

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Monday 4 <sup>th</sup> March 2024. 2.00pm at Louise's home in Wood Norton
<b>Present</b>	Gill Ashby Colin Blackmore Roger Burbidge Tim Burton Rosemary Dear 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, DL	
2.	<b>Declarations of Interest</b> There were none	
3.	<b>Minutes of the meetings held on 15<sup>th</sup> January 2024</b> These were agreed and signed	
4.	<p><u>Matters Arising not on the Agenda</u></p> <p><b>i. Secretary Recruitment</b> – there had been no responses to the group emails sent. It was felt that direct approaches would be needed. Voice reps would be asked to sound out their sections and LM would make suggestions from the membership database. Similarly, it would be beneficial for GA to have someone to support her as Treasurer.</p> <p><b>ii. Music &amp; Marking Group</b> – there had been no responses to the group emails. TT would make a call out for anyone interested at the next rehearsal. A terms of reference had been drafted and would be circulated for comment.</p>	LM TT
5.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• <b>Letter of thanks for Fakenham Town Council</b> – thanks had been sent for the Market Tolls Grant</li> <li>• <b>Chris Brown</b> – had declined the offer to sing in the Verdi performance</li> <li>• <b>Rosemary Carruthers</b> – her husband had recently passed away. A card had been sent from the choir</li> <li>• <b>Jean Mayne</b> – JM's hip operation had been cancelled for 28<sup>th</sup> Feb, but a new date (9<sup>th</sup> March) given</li> <li>• <b>Hugh Buckingham</b> – RB had sent a copy of the FCS history. Thanks had been received</li> </ul>	
6.	<p><b>Treasurer's Report (see separate sheet for full details)</b></p> <p><b>i. Financial Update</b> Balances: Main £4394.64 Friends £3478.85 No 3 £2123.00 Deposit £20,727.44 Total £30,723.93 Income &amp; Payments of note – see separate sheet Expenditure of note - £1505.00 for music team fees</p> <p><b>ii. Bank Account Update</b> Barclays – Although deposit cards and a paying in book had been requested, none had arrived yet. Barclays now have a banking service one day a week in Holt. GA to investigate Lloyds – an issue had arisen due to the choir's change of name in 1991, which appears on the Charity Commission website. Lloyds had declined our application due to this. The Charity Commission confirmed the name change cannot be removed. GA is to ask the Charity Commission to confirm this stance in the hope it may change Lloyd's position.</p> <p><b>iii. Charity Commission annual report</b> GA had experienced problems accessing our account. After investigation, this is due to using an iPad.</p> <p><b>iv. Additional Card Readers</b> A friend of TTs had donated 2 card readers. GA had checked and update the software and they are now available to use. However 2 phones / tablets would be needed. TB and LM offered use of their phones. GA would create staff accounts for both so they could be used at future concerts. GA also confirmed that customer not present transactions could not be accepted. An email link could be sent to the customer for them to use to make the payment.</p>	GA

7.	<p><b>Membership Matters</b>  Marjorie Lillie had left. SW had been asked to offer Friends membership free of charge for this year. No other changes to choir numbers.  Currently we have 77 confirmed for the Verdi concert plus Janet Kelsey and Justin Harmer. TB requested a full list to add to the Verdi programme.</p>	<b>LM</b>
8.	<p><b>Come &amp; Sing 16<sup>th</sup> March update</b>  Currently 96 people had enrolled. The piano tuner would attend the school the day before the event. Setting up would take place at 4pm on Friday 15<sup>th</sup> March. SR and GA offered to help at registration. Helpers should arrive at 9am on the Saturday.  RD had compiled the singing booklet and 120 had been ordered (about £280).  A raffle and sale of grand draw tickets would take place on the day. CB to sell grand draw and Verdi tickets</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>• <b>Fakenham Parish Church</b> – works update. Currently awaiting stone slabs from the quarry, but all the dirty work had been completed. If the slabs are late arriving, builders may reinstate the old wooden door. There is still a possibility that we will need to use the north porch for staging and entry to the concert.</li> <li>• TB had the banner in hand. Agreed to put this up after Easter outside Benbows. TB to also produce a ‘sold out’ notice to add to the banner and something similar for an A frame outside the church if necessary.</li> <li>• TB would soon begin compilation of the concert programme and asked LM for a list of members and RD for a list of sponsors.</li> <li>• Choir to enter church through Chancel door. This would be locked during the performance, but the key left in the door in case of emergency.</li> <li>• Choir to be made aware that only those staying between rehearsal and concert could use the Community Centre. Coats to be left in the chancel</li> <li>• Musicians to be asked to leave their instrument cases in the Community Centre. If this is not their preference, then to leave them on one side of the Chancel.</li> <li>• Steward to be given a key to the kitchen outside door in case of emergency.</li> <li>• TB had purchased the new bags for music stands. MJ had offered to lend 20 music stands from Gresham’s but would need help with transport. SR would help, but will liaise with RB on when to drop them at the church. Gresham’s stands need to be back by the Wednesday following the concert.</li> <li>• LM provided options to replace the current boxes for storing wine glasses. Committee agreed she could go ahead with Correx boxes plus lids which would accommodate 24 glasses. LM would number these. Group email to ask for members to offer storage.</li> <li>• RD confirmed £400 sponsorship had been received with a further £800 pledged. She would follow up others</li> <li>• Mandy Etherington and JM would meet in March. GA had compiled a list of steward duties for discussion</li> <li>• TT had met with JM and a report circulated, including current drinks stock. GA would look at past concerts to see how much wine we needed to purchase for the rest of this season. Committee agreed to help with purchasing wine when deals arose around Easter.</li> <li>• Committee agreed that the Grand Draw could take place at SR’s home on 23<sup>rd</sup> April rather than in FPC (on the tickets). This would accommodate the unknown access issues at FPC due to building work and fit in with the ‘rubbing out’ party at SR’s that day (from 7pm). SR could provide a container for ticket stubs.</li> </ul>	<p><b>TB</b></p> <p><b>MJ / SR</b> <b>RB</b></p> <p><b>LM / TT</b></p> <p><b>RD</b></p> <p><b>GA / All</b></p>
10.	<p><b>Summer Concert – 22<sup>nd</sup> June</b></p> <ul style="list-style-type: none"> <li>• Location agreed as FPC. RB would double check in church diary that this had been booked</li> <li>• Scores were all on order. One inter-library loan needed</li> <li>• All three soloists in place (£425 each). TT to send contracts in the coming weeks.</li> <li>• Celebratory refreshments had been mentioned on the leaflet. Committee agreed to offer a free welcome drink (fizz or soft equivalent) plus nibbles. Drinks on offer for sale during the interval.</li> <li>• TT had suggested decorating the church porch, pew ends and stage with sea themed items (nets, lobster pots etc). Committee agreed this would be a nice idea. SR had a contact for such artifacts.</li> </ul>	<b>TT</b>
11.	<p><b>Summer Garden Party</b></p> <ul style="list-style-type: none"> <li>• SR would contact Lady Leicester’s PA to firm up the date</li> <li>• Committee agreed to limit attendance to members (plus 1), Friends of, sponsors plus invitations to past accompanists and MDs</li> </ul>	
12.	<p><b>50<sup>th</sup> Anniversary</b></p> <ul style="list-style-type: none"> <li>• <b>Grand Draw</b> Receipts to date £640. CB would like to get to at least £1,000. He would mention this at the next rehearsal, but we still have sales at the C&amp;S and Verdi concert</li> </ul>	
13.	<p><b>Music in the Burnhams</b></p> <ul style="list-style-type: none"> <li>• Marian Abramovich had confirmed that the £2,500 donation was a personal one, not from Music in the Burnhams. If concert costs exceeded this, she would consider increasing her offer. Committee agreed that £2,500 was substantial and no extra would be requested even if this became necessary.</li> <li>• MJ was still to look at the Karl Jenkins ‘Joy to the World’</li> </ul>	<b>MJ</b>

	<ul style="list-style-type: none"> <li>• Committee felt we could ask St Nicholas, Wells if we could hold the concert there as this had been suggested by Marian and FPC heating may still not be repaired. RD would contact Kate Clodd</li> </ul>	<b>RD</b>
14.	<p><b>Website Update</b></p> <ul style="list-style-type: none"> <li>• The website had been refreshed and was now up to date</li> <li>• TB confirmed a private area of the website to host documents could be easily set up. After discussion, documents to be uploaded should be sent to TB. A folder hierarchy needed to be compiled and a decision made on what documents should be hosted electronically. There may be a need to access confidential data (e.g. membership database) which would conflict with the current Privacy Policy / GDPR. This would be added as an agenda item on the upcoming Policy review meeting.</li> <li>• TB would circulate website (Wix) log in details to committee members</li> </ul>	<b>TB</b>
15.	<p><b>Librarian Update</b></p> <ul style="list-style-type: none"> <li>• Covered in previous items</li> </ul>	
16.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Salvation Army Hall – hire contract</b> RD had met the SA representative. Our contract had been due for renewal in March 2023. New amount would be £15 per hour and paid monthly by cheque. RD had reduced the hire time to 3 hours per rehearsal (6.30pm – 9.30pm). The contract would be in her name. Several documents were requested (insurance, health &amp; safety). We would also need to remove all flammable items in the cupboard half-way down the stairs, although the keyboard could remain (although this is not covered by SAH insurance). RD had asked if there was somewhere else in the building for the few boxes we kept on site. SR suggested selling copies of FCS white carol book to members with an expectation that new members purchased their own. Committee agreed this was a good idea.</li> <li>• <b>Proposal for an extra meeting to review FCS policy documents and rules &amp; regs.</b> Committee agreed. Meeting would also include rules &amp; regs, music &amp; marketing terms of reference, finance policy which GA had compiled and website hosting of documents (which documents, folder hierarchy, impact on privacy policy)</li> <li>• <b>Making Music – Ticket sales online meeting</b> CB had attended. There were a great many attendees with the same issues we encounter. Statistics suggest that over 50% of tickets are sold to friends / family and c19% to people interested in choir music. Concert promotion should be more than the basic facts, but include pictures of smiley people eager to hear the concert. Also to consider other forms of promotion – local radio for example</li> <li>• <b>NNDC – Arts &amp; Culture update</b> TT had received a request for a further update. She would liaise with GA to compile this. Deadline for submission was 11<sup>th</sup> March. NNDC had confirmed that, if they were happy with the report the remaining two-thirds of the grant would be paid in one go.</li> </ul>	
17.	<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 8<sup>th</sup> April 2pm at RD's. Full committee meeting. MJ to be invited. To cover last details for Verdi and to start the summer concert prep and garden party details</li> <li>• Tuesday 23<sup>rd</sup> April 7pm at SR's. Rubbing out of Verdi scores. Grand draw</li> <li>• Monday 13<sup>th</sup> May 2pm. Location TBC. Policies review</li> <li>• Thursday 6<sup>th</sup> June. 7.30pm at GA's. Full committee</li> </ul> <p>LM was thanked for her hospitality. Meeting closed at 4.40pm</p>	

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

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