

Fakenham Choral Society Committee Minutes

Date & Location	Monday 13 th May 2024. 2.00pm at Rosemary's home in Fakenham
Present	Gill Ashby Roger Burbidge Tim Burton Rosemary Dear Diana Lyons 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
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.	Apologies CB, JM	
2.	Declarations of Interest There were none	
3.	<p>Urgent items unable to wait until the next meeting</p> <ul style="list-style-type: none"> Committee agreed we should invite Friends of FCS to the Open Garden at Bridget Moss's home on Sat June 8th. TT would relay this to SW once a show of hands had been requested at the next choir rehearsal. Committee felt a list of who would donate cakes / plants to the Open Garden should be produced to provide an idea of stock on the day. Volunteers would also be needed for various jobs – again a sign up list is needed 	<p>TT</p> <p>TT</p>
4.	<p>Verdi Review</p> <ul style="list-style-type: none"> From Mandy Etherington - Awareness should be given during the pre-concert announcements if there was a bar in the Trinity Room Stewards to have a list of those signed up to take glasses for washing to ensure boxes were given to the correct people Wine stock post event – Red 40 (6 boxes + 4), White 16 (2 boxes + 4). 6 soft drinks Staging – need for one more strong person on set up need for someone on take down to crawl under the stage need for more volunteers on the Sunday Tickets - Where there is going to be a sell-out, always under-allocate by 10 Another review of capacity to take place once the FPC works have been completed Logistics - Site visits, especially a few days before the event, paid dividends Back-ups needed for committee who do things front of house but need to be on stage for the concert Use of the community centre for orchestra / orchestra teas. One to adopt for 10+ musicians, but non-singers need to run this Having a specific list of what donations are needed for orchestral teas (including how many 'rounds' of sandwiches and fillings) Card Readers – providing lessons on how to use them pre-concert went down well, and GA felt confident there would be few or no issues in the future <p>GA asked if we should invite Lynne Roberts to the Garden Party as getting the Verdi orchestra together had been a real chore. RB also mentioned that Lynne had been involved with playing for FCS since 1975. Agreed an invitation would be appropriate.</p>	SR
5.	<p>Equality & Diversity Policy</p> <ul style="list-style-type: none"> Update review frequency on page 2 to every two years Correct spelling of RBs name Committee agreed once these small amends were made, the document could be signed without it coming back to committee 	TT

6.	<p>Privacy Policy</p> <ul style="list-style-type: none"> • Minimum age for FCS membership to be 18. Anything stating other than this to be amended • Height to be removed and substituted with ‘Next of Kin / Emergency Contacts’ • Data Privacy Controller – made generic, rather than mentioning a person by name. Update rest of paragraph reflecting this • 5. Gift Aid retention amended to 7 years Exception added for C&S contact lists which can be kept for more than 12 months • 7. Updated wording ‘electronic equipment and storage devices’ Additional point about FCS website passwords being updated. Particularly important for the secure committee area when committee members leave • Data Flow Add Stewards Update Friends line with a final flow to the Data Privacy Controller • BACS payments Updated that bank details for payees are kept within the online banking system and, with regard to musicians / soloists etc, can be retained there (paper contracts / emails to be destroyed / deleted) Updated that payee bank details can be seen by those with access to the bank account • Updated signature page Addition of Privacy Data Controller name and signature spaces Review period updated to every two years unless there is a change in legislation • Annex 1 Final paragraph removed. Additional sentence added to penultimate paragraph ‘In exceptional circumstances sensitive personal data can be collected by agreement with the whole committee.’ • Annex 2a Height column amended to Next of Kin / Emergency Contacts Committee members line updated to include access to all member data except Gift Aid status and subs (rationale is that the (password protected) membership database will be hosted in the secure committee area of the website) New line added for Stewards as they will need access to names and number of tickets purchased for online sales. TB would ensure email addresses are removed. • Annex 3 Purpose Test: Removal of sentence giving membership size for choir and Friends Necessity Test – substitute ICE / Next of Kin for Height Balancing Test – Removal of final paragraph first sentence and final sentence • General typos and grammar issues picked up and amended • Suggestion that an aide memoire be compiled to assist Data Privacy Controller manage situations when committee members / others should confirm removal of historic data they may be holding 	<p>TT & TB web</p> <p>TB</p>
7.	<p>Potential Conflict of Interest Policy No changes. Signed by RB</p>	
8.	<p>Stating Safety Instructions</p> <ul style="list-style-type: none"> • A few amends to future-proof the document • Committee agreed once small amends made, the document could be signed without it coming back to committee 	
9.	<p>Finance Policy</p> <ul style="list-style-type: none"> • A few amends as this was the first iteration • Committee agreed to GA’s suggestion within the retention table at the end of the document • Agreed to review again in one year then decide on what the review cycle should be • Move the FCS bank account details to an annex • Committee agreed that, in the final table (disposal and archive of historic paperwork), all marked at ‘dispose’ should be disposed of. Cash books should be retained for historic purposes • Discussion on a whether a separate retention policy should be created. RB explained the folders he has with old minutes, posters etc. To discuss at next meeting what should be disposed of and what should be retained but digitised 	
10.	<p>Health & Safety Policy</p> <ul style="list-style-type: none"> • One amend to remove mention of PAT testing. Replaced by visual inspection at each use • Committee agreed once this small amend was made, the document could be signed without it coming back to committee 	

11.	FCS Risk Assessment For noting only. Had been updated in March 2024 for the purpose of the new SAH contract. Assessment to be reviewed annually	
12	Music & Marketing Group Terms of Reference One typo corrected. Agreed by Committee.	
13.	Rules & Regulations First review of a document which had been ongoing for some years. <ul style="list-style-type: none"> • Minimum age amended to 18 • No major changes to the draft, except to alter wording to future-proof the document • Typos amended 	
14.	AOB <ul style="list-style-type: none"> • Should the Constitution be reviewed and, if so, when? Committee agreed every 3 years • Should there be a retention policy? TBC once all documents are sorted and retained on the website • RB would like a review of the paper files he has. He will list the content for circulation so a decision can be made on what to keep. Committee in general felt historic posters and minutes should be scanned for posterity 	
15.	Dates of Next Meetings Meeting closed at 4pm. RB thanked the Committee for covering all duties at the Verdi concert in his absence. Next meeting Thursday 6 th June. 7.30pm at GA's. Full committee. MJ to be invited to attend RD was thanked for her hospitality.	TT

Signed as a true record (name)

Print name Date