

Wednesday 12 November 2025 7pm, at St Andrew's Church, Psalter Lane, Sheffield.

Present: Alan Anderson, Jo Briddock (chair), Marianne Grayson, Georgina Hulse, Jane Parkin, Sally Turnbull,

Apologies: Paul Duffield, Anita McKay, Annie Park, Boo Spurgeon, Kathy Towers.

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 – there were none.

3 3.1 Minutes of meeting held on 10 September 2025 approved without further amendment.

3.2 Matters Arising

Kirsty Christer action to promote Friends Scheme removed until Friends Scheme up and running

Award opportunities action to be removed.

ACTION: Kirsty Christer to try and source contact details for reviewers on Bachtrack and approach as appropriate.

ACTION: Jo Briddock to ask Rachel Mallaband if she will take on the professionals' contracts as well as soloists.

Event Planning Group meetings need to be reconvened.

ACTION: Jo Briddock to reconvene EPG meetings as soon as possible.

4 Governance

4.1.1 Finance Reports

Jane Parkin reported that most had paid/set up standing order for subs.

Pam Leon has agreed to take over Finance Officer role at next AGM.

Two new trustee signatories are needed for the Co-op bank account.

ACTION: Contracts Manager to liaise with Darius to arrange fees for Elijah soloists.

ACTION: Marianne to put in weekly update about the Finance Officer vacancy.

The Committee approved the Finance Report and budgets.

4.2 Equality Diversity & Inclusion, including recruitment & retention

Marianne thanked for the draft of Brigantes concert. Planning Group and Darius thanked for the sensitive handling of members concerns re. Concert

ACTION: Marianne to send out survey to the choir

4.3 SPC Strategic Plan

The strategic plan was reviewed and updated.

ACTION: Jo B to update the New Trustee pack.

4.4 New roles, ways of working, RPG and EPG.

A discussion on email protocol was held.

The lack of volunteers for the secretary role was raised and it was decided to make another plea to the choir.

Due to problems with the login for members area of the website it was suggested that each member has their own login.

Matthew has suggested a new website.

A noticeboard at rehearsals will show the FAQ and mugshots of trustees/non-trustees and their roles.

Non-trustees are Kirsty, Helen Kirk, Ann Adams, Matthew, Boo, and Rachel.

The EPG is to meet 4-6 weeks before each concert. It has a vacancy for a new member.

Ros was thanked for her work at the concert on 1st November 2025

ACTION: MG to liaise with Matthew re members login and FAQ

ACTION: All officers to stand at the front and introduce themselves and their role to the choir.

ACTION. Ros to ask Anita if she would like to join the EPG

4.6 Music library store

Music is stored in the attic of Broomhill Community Library @ £25 pcm soon to rise to £30 pcm

Consideration is to be made for a new venue due to safety issues regarding the spiral staircase access.

ACTION: JB to ask members for ideas on a new library storage site.

4.7 Survey of Chorus

127 members (75%) completed the survey with supportive and constructive comments. The report is not yet available. Marianne was thanked for her work.

5 Operations

5.1 At self-funded concerts it was decided that a suggested donation of £1 will be asked for for programmes.

Safety concerns regarding the rostrum were raised.

ACTION: Ros to ask Darius for suggestions on a suitable rostrum for the chorus to buy.

ACTION: Ros to try to locate the music stand.

5.2 Voice Exchange

Update received form membership officer.

5.3 Marketing and Publicity

Nothing to report

6 2025 – 26 Season and beyond

6.1 Repertoire Planning Group

Meeting Monday 17th November 2025

Marianne gave a brief description of the role of the RPG for new trustees.

6.2 Event Planning Group

There is nothing to report. Committee Officer issues.

Committee Officer issues/reports

7.1 Membership Officer

175 members

10 on leave of absence

Highest number of members is recent years.

7.2 New Membership Officer

Recruitment and auditions going well.

7.3 Social Events Officer

Ceilidh scheduled for May 2026

Social after AGM 2026 to be moved downstairs due to inaccessibility of the upstairs room.

7.4 Librarians

Going forward the choir will be asked if they own, would like to buy through the choir, or would like to hire the concert music.

L. Boulanger copies to be loaned out.

ACTION: Jo to liaise with Young Composer winners re the scores of their music.

ACTION: Alan to contact Anne to gain access to Sharepoint.

ACTION: Alan to inform Jo of members who haven't returned music.

7.5 Education and Outreach Officer

Received a report on the success of the workshops.

7.6 Other Officers

Nothing to report.

8 Any other business

The committee discussed Rachel Copley's request that the committee to consider a young accompanist

Date of Trustee meetings: 14 January 2026, 11 March 2026, 13 May 2026, 15 July 2026.

ACTION LIST

From Sept 10 2025

- Contracts Manager to liaise with Darius to arrange fees for Elijah soloists.
- Marianne to put in weekly update about the Finance Officer vacancy.
- ~~Marianne to send out Brigantes survey to the choir. DONE~~
- ~~Jane Parkin to make amendments and recirculate the budget to the Committee to be approved by email. DONE~~
- ~~Jo B is to check that the nominated conductor and accompanist stand-ins are still willing to fulfil their roles. DONE~~
- ~~Marianne to review all Anne's email addresses and re-allocate as appropriate. Also to set up the automatic reply from the administrator address. DONE~~
- Anne A to check whether the status of contracts with both Kirsty Christer and Georgina.
- Jo B to continue oversight of the marketing contract.
- ~~Jo B to let Kirsty know that the marketing plan and budget have been agreed by the Committee and to ask Kirsty if she needs specific input from Committee members on particular initiatives. DONE~~
- Anne A to put a note into a future Update about women wearing 'smart black' and to revise the concert dress info on the website accordingly.
- ~~Jo B to add the library store to the next Committee meeting Agenda. DONE~~

From 12 Nov 25

- Kirsty Christer to try and source contact details for reviewers on Bachtrack and approach as appropriate.
- Jo Briddock to ask Rachel Mallaband if she will take on the professionals' contracts as well as soloists.
- ~~Jo Briddock to reconvene EPG meetings as soon as possible. Ros to convene when required.~~
- ~~Marianne to send out Brigantes survey to the choir. DONE~~
- Jo B to update the New Trustee pack.
- ~~MG to liaise with Matthew re members login and FAQ. DONE~~
- ~~All officers to stand at the front and introduce themselves and their role to the choir. DONE~~
- ~~Ros to ask Anita if she would like to join the EPG. DONE~~
- JB to ask members for ideas on a new library storage site.
- Ros to ask Darius for suggestions on a suitable rostrum for the chorus to buy.
- Ros to try to locate the music stand.
- Jo to liaise with Young Composer winners re the scores of their music.
- Alan to contact Anne to gain access to Sharepoint.
- ~~Alan to inform Jo of members who haven't returned music. DONE~~

