Oxford Diocesan Guild of Church Bell Ringers

ODG Executive Leadership Group meeting

26 May 2026, Long Crendon

Attendees

- Chris Mundy – Master (CM)
- Craig Robertson – Deputy Master (CR)
- Stuart Gibson – Treasurer (SG)
- Heather Browning – Secretary (HB)
- Lesley Belcher – Communication Officer (LB)

Purpose of this first meeting of the Executive Leadership Group to identify the priorities for the next 12 months and where possible the actions needed. This document also includes discussion points which may or may not become actions. *[there is no priority ordering of the following list]*

2026.1 Website

Branch websites need to be accessible by LB and Andrew Goldthorpe (Webmaster). Relevant documents to be available on the website for members of ODG rather than relying on circulation of various versions via email. Consider a members portal – what content to put here? Events calendar to be produced containing all branch and guild activities – aim is to have a uniform way for all branches to put their events on their website which will pull through to a Guild diary on the website

Action: LB to investigate if calendar can be put on the temporary website now.

2026.2 MemberMojo

To formally launch the payment of subscriptions online

Action: SG to launch the electronic payment of subs for 2027

2026.3 Annual report

Consider the purpose of the report and the relevant content, ensure that the content only relates to the calendar year of the report. In conjunction with MM ensure that the tower membership names are only listed once in the report and the streamline the various categories of membership data in the report. Only to have generic email contacts (not personal data) in the tower correspondents list

Action: HB to sort out the content of the annual Report in sufficient time so it can be finalised before Dec 26 ready for the next version

2026.4 Scrutiny Committee

The Exec team need to consider how they will engage with the Scrutiny Committee. When will the first meeting be? CM report that he had contacted all the branches for the details of their representative, still awaiting rely from some.

Action: CM to chase for names of members. CM to arrange the first Scrutiny Committee, either f2f or online. CM to attend the first meeting to clarify exactly what the remit of the committee is

2026.5 Charitable status of the ODG

It was agreed that we should work towards achieving this status

Action: SG to start the process of obtaining Charitable status

2026.6 Guild Rules

During the consultation of the changes to the Guild Management, a number of discrepancies in the rules were identified. These can now be considered and the Guild rules-written

Action: Exec to undertake to re-write the rules

2026.7 Library

CM had been told about Oxford Cowley Library storage facility, they may be willing to store the ODG papers and documents (not books or journals). CM to contact them. Exec to keep in contact with Doug Beaumont (Librarian) on consolidation and disposal of elements of the library with the view that Doug can stand down from the role

Action: CM to approach Cowley Library storage facility

2026.8 Document Storage

Where are all the active documents stored? HB & LB set up a Google Docs drive to move the Secretary documents from a memory stick to a shared space – the drive needs sorting and access given to all members of the Exec. Longer term is this the correct storage or should we use One Drive – something to consider

Action: HB to sort out the structure of the document storage; then LB to give all members of the Exec access

2026.9 Youth Officer

This needs more work – a job description; meet with the elected person (Kit); what can we do to support him; how many youth officers should there be? Should the role be similar to a Guild Steward but for the young members?

Action: CR to take on the role as a link to the Youth Officer. SG to set up a youth ringers group email address. Suggest that Kit involves his local group of youth ringers first before spreading out across the guild.

2026.10 Exec group – how are we going to work for the Guild, what do we want from them; what do they want from us?

Working with the Guild Stewards, focus groups, need to publicise what the guild can do for its members 'elevator pitch' style. Need 5th guild steward. Identified someone who might be willing to take this on as a small project

Action: all exec to work on Guild profile and how the Exec will work for the benefit of the Guild, CM to approach a possible new steward and approach possible person to lead on 'what the guild should do for its members'. Need to arrange meeting with Guild Stewards in the Autumn

2026.11 15 year plan

What to do if branch is allocated 10 bell striking competition and they don't have any 10 bells, decided the branch to 'borrow' tower form neighbouring branch. 15 year plan needs minor changes, then to up load onto website

Action: CM to finalise plan and then get onto website

2026.12 2031 - CCCBR annual meeting will be hosted by the Guild and is the year of the Guild Festival

Two subcommittees will need to be set up to organise both these events – who to lead on this events?

Action: CM to approach Katie Lane to ask if she would be willing to take the leads?

2026.13 Co-opted members to the Exec

The new rules allow up to 3 people to be co-opted to the Exec as and when needed. The Exec noted this but decided at this stage did not need any extra members.

2026.14 Communications including social media

LB reported on the following points – we can't drive social media without having an active website so there is delay at the moment. Various forms of social media will be relevant to different age groups. LB mentioned that once the website is sorted it will take a couple of years to get our social media presence sorted to a high standard

- Facebook is suitable for older members, either for discussion or one way traffic of information.
- YouTube is the platform to use to interact with the younger generation, use small videos in a playlist, direct traffic to other people's sites, we don't need to make the videos ourselves.
- Instagram – also aimed at younger generation, need to find some 'champions' to set this up and run it

LB reported that she is in conversation with Kathryn Grant (Odd Bob Editor) about the content of Odd Bob

Long term action: LB to sort out social media presence

2026.15 IT

Short term we need to get the server, website and email systems up and running safely. Later in the year to set up a IT working group, need to put out a call for experts from within the ODG to get involved. It was agreed that for the future we need a simple IT system that uses software and platforms that everyone is familiar with

Action: CM, SG & LB to continue sorting out the server, website and email system.

2026.16 Recruitment of ringers

It was decided that the role of the Exec is to ensure that any recruitment of new ringers done at branch level has the best chance of success; we can't go out and do the recruiting but we can supply recruitment material, ensure trainers are available, etc. CCCBR has a lot of useful material. Should we consider a subcommittee to support this?

Action: LB to source recruitment material from CCCBR and other sources; CM to approach possible chair for a subcommittee

2026.17 AGM and election of the officers

Feedback received after the last AGM indicated that the officers elections were not transparent. It was agreed that 2 months before the AGM the following should happen

- Present holders of all the officer positions (Exec and non-Exec) to be contacted to ask if they still wish to stand for election
- Job description for all posts to be circulated to the members, asking if anyone wishes to standard. New nominations to submit a expression of interest a few weeks before hand so that their skills set can be matched to the JD. Details of the elections to be then circulated to all members before the AGM. Hopefully this will remove the impression it is just voting for 'mates'.

Action HB as Secretary to ensure that new procedure for the elections is put in place

2026.18 Business continuity

Need to ensure that there is no single point of failure in he future. Long term action. Will remain on agenda

2026.19 AOB

Actions: CM to email all members introducing himself as Master and notifying them of the outcome of the voting at the AGM, will check wording with Exec first

Action: CM to email all outgoing branch reps thanking them for their work involved in attending the ODG meetings, will check wording with Exec first

Action: should meet up with the non-exec officers – social event? SG offered his back garden

Action: dates for the Exec meetings to be set, HB to sort out dates

Action: house style for all ODG documents to be produced – accessible type face and font size, location and size of logo – HB to produce templates

Action: CM to send SG a copy of the 'new members' letter

Action: CM to update CR on higher numbers practises

Action CM: to send CR the MM group email addresses

Action: HB to write up minutes of meeting

ACTIONS

Number	Action	By whom	Completed
2026.1.1	*to investigate if calendar can be put on the temporary website now.*	LB	
2026.2.1	*to launch the electronic payment of subs for 2027*	SG	

2026.3.1	*to sort out the content of the annual Report in sufficient time so it can be finalised before Dec 26 ready for the next version*	HB	
2026.4.1	*to chase for names of members of scrutiny committee*	CM	
2026.4.2	*to arrange the first Scrutiny Committee, either f2f or online. CM to attend the first meeting to clarify exactly what the remit of the committee is*	CM	
2026.5.1	*to start the process of obtaining Charitable status*	SG	
2026.6.1	*Exec to undertake to re-write the rules*	All exec	Long term
2026.7.1	*to approach Cowley Library storage facility*	CM	
2026.8.1	t*o sort out the structure of the document storage on google docs*	HB	
2026.8.2	*to give all members of the Exec access to google docs once structure is sorted*	LB	
2026.9.1	*to take on the role as a link to the Youth Officer.*	CR	
2026.9.2	t*o set up a youth ringers group email address.*	SG	
2026.10.1	*to approach a possible new steward*	CM	
2026.10.2	*To approach possible person to lead on 'what the guild should do for its members*	CM	
2026.10.3	*to arrange meeting with Guild Stewards in the Autumn*	CM / HB	
2026.11.1	*to finalise 15 year plan and then get onto website*	CM	
2026.12.1	*to approach Katie Lane to ask if she would be willing to take the leads on CCCBR meeting and Guild Festival*	CM	
2026.14.1	*to sort out social media presence*	LB	Long term
2026.15.1	*to continue sorting out the server, website and email system*	CM / SG	
2026.16.1	*to source recruitment material from CCCBR and other source*	LB	
2026.16.2	*to approach possible chair for a subcommittee*	CM	
2026.17.1	*to ensure that new procedure for the elections is put in place*	HB	
2026.19.1	*to email all members introducing himself as Master and notifying them of the outcome of the voting at the AGM, will check wording with Exec first*	CM	
2026.19.2	*to email all outgoing branch reps thanking them for their work involved in attending the ODG meetings, will check wording with Exec first*	CM	
2026.19.3	*should meet up with the non-exec officers – social event? SG offered his back garden*		
2026.19.4	*dates for the Exec meetings to be set*	HB	

2026.19.5	*house style for all ODG documents to be produced – accessible type face and font size, location and size of log – templates to be produced*	HB	
2026.19.6	*to send SG a copy of the 'new members' letter*	CM	
2026.19.7	*to update CR on higher numbers practises*	CM	
2026.19.8	*to send CR the MM group email addresses*	CM	
2026.19.9	*to write up minutes of meeting*	HB	