ODG Executive Leadership Group meeting

13 October 2026, on Zoom

Attendees

- Chris Mundy – Master (CM)
- Craig Robertson – Deputy Master (CR)
- Heather Browning – Secretary (HB)

Apologises

- Stuart Gibson – Treasurer (SG)
- Lesley Belcher – Communication Officer (LB)

2026.39 Review of actions from previous meeting not covered elsewhere in the agenda

2026.9.1 Extra action: CR to produce job description for the role of Youth Officer

CR confirmed he still needed to complete the job description in conjunction with the Youth Officer

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

CM confirmed that the potential volunteer had declined. He noted that a lead was still needed for the 2031 CCCBR AGM and to lead on 'recruitment and retention' activities, to be considered at a later date

2026.30.2 CR to attend Bucks & Berks Youth ringers practises

CR confirmed he is waiting for date of the next practice

2026.40 Website, Server and email system

2026.15.1 to continue setting up the new server, website and email system - moved to projects later in the agenda

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 - moved to projects later in the agenda

2026.16.1 To source recruitment material from CCCBR and other sources (completed)

L&D working group agreed to provide this material, Dorothy Hall to lead

2026.32.1 *to inform Andrew about the successful recruitment for a Deputy Webmaster (completed)*

2026.32.2 *to send details of email addresses needed and SG to ensure they are set up*

Check with LB if they have been set up

2026.41 Housekeeping and documentation

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 to circulate working document on changes to Annual Report

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

Ready to give access to the rest of the team

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 (completed)

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)*

LB has produced polices and uploaded onto the website. Complaints policy still required with timelines for responses, Exec to approve. Require a generic email address for the Exec Team so that emails can be responded to within time frame [exec@odg.org.uk]. Complaints relating to ODG to be dealt with by Exec Team, complaints relating to Exec team to be dealt with by Chairman / Secretary of the Scrutiny Committee.

Extra action: HB to produce a draft Complaints Policy & request email address

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.

CM reported that he had received comments from Colin & Jenny who were broadly happy with the content. Vikki is looking at it - CM to chase Vikki for response at the end of October

2026.42 Updates from workgroups, non-exec officers and activities

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

L&D workgroup

- Key points from last meeting - Work on the website will be co-ordinated by Dorothy Hall
- Foundation training to take place on 31 October

- Lindsay Powell wishes to step down from organising Radley Course in 2029, someone to be in post in 2028 to shadow

Treasurer actions

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

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

Awaiting meeting date

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

Safeguarding

26.31.1 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*

CM reported that June is re-writing the Safeguarding guidelines based on the Diocesan information. Will attend the Exec meeting when this is completed

2026.43 Any feedback from the Scrutiny Committee since the previous Exec meeting

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 (completed)

2026.44 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 – being arranged

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

CM will discuss role at the meeting with Guild Stewards and produce a job description following this. It was agreed that there will be a social event in Sumer 2027 to include all the non-exec officers

2026.36.1 CCCBR Annual Meeting – We will need to put together the team of Guild members 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*

CM reported that the potential volunteer he approached did not want to lead the project.

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 - ongoing

2026.36.2 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: CM to ask branch secretaries for the date of Branches AGM's – awaiting all dates

2026.44 Review of Exec projects ongoing

Update on projects that the Exec team is considering

- Revamp the rules
  It was agreed that work needs to start, we must have a draft format before the AGM
  2026.44.1 action CM to produce the draft Guild rules

- Governance and business continuity documentation
  HB has produced Business Continuity Plan, CM & HB to meet to finalise draft ready for exec team to consider
  2026.44.2 action CM & HB to meet to finalise draft of BCP

- IT review – this will be started before the 2027 AGM
  Nothing further to report

- Charitable status – to be considered 2027 to 2028
  Nothing further to report

- Recruitment of Officers – using the website, Oddbob and adverts
  Using the website to advertise the vacant roles

Update on Website and server issues

The Guild website has been reinstated and Branch website are slowly being reinstated. Expected everything to be back in place by 25 October to allow Andrew and Lesley to work on the sites. Andrew is now 100% in control of the Guild website and in contact with EcoHosting. Andrew has requested $149 to make the website more robust – not sure if this amount is per website for all 16 sites – need clarity.

2026.45 AOB

Following the discussion on lessons to be learned from the Dorset County Association challenges at the last Exec meeting, the following actions were decided:

- An asset register to be compiled and stored on the Google Docs drive
  2026.45.1 action SG to produce list

- Business continuity plan to be produced
  See action 2026.44.2 HB

- All exec team to undertake an online Data protection training module
  2026.45.2 action to complete training before next meeting CM / CR / SG / HB / LB

- Register with ICO
  2026.45.3 action HB to investigate what options there are to register

CM mentioned that in OddBob there is a regular article titled 'Master's Mutterings', CM wants to change this to an update on the working of the Exec Team and key points.

Central Council reps – to request that they produce a report on the key matters discussed at the AGM for the Exec Team to consider in the autumn

- *2026.45.4 Action: CM or HB to request the report from the CC reps*

Meeting closed at 8.55pm

ACTIONS Completed (since the last meeting)

Number	Action	By whom	Completed
2026.10.2	*To approach possible person to lead on 'what the guild should do for its members*	CM	completed
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*		completed
2026.32.1	*to inform Andrew about the appointment of a Deputy Webmaster*	CM	completed
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	completed
2026.22.1	*to contact Elizabeth Mullett to organise meeting for Scrutiny Committee and exec Team to meet*	HB	completed
2026.36.1	*to talk to possible volunteers to take the leadership of the CCCBR meeting*	CM	completed

ACTIONS from previous meetings to be completed

Number	Action	By whom	Completed
2026.9.1	*Extra action: CR to produce job description for the role of Youth Officer*	CR	ongoing
2026.30.2	*to attend Bucks & Berks Youth Ringers practises*	CR	Awaiting dates
2026.9.2	t*o set up a youth ringers group email address.*	SG	Check membership
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	HB to circulate
2026.8.1	t*o work on the structure of the document storage on google docs*	HB / LB	Give team access
2026.32.2	*to send details of email addresses needed and SG to ensure they are set up*	LB	
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
2026.21.1	*arrange to meet with branch treasurers in October to discuss and update*	SG	
2026.22.2	*to contact University of Reading about facilities required in 2031 for CCCBR – need specification*	HB	ongoing
2026.22.4	*Extra action: produce job description for guild stewards in conjunction with the Stewards*	CM	
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) – completed* *Extra action: Extra action: HB to produce a draft Complaints Policy & request email address*	HB	
2026.30.1	*to update the Youth Funding policy. Extra action: to produce a funding budget ready for the Scrutiny Committee. CM to chase Vikki for response end Oct*	CM	
2026.34.1	*Safeguarding – Jen to re-write the guidelines and to attend the Exec meeting when completed*		
2026.36.2	*to ask branch secretaries for the date of Branches AGM's – awaiting all dates*	CM	

ACTIONS from this meeting

Number	Action	By whom	Completed
2026.44.1	*to produce the revised draft Guild rules*	CM	
2026.44.2	*to meet to finalise draft of BCP*	CM / HB	
2026.45.1	*to produce assets register list*	SG	
2026.45.2	*to complete training before next meeting*	CM/CR/HB/SG/LB	
2026.45.3	*to investigate what options there are to register with ICO*	HB	
2026.45.4	*to request the report from the CC reps*	CM or HB	