

Fakenham Choral Society Committee Minutes

Date & Location	Thursday 14 th Oct 2021. 7.30pm Zoom
Present	Gill Ashby Colin Blackmore Roger Burbidge (Chair) Tim Burton Rosemary Dear Mark Jones (MD) Diana Lyons Jean Mayne Louise Myhill Sonia Radley Tracey Thompson

GLOSSARY			
Gill Ashby	GA	James Mooney-Dutton	JM-D
Colin Blackmore	CB	Louise Myhill	LM
Roger Burbidge	RB	Sonia Radley	SR
Tim Burton	TB	Tracey Thompson	TT
Rosemary/Brian Dear	RD/BD	Barbara Wyvill	BW
Mark Jones	MJ	Fakenham Parish Church	FPC
Diana Lyons	DL	Salvation Army (Hall)	SA(H)
Jean Mayne	JM		

Minutes

Agenda Ref	Summary/Actions	Action Owner
	Welcome RB welcomed everyone, especially those who were new	
1.	Apologies There were none	
2.	Minutes of the meeting held on 9th Sept 2021. These were agreed and signed as a true record	
3.	Matters Arising not on the Agenda <ol style="list-style-type: none"> 1. <u>MJ absence 19th October</u> JM-D and Justin Harmer would cover 2. <u>Librarian Recruitment</u> SR had kindly offered to take on the role and to be co-opted onto the committee. She would liaise with Sue Burton to learn the ropes. Christine Marshall had also offered to provide support if needed 	
4.	Correspondence <ol style="list-style-type: none"> 1. <u>Jeremy Ard – Christmas cellist</u> He had contacted TT and would return the contract in due course 2. <u>New Dersingham choir</u> TT had received a call from Kate asking for information and support as they plan to start a new choir, pending a Lottery Grant application. An MD and accompanist had been identified and the type of music planned included Fauré's Requiem 	
5.	Finance GA had circulated balances at bank and transactions via email prior to the meeting <ol style="list-style-type: none"> i. <u>General</u> Balances: Main a/c £9,007.39, Friends of £2,061.85 No 3 £1,074.19 Deposit £4,507.43. As expected, these were quite health as it was the start of the choir year. Received since last meeting Subs - £2585. Paid since last meeting – Justin Harmer £72, MJ £480, JM-D £44 (Sept. fees £216 less June overpayment £172) ii. <u>Fixed asset valuation</u> – deferred until 2022 iii. <u>BW – co-opt to committee to complete Gift Aid submission.</u> BW had offered to support GA but would need to be co-opted onto the committee to be able to access the membership data. Proposed RD, Seconded CB. All agreed. iv. <u>SR – Librarian</u> to also be co-opted to the committee. Proposed TT, Seconded TB. All agreed. 	
6.	Membership Matters <ol style="list-style-type: none"> i. <u>Subscriptions</u> LM reported 63 had attended either in-person or Zoom rehearsals. 12 of these were yet to pay subs, 7 of whom were new members. Pitch tests had taken place for all but 2 new members, so their subs were now payable. LM would follow up existing members who are taking in part in rehearsals but have not paid ii. <u>Current membership size and split</u> S23 A22 T9 B9 iii. <u>Pitch Tests</u> 8 had been completed on 12th Oct (including Richard Stewart, who had recently asked to re-join). Tests for Tony Glenn and Sarah Treble were scheduled for 2nd Nov. iv. <u>Recruitment</u> At this stage there was no need to recruit 	LM
7.	Rehearsal / Christmas attendance survey results <ul style="list-style-type: none"> • The email survey had been sent on 7th Oct with responses required by 12th Oct. Five questions were posed covering spacing options, seating plans, rehearsal length, a return to the SAH and attendance at the Christmas Concert. TT had circulated the result prior to the meeting. 60 responses had been received, 4 of whom declined as they would not be returning until 2022 	

	<ul style="list-style-type: none"> • Spacing – 30/56 were happy to sit 3 per pew with 2 offset behind. The X and ✓ pew signs FPC use for services would be used by FCS to indicate the 3 or 2 person rows • Seating Plans 33/56 were happy to fill up from the front, so no seating plan was needed. IT would need to be made clear that seats could not be saved and those wishing to sit together should arrive together • Length of rehearsals 38/56 were happy for these to return to 7.30 – 9.15. CO₂ levels had remained below 600ppm so far this term but would be monitored with the extended length. Discussion took place on options for sectionals, and it was agreed to hire the SAH for these. This would cost more but was really the only practical option. RD made the committee aware that the SA had stated we could not use the downstairs room due to lack of ventilation • Returning to the SAH Opinion was evenly split, so we would stay at FPC for the time being • Christmas concert attendance 40 (S14, A15, T7, B4) would attend. MJ felt the Britten would be a challenge with so few and he would consider reducing the movements sung. MJ also asked that those not singing in the concert should Zoom for the final three rehearsals so he could hear what he was working with. There may be a need to bring in ‘ringers’ • MJ requested sectionals on Nov 2nd, 9th and 16th. Full rehearsals would take place at SAH on Nov 23rd and 30th as FPC was being used for the Christmas Tree Festival. Our final rehearsal would be back at FPC. As Justin Harmer was covering JM-D absences on 2nd and 9th, TT would make contact to ensure he was happy to lead the sectionals. Decision outstanding on whether the sectionals will be for the full rehearsal length • RD would forward these dates to the SA but gave a warning that she would not be available to open up on all dates. As the SAH was now being used on Wednesday mornings, the hall would need to be left set up for that • The current rehearsal risk assessments would need to be amended for both FPC and the SAH. As BW was no longer the Health & Safety Officer, it would be left to others to tweak these 	<p>MJ</p> <p>TT MJ</p> <p>RD</p> <p>RD/TT/GA</p>
8.	<p>Christmas concert prep and concert steward recruitment</p> <ol style="list-style-type: none"> <u>Programme</u> MJ would circulate a suggested programme, to include congregational and choir pieces from the White Book. TT said Jeremy Ard had suggested a simple arrangement of ‘O Holy Night’ for cello, harp and voice. MJ was happy to consider this but would want to see the arrangement first. TT to ask Jeremy to forward asap <u>Concert timing</u> Reminder to choir that it is at 5.30pm. Afternoon rehearsal 1.30 – 3.30 <u>Staging</u> – RD to contact GJL to ensure they are still happy to deliver this to FPC <u>Ticket price</u> – suggested £10 if we can find some form of sponsorship <u>Dedicated Concert Prep meeting</u> Decision that this was required, and would take place via Zoom on Tuesday 26th Oct at 7.30pm using the existing rehearsal Zoom link 	<p>MJ</p> <p>TT</p> <p>RD</p>
9.	<p>2021/22 Programme</p> <ul style="list-style-type: none"> • If only 40 singers were prepared to perform in March, then the current programme would not be possible. At 60, it would be feasible. MJ suggested we hold off making any decisions now • Come & Sing had been set for 7th May 2022 in FPC, but this was all still pending 	
10.	<p>FCS: Rules & Regs document and other policies</p> <ul style="list-style-type: none"> • BW had sent TT a list of policies in existence, suggested dates for review plus the current draft of the rules and regs document. She had suggested the R&R document should be completed as soon as possible. TT confirmed it would take input from members of the committee to do this. • TT had circulated the annual Conflict of Interest Declaration for the committee to complete 	
11.	<p>AOB</p> <ul style="list-style-type: none"> • <u>Grant webinar</u> TT and Christine Marshall had signed up for a ‘Back to basics’ webinar on 23rd Nov, hosted by Norfolk Community Foundation. A summary would be brought to the committee • TT thanked DL for organising the flowers at short notice for leaving committee members 	
12.	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Thursday 18th November, 7.30pm. Zoom. Meeting ended at 9.15pm 	

Signed as a true record (name)

Print name Date