

Fakenham Choral Society Committee Minutes

Date & Location	Thurs 21 st February 2019 Gill's home, Kettlestone	Glossary	
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Char) Gill Ashby Sue Burton Tim Burton Diana Lyons Mark Jones (MD) 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 Jim Laird Grant Harrison Fakenham Parish Church	GA PA CB RB SB / TB CD RD/BD MJ DL TT BW CJ MV JL GH FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – Philippa Allen, Colin Blackmore, Charles Davison	
2.	Minutes of meetings held on 10th January 2019 Signed as a true record	
3.	Matters arising – <ol style="list-style-type: none"> i. members' emergency contact details. Only 2 replies. Agreed to put request on annual membership form completed afresh each September ii. First aiders. Responses from Kay and Claire plus Gill. Others with knowledge need identifying for 'emergencies' 	
4.	Correspondence – - TT sent get well card to Philip Gibson	
5.	Treasurers' report – <ol style="list-style-type: none"> i. Balances - c/a £4723.47, Friends £2221.05, Come & Sing £2803.00 (balance includes the Tapping House donation), Deposit £4494.73 ii. JL accompanist fees – New contract in Sept should be amended to cover the change. JL has agreed to increased weekly fee which covers all split rehearsals, deputising for MD as needed. This has been implemented from Spring term 2019. JL had also mentioned he will be absent at the start of 2020, returning near the spring concert date. He had asked if all were happy that he asked Adrian to deputise. ACTION – check that MJ is happy with this and, if so, to ask JL to arrange with Adrian iii. SA hall hire fees - RD has had talks with new SA captain. They are in the process of putting in place a new fee structure. FCS is still paying the same rate as in Sept 2009. RD had circulated details of the suggestions. RD will continue to liaise and hopes new fee structure will be in place for 1st April 2019. Committee agreed to the following <ol style="list-style-type: none"> i. Hall to be hired from 6.00pm to 9.30pm ii. Continue to pay for chairs to be set out (proposed RD, 2nd TT, all agreed) iii. FCS to pay for the piano to be tuned twice a year in lieu of 'free' use of the downstairs room for split rehearsals. SA do need to know when we will be using it though (proposed RD, 2nd DL, all agreed) 	FUTURE TT/MJ
6.	Come & Sing - review <ul style="list-style-type: none"> • A very good day with c140 people attending. Special thanks to RD for organising and MJ/JL for leading • <u>Finances</u> - <ul style="list-style-type: none"> ◦ £680 for FCS + £250 from Aviva via TT (additional £200 already received from Aviva Community Fund) ◦ £361 singers' donations to Tapping House ◦ £240 raffle proceeds to Tapping House 	

	<ul style="list-style-type: none"> o £182 donations from audience etc, for Tapping House o Tapping House total £783 o Income £2345 Expenses £1664 • MJ liked the name labels which also gave choir details • FCS participation low, but TB felt there should be no obligation to take part. RD pointed out this is the only significant fund raising event we have • 60% of singers had registered through the website • <u>Heating</u> – RD had to ask the Fakenham Academy caretaker to put the heating on during the afternoon as people were feeling cold. This is charged at £25 per hour and will have to be considered next year. Apart from this, the Academy is a good venue and at a time when singers tended to be freer. • RD will contact participants with amount raised for Tapping House 	FUTURE RD
7.	<p>Concert Prep – Duruflé and Haydn 16.03.19</p> <p>Most things were already in place</p> <p>59. Angela Brun (sop soloist) needed to be hosted. Helena Arguile to be asked</p> <p>75/ GJ: have agreed to deliver staging, likely to be Mon/Tues. NB last Tues rehearsal @ Wells. Some moving of pews will be needed</p> <p>83. There is a craft market in Wells church on the morning of the concert, so glasses can't be set out until after this (about 1pm)</p> <p><u>Other details -</u></p> <ul style="list-style-type: none"> • MJ to bring his own keyboard for JL to use • more posters have been ordered for 26/02/19 rehearsal • Wells WI hall has been booked for our use • MV has agreed to organise orchestra refreshments and made aware that full 'tea' will be after the rehearsal, but a cup of tea / biscuit mid-rehearsal. Need to confirm where post-rehearsal refreshments will be served (WI hall or church) <p>In future, it was decided that all soloists are given the choice of a token gift of flowers or wine</p>	TT TT MJ TB RD
9.	<p>Future Concerts</p> <p>i. Summer 15th June 2019. FPC. Pt 1 Handel 'Coronation Anthems', Brandenburg Concerto (orchestra only). Pt 2 Rutter 'Feel the Spirit'</p> <p>ii. Christmas 14th Dec 2019. FPC. Pt 1 Bach Advent Cantata, Pt 2 Carols</p> <p>iii. Spring 2020 (14th Mar TBC) at FPC. Mendelssohn 'Elijah'</p> <p>iv. Summer 2020 (13th / 20th Jun and venue TBC) Suggestions included Handel 'Samson' (MJ), or music with a nautical theme. RD to check dates with Cley. If Cley is used it was suggested we have performers at the west end not the east</p> <p>v. Spring 2021 (dates & venue TBC) Handel 'Samson' if not used previously</p> <p>TT asked whether Blakeney Church had been visited as a possible venue. RD/MJ had been and agreed it would not be big enough for FCS</p>	RB RD
10.	<p>Equality and Diversity policy (BW)</p> <ul style="list-style-type: none"> • BW explained the purpose of the policy, a draft of which had been circulated previously. This is likely to be amongst the policies looked for when applying for grant funding • Discussions took place over various aspects with questions including whether some aspects were workable, would it affect the choice of music for concerts, if Annex 2 & 3 were part of the policy and what would be the outcome if, after several years, no world music or pieces written by females had been sung. If the policy was aspirational, what harm was there in adopting it? • With 3 committee members absent, it was agreed that BW would consider the points raised and, where applicable, amend the policy before recirculating a draft to adopt (or otherwise) at a short committee meeting after the 5th March rehearsal 	BW ALL
11.	<p>Website (TB)</p> <ul style="list-style-type: none"> • TB shared various options for online ticket sales. The two options would be to sell via our website or to link to another service provider. Fees charged for the latter and setting up a FCA PayPal account were circulated. No decision made • Suggestion that we look at what the Theatre Royal Norwich would charge • As proven by the C&S registrations, online ticket sales are so common place that we do need to progress this 	TB
12.	<p>Sponsorship</p> <ul style="list-style-type: none"> • As Sarah Butler had not been able to progress this, RD had been in touch with past and new sponsors, with the following results • Summerhill Vets £500, Fakenham Garden Centre £200, Aldiss £200, Williamson 	

	<p>Carpets £200, Butcher Andrews £130 for programme printing at Christmas.</p> <ul style="list-style-type: none"> • Agreed that in future sponsorship would run per calendar year. This provided time over the summer / autumn months to prepare for January • It would still be beneficial to have other help with this or someone who could be dedicated to obtaining grants. TT would add this to a future group email 	TT
	Fundraising – CD/DVD/Books sale Tues 26 th Feb. Any items left over donated to SA shop	
14.	<p>AOB</p> <p>i. Safeguarding Officer - Grant Harrison had agreed to take on this role. Offer welcomed and agreed (proposed RD, 2nd SB). GH had confirmed he was currently a safeguarding officer for a local group of schools and his DBS certificate was lodged with the educational trust (proof available on-line).</p> <p>ii. Concert Request from Foulsham – Declined as we have no suitable music for such occasions</p> <p>iii. Members requiring extra support – one member in particular was causing concern and whilst this could be managed within rehearsals, it was very problematic at concerts. Grant to be asked for his view</p>	RD/GH
18.	Date of next meeting - 4 th April 2019 7.30pm at RD's home (42, Queens Rd, Fakenham). GA thanked for hosting and meeting closed at 9.45pm	

Signed as a true record (name)

Print name **Date**