

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Monday 15 <sup>th</sup> January 2024. 2.00pm at Sonia's home in Barney
<b>Present</b>	Gill Ashby Colin Blackmore Roger Burbidge Tim Burton Rosemary Dear Diana Lyons Louise Myhill Sonia Radley Tracey Thompson

<b>GLOSSARY</b>			
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.	<b>Apologies</b> JM	
2.	<b>Declarations of Interest</b> There were none	
3.	<b>Minutes of the meetings held on 23<sup>rd</sup> November 2023</b> With one small amendment, these were agreed and signed	
4.	<p><u>Matters Arising not on the Agenda</u></p> <p>i. <b>Carol singing – Market Place and Cranmer House</b> – both went well. Cranmer House would like singers to visit at another time of the year. Liam provided some excellent feedback to use in the Grant report to NNDC.</p> <p>ii. <b>Christmas Tree Festival</b> – all ran smoothly. £100 was raised, which was more than previous years. Committee thanked GA and agreed that we should request a tree for 2024. GA asked if a thank you could be added to the group email and also the amount raised.</p>	<b>TT</b>
5.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• <b>Yule Songs Project</b> – email received cancelling the project as the grant application was declined.</li> <li>• <b>Cramer House feedback</b> – from Liam: A wonderful time of year and what a wonderful choir who gave up their time to come and put smiles on people's faces at Christmas. Every resident who saw the performance commented on how lovely the performance was and was talking about it for days afterwards. I can't put into words how much joy you gave our residents so a massive thank you to all of you. You are welcome anytime!</li> <li>• <b>Publicity offer – Sedgeford Arts Society</b> Polly Ionides had spoken to Gerald Pepper of the Arts Society who would be happy to circulate details of FCS concerts. TT would get in touch.</li> <li>• <b>Executors of late Mary Winstanley of Fakenham</b> – Mr &amp; Mrs Stoakley had asked if anyone in the choir would like to purchase a Clavinova. They would also donate all the sheet music to FCS. TT had circulated details to the choir and the music would be dropped off at RD's later this week.</li> </ul>	
6.	<p><b>Treasurer's Report (see separate sheet for full details)</b></p> <p>i. <b>Financial Update</b> Balances: Main £5081.07 Friends £3478.85 No 3 £215.00 Deposit £20,727.44 Total £29,502.36 Income &amp; Payments of note – see separate sheet The Gift Aid submission for 2021-22 had been paid (£1236.41). GA now has all the Gift Aid information and BW will help with future submissions if needed. Insurance via Making Music had risen by 9%.</p> <p>ii. <b>Concert Accounts</b> Receipts, including the £1,000 Market Toll Grant came to £2964.77 Expenditure came to £3263.50 (with a few small amounts outstanding) Interim deficit £298.73 but likely to be in the region of £500. This was a good result for a free concert where we had soloists and an orchestra, but we did receive a £1000 grant and £570 sponsorship. People seemed happier paying for programmes as the concert was free. These had sold out just before the start of the performance. Drink sales were also good. Donations amounted to £667.11 (£90 of this used the Gift Aid envelopes). 9 copies of the FCS History were sold on the door ( £5 for a programme and a history). Audience numbers were c200</p>	

	<p>There had been some front of house problems – the need for more chairs to be set up, lengthy queues even for a free concert, no stewards showing Friends to their reception and audience (including VIPs) to seats, mince pies couldn't be found. See separate item below with offer of help. Committee agreed to GA's suggestion to use Gift Aid envelopes at all concerts and to deploy the card machines at drinks tables during the interval. MJ would also be reminded to mention Gift Aid envelopes during his introduction.</p> <p>iii. <b>Bank Account Update</b> Barclays – GA had requested 5 debit cards so those who paid monies in could do so at post offices (n.b. coinage in full value bags only). Lloyds – a delay finding out more information was needed for two committee members. Now in hand</p> <p>iv. <b>Charity Commission annual report</b> Due to our income in the last financial year, we were required to submit a report. GA had circulated a draft which the Committee agreed was in order and could be submitted.</p> <p>v. <b>Extra information for noting</b> Making Music recommended professional musician rates have increased by 9% this year to £122.58 for tutti (i.e. non-leader / soloist) for rehearsal and performance on the same day (includes up to 15 miles travelling)</p>	
7.	<p><b>Membership Matters</b></p> <ul style="list-style-type: none"> <li>• Updated 'Snow Lists' had been circulated to committee members</li> <li>• Current membership is 91. Likely to sing in the Verdi concert S=30, A=23, T=10, B=16 = 80</li> <li>• Two new basses attended the first rehearsal of term. They had both made contact in the Autumn term. One brought their daughter (alto), but we are full so could not offer a place at this time.</li> <li>• David Logan and Steven Mills are both to be removed as members (illness). Also Sabine Leese (moved away)</li> <li>• JH would like to sing in the Verdi (RD to check he isn't expecting a fee). Janet Kelsey was still keen to be there. TT had emailed Chris Brown to invite him as an ex-MD (tenor). GA to ask BW if she will sing in the concert. Paula Paskell will miss rehearsals until mid-March. Committee felt this was too many to sing in the concert.</li> <li>• 7 pitch tests still to do. MJ has requested sectionals in the coming weeks, so pitch tests would be scheduled with these. LM to organise.</li> </ul>	<p><b>GA</b> <b>LM</b>  <b>LM</b></p>
8.	<p><b>Christmas Concert Review</b></p> <ul style="list-style-type: none"> <li>• Musically, it had been a successful concert, even without heating! TB felt the quality of the soloists (except Willow) and musicians could have been better. <ul style="list-style-type: none"> <li>i. Mandy Etherington (a past singing member and now steward) had offered to be the point of contact on the day to organise the stewards. She would like to be involved at the planning stage and visit the venue before the day. TT had mentioned Mandy's offer to JM who was happy with this, but it would need some liaison to work through who did what. RD / GA suggested a table of steward jobs which would show how a steward could move from an initial task to another as the evening progressed. Committee agreed to gratefully accept Mandy's offer of help.</li> <li>ii. Roger Townsin had provided some excellent photos from the rehearsal and performance. Several were now on the website (TB to tell people to look). All historic website photos were now replaced. GA had thanked Roger on our behalf. Committee would like him to take more at the Verdi concert, including soloists with Mark and VIPs. GA would ask him. TB said we could do with more photos which included brighter colours. More difficult for Verdi, but TT would ask female soloists to wear coloured dresses.</li> </ul> </li> </ul>	<p><b>RD/GA/</b> <b>JM</b>  <b>RB</b>  <b>GA</b> <b>TT</b></p>
9.	<p><b>Concert Prep – Verdi Requiem – Sat 20<sup>th</sup> April 2024</b> – see updated Prep Sheet</p> <ul style="list-style-type: none"> <li>• <u>Fakenham Parish Church</u> – works update. RB reported that stage 1 (the porch and ramp) would go ahead and should be completed by the end of February. They are awaiting the result of grant applications for stages 2 and 3, hopefully before the Church Council meeting at the end of January. The decision may be that replacing the heating takes priority. RB will be able to provide a definitive answer by the end of January, but his feeling is that only Stage 1 will go ahead so FPC will be available for Verdi. This does mean that any concert publicity will be delayed until the start of February.</li> <li>• Posters – design in hand. RD suggested we had more than usual printed to circulate via libraries and Music in Norwich and Norfolk</li> <li>• CB would arrange professionally printed numbered tickets (300).</li> <li>• Ticket price - £18 early bird before end of March or £20 after. Committee decided not to state this included a programme as it gives us discretion to give a free programme per couple rather than each person. Friends tickets to be £18 regardless of when they were purchased.</li> <li>• Soloists had all confirmed. Committee agreed it did not seem right for Dan Barlette to be paid less than the others, so he will also receive £500</li> </ul>	<p><b>RB</b></p>

	<ul style="list-style-type: none"> <li>• Orchestra fee to remain at £105. Fixer fee £150 for Lynn Roberts as it is a large task. SR said that Lynn had filled the more difficult instruments, but is still working on the rest.</li> <li>• Programmes – agreed to print 350</li> <li>• Orchestral teas. Choir would be asked to help provide the 42 needed, but we should ask for specific items. RD had booked the kitchen and lounge in the Community Centre so teas would be served there. Also use it for leaving coats, changing, instrument cases. She will need to pay for hire in mid-March. Parking all day would again be at the middle-school in Queen’s Road.</li> <li>• Stewarding. We need to recruitment more. Mandy would be full involved in the organisation of the night</li> <li>• There was no possibility of processing in with a large orchestra and full staging. Suggest choir make their way on stage for 6.45pm with the orchestra to follow. Any late comers would need to wait until the interval.</li> <li>• Concert uniform: ladies – usual black with ‘pearls’. Men – black trousers, DJ, white shirt, black bow tie. TT would add this to a group email soon so new members have time to obtain items where needed. TB suggested having some spare black bow ties for concerts.</li> <li>• Drinks £3.00 alcoholic £1.50 soft. 3 serving points (one in the Trinity Room).</li> <li>• Cardboard glasses boxes were disintegrating. LM offered to look for plastic replacements. Some had been found on Amazon for c£17 (holds 24). Choir to be asked if they can store a box at home.</li> <li>• Scores to be returned straight after the concert. Rubbing out party at SR on Tues 23<sup>rd</sup> where the grand draw could also take place. Committee members to help</li> <li>• Roger Townsin to be asked to take photos again</li> <li>• Need to look at logistics for selling grand draw tickets on the night</li> <li>• DL has 12 bottles of elderflower at home. All other drink stock with JM</li> </ul>	<p>TT</p> <p>LM/TT</p> <p>CTTE</p>
10.	<p><b>Come &amp; Sing – 16<sup>th</sup> March 2024</b></p> <ul style="list-style-type: none"> <li>• A summary from RD had been circulated to the Committee prior to the meeting</li> <li>• Registration was now on the website</li> <li>• Once TB had completed the poster, TT would use this to circulate to other choirs</li> <li>• RD and MJ were working through downloaded sheet music to compile into a booklet</li> <li>• GA suggested we should prioritise selling Grand Draw tickets rather than a raffle for the charity. However, initial information had been circulated mentioning a raffle for the charity and DL has donation buckets and prizes. Agreement reached to sell Grand Draw tickets; however each singer would get a separate strip of raffle tickets free of charge. Singer and audience donations would be rounded up by an FCS contribution for the Motor Neurone Disease Association</li> </ul>	<p>TB/TT</p>
11.	<p><b>50<sup>th</sup> Anniversary</b></p> <ol style="list-style-type: none"> <li><b>Arts &amp; Culture Grant</b> – first update report sent to North Norfolk District Council and initial tranche of money received. TT would use GA’s report to begin preparation of the next report, expected to arrive soon. TB would look for some high resolution photos for NNDC to use.</li> <li><b>Summer concert programme – update</b> MJ had looked at a perusal copy of the South Pacific medley and agreed to it replacing the SATB Sea Pictures which SR has not been able to source. TT had scanned over her copy of ‘Gonna wash that man right outta my hair’ to MJ who agreed it could be slotted in. TT had secured a tenor soloist, Rory Carver, but his fee would be £500. There might be some room for negotiation. Posy Walton was also free, but wanted FCS to suggest a fee. A bass is also needed and TT would initially try Tom Appleton. In general, it was getting more difficult to secure soloists for the c£300 mark. The summer concert would only need piano accompaniment. We could ask MJ to suggest pieces the soloists could sing in the first half.</li> <li><b>Grand Draw</b> Ticket sales had been slower than expected. Some 650 tickets had been taken away, but only £250 so far collected. CB would continue to push this, but it would be helpful to display a full list of the prizes. TT reminded Committee that we could ask Morrisons for a date to sell tickets to the public, but we would need some form of display with the prizes on. TT to email prize list again.</li> </ol>	<p>TT</p> <p>TB</p> <p>TT</p> <p>TT</p>
12.	<p><b>Music in the Burnhams – update on previous offer</b></p> <ul style="list-style-type: none"> <li>• Marian Abramovich had contacted TT to say she would like to revise the offer. It was now £2,500 in sponsorship of the Christmas 2024 concert without further conditions, but a hope that we would sing the Jenkins Joy to the World. MJ had ordered a copy to review. Committee agreed we should gratefully accept the offer. TT would contact Marian to provide an update.</li> </ul>	<p>TT</p>
13.	<p><b>Proposal – FCS documents to be hosted digitally</b></p> <ul style="list-style-type: none"> <li>• TB suggested that, as we are unlikely to move website provider in the near future, we use Wix as a platform for sharing documents. This would be a separate area of the site with secure, password protected access to committee members only because it would include personal information and accounts. TB to progress</li> </ul>	<p>TB</p>
14.	<p><b>Secretary handover</b></p> <ul style="list-style-type: none"> <li>• TT had circulated a list of her current tasks split down into themes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committee agreed we needed to be proactive in recruiting a replacement. Some jobs could be completed by a non-committee member</li> <li>• TT confirmed she would be happy, if asked, to carry on with some jobs (e.g. Music &amp; Marketing)</li> <li>• Committee felt a separate email should be issued to all members outlining what was needed</li> </ul>	<b>TT</b>
15.	<b>Website Update</b> <ul style="list-style-type: none"> <li>• TB confirmed he had almost completed the planned refresh</li> <li>• LM was not receiving the webform submissions. She also asked if a phone number box could be added to the form. TB would look into both requests.</li> </ul>	<b>TB</b>
16.	<b>Librarian Update</b> <ul style="list-style-type: none"> <li>• SR was waiting for the return of David Logan's Christmas scores, but he had been in and out of hospital. Committee suggested ringing rather than emailing</li> <li>• SR would put a request into the library for the South Pacific medley</li> </ul>	
17.	<b>AOB</b> <ul style="list-style-type: none"> <li>• LM asked Committee members to make her aware of any upcoming absences. She would be away at the start of February and CB / GA would cover</li> <li>• RD would look to find sponsors for elements of the Verdi performance once the C&amp;S was out of the way</li> </ul>	
18.	<b>Date of Next Meeting</b> Monday 4 <sup>th</sup> March. 2pm at LM home in Wood Norton SR was thanked for her hospitality. Meeting closed at 4.35pm	

Signed as a true record (name) .....

Print name ..... Date .....