

Fakenham Choral Society Committee Minutes

Date & Location	Monday 19 th August. 2pm at Gill's home in Kettlestone
Present	Gill Ashby Colin Blackmore Sally Bone Roger Burbidge Rosemary Dear Louise Myhill Sonia Radley Tracey Thompson

GLOSSARY			
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	Shirley Collyer	SC
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
Mandy Etherington	ME	Sally Bone	SB

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies TB, RD, MJ, DL SB was warmly welcomed to her first Committee meeting	
2.	Declarations of Interest There were none	
3.	Minutes of the meeting held on 15th July 2024 These were agreed and signed	
4.	Matters Arising not on the Agenda i. AGM – for noting. Members had been informed of the AGM date in the Summer Newsletter and nominations forms prepared for the start of term ii. Remuneration – for noting. MJ and JH advised. MJ also made aware of soloist fee scale iii. New Music Fund – for noting. SW felt this was an excellent idea but would like the Friends suitably noted in the concert programme when the scheme had been used	
5.	Treasurer's Report - GA had circulated the draft annual accounts (copy with minutes) <ul style="list-style-type: none"> ● Subs for the year had risen, reflecting the successful recruitment drive for the anniversary season. These were back to pre-pandemic levels ● GA had identified the grant funding separately in the accounts should either grant giver need a copy of the end of year accounts ● FCS had been very fortunately with the generous donations it had received. This could not be relied upon in subsequent years ● Some subs had already been received for 2024/25, several including donations ● It was clear from the accounts how several small fund raising events can really make a difference. GA believed that if Bridget Moss offered another open garden, proceeds would not all go to FCS. There were limited numbers of FCS members who supported the last two of her events ● There was still some Gift Aid to be claimed ● Overall, the annual accounts showed income up by almost £10k! But this also reflected the amount of very hard work involved by the committee in obtaining grants and sponsorship ● Looking ahead, music team fees would increase, music hire costs reflected more ambitious works, insurance had gone up, as had PRS (larger audience numbers). Staging hire was a first in 2023/24, and was due to rise in 2024/25 ● Fees for card and online ticket sales had risen considerably. Members would be asked to pay by BACs if at all possible as it incurred no cost ● Overall, there was a surplus on the year of c£5.5k, but c£10k of this was one-off funding ● Reserves at bank were £24,781.87. See last committee minutes on how this would be returned to nearer £15k. But, the choir was now more resilient should anything unforeseen occur ● Accounts were nearing completion and ready to be audited ● GA confirmed that, with several difficult events in her personal life, the 2023/24 season had been exceptionally difficult. On top being Treasurer, she was also involved with weekly Zooming of rehearsals, being the Charity Commission rep etc. She would therefore stand down as Treasurer at the 2025 AGM. GA would continue to help with H&S. She would investigate accounting platforms (including Making Music) to see if these were of value and cost-effective ● RB thanked GA for the huge amount of work and her skill over the years as our Treasurer. She would be 	LM

	a hard act to follow. A year's notice will enable FCS to find a successor for a smooth hand-over	
6.	Concert Venues 2024/25 <ul style="list-style-type: none"> RD had confirmed by email that neither Cley nor Wells would be available for March 2025 RB provided an update on works at FPC. All was still up in the air but some form of temporary heating was likely to be available for the Christmas concert. The spring concert would also be held at FPC TT reported that she had visited Wighton, North Creake and South Creake churches in the previous week. Wighton was a non-starter. N Creake would be OK for a summer concert with fewer singers and no staging (parking was good). S Creake would be a good alternative venue as there were no pews. Plenty of room for staging and all seating was fold-out chairs. Access to off-load seemed good. The only negative was parking which, although plentiful, was all on grass. 	
7.	Membership Matters <ul style="list-style-type: none"> LM had contacted those on the waiting list. This had resulted in 4 x soprs, 1 x alto and 1 x first tenor wishing to try out the choir To date, no one had informed LM they were not returning. One member was not singing in autumn LM asked if a further social media post for recruitment of tenors and basses could be actioned. TT would relay this to SC and also said a recruitment piece was still scheduled in print before the start of term 	TT/SC
8.	John Fletcher – corporate account <ul style="list-style-type: none"> TT confirmed she had received 46 responses. 15 people already had John Fletcher accounts, 25 would like one and 4 said no. Some 40 people had not responded As so much of the 2024/25 music was in copyright, committee agreed to purchase a 1 year corporate subscription for 80 as a 'benefit' to choir members as part of their subscription. Proposed CB, 2nd TT TT would investigate how the process works and report back 	TT
9.	Continuing Zoom Rehearsals <ul style="list-style-type: none"> LM explained the value of Zoom to members who were unable to attend a rehearsal With the added benefit for committee meetings, Committee agreed to continue with the subscription. It was not due to renewal until later in the year. A discount code would be investigated! 	
10.	Secretary Recruitment – Gap Analysis <ul style="list-style-type: none"> TT had circulated a revised document highlighting areas still to be covered SB agreed to pick up the majority. TT would provide necessary templates and assist with the handover TT would also email the music team to see if there were any absences which needed to be covered 	TT TT
11.	Stewards Feedback <ul style="list-style-type: none"> TT had circulated the 2024/25 concert dates to stewards as well as sharing the summer newsletter JM shared her concerns that too many people were giving stewards instructions, causing confusion. Committee confirmed that JM should be the central point of contact, and anything relating to stewarding requests should go via her. In part, the situation had arisen when JM was out of action, but it was important to now bring it back to the single contact point JM confirmed that we did need to recruit more stewards. Several avenues had been explored, but no additional volunteers had come forward 	
12.	Policy / Documents for review <ol style="list-style-type: none"> <u>Constitution</u>. Committee agreed that no changes need to be made. Rather than sign a new copy, it was agreed to update the policy review table with the next review date and adding a cross reference to the committee minutes when the review took place <u>SAH Evacuation Plan</u> Although the document had been updated with the current choir layout, there were several other issues which had not been picked up in the previous copies. A review of the fire exits was needed before a revised document could come back to the committee for sign off. <ul style="list-style-type: none"> JM would provide a brief update on the evacuation procedures at the start of the autumn term. She would also advise tenors and altos at the end of the row nearest Oak Street to make themselves familiar with how the emergency exists worked. 	TT JM
13	Come & Sing – update RD had sent an update via email <ul style="list-style-type: none"> MJ and JH had confirmed their availability with 1st March being the preference. RD would contact the Academy once the new term started and report back To date she had not received any choir feedback on a preference for music. However, the committee had suggested in the previous meeting a preference to reprise sections from the Verdi Requiem 	RD

14.	<p>Christmas Concert Prep – MJ had provided an email update</p> <ul style="list-style-type: none"> • Most items were the same as in previous concerts • TB had been asked to provide a landscape version of the concert posters for use in press / social media • SR would ask Lynn Roberts where our musician fee was in line with other groups • MJ's list of musicians added up to 19 + JH. SR asked if TT could forward MJ's email which outlined exactly what musicians were needed • MJ would be asked his view on JH's fee as he would be needed throughout the performance • Programme quantities – same as last year as we need sufficient for the congregational carol words • Suggestion that rehearsal should be 2pm – 4pm allowing people who need to go home enough time • Concert dress – Gents: usual but with red bow tie. Ladies: usual but with some Christmas bling • Wine stock was discussed. We have sufficient white, but more red was needed plus elderflower presse. SR to let JM know actual quantities, so JM could ask DL what to get. • Choir to be asked to donate mince pies. JM would remind stewards where stocks were and to ensure they got them out on platters. TT confirmed she had some FCS platters and would dig them out • Scores would need to be returned on the night (or before if not singing in the concert) • SB would print out sign up documents. TT to send over templates • Photography – if Roger Townsin would like to take photos, this would help to keep the website current • Community Centre – with 19 musicians plus soloist, we should hire the venue. It would also provide changing space for members staying between rehearsal and concert. RD to check availability • School Parking – this would be ideal. Donations for use of the car park had been disappointing, so more of an effort would be needed to encourage this. RD to check with school and report back • Mags Vincent to be contacted to ensure she was OK as glass coordinator. LM would ensure ME had a copy of the washing up list before the concert started. 	<p>TB SR</p> <p>TT TT/MJ</p> <p>SR JM/DL SB TT</p> <p>TT GA RD</p> <p>RD</p> <p>TT</p>
15.	<p>Sponsorship and Fundraising – no update as RD was absent A Make and Bake sale date was already in the diary for the autumn term</p>	
16.	<p>Website Update TB was continuing to upload documents to the website for committee use. RB reminded committee about the large amount of historic documents he still held. This was on the 'future meeting' list for later this year.</p>	
17.	<p>Librarian</p> <ul style="list-style-type: none"> • SR had received confirmation that several boxes were ready to be collected. She planned to distribute Rutter and Elgar first (but would check with MJ). • TT asked if SR could confirm the Elgar Music Makers edition to circulate to members 	<p>SR</p> <p>SR</p>
18.	<p>Music & Marketing (M&M) Group</p> <ul style="list-style-type: none"> • SC and TT had met to work through the marketing plan for the autumn term. This included who would do what. SC would write releases and social media posts, sharing with Sue Burton and TT. TT would complete online 'What's On' submissions • Decision taken that SC would email parish magazine content direct, rather than rely on members. Responses would be monitored to ensure magazines accepted these • SC was currently drafting an initial email to those who had used Ticket Source. This would be from the new email address fakenhamchoralsociety@gmail.com Responses would be monitored for unsubscribe requests • MJ had been asked to provide several short videos about the composers and music 	
19.	<p>AOB</p> <ol style="list-style-type: none"> 1. Committee agreed that updates from the M&M Group should be a standing agenda item 2. LM asked for updates on committee members absent at the start of term. With both RD and RB absent on the 3rd rehearsal, LM offered to be the keyholder and lock up 3. LM had attended a South Repps festival event and found out where they hire their staging from. She had sent this to RD for future consideration 4. GA asked if a request for CTF volunteers be made in the next group email 5. Request to circulate the score editions for the music covered in the autumn term. SR to provide Elgar 	<p>LM</p> <p>TT TT</p>
20.	<p>Date of Next Meeting Monday 14th October, 2.30pm Venue TBC GA was thanked for her hospitality. Meeting closed at 4.00pm</p>	

Signed as a true record (name)

Print name Date