

Fakenham Choral Society Committee Minutes

Date & Location	Monday 16 th January 2023. 2.00pm Rosemary's home in Fakenham
Present	Gill Ashby Colin Blackmore Tim Burton Roger Burbidge (Chair) Rosemary Dear Diana Lyons Jean Mayne 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	Barbara Wyvill	BW
James Mooney-Dutton	JM-D	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.	Apologies MJ	
2.	Minutes of the meeting held on 28th November 2023 These were agreed and signed as a true record.	
3.	<u>Matters Arising not on the Agenda</u> i. <u>Zoom Renewal</u> as CB had received a 30% discount voucher, GA had renewed the annual subscription	
4.	<u>Correspondence</u> i. <u>Hannah Nelson</u> – Prospective new member, but wanted to come to a concert first. TT had sent dates ii. <u>John Plummer / Duncan Baker MP</u> - John Plummer (Duncan Baker's step-father), had emailed after the concert to express how he enjoyed the performance, made a donation to choir funds and joined as a Friend of. Duncan Baker had also taken the time to write a very appreciative letter. ACTION: We should include the Fakenham MP in future civic invites iii. <u>Kate Sweeney of AgeUK Norfolk</u> Would like details of FCS to add to their website. This would be joining the choir as well as our concert. Committee agreed TT should go back to accept this offer iv. <u>Fakenham Mayor, Angela Glynn</u> – had suggested a meeting in person to discuss how the Town Council could support the choir in the coming year	CB TT
5.	Finances i. GA provided a print-out with current balances, income, expenditure, and concert monies breakdown (see copy with these minutes): Main a/c: £4931.44, No. 2 a/c; £200.00, Friends a/c £2936.85 and Deposit a/c £13,077.81, a healthy total of £21,146.10. Subs YTD were £8081.00, which is very close to what she had budgeted. Admin / website / Zoom amount included purchasing the card reader. SA Hall hire owed was for the autumn term <u>Xmas concert</u> (estimated 187 attended). It was worth having the CTF buckets left out as this raised £83. Staging cost was breakfasts + Beechwood helpers. Fees included Ticket Source, card reader and booking fees. Including the sponsorship money resulted in a surplus of £379 (a £500 loss without the sponsorship money). TB would revisit the programme costs as there was loss of over £100 on these. RB was also clear that things like the breakfasts should come out of choir funds. Audience feedback was positive on the earlier start time. <u>Historic concert attendance</u> GA had included estimated concert attendance figures back to Mar 2019 <u>Reserve</u> GA would like to maintain this higher level of reserve, but begin to ringfence excess funds for the anniversary year. ii. <u>Card reader</u> had been put to good use at the Christmas concert and collecting subs iii. <u>Gift Aid</u> – GA reported there had been no further progress with BW. RB would write to BW to ask if all was OK and the current position. GA gathered there was one lot of Gift Aid ready to be submitted, so unsure why this had not been done. There were at least two years to claim, which would add valuable monies into choir funds. iv. <u>Bank signatory</u> An additional signatory to authorise online payments would be helpful. LM agreed to this as it would allow her access to view subs payments	TB RB GA/LM

6.	<p>Brief review of:</p> <ul style="list-style-type: none"> • <u>Carol Singing</u> General view was that we had tried to do too much this year. Without accompaniment, the CTF singing had been less successful and could be dropped. The visits to the two care homes had been very worthwhile, though more singers would have been welcome. Note added to look at carol singing options early in the autumn term • <u>Christmas Tree Festival</u> Disappointing that FCS had the least donations given (£88.71). This is more likely to be linked to what we do (i.e. not an animal charity), rather than anything else. However, it is still good publicity for the choir and Christmas concert. It was noted again that the required volunteer hours were met predominantly by committee members. GA suggested that this year we need to emphasise the benefits of singing • <u>Christmas concert</u> MJ had been extremely pleased with the performance and attendance. Logistically, there had been some severe challenges which would be looked at in more depth at the Deep Dive 	
7.	<p>Concert Prep – Samson, 25th March</p> <ul style="list-style-type: none"> • FPC would be available, but may not be come June. RD had been in touch with Wells, but they were also planning building work for June / July • JM said that two of the older stewards had decided to retire, meaning we could do with at least 2 more. TT would add this to a group email • RB warned that, due to fuel price increases, the fee to use FPC may go up for future concerts • Committee worked through the concert prep sheet. Tickets would be discussed at the Deep Dive. GA asked for an extra entry under ‘Orchestra’ to ensure the fixer provides bank details for all musicians. TT mentioned she had added this to the soloist contracts • Reminder for TT that she needs to correct the Tesco car park timing on the info sheet to 3 hrs • JM was unhappy with the quality of the orchestra teas, and wished to provide this all herself in March. Committee agreed as long as expenses were claimed back, and JM asked for help if needed. To be reviewed post-concert • As we have several new members, it was suggested TT shared the concert uniform as soon as possible. Men: black DJ, white shirt, black bowtie. Ladies: long back skirt / trousers, long sleeved plain black top with an optional plain black jacket or cardigan (not chunky knit) • RD asked that singers were reminded not to use sticky tabs to mark scores as we won’t use folders • Request that water is made available during the concert. JM happy to organise this. She would also restock with wine and would like to consider mulled wine as an option next Christmas • JM / TT would liaise over a sign with drinks prices as this had been missed at Christmas • Karl Myhill had provided some good photos from the last concert. LM would ask if he could take a few more in March showing our more formal dress • It was suggested we could have a table at the concert where people could find out more about the C&S with flyers and registration forms • Magazine press release was finalised and would be circulated to members asap 	<p>RB / RD</p> <p>TT / JM</p> <p>TT</p> <p>TT</p> <p>JM</p> <p>TT</p> <p>TT</p> <p>JM</p> <p>JM/TT</p> <p>LM</p> <p>TT</p>
8.	<p>Summer concert programme and venue update</p> <ul style="list-style-type: none"> • See above for venue status • SR had reserved the Rutter Sprig of Thyme. TT had asked MJ to put his mind to what other music we could sing. She had also asked JM-D for ideas in a recent email to him 	<p>MJ</p>
9.	<p>Membership Matters</p> <ol style="list-style-type: none"> New members this term: David Fawkes (tenor) came to the first rehearsal and decided to join. There are up to three other potential new members yet to come to a rehearsal Size / Split. Anne Hynde had left (family, but may also have joined KLFC). Mary Townsin had also left but would become a Friend of (TT had let SW know). Rodney Slatford / Robert McNaughtan unlikely to be back this term. <p>Current membership size 72 (but including a few who had yet to return post-Covid) S 1 = 19, S 2 = 10, A1 = 9, A2 = 12, T1 = 3, T2 = 6, B1 = 4, B2 = 8. LM did give a proviso that some singers were rather ‘fluid’ and drifted between 1st and 2nd depending on the piece!</p>	
10.	<p>Distribution of workload within the committee / choir</p> <ul style="list-style-type: none"> • This would be discussed at the Deep Dive 	
11.	<p>Come & Sing 2023 – 15th April 2023</p> <ul style="list-style-type: none"> • RD had circulated a summary prior to the meeting with a small number of questions to be answered by the committee. • Work would be Haydn’s Nelson Mass (MJ’s choice) 	

	<ul style="list-style-type: none"> Final details being completed regarding the venue, but the event would be held at Fakenham Academy at a cost of £300 (including the heating if needed) Committee agreed that the charity would be EACH. Their shop in Fakenham has a connection with the Academy so there is a small chance of slightly reducing the hire charge. Price for the day would be £15. Singer's donations at registration would go to the charity. Raffle proceeds would be split 50:50 charity vs. FCS. Tea / Coffee would be free of charge. Registration from 9.45am, shorter lunch break (45 mins) with final performance at 4.30pm Committee agreed that RD include a refund policy. Full refund if event is cancelled by FCS, no refund if someone changes their mind but entry could be transferred to another. Scores would come partly from Gresham's and partly hired. TB had already started on a poster and would be asked to set up the online registration. RD wished to get the email out to her mailing list as soon as possible, but would prefer online to be ready first. If ready in time, RD suggested having the posters and registration forms available at the concert in March Suggested we asked JH if he would like to come free of charge, in case we need him as a backup accompanist 	
12.	<p>Health & Safety Document for SAH</p> <ul style="list-style-type: none"> JM needed to send the draft document to TT so a diagram could be inserted. JM would also like to review the concert risk assessment, but to go through this with GA first Plan is to discuss the finalised SAH document at the Deep Dive 	JM / TT
13.	<p>50th Anniversary Update</p> <ul style="list-style-type: none"> Defer to Deep Dive Philip Gibson had spoken to RB about compiling a history of FCS. He was happy to do this with a view to getting some copies published. TT wondered if an electronic copy would be sufficient, post this on the website but also have one printed copy. RB had a record of concerts, MDs and music back to the choir's inception. 	RB
14.	<p>Funding: Sponsorship & Grants</p> <ul style="list-style-type: none"> RD had made no further progress. She mentioned that the Fakenham Mayor had been a professional fundraiser. TT felt there must be a grant opportunity to bring large scale music to rural areas, thinking of Verdi 2024 	
15.	<p>Website Update</p> <ul style="list-style-type: none"> TB had left the meeting early, so no update was given. LM said that some new photos from Christmas were on the website. TB had also upload photos from setting up the stage. 	
16.	<p>Librarian Update</p> <ul style="list-style-type: none"> SR had had some real difficulties getting the last of the Christmas scores in. So far she has heard nothing regarding a late return fee The library service had not delivered all the Samson scores for the start of term, however Gresham's had copies which bridged the gap and allowed all singers to have the same edition. We wouldn't need to use a folder for the concert, however RD pointed out that singers should not 'tab' the chorus items as this looked very unprofessional SR had requested the Rutter Sprig of Thyme scores, but really need to know what else we would sing 	
17.	<p>AOB</p> <ul style="list-style-type: none"> JM-D was unavailable 24th Jan and 21st Mar. JH would cover Snow List - LM had created a snow list which had been circulated to committee members. RB, RD and TT would decide if a rehearsal should be cancelled, consulting MJ (who can confirm if Zoom is an alternative). If so, TT would send an email to all members, RB would phone committee members who would then call people allocated to them CD & Book sale - Tuesday 7th March 	
18.	<p>Dates of Next Meetings</p> <p>Deep Dive - Zoom - 7pm Monday 23rd Jan. CB would set up the meeting links</p> <p>Normal meeting - Monday 20th February, 2pm at RD's home</p> <p>RB thanked RD for her hospitality. Meeting closed at 4.10pm</p>	

Signed as a true record (name)

Print name Date