

GUILD OF DEVONSHIRE RINGERS

GENERAL COMMITTEE MEETING

held at Exminster Methodist Church Hall, Saturday 21 January 2012

C012/1 Lester Yeo (President) opened the meeting and warmly welcomed the long standing members of the committee, visitors and friends of the Guild and also the 2 new members and 1 returning member. There were 31 members and 6 guests present at the meeting. We had an opening prayer.

C012/2 Apologies for absence were received from Matthew Hilling (Webmaster), Alison Milne (NE Secretary), Richard Bowden (VP), Laurie Palmer (East Chair), Charlotte Boyce (NE Chair), John Foster (Report/Ayles Sec), Robert Perry (VP), Geoff Hill (SW Rep) and Norman Mallett (VP).

Norman had expressed his thanks for the peals rang to mark his 60 years as a member of the College Youths and also for both his and Marella's 80th birthdays.

C012/3 The Minutes of the January and June 2011 meetings were approved and signed. p. James Clarke, s. Lynne Hughes, carried nem con.

C012/4 Matters arising from the Minutes: there were no matters arising.

C012/5 Secretary's Report: Janet Coles gave a report of her year as Guild Secretary in particular commenting on the lack of attendance at branch and Guild events. She hoped that members would make much more effort to support their branch and Guild officers by attending the events they put on for their benefit. She also confirmed her intention to stand down as Secretary at the 2012 AGM after almost 5 years in the post.

C012/6 Treasurer's Report: Sue Sawyer presented the provisional accounts. The General Fund shows a surplus of £1,250 compared with £935 last year. Income has increased, mainly due to the increase in tower fees. Expenditure has reduced slight in the year. An additional item of expenditure this year is £159 for insurance for 6 months. £1,000 has been transferred to the Devon Church Bell Restoration Fund leaving a balance of £5,807 on the fund. The Instruction and Education Fund shows a deficit for the year of £140. It is good to see that we are starting to use the fund. £161 was transferred into the fund during the year leaving a balance of £360 on the fund. The Bell Restoration Fund shows that £3,670 has been raised this year, £106 more than last year. Quarter Peal Week raised £380 this year which is £263 less than last year which is a bit disappointing. The balance sheet shows the Guild in a comfortable position with total funds of £6,167 an increase of £110 from last year.

A query was raised as to how the education fund was topped up. It was confirmed that this was from the General Fund and would be increased to £500 as voted by the AGM in 2011.

Tim Bayton proposed to accept these provisional accounts, seconded by Lynne Hughes, carried nem con.

C12/7 Subscriptions: Lester confirmed that we are expected to review the subscription levels at this meeting and felt it was a chance to revisit the various decisions made at the EGM in October 2011, particularly the subscription rates. 21 had been in favour of this increase with 18 against and several abstentions. The proposal from Sue Sawyer (treasurer) had been to scrap the OAP rate but it was proposed from the floor that everyone paid the same rate.

John Martin pointed out that we were all covered by the same insurance and could see no reason to change the decision. Bruce Hicks felt there was a need to prove we required extra income before changing the subs and suggested an increase in the subs to £7.00 for non concessions and £4.00 for concessions. Sue had provided a sheet with possible increase in expenditure in 2012 compared to 2011 totalling £1,600 assuming insurance rates increased, travel expenses were claimed and all the CC reps travelled independently to Chester for the annual meeting and also increasing the donation to the DCBRF which has been £1,000 for the last 7 years. Increasing the subs to £6.00 for everyone would only bring in an extra £950 approximately to the Guild meaning we would need to draw on reserves.

Ian Campbell commented on our Charitable status which included supporting and promoting method ringing in Devon and the need to put money into the bell fund.

Alena Wardle commented that every member was able to ring rounds and therefore able to ring for a wedding and would therefore be likely to earn more ringing for that wedding than they would need to pay in subscriptions. Also that we can all get the same out of our membership if we chose to do so.

Fergus Stracey suggested putting the subs up to £10, this was not pursued at this time.

Lester clarified the situation by saying that if we did nothing at this meeting the decision made in October would stand. He pointed out that Rule 3.1 did not say that the Committee Meeting and AGM were the only place where subs can be raised and that an EGM was a suitable opportunity to discuss and vote on financial decisions as long as the meeting was quorate.

It was agreed the decision would stand. Carried nem con.

Subscriptions for 2013 would depend on whether we want to give more to the DCBRF, there were also suggestions that we change the percentage split of money given to the Guild from the branches. John Martin mentioned that it might be better to wait to decide this based on the discussion about future AGMs as this may incur more cost to both Branch and Guild. Les Boyce said that currently an active branch like North East finds it difficult to fund all the activities they currently want to do so any less money remaining with the branch would be detrimental.

Sue Sawyer proposed that subscriptions stay at £6.00 but leave room for further discussion at the AGM when costs such as travel expenses would be better known. Seconded by David Willis, carried nem con.

C012/8 Expenses for Central Council representatives: This was changed at the EGM to 30p per mile. This could mean a bill to the Guild for £600 this year if all the CC reps travelled separately. There was a suggestion that next time we elected CC reps we could reduce the number which would help reduce costs. A suggestion was made that a flat rate was paid based on where the next meeting was being held or to there being a general cap on expenses. The CC reps confirmed that what they were paid currently doesn't go anywhere near covering their actual expenses. They commented that it wasn't that easy to share transport as they had to attend meetings at other venues during the weekend but would endeavour to find a way around this.

Les Boyce proposed that the rate stay at 30p per mile, seconded John Martin. Carried nem con.

The executive committee requested sight of the reps true costs for attending the Central Council meeting as they felt it was time the Guild was run on a more business like footing instead of goodwill and personal expense of the few.

C012/9 Guild annual report: John had confirmed that the production of the 2010 report was greatly helped by the branch secretaries letting him have their entries by the end of March so the report was produced well in advance of the Guild AGM. Once again he asked for entries to be with him by 31 March. Costs were rising steeply in the printing trade but he had secured a price of £905.00 for 800 copies of the 2011 report.

C012/10 Reports by other officers:

(a) Peal Secretary: The Guild rang 202 peals in 2011, which was 3 fewer than in 2010, but the fifth consecutive year that the 200 mark has been passed. At the end of the year the Guild peal total stood at 5570. Thorverton was the leading tower for the twenty-first consecutive year, followed by Bishop's-Ting-Tong, Pinhoe and Withycombe Raleigh. Seven-Surprise Minor was again at the top of the method list, followed by Yorkshire S Major and 41 Spliced S Minor. There were five first-pealers in Guild peals – Hedley McLaurin, Nicholas Waterson, John Orchard, Amy Gill and Wendy Gill – whilst Roxeanne Hughes rang her first peal with the University of London Society.

It was a record year for handbell peals, with a total of 22, including the first Maximus, Surprise Royal and Spliced Caters in hand for the Guild. Most were rung in the first half of the year before Tom Hinks departed for Cambridge. Sue Sawyer, Lynne Hughes and Steph Hill scored their first of Surprise Major in hand and Sue Sparling and Howard Egglestone scored their first of Bristol S Major – which just goes to prove that you can teach old dogs new tricks. Tim Bayton scored his first in hand as Conductor.

Notable peals included the peal of Grandsire Caters at Exeter St Mark with two first-pealers, and the peal of Stedman Cinques at Exeter Cathedral in which Tom Waterson became the youngest person to ring the tenor single-handed. There are two amendments to the 2010 peal report. The method rung at Nairn on 4th June 2010 as Nairn S Major had previously been rung as Fylde Coast S Major. For the peal of 10 Spliced S Major at Tiverton St Peter on 20th November 2010, the number of changes of Rutland, Uxbridge and Yorkshire should be 672 and not as printed.

(b) Quarter Peal Secretary: The total number of quarter peals recorded in Devon for 2011 was 534, of which 412 were by bands comprising at least 50% residents of the county and resident members of the Guild. Quarters were rung at 288 (75%) of the 384 towers in Devon at which the bells are currently ringable. There were also 113 quarters rung in 14 different counties outside of Devon – including abroad in the Netherlands, Ireland and Cornwall – by bands comprising at least 50% residents of the county and resident members of the Guild! This amounts to a grand total of 647 quarter peals: 59 fewer than last year. The number of handbell quarters increased slightly to 80.

(c) Librarian: Les Boyce confirmed that the detailed re-cataloguing of the Library's collections continues and it is hoped to complete this task by the end of 2012. A copy of the summary list of titles up to 2010 appears on the Guild website and in the Tower Handbook. Several notable acquisitions have been made this year. The DVD-ROM of the complete text of *The Ringing World 1911 – 1940*, together with *Bell News 1881 – 1915*. These electronic sources are now complemented by printed extracts from national newspapers in the compilations by Cyril Wratten and John Eisel *Order and Disorder in the Eighteenth Century* which contain a number of references to bells and bellringing in Devon. George Massey's book, *The Church Bells of Somerset* has been completed posthumously by David Bromwich and is an impressive 800-page production and is likely to remain the definitive work on the county's bells for many years to come. Les also confirmed that the minute books for the Dawlish ringers has been successfully scanned to make a digital copy. The search for a permanent home for the Library collection continues, but in the meantime members are invited to contact the Librarian by e-mail or telephone with enquiries.

(d) Towers & Belfries: The advisers visited Thorverton to carry out some general maintenance, the clapper bushes and some of the pulley sheaves were very worn (hardly surprising with around 650 peals having been rung on the bells since the last overhaul!). We are pleased that this is to be attended to by the bellhangers in January. A further visit was made to Stoke Damerel to reposition the garter hole on the wheel of the 6th bell, it having a very short handstroke pull. A report was prepared at Abbotskerswell on the installation and discuss maintenance issues, and a report was also produced on Lifton bells and some maintenance carried out prior to the Guild striking competition. We discussed augmenting Combe Raleigh being mindful of the conservation issues. We later commented on the various bellhangers' reports in order to assist the parish in determining the best way forward. Advice was also given concerning the tenor clapper at St David's, Exeter. During the year major rehangs have been completed at Sheepstor, Stoodleigh and High Bray. Significant work has also been carried out at Brentor, Plymtree and Uffculme, and the bell-frames at Chittlehampton and Cullompton have been repainted. Arising from a report we produced in 2009, we are pleased that a major rehang is now planned at Cruwys Morchard with a proposed completion date of December 2012. Finally could we reiterate that we are always happy to visit any Guild tower to prepare a report indicating where any maintenance or restoration work is needed, whether immediately or at some time in the future.

(e) Education Officer: 2011 saw a largely well attended programme of Education events, run by a variety of tutors. These were on the themes of: Listening skills, Conducting, Kaleidoscope Ringing, Handbells and Stedman Triples, culminating in a visit to the Worcester Teaching Centre. The Mid Devon branch hosted the Guild AGM at which they put on a variety of workshops. St Simon's Bob Triples training and 'Giving Clear and Effective Instruction', however were both cancelled due to lack of support.

It was a busy year on the youth front. Putting a Devon team into the first ever National Youth Contest at Pimlico in March. There was also a young ringers' spring outing, the summer barbeque and the autumn outing was to Plymouth. Later in the year a small group met to discuss introducing the Integrated Teacher Training Scheme to Devon. It is organised by the Ringing Foundation, builds on the previous Central Council 'Teaching the Teachers' courses, and should help in the teaching and retention of future learners in Devon.

There was an Education Group planning meeting in October. Plans were made for 2012, where there will be the usual one-off training days, plus the introduction of the ITTS as above, and an introduction to Surprise Major in 5 modules, by Martin Mansley. Les Boyce and I attended the conference in Wellesbourne: 'Change Ringing for the Future', which addressed the worrying decline in numbers of ringers, particularly the under-50's. Finally, Sarah Peck and I had a meeting with a Plymouth representative of the 'Children's University', and the Guild became validated for this scheme. This is a way for 7-14 year olds to learn out of school and try new things. 2012 promises to be an interesting year.

Lynne commented that the Children's University scheme had been taken up by three other towers in Devon, Dawlish, Exeter St Marks and Cullompton. She has also set up a Facebook page for young ringers in Devon. Alena said the Plymouth Youth's sight was the central contact point for their young ringers and was working very well. There was some discussion about having a Facebook page and the need for the odd adult to also be part of the sight to ensure nobody inappropriate wanted to join it. Lynne confirmed she will be "policing" it.

Lester confirmed that Robert Brown was acting as a point of contact for Safeguarding issues if any arose.

(f) Clerk to the Devon Ringers' Council: During 2011, meetings were held in February, July and November. Three successful days were again spent at The Devon County Show in May. The Frank Mack Garage Ring attracted large crowds and Devon Churches have invited us to be part of their stand again at the 2012 show. A survey to ascertain training needs remains work in progress and discussions are taking place at present to seek the most effective ways of offering help. This will obviously depend on what interest is forthcoming from towers and ringers across the County. The 10-Bell Call-Change Competition appears now to have become an established annual event. The 2012 competition is being hosted by Tavistock on Saturday 18th February. An enjoyable and successful Ringers' Carol Service was hosted by Cullompton on Saturday 10th December. After the service we were fortunate to be the first to use the magnificent newly built £1,000,000 Community Centre. The 2012 Carol Service will be held on Saturday 15th December. It is hoped to hold the service in Exeter Cathedral. Discussions surrounding the purchase of a Saxilby Simulator are at an advanced stage. The location of the simulator is thought

to be of importance and how it could be transported to events around the County is still to be discussed. The future use of St Petrock's Church is being debated at present amongst City Centre Churches and Cathedral authorities. The DRC presently hold their meetings at St Petrock's and has been used for many years as a Ringing Centre.

Sue Sawyer requested confirmed of the cost of the simulator and Ian confirmed it could be as much as £1,000 for the Guild. If the decision to purchase was made by the DRC in time for the AGM it would be put forward as a firm proposal then.

(g) Publicity Officer: The majority of PR activity was associated with editing *Ringing Round Devon* (RRD), resulting in the production of 4 editions of the newsletter to a consistently high standard. Consequently, this left Guild PR activities somewhat neglected. But, as noted last year, the proposed separation of the posts of RRD editor and Guild PR Officer may well help facilitate the outstanding PR actions identified in the Guild Review. We are grateful for the savings in costs made through John Foster, the Branch Secretaries and Ian Campbell.

RRD seems to have developed a character of its own and several readers have commented on the valuable service it provides both in paper and web format. At the January 2010 Committee Meeting Roger gave 18 months' notice of his intention to stand down from the post of RRD editor in June 2012.

C011/11 DCBRF: Ian Smith reported that at the beginning of the year the Fund stood at £26,021. Since that time eight grants totalling £15,340 have been paid. These were £3,000 to Sheepstor, £1,400 to Plymtree, £5,000 to Stoodleigh, £400 to Chittlehampton, £2,800 to High Bray, £440 to Uffcumle, £2,000 to Brentor and £300 to Cullompton. Income during the year amounted to £13,827, including £5,000 from the Devon Association Annual Draw, £1,000 from the Guild, £2,500 as a legacy from the late Derek Conway of Ottery St Mary, £367 from the Guild Branches, £200 from peal and quarter peal ringers, £2,181 from miscellaneous and personal donations, £700 from the Ottery St Mary ringers, £373 from the Dunsford/Doddiscombsleigh Competition, £110 from other competitions, £200 from the Troyte Ringing Centre and £155 from other individual towers. Bank interest and tax refunds flowing Gift Aided donations amounted to £1,041. At present the Fund stands at £26,169.

In addition to the grants already paid, three further grants were awarded during the year, £1,800 to Shirwell, £400 to Thorverton and £1,000 to Stoke Canon. Applications to the Fund have also recently been received from Cruwys Morchard, Hawkchurch and Holberton. These will be considered in the New Year. If all agreed grants are taken up, the uncommitted balance of the Fund stands at only £16,469.

Ian confirmed the fund was struggling in the short term due to the large amount of work being carried out at present. Many of the rings of bells in Devon are some 100 years past their last re-hang!

Ian Smith informed the Committee that one of the DCBRF Trustees, Jereme Darke had been involved in an accident at work leaving him in very seriously ill with major head injuries. The Committee asked the secretary to pass it is very best wishes to him and his family for a quick recovery.

C012/12 Frank Mack Bells: The Garage Ring continues to be well utilised both at Kingsteignton and at events around the county. Apart from the now regular appearance at the Devon County Show in May, the bells were also taken to events in Stratton, Abbotskerswell, Plymouth, Teignmouth and Stoke Canon. For their final appearance of the year the bells were erected in the North aisle of St James' Church, Exeter where the tenth and final quarter peal of the year was scored on Christmas Day. Seven of the quarters scored during the year were scored on one day. Donations received during 2011 amounted to over £100.

Ian was thanked for everything he does and it was noted that they were rung so much more now than they used to be.

C012/13 Proposal for new Vice Presidents: Henry Trewin, p. Joan Clarke, s. Mike Rose. Henry is a well known ringer who joined the Guild in 1955 and rang his first quarter peal for the Guild in 1956 at Week St Mary. Having been a loyal Guild member for more than 55 years, it was felt this would be a fitting tribute. If this is successful Henry would then be a VP for both Devon and The Truro Diocesan Guild an honour not many to make claim to. Carried nem con.

Donna Baker, p. Geoff Hill, s. Ian Smith. Geoff informed us by letter that Donna had first moved to Devon in the early 60's and taught method ringing to the members at St Andrew's Whitchurch. To quote George Mudge "I think it is fair to say there would be no change ringing at Whitchurch, Sydenham Damerel or Tavistock today if it hadn't been for Donna's efforts. The committee voted 7 in favour with 24 abstentions.

Then there was a slightly unusual step of nominating a potential Vice President from the floor.

Geoff Hill, p. John Steere, s. Alena Wardle. Geoff has been chairman of the SW branch for several years and is now the committee rep. He has had a significant impact on handbell ringing in the SW including repairing and

maintaining handbells. He has taken the step of moving from call change ringing to method ringing and is always warm and encouraging of everything that is taking place in the South West including the new Plymouth Youths. Alena said that he had provided much support to her after taking over as Chairman of the SW Branch. Carried nem con.

C012/14 Guild AGM format and date: A working party consisting of Lester Yeo, Martin Mansley and Leslie Boyce met after the Ringers Carol Service in December.

They put together a discussion paper outlining an alternative method of governance putting greater responsibility on the branches to appoint suitable people on to the General Committee, to act as a representative parliament for the entire membership.

The system would necessitate two committee meetings per year, with the committee consisting of:

- one representative elected by each branch
- senior branch officers (chair and secretary)
- officials appointed by the committee (education, publicity, towers and belfries etc)
- elected Guild officers (see paragraph 5 below)
- vice presidents

A quorum would need to be set of approximately 50% (not counting vice-presidents without another role).

Observers would of course be welcome but would not have voting rights. It would be the responsibility of branch representatives to bring forward concerns from their branches, and to discuss matters with branch members in advance of the committee meetings

The committee would have the power to remove officers from their office, and to transact all business of the Guild – on financial and constitutional issues by a two thirds majority of those present.

The Guild officers (President, Secretary, Treasurer, CC reps) could be elected every three years (and when there is a vacancy) by a ballot of all members following a nomination process (this could begin at the first committee meeting of the year). This would be done by secure electronic ballot, with a postal option for those who desire it. The elections would take place after 31 March when all subscriptions have been received by the branches, and so a list of all Ringing Members is available. This would possibly involve a lot of work where members are not on the internet.

A Guild event would continue to be held in the early summer with training and social components, and an open forum where matters can be discussed informally. The Master would begin her/his year of office at the Guild festival, and the Master for the subsequent year would also be chosen. The Competition day could be held in the autumn, also organised by the Guild branches in turn. The dates of both could change.

It would be desirable to expect the standing committee to meet regularly between the two General Committee meetings.

A query was raised as to whether the Charity Commission required us to have an AGM and Les Boyce confirmed there was no need except it was currently part of our rules. Tim Bayton was not in favour as it sounded undemocratic. There was concern that all the top officers could go at the same time giving no continuity. It was pointed out that this could occur now. Lynne Hughes wasn't happy as she felt she would like to have a voice after she had stopped being a Guild officer. James Clarke supported the paper and felt it was worthy of consideration. Meetings and events being held on the 3rd Saturday had no relevance to his branch members. There was concern about how the voting would be achieved and would require full membership records which probably weren't available at present. John Martin felt the proposal was quite exciting and still democratic meaning that we could get together to ring and socialise without the need for a business meeting. Alan Furse brought up an interesting observation from the AGM last year in that the events prior to the meeting were poorly attended but the actual business meeting was better attended than some had been recently with people turning up merely for this. It was noted that the current festival and meeting was a lot of hard work on the branch running it that year and that a festival doesn't have to be quorate but the business meeting did. Bruce Hicks asked whether members should have the right to vote if they couldn't be bothered to come to an AGM. John Steere asked whether a timescale had been put in place to change the AGM and it was confirmed there wasn't one at present. It was also noted that it was becoming increasingly difficult to get members to do anything other than ring at their own tower. Alena Wardle asked if this would be setting a trend. What are other associations currently doing. John Martin confirmed that the Oxford Guild said the AGM was by no means the best attended event of the year but their tower open day and festival day which included socialising and ringing were far better attended. There was some discussion about just changing the number needed to be quorate.

Lester asked for any comments etc to be sent to him in writing either by e-mail or post. He will then discuss them with Sue Sawyer (treasurer) and Janet Coles (Secretary)

C012/15 Ringling for the Olympics and St Georges Day: Janet chatted about possible ringling for the Olympics including ringling when the torch was passing through your area and pointed people to the CC website which had links to the route. Also about the 5 Rings Triples and Doubles methods which had been composed especially for the event. She also discussed ringling for St Georges Day which is 23 April. A request has been made to have as many towers ringling at 6.00 pm on that day as possible.

C012/16 Arrangements for the 2012 AGM (Aylesbeare Branch): Roger King said that arrangements were still being put in place but Withycombe Raleigh was to be the main venue for the day and where the meeting would be held. A meeting was due to take place at WR on Friday 27th January and anyone was welcome to come along and help put plans together.

C012/17 Striking Competitions (East Devon Branch): Anne Bailey said that the competition details were in the planning stage but it would be on Saturday 20 October. Possible towers for the 8 bell were Luppitt/Ottery St Mary/Sidmouth (back 8). Possible towers for the novice and 6 bell were Feniton/Buckerell/Harford.

The 8 bell methods are to be Double Norwich Court Bob Major or Plain Bob Major. Ian Smith to provide compositions for both.

C012/18 Guild Quarter Peal Week: The dates for this will be 26 October - 4 November 2012 inclusive. It was pointed out that this is half term this year, however, after much discussion it was agreed that we will still hold it during this week and see what, if any, impact it has on the number of quarter peals rung.

C012/19 Date and venue of next meeting: Saturday 16 June 2012 after the AGM. Lester commented that all Committee Members should be there.

C011/23 AOB:

(a) Les Boyce asked to discuss ITTS in Devon to see if the Guild was willing to take part in this new initiative. The Integrated Teacher Training Scheme (ITTS) was developed by Pip Penney as part of her highly successful initiative for young ringers in South Wales, "Kids Ring Out". It uses some of her insights into coaching theory and the teaching of physical skills in order to improve the standards of modern ringling teaching. The promotion of the ITTS has been adopted by The Ringling Foundation as a key objective in its current business plan and the scheme is being rolled out across the country in partnership with guilds and associations. The scheme consists of two practical training modules and an accreditation and mentoring scheme supported by on-line learning materials in a Virtual Learning Environment (VLE). The practical modules cover:

- Module One: Teaching bell handling
- Module Two: Teaching elementary change ringling (up to Bob Doubles)

Each new teacher is allocated a mentor who will support and supervise the trainee teacher's work with a new ringer up to the teacher's accreditation.

The proposal is to offer an ITTS course in the second half of 2012. The practical modules would be delivered in two one-day training courses and would accommodate up to eight trainee teachers. Up to two years is allowed for the completion of Module One for accreditation and one year for Module Two.

The costs of the scheme are modest - currently there is no charge for attending the training days but small charges are made for purchasing the training materials. For the scheme to be successful in Devon a number of mentors willing to support the trainee teachers will need to be identified. A small subcommittee (Tim Bayton, Les Boyce, Lynne Hughes, Sheila Scofield) met last August and identified a list of Guild members who might be approached about being scheme mentors. These are now being contacted by e-mail. The availability of the scheme has been advertised as part of the Guild Education programme for 2012. The subcommittee recommends that the travelling expenses of mentors are re-imbursed from the Guild Education Fund at the same rate as that for Guild Officers. For 8 mentors it is estimated that this might require expenditure of up to £400 over 18 – 24 months. The subcommittee seeks the support and agreement of the Guild Committee and Guild Officers for the introduction of the ITTS in Devon.

There were no further questions from the floor and it was agreed that Les should continue as planned.

- (b) In Matthew Hilling's absence Janet reminded everyone to send articles and photos to him to go on the website and also to send the branches events list to him.
- (c) It was requested that a summary of the insurance cover be put together to go into the handbook. Janet agreed to deal with this matter.

The meeting closed at 5.03pm

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Lester Yeo (President)

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(Date)