

**North Kingston Choir**  
Meeting Agenda  
Friday 6<sup>th</sup> May 2016 8.00 pm  
at Bates' home

**Present**

Jem Goddard (JG) – Chair  
Jessica Bate (JB) – Musical Director  
Daisy Morris (DM) – Events Officer  
Vanessa Hartley (VH) - Treasurer  
Emma Richards (ER) – Social Secretary  
Tristan Bate (TB) – Communications Officer  
Simon Thomas (ST) - Secretary

**Apologies**

Alan Waterman (AW) – Membership Officer

1. Welcome
2. Apologies
3. Actions from previous meeting – incorporated into separate sections below, marked with ?
4. Music Report
  - ? TB to put advert for pianist on website - done
  - ? JB to inform Delia of committee decision - done
  - ? Soundcloud recordings - All to informally approach other members independently to see if anyone else wants to volunteer - The live recordings by choir members are preferred. ST has volunteered to record parts. JB has selected some songs with recordings included from a group in Bristol – this is a less work-intensive option and perhaps we should seek this where possible. JG said we don't necessarily need to record all the songs.
  - ? JG will manage sectional rehearsal bookings on an ongoing basis - ongoing
  - Rehearsal location for next term
    - a. Quaker Centre – feedback is that it is a pleasant venue but parking is difficult. There is no pub nearby and most people would drive. Difficult to drop off equipment.
    - b. Fern Hill School – AW has liaised with Fern Hill and they have said that they can give us the hall and a music room for £50 a week. They are happy for AW to be the keyholder, avoiding the need to use their caretaker. They have a piano. Decision to try this venue on 20 June. **AW to check whether Fern Hill School available on 20 June and whether we can do a trial.**
    - c. Tudor Hall - is a bit soulless and we can't split into separate groups. JB says that it is important that we have access to 2 rooms.
  - Review of sectional rehearsals – girls held an impromptu extra rehearsal at Canbury Pavilion on 27 April, but they got drunk on prosecco and scared by a trapped squirrel. JB has booked a further rehearsal at Canbury Pavilion on 29 June, which will be for whoever wants to

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come. JB keen to book another sectional rehearsal for men before next summer performances. **JB and JG to investigate suitable date and venue**

- Pianist – our new pianist remains under review, she is coming to the next rehearsal, then we will see. If it doesn't work out, we will pay for a professional pianist. **JB will put an advert on Gumtree + Streetlife for a paid pianist.**
- Rehearsal schedule for summer term and performance dates – this is uploaded onto website. Discussion about what time we should arrive at Canbury Bandstand for concert – need to set up banner, sound checks etc. Decision that main choir to arrive at 2pm, those required to arrive earlier for set-up.
- Sound technician (JG) – JG has 2 candidates for the job. Guy in his 20s who is working in a studio, also an older guy who lives in Elephant and Castle and is a hobbyist. JG is going to meet up with him. Cornerhouse has a full sound system, both would be able to work this. Sound technician will be really important for Cornerhouse venue but less critical for Canbury Pavillion. Decision that NKC will pay expenses and will give them a gift.

5. Finance Report

- ? VH to research the eligibility for and merits of charitable status – see below
- ? TB to clarify with Making Music that we are not subject to the £5000 charitable status limit – correct, but once we have reclaimed the gift aid, this will need revisiting.
- ? VH to arrange new signatories – It is possible for AW and JG to also have a debit card and online access. Decision that JG will also have ability to make payments online. The grant application required 2 signatories. The constitution states 2 signatures for cheques and expenditure over £100 needs to be pre-notified. Forthcoming expenditures meeting this criteria will be pre-agreed at previous meeting. **VH to arrange online account access for AW and JG.**
- ? VH to inform Tudor Hall so we don't pay twice - done
- Gift Aid for NKC (JG) – we can reclaim 25% of members' fees because we meet charitable status, providing the member pays tax. But what would we do with the money? It would be useful so we don't need to go for cheapest option all the time, could set some aside for tour too. Could use for pre-recorded tracks, music stands, autocue. But if we claim tax back, we will exceed the £5000 charitable status limit. This would mean we would need to register as a charity, submit accounts, have trustees etc. Could we backdate our gift aid claims? Possibly not because previously we did not have charitable aims in our constitution. We might need to update our constitution. We can seek choir view on what to spend additional money on. **VH and JG to start the gift aid application process.**
- Grant Application to Royal Borough of Kingston Upon Thames (JG) – not clear whether we are still in time to make an application for this year, but in theory we are eligible to reapply. We got £750 last year. Do we need / want this money? With a grant we have to say exactly what we spend it on. We could professionalise recordings etc. But would having additional

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capital change the nature of the choir? **JG to research grant application further and in particular whether we have missed the deadline.**

6. Membership Report

- ? AW to review membership officer inbox to identify relevant questions – done
- ? TB to draft FAQ responses then circulate to committee for review - done
- ? **AW to buy a stock of folders from Wilkinsons. Choir will continue to fund. Review after 6 months. AW will obtain existing stock from Maike – awaits update**
- ? AW to report back to next committee with view on membership considerations, including whether we close to new members joining next term and then re-open in September – we have closed to new members until September. We will keep numbers the same. We are now 2 male members down (30 women, 16 men).
- **AW to request fees for September in July so that we have an indication of who is going to leave over the summer.**

7. Events Report

- ? DM is going to chase arrangements for forthcoming concerts – arrangements are ongoing with Meta at Cornerhouse, DM is arranging. For the Canbury Bandstand concert, electricity will be connected at 1300 hours and band members will meet at this time. Choir arrives at 1400. Set is 1500-1700. No need to book somewhere afterwards. **DM to phone Radio Jackie to get promotion for bandstand concert.** The concert is also advertised on RBK website but hard to find. We will attract members of public walking by. Harder to attract audience for Cornerhouse. We need the banner for bandstand – **DM to locate NKC banner and bring to Canbury Bandstand concert.**
- ? DM to research local options for festivals / collaboration etc – nothing in the pipeline at the moment but consider next year. There is Three Counties Community Choir Festival – you do your own programme, then collaboration. This year it is 14 May in Kent. Also Godalming Music Festival February – March 2017. We will also apply for Southbank Chorus Festival next year – discuss again in September.
- ? DM to confirm Cornerhouse Theatre for 27 June and 4 July – done
- ? Tour - **JG to request tour volunteers in next newsletter and at next rehearsal**
- Summer concert
  - a. Name and time – 4pm or 5pm (need to check about selling alcohol in the break). Meet 2 hours before, for rehearsal, then break prior to concert. It is going to be called Summer Lights. **DM to confirm with Cornerhouse re licence conditions and determine concert time accordingly**

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- b. Charity – shortlist of 2 – we will have a vote on Monday – Samaritans on Macmillan. JG to ask Hannah whether she wants to say something about Samaritans on Mon. **DM will approach the chosen charity to ask for publicity.**
- c. Flyer designs – choice 2 – **DM will finalise flyer design with Emily and send to Cornerhouse for distribution**
- d. Ticket – prices and sales – decision start selling tickets to choir members first to ensure there is space for their guests. Use Ticketsource as an online portal. Start sales to choir asap. £5 and free for children. The venue is £120 for the day and rehearsals are free. Decision to cover costs then donate rest to charity. **DM to set up ticket sales on Ticketsource and offer to choir members first.**
- e. Posters / postcards – **DM to arrange for postcard ads for Summer Concert to be printed and handed out at Canbury Bandstand concert.** Decision not to create posters.
- f. Front of house / box office volunteers – Cornerhouse have asked us to cover these roles. **JG to request volunteers to cover Cornerhouse front-of-house roles in rehearsal and cover in email. JB to also email previous volunteers.**
- g. Programme design and printing – **DM to find name of person who previously designed and printed concert programme, offer payment, if not charity donation on his behalf.**
- h. Quiz for children plus prizes – **DM to draft a quiz for the programme. Or put to the choir in the pub.**

Rose Theatre want us back on 10<sup>th</sup> December 2016.

8. Social Events Report

- ? ER to make arrangements for mini-social – done (booked at the Anglers)
- ? Summer social – bandeoke? Or meal with garden. The Vera Fletcher Hall in Surbiton / Thames Ditton is an option for bandeoke. Bandeoke doesn't feel right for summer event. Preference might be drinking with light key food option e.g. platters or barbecue. Norbiton Dragon or the Albert or the Pottery. **ER to research and book a venue for summer social.**

9. Any other business

- ? JG to bring copy of constitution to next meeting for signing – done
- ? TB asked whether we should make videos of our rehearsals as well. JB says we could have clips from choir members. Or we could have some quotes on the website. Could video the warmups. Something to lighten up a bit. People consent to video of concert but not necessarily to video of rehearsal. Decision to do this. **JG will announce next week that the next rehearsal will be filmed.**
- ? Discussion about whether JG's weekly email is necessary. The survey feedback was that the email is preferred. It takes JG about an hour a week.

10. Next meeting – September 16th.