

Wed 19 March 2025 7pm, at Marianne's: 50 Endcliffe Glen Road, S11 8RW, 01142661200

Present: Anne Adams, Alan Anderson, Paul Duffield, Marianne Grayson, Georgina Hulse, Helen Kirk, Jim Monach (chairing meeting), Annie Park, Jane Parkin, Kathy Towers, Sally Turnbull.

Apologies: Jo Briddock, Patrick Callaghan.

MINUTES

- 1 Apologies were reported and there was a reminder of the Equality Diversity and Inclusion (EDI) Policy.
- 2 Conflicts of interest arising from one or more agenda items
Anne Adams highlighted her own interest in item 4.6 (relating to her successor) but it was agreed that it was essential that she contribute to the discussion.
- 3 3.1 Minutes of meeting held on 16 Jan 2025 were approved without further amendment.
3.2 Matters Arising
The 'Yorkshire' Carol Book
This is now with GH as Jenny Swann is no longer on the Committee. It was agreed that the 'Yorkshire' descriptor might not now be the most appropriate.
ACTION: GH to sound out the Musical Director as to his own thoughts about the most suitable content and title (eg something potentially including his own arrangements).
The Repertoire Survey
This has been created by MG and is to be sent to the MD for comment in due course.
Reviews
There is still a need for at least one reviewer to attend concerts and write them up for local media.
ACTION: GH to explore potential reviewer candidates (Steve Terry's Sheffield College contact was mentioned, as well as the possibility of approaching Sixth Form students studying music).
ACTION: Anne Adams to speak to Nick Potter again re. reviewer from University of Sheffield music department.
Making Music
ACTION: JM to revisit his action point about providing logging on info to Anne.
Women's Dress
Annie P had sourced samples of brooches and scarves and a brooch was chosen. This will be instigated for the Christmas 2025 concert. It was agreed that Chorus members will pay the £5.29 (apx). Annie was thanked for her work identifying and sourcing options.
ACTION: AP to speak to the supplier to ascertain when the required number of brooches can be available.
- 4 Governance
4.1 Finance

JP reported that the £5K refund from HMRC has at last been received. Thanks to AA and JP for their persistence in obtaining this. JP also reported that new Chorus members have mostly paid or arranged to pay their subs. CD sales have made a small profit.

With regard to the concert on 23 March, the photocopied Stephen Johnson scores proved to be expensive (£1051) but it was pointed out that there is funding of £1500 from the promoter IMG to offset this.

It was also agreed that in future the budget column of the Finance Report should be updated ahead of each meeting to reflect actual spend as much as possible.

ACTION: Anne A to update the Finance Officer role description document to reflect the duty to update Finance reports prior to their scrutiny by the committee.

4.1.1 The 2024 – 25 budget was approved.

The 2022 – 25 three-year budget

This item was deferred to the next meeting.

4.2 Equality Diversity & Inclusion, including recruitment & retention

This item was deferred to the next meeting.

4.3 SPC Strategic Plan

Progress against targets in the Strategic Governance Action Plan was reviewed. The uploading of templates is currently underway. There was discussion of the colour-coded items (red: not yet undertaken, orange: in progress, green: complete) and it was agreed that the wording of certain targets was making it difficult to move them from red into orange.

ACTION: Committee members to send to Anne A any suggestions as to how the wording might be adjusted to make it easier to report/signal progress.

4.4 Policies

4.4.1 Recruitment Policy

This policy is in progress and there remain a few changes which can only be made when the wording required by EDI requirements is available.

ACTION: Anne A to remove the reference to submitting a CV from the 'How to apply' section of the Recruitment Policy.

4.4.2 Safeguarding Policy

This policy was approved with the recent amendment (ie the addition of Rachel Fright's name).

4.5 Friends

This initiative is with GH to take forward.

ACTION: GH to explore opportunities re. Friends and to report back to the Committee in due course.

4.6 Trustee diversity and succession planning

A significant portion of the meeting was devoted to discussion of the Administrator role and Anne A's replacement. This included reviewing the revised Roles and Responsibilities and Chorus Management / Structure documents which have been prepared by Anne A, MG, JM

and JB. These members of the Committee were thanked for the considerable amount of work that has gone into this exercise.

The documents detail all the roles (including some new ones) that will need to be filled when Anne A steps down. Many of Anne A's duties/responsibilities have been re-allocated and the documents indicate where this is the case.

Some existing roles still need descriptive text detailing responsibilities.

The Committee also reviewed the PowerPoint slides which are to be used in a presentation to the Chorus in mid-April. This presentation will be made by JB and will take place during a rehearsal break. It was agreed that all the slides are clear and helpful in communicating the structure of the Committee and how the various roles relate to each other.

ACTION: Alan A, Paul D, Georgina H, Jane P and Boo Spurgeon to define their responsibilities and add these to the document / send to Anne A by the end of March latest.

ACTION: Annie P and Patrick C to add details about the responsibilities of member reps, based on their own experience of the role.

ACTION: Anne A to update the website with a list of roles + links to a page for each which gives detail of responsibilities. This to be completed by the time the presentation is made to the Chorus in mid-April.

ACTION: date for presentation to the Chorus TBC.

4.6 Trustee diversity, the Vice Chair role and pending Member Rep vacancies

This item was deferred to the next meeting, although it was agreed that there is probably no need for a Vice Chair role at the present time.

5 Operations

5.1 Brief review of recent events to determine learning points

There was discussion of the recent rehearsal at St Marie's Cathedral and the difficulties associated with the lack of chairs, poor lighting etc. A new seating plan is to be communicated to the Chorus as soon as possible, plus information about using reading lights.

5.2 Voice Exchange

Nothing to report at the present time.

5.3 Marketing and Publicity

Nothing to report.

5.4 Music hire

This item was deferred to the next meeting.

5.5 Women's concert dress

This is covered in item 3.2 above.

6 2024-25 season and beyond

6.1 Repertoire Planning Group

The Group was thanked for its useful report which was reviewed. All agreed that good progress is being made.

6.2 Event Planning Group

It was agreed that it is essential that a meeting takes place in the very near future.

ACTION: Jo B to convene an EPG group meeting ASAP.

Stella Jockel YCC 2025

Anne A updated the Committee on plans for the 23 March concert, all of which are in hand. AA was thanked for all her hard work in running the competition and making the arrangements for the award presentation, including the trophies.

ACTION: Alan A to provide Anne A with the cost of the 'for music like the sea' scores as this will be covered by the legacy.

7 Committee Officer issues

7.1 Membership Officer

MG reported that there are currently 167 Chorus members, plus 10 on leave of absence.

7.2 New Membership Officer

ST reported that there are six new members and six or seven awaiting an audition on 31 May. It was agreed that a very long wait for an audition is far from ideal and that the difficulty of finding a date when the MD, Rachel Fright and Maggie can attend is one of the obstacles.

ACTION: Sally T to ask the MD whether auditions might take place without Rachel as she is the person with a large number of weekend commitments.

7.3 Social Events Officer

Helen K reported that she has booked the Crookes Social Club and the band for the ceilidh on 8 May. Quotes are currently being sought for the pie & pea supper.

All agreed that the Singing at Chatsworth invitation is a great opportunity and that it could be combined with an SPC summer picnic to make it a social occasion too.

ACTION: Anne A to accept Chatsworth invitation by end of March deadline.

7.4 Librarians

Nothing to report at the present time.

7.5 Education and Outreach Officer

GH confirmed that her workshops are to resume in May.

7.6 Other Officers

Nothing to report.

8 Any other business

The lunch for Bill Smyllie is being planned by JM who is contacting friends and making arrangements.

One additional meeting p.a. was mooted but it was agreed that six meetings annually is probably sufficient, providing the RPG and EPG meet regularly in between.

The next meeting will not be at Marianne's house as she is likely to have moved but will be at the Shirley House Committee Room (next door to St Andrew's Church).

ACTION: MG to book the room for 14 May.

The meeting concluded at 9.35pm

Date of Trustee meetings: 14 May 2025 (new venue), 16 July 2025, 10 September 2025

Date of AGM 2025: 07 October 2025

ACTION LIST

From 15 May 2024

MG to progress survey seeking member input re repertoire Scheduled for New Year 2025
IN PROGRESS

From 9 July 2024

Kirsty Christer to market the Friends Scheme once it is in place

From September 2024

KC to take forward sourcing sound files for YouTube IN PROGRESS

JB to check with R4 producer Chris Taylor whether excerpts would be available, including any material that wasn't included in the programme.

AA to continue to look for award opportunities IN PROGRESS

JM to check with JS as to her progress with an annual awards calendar with opportunities, categories and deadlines etc.

AA to check progress with Joe Banerjee about concert reviews and any contacts he may have

AA to continue to take forward hire agreements IN PROGRESS

From 16 January 2025

JB to communicate arrangements for men's concert dress to the Chorus at an appropriate time.

JM to send Making Music log-on procedures to AA for inclusion in the weekly Update so that Chorus members can access the website.

MG to reactivate the Voice Exchange for The Creation concert. DEFER TO SEPTEMBER

AA to consult with Jo Towler of Music in the Round about suitable wording (EDI Policy) and what has been adopted by other relevant organisations such as MITR.

AA and JB to prepare a simple presentation about the Administrator role.

Trustees to continue to put forward and sound out possible replacements so that the handover can begin as soon as possible.

~~AP to investigate available options for a corsage/brooch for a budget of apx £3-4 per item.~~

From 19 March 2025

Carol Book: GH to discuss with the MD what might work best as a format for the publication.

GH to explore potential concert reviewer candidates.

Anne A to speak to Nick Potter again about possible reviewers from University of Sheffield music dept.

JM to revisit his action point re. Making Music account log-in etc. and take forward.

AP to speak to the supplier to ascertain when the required number of brooches can be available.

Anne A to update the Finance Officer role description document to reflect the duty to update Finance reports prior to their scrutiny by the committee.

Committee members to send to Anne A any suggestions as to how the wording in the Strategic Plan might be adjusted to make it easier to report/signal progress.

Anne A to remove the reference to submitting a CV from the 'How to apply' section of the Recruitment Policy.

GH to explore opportunities re the SPC Friends initiative and report back to the Committee in due course.

Alan A, Paul D, Georgina H, Jane P and Boo Spurgeon to define their officer responsibilities and add these to the document / send to Anne A by the end of March.

Annie P and Patrick C to add details about the responsibilities of member reps, based on their own experience of the role.

Anne A to update the website with a list of roles + links to a page for each which gives detail of responsibilities. This to be completed by the time the presentation is made to the Chorus in mid-April.

Date for presentation to the Chorus about roles and opportunities TBC.

Jo B to convene an EPG group meeting ASAP.

Alan A to provide Anne A with the cost of the 'for music like the sea' scores as this will be covered by the legacy.

Sally T to ask the MD whether auditions might take place without Rachel as she is the person with a large number of weekend commitments.

Anne A to accept Chatsworth invitation by end of March deadline.

MG to book the Shirley House Committee Room for 14 May.