

Fakenham Choral Society Committee Minutes

Date & Location	Tuesday 27 th August 2019 Barbara's home, Kettlestone	Glossary	
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Char) Mark Jones (MD) Gill Ashby Philippa Allen Charles Davison Tracey Thompson Barbara Wyvill	Gill Ashby Philippa Allen Colin Blackmore Roger Burbidge Sue / Tim Burton Charles Davison Rosemary/Brian Dear Mark Jones Diana Lyons Tracey Thompson Barbara Wyvill Carol Jennings Margaret Vincent Adrian Richards Grant Harrison Celia Giddings Fakenham Parish Church	GA PA CB RB SB / TB CD RD/BD MJ DL TT BW CJ MV AR GH CG FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – Diana Lyons, Sue Burton, Tim Burton, Colin Blackmore	
2.	Minutes of meetings held on 30th July 2019 Agreed and signed as a true record	
3.	Matters arising – <ol style="list-style-type: none"> i. checking staging yet to be done ii. conductor's podium. Design / cost still being finalised iii. Subs. Decisions from last meeting relayed to Carol Jennings who was happy with the outcome and thought them 'sensible' iv. Letter sent to Fakenham Town Council by RB in thanks for the grant cheque v. GA mentioned some cheques which had not been cashed. TT had emailed Angela Brun but had had no response to date vi. RD gave update on Gwyneth 	
4.	Correspondence – <ol style="list-style-type: none"> i. Details of the funerals of Helen Lodge and Fred Wheeler had been forwarded to members ii. Application to Elgar Society for grant funding towards King Olaf had been submitted 	
5.	Finance <ul style="list-style-type: none"> • Balances – unchanged from July meeting other than Gift Aid amounting to c£2600 had been received (2 years). Thanks given to BW for her hard work in obtaining this. • Accounts now ready for auditing by Andrew Stewart • GA confirmed a £2,240 surplus for the year just ended (without Gift Aid), leaving the choir in a more comfortable financial position (including Gift Aid, a balance in hand of £10,015.31) • Draft budget for 2019/20 season was presented. Projected figures were Income £28,345 Expenses £24,800 Surplus £3,505 but all were subject to change. These figures also meant it would be possible to have a full, rather than reduced, orchestra for Elijah (although space would be an issue with more musicians) • RB thanks GA and BW for all their hard work on the accounts and said we were lucky to have two such competent people looking after our finances which were always presented in such a clear way • Copy of draft accounts and budgeted with these minutes 	
6.	Accompanist <ul style="list-style-type: none"> • Agreed not to issue a contract to AR unless requested. This would allow more flexibility • Defer any decision on whether we recruit someone or offer the permanent role to AR until after some split rehearsals 	

7.	<p>New Joiners Process / Choir size</p> <ul style="list-style-type: none"> • New joiners would be asked to make a commitment to join after 3 rehearsals • MJ would then carry out a pitch test. These would take place downstairs at the SA Hall and before rehearsal started • Decision that choir size should be limited to staging capacity plus 10% (c94/95) as it was rare for everyone to sing in a concert • Balance something like: Sop = 40, Altos = 25, Tenors = 10, Basses = 16 (total 91) • May need a waiting list for SA to keep in balance with TB. Potential new members must contact CJ first and not just turn up. <p>ACTION: TT to remind existing members ACTION: TB to emphasis this on website</p> <ul style="list-style-type: none"> • Agreed to progress appointing part reps. To have these in place for the start of term to welcome and seat new joiners, it was agreed to approach the following people Sop 1 – Margaret Vincent, Sop 2 – Celia Giddings, Altos – Wendy Woo Tenors – Grant Harrison Bass – Angus Spooner ACTION: TT to email them Part rep role would also to be conduit between section and committee 	<p>TT / TB</p> <p>TT</p>
8.	<p>Constitution & Members' Handbook</p> <ul style="list-style-type: none"> • No further progress due to work on accounts • No need to rush the process to present this at the AGM as it could be done at a later date via a short EGM. Handbook would be a work in progress • Therefore committee nomination process for 2019/20 season would remain unchanged 	
9.	<p>AGM Prep (1st October)</p> <ul style="list-style-type: none"> • TT would have copies of the 2018 minutes and committee nomination forms ready for the start of term • As TT was on holiday the week before the AGM, someone else would need to collate the nominations in readiness for the meeting • RB would ask the members during the 2nd rehearsal of term whether the remainder of the AGM evening should be a social or singing. If a social, then AR would need to be informed and lists prepared for food donations • Committee to wear name badges for the rehearsals leading up to the AGM 	<p>?</p> <p>RB</p>
10	<p>Music & Marketing sub-committee</p> <ul style="list-style-type: none"> • Suggested this should be limited to 4 people. Mark keen on the idea, especially allowing members to suggest pieces of music • BW wished to be involved. Committee suggested CB (possibly to lead the group?). Possibly Rodney Slatford? BW to contact CB in the first instance • Any suggestions from the sub-committee would need to be put to the main committee before actioning 	<p>BW</p>
11.	<p>People finding it difficult to stand for long periods</p> <ul style="list-style-type: none"> • GA felt we needed to be more flexible to accommodate such members for performances so they could still see MJ • Problem arises during works where there is little solo work, so should be less of a problem at Christmas • Members to be asked prior to concerts to alert the committee if standing is a problem 	
12.	<p>Website - deferred</p>	
13.	<p>Come & Sing / Sponsorship</p> <ul style="list-style-type: none"> • Basic info would be distributed at the start of term. RD would be away for several weeks, so bookings would not be taken until November • Posters would be designed and ready to distribute with the Christmas concert ones • Point of interest raised that whilst A4 posters attracted VAT, A5 fliers did not (and were more accepted by shops etc. for display) • Sponsorship – RD to contact the 2018/19 sponsors, but to make more of this source of funding, it needs someone dedicated and with more time (possibly sitting within the M&M sub-committee) 	<p>RD</p>
14.	<p>AOB –</p> <ol style="list-style-type: none"> Advert in KL Magazine. Agreed not to take this up (would cost £120). TT to inform CB Publicity – RD was unsure whether Michele Bishop would continue sending concert info to publications but would check with her Membership form – BW had updated this for 2019/20 season. TT would email out and hard copies would be available at rehearsal. Would be useful to include the form in the envelope with the subs Health & Safety – Risk assessment completed by BW. RB signed as correct 	<p>TT</p> <p>RD</p> <p>TT</p>

	<p>A risk assessment for the school would also need to be carried out, but BW suggested this should be completed by someone more familiar with the venue (next meeting)</p> <p>v. Conflict of Interest policy for Trustees – needs to be completed by all Charity trustees (i.e. all committee members). To be agreed and signed off at next meeting</p> <p>vi. Financial Controls policy – GA felt it would be appropriate to have this in place. To be put on a future agenda</p> <p>vii. Making Music event – PRS information. GA would be attending and invited others to join her (event free and taking place in Norwich at the Assembly Rooms)</p> <p>viii. Christmas Tree Festival – GA to ask for volunteers at the start of term (especially for stewarding)</p> <p>ix. Soloists booked for 2019/20 season Christmas – Angela Brun (Sop) and Tom Appleton (Bass) March (Elijah) – Tom Appleton, Daniel Bartlette (Tenor). Posy Walton and Freya Jacklin unavailable, so TT would ask Angela Brun for availability. Also to ask Angela and Tom to suggested other Altos MJ to confirm rehearsal timings and what exactly the soloists will be singing to allow contracts to be issued</p> <p>x. Christmas Music for part 2. General discussion followed with several suggestions, including using the soloists again. GA asked that we be mindful of what is chosen due to the follow on costs of music hire</p> <p>xi. Summer Newsletter – question raised as to whether this is sent to Friends of and whether it should be. TT would ask SW. RD would also provide SW with the publicity leaflet to be sent to Friends</p> <p>xii. Gresham’s Choral Society – MJ confirmed he was taking over the annual Messiah (15th Dec 2019) and spring concert (rehearsals on Thursday evenings)</p>	<p>GA</p> <p>TT</p> <p>MJ / TT</p> <p>TT</p> <p>RD</p>
15	<p>Closing comments – As this was the last meeting of the 2018/19 year, RB thanked all committee members who had worked so hard during the year</p>	
16	<p>Date of next meeting - Thurs 3rd Oct 7.30pm at RD’s home in Fakenham BW thanked for her hospitality and the meeting closed a 9.05pm</p>	

Signed as a true record (name)

Print name **Date**