

Fakenham Choral Society Committee Minutes

Date & Location	Thurs 2 nd Nov 2017 Rosemary Dear's home, Fakenham	Gill Ashby	GA
Present	Roger Burbidge (Chair) Rosemary Dear Barbara Wyvill Gill Ashby Tracey Thompson Diana Lyons Colin Blackmore Janet Kelsey (MD)	Colin Blackmore Roger Burbidge Sue / Tim Burton Charles Davison Rosemary/Brian Dear Janet Kelsey Jim Laird Diana Lyons Tracey Thompson Carol Jennings Margaret Vincent Stephanie Walsh Fakenham Parish Church	CB RB SB / TB CD RD / BD JK JL DL TT JK MV SW FPC

Agenda Ref	Summary / Actions	Action Owner
1.	Apologies - SB, TB, CD RB welcomed CB who had offered to serve on the committee	
2.	Minutes of meeting held on 2nd Oct 2017 These were agreed as a true record and signed as such	
3.	Matters Arising <ul style="list-style-type: none"> i. RD, BD and RB had collected staging from Anthony Wyatt's. Consists of 8 sections like JK's podium. RD/RB really need to have access to the farm at Whisonsett to see what we have. If possible the 8 sections need storing with current staging. ii. Trio for Christmas will go back to London after the concert, so no B&B needed. JK to check if they will make their own arrangements on the day. Margaret Vincent will do tea for them if needed. 	RD / RB JK
4.	Correspondence – winner of free Friends' membership from June survey can't make any of this season's concerts. Agreed to offer extension to 2018/19. TT to let SW know.	TT
5.	Treasurers' Report Main a/c £11030.34, Friends' a/c £1428.54, Come & Sing a/c £2620.80 Gift Aid £1723.05 received. Nothing further outstanding. BW thanked for her work. About half of current members Gift Aid. Subcommittee to meet to produce new combined membership and Gift Aid form to go to all members annually when subs fall due. Plan to create similar form for Friends of FCS. Annual Charity Commission return GA will produce but keep as simple as possible to comply with requirements.	BW / ? GA
6.	Concert Preparation – new points or clarifications <ul style="list-style-type: none"> i. Thurs 14th Dec. Ladies' rehearsal at FPC. 7.30pm for as long as needed. Agreed to ask JL to attend and would be paid for this ii. Exact details from GJL re staging will not be available until last minute iii. Concert platform(s) needed for trio. JK to find out some sizing details iv. Agreed JK need not use podium for this concert v. Keyboard speakers. Agreed BD could buy longer cable (50m, cost £40) to enable a speaker at each side of church vi. Candles to be used to 'show off' harp. Table and tea-lights (or a suitable candle holder from FPC). JK to buy tea-lights vii. Suggestion for part one that one lady holds a candle and another a shared 	JK BD JK

	<p>score. Question as to the need for any other church lighting. These and any other ideas can only be confirmed or rejected at 14th Dec rehearsal</p> <p>viii. Agreed RB to check FPC diary for a meeting at 6.45pm before a Tuesday rehearsal to have an initial look at potential problems. JK / RD to attend</p> <p>ix. Safety. RB will check fire blanket / extinguishers are in place</p> <p>x. St John cost £110 - £120 for 2 people for 3 hrs each. Agreed not to hire</p> <p>xi. JK will get on with seating plan, especially for part 1. Need to know which ladies are prepared to process and heights</p> <p>xii. Christmas 'bling' may be worn in part 2</p>	<p>RB</p> <p>RD / JK</p> <p>RB</p> <p>JK / TT</p>
7.	<p>Mass in Blue</p> <p>i. 64 singers signed up so far</p> <p>ii. RD, Grant H, Wendy & Frank Woo to visit FHS on 8th Nov to check on detail</p> <p>iii. Alison / Louise to help with refreshments on the day</p> <p>iv. Tickets via CB and choir membership</p> <p>v. JK unable to find any sound engineers. RD to ask Will Todd to provide</p>	RD
8.	<p>March Concert – Purcell</p> <p>JK to meet with lady from Norwich Baroque on 3rd Nov to get a clearer idea of cost.</p> <p>Soloist fees</p> <p>3 main ones @£300 each. Five others @£100 each.</p> <p>JK will send GA more accurate figures to produce a new budget (taking anonymous donation into account)</p>	<p>JK</p> <p>JK / GA</p>
9.	<p>Website</p> <p>Deferred as TB absent. He had provided a brief report that he was still having problems so was putting other ideas together</p>	TB
10.	<p>Data Protection</p> <p>TT reported enhanced data protection legislation coming into force in May 2018. It will apply to charities. Agreed sub-committee to be formed from TT / BW / RD / CJ to look at implications as it will affect members, Friends, survey respondents and we need to be compliant. Recommendations to be brought back to committee</p>	BW
11.	<p>AOB</p> <p>i. TT confirmed the first email had been sent out to survey respondents</p> <p>ii. Aviva Community Fund. Voting open, awareness raised, awaiting results</p> <p>iii. RD raised issue of getting enough help with staging when away from FPC</p> <p>iv. Fund raising. After discussing ideas from various sources agreed to have 1 event a term from: Bake & Make sale; selling DVDs / CDs; Auction of promises; 100 club. SP has said she is willing to run the 100 club. GA has details on how to set it up. RB to see SP. Before this RD to see S Army people re running 'gambling' activity in their hall. Could use band room for sales. Details to be worked out at January committee meeting. RB to ask members what they think.</p> <p>v. Concert Ticket design. Agreed CB could talk with New Print and look to revamp the design of concert tickets</p> <p>vi. Banner with sponsors' logos on. RB to ask Celia Giddings re any progress</p>	<p>GA/RB/RD</p> <p>CB</p> <p>RB</p>
12.	<p>Next meeting - 4th Jan 2018 at BW's home in Kettlestone</p> <p>No further business, RD thanked for her hospitality and meeting closed at 9.15pm</p>	

Signed as a true record

Print Name

Date