

**Minutes of the Meeting of the Suffolk Concert Band held on
Thursday 5th September 2019 at 75 Chatsworth Drive, Ipswich**

Those present were: Simon Pulham (Chairman), Angela Hope (Secretary), Mark Cheadle (Treasurer), Gordon Scopes (Membership Secretary), Adrian Budgen (Trustee), David Seymour (Trustee)

28. Apologies for absence

These were received from Russell Banyard.

29. Adoption of minutes of meeting held on Thursday 4th July 2019

The minutes were adopted.

30. Matters arising from meeting held on Thursday 4th July 2019

i) (22.1) See 31.1. Independent Examiner Report.

ii) (22.2ii) Italian Holiday has been borrowed from Roger Jones and is in the pads.

iii) (22.2iii) David is still considering his choices but will go ahead and purchase Frozen.

iv) (22.2iv) See 32. Next Concerts.

v) (24ii) See 35.1. Henley Community Centre.

vi) (24ii) Simon has written to Holy Trinity explaining the reason for the move to Henley and a reply has been received from the vicar.

vii) St. Peters is available for the rehearsal on 18th September.

viii) (25iii) Nicola Tooke is back playing regularly with the band.

viii) (26ii) No progress report from Russell about a banner.

ACTION: Russell to investigate the price of a canvas banner.

31. Financial Report

Current account = £4358.19

SCB 2006 CD = 206

SCB at 50 CD = 183

This includes the £250 donation from Martin Bell for the CCP uniform fund. We have also received donations from Mrs Pettingale (£50) and Mrs Pulham Sr (£250).

Payment not yet received from Colchester bandstand.

Mark has asked if his quintet can borrow the band set of Sparks and the xylophone for a concert. The committee agreed.

31.1. Independent Examiner Report

(Comments in italics from Jill Blofield)

i) *There wasn't always a calculation in support of the conductors fees paid* – this is down to the individual requirements of each conductor. Some require a fee on a per rehearsal/concert basis, others on a fee per tenure.

ii) *Were the handles for the doors at FADOS House replaced?* – yes they were and donated by Simon Pulham.

iii) *The band should carry out a review of its financial controls document every year* – noted.

iv) *The band should produce a statement of assets and liabilities each year, as well as a list of receipts and payments* – an asset list has now been completed by Paul Blofield and will be reviewed and submitted along with the accounts every year.

v) *It would be worth adding an additional agenda point to make sure that the membership are aware of the shortcomings of producing receipts and payments accounts ie, that the difference of income over expenditure doesn't equal profit:*

- profit will be understated if he accounts don't include all income from jobs that took place during the year, or if a payment has been made for a period in excess of a year (eg, the website)

- profit will be overstated if there are expenses relating to the year in question that were not paid until

the beginning of the following year.

32. Next Concerts

i) Richard Harvey has a new job at Salford University. This means he will be commuting and travelling back on a Wednesday. He is concerned about the implications that this might have on band rehearsals. The committee agreed that this was not an ideal situation for either Richard or the band so we will make alternative arrangements for the October to December session.

After further discussion, the committee agreed to invite Adrian Budgen to conduct from 16th October until 11th December.

ACTION: Simon will contact Richard Harvey about our decision.

ii) Woolpit –

Geoff Webb is no longer able to play bass due to having treatment the week of the concert. Gordon is waiting for confirmation from Katy Griffiths and John Lindley.

We do not have percussion as the usual deps are unavailable. Other ideas included Jerry Gillings, Bob Airzee and any contacts Bev Steensma may have.

Mike Appleton is playing horn.

Simon and John will be visiting the venue and confirm that we will be able to have a PA system with three microphones.

The committee agreed that we will need a sound check for this concert and will get the band to arrive at 6.30pm.

iii) Pulham Wedding

Glemham Hall require a copy of our public liability insurance.

ACTION: Angela to send a copy of the band public liability insurance to Glemham Hall.

33. Communications

i) Angela has received an email from Heulwen Peters officially resigning from the band.

ii) Angela a received an email from the Great War Huts Team, who restore original First World War huts on a site near Bury St. Edmunds, asking if we would be able to put on a Christmas concert on Saturday 19th December 2020. The committee agreed in principle to this engagement.

34. Membership Status

Angela has received interest from a potential new clarinet player called Saffron Henley. She is an experienced Grade 8 player. Angela will send her the Hello letter and invite her along to a rehearsal from 16th October.

35. Future Planning

35.1. Henley Community Centre

An extra bit of space has been allocated to the band for outside storage. The cost of a flatpack store would be approximately £1000 + haulage costs. Further investigation from Gordon has resulted in finding an 8x8ft container, which would cost approximately £850 + £130 haulage costs. Gordon needs to find out if a lorry will be able to deliver the container and the groundwork will need to be completed. He would also like to consult with Russell before any decision is made.

Simon proposed that we should go ahead with the purchase of the container at a cost of £1000, subject to Russell's approval. The committee unanimously agreed to this expense.

Mark has enquired about the impact on the band insurance. Once we have exact details about the storage they will make the necessary adjustments to the premium.

The band need reminding about drip cloths and stacking their chairs at the end of a rehearsal.

35.2. Musical Director

Continuation of the rota or return to a principal conductor? Agenda item for next meeting.

35.3. Uniform

Work is continuing on this and a proposal is coming together. Sue Jayasuriya is putting together a brochure to showcase the project.

Mark has been in contact with the Charity Commission and any donation to the band for uniform purchases can be gift aided subject to the normal terms.

35.4. Next Year 2020

- More ideas for 2020:
- Ely bandstand
 - Outside Westminster
 - Wimbledon
 - Dovercourt bandstand

36. Future Agenda Items

There were none.

Meeting closed at 21.13

**Date of Next Meeting
Thursday 3rd October 2019
Venue – 75 Chatsworth Drive, Ipswich**