

# The City of Lichfield Concert Band 2017 AGM Minutes

Minutes of the Annual General Meeting held at The Guildhall, Lichfield on Monday 20<sup>th</sup> March 2017

## Present

Paul Rendle  
Mark Vause  
Helen Marshall  
Samantha Tranchant  
Sue Davidson  
Helen Halley  
Monica Hollins  
Carole Share  
Carol Terry  
Kathryn Packham  
Des Wilson  
Carol Bache  
Cherry Tocknell

Steve Smith  
Glyn Barratt  
Sharon Hargate  
Liz Clemence  
David Thomas  
Richard Thomas  
Tony Orbell  
Louise Hayward  
Nicola Redfern  
Wesley Kendrick  
Jillian Hughes  
Katie Benham  
Claire Mountford

Sylvia Barratt  
Julie Brophy  
Jane Woods  
Sue Longman  
Bryan Gilliver  
Mitch Chandler  
Karen Barker  
Harold Smout  
Beth Abrahams  
Kate Harrison  
John Wharton  
Cathy Owens  
Bradley Hopkins

## Apologies

Kay Greenbank, Natalie Foster-Langford, Emily Davies, Alison Trimmer, Anna Zaccaria

### 1. Welcome

Paul Rendle chaired the meeting, welcomed and thanked those for attending. Sam Tranchant gave apologies for those not in attendance.

### 2. AOB

Carol B asked if the life membership could be considered by the new committee – **Agreed**  
Carol B asked for an update on the PA system for outdoor concerts. Paul explained that before we buy PA system we are planning to borrow one from Wade Street Church to see if it meets our requirements.

### 3. Minutes

Acceptance of the AGM 7<sup>th</sup> March 2016 minutes was proposed and unanimously agreed.

### 4. Matters Arising

**a) Charity Status** – Paul, on behalf of Kay Greenbank, reported that the registration of the band as a Charitable Incorporated Organisation had now been completed with the Charity Commission in January 2017. The old charity, the Lichfield Band Trust, will be dissolved in due course now that all its assets have been transferred to the CIO. Formal thanks were expressed to Kay for all her ongoing hard work given to achieve this long-term goal. Paul read a report to update the band on the details of this final part of the process – see appendix A. Paul made an official proposal to the band to approach Councillor Terry Finn and Cathy Lamb to become external trustees of the new charity – **Agreed**

**b) Annual Review of Child and Vulnerable Adults Safeguarding Policy** – Paul reminded the band that this policy exists, offered the chance for anyone to read the hard copy and said that the policy will be able to be accessed on the band members' area of the website in due course. Dave T asked if the band knew the child protection officers had to be officially safeguarding trained. Paul confirmed we understood this and the new committee would in due course appoint internally the appropriate members to take this role for 2017-18.

- c) Subscription Renewal** – Paul explained that due to the current financial status of the band there was a need to increase annual subscriptions to £60 for adults and £40 for students.  
**Agreed**

## **5. New Business/AOB**

**a) Proposed changes to the Constitution** – see appendix B. Paul shared the document attached. Jane W asked if the audience data we collected via the information cards was being stored under data protection law. It was confirmed that the publicity officer was the only person with access to this data for use when advertising future events. Des W asked who would be responsible for chasing members who fell below the 70% attendance. It was reported that this would be followed up by the chair.

**b) Renewal of MD 3 year contract** – This was unanimously **agreed**. A further short discussion was then held to propose an increase of the MD honorarium. This was again unanimously **agreed** to be increased to £45 per rehearsal and £50 per concert to reflect the hard, ongoing work and time Mark gives to the band. Helen M will send an official letter to Mark to confirm this increase.

**c) Use of Fairtrade goods** – Paul reminded the band of our previous commitment to the 'Fairtrade Lichfield' that we would use only Fairtrade tea and coffee for our refreshments -  
**Agreed**

## **6. Chair's Report**

See Appendix C

## **7. Musical Director's Report**

See Appendix D

## **8. Treasurer's Report**

See Appendix E. The unaudited accounts have been checked by Eileen Redfern.

## **9. Election of Officials**

Thanks were expressed to those committee members standing down. Elections for the 2017-18 committee were all carried.

**Chair** – Sam Tranchant

**Secretary** – Kate Harrison

**Treasurer** – John Wharton

**Publicity Officer** – Helen Halley

**Engagements Secretary** – Alison Trimmer

**Band Reps** - Sharon Hargate, Helen Marshall, Carol Terry

**Librarians** – Carole Share and Sue Longman

**Child Protection/Safeguarding Officers** – TBC

The following people volunteered to accept specific responsibilities to ensure the smooth running of the band, in support of the committee:

**Website** – Nicola Redfern, Jill Hughes

**Tickets** - Sam Tranchant

**Programmes** – Helen Halley

**Tea Rota** - Carol Terry  
**Uniforms** - Sharon Hargate  
**Social Secretary** - Carol Terry and Sue Longman  
**A-Frames** – Emily Weeks  
**Stand Boxes** – Glyn Barratt  
**Drapes** – Claire Mountford  
**Percussion Rota** – Carol Terry  
**Register** – Sue Davidson  
**Facebook/Twitter** – Emily Davies and Helen Halley  
**Photos** – Mark Zaccaria, Liz Clemence  
**Concert Logistics** – Wes Kendrick

**Date of Next AGM** – March 2018

## **Appendix A – Report on CIO**

Information and Policy Paper following incorporation as a CIO, January 2017

### **Background:**

The CIO, Charitable Incorporated Organisation, Registered Charity Number 117080, came into operation on 1st January. From this date, the band is subject to the approved CIO Constitution and general Charity Regulations. The old charitable Band Trust, Lichfield Band Trust, continues to exist but is being wound down and will be dissolved in due course. All its assets have been transferred to the CIO.

### **Organisation:**

The Band Committee will continue to function almost exactly as it currently does, but now subject to overall governance by the Trustees. This separate, but closely linked, body of Trustees has already been formed, with members at present from the current Band Committee. In due course, it will comprise some ex-officio members of the Band Committee and additional members from the wider community. These additional Trustees will be appointed by the Band membership.

### **The Trustees:**

In accordance with the Constitution, the representatives from the Band will be, by virtue of office, the Chair, Secretary and Treasurer. Initially, the Events Secretary, Kay Greenbank and Paul Rendle are also Trustees. In time, a number of individuals from the community with expertise or useful connections to offer will be invited to become Trustees. Appointment of all Trustees, other than ex-officio, will be by Band Members. (So far, invitations in principle have been given to Cllr Terry Finn of Staffordshire County and Lichfield District Councils, and Cathy Lamb, joint Director of Music at Lichfield Cathedral. Both have indicated willingness to serve.)

The Constitution leaves it to Trustees to appoint a chair and other officers. The Trustees can invite any other appropriate persons, e.g. the Musical Director, to attend from time to time. It is envisaged that the Trustees will meet, say, twice a year to carry out the following responsibilities:

- 1) Ensure that the Band operates within the terms of the Constitution and also complies with general Charity Commission regulations.
- 2) As part of (1) above, pay particular regard to the financial security and probity of the CIO.
- 3) Review the performance of the Band on a regular basis, say, twice yearly, receiving reports as necessary, and providing feedback to the Band.
- 4) Hold an AGM, beginning in March 2018, with full accounting appropriate for the CIO.
- 5) Develop connections with the wider community, including the potential for promotional and/or financial support and recognition.
- 6) Give general guidance to the Band Committee on the running of the Band. In principle, this guidance should:

- a) Offer a light touch in relation to the normal functioning of the Band and the Band Committee.
- b) Give any general guidance in policy and direction which the Trustees consider appropriate.

#### **The Band Committee:**

The Band Committee will continue to function substantially as at present. The composition of the Committee will continue to be determined by the Band but is expected, at least for the time being, to comprise Chair, Secretary, Treasurer, Events Secretary, Publicity Officer, Librarian and up to three Band Representatives. Child and Vulnerable Adult Protection ("Safeguarding") Officers (usually two) will also be appointed unless these roles are carried out by suitably checked and trained Committee Members. It is also expected that the Musical Director will be invited to attend and participate fully in all Committee meetings. The Bank Accounts have been amended to reflect the new status of the band. The responsibility for programmes, performance, financial security and other matters will continue to be carried out by the Committee, on a delegated basis from the Trustees.

#### **The Band Membership:**

The day to day, year to year, functioning of the Band will continue largely unchanged. Appointments to the Band Committee remain the responsibility of the Band Membership. Guidance on policy etc. will continue to be received from the Band Committee. One important additional responsibility and opportunity will be the authority to appoint external Trustees, within the terms of the Constitution. An additional potential change, provided by creation of the CIO, is the opening up of additional opportunities for receipt of charitable funding and a wider audience and recognition for the Band.

Paul Rendle

Version 3, March 2017

## **Appendix B – Changes to the Constitution and change of name to band policy**

### **The City of Lichfield Concert Band**

#### **Proposed changes to the Constitution at AGM, 20 March 2017**

#### **BAND POLICIES – Revised March 2017**

**Note the intention is to rename the document "Band Policies" to distinguish it from the now legally registered Constitution of the Band as a CIO – see below.**

**NB Numbering will change to reflect new clauses.**

#### **GENERAL**

1. (Unchanged) The name of the organisation shall be The City of Lichfield Concert Band ("the Band").

x. The Band became a CIO, Charitable Incorporated Organisation, on 1<sup>st</sup> January, 2017, with a legally responsible governing body, "The Trustees", having its own constitution agreed with the Charity Commission. This constitution, "The Constitution", is available for inspection by members and the public.

x. The normal running of the band is carried out by a committee, "The Band Committee", appointed by the membership annually.

x. The Trustees are appointed by the members, "The Band Membership", in accordance with the CIO Constitution. The Chair, Secretary and Treasurer of the Band Committee are also ex-officio Trustees of the CIO. Additional Trustees can be appointed both from within the Band Membership and beyond it.

x. The aims of the CIO and the Band remain unchanged from those of the original governing charitable Trust, “The Lichfield Band Trust”. They are: to advance the education of the public in the arts and science of music with particular reference to music presented by the Band by means of concerts and other activities”.

## **MEMBERSHIP**

x. In cases where, in the opinion of the MD in consultation with the Committee, a section is considered to be full, new applicants may be invited to join a waiting list.

x. .... new members ..... will receive a copy of the Band Policies document and the Child and Vulnerable Adults Protection (“Safeguarding”) Policy.....

x. Members are required to give a strong commitment to attending rehearsals and performances. New members are confirmed on the basis of accepting this requirement. As a general rule:

- Members will be expected to attend at least 70% of rehearsals.
- In view of the size of annual programme decided in a members’ survey; members are also expected to do their utmost to attend as many concerts as possible to avoid excessive losses through the engagement of Deps.
- Inability to attend is to be notified to the Musical Director, either directly or through the member’s section head in the case of rehearsals, or through the advance notification attendance sheets available at rehearsals in the case of concerts.

Exceptions to this policy will always be considered in the case of illness or other special circumstances; in these cases the Member should communicate with the MD. The MD may specify a minimum number of attendances immediately prior to a concert if that member is to participate.

x. Members are expected to help from time to time with practical arrangements in preparation for concerts and other events, e.g. moving chairs, being responsible for individual stands, etc. General or other exceptions due to age, commitments, etc., will always be considered.

x. All members must adhere strictly to a policy of Data Protection. Information about other Members’ addresses, telephone numbers, email addresses and other personal details must not be shared beyond the band membership and must be used within the membership only for purposes of general communication on Band business. In particular, Bank and other financial or sensitive information must not be stored once it has been used for Band financial or similar purposes, and such details must not be disclosed beyond the Officers dealing with specific Band transactions. This policy will, in addition, be expressly drawn to the attention of the Treasurer on appointment, and to any other Officers dealing with sensitive information.

x. Photographs of Band events will be used in publicity and on the website and social media from time to time. Any member who does not wish their photograph to be discernible may so elect and should notify the publicity officer in writing.

## **ANNUAL GENERAL MEETING**

X. The business..... shall be:

(additional clauses)

#. To receive from the Trustees any report, advice or determinations

#. To note any report submitted to the Trustees by the Committee during the past year.

#. To elect, as necessary, any persons to be Trustees of the CIO

#. To receive a reminder of the Child and Vulnerable Adults (“Safeguarding”) Policy and the Data Protection Policy

Proposals PR 15 March 2017

## **Appendix C – Chair’s Report**

**Paul Rendle**

City of Lichfield Concert Band: Chairman’s Report for 2017

It has been an amazing year. Well, that’s what I think! I guess you think so too, with growing audiences, reaching the National Concert Band Festival and finally making it as a Charity.

Mark will give us his comments on the standard and achievements of our music. I would merely say that it has been an inspiring year for the band and a privilege for us as members to be part of it. As Chairman, I had the occasional comment about the case for more demanding music. Well, I hope that the highly accomplished musicians among you are as pleased with the ever more stretching pieces Mark has introduced, as I am demoralised by my increasing inability to play them! We’ll be hearing from Mark, but I’m sure that there is one area which will be missing from his report – the contribution that he has made himself to this success. So, from me, and on behalf of all the band, a huge thank you, Mark, for the amazing input you continue to give to this band; as I say, you inspire, cajole and teach us with (most of the time!) excellent grace and support. Where we very occasionally fail in attention or effort, we apologise! There is one other area in which we are extremely fortunate to have Mark as MD. That is the energy and personality he gives to the social side of the band. Once you have learned to appreciate his jokes, Mark makes rehearsals and performances a great community experience. No wonder, for many members, Monday night is the recreation and creative opportunity of the week, amid busy and stressful lives.

However! None of this would be possible without huge input from the band and, if I may say so, even greater commitment from the Committee. It’s a great band because you, the Members, make it so. On behalf of the Committee, I thank you all for everything you give – in commitment, skill, working together, and respect for everyone’s contribution, however expert or otherwise we are. Thank you, too, for taking on the many extra jobs that help to keep things running smoothly. It would not function or be half as much fun without you. Thank you all.

I pay tribute to what, I would say, has been an exceptional committee – it has worked enthusiastically as one to keep the show on the road. On your behalf, I want to thank each member of the committee for all their hard work and often long hours doing the jobs that are essential, but often unseen. It’s the end of an era for several members of the committee as they step down. I must therefore mention a few names – Helen Marshall has been a terrific treasurer, giving everything necessary, and more, to this vital job (She has even had the courage to challenge Mark over his budgetary control.)

Helen Halley has done a wonderful job as Publicity Officer (and, though there is much more to the job, we are most aware of the super posters she produces). Kathryn Packham has done a great job as one of the Band Reps, playing a full part in Committee work and, again, doing much more than Members would see, including records and statistics. Emily Davies similarly has made a great contribution, including taking over the web-site (and showing feisty determination with unhelpful providers when we needed greater capacity). So, for these and for those who are generously open to committing themselves for another year, please join with me to show your appreciation in the usual way ..... There will be a new Committee from tonight, we wish them well and promise our full support.

I should move on from the obligatory backslapping to say something serious, but no less and no more sincere. The band needs to take a good look at its finances and the balance between income and expenditure. I have sometimes ribbed Mark for his seemingly insatiable appetite for new music. But I have to acknowledge that there is considerable validity in his approach. The old Band Trust set us up, and I quote, "To advance the education of the Public in the art and science of music", and we were persuaded by the Charity Commission to keep the same aims in the new CIO Constitution. So, introducing new music – with different styles, variety and challenge - could be argued as pretty essential. Similarly, the band has greatly benefitted in its own development from the variety and rising standard of music. The other side of the coin is the challenge of raising enough income to fund this, on top of the normal cost of running the band. We are greatly indebted to several organisations for grants or donations, though not all our applications have been successful. I should mention the regular support we get from Lichfield City Council and some one-offs, including Staffordshire County Council, HSBC and Waitrose. The very high attendances at recent concerts could point to an improved income in the year ahead. The modest rise in Subs to be proposed by the Committee would also help a little. We are also fortunate in having a healthy reserve, and the Committee has recently authorised use of some of this money for new music. But overall, the balance of income and expenditure remains an issue which I would encourage the new committee to review and the whole band to be aware of. I'm sure the new committee will welcome comments and ideas.

Moving on to less choppy water, I'd like to say the briefest word about two huge achievements in particular this past year – The Festival and the CIO. It was a massive achievement to reach the National Finals of the Concert Band Festival. Mark will no doubt say more about it but we need to record here our indebtedness to Mark for his skill and drive as MD in getting us there.

Members may be less aware of the other mountain we have climbed this past year. In fact it has taken two years, as at the last AGM we had only reached base camp. On 1<sup>st</sup> January 2017 we became a charity in our own right, the culmination of hours and hours of working, if I may mix my metaphors, through the labyrinths of the Charity Commission. And there is one person to whom we owe an absolutely enormous debt and thank-you – Kay Greenbank. Her personal commitment of vision, time and determination has finally got us there. Thank you, Kay. It's now up to the rest of us to make the most of the new opportunities this will bring.

As this is my last appearance at the dispatch box, I hope you will indulge me as I make a few personal comments. It has been a huge privilege and pleasure to be part of this band. I was lucky to have been introduced some years ago when, I think it would be fair to say, standards were somewhat lower. I had only just taken up the saxophone on retirement, but Clare Mackney my teacher and a playing member here, "Got me in" with the necessary instruction on when not to play. How I regret not starting when I was young. But you have indulged me and I've had a wonderful time. I'd like to think I've given something back through the committee. So, I thank you for the opportunity to serve – and for all the fun of playing in the band. I've said to Mark, I'd like to carry on playing for another year – there are too many cliff edges in prospect at the moment – and, all being well, the band will take another tiny step to fulfil its objective - to advance the education of this particular member of the public in the art and science of music.

Paul Rendle March 2017

## Appendix D – Musical Director's Report

Mark Vause

Once again, it gives me great pleasure to be able to give you my MD's report...my 9<sup>th</sup>!

I'm going to start by asking 2 questions....

- 1) Why do you come to band?
- 2) What would you consider to be the most important aspect of a successful music group?

Over the years of my involvement with bands I've thought about the answers to these questions and I always come up with the same answers...yours may vary...here's mine... why do I come to band - simply because I enjoy it!

2<sup>nd</sup> question...what would I consider to be the most important aspect of a successful music group (or you could say any successful organisation...because I believe it's transferrable to any group) My answer...Teamwork.

You may have heard me mention these 2 things before! So please forgive me for therefore repeating myself, but if these 2 things are right, in my opinion, we'd have a perfect band.

We are all part of the COLCB team - a dedicated and committed bunch of let's face it music nuts (at least that's what certain friends and family would say!) I prefer the term 'enthusiasts'. We have to work in harmony (and of course I'm not just talking musical!). I'm so grateful therefore that we don't have the bickering and the backstabbing that I hear sadly infects so many other organisations. We now have rotas and lists of jobs that help share the workload amongst the team, which is great but here's my challenge for the next 12 months - let's try and avoid the embarrassing silences that can sometimes occur when Wes or Paul for example, stand up to ask who can take this or that. Let's make sure please that it's not the same old people making the tea, or putting up stands, putting the drums away after a concert, getting stuff out of the cupboard etc. I'm very appreciative to the many players who do help out in this way. Thank you and please keep doing it!

The 2<sup>nd</sup> of my words is enjoyment...I'm guessing that this is the main reason why we all turn up on a Monday night, because we enjoy making music together. As MD, I get enormous pleasure from standing at the front and week by week hearing the results of our hard work & practice. When I cease to enjoy my banding, I'm pretty sure that will be the sign to hang up my baton. The fact that we are increasing in size... (no I don't mean middle age spread!) and that we rarely lose players, is I think testament to the fact that playing in the City of Lichfield Concert Band is fun! I realise that one of my responsibilities & challenges as MD is to balance the desire for musical improvement with the need to make rehearsals satisfying and fun, and I admit, that after a busy and often stressful day at work I don't always get this right! That said, I am greatly encouraged by fantastic attendance rates again during these last 12 months. (Now seems an apt moment to award what I started last year prize for the person that's attended the most rehearsals since last AGM.....congratulations to Sue Davidson 41/41)

The standard of our playing continues to rise. We are playing music that is more challenging than ever and we are definitely learning material at an ever increasing rate much to the annoyance of our treasurer who has to keep the reigns on my new music purchases! I cannot remember a bad performance although at times I hear you yourselves being critical. Comments like 'oo the tuning wasn't great there'....'the balance wasn't good'...'we were a bit ragged'...'we were just too loud' just illustrates how far we've come in the last 9 years. I think it's true to say we're all becoming more musically aware, and that has to be a good thing. I hope we will therefore continue to aspire to improve, but it's not all about the music is it? I'm very grateful to Sue & Carol for organising the social events we've had this year. I'd like to see us doing more, if you've got any idea please let Sue & Carol know.

Here's some of my best memories of the last 12 months and note they're not all musical ones...

In no particular order....



Proms in Beacon park -standing in front of that huge appreciative crowd at the end of our performance was for me a very proud moment.

Eating fish and chips and throwing stones at cans on the beach in Llandudno

Playing silly games in the hotel after the evening concert

Seeing the audience smiles during The 12 days of Christmas

Having a big team photo outside the RNCM

A lady coming up to me after the concert at Darlaston town hall to say...we were amazing.

Playing Bowls in Wade street church

Eating and playing silly games again at the Vause's Christmas party

I appreciate everyone's different, but I think in years to come when I'm looking back at my time with this band...I'm probably more likely to remember these moments than how well we played a piece in a certain concert!

I'd like to take this opportunity to thanks all the members of the committee. I think we have had a great team working behind the scenes and achieved a lot. I'm very grateful for everything you've done. I'd like to say a special thanks to Paul who in my view has done a brilliant job in the role of chair.

I generally finish with a few thoughts on the future....

- I'd like the new committee to think about doing another CD in the not too distant future. I think we have lots of great new music that would be great.
- I'm very much looking forward to Morecambe in July...and would love to think that a weekend away somewhere in the UK might be an annual thing. So please let us know if you have any contacts or ideas for 2018.
- I'd like us to explore new venues and think of new groups of musicians that we could perform alongside.
- Lastly...as we continue to get applicants interested in wanting to join....and feeling that we have really reached capacity...could we consider setting up a B band? I'm guessing some of you may enjoy the prospect of playing twice a week and also perhaps the opportunity of playing a higher part in a band of a slightly lower standard, as well as playing in the current set up? Food for thought for the new committee.

Thanks for another great year.

## **Appendix 3 – Treasurer's Report**

**Helen Marshall**

The band on its balance sheet looks to have made a healthy profit in 2016, however this is slightly misleading.

Without the reserves from the old charities account the band would have made a small loss this year. This is primarily due to undertaking the NCBF as well as the ever increasing costs of hiring the Guildhall which increase by around £100 each year. However our bank account is healthy with a balance of £14,606 across our community and deposit accounts.

The band's accounts have been prepared by me and have been kindly checked by Eileen Redfern, Nicky's mum to which we are most grateful. As the turnover of the band is less than £25,000 there is no requirement for the

accounts to be officially audited and the preparation of these follows the guidelines required by the Charities Commission so we are all set to follow this route in future.

The key points to note for 2016 are:

- Subscription income has remained on par with last year, with concert income slightly down
- Donations are substantially higher this year due to the transfer of the old charity monies (£1660) and thanks to the £500 in the Charity account from grants in the last financial year.
- The other income refers to jackets and music stands. These have been part funded by a grant from Waitrose Community Fund.
- In terms of expenses, venue hire has proved more expensive in the last year – thanks to the hire of the Coton Centre and increasing costs of the Guildhall,
- We agreed as a committee that the purchase of new music was crucial for the band and allowed Mark additional monies for that along with the £500 we secured from Staffordshire County Council.

In my final report as treasurer I've just noted a few things:

- In the last 3 years we have donated over £1200 to St Giles Hospice,
- Since introducing on-line banking last year 75% of our transactions have taken place by BACS, this has not only made the job of treasurer easier but means the majority of payments to our main suppliers – Studio Music, Lichfield City Council, Wade Street, Deps are now conducted this way
- Close to 70% of the band now pay their subscriptions by BACS, this has saved considerable time in chasing monies, so thank you

And finally, what's next in 2017

- As a charity we can finally investigate whether it is possible to Gift Aid our subscriptions, with a potential of 25% of subs income back
- Music – we need to look at alternative ways of funding new music, corporate sponsorship or the like
- New venue for concerts – our last 3 concerts have all been sold out meaning there is little opportunity to increase revenue from these concerts. Are there other options?

Any questions?

Helen Marshall

City of Lichfield Concert Band Treasurer