

# The City of Lichfield Concert Band AGM Minutes

Minutes of the Annual General Meeting held at the Guildhall, Lichfield on Monday 24<sup>th</sup> March 2014

- |   |   |                 |                   |
|---|---|-----------------|-------------------|
| <b>1. Present</b>                       | Paul Rendle (Chair)   | Carol Bache     | Sylvia            |
| Barratt                                 | John Wilks (Hon. President)   | Julie Brophy    | Natalie Foster    |
|   | Mark Vause  | John Mansell    | Claire Mountford  |
|   | Helen Marshall  | Sharon Hargate  | Jane Woods        |
|   | Samantha Tranchant  | Kate Harrison   | Anna Zaccaria     |
|   | Emily Davies  | Harold Smout    | David Thomas      |
|   | Helen Halley  | Richard Thomas  | Mitchell Chantler |
|   | Alison Trimmer  | Robert Ashford  | Bryan Gilliver    |
|   | Sue Longman   | Tony Orbell     | Karen Barker      |
|   | Carol Share   | Louise Sydenham | Chris Wadham      |
|   | Carol Terry   | Nicola Redfern  | Abigail Bayley    |
|   | Kay Greenbank   | Malcolm Brookes | John Wharton      |
|   | Kathryn Packham   | Wesley Kendrick | Des Wilson        |
| <br><b>2. Apologies</b>                 | Steve Smith   | Debbie Paskin   | Monica Hollins    |
|   | Lorraine Smith  | Beth Abrahams   |                   |
| <br><b>3. Minutes</b>                   | Acceptance of the AGM 25 <sup>th</sup> March 2013 minutes was proposed by John Wilks and unanimously agreed by the band.      |                 |                   |
| <br><b>4. Matters Arising</b>           | None  |                 |                   |
| <br><b>5. Chair's Report</b>            | See Appendix 1  |                 |                   |
| <br><b>6. Musical Director's Report</b> | See Appendix 2  |                 |                   |
| <br><b>7. Treasurer's Report</b>        | See Appendix 3. The unaudited accounts for the year ending 31 December 2013 were presented to the meeting.                    |                 |                   |
| <br><b>8. Subscriptions</b>             | The annual revision to fees was proposed for a £5 increase to £55 full rate, £35 student rate. See Appendix 4. <b>Agreed.</b> |                 |                   |

## 9. Election of Officials

**Chair** – Paul Rendle

**Secretary** – Samantha Tranchant

**Treasurer** – Helen Marshall

**Publicity Officer** – Helen Halley

**Engagements Secretary** – Alison Trimmer

**Band Reps** - Kathryn Packham, Emily Davies

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

**Librarians** – Sue Longman and Carole Share

**Website** – Chris Wadham  
**Tickets** - Samantha Tranchant  
**Programmes** – Helen Halley  
**Tea Rota** - Carol Terry  
**Uniforms** - Kay Greenbank  
**Social Secretary** - Carol Terry and Sue Longman  
**Fundraising** – Kay Greenbank  
**A-Frames** – Emily Davies  
**Stand Boxes** – John Mansell and Claire Mountford  
**Percussion Rota** – Carol Terry  
**Carolling** – Nicola Redfern  
**2015 Tour** – Claire Mountford

## **10. New Business**

a) Renewal of Musical Director 3 year Contract – **Agreed**

b) It was proposed to the band to allow the committee, under the lead of Kay Greenbank, to pursue a combination of the band/charity relationship including the currently separate bank accounts and committees. This would involve a new combined constitution. Some of the other main benefits include the availability of grant applications and access to claiming gift aid - **Agreed**

c) Paul Rendle proposed the following changes to the current constitution to allow for recent changes:

Librarian to be an official committee role – **Agreed**

To incorporate a reference to the child protection policy – **Agreed**

To reference the band/charity relationship – **Agreed**

d) Carol Share raised that the Child protection officer(s) for the band must be trained in safeguarding and the band should all be aware who the named person is. It was agreed that the committee would pursue this as part of the review to the child protection policy.

e) Mark Vause raised the issue of time keeping within the band as a number of members struggle to make the current start time. It was proposed to move the start time to 7.45pm for a 3 month trial period. – **Disagreed**

**Date of Next AGM** – Monday 23<sup>rd</sup> March 2015

## **Chairman's Report - Paul Rendle**

### **APPENDIX 1**

It has been a privilege to serve as Chairman for this past year; a privilege to play a part in the Band, which has a great reputation in our City, and a privilege to chair a Committee which has worked on behalf of the Band with great commitment and energy.

I'll begin by expressing thanks on behalf of the whole Band to the people to whom we all owe a great debt of gratitude. Though largely behind our scenes, we are much indebted to our President, Councillor John Wilks, for being our greatest supporter in the City, both in maintaining our profile and in many practical ways. Thank you, John for helping to re-launch this Band all those years ago and for maintaining ever since a steady hand on the tiller, if not the baton. In thanking you, we record our appreciation also to the whole committee of our sponsoring charity, The City of Lichfield Band Trust. We acknowledge the security, access to charitable funds and practical support the Trust has continued to provide.

The Band exists to produce music, both for expression and development of its members and for the enjoyment (and according to the Trust, the education) of the public. For another year, we have been massively indebted to our Musical Director, Mark Vause, who has not only encouraged and inspired us all to make music, but has also challenged and enabled us to raise our standards even further. At this point, Mark reaches the end of his three year agreement with the Band. If I may introduce a personal view, I very much hope that we shall vote shortly to invite Mark to continue for a further three year term.

Finally in terms of thanks, I would like to pay tribute to the Committee which has served the Band for the past 12 months. As a previous Chairman often reminded us, without a functioning Committee, the Band will grind to a halt. Each role is substantial – probably much more than most people realise who have not held that position in the past. (Though don't let this put you off volunteering to serve in the future!) This year's Committee has worked extremely well together and, I believe, has served the Band with great commitment and flair. On your behalf, I thank them for all their hard work in maintaining the life and smooth running of this Band. Although most members of the Committee are not required to present a report at the AGM, it is appropriate that we all recognise the very significant piece of work which they undertake on our behalf and express our gratitude for all they have achieved over the past 12 months.

Mark will bring us his report on the programme and highlights of our music-making. I would just like to record a few more general facets of the past year.

The Band has grown in numbers and also in the range of players, both instrumental and by age. We have been sad to see a number leave, some after many years of membership. Mention particularly must be made of Malcolm Brooks, who played in and frequently served on the committee of the Band from the very first year of its resurrection. But we have welcomed a number of new players and I would like to thank existing members for helping to make them feel welcome.

Two particular highlights of the year have been the Band Survey, which explored the preferred extent of engagements and other views of members, and our participation in the National Concert Band Festival. I am sure Mark will want to warm our hearts by yet another reference to our coveted Silver Award! Sadly, what would have been another highlight, a tour to our Twinning City, Limburg, could not go ahead due to the number and balance of members available. Your committee has begun exploring options for a more easily achieved trip in 2015. At the request of members, a list of contact details has also been made available.

Attendance at concerts has kept up pretty well though this has required considerable effort in publicity and promotion by members. We have kept ticket prices unchanged for another year in the light of ongoing economic austerity. The reputation of the Band has continued to bring invitations to play at established events and one or two new venues. Feed-back is generally excellent, including from our biggest annual engagement, the Lichfield Proms in Beacon Park. We have been pleased to maintain our relationship with, and profile in, the City through Civic events, including the Sherriff's Ride.

Whilst music making is our main business, we have sought to build our sense of belonging and enjoyment by holding a number of social events. We are grateful to Dave, Sue, Carol and others for their contribution to this.

In addition to the Committee roles, members have carried out numerous specific jobs. There are too many to list and it would be invidious to mention just some of the names. Your contributions have been vital in the big picture of keeping the Band running and we are all extremely grateful. . I'd also like to say a big thank you, through you, to those family members and friends who have bought tickets. Whilst they have had very good value for money (!), we would probably not survive financially without their support. In the same way, I'd like to express our thanks to family members who have helped in practical ways with things like front-of-house and raffles. Please pass that on – we may need their help again!! Although we pay for some of their services, there are individuals and organisations beyond the Band who have continued to be extremely helpful, including the Caretakers and other staff here, Wade St Church who let us rent their Sanctuary from time to time as a favour, and particularly, S&J Music who continue to sell our tickets without taking even the smallest cut.

I began by expressing appreciation to officers; I will end with thanks to every member of the Band. There has been a spirit of cooperation; jobs, often extra ones, have been taken on willingly; commitment has been very evident, all resulting from members working, and enjoying, themselves as a Band, not a set of individuals each with their own agenda. To everyone, therefore, members and those on the way to being members, a big thank you for your vital part in achieving another highly successful year.

## **Musical Director's Report – Mark Vause**

### **APPENDIX 2**

It's been another very successful year for the band and I am immensely proud of what we've all achieved. Once again, we've performed at some memorable concerts & seeing our audiences engaged and really enjoying our music certainly makes me feel all the hard work in our Monday rehearsals is worth it.

I felt we accomplished something really special and memorable with our performance at the National Concert Band Festival in November..and even though we may have felt we deserved a gold, I thought we played exceptionally well and coped admirably with a different set of pressures. It was the first time I had attended and I know for many of you, it was a completely new experience... I think we all benefited from taking part and I for one certainly hope we take part again...maybe in 2 years time?

Rehearsals have been really well attended of late which is brilliant and means we are able to make noticeable progress because it is very rare we have whole sections of the band missing. It's always a shame to lose players, but this last 12 months once again we've gained more than we've lost...we welcomed Alex, Mitch, Sylvia, & Nicky as new members, and there are quite a few others who have been attending rehearsals recently who I'm really hoping will become members very soon. All this is really encouraging.

I must pause here and make special reference to one of our members who has recently decided to retire...Malcolm. I know words have already been spoken about his amazing contribution over his 28 years with the band...but for me he epitomizes the characteristics of a true bands-person.....It's not about being the best player in the band, its not even about never missing a practice...or always remembering what the conductor asks! for me, its about being prepared to give that extra bit more above and beyond the normal call of duty..... 8 years as chairman, 2 years as treasurer, 4 years as band rep...its people like Malcolm that any organisation needs, so please do think seriously what your role could possibly be and consider volunteering for one of the jobs that will be brought up later. Malcolm.. will undoubtedly be missed.

I want to thank all the members of the committee for their support and hard work behind the scenes during this last 12 months. I've heard it said by several new committee members now, 'it's only when you join the committee that you become aware of just how much goes on behind the scenes!' How true. I also thank those of you who are not committee members but nevertheless work really hard....there's always a danger of missing out people when one starts to mention specific names, but I do feel Carol Share & Sue Longman deserve special mention for looking after the library...a vitally important job...and thanks also to Carol Terry & once again Sue, for arranging the recent very successful social events. I think it's important we do meet socially as a band and therefore look forward to more of these events in the future.

It was a shame that we couldn't get enough players to sign up for another tour abroad this year, however I fully appreciate the financial pressures, and so In a few weeks time I am visiting Scarborough and meeting up with the Scarborough Concert Band to discuss the possibilities of a joint concert and weekend over on the East Coast...maybe next July. I'm planning to also visit a few hotels and am optimistic we may be able to come up with a cheaper alternative that more of the band would be able to sign up to. I'll keep you posted.

Finally, I can't believe this is my 6<sup>th</sup> MD's report! They say time flies when you're having fun and although I may not always readily display it after a hard days work, I am very much enjoying being your Musical Director. Thank you all very much for your ongoing hard work and commitment.

Income **£8,372** Expenditure **£7,947**

The band remains in a fairly comfortable position financially and made a surplus of income over expenditure of £425 over the last financial year.

The band's accounts have been prepared by me then put into the same format as previous years Brian Foster Accountants. The accounts consist of income for the year set against expenditure and a simple balance sheet. The records have been checked by Brian but not officially audited (this is not required as our turnover is only £10k).

Whilst the band has made a profit this year, this position is mainly thanks to additional £2,160 grant income that has been secured (Swinfen Broun £1800 of which spent £1410.40, LCC £500, We Love Lichfield £250). I would like to thank Kay and Paul for their time in putting together these applications. Without this monies we would have faced a severe shortfall.

Concert income has remained stable, whilst carolling decreased slightly due to the last minute cancellation of John Lewis. We agreed for 2013 that 50% of our carolling monies would be donated to charity – St Giles, and whilst this has not come out of our 2013 account we donated £150 following our Tesco concert and John Lewis have also donated £200 on our behalf.

Donations and subscriptions for 2013 reflect simply subscriptions to the band and as you can see from the expenditure column cover our venue hire and insurance costs. There will be a further mention of this issue throughout the course of the AGM.

In terms of other expenditure, our entry to the Concert Band Festival, music stands and a significant proportion of our music was thanks to the grant income we received. Our other main additional expenditure was on guest musicians (depts) which was over double the level of 2013. One of the main reasons to undertake the band survey was to seek people's views on our concert programme and as a result of this, and of seeking new members, we hope this figure will be reduced in the coming year.

## **Band Subscriptions**

## **APPENDIX 4**

The decision to introduce fees for the band was taken at the AGM in 2012 with fees introduced that year. Thus the members of the band have now been paying fees for 2 full years. The fee levels were set at:

- [ £50 per year for adult members to be paid either in full in April or in equal instalments in April and September
- [ £30 per year for student members, to be paid £10 per term

As a committee we are responsible for reviewing fees every year and providing a recommendation to the AGM as to the level at which they should be set. Although the band has a relatively stable bank account (£10k) we are aware that every organisation should have at least 1 years running costs in reserve so in our case £8200. We are also aware that without the additional grant income secured this year our net loss would have been in the region of £1000.

With this in mind we feel that it is appropriate for these fees to be increased slightly to the following:

- [ £55 per year for adult members
- [ £35 per year for student members

We would ask you to bear in mind that this still equates to less than £2 per week for a 2 hour session, that's less than the price of a nice cup of coffee from Costa and equivalent to a 10p increase per week.

Whilst also increasing the fees I would like to propose that student fees are paid in 2 instalments as opposed to the current 3. The current 3 doesn't really work and from a treasurer point of view all fees being collected at the same time would be invariably easier.

The proposed payment schedule of fees would be

Member	Direct Debit	Cash / Cheque
Adult	2 x £22.50 April 1 <sup>st</sup> and September 1 <sup>st</sup>	1 x £30 April 1 x £25 September
Student	2 x £17.50 April 1 <sup>st</sup> and September 1 <sup>st</sup>	1 x £20 April 1 x £15 September

If we do find that we attract grant expenditure then this means the scope of the bands repertoire, or our ability to subsidise socials or a UK band tour will be more likely. It will also ensure that the band is not reliant on grant subsidy to cover our every week expenses.

# THE CITY OF LICHFIELD CONCERT BAND

## BALANCE SHEET 31 DECEMBER 2013

	2013		2012	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Bank account no. 1	10,547		10,122	
	<u>10,547</u>	10,547	<u>10,122</u>	10,122
<b>NET ASSETS</b>		<u>10,547</u>		<u>10,122</u>
<b>FINANCED BY</b>				
<b>CAPITAL ACCOUNT</b>		10,122		11,482
<b>CURRENT ACCOUNT</b>				
Excess of income over expenditure		425		(1,360)
		<u>10,547</u>		<u>10,122</u>

THE CITY OF LICHFIELD CONCERT BAND

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013		2012	
	£	£	£	£
<b>Income</b>				
Carolling	280		585	
Concerts	3,898		3,842	
Raffles	214		274	
Donations and subscriptions	1,540		2,805	
Christmas meal	-		863	
CD Sales	153		774	
Gift aid	125		-	
Grants	2,160		750	
Deposit account interest	2		4	
	<u>          </u>	8,372	<u>          </u>	9,897
<b>Expenditure</b>				
Venue hire	1,215		1,579	
Website	43		-	
Postage and stationery	94		200	
Instruments	-		1,388	
Insurance	291		234	
Performing Rights Society	117		115	
Music stands	839		-	
CD recording	-		3,238	
Sundry expenses	208		506	
Christmas meal	-		864	
Guest musicians	897		370	
Music	1,064		493	
Honorarium	2,135		2,270	
Concert venue hire	436		-	
National concert band festival	608		-	
	<u>          </u>	7,947	<u>          </u>	11,257
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		425		(1,360)
<b>2012 - EXPENDITURE OVER INCOME</b>		<u>          </u>		<u>          </u>