

**Date:** Thursday 19 October 2022 at 19.00

## MINUTES

### 1 **Apologies:** Amy Howe, Jane Parkin

Present: Anne Adams (minutes), Alan Anderson, Anne Burleigh, Paul Henstridge (Chair), Helen Kirk, Paul Duffield, Georgina Hulse, Marianne Grayson, Jim Monach, Sally Turnbull

### 2 **Declaration of any conflicts of interest:** Georgina Hulse declared an interest in Item 8.4

### 3 **Minutes of previous meeting**

- 3.1 The Minutes of meeting held on 14 September 2022 were agreed, following amendments as follows: Item 3.2.5 add action Marianne G to create a guide to using SharePoint and circulate to trustees. Item 8.1 delete '1 re-donated to SPC' and replace with 'The money gift to one of the retiring officers had been re-donated to SPC'.

**ACTION: Anne A** to amend the 14 September minutes as agreed, prior to upload onto SharePoint and onto the Members Area of the Chorus website

- 3.2 Matters Arising - outstanding actions were checked and updated (see action list). Russel Eagling has agreed to take photos of the choir rehearsing at St Mark's, with a view to updating the stock of photos for use in publicity.

### 4 **Governance**

- 4.1 Finance deferred to next meeting in the absence of the Finance Officer

#### 4.2 AGM papers

- 4.2.1 The AGM agenda was approved, including the two resolutions (subs increase and change to Constitution). It was agreed that the proposed wording enables members undertaking non-Trustee roles could opt to stand as Trustees if they wish.

- 4.2.2 The Trustees Annual Report including accounts for 2021-22 was discussed. Trustees agreed that SPC had met its public benefit duty as outlined in the report. Various amendments were agreed (replacement of Rachel Rowlands with Nerissa Kisdon, change of date in IE report, mis-spelling of Trelawny, part of Stella Jockel bequest will fund the Young Composer Competition). The accounts and report have been approved by the IE Richard Pike and were approved.

- 4.2.3 An additional declaration had been added to the Trustee Nomination form, which was approved. The notification emails were approved and will go out in the next weekly update (initial notice) and on 31 October (formal notice and papers).

The Chair, Finance Officer and Administrator were thanked for preparing the reports and papers.

**ACTION: Anne A** to make the agreed amendments to the Trustee Annual Report, add the IE signature and send it to members, with the agenda, Nomination form and minutes, on 31 October 2022. Initial email to go to members within the weekly update by Sunday 23 October 2022.

#### 4.3 Policies

The Risk Management Policy had been reviewed by the Chair and the Administrator and was discussed and agreed, with the following amendments: removal of the action relating use of hard drive back-up.

**ACTION: Anne A** to transfer the risk management actions into the Governance Action Plan to enable trustees to track progress more effectively.

- 4.4 SPC Strategic Plan – deferred until feedback from the MD is received
- 4.5 Recruitment and Diversity – deferred to next meeting
- 4.6 Governance Action Plan

Progress is good, with most actions up to date. It was agreed:

- to abandon the 3-fold leaflet for another season and use the reverse side of concert flyers to publicise the rest of the season concerts
- to delete the action relating to checking that key data was being backed up, on the grounds that there was no reliable yet simple way to check this

## 5 Rehearsals

Following discussion about rehearsals, it was agreed to continue enabling a flow of air by keeping windows open. It was agreed that St Mark's would be a good alternative venue for next week's rehearsal which could not be at KES due to it being half term.

**ACTION: Paul H** to mention to Darius the fact that some members were finding it difficult to find the starting point in their music, given that different versions were being used; some couldn't hear unless he stands well forward

**ACTION: Anne A** to book St Mark's for the rehearsal on Tuesday 25 October 2022

## 6 2022-23 season

### 6.1 Young Composer Competition

Good progress is being made. Judges suggest a move of the deadlines to 31 December for submissions and mid January for announcement of the winners but have yet to confirm this. Launch delayed as a result but will be as soon as confirmation is received. Classical Sheffield is helping with publicity, both by provision of their publicity contacts list for us to use, and by launching a publicity campaign via social media once the competition is launched. The competition pack is almost ready, waiting for bios and photos from judges.

### 6.2 Saturday 12 Nov 2022 concert in St Mark's

Event planning group had met and the planner updated; good progress being made. MG confirms about 100 to 110 singers, can be accommodated but double choir formation may be tricky to organise and enforce. It was agreed that early instructions to the Chorus would help prevent 'rogue' responses re seating. St Marks could be used for the final rehearsal before the concert, so that seating in the double choir formation could be finalised before the concert day. Jim has pursued Evacuation Policy which James Oliver will send for distribution to the Chorus. James confirms 280 audience, 300 max. Agreed to purchase a new, sturdy music stand (cost around £100). Flyer almost ready, should be available for next rehearsal. Agreed to purchase 1000. will be ready and programme almost ready.

**ACTION: Georgina H** to send details of the RAT music stand to Jane Parkin so one can be purchased.

**ACTION: Jim M** to speak to Darius re seating implications of double choir, and use of St Mark's for the final rehearsal before the concert

**ACTION: Anne A** to inform Amy H re flyer numbers (1000)

### 6.3 Saturday 17 Dec 2022 carol concert at City Hall 2.30pm

Agreed to have mince pies and sherry at the interval, but no Friends event as there is no time and probably wouldn't be able to use City Bar. No opportunity to offer comps for this concert. Music has been obtained, a new piece composed by a friend of Darius is being

printed, total cost unlikely to be more than £100. Agreed to charge £2 to help cover costs of music for more expensive concerts.

**ACTION: Helen K** to organise carol concert interval sherry and mince pies

**ACTION: Librarians** to charge £2 for Christmas music hire

6.4 Saturday 4 Feb 2023 *Music in Common Time* City Hall – nothing to report

6.5 Sunday 19 Mar 2023 Mahler 2 City Hall

Planning being done by a collaboration group on which SPC is represented by Anne Adams, Jane Parkin and Paul Henstridge. Plans proceeding well, tickets now on sale priced £16, free for under 16s. Concert budget was discussed. Hallam Choral Society and SPC carry 1/3 of costs and ticket income, ie 1/6 each. The orchestra share is 2/3, ie 1/3 each, as they play a larger part in the work and are larger. SPC predicted loss if 500 tickets sales is £2,500. There may yet be more costs, but maximum loss estimated to be £3500, as had originally been agreed by trustees. Anne A is contracting soloists, Ella Taylor £500 and Anna Harvey £700 – very modest fees.

**ACTION: Anne A** to feed back concerns about soloists possibly being inaudible above the sound of the massive orchestra in the City Hall's dead acoustic, based on a previous Mahler 2 there.

## 7 Future projects

7.4 Tours to Bochum and France.

It was agreed that, although neither trip is likely to happen in the current season, we need to decide (a) whether to go ahead with one, both or neither (b) whether to plan as pure electives or more official trips with Darius as conductor and (c) which should come first.

**ACTION: Paul H** to ask Darius whether he would conduct us on official trip(s)

**ACTION: Paul H** to speak to Matt Morgan about French trip, ie, it hasn't yet been agreed, and ask for more information

**ACTION: Paul H** to ask Graham Dawson for more information about the proposed Bochum trip

## 8 Committee Officer issues/reports

8.1 Membership. No change since the previous meeting

8.2 Librarians It was agreed that the payment to Allan Lacey was in two parts: one is a fee covered by the invoice he has already sent, and the second, to cover mileage, is more of a gift from the Chorus as acknowledgement and thanks for his generosity in organising the cataloguing and transfer of SPC's music library.

**ACTION: Jane P** to pay Allan's mileage at 30p per mile as previously agreed, mileage as listed in his report to trustees, and to pay costs in accordance with the invoice he has sent

8.3 Social Events. It was agreed to go ask members for a £3 donation to cover the costs of wine and cheese for the post-AGM social. It was agreed to invite Friends, professionals, Howard and Dorothy to the social. Howard will be presented with his gift. Richard Salt will collect donations at rehearsals, but payments by bank transfer would also be enabled.

Helen was thanked for organising what was agreed will be a really good social event.

**ACTION: Helen K** to invite Friends and Friends for Life to the social, along with Darius, Rachel Fright and Maggie, also Howard Dore and Dorothy Plant.

**ACTION: Helen K** to draft an item for the weekly update, asking members for donations and providing bank details for those wishing to pay by bank transfer, ref AGM

Georgina Hulse withdrew from the meeting.

- 8.4 Singing workshops It was agreed that Georgina Hulse was the best-placed person to provide workshops for members, given her experience in providing successful workshops in the past, and her experience as a singing teacher and in leading choirs generally. Trustees agreed that a fee should be offered for the workshops, the first of which had taken place and had been very well received.

**ACTION: Anne A** to ask Darius to suggest a suitable hourly fee for the workshops and inform the Finance Officer so payment could be arranged.

Georgina Hulse returned to the meeting.

8.5 Ladies sashes Following extensive discussion, it was agreed to continue having sashes for the ladies. The replacement fabric is not silk, so is far less expensive and will probably cost around £2 to £3 per sash.

**ACTION: Sally T** to have sufficient sashes made to provide for new members throughout the season.

Meeting closed 21.45

Date of Next Meetings -18 Jan, 8 Mar, 17 May, 12 Jul

#### **Items for future agendas**

SPC Strategic Plan; Recruitment and Diversity; YouTube channel, new CD, contracts, Bring a Man for Verdi Requiem (Sally T)

#### **ACTION LIST**

##### **From 10.02.22**

- **Amy H** to design new banners with new logo and photo(s)
- **Amy H** to investigate advertising in Sheffield area magazines especially in S10 and S11

##### **From 14.09.22**

- **Anne A/Rosemary A/Alan A** ask if Els Pearse knows whereabouts of signed scores, separate others from stock as they appear
- **ALL** to check that they have uploaded to SharePoint their SPC documents which might be valuable to successors or in emergency
- **Marianne G** to create a guide to using SharePoint and circulate to trustees
- **Jane P** to check to see if Direct Debit offers a time-effective approach to collecting subscriptions
- **Anne A/Jane P** to produce a set of Financial Procedures to include how SPC deals with payments to trustees.
- **Event Sub-committee** to ensure that City Hall makes suitable arrangements for security at the new exit from backstage (ie the 'old' stage door)
- **Anne A** to arrange payment of conductor accommodation, if necessary, as this will be less than the cost of coaches to Manchester
- **Jane P** to arrange payment for Allan Lacey's mileage, at 30p per mile
- **Helen K** to buy present for Howard, at £50 – 100, liaise with JM over nature of gift.

- **Georgina H** to consider initial costs and practical details for setting up a youth choir and come back to the Committee with further suggestions

**From 19.10.22**

**Anne A** to amend the 14 September minutes as agreed, prior to upload onto SharePoint and onto the Members Area of the Chorus website

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**Helen K** to organise carol concert interval sherry and mince pies

**Librarians** to charge £2 for Christmas music hire

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**Sally T** to have sufficient sashes made to provide for new members throughout the season.