated that there was nothing additional to add or highlight on the report. The report was approved.
- b. **Treasurer** (Sue Davenport) In Sue's absence, Jan G highlighted that not all subs had been paid and could that please be addressed. Jan G to send a reminder to Twyford as there was no representative at the meeting. Nicola Lee asked if going forward there could be a means of paying online as some members don't have cheque books. The Chairman commented that we will look at what is possible. Steve Wells highlighted that as stated in the Treasurer's report, the accounts have not been examined. The Chairman said that as the accounts have not yet been examined, the vote would be to accept them subject to examination. This should be low risk as there was nothing contentious. (See also section 8.) A vote was taken, and the report was approved.
- c. **Ringing Master** (Nigel Mellor) Nigel encouraged members to attend the branch practices which were now being run. Rob Needham highlighted a mistake on the list of quarter peals on the Ringing Master's report, which has now been corrected. Lesley Graves asked for clarification of which practices have started. Nigel confirmed that the advanced, elementary and mid-week practices have started and the first Saturday branch practice would be on 19<sup>th</sup> March at Sandhurst. The report was approved.
- d. **Training Officer** (Jane Mellor) Jane commented that there had been little activity, but momentum should increase now restrictions had lifted. The Chairman added that the branch had been able to react quickly to a request at the November Business Meeting and the Guild had run a Bell Maintenance course on our behalf



Secretary	Jan Glen
Treasurer	Sue Davenport
Ringling Master	Nigel Mellor
Deputy Ringling Master	Steve Wells
Branch Representatives	Sue Davenport, vacancy
Newsletter Editor	Rob Needham
Bookstall Officer	Sue Portsmouth
Training Officer	Jane Mellor
Youth Officer	vacancy
Webmaster/Postmaster	John Harrison
Independent Examiner	

The Chairman asked if there were any volunteers to replace Jacquie Hazell who stood down as one of the Branch Representatives. We are entitled to have two Branch Reps which enables them to share the load. The Chairman gave a summary of the role (full details can be found at - <https://odg.org.uk/sdb/documents/other/JobDescriptions.pdf>). Should anyone wish to stand, they can be co-opted later in the year.

The Chairman advised that Holley Wakeling has asked to stand down as Youth Office in order to focus on her studies, and we had not been able to find another suitable youth to take on the role, or a suitable adult to work with the young people. If the role is not filled, one of the officers will be left to fill in as caretaker. Simon Farrar had previously expressed interest but had told the Chairman he had too many other commitments.

Mike Davies, the Independent Examiner, was not well and it was not known whether he would want to continue or not. Jane Mellor suggested that since he had been unwell last year too, he might welcome being relieved of the task. Some possible replacements were suggested. The officers undertook to find a way forward, involving the Treasurer who has direct contact with Mike.

#### 9. **Motion to clarify the officers' powers of expenditure**

The Chairman introduced the motions to clarify officer authority, which resulted from work promised at the last AGM, and invited comments. The motion details were displayed on the screen – as below. (Details can be found at: [https://odg.org.uk/sdb/documents/minutes\\_reports/FinanceRule.pdf](https://odg.org.uk/sdb/documents/minutes_reports/FinanceRule.pdf)). The motion was put to a vote and was passed with 75% of voting members present in favour and no votes against. Sue Davenport, who was absent, had asked for her opposition to the motion to be recorded.

a) That the rule on Delegated Powers be amended to read as follows (new wording in italics):  
 'Between meetings, the officers, in consultation with other officers as appropriate, shall have power to act on behalf of the Branch, providing that such actions are subsequently reported *and justified* to the Branch at or before the next General Meeting or Business Meeting. *This may include the authorisation of urgent expenditure providing all officers agree and provided that it does not exceed an amount agreed periodically by a Branch General Meeting,*

The Chairman clarified that the reason for part b) was so that the Officers were limited on what they could spend under this rule. There was some discussion amongst members regarding what had been spent previously and therefore likely future spend. Clarification was sought as to whether the limit was 10% of the General Fund. The Chairman referred to the paper, which explained it was 10% of whatever fund(s) could be used for the expenditure being considered. It was asked whether the limit was per item or per year. The original assumption was that such occasions would be so rare it was unlikely more than one would occur in a single year, but to respond to that

possibility, the wording was changed before taking the vote. The motion was modified to read 'total expenditure in any one year' – as below. A vote was held, and the motion was carried.

b. That ~~any total~~ expenditure **in any one year** approved by the officers without prior approval of a General Meeting shall not exceed 10% of the Branch's assets relevant to the expenditure being considered. (This would be recorded alongside the rules in the list of 'Items that don't require a rule change, agreed by AGM and recorded'.)

**10. Motion to rectify the omission of provision for EGMs should be made good by amending Rule 5 as follows: That Rule 5(c) be amended as follows:**

The Chairman clarified that our current rules don't make provision for holding an extraordinary meeting. This rule change brings us in line with the Guild and with good practice. A poll vote was taken, and the motion was passed with 100% in favour.

c) ~~Annual~~ General Meetings:

~~The~~**An** Annual General Meeting shall be held in the first quarter of the year. Not less than fourteen days' notice in writing of the date, time and place, and the business to be transacted at the meeting shall be given by the Branch Secretary to the Guild General Officers, to Branch officers and to each Branch tower's nominated correspondent. **An Extraordinary General Meeting shall be convened, if requested (in writing or by e-mail) by at least 10 voting members, within 28 days of such request. In case of urgency the meeting may be called at the discretion of the Chairman or Secretary. An EGM shall in all other respects be the same as an AGM, requiring the same notice and having the same powers.**

**11. Branch practices and events schedule** Jan Glen confirmed that all branch practices are now scheduled, and details are on the website. We are currently using the three towers with ground floor ringing rooms to ensure good ventilation. The option to use other towers will be considered based on the current covid situation. Jan also highlighted that it is our branch's turn to host the Guild Ringing Day on 2<sup>nd</sup> May bank holiday

**12. Any Other Business.**

Membership database – Steve Wells explained the background regarding the requirements the branch needed to meet in order to be compliant with the General Data Protect Regulation (GDPR) regarding holding the personal details of members. The proposal is to participant in a membership database trial for the ODG. Steve talked through several slides that were shown online and also showed the online membership form for the Lincoln Guild, who are already using the proposed Membermojo membership database, as an example. (The slides are available on the branch website together with the other AGM documents.)

The Chairman asked Tony Crabtree if there was anything from the Guild to add? Tony commented that there had not been much ringing due to covid, a striking competition had been cancelled, but one did go ahead in November. There is much debate on GDPR, and the details in the annual report, plus ensuring GDPR compliance still allows the Guild to function effectively. The Guild are working with recovery champions and getting courses going again, such as today's maintenance course. The new webmaster is working hard at getting new material on the website.

On behalf of members, the Chairman thanked all the Officers, including those who were stepping down, for the work they have done over the last year. The Chairman thanked everyone for their time in attending and formally closed the meeting.

The meeting closed at 18.18. Some members then joined in a short online quiz.

### **Actions from the Meeting**

**Jan Glen** to remind Twyford that their subs are due, as there was no representative from Twyford at the AGM. Done – 27/02/22

**John Harrison and Jane Mellor** to conduct and audit to ensure branch events are safeguarding compliant.

**Jane Mellor** to ask June Wells if it is a requirement that we have a suitably trained person at branch events.

**Officers** to make a plan for the auditing of the accounts as Mike Davis is currently unwell and unable to undertake the task.