

Lichfield Cathedral Chamber Choir Committee Meeting by Zoom Mon 6th September 2021 7:30pm

Present: Jenny Arthur (JA), Martyn Rawles (MR), Jenny Mason (JM), Geoff Mason (GM), Wendy Shepperson (WS), Andrew Woodburn-Drayton (AWD), Vicki Shirtliff (VS), Megan Barr (MB), Tina Shakeshaft (KS), Andy Dunham (AID)

1. JA welcomed everyone to the meeting. There were no apologies.
2. Minutes of previous meeting (14 June 2021) were agreed.
3. Matters arising would be discussed during the meeting.
4. VS reported that there had been an unexpected credit of £150 into choir funds. MR suggested that it may have been from old recordings recently broadcast by the BBC. VS also reported that £30 had been received from Amazon. Also she had received receipts from GM and JM for Ties. She also reported that HSBC had changed its terms of trading which meant our Business account has been moved across to a Charity account which now means we will have to pay a monthly £5 charge to service the account. VS has circulated the new terms and charges to committee members. It also means we may have other charges when processing receipts and payments. JA said for now we should accept the monthly charge, as it could well mean other banks will also follow suit, so moving to another bank may actually cause more problems than it solves. Due to AID leaving the choir VS will need to draw up another mandate. (AID will return the HSBC keypad to VS)
5. WS has been working on the website using the manual AID has written, and made some changes. AWD asked for a copy (AID will email). JM has also been using the manual. WS also mentioned that the website needs a complete re-design and suggested that WS/AWD/KS should have a session with Alan White who has in the past offered to get involved with a re-design. Whatever changes are made will need to be approved by the Cathedral. As a result of changes made by KS to Social Media, MR has sent out 10 invitations to potential new recruits to observe choir rehearsals. KS asked if she could take photos at our first rehearsal on 13th September. The whole choir needs to agree before photos can be taken. KS asked if the choir could periodically remind her to post entries on Social Media. WS also asked for ideas from the choir on Website and Publicity. MR says we could post some information about the upcoming COVID service on 26th September. He will try to get further information about the service.
6. JM has brought the Choir Library Music List and Archive up to date, and also tidied the Tower. She is awaiting a music list from MR. JM has sent data over to WS. AID will run a session with JM and WS (and AWD if possible) in order to further modify the website manual. The choir are to be reminded to return old music as soon as possible. There are Rutter Carol sets missing, and Simon Collins knows he has some music for return.
7. The choir now have Safeguarding documentation in place. We currently don't have any under 18 members so the pressure is off for now. MR asked that JM be thanked for her work in reviewing and producing the documentation. (Post meeting minute – JM asked AID for a copy of the LCCC risk assessment) There is no documentation in place for vulnerable adults at present but this work needs further thought e.g. asking all choir members if there's anything that makes them vulnerable and how we record it. Emergency contact information needs to be collected and securely stored but with easy access. JM suggested that she is happy to take this on under the Librarian/Archive role.

8. MR has published all the upcoming dates which have been sent out to the choir. He is awaiting doodle poll results to decide on music for the services. MR thinks the music for the service on 26th September will be light. MB asked if we will be singing at the NMA. GM has heard nothing from NMA. There is doubt that we will be asked to sing there again because for recent events they have hired a small group of professional singers. MR will get more information about the proposed ETO proposal for a concert on 21st March 2022. Hereford on 28/29th May 2022 is cancelled but may be rearranged. MR reported that the 10 potential recruits is comprised by 7 women, 2 basses and 1 tenor. COVID seating has still not been resolved. The difficulty will be services due to the close nature of seating in the quire. MR will speak to Andrew Stead and see if we can hold services in the Nave. AWD stated that COVID at Good Hope is a nightmare and that Social Distancing is absolutely key to combatting it. A discussion followed but everybody thinks that Social Distancing must happen. We need to rehearse in a big open space with lots of room. MR will discuss with Andrew Stead. MR to send a risk assessment to the committee.

9. Handover of Secretary roles. AID will be coming to the rehearsal on 13th September, and then the service on 26th September will be his last with the choir. Handover of his roles is as follows: GM will take the register at all rehearsals and services, needs to be put online and then handed over to the Cathedral on a regular basis. JM/WS/AWD will look after the website. GM will look after the ticklist. MB will take over as Secretary for the minutes and signatory on the Bank Account. (Post meeting minute - JM has volunteered to take on the mailing of all MR notifications to the choir)
The committee passed on their thanks to AID for his work as secretary

10. MR thanked JA and David for a great social event on 4th September.
MR and Harriet are expecting a baby in November so he will need to book a dep. The committee wished congratulations to them all.
WS passed on her thanks to AID for the website manual.
JA mentioned there is now a new Lichfield based Chamber Choir called the Hub Inspire Choir under the directorship of Rory Edwards. It consists of 30 – 40 people (6 men and the rest women) It is likely to perform a mix of predominantly modern music.
JM stated that Paul Spicer is doing a workshop in November. JM will circulate details.
JA asked if Paul Spicer could do a 'back to singing session' for our choir. MR will talk to him.
(Post meeting minute – MR has spoken to Paul and he is happy to do a session for us for £100. MR has asked the committee to confirm they are all happy)
The whole committee thanked AID for his contribution to the choir, and JA said how sad she was that he was leaving. AID said that he is not off the planet so is available for support, plus he has made a load of friends in the choir and that it has been a privilege to have sung at this level with an elite choir for nearly 10 years.

The meeting closed at 21:15