

Fakenham Choral Society Committee Minutes

Date & Location	Thursday 23 rd November 2023 7.30pm Zoom
Present	Gill Ashby Colin Blackmore Roger Burbidge Tim Burton Rosemary Dear Mark Jones 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 None	
2.	Declarations of Interest GA in relation to the payment for services to Beechwood (stage hands)	
3.	Minutes of the meetings held on 18th September and 23rd October 2023 These were agreed and signed as a true record.	
4.	<p><u>Matters Arising not on the Agenda</u></p> <ul style="list-style-type: none"> i. Quiz cancellation. Do to lack of ticket sales, the quiz was cancelled. Many of those who had purchased tickets donated their refunds to the choir ii. Concert dates in FPC diary. RB had given the dates to Rev. Jessop but he would double check iii. Stangroom storage lease. This has been signed and the 2023/24 amount of £350 paid. Next year it would go up to £450 iv. Music stand storage TB had found something suitable for about £10 per box. RD proposed we purchase 3 to start with. All agreed. TB to organise. 	<p>RB</p> <p>TB</p>
5.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Fiona Thompson – KLFC concert dates. TT had responded with the agreed dates for the remainder of this season plus the following. Fiona would pass these to KLFC’s secretary. KLFC dates were: 16.12.2023 (On Christmas Night), 23.03.2024 (C&S Stainer Crucifixion), 13.04.2024 Brahms Requiem, 21.07.2024 Rossini Petite Messe Solonnelle • Marian Abramovich. Offer of funding towards a concert in Christmas 2024. On agenda • Lady Leicester. TT had sent a copy of the FCS history to her. She had replied with a £200 donation. Thanks had been sent. RD would send an update on all sponsor monies received. To date this had been from Hayes and Storr and Butcher Andrews. SR reminded TB to include an acknowledgement in the concert programme for the Norfolk Music Library scheme. • Fakenham Town Council Christmas Lights event. On agenda 	<p>RD</p> <p>TB</p>
6.	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • Balances: Main £5379.01 Friends £3458.85 No 3 £200.00 Deposit £20,657.45 Total £29,695.31 • Income: £1,000 Market Tolls grant £60 Cancelled Quiz £1,117 Arts & Culture (1st tranche) £270 Hayes+Storr £300 Butcher Andrew £200 Lady Leicester • Expenditure: Stangroom £350 usual music team fees Making Music subscription • Making Music are changing insurers so cost may rise a little. Subs are likely to do the same • GA had checked the insurance position for staging at Stangrooms. We should be covered for £50k for property (all risks) although not for damage due to poor storage. • 2021/22 Gift Aid submission is almost ready to go. • BW had suggested we may be able to claim Gift Aid on the Christmas concert donations. GA had looked at printed Gift Aid envelopes specific to FCS. Delivery is just a few days. Little difference in price between 100 and 500 (c£50 - £60). Committee agreed we should go ahead. They could be placed in pews at FPC, removing the FPC ones. MJ asked to promote use of the envelopes during the performance. Also need to take pens. The possibility of using the card machine for donations was also discussed. GA would look to get a second reader. 	<p>GA</p> <p>MJ</p> <p>GA</p>

7.	<p>Membership Matters</p> <ul style="list-style-type: none"> • ‘Snow Lists’ had been prepared and circulated to committee members • Current membership is 88. S=36, A=25, T=11, B=15 • Those committed to the Christmas concert stood at 62 (S=24, A=20, T=7, B=10). Two people still to confirm • 18/24 pitch tests had been completed for new joiners / past members. The remainder would be completed after Christmas. MJ suggested that 2x sops join the altos from January. One other new member was quite weak. • RD would get rehearsal chairs in concert positions soon. 	LM/MJ RD
8.	<p>Concert Prep – Christmas 16th December 2023</p> <ul style="list-style-type: none"> • The banner was up in the marketplace. This would be moved once the Christmas Tree festival was over. • MJ confirmed he had secured 4 Cathedral scholars as soloists. He would provide names to TB and ask soloists to provide bank details to GA. MJ suggested wine as presentation gifts. TT would relay to DL. • MJ would work out timings for musicians and soloists to arrive for the afternoon rehearsal. He would remind Lynn Roberts (fixer) to provide musician names and bank details. • RD had noticed there were no concert posters up in Fakenham, so would organise this. • RD would ask JD if he would use his own or the FCS keyboard on the day • TT would write the local press article to go out at the beginning of December (EDP) • RD confirmed parking at the Junior School was for afternoon and evening. A donation pot in the church needed to be provided. • We only have 2x collecting buckets. Suggested 2 more were needed. RD had sent a link to TT. • TB had designed the programme which would go to print in early December. He suggested that the quality warranted a £2.00 price tag. Committee agreed. • JM had purchased 6 additional bottles of red wine. As she was unable to help on the day, she would ask Shirley Baxter and Steph Walsh to organise the orchestra teas (7 plus 4 soloists). TT had offered to pick up the food and drinks from JM on the day. TT had passed on Margaret Vincent’s contact details to JM so glasses could be coordinated. • RB would check how many glasses had been broken. RD should have some spares. FT to be asked to bring the glasses she was storing. • RB had informed the committee at rehearsal that the heating at FPC had broken down. It could not be repaired and, due to diocesan environmental policies, it would require replacing next year once grant funding could be found. In light of this, it was felt that choir uniform should be changed, and the afternoon rehearsal kept as short as possible. • Uniform – as many layers as needed, but top layer to be black. This could include jackets / cardigans / sweaters for ladies and the men could dispense with DJ jacket if they would prefer polo-necks / sweaters. • Rehearsal moved to 1.30pm – 3.45pm (latest). TT would update the choir in the next group email. MJ would let musicians and soloists know. • RD would arrange for the usual 2 black lighting rigs to be installed. She would also contact GJL to finalise times for the staging. Beechwood would be asked to provide help (payments tbc). • Sign up sheets would be printed for the next rehearsal. • We would look to sell Grand Draw tickets on the night. Payment by card or cash. Bar / Programmes – cash • JM would write to stewards giving them their exact tasks for the night as it was a free event • TT mentioned another choir who sold tickets for drinks at the start of the evening. The tickets were then exchanged (depending on colour) for an alcoholic or soft drink. It had made the process quicker. Committee agreed not to pursue this at Christmas. • TT had written to the four Fakenham supermarkets but had only received one reply. In light of this, members had been asked to donate mince pies. JM would ask a steward to oversee unpacking these. • Scores should be returned by end of 28th Nov rehearsal for those not singing in the concert. TT would include in a group message and say the final two rehearsals are for those singing in the concert only. • MJ is providing orchestral scores for Pergolesi and Charpentier. Others are being hired in by SR. • Photographer is needed to provide some high quality pictures for Arts & Culture fund. Some at height would be better – either in bell tower or on steps nearer the choir. GA will ask Roger and Mary Townsin as they are good amateur photographers. Otherwise we should see who other choirs use and be prepared to pay 	MJ TT MJ RD RD TT TT JM / TT RB / RD / JM TT RD TT / RD JM JM TT GA
9.	<p>Carol Singing</p> <ul style="list-style-type: none"> • <u>Fakenham Town Christmas Light switch on</u>. Choir gave a show of hand as to how many would participate (enough). TT had replied to the Town Council asking for information on how long we would sing, if there was amplification and power. No response to date. If a message arrives, TT will say it is too late to arrange things. • <u>Market carol singing and Cranmer House invite</u>. Fakenham Churches Together are singing at the Market on 21st Dec. We could sing on the 14th and combine this with Cranmer House. RD would contact the Town Council for permission to sing at the Market. TT would contact Liam at Cranmer House to offer the date (early afternoon) 	RD / TT

10.	<p>50th Anniversary</p> <ul style="list-style-type: none"> i. Arts & Culture Fund Funding update had been submitted to NNDC, following which the first tranche of money had been received (a third of the total grant amount) ii. Fakenham Market Tolls The submission had resulted in £1,000 being awarded. Although this had been deposited into the choir's bank account, no other communication had been received. TT had emailed our thanks and asked if there was any logo etc., we could use in promotions. No response received. iii. C&S March 2024 – deferred. Need to decide on out of copyright music for the booklet iv. Verdi RB provided an update on the FPC building works in light of the heating failure. Stage 1 will start and is scheduled to finish on 29th Feb. There will still be no heating (see previous notes). If grants can be sourced, stages 2 & 3 plus the heating may still go ahead, but this is by no means certain at this point. There is little likelihood of hearing back about grants before Christmas. Committee felt we needed to make a decision on venue as soon as possible as things are so uncertain at FPC. Wells was still available, but fewer singes can be accommodated and orchestra space was limited. Cley did provide more room. MJ suggested the Auden Theatre at Greshams which would provide sufficient space for both and seating for 220 people. MJ would investigate availability and price before decisions are made. v. Summer concert programme MJ had received no inspection copy of the SATB Sea Pictures. TT had suggested a medley from South Pacific. MJ thought that Gresham's may have some copies and committee was generally happy with the alternative. SR confirmed scores for Pirates of Penzance, Seal Lullaby and O waly waly (Rutter) had been reserved. MJ would prefer professional soloists for the G&S who might also be used in the first half. vi. Grand Draw 750 tickets currently out. Some monies already returned. £65 sold at a recent Celestial Voices rehearsal. Hopefully more will be sold at Christmas. vii. Choir History About 40 copies had been sold. GA suggested having them at the Friends reception at the Christmas concert or offering them to past members. viii. Other sponsors RD would contact past sponsors in the New Year 	<p>MJ</p> <p>MJ</p>
11.	<p>Music in the Burnhams Proposal</p> <ul style="list-style-type: none"> • Marian Abramovich had written on behalf of Music in the Burnham who would like to sponsor the 2024 Christmas concert. The provisos were: <ul style="list-style-type: none"> -Music must include Karl Jenkins's Joy to the World selection of carols. Marian was at university with him and will invite him to attend -Accompaniment would be strings plus percussion. Marian works with Ben Holland at Royal Northern so she would like to use the Victoria String Quartet and Tim Williams (percussion). The piece also requires a soprano soloist and Marian has ideas on who this could be. MJ to work with Ben Holland on overall content and musicians. -Ideally, they would like the performance to be at St Nicholas, Wells -Proceeds would be split between FCS and Mind (Music in the Burnhams charity for 2024) • In return, Music in the Burnhams would pay for the musicians and donate £2,500 to FCS. • MJ felt we should say yes. The Jenkins piece is only 30 minutes so we need to establish if the musicians would play for anything else. • Committee felt we should be driving the offer. Could the performance be earlier in December, avoiding KLFC and the Christmas Tree festival. Was there scope to also do something simple in FPC too? • Agreement that we should confirm we agree to the proposal in principle, but would like a meeting as soon as possible to explore other aspects. It may be useful to draw up a contract once everything is agreed. • TT would email Marian with an update and ask for a meeting 	<p>TT</p>
12.	<p>Conflict of Interest submission</p> <ul style="list-style-type: none"> • All received with the exception of RD (only just back from a long trip overseas) 	
13.	<p>Proposal – FCS documents to be hosted digitally</p> <ul style="list-style-type: none"> • For example, cash books are all with GA and can't be accessed with her. TT has lots of documents which, when she stands down as Secretary, need to go somewhere accessible. • TB would look at options such as Drop Box and report back 	<p>TB</p>
14.	<p>Christmas Tree Festival - update</p> <ul style="list-style-type: none"> • GA confirmed all was on track. 	
15.	<p>Website Update</p> <ul style="list-style-type: none"> • TB confirmed he would post some photos TT had taken at the last rehearsal • LM mentioned that someone said the Zoom link on the website was not working. TB to investigate • LM mentioned that on a phone, the writing on the blobs in the Members Section was unclear. TT to check 	<p>TB</p> <p>TB</p>

16.	<p>Librarian Update</p> <ul style="list-style-type: none"> • SR confirmed summer music had been reserved • She was also concerned with the Christmas carol orchestral scores. These could not be hired in individual parts so she would get far more than was needed. The cost of hire and postage was expensive 	
17.	<p>AOB</p> <ul style="list-style-type: none"> • JM reported that Tesco and Morrisons do not provide glasses if you buy wine from them. A caterer in North Elmham did hire them at 25p per glass plus 7p to wash each one up • JM had been in touch with Flour & Bean for catering costs for the Verdi orchestra. Cake ‘bikes’ £10.50 per platter. 24 sandwiches £24. She felt we could really do the catering ourselves if people were given a set thing to do. Offers of cakes etc. were provided by committee members. Committee agreed to this option. • Music in Norwich & Norfolk. FCS has a free entry in their PDF online edition. They contacted TT to off a leaflet distribution service around Norwich and Norfolk sites. £9 for 200. TT had agreed to donate the cost of this and had posted 200 leaflets to them. RD confirmed that she had arranged for leaflets to be delivered to 30 local libraries. 	
18.	<p>Date of Next Meeting Monday 15th January. 2pm at SR home in Barney Meeting closed at 9.35pm</p>	

Signed as a true record (name)

Print name Date