

Fakenham Choral Society Committee Minutes

Date & Location	Monday 18 th September 2023. 2.00pm Sonia's home in Barney
Present	Colin Blackmore Roger Burbidge Tim Burton Jean Mayne Louise Myhill Sonia Radley Tracey Thompson

GLOSSARY			
Gill Ashby	GA	Mark Jones	MJ
Colin Blackmore	CB	Louise Myhill	LM
Roger Burbidge	RB	Sonia Radley	SR
Tim/Sue Burton	TB/SB	Tracey Thompson	TT
Rosemary/Brian Dear	RD/BD	Barbara Wyvill	BW
Jonathan Dodd	JD	Fakenham Parish Church	FPC
Diana Lyons	DL	Salvation Army (Hall)	SA(H)
Jean Mayne	JM	Justin Harmer	JH
Christmas Tree Festival	CTF	Stephanie Walsh	SW
Christine Marshall	CM	Steph Walford	SWal

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies RD, GA	
2.	Minutes of the meeting held on 14th August 2023 These were agreed and signed as a true record with one correction: Quiz tickets are £3.00 and not £2.50.	
3.	<p><u>Matters Arising not on the Agenda</u></p> <p>i. Accompanist contract. This had been issued to JH, signed and returned. However, JH sought clarification of the accompanying role profile which mentioned organ playing. TT reassured him that we were aware of his preferences.</p> <p>ii. MJ and JH absences on 17th October 2023. JD would conduct and James Mooney-Dutton play</p> <p>iii. Rates check for soloists. The Making Music website showed we were mid-range with our standard soloists and musician fees. TT did state the soloists for Verdi were costing more.</p>	
4.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Cranmer House. A request for FCS to sing at Christmas had been received. Committee agreed to accept this pending confirmation of date and time. Committee was mindful that we limit the extra singing as last year had been too much. TT would go back to Cranmer House to accept • Marion Catlin. Music in Norwich and Norfolk publication. Although we had missed the printed copy covering September to April, Marion had offered a free page in the PDF version. TT had provided copy. • FADLOS - panto programme advert. Email asking if FCS wished to advertise. Committee declined. 	TT TT
5.	<p>Recruitment and Membership</p> <ul style="list-style-type: none"> • LM and SR had managed a large influx of new recruits and past members (c33) on the first two rehearsals. A better idea of final members and section splits will be achieved in the next couple of weeks. 	
6.	<p>Safeguarding Policy</p> <ul style="list-style-type: none"> • TT had circulated Grant Harrison's definition of 'less serious' issues. "In general it would be inappropriate behaviour or language. Anything that would make somebody feel uncomfortable or offended." • JM pointed out that it was the victim who should determine how serious any offence was (their perspective). • To avoid any allegation that the Committee influences a victim by discussing the matter with them, it was agreed that any allegations should be referred to the Safeguarding Officer. They would discuss allegations with the victim, then inform the Committee whether it was a matter which could not be dealt with internally. • TT would circulate the Committee with a form of words which could be inserted into the Safeguarding Policy. If agreed, this would allow the Policy to be signed off at the next Committee meeting. 	TT
7.	<p>Treasurer's Report GA had circulated accounts and a summary before the meeting</p> <ul style="list-style-type: none"> • Balances: Main £3728.49 Friends £3043.85 No 3 £200.00 Deposit £19157.45 Total £26,129.79 • As a point of interest, £1449 in subs had been paid by card in the first two weeks. • Barclays money-laundering form had been completed. Discussions were ongoing to allow LM to set up and authorise online transactions • The Lloyds Bank account application was progressing • RB said Elaine had had problems paying her Friends subs by BACs (account name not accepted) • LM asked that the next group email highlighted that we had different accounts, so use the right one for subs 	TT

8.	<p>AGM Preparations</p> <ul style="list-style-type: none"> • TT had included notice of the meeting in a group email to satisfy the Constitution timescales • Nomination forms were available at rehearsals. • LM and JM were stepping down but happy to be re-elected. • The 2022 AGM minutes, 2023 Agenda and Audited accounts were already available in the Members Section of the website. 	
9.	<p>Christmas Concert Prep – FPC 5.30pm</p> <ul style="list-style-type: none"> • Agreed that the concert would be free. • Musician fee £105 • MJ to provide Plan B if lay clerks from Norwich Cathedral cannot be secured • JD to play organ and be asked to cover continuo plus any other carols requiring keyboard. Fee £200. TT to ask him to play for final two Tuesday rehearsals • JH had offered to sing with the basses £100. TT to ask him to also sing for final Tuesday rehearsal • Magazine content to be written asap. Anything going on websites should have a clickable link to FCS website • Programme to include reference to music library. Programme price £1 members, £1.50 audience • Rehearsal on the day – 1pm – 4pm. • JM happy to organise 7 x orchestral tea plus soloists • RD to confirm if we need lighting • Gifts: 2 x wine (JD / MJ) and singers TBC • Staging times TBC with RD • JM to make all stewards aware of all concert dates in the 50th season • Concert 5.30pm – singers gather in chancel by 5.10pm, process on 5.25pm • Concert dress: Ladies black & bling. Men: Standard uniform but with red bowtie • Folders will be needed. SR has 10 in stock for any new members • SR needs to know what other music might be needed. Just white carol books or anything else. MJ to confirm • Wine had gone up in price. Agreed £3 per glass. Soft drinks £1.50 • As Kay Aldington had left the choir, a new glass coordinator was needed. Request to go in group email • JM made the Committee aware that glasses would be needed for the Quiz. JM to liaise with RB as these need to be collected from the church before he goes away. • Scores to be returned immediately after the concert (or before if not singing) • Photographer – TT reminded Committee that several high-quality photos were need as part of the NNDC Grant T&CS. As the grant money would be for Verdi (in the main), this could wait until then. LM said her daughter was a professional photographer and would sound her out about the date and fee. LM suggested we make the audience at the Verdi concert aware verbally and via posters that a photographer was present 	<p>MJ TT</p> <p>TT TT TB</p> <p>RD</p> <p>RD JM</p> <p>SR/MJ</p> <p>TT JM/RB</p> <p>LM</p>
10.	<p>50th Anniversary</p> <ul style="list-style-type: none"> • NNDC Arts & Culture Grant TT had spoken to NNDC and obtained the logo which TB had added to the trifold. The money was yet to arrive in the FCS bank account. • Publicity Leaflet – TB expected this back from the printer within the next few days. Distribution could then be organised • C&S – defer to next meeting • Verdi update – TT handed out a sheet with a number of logistical questions which need to be worked through to ensure the event runs smoothly. Committee agreed to a deep dive meeting. TT also confirmed Dan Bartlette as tenor soloist (£300) and Claire Weston as soprano (£500 fee). Janet Kelsey had suggested a mezzo and TT would liaise with her. TT was also waiting to hear back from two basses (fees TBC) • Summer 2024 music MJ had circulated a proposal, with an abridged Pirates of Penzance in the first half and a mix of sea-themed music in the second. MJ had confirmed if the halves were swapped around, his proposed programme would remain the same. He had ordered a perusal copy of the SATB Elgar Sea Pictures. SR to contact the music library to see what was available. TT confirmed the Whitaker Seal Lullaby was available via Making Music and the Elgar Sea Pictures could be hired direct from the publisher • Quiz JM will have a prominent position at the next rehearsals to sell Quiz tickets. CB had produced a poster to help publicise the event. Cutoff date for tickets was agreed as 17th October. If insufficient sold the event could be cancelled without losing the Wood Norton VH deposit (JM to double check dates). CB was organising some low value prizes / wooden spoons. DL had confirmed she had several prizes already for the raffle • Grand Draw CB confirmed we had c20 prizes. Committee agreed that tickets should be in books of 5. At the deep dive meeting (being held in FPC) committee could see if it was feasible to sell tickets at the Christmas concert. RD had been in touch with SAH regarding selling tickets and rehearsals, and they replied that they had no objections 	<p>SR</p> <p>JM</p>

	<ul style="list-style-type: none"> History of FCS Philip Gibson (PG) had provided the final draft to Julia Sandford-Cooke. RB had been asked to clarify a couple of points. PG had asked TT how many copies he should have printed, and she advised getting quote for 20, 50 and 100. As PG was funding the history, it was really in his court. 	PG
11.	<p>Staging Update</p> <ul style="list-style-type: none"> RD, BD, TB, CB and GA had had a good sort out at Stangrooms, with quite a lot of stored wooden items being disposed of. Small wooden stools were being offered to the choir for a donation Replacement boxes were needed for the music stands. A suitable alternative was being sourced, possibly heavy-weight bags RD had discussed storage fees with Nigel Stangroom. An initial amount of £450 was requested, but RD had negotiated £350 for this year and £450 from September 2024. FCS had enjoyed free storage (and help with moving the pallets) for a great many years. Committee agreed to the £350 / £450 fees Proposed CB, 2nd TB, agreed by all present. TB raised the issue of insurance. Did the farm insurance cover FCS items in storage. Was it still covered by our Making Music cover. To be checked. Committee would also like to know if anything else could be stored at the farm for no extra cost – things which are currently in various people’s houses. TT felt electrical items should not be stored at the farm. 	RD RD/GA RD
12.	<p>Term & Concert Dates 2024/2025</p> <ul style="list-style-type: none"> TT had circulated options for consideration. The following was agreed: Autumn: 10th September 2024 - 22nd October, half term break, then 5th November – 10th December (13 wks). Concert Saturday 14th December Spring: 7th January 2025 – 11th February, half term break, then 25th February to 18th March (10 wks). Concert 22nd March Summer: 1st April – 8th April, Holy week Tuesday break, then 22nd April to 17th June with no half term break (11 wks). Concert 21st June. RB would put all the concert dates in the FPC diary, but Committee would like to hold the summer concert at Wells. RD would be asked to check this out with Kate Clodd 	RB RD
13.	<p>Website Update</p> <ul style="list-style-type: none"> TB had refreshed the whole site with a new colour scheme. Photos would be added back in this week Committee keen to direct members to the website for documents, learning resources etc. LM had noticed the latest newsletter still needed to be added – TB to do this 	TB
14.	<p>Librarian Update</p> <ul style="list-style-type: none"> SR had had an extremely busy first two weeks and had needed to obtain additional scores to accommodate everyone. She planned to start sourcing summer 2024 music this week. MJ needed to make decisions on the remainder of the Christmas concert programme 	SR MJ
15.	<p>AOB</p> <ul style="list-style-type: none"> TT proposed reinstating the Music and Marketing Committee. Pre-Covid FCS had managed to plan up to two years ahead. Committee agreed this was a good idea. Although she was stepping down as Secretary in 2024, TT would be interested in being involved. 	TT
16.	<p>Date of Next Meeting</p> <p>Verdi Deep Dive. Meeting at FPC Monday 23rd October 2pm. TT to see if RD was available Committee Meeting. Thursday 23rd November 7.30pm via Zoom. TT to see if MJ was available SR was thanked for her hospitality. Meeting closed at 3.55pm</p>	

Signed as a true record (name)

Print name Date