Oxford Diocesan Guild of Church Bell Ringers

ODG Executive Leadership Group meeting

1 September 2026, in person at 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)

2026.31 Review of actions from previous meeting not covered elsewhere in the agenda

2026.9.1 CR to take on role as link officer with the Youth Officer (completed)

CR confirmed that he had received a response from the Youth Officer. A job description is needed for the role. CR to write this with Kit. Youth activities to be added to the website.

Action: CR to produce job description for the role of Youth Officer

2026.10.2 To approach possible person to lead on 'what the guild should do for its members'

CM confirmed discussions are ongoing with potential volunteer

2026.14.1 Work on the Guild's social media presence

LB confirmed that this needed a live website before progress can be made

2026.16.2 To approach possible chair for a subcommittee for a review of IT and digital (removed from meeting actions as has been designated a project) to be addressed later in the year

2026.28.1 Clarification on the donation paid for the repair of the banner (completed)

The banner has been collected and it was confirmed that the donation paid was for work carried out in 2025.

2026.30.2 CR to attend Bucks & Berks Youth ringers practises

CR confirmed he is waiting for dates of practises

2026.32 Website, Server and email system

2026.15.1 to continue setting up the new server, website and email system (ongoing)

2026.9.2 To set up a youth ringers group email list address

The email address has been set up, need to ensure that Colin Lee and Jenny Page are added to the membership. Need confirmation on who can send messages to this youth group email address

Extra action: confirm membership and who can send to Youth group email address

2026.20.1 to continue the work on re-instating the website and updating the membership of the group email addresses (on going)

2026.20.2 to find out details on the charging for hosting of the leadership email inboxes so that Richard Stanworth (RS) is aware when the move back to the Guild server needs to take place by (completed)

CM confirmed that BlueHost has started to charge £25 a month to host the Exec email inboxes, RS has been informed

2026.20.3 CM to approach a volunteer about taking on role of Deputy Webmaster (completed)

Pete Spain has agreed to take on the role as Deputy Webmaster

CM formally thanks Lesley for all the hard work she is undertaking on the website, it is looking good. LB reported that the content is in position to take site from the development website to a live website. With regard to branch websites, W&W website has been put back on the development site by RS, Andrew Goldthorpe will check there are no problems with this transfer, it can then go live. The aim is then to move all the branch websites to the new location which is separate from the main website so future contamination problems can be avoided.

The allocation of roles in supporting the website going forward is as follows

Andrew – to deal with the server and the interaction with the hosting company. Lesley to provide the content and layout. Pete to provide cover for Andrew

Action: CM to inform Andrew about the appointment of a Deputy Webmaster

There is a need for some extra email addresses, LB to send SG a list of missing email addresses

Action: LB to send details of email addresses needed and SG to ensure they are set up

2026.33 Housekeeping and documentation

2026.8.1 HB / LB to sort out the structure of the document storage on google docs (on going)

2026.8.2 to give all members of the Exec access to google docs once structure is sorted (on going)

2026.6.1 Exec to undertake to re-write the rules (remove from action list)

This was agreed to be a 'project' and therefore is removed from the meeting actions

2026.16.1 To source recruitment material from CCCBR and other sources

It was agreed that this action should be sent to the L&D workgroup

Extra action: to send this request to the L&D workgroup

2026.17.1 To ensure that new procedures for the elections is put in place before the AGM (completed)

This action will be included in the AGM preparation.

2026.19.5 HB to produce house style for all ODG documents to be produced – accessible type face and font size, location and size of log – templates to be produced (on going)

2026.20.4 all team to review YouTube content produced by LB (completed)

It was agreed the content that LB had compiled looked good and it was hoped would encourage more to add to it going forward. Suggest asking Youth Officer for his view on the YouTube Channel and how it may appeal to younger ringers

2026.29.1 to suggest top 5 policies that we should consider for the ODG

Suggestions include: complaints, expenses, health and safety, safeguarding, youth funding. All policies to be sent to the Scrutiny Committee for their consideration. Once the policies are approved to be placed on the website with a news item announcing their location

Extra action: LB to comply the policies ready for submission to the Scrutiny Committee (SC)

2026.30.1 to update the youth funding policy

Following discussion it was agreed that a budget should be agreed at the SC. Requests for funding should be with SG by 30.9.26 so the requested budget is ready for the SC.

Extra action: to produce a funding budget ready for the Scrutiny Committee. Circulate to Vikki, Colin and Jenny for comment

2026.34 Updates from workgroups, non-exec officers and activities

T&B workgroup – no report as no meeting since last month

L&D workgroup – no report as no meeting since last month

Treasurer actions

2026.2.1 to launch the electronic payment of subs for 2027 (on going)

2026.5.1. to start the process of obtaining Charitable status (on going project so will be removed from meeting actions)

2026.21.1 arrange to meet with branch treasurers in October to discuss and update

SG reported that this is happening, he will also meet with the branch secretaries.

2026.26.1 to email all guild officers to inform of new mileage rate

SG reported he needed to amend the expense form, and will email out

Library

2026.25.1 to contact Doug Beaumont regarding the offer from Cowley Library storage facility

CM reported that Doug Beaumont is in agreement with the movement of material to the Cowley Archive Store. He is already aware of the facility.

Safeguarding

It was agreed we need the new policy and guidance for inclusion on the website. Safeguarding Officer to be invited to join the Exec monthly meeting – twice a year at one of the online meetings or more frequently if requested by the Safeguarding Officer.

Action: HB to invite June Wells to the October or November meeting

2026.35 Any feedback from the Scrutiny Committee since the previous Exec meeting

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 (completed)

CM confirmed that this meeting had taken place

2026 22.1 HB to contact Elizabeth Mullett to organise meeting for Scrutiny Committee and exec Team to meet

HB confirm the meeting will be held on 28 November in the afternoon, awaiting location.

2026.36 Events and meetings

2026.10.3 to arrange meeting with Guild Stewards in the Autumn (still to action)

Suggest that CM plus 1 member of the team to meet with the Stewards quarterly online

2026.19.4 dates for the Exec meetings to be set (completed)

HB confirmed that these have been set

2026.22.4 to arrange specific Exec meeting to discuss non-exec officers and guild stewards (still to be arranged)

Extra action: produce job description for guild stewards in conjunction with the Guild Stewards

There are two major events taking place in the Guild in 2031

- Guild Festival – Katie Lane has confirmed that she will lead on this organising this event, she will arrange the organisation team
- CCCBR Annual Meeting – We will need to put together the team of Guild members to organise this event. Considering whether University of Reading is a suitable location. Will need to consider a lead for this organisation team

Action: CM to talk to possible volunteer to take the leadership of the CCCBR meeting

2026.22.2 HB to contact University of Reading about facilities required in 2031 for CCCBR, will ask CCCBR for the specification for what is required.

Attendance of a Guild Officer at all branch AGM's – agreed to spread the load across the Exec team and also include the Guild Stewards

Action: HB to ask branch secretaries for the date of Branches AGM's

2026.37 Review of Exec projects ongoing

CM introduced projects that the Exec team will be considering

- Revamp the rules
- Governance and business continuity documentation
- IT review – this will be started before the 2027 AGM
- Charitable status – to be considered 2027 to 2028
- Recruitment of Officers – using the website, Oddbob and adverts

2026.38 AOB

The meeting discussed the outcomes of the issues that had taken place at the Dorset County Association and what lessons the ODG could take on board. We agreed that we already have many governance controls and procedures in place (more than one signature on bank accounts; mailing lists managed by more than one person; passwords for servers held by more than one person). The following agreed

- An asset register to be complied and stored on the Google Docs drive
- Business continuity plan to be produced
- All exec team to undertake an online Data protection training module
- Register with ICO

To be considered further at the next Exec meeting.

Meeting closed at 9.20pm

ACTIONS Completed (since the last meeting)

Number	Action	By whom	Completed
2026.16.2	*to approach possible chair for a subcommittee for a review of IT and digital – removed from meeting actions has now been designated a 'project'*	CM	removed
2026.28.1	*clarification on the donation paid for the repair of the banner. CM to ask Katie to collect banner*	CM	completed
2026.20.2	*to find out details on the charging for hosting of the leadership email inboxes so that Richard Stanworth is aware of when the migration bac to the Guild Server needs to take place by*	CM	completed
2026.20.3	*to approach a volunteer about taking on role of Deputy Webmaster*	CM	completed
2026.6.1	*Exec to undertake to re-write the rules – removed as designated as a Project*	All exec	removed
2026.17.1	*to ensure that new procedure for the elections is put in place*	HB	completed
2026.20.4	*all team to review YouTube content produced by LB*	all exec	completed
2026.5.1	*to start the process of obtaining Charitable status - removed as designated as a Project*	SG	removed
2026.25.1	*to contact Doug Beaumont regarding the offer from Cowley Library storage facility*	CM	completed

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	Completed
2026.19.4	*dates for the Exec meetings to be set*	HB	completed
2026.22.3	*to organize Exec Team meeting dates for the next 6 months – removed duplicate action*	HB	removed

ACTIONS from previous meetings to be completed

Number	Action	By whom	Completed
2026.2.1	*to launch the electronic payment of subs for 2027*	SG	ongoing
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	
2026.8.1	t*o work on the structure of the document storage on google docs*	HB / LB	ongoing
2026.8.2	*to give all members of the Exec access to google docs once structure is sorted*	LB	ongoing
2026.9.1	*to take on the role as a link to the Youth Officer. Extra action: CR to produce job description for the role of Youth Officer*	CR	ongoing
2026.9.2	t*o set up a youth ringers group email address.*	SG	Check membership
2026.10.2	*To approach possible person to lead on 'what the guild should do for its members*	CM	ongoing
2026.10.3	*to arrange meeting with Guild Stewards in the Autumn*	CM / HB	ongoing
2026.14.1	*to work on the Guild's social media presence*	LB	Long term
2026.15.1	*to continue working on the new server, website and email system*	CM / SG	ongoing
2026.16.1	*to source recruitment material from CCCBR and other source. Extra action: to send this request to L&D workgroup for them to action*		
2026.19.3	*should meet up with the non-exec officers – social event? SG offered his garden in the summer*		Deferred to 2027
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	
2026.20.1	*to continue the work on re-instating the website and updating the membership of the group email addresses*	LB & SG	ongoing
2026.21.1	*arrange to meet with branch treasurers in October to discuss and update*	SG	
2026.22.1	*to contact Elizabeth Mullett to organise meeting for Scrutiny Committee and exec Team to meet*	HB	Awaiting details
2026.22.2	*to contact University of Reading about facilities required in 2031 for CCCBR – need specification*	HB	

2026.22.4	*to arrange specific Exec meeting to discuss non-exec officers and guild stewards. Extra action: produce job description for guild stewards in conjunction with the Stewards*	HB	
2026.26.1	*to email all guild officers to inform of new mileage rate*	SG	
2026.29.1	*to suggest top 5 policies that we should consider for the ODG. Extra action: LB to comply the policies ready for submission to the Scrutiny Committee (SC)*	LB	
2026.30.1	*to update the Youth Funding policy. Extra action: to produce a funding budget ready for the Scrutiny Committee. Circulate to Vikki, Colin and Jenny for comment*	CM	
2026.30.2	*to attend Bucks & Berks Youth Ringers practises*	CR	Awaiting dates

ACTIONS from this meeting

Number	**Action**	**By whom**	**Completed**
2026.32.1	*to inform Andrew about the appointment of a Deputy Webmaster*	CM	
2026.32.2	*to send details of email addresses needed and SG to ensure they are set up*	LB	
2026.34.1	*to invite June Wells to the October or November meeting*	HB	
2026.36.1	*to talk to possible volunteers to take the leadership of the CCCBR meeting*	CM	
2026.36.2	*to ask branch secretaries for the date of Branches AGM's*	HB	