

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Tuesday 30 <sup>th</sup> July 2019 Gill's home, Kettlestone	<b>Glossary</b>	
<b>Present</b>	Roger Burbidge (Chair) Rosemary Dear (Vice Char) Gill Ashby Sue Burton Tim Burton Philippa Allen Colin Blackmore Charles Davison 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 Celia Giddings Fakenham Parish Church	GA PA CB RB SB / TB CD RD/BD MJ DL TT BW CJ MV JL GH CG FPC

### Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	<b>Apologies</b> – Diana Lyons, Mark Jones, Carol Jennings	
2.	<b>Minutes of meetings held on 24<sup>th</sup> May 2019</b> Agreed and signed as a true record	
3.	<b>Matters arising –</b> i. checking staging yet to be done ii. arrangements made with Brian Frost to tune SA piano iii. tri-fold publicity leaflet sent by RD to all north Norfolk libraries via their internal post iv. conductor's podium pricing - still awaiting revised costs from CPS	
4.	<b>Correspondence –</b> i. letter of thanks sent to Tesco manager for use of car park for June concert ii. email to Brenda Blewett re accompanist post sent, but request declined iii. request by JL for reference for choir MD position fulfilled by RD after consultation iv. message received about sudden death of soprano member, Helen Lodge. TT to send card to family members and inform the choir v. email from Fiona Thompson that lost box of wine glasses had been found	<b>TT</b>
5.	<b>Subs discussion</b> Carol Jennings unable to attend but had provided her ideas and thoughts via email (copy with minutes). After discussion the following points were agreed i. subs payments will be due on the first rehearsal. Reminder needs to be given that these should be in a named envelope (point to be stressed in the newsletter). People to be encouraged to pay in one go (helps with Gift Aid submission). Alternatives are 1. 50% Sept, 50% January or an alternative arrangement agreed between the member and treasurers/Carol. For those starting in the Spring or Summer terms, 2/3 or 1/3 of the total sub to be paid ii. New members will be asked to commit on week 3 (if no indication already made) iii. If subs (whether all, half or special arrangement) are not paid by the AGM, membership lapses iv. Support to be given to Carol to assist paying money into the bank to avoid long journey to her nearest branch. RB / RD offered help v. New members joining mid-term. Anyone asking to join within 6 weeks of a concert will not be permitted to sing in the performance (unless MJ deems there are exceptional circumstances) vi. Waiting list to be established. Suggested maximum choir size is the capacity of the staging plus 10%. In particular, a waiting list is needed for sopranos vii. Voice test to be implemented for all new joiners viii. Welcoming new joiners. Suggested appointing voice reps – 2xS, 1x ATB – who could act as welcomers to people in their section. Note that no chair has a name on it!	

	<ul style="list-style-type: none"> <li>Grateful thanks were expressed to CJ for all she does for FCS, especially in the area of subs</li> <li>Next meeting to consider recruitment of voice reps and who might be approached</li> </ul>	<b>TT</b>
6.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Balances – c/a £3050.05 Friends' £2256.05 C&amp;S £200.00 Deposit £4499.21</li> <li>Gift Aid – claims ready to be submitted but yet to be paid. Expected amounts <ul style="list-style-type: none"> <li>2017/18 £1186 2018 / 19 £1451 TOTAL 2637</li> </ul> </li> <li>Andrew Stewart to audit accounts. GA is currently working on this ready for submission</li> <li>Committee agreed that, despite being in a slightly better position financially, the decision to raise subs to £126 for 2019/20 would remain as some larger concerts (e.g. Elijah) were in plan plus the increase in SA Hall hire fees</li> <li>GA mentioned that Angela Brun had not cashed her soloist check. TT to email her. Additionally there were 3 musician cheques (now out of date) which had not been cashed</li> <li>Agreed to send last year's audited accounts and budget to Elgar society to support King Olaf application.</li> <li>Cheque for £750 received from Fakenham Town Council Market Tolls following application. RB to send letter of thanks. Agreed to use this for a specific 'sponsorship' at a concert and to indicate this in the concert programme</li> </ul>	<b>TT</b>  <b>GA/TT</b>  <b>RB</b>
7.	<p><b>Accompanist</b></p> <p>After much discussion of how to handle this issue, it was agreed that TT would contact David Neil Jones for a general enquiry about availability. Adrian Richards already booked to play for the Spring term and C&amp;S day/performance. Split rehearsal elements of accompanist weekly fee agreed as £12</p>	<b>TT</b>
8.	<p><b>Constitution</b></p> <ol style="list-style-type: none"> <li>BW had used the Making Music template. Point 3 -(4) seemed to contradict current GDPR legislation. Slight change to working agreed by the committee (to say 'can be made available' rather than 'must be made available')</li> <li>BW / GA to will submit new constitution via the Charity Commission website. Once agreed, it can be submitted to the members before the AGM for adoption</li> <li>Preference to call the accompanying document to the constitution the 'Members' Handbook'</li> </ol>	<b>BW / GA</b>
9.	<p><b>Audience attendance report</b></p> <ul style="list-style-type: none"> <li>BW had collated all responses to illustrate level of interest for each option</li> <li>Walked through these individually to see which would be pursued and which deleted</li> <li>Further work needed to put the agreed actions into play</li> </ul>	<b>ALL</b>
10	<p><b>Sponsorship</b></p> <p>On-going. Personal contact is best. RD is really short of time to do this effectively and someone to help (or take it one) is needed. Important as it should be an invaluable source of income and would mitigate future price rises (subs and/or ticket prices). A piece would be included in the summer newsletter</p>	
11.	<p><b>Website</b></p> <ul style="list-style-type: none"> <li>TB still waiting for latest photographs to update the site</li> <li>TT suggested adding a web-form for visitors to subscribe to regular updates about concerts</li> <li>Tri-fold leaflet now hosted on the website</li> </ul>	
12.	<p><b>Come &amp; Sing</b></p> <ul style="list-style-type: none"> <li>Agreed after discussion that the charity would be Admiral Nurses (dementia support). Tickets for sings would be £18 to cover cost of using the heating at the Academy. Committee preferred to increase the cost of the day rather than use Friends' reserves to cover the heating</li> </ul>	
13.	<p><b>Gwyneth</b> Watch and see approach to be taken</p>	
14.	<p><b>AOB –</b></p> <ol style="list-style-type: none"> <li>Privacy Policy – agreed change to current policy to allow Ticketing Secretary (CB currently) access to member phone numbers and email addresses</li> <li>GA raised subject of singers who can't stand for the whole of a concert. This needs to be thought about from an inclusion point of view. Deferred to next meeting</li> <li>PA had poster and details of a concert at Salhouse (young singer, to be accompanied by Mark. 10<sup>th</sup> August)</li> </ol>	
15	<p><b>Date of Next meetings –</b></p>	

	Tuesday 27 <sup>th</sup> August 2019 at 7.30pm at BW's home in Kettlestone	
	GA thanked for her hospitality and the meeting closed a 9.40pm	

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

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