**Minutes**

**Meeting – Tuesday 22nd October 2019**

1. **Present: David Stout (DS) Chairman, Janice Nixon (JN) Secretary, Catherine Garratt (CG) Treasurer, Janet Culley (JC) Librarian, Janet Langley (JL) Committee Member, Jean Armstrong (JA) Committee Member**
2. **Approval of Minutes re meeting held 4th September 2019 –** *Signed off by DS*
3. **Financial Report –** *As per the attached report.*

**a)** *since the report was sent CG has received the invoice from William Howard which was much lower than in previous concerts (£169.00) due to not using the common room for interval refreshments and our after-show party.*

*Overall profit for the Summer Concert is on a par with previous concerts even though it was later in the year - £1127.74*

*Ticket sales were down a little but not much 173(180)*

*b) Subscriptions after much discussion it was decided that from 2020 subscriptions should be increased to £96.00 per annum (£8 per Mth)*

*c) After our Summer recruitment drive, we have welcomed 4 new members to the choir.*

1. **Draft Policies and Risk Assessments-**

**a)** *All Policies and risk assessments are to be reviewed annually and will be noted on the AGM Agenda.*

b) CG has drafted the risk assessment. One assessment has been drafted and accepted by the committee covering external concerts. Additional Risk assessments needed for rehearsal venues and our own concerts - accepted by the committee.

c) Privacy Policy – accepted on the proviso that information regarding photography and Cookies are included in the policy.

d) Constitution needs updated re the extension to the office of Chairman which was agreed at the AGM meeting in 2018.

e) Health and Safety Policy drafted and accepted by the committee.

1. **Purchase of Music**
   1. *Strategy/Policy re future purchase of music and mix used in the concerts i.e. 50/50 Old/New. To be discussed with Stuart at the next meeting*
   2. *Making Music – Trial Licencing - after looking at the small print regarding this Trial scheme it was decided that further information would be needed before we could make a decision, CG to speak to MM and report back.*
   3. *MM library and resources – SS has previously made a comment that he preferred that the choir owned the music so that it could be part of future repertoires.*
2. **Christmas Concert arrangements**
   1. **Venue** – William Howard - Date Booked 13th December 2019
   2. **Compere** *– Since Belinda Artinstall is not available it has been decided to self-compere the Christmas concert with volunteers from the choir.*
   3. **Program/ Publicity** *– Jean has volunteered to do the publicity during Karens absence and will check with Karen regarding the printing of the posters etc*
   4. **Refreshments** *– Craig Culley once again has volunteered to do the refreshments and will organise a festive punch and Christmas biscuits. Janet, Craig and Catherine hold plastic cups and tea urn.*
   5. **Raffle** *– Volunteers will be asked from the membership to organise and run the raffle*
   6. **After Show Party** *– To be held in the Howard Arms, we will need to arrange things differently this time so people arriving late will get a chance of food. It was suggested that the buffet be served twice throughout the night. JN to liaise with Howard arms re the buffet.*

*DS will ask the members about the cost of the buffet and whether they would be happy to pay more.*

* 1. **Soloists** *- Stuart to select a panel of judges to sit in at the solo auditions. The date for the auditions to be arranged as soon as possible. To be decided at the next meeting on 7th November 2019.*

1. **AOB**
   1. **Concert requests**
      1. **Eden Valley Hospice – Arranged for 6th December at 13:15pm**
      2. **Walkers Funeral Directors – To be arranged for next year**
      3. **Downagate -** *Concert to be arrange for early in the new year*
      4. **Lanercost Festival –** *David to be informed that Les Mis is not a viable option for the choir.*

**Meeting Ended 8:30pm**