Fakenham Choral Society Committee Minutes

Date & Location	Tuesday 29 th October 2020, 7.30pm	Glossary	
	Virtual Meeting - Zoom	Gill Ashby	GA
Present	Philippa Allen Gill Ashby Colin Blackmore Roger Burbidge (Chair) Tim Burton Sue Burton Rosemary Dear Mark Jones (MD) Diana Lyons Louise Myhill Tracey Thompson Barbara Wyvill	Philippa Allen Colin Blackmore Roger Burbidge Sue / Tim Burton Elizabeth Rix Rosemary/Brian Dear Mark Jones Diana Lyons Louise Myhill Tracey Thompson Barbara Wyvill James Mooney-Dutton Margaret Vincent Grant Harrison Stephanie Walsh (Friends') Fakenham Parish Church	PA CB RB SB/TB ER RD/BD MJ DL LM TT BW JM-D MV GH SW FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – ER	
	RB welcomed everyone to the first meeting after the AGM. The committee were thanked for their efforts in these strange times. He acknowledged the coming year was likely to be as difficult as 2020, leading to anxiety, stress and frustration at not being able to sing. There was a continuing need to remain calm, and to listen and respect everyone's views. RB formally welcomed Louise Myhill (LM) to the committee.	
2.	Minutes of meeting held on 24 th September 2020 One item to clarify: SB/TB would continue as Librarians under the current situation, but this was not an open ended offer. Minutes then agreed and signed as a true record	
3.	Matters Arising not on the Agenda RB asked whether we knew if the Thornton's had returned a box of glasses to Kay. TT will ask her	
4.	 Correspondence Nick Balaam had decided not to continue with Zoom In wanting to send a token gift of thanks to Carol Jennings, TT had emailed her to ensure she was not on holiday. No reply to date. TT will try again Kay Aldington had emailed to suggest the committee consider Fakenham Community Centre as an alternative rehearsal venue and the use of singers' masks. TT had replied that they were both on the agenda for tonight 	тт
5.	AGM matters arising There were none, but feedback that it had worked well via Zoom	
6.	 i. Balances at bank: current £7336.15 Friends £2061.85 No. 3 £1074.19 Deposit £4507.10. This totalled almost £15k, not much down on June having since paid all dues and with no income. Donations of £1160 received and commitment to FCS seen from the Friends with £345 paid. ii. GA felt there was insufficient information to talk about subs, but would like the following points on the next agenda for discussion: a) Do we charge subs from 1st Jan 2021? If so, who do we charge and how do we collect. Could/should there be different tiers e.g. in person, Zoom, not taking part at all b) Could we ask for termly subs c) Concerts – what are our thoughts d) Do we charge members who do not want to meet in person or via Zoom e) GA's draft 2020/21 budget assumed 75 members for 2 terms. If we did do concerts, knowing the probable income and expenditure, a £7k deficit was likely for the year, 	тт

7.	reducing our reserved to c£7k. f) GA and LM had discussed the collection of subs. The most practical solution would be online payments. TB said this functionality could be added to the choir website for a small fee New Constitution – formal acceptance GA and BW had found it hugely problematic to upload the new constitution to the Charity Commission website. In part this was due to the 2011 version not being on their files The new Constitution had not been amended since the committee last considered it Adoption of the new Constitution: Proposed by RD, Seconded by DL and all in favour GA and BW will now submit various documents electronically via the Charity Commission website to progress the matter	GA/BW
8.	 Risk Assessment BW had circulated the Risk Assessment prior to the meeting, asking for feedback RD had suggested an amendment which provided for different numbers of singers on the staging depending on how much of it was being used and in what way. This was taken on board and would also be used to update the Staging Safety Instructions document TB suggested using 'in person rehearsals' rather than 'normal rehearsals' BW was thanked for her work on this 	BW
9.	 With the above amendments, the Risk Assessment was agreed. Proposed: TT, Seconded SB and all in favour Conflict of Interest – submission by Committee members 	
	 BW confirmed there should be a form at the end of the Conflict of Interest policy for Committee members to complete. TT would circulate this and collate responses 	TT
	 BW summarised the current Covid situation. Cases were quickly rising again, but still relatively low in North Norfolk, but not all members lived there and people still travel to and from other areas. The official risk level for Norfolk was Medium. There was talk of a further national lock down but the situation was still very fluid and moving quickly MJ confirmed that several of his groups were meeting in person in Covid secure ways. Friends of some committee members were likewise rehearsing, as were SCCS. Nothing adverse arising Opposing views were discussed – e.g. a moral responsibility not to meet and spread the virus (to the wider community as well as members) vs the positive mental health benefits of singing The SA Hall was waiting for their Third Party Hire risk assessment to be signed off by HQ. Fakenham Community Centre was now in use, but not free on a Tuesday evening. FPC was not open to third party users. RD would follow up with Adrian at the SA Hall for any updates There was no information on what cleaning regime would be needed at the SA Hall and this may influence members' return. We still do not know how many would be willing to return to in person rehearsals although some were already going to other groups/clubs which had restarted. Knowing this would be key to understanding the feasibility and costs At the last meeting the committee did agree to surveying the members again for their views. GA felt some form of statement needed to accompany this. She had reviewed the Making Music risk assessment, in particular around ventilation. They suggest 15 – 30 minute rehearsals, then vacate the room for 15 mins to ventilate before resuming. TT wondered, as members knew the SA Hall well, whether examples would be helpful (e.g. the windows would have to be open, there would need to be a one way system, masks would be 	RD
	 worn at all time except when seated) The use of the term 'Covid Secure' was questioned, but MJ stated that for insurance purposes, it had to be included MJ confirmed that in Covid Tiers 1 and 2 (England), meeting to sing could continue (assuming Covid Secure) and, in theory also in Tier 3 although finding a venue may be challenging Singers' masks were discussed. LM would research patterns for home made versions. They were also available online. The efficacy of any face covering, other than medical grade PPE, was better than nothing but not 100% efficient especially if not used correctly. CB felt we could not make the wearing of singers' masks mandatory MJ had attended an ABCD seminar in which it was clearly stated that without the agreement of everyone on a committee, in person rehearsals could not resume/continue 	LM

	 NEXT STEPS: RD/CB would make a start on collating a member questionnaire and asked committee members to submit thoughts and suggestions to them. The next committee meeting would be booked soon to finalise the survey. For ease, it was suggested this was sent via email so members could simply reply 	ALL RD/CB
11.	Christmas	
	 In response to a group email, SB/TB had received no requests for the loan of the white carol book. RD would send a reminder to members 	RD RD
	 No one had checked with Fakenham Town Council about singing on a market day. RD would ask. Suggestion was about 6 singers in a cordoned off area with appropriate social distancing 	KD
	RB confirmed the Fakenham Christmas light turn on would all be virtual.	
12.	 Librarian Recruitment This was very difficult at the moment. The best way would really be to approach someone direct and ask. There was a need to be reasonably physically fit and have some storage LM wondered if it would focus members' minds if we stated the alternative was that everyone bought their own music! 	
13.	AOB	
	 GA. The Christmas Tree Festival was fully virtual this year. Website is www.christmastreefestival.co.uk The FCS page was set up with photos, our logo and how to donate. The site would also run videos from each group. Thanks to RD for being our video star! GA would send a Trustee declaration to LM for completion CB asked if there'd been feedback on the FCS Amazon Smile account. GA hadn't checked recently, but thought a minimum amount needed to be collected before this is paid out. LM hadn't found it easy to find Amazon Smile online, so RD would circulate a reminder to members about it RB. The member snow list was not needed at the moment, but we'd need to reconsider it if we resumed rehearsals MJ was asked for his general thoughts. He was working with several choirs, c80% of members were meeting, concerts were to take place and much music making happening. He was concerned that, if a concert situation arose for FCS, many members would not have learnt the music covered in the Autumn term via Zoom. Committee agreed we needed to continue rehearsing via Zoom for the moment and thanked MJ and JMD, acknowledging that working via Zoom was a thankless task with no idea how people were getting on 	
14.	Date of Next Meeting	
14.	 Thursday 12th November, 7.30pm, Zoom to consider the survey and, if time, the subs questions raised by GA 	
	Meeting closed at 8.50pm	

igned as a true record (name)	
rint name	Date