

Annual General Meeting – Saturday 6 March 2021, via Zoom, starting at 10.30

CHAIRMAN'S REVIEW OF 2020

BUSINESS MEETING – DRAFT AGENDA

1. Welcome and introductions to Management Committee
2. Apologies for absence
3. To approve the minutes of the AGM held 14 March 2020
4. Matters arising
5. To receive the Annual Report and Accounts of the Trustees for 2020
6. Independent Examiner
 - (i) Appointment of Chris Ridley FCCA CPFA as Independent Examiner
7. To approve the subscription for 2021-2022

The Committee recommends that the subscription for 2021-22 remains at £5
8. Changes to ART Constitution proposed by the Management Committee (*see separate paper*)
9. Election of Management Committee

The following nominations have been received for the 12 available positions on the Management Committee:

Paul Lewis	Paul Flavell	David Sparling	Sue Dixon
Lesley Belcher	Clare McArdle	Gill Hughes	Tim Sunter
Roger Booth	Tim Hine		
10. The Management Committee recommends the appointment of the following as trustees in addition to the Secretary, Treasurer and Chairman, who are trustees ex-officio.

Leslie Boyce	Andrew Wilby	Graham Nabb
---------------------	---------------------	--------------------
11. Other business – none has been notified to the Secretary.
12. Date of 2022 Annual General Meeting and Conference

Right to speak and vote. Full Members of the Association may speak and vote at the meeting. Associate Members may speak at the meeting but not vote. If you wish to speak to a particular item, please could you let the Secretary know in advance. If you wish to speak during the meeting, please use the Zoom 'hand raise' facility.

Paul Flavell
ART Secretary,
7 Kings Avenue,
New Malden
KT3 4DX
secretary@ringingteachers.org

February 2021

Draft Minutes of the ART Annual General Meeting held at the Hilton Village Hall, Hilton, Derbyshire, DE65 5GH, on Saturday 14 March 2020, 9.30am start.

PRESENT: **ART Management Committee:** Lesley Belcher (Chairman), Paul Flavell (Secretary), Graham Nabb, Gill Hughes, Paul Lewis, Tim Hine, Roger Booth, Clare McArdle, Tim Sunter. Other Tutors, Full, Associate and Affiliated Members and Guests.

1. Welcome and introductions

The Chairman, Lesley Belcher, warmly welcomed members to the meeting and conference. She particularly welcomed new Management Committee members Clare McArdle, Tim Sunter and Sue Dixon who had joined since the last AGM.

She gave a full overview of ART activities in 2019. The presentation is available on SmART Ringer, highlights of which are:

- ART ran 64 courses (M1 39, M2 25) in 2019
- 156 teachers were accredited in 2019
- 890 new ringers were registered on Learning the Ropes
- 1,191 LtR Certificates were issued in 2019
- ART now has 650+ Members

2. Apologies for absence received by the Secretary

Apologies were received from: Sue Dixon, Freda Cleaver, Deborah Blumfield, Morag Todd, Steve Tibbetts, Freda Parker, Janet Butlin, Elaine Scott, Chris Jenkins, Jane Deadman, Richard Booth, Rose Nightingale, Mike Worthington, Denise Tremain, Linda Pelc, Tony Croft, Eileen and Bruce Butler, Catherine Lewis and Nick Harrap.

3. Minutes of the ART AGM held at Worcester on 2 March 2019

These were approved by a show of hands and signed by the Chairman, Lesley Belcher.

4. Matters arising

None.

5. ART Annual Report and Accounts for 2019

The 2019 ART Annual Report and Accounts has been available on SmART Ringer for some weeks.

The Annual Report and Accounts were approved by a show of hands. This report will now be sent to the Charities Commission.

6. Independent Examiner

Paul Flavell proposed and Tim Sunter seconded that Bernard Taylor (Burton upon Trent) was appointed Independent Examiner. This was approved by a show of hands.

7. Subscription fee for 2020-2021

The ART Management Committee recommended that the level of subscription should remain at £5 and this was approved by a show of hands.

8. Election of ART Management Committee

The Secretary reported that he had received the following nominations for membership for the twelve available places on the ART Management Committee:

Graham Nabb, Lesley Belcher, Roger Booth, Paul Flavell, Paul Lewis, Tim Hine, Gill Hughes, Clare McArdle, Sue Dixon, Tim Sunter.

Geoff Horritt proposed and Pip Penny seconded that as the number of nominees are fewer than the constitution allows for, the above members were elected en-masse. This was approved by a show of hands.

Andrew Wilby, Les Boyce and Pip Penney continue as Trustees.

9. Other business

There was no other business and the business meeting was concluded at 9.57am.

10. Date of 2021 AGM & Conference

The 2021 AGM and Conference is proposed for Saturday 13 March 2021, the date and venue to be confirmed.

Paul Flavell, 15 March 2020



Annual Report and Accounts for 2020

Registered Charity No. 1156971

www.ringingteachers.org

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Association's governing document is its Constitution which was adopted at the foundation meeting in March 2012 and most recently amended at the Annual General Meeting in March 2019. ART is an unincorporated association with a membership as follows at 31/12/2020:

Type	2020	2019	2018	2017
Full	330	308	247	209
Associate	301	301	256	174
Tutor	13	14	16	18
Affiliate	17	16	11	7
'Trial'		15	35	
Total	661	654	565	408

Membership

Membership of The Association is offered to all those who are accredited to teach bell ringing under the ART Training Scheme and to those who act as Tutors for the scheme. Those who have completed a single Module of the Training Scheme are eligible for Associate Membership and those completing both Modules can be Full Members. A small number of persons with particular skills or expertise are offered Affiliate Membership by the Management Committee.

Management

Policy and executive decisions are made by the Management Committee. The Committee is elected from the membership at the Association's Annual General Meeting. The officers and trustees are appointed by the Management Committee. A business plan is produced annually and regularly reviewed at meetings of the Committee.

ART's principal policies are published in detail on the Association's website. These cover the following issues:

ART Structure and Governance

- ART Constitution
- ART Purpose Statement
- ART Training Scheme Regulations

ART Policies

- Data Protection Policy
- Privacy Policy
- Handling and Safekeeping of DBS Certificate Information Policy
- Photography and Video Policy
- Health & Safety Policy
- Safeguarding Policy
- Equality Policy
- Poverty and Disadvantaged Policy
- Recruitment of Ex-Offenders Policy
- Reserves Policy

Relationship with other ringing bodies and the ringing community

ART has strong working relationships with other ringing bodies, notably the Central Council of Church Bell Ringers (Reg'd Charity No. 270036) and the Ringing World (Reg'd Charity No. 287182). Regular meetings take place with these and other ringing organisations. There is extensive promotion and organisation of Training Scheme Day Courses and Workshops.

Risk Analysis

The Association has recently conducted a comprehensive risk analysis of its activities and is putting measures in place to mitigate the risks faced wherever possible.

OBJECTIVES AND ACTIVITIES

The objects of the charity are: **To develop and support the delivery, integrity, and standards in teaching, instruction and education of the art of change ringing.**

In pursuit of these objects ART undertakes the following activities:

- Developing and delivering instruction schemes for teaching the art of bell ringing
- Having a system of accreditation for those that achieve and maintain the standards set
- Setting and maintaining a clear set of standards for teachers
- Working with other bodies where appropriate to achieve our goals
- Developing and delivering a structured scheme for learning which recognises achievement
- Providing support and facilities for new ringers to encourage and motivate
- Having a code of practice for accredited teachers
- Arranging seminars, workshops and learning opportunities for teachers
- Providing continuous support and facilities to encourage teachers to develop the quality and quantity of their teaching activity

-
- Developing the ability of teachers to work together to support group teaching and developing centres of excellence
 - Assisting and supporting teachers with recruitment
 - Providing support and facilities for new ringers to encourage and motivate
 - Motivating and encouraging teachers to train and enthuse new ringers
 - Maintaining websites for teachers and learners including interactive learning
 - To improve the learning experience and increase the retention rate of learners

Our key mission is to maintain the quintessentially English art of ringing changes on church bells and hand bells by training ringers for the future.

Staff and Volunteers

The Association employs two part-time paid Administrators. All the trustees are volunteers and none receives any remuneration, other than expenses, for their work. Other volunteers assist the Association in its work through the provision of advice on matters such as recruitment, information technology, communications, fundraising, running its merchandising arm and helping the Administrator.

COVID AND BELL RINGING

Like many other charitable organisations in 2020, ART has been adversely affected by the Covid crisis. The social distancing rule has prevented any face-to-face courses or bell ringing training since mid-March and bell ringing has all but ceased as the various Tiers of lockdown have been implemented. At the time of writing it is anybody's guess when tower bell ringing and training may resume, but we have clear plans in place to enact when the time is right.

ART has developed a number of initiatives to maintain some level of ringing and training including:

- Handbell resources - <http://ringingteachers.org/handbells>
- Minimus toolbox - <http://ringingteachers.org/resources/Method-Toolboxes/minimus-toolbox>
- ART YouTube channel - <https://www.youtube.com/user/ringingteachers>
- Ringing Room Teaching Workshop - <http://ringingteachers.org/news/articles/ringing-room-workshop>
- 50 Virtual Ringing Things - <http://ringingteachers.org/news/articles/50-virtual-ringing-things>
- Minor Stepping Stones - <http://ringingteachers.org/news/articles/minor-stepping-stones>
- Online learning portal - <https://onlinelearning.bellringing.org/>

ART are also working with the CCCBR to deliver the Survival and Recovery strategy.

FINANCIAL REVIEW

Despite a very challenging year in which ART's income from events was reduced by almost 90%, the main activities showed a surplus of £223 mainly due to the continued support of our sponsors and members and backdated Gift Aid receipts. Merchandising, though similarly impacted by the pandemic, achieved a profit of £1,713.

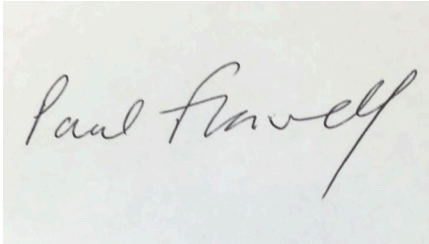
The Trustees consider it necessary and in the best interests of ART to maintain a balance of 'free' unrestricted funds which have not been committed or designated for a particular project. This reserve fund is required to enable the organisation, in the short-term, to maintain ongoing services and enable financial commitments to be fulfilled and is estimated to be a minimum of £20,000.

ACHIEVEMENTS AND PERFORMANCE – REVIEW OF 2020

- 8 courses were held during 2020 (64 in 2019):
 - Module 1 4 courses (39 in 2019)
 - Module 2 1 M2F 3 M2C (15 M2F, 10 M2C in 2019)
- 71 teachers attended day courses in 2020 (569 in 2019).
- 34 teachers were accredited in Q1 2020 (M1:22 M2F:20 M2C 6) (156 in 2019).
- 294 new ringers were registered in the Learning the Ropes scheme in 2020 (890 in 2019).
- 302 LtR certificates were issued during 2020 (1,191 in 2019)
- The total number of course delegates who have attended ART courses since the start is 3,996 (3,925 as at 2019)
- The total number of ringers registered on SmART Ringer since the start is 6,287 (5,993 as at 2019).
- 12 workshops were run in 2020 (11 in 2019). These were all online workshops.
- Over 250 users have registered for a range of online courses.
- The Annual Conference took part in March 2020 with approx.100 delegates attending.
- ART WORKS continues to be published for the benefit of ringing teachers.
- Tower Talk continues to be published for the benefit of all ringers on the Learning the Ropes scheme.
- Awards were presented at the conference with sponsored cash prizes.
- Plans are in place to upgrade ART IT systems and the SmART Ringer website.
- Sales of ART products were £5,662 in 2020 (£14,152 in 2019).
- The continued financial contributions of our Supporters have provided a firm financial base.

DECLARATION OF THE TRUSTEES

This Annual Report was approved by the Trustees.

A rectangular image showing a handwritten signature in cursive script that reads "Paul Flavell". The signature is written in dark ink on a light-colored background.

Signed: P J Flavell (Secretary)

Date: February 2021

Balance Sheet As at 31st December 2020

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
Fixed Assets				
<u>Non-Current</u>				
M&G Investment Account		6,077		7,352
<u>Current Assets</u>				
Cash at bank and in hand				
Lloyds 32 Day Deposit	45,479		45,377	
HSBC Treasurer account	13,644		4,787	
Lloyds Treasurer account	6,056		3,163	
HSBC Merchandising	5,750		8,148	
Lloyds Merchandising	3,428		8,258	
HSBC 50 50 Club	222		252	
Total Bank Balances	74,579		69,986	
Paypal Account	10		-	
Total Cash at Bank and In Hand		74,589		69,986
Merchandising Stock		3,707		4,779
Total Assets		84,373		82,117
Creditors				
<u>Awards Payable</u>				
Youth (Sarah Beacham Fund)	918		400	
Recruitment and Retention	1,110		900	
Technology	1,000		500	
ART funded awards, LtR	-		300	
Leadership	1,100		600	
University	1,000		500	
LtR Achievement	500		500	
Special Awards	72		72	
Total Awards Payable	5,701		3,772	
50 50 Club Receipts	222		252	
Total Liabilities		5,923		4,024
Net Assets		78,450		78,093
Represented By:				
Restricted Reserves				
Recruitment Reserve	3,411		3,411	
Sarah Beacham Memorial Fund	5,324		6,902	
		8,735		10,313
Retained Earnings				
Balance brought forward	67,780		55,746	
Surplus for the year	1,936		12,033	
		69,715		67,780
		78,450		78,093

Income and Expenditure Account For the Year Ended 31st December 2020

	<u>2020</u>		<u>2019</u>	
Income	£	£	£	£
Subscriptions		2,650		2,985
Unrestricted Donations		9,583		8,912
Gift Aid recovery		5,259		-
Conference receipts		3,451		2,431
Course and Workshop fees		1,720		13,514
Other Events		-		607
50/50 Club (See Note 1)		695		698
Bank Interest		102		339
<u>Total Income from Operations</u>		23,459		29,486
Direct Costs				
Conference expenses	2,911		2,324	
Cost of Course Packs	359		4,371	
Other Events	-		445	
Tutor Travel Expenses	132		1,721	
Assessor Travel	78		297	
Hub Packs	1,019		-	
Youth Expenditure	55		-	
ART funded Awards (See Note 2)	375		-	
<u>Total Operational Expenditure</u>		4,928		9,159
<u>Net Operational Income</u>		18,530		20,327
Administrative Expenses				
Salaries	14,217		15,247	
IT Expenditure	2,391		1,011	
Meeting Expenses	503		1,630	
Insurance	413		389	
Promotional Expenses	336		58	
General Expenses	146		503	
Volunteer expenses	302		-	
<u>Total Administrative Expenditure</u>		18,308		18,838
<u>Net Operational Income over Expenditure</u>		223		1,489
<u>Net ART Shop Income (see Appendix)</u>		1,713		10,544
<u>Net Income over Expenditure for the Year</u>		1,936		12,033

ART Shop Income and Expenditure Account For the Year Ended 31st December 2020

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
ART Shop Sales				
50 Ringing Things		511		1,108
Discover Bell Ringing		291		482
LtR Ringers Guide		1,971		4,373
Teaching with Simulators		147		252
LtR Teachers Guide		217		522
LtR Achievement Log Book		97		497
LtR Progress Log Book		896		3,075
LtR Hand Bell Log Book		275		123
LtR Bell Handling DVD		361		1,003
Raising & Lowering DVD		527		1,125
LtR Badges		43		127
Clothing		-		114
Inside Story Recruitment DVD		6		42
Carry on Counting WS		30		-
Doubles or Quit WS		36		-
Plain Bob Minor WS		18		-
Come On Listen To It WS DVD		75		360
Rounds to Ropesight WS DVD		80		348
Workshop Boxes		-		444
Miscellaneous Shop Income		83		157
<u>Total ART Shop Sales</u>		5,662		14,152
Cost of Sales				
Opening Stock	4,779		7,547	
Purchases	1,255		1,781	
	6,034		9,328	
Less Closing Stock	3,707		4,779	
		2,327		4,550
<u>Gross Profit on Shop Sales</u>		3,335		9,602
Other Shop Expenditure				
Office Supplies, Ink & labels	112		161	
Other Professional Services	843		294	
Shop Postage and Packing	504		1,196	
Paypal fees	60		165	
Written off old/damaged Stock	103		-	
		1,622		1,816
<u>Net ART Shop Income</u>		£ 1,713		£ 7,786

Notes to the Accounts

For the Year Ended 31st December 2020

Note 1

50/50 Club

Balance at Bank 1/1/2020	252
Club Receipts for the Year	1359
Prizes	-694
Net Income to ART	-695
	222
Balance at Bank 31/12/2020	222

Note 2

ART Awards

Art awards for 2020	3,125
Less: Sponsorship received	
Sarah Beacham Memorial Fund	600
Abelsim	400
CCCBR	500
John Taylor and Co	500
Talent Innovations	500
ASCY	250
	2,750
ART funded Awards	£ 375

Independent examiner's report to the trustees of The Association of Ringing Teachers (ART)

I report to the trustees on my examination of the accounts of the Association of Ringing Teachers (The Trust) for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Chris Ridley FCCA CPFA
25 January 2021

Proposed changes to the ART Constitution

For consideration at the ART Annual General Meeting on Saturday 6 March 2021

BACKGROUND

Several issues require changes to the ART Constitution. Particularly the link to the CCCBR where ART needs to react to their changes. Also, the position of Trustees needs to be properly dealt with in the constitution. Some tidying up of the 'Objects' wording is proposed for clarity as well as the ability to support initiatives through grants if appropriate.

Objects

The wording has been simplified and includes all that was there before, but also mentions recruitment and standards. ART has supported both in many ways since it was formed.

Powers

This now includes the ability to give grants to support ART's aims, if appropriate. Whilst we have found ways of supporting a few initiatives in Teaching and Recruitment this now formalises ART's ability to do that. It also recognises ART's work and contribution through awards. These areas were not envisaged when ART was formed.

Link to the Central Council

The current constitution requires a member of the Management Committee to represent ART and be a member of the Council's Volunteer and Leadership Workgroup. It is likely that the Council's Executive will seek to reorganise its workgroups from time to time. It is therefore proposed to remove this requirement from the ART Constitution and replace it with a separate partnership agreement with the Council.

Trustees

The current Constitution is largely still the same as that agreed on the setting up of the Association in 2012. Since then, ART has become a registered charity and is required to have trustees. The ART trustees have until recently been the same individuals as the members of the Management Committee, the only exception being where an individual has been deemed to have a potential conflict of interest. More recently non-executive trustees have been appointed who are not voting members of the Management Committee. There is currently no provision in the Constitution to define the role, number, means of appointment or requirement to meet of these trustees. It is proposed that going forward the trustees will be a smaller group which can meet separately if required and with a specific remit to have oversight of the governance of the Association.

THE CHANGES PROPOSED

The Management Committee recommends that Members approve the following changes:

“Objective”

Delete:

to advance education and training in bell ringing particularly but not exclusively by providing workshops and accredited courses on bell ringing and supporting bell ringing projects as a way of supporting the development, the skills, practice and art of change ringing on tower and handbells and raising public awareness of all aspects of bells and bell ringing.

Insert:

to advance recruitment, education, and training in bell ringing, particularly but not exclusively by:

- Developing and providing Information and Training.
- Supporting projects and events to recruit, develop skills and share good practice in the art of ringing on tower and hand bells.
- Supporting the recruitment of new ringers.
- Setting, regulating, and encouraging improved standards for teaching.
- Raising public awareness of all aspects of bells and bell ringing.

“Powers”

Insert new power 13:

13. Make grants to support appropriate schemes and initiatives, and to give awards to recognise achievement.

Renumber power 13 as 14:

To take any form of action that is lawful, which is necessary to achieve the objective of the Association.

“Management Committee”

Delete:

10. One member of the Management Committee shall represent and be a member of the Central Council Volunteer and Leadership Workgroup.

Insert:

10. The Management Committee shall recommend nominees to be appointed as Trustees by Members at the AGM. The Trustees will maintain an oversight of the governance of the Association as specified in the section “Trustees” below.

New section “**Trustees**” [to follow “Officers”]

1. Trustees of the Association shall be appointed annually at AGM of the Association. The Association Chairman, Secretary and Treasurer will be ex-officio trustees.
2. There shall be a minimum of five Trustees and no more than seven including the ex-officio Trustees.
3. Trustees will have an oversight of the governance of the Association with particular responsibility for ensuring that:
 - The Association is carrying out its purposes and benefitting the public.
 - It is complying with its constitution and with charity and all other applicable law.
 - It is managing its resources responsibly.
 - It is accountable to legal requirements and to its members.
4. Trustees shall serve for no more than ten (10) consecutive years. A year's break must be taken before they can be considered for a further period of service.

“Meetings”

Add new section 4:

4. Trustees
 - a. Trustees shall be given at least twenty-one (21) days' notice of the date and place of any meeting due to be held.
 - b. A quorum of four (4) trustees shall be present for a meeting to take place.
 - c. Trustees will meet on a minimum of one occasion per year.

APPROVING THE CHANGES

These changes can be approved by a simple majority of members voting at a quorate general meeting of members of the Association.

PUBLICATION

If approved, the new constitution will be published on ART's website.