



Minutes of the Committee meeting held on Zoom on 11 January 2022

Attending: Tessa Cox (in the Chair); Ian Smith; David Roberts; Siân Rees; Jeremy Hopkinson; Imogen Allen; Julia Dickens; Vanessa Skelton (minutes secretary)

Action

1 Apologies and welcome

Tessa welcomed members to the meeting, and passed on Carol Yirrell's apologies.

2 Minutes and matters arising

The minutes of the meeting held on 9 November were approved.

Members agreed that a discussion of the store arrangements should be added to the agenda as point 5A.

David reported that he had been in touch with Nevilles, who had kindly agreed to transfer their valued sponsorship to the 21/22 season. He is finalising the arrangements and has raised an invoice per their wishes.

Siân reported that the church was booked for the Carol Concert on 17 December this year.

3 Arrangements for Face-to-Face rehearsals with simultaneous Zoom streaming from 12 January

It had already been agreed that every member would be asked to carry out a Lateral Flow Test on the day of the rehearsal. Members had also been notified that they must wear masks except when seated, and that there would be no refreshments as yet.

Siân agreed to continue to keep registers for those attending in person, and it was agreed that **Carol** would be asked to keep the register of those attending by Zoom – it was thought there would in fact be very few takers. On the occasions where Carol attends in person, she would be able to take the register of those attending by Zoom from the laptop in the hall during the break.

Siân
Carol

Peter would send an email to members informing them of the Zoom arrangements prior to the 12 January rehearsal (the next evening). The log in details would be the same as those for all previous rehearsals.

Peter

Ian would bring his laptop and a camera borrowed from St Andrews. Mics were available at the hall – Ian knew the arrangements for access, and also had the Hall's Wi-Fi password. **Tessa** would bring her laptop as backup, and would also log in on her phone, to see how the steaming was going and monitor any comments in the chat facility. **Imogen** would bring a laptop stand. The facility for attending by Zoom would of course be useful for those having to isolate, and it was hoped that it may

Ian
Tessa
Imogen

tempt some people who were not yet ready to return – singing with the whole choir should be easier than only hearing oneself when attending by Zoom.

Julia reported that 35 sets of music had been picked up on 5 January, which should prove useful in getting off to a reasonably timed start to the first rehearsal of the year.

Peter reported that there would be at least one new member attending – possibly three. Ian said that Kate Atalay would be returning – David asked **Ian** to speak to her about a date for the programming sub-committee.

Ian

4 Future scheduled events

21 January 2022 – Peter Wolfendale’s memorial service

Peter S had put together a choir, but was hoping to gain some more volunteers. Jeremy would be talking to the Rector, and would ask if extra seats could be brought forward towards the (small) choir stalls. Ian reported that sadly he would not be able attend. Music is tbc.

2 April 2022 - Bernstein ‘Chichester Psalms’, Lauridsen ‘Lux Aeterna’, Rheinburger Requiem

Ian would check with Beverley Thompson that all soloists had been contacted.

Ian

David would progress the tickets and publicity as soon as he returned from the States – the arrangements for the audience would be the same as those agreed for the November concert.

David

Siân reported that St John Ambulance had acknowledged receipt of our request for their attendance, but had not formally agreed. They were always late in doing so, and she did not anticipate any problems.

Peter would book the chairs.

Peter

2 July 2022 - FJ Haydn and M Haydn

Ian reported that sadly Carolyn Sampson could not make the date – **he** would make arrangements for an alternative.

Ian

Ian would check that he had sent the orchestra quote to Peter.

Ian

Vanessa would ask Peter Skelton to book the van

Vanessa

19 November 2022

The programme would be discussed at the sub-committee meeting planned for February.

17 December – Christmas Concert

Woburn have confirmed our booking.

Ian would put together a new suggested programme – including the works for which we had bought scores.

Ian

18 March and 24 June 2023

Again, programmes would be discussed at the forthcoming programming sub-committee meeting.

5 Future arrangements for concert set up

Vanessa explained that due to Peter Skelton now being over 70, the van hirers could not arrange excess protection when the van was hired, and that the excess was very high - £1500. **She** reported that she had recently been in touch with an insurance broker, and would talk to him about the possibility of arranging an independent policy for excess protection. She would report back.

Vanessa

Several ideas were discussed with regard to the problem of obtaining enough volunteers to help with the moving and setting up of the staging and chairs. Imogen suggested that it should be clearly explained to all members how many people were required at each stage of the set-up process, and that a sign-up sheet should be made available in plenty of time before the weekend of the concert. Members should be asked to seek help from any younger friends and relatives who were local.

Vanessa
Imogen

5a The Store

Peter reported that we were now legal renters of the store. The first quarter's rent had been paid, along with a deposit.

We established that Peter S has keys and that Julia is currently borrowing Vanessa's keys. Peter mentioned that it's best to go during the week to avoid problems with the gate being locked.

A small working party was needed to carry out an inventory and decide what items currently stored there were of no future use for the choir. Subsequent to that we would be able to purchase some simple shelving and suitable boxes and legal tape. Ian, David and Julia all said they would be happy to work on this. It was agreed that a date should be arranged when David returns.

Julia

6 Equality and Diversity policy

Tessa reported that when a suitable external person had been approached to take on the role of independent arbitrator, he had raised several questions about the exact nature of the role. To try to answer these, she had looked at the draft policy supplied by Making Music, and at some other policies, and seen that actually none had the provision of appointing someone who is named in the policy. Given this, she suggested that we should not appoint a named person at this stage, but simply state in the policy that if, after a complaint had been made and the Trustees had endeavoured to respond, the complainant remained unsatisfied, they could at that point request that an independent arbitrator to be asked to look at the matter. **Siân** volunteered to draft words along these lines. It was agreed that the decision of the arbitrator, whilst expected to be accepted, should not bind the Trustees.

Siân

7 Treasurer's report

Peter reported that he had, on 5 January, received an acknowledgement from NatWest Bank of the documents he had sent back in November. It was difficult to speculate on when the new account might finally get opened. He further reported that the deficit of £6000 he had budgeted for this year looked more or less on track.

Sadly, we were still very low on membership. There was also a loss in relation to music hire for the cancelled Christmas concert.

Ian said that St Andrews Church had been very grateful for the loan of our lights over the Christmas period and beyond – their lights had still not been repaired. They had given a donation to the choir, for which thanks were recorded.

Peter and Imogen are due to be meeting on 18 January to hand over the Gift Aid reclaim material to Imogen.

8 Publicity Officer vacancy

Sadly, this post had still to be filled, although it was hoped that one of the Sopranos may step into the breach – **Siân** would be speaking to her to give her more details of the role. There was some discussion about the role. It was considered that it might be one for which a team could be built to help with the actual distribution of fliers and copy to local publications.

Siân

One matter which had suffered from lack of publicity was recruitment. It was clear from discussion that other choirs had benefitted regarding recruitment from use of social media. It was not simply a matter of keeping our own FB page up to date, but making sure that other local community FB pages mentioned the choir, its activities and its membership. **Tessa** would look at the various local pages, and speak to Sarah Price about this.

Tessa

9 Future meeting dates

10 May; 6 September; 5 October (AGM); 8 November.

10 Any other business

Ian reported that he wished to attend a funeral in Worcester on 20 January. He would need to set off the evening before, and he asked for the committee's sanction to pass the directing of the rehearsal on the 19 January to Simon Berridge. This was given.

Suggestions for the concert dates for next year were put forward. There would be no Carol Concert. If 25 November was determined for the Autumn term, 23 March for the Spring term and 29 June for the Summer term, it would leave a long rehearsal time during spring, and it might be possible to put on one of the Bach Passions. **Siân** would contact St Mary's to see if these dates were available, and if so ask them to put them in the diaries.

Siân

Siân asked for the dates for rehearsals for the 22/23 term. 7 September to 14 December 2022 and 4 January to 21 June (with a 12 April break) were agreed. **Siân** would contact the Hall to confirm these dates.

Siân