Oxford Diocesan Guild of Church Bell Ringers

ODG Executive Leadership Group meeting

10 November 2026, in person at Long Crendon

Attendees

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

2026.46 Discussion of documents to be submitted to the next Scrutiny Committee (SC)

The Scrutiny Committee is taking place on 28 November, CM had produced a draft of the Executive Report that needed to be submitted to the SC. The team discussed the contents and made a few amendments.

2026.46.1 CM to submit the Executive Report to the SC Chairman

SG updated the team abut the budget that he will submit to the SC. No changes to previous years, i.e. no increase in subscriptions, no unusual additional costs expected. SG may not be able to make the SC meeting.

2026.46.2 SG to submit the 2027 budget to the SC

2026.47 Website update

The ODG website is now live, updated and fully working with more enhanced security so hopefully the problems of the previous 6 months will not happen in the future. LB's hard work in making the website updates successful was acknowledged and appreciated.

LB reported that the calendar of Guild events has been populated, it is hoped that Branches will populate their events on the calendar

LB reported that Andrew has requested $149 to cover an upgrade on the website security. The cost is acceptable if it covers all the websites, but not if it is a charge per website, we have 16 sites (given the Guild hosts all the branch websites). Need clarity on the actual cost before approval is given

2026.47.1 Confirmation on total cost of the security upgrade for the website

2026.48 Update from the Guild Stewards meeting

CM & HB reported that they are meeting with the Guild Stewards on 15 November, via zoom. They will discuss with the Stewards what the Executive is working on at the moment and future plans; what the role the Stewards could be; the job description of the Guild Steward role and obtain feedback on any matters they have heard from their branches.

2026.48.1 CM to check that all the stewards are able to access their ODG email addresses

2026.49 Discussion of Business Continuity Plan (BCP) and the document storage plan

HB had circulated the draft BCP in advance of the meeting, she then explained the structure of the plan and what it covered. HB had previously met with CM to discuss the contents and produce this draft. Minor changes were then made. HB has circulated requests to the Officers to update their job description and provide a short guidance document on how to do their Guild role – both these documents can then be given to the replacement cover.

Discussing the list of Guild Officers and who would be providing cover in the BCP highlighted some 'single point of failure'. Some solutions were devised in the meeting, but there were some that needed further thought and other actions to be completed before the BCP can be completed.

A possible volunteer was identified to be approached to take on the role of 'Peal Secretary'. The requirement for a Deputy Safeguarding Officer was agreed, this is an appointed role (not elected). CM to discuss with the Safeguarding Officer.

The Librarian role and cover for it was discussed but no decisions to be made until ongoing actions have been completed (discussion on the future of the Library took place later in the meeting)

2026.49.1 CM to approach volunteer with regard to the vacant position of Peal Secretary

2026.49.2 CM to talk to June Wells about the Deputy Safeguarding role

2026.42 2 action to be absorbed into the above actions, therefore classified as complete

A core part of the BCP has a requirement for all documentation relating to the activities of the Guild (not branches) be stored in one central location accessible to those who need it. A Google Doc storage system has been set up by LB. HB explained the folder structure for the documentation – based on the category/subject of the document rather than who has produced it. Access to each folder will be dependent on the need. Some folders will have restricted access.

HB to set up the folders and test the security of them before starting the filing. Some folders will be accessible to other Officers, HB to contact them about this document storage once everything is in place.

2026.49.4 HB to build the document storage structure, test the access security, provide access to the Executive team and once the storage is fully operational introduce access to other key Guild Officers (this action includes 2026.3.1 & 2026.8.1)

2026.50 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 was completing the job description in conjunction with the Youth Officer

2026.30.2 to attend Bucks & Berks Youth Ringers practises. CR attending the next meeting.

2026.9.2 To set up a youth ringers group email list address

Email address has been set up but we need confirmation on who is membership

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

2026.52 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

The changes suggested were accepted by the Exec team, clarity on the categories of membership and members names to be finalised away from the meeting by HB & SG

2026.52.1 reporting of membership names in Annual Report to be finalised by SG & HB

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

See action 2026.49.4

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

Draft Complaints Policy was submitted to the Exec team for consideration. Minor changes made, copy to be sent to the SC for their thoughts.

Extra action: to forward the Complaints policy to SC for consideration

Extra action: HB to test the exec@odg.org.uk email address

2026.30.1 to update the youth funding policy

CM reported on the feedback he had received on the revised Youth Funding policy. One group were happy with the changes and the other discussed it at their meeting a couple of weeks ago and have not come back with any requested changes or clarification. It was agreed that CM should finalise the policy, send to both groups and it be posted on the website

Extra action: CM to finalise RYNYC funding policy, send to both groups, upload onto the website

2026.53 Updates from workgroups, non-exec officers and activities

T&B workgroup – website update ongoing

2026.53.1 CM to send Christmas Wishes to the working group to acknowledge their hard work

L&D workgroup - website update ongoing

2026.53.1 CM to send Christmas Wishes to the working group to acknowledge their hard work

Noted that Radley training course will need a new organiser as Lindsay Powell is stepping down

Treasurer

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 (complete)

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

Following discussion on the Business Continuity Plan it became apparent there is no Deputy Librarian. However at the moment this position isn't possible because of the location of the library archive (Librarian's house). Concerns were raised that the archive is being held in a private location to which the Guild do not have automatic right of access. It was agreed that CM to discuss with Doug about the key items of the archive being kept somewhere with more general Guild access eg Oxford History Centre. Perhaps also move other Guild assets at the same time.

2026.53.2 CM to speak to Doug about ODG specific documents being moved to the Oxford History Centre

2026.53.3 CM to speak to the Oxford History Centre to see how they wished to receive the documents

2026.53.4 CM to ask other Guilds / Associations on how they store their archive

2026.53.5 CM to look for any guidance on CCCBR website on storing material

Safeguarding

2026.49.2 CM to talk to June Wells about the Deputy Safeguarding role

2026.54 Any feedback from the Scrutiny Committee since the previous Exec meeting

Meeting has not taken place to date

2026.55 Events and meetings

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

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

Awaiting meeting on 15.11.26

2026.36.1 *(include action 2026.2.2 which is completed)* 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.

HB to contact potential Reading location about suitability, local ringers as to whether Reading area can provide the facilities required for the CCCBR – ringing, roadshow, meeting. Will report in February 2027

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: Dates of AGM's received, Exec team to volunteer for dates. CM to circulate dates of meetings.

2026.55 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. Aim is to 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
  See action 2026.49

- 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

2026.56 AOB

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

- 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 - Exec Team

- Register with ICO
  2026.45.3 HB investigated on the website and it appears that we don't need to register, however because ICO had made the recommendation CM to contact them in response to their letter, getting clarity.

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 (complete)*

Bell Fund Ringing Day

It was confirmed that it is W&W branch as the host in 2027. Katie Lane to be the organiser. The Ringing Day is the responsibility of the Bell Fund Trustees

New Membership packs

LB showed the Exec team the membership pack that Peterborough Guild produce – LB asked to find out more about costs as the Exec Team thought the content was excellent and something to consider.

2026.56.1 LB to follow up on costs of the Peterborough new members pack

Meeting closed at 9.25pm

ACTIONS Completed (since the last meeting)

Number	**Action**	**By whom**	**Completed**
2026.30.2	*to attend Bucks & Berks Youth Ringers practises*	CR	completed
2026.10.3	*to arrange meeting with Guild Stewards in the Autumn*	CM / HB	completed
2026.32.2	*to send details of email addresses needed and SG to ensure they are set up*	LB	completed
2026.21.1	*arrange to meet with branch treasurers in October to discuss and update*	SG	completed
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	completed
2026.8.1	t*o work on the structure of the document storage on google docs – see action 2026.49.4*	HB	complete
2026.45.4	*to request the report from the CC reps*	HB	complete

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
2026.9.2	t*o set up a youth ringers group email address. – need to check membership*	SG	Check membership
2026.2.1	*to launch the electronic payment of subs for 2027*	SG	ongoing
2026.36.1	*to contact potential Reading location about suitability, local ringers as to whether Reading area can provide the facilities required for the CCCBR – ringing, roadshow, meeting. Will report in February 2027*	HB	ongoing

	(includes action 2026.22.2 which is complete)		
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: to forward the Complaints policy to SC for consideration* *to test the exec@odg.org.uk 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 Extra action: to finalise RYNYC funding policy, send to both groups, upload onto the website*	CM	
2026.34.1	*Safeguarding – June 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 – Exec team to volunteer for dates*	Exec team	

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 update 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 extra action: to contact them in response to their letter, getting clarity.*	CM	
2026.46.1	*to submit the Executive Report to the SC Chairman*	CM	
2026.46.2	*to submit the 2027 budget to the SC*	SG	
2026.47.1	*Confirmation on total cost of the security upgrade for the website*		
2026.48.1	*to check that all the stewards are able to access their ODG email addresses*	CM	
2026.49.1	*to approach volunteer with regard to the vacant position of Peal Secretary*	CM	
2026.49.2	*to talk to June Wells about the Deputy Safeguarding role*	CM	
2026.49.4	*to building the document storage structure, test the access security, provide access to the Executive team and once the storage is fully operational introduce access to other key Guild Officers (this action includes 2026.3.1 & 2026.8.1)*	HB	

2026.52.1	*reporting of membership names in Annual Report to be finalised by SG & HB*	HB / SG	
2026.53.1	*to send Christmas Wishes to the working group to acknowledge their hard work*	CM	
2026.53.2	*to speak to Doug about moving ODG specific documents to Oxford History Centre*	CM	
2026.53.3	*to speak to the Oxford History Centre to see how they wished to receive the documents*	CM	
2026.53.4	*to ask other Guilds / Associations on how they store their archive*	CM	
2026.53.5	*to look for any guidance on CCCBR website on storing material*	CM	
2026.45.3	*HB investigated on the website and it appears that we don't need to register, however because ICO had made the recommendation CM to contact them in response to their letter, getting clarity.*	CM	
2026.56.1	*to follow up on costs of the Peterborough new members pack*	LB	

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