



# Reading Male Voice Choir.

## **Minutes of the Annual General Meeting held on Friday 7th July 2023 at 7.30pm.**

Ryland Lee (Chairman) welcomed everyone to the meeting and thanked those who supported the recent event at Englefield House and gardens.

### **Present.**

Ryland Lee, Steve Richardson, Bob Hill, Geoffrey Million, Dennis Bryant, Bryan Verran, Derek Reigate, Oswaldo Ravelo, Christopher Peck, Jim Grufferty, Alan Broodbank, Steve Andrewes, Jeremy Jones, Chris Bintcliffe, Chris Carr, Stephen Dale, Kevin Boyle, Tony Rawlins, Frank Neale, Colin Hinks, David Paine, Dave Allen, John Carr, Peter Woodward, Paul Lyden, Pat Connell, George French, John Kay, Clive Waterman, Alan Crisp, Dave Brownhill, Andrew Evans, Geoff Gale, Clive Willey, David Moon, Bob Castelign, Denis Bredelet, Paul Champion, Andrew Mickleburgh, Robin Christian, Geoff Crabb, Paul Buckle, Jon Saverton, Mike Jearey, Robin John, Simon Walker, Mike Newman, Martin Butler, David Aaby, Paul Moir

### **Apologies for absence.**

Roy Mantel, Seb Boston, Nigel Shaw, Ray Little, David Pomeroy, Fred Holloway, Keith Knee Robinson, Arnie Howell, John Adams, Tony Dunne, Richard Bolton, Martin Deaves, John Oversby, John Painter, David Lloyd, Hayley Tull, Ken Lunnon.

### **Minutes of last meeting.**

The minutes of the previous AGM were accepted as a true record of the meeting.

### **Chairman's report. (Extract from written report)**

The 2022-23 season has been one of consolidation after the trials and tribulations of the post pandemic years. Core membership has been maintained at 70 and we have also welcomed four new recruits, mainly through our performances at concerts. As in any year, it has been a mixture of challenges and achievements, but the fact that these have (are being) addressed is a testament to the flexibility and responsiveness of choristers.

Once again, due to the hard work of Martin, our Secretary, we had a full concert programme for the year. This required significant support from choristers and this was reflected in the consistently high attendance at both rehearsals and concerts. This commitment was further exemplified with our Cornwall 'tour' which was supported by a balanced complement of thirty nine choristers.

Formal concerts aside, the choir constantly seeks to promote and publicise its presence, activities and attract new members. This usually involves 'informal' activities such as the Broad Street Mall event in February and the Oddfellows visit in November. The good turnout at each of these events clearly indicates the willingness of choristers to support such opportunities.

One of the main challenges for the choir this year has been the disappointing audience numbers at some of our concerts, namely All Saints Devonshire Place in November and Greyfriars Reading in December. Although it needs emphasising that ultimately it is the responsibility of the organisers to raise an audience, the committee acknowledged that there was a need to consider how the choir could support organisers. Some of the strategies being considered/implemented include; flexible costing models; help sheets/aide memoires for organisers on possible strategies to publicise their concerts, help with leaflet distribution and earlier concert start times (7.00pm).

It was also recognised that the current role of Secretary needed to be reviewed to consider how the current workload could be better managed and provide more time to explore additional concert opportunities in terms of new geographical areas and potential organisers. There has been on-going discussion at committee meetings which has resulted in a recommendation that the current role of Secretary be divided into two separate roles - Administrative Secretary and Concert Secretary - and this will be discussed at the AGM.

Another issue that has been the subject of ongoing discussion by the committee is Health and Safety, particularly in terms of movement on and off the staging during rehearsals. The safety of choristers is paramount and there is a fine balance between minimising excessive movement of the choir during a performance and avoiding prolonged periods of standing in a concert. There is a responsibility on both choristers and committee to ensure that potential and actual 'incidents' are minimised. Individual choristers need to inform their Section Leader of any particular issues they may need to be addressed and the committee needs to consider how best to meet these needs and requirements. The committee's responsibilities include, pre-concert visits by the Health and Safety Officer and Stage Manager to ascertain venue suitability and potential issues; siting of staging to ensure clear access/exits; provision of additional seating for choristers; identification of choristers who can help others on/off staging; provision of qualified First Aiders, Individual responsibilities include, discussing with their Section Leader a preferred position on the staging (eg on lower rung of staging; near a hand rail etc; adhering to instructions from the Stage Manager on how to exit the staging safely (eg. walking to the end of the staging and exiting next to the handrail) Hopefully the strategies outlined above will ensure that all choristers have safe, comfortable and enjoyable concerts.

In terms of achievements this year, a particular highlight has been the inaugural Gwyn Arch Young Singers' Competition. It exceeded expectations in terms of sponsorship raised (£4600), number and quality of entrants (24) and the Winners' Gala Concert. Although we await the final figures the ticket and programme sales raised approximately £1400 with around £800 profit. The key to this success was the effort put in by the planning team and other choristers and supporters and we now have in place a set of systems and procedures which can be easily implemented for any future competitions. This is another example of where choristers have gone that 'extra mile' in helping to raise the choir's profile in the community and provide a public platform for talented young singers,

Two further 'stand out' events this year focussed on personal achievements within the choir. These were the celebrations of Fred Holloway's and Clive's 50 year membership of RMVC - what a magnificent achievement and I was proud to be the Chairman during these landmark occasions.

However, there was more to come in the form of Clive's award of the British Empire Medal in the King's Birthday Honours list - I wish we had known this earlier so we could have publicly acclaimed this achievement at our Gala concert. Although the citation was 'for services to RMVC' we all know that Clive's commitment to music is much broader and extensive - and includes his work with other choirs and his commitment and dedication to young singers through his work with Wokingham Primary schools which culminated in an annual gala 'massed' concert.

The main theme running through this report has been the loyalty, dedication and commitment of all members of the choir in meeting the challenges and demands encountered throughout the year and turning them into achievements.

We are really indebted to our professionals Clive and Haley for their exceptional hard work and guidance throughout the year. The demands have been significant but these have been more than met through their commitment, dedication and single mindedness in ensuring RMVC continues to be a premier choir, always performing to the highest level and providing first class entertainment to its audiences,

This dedication and commitment has also been demonstrated by the Trustees and committee members (including Stephen Andrewes Minute Secretary) and I thank them for this. I would also like to thank those committee members who are stepping down from their role this year - John Adams Deputy Chairman; Section Leaders Paul Lyden - Baritones; Jeremy Jones Bass and Martin Deaves Equipment Moves Organiser.

Particular thanks also go to Derek and Chris for keeping us suitably refreshed during our rehearsals and to Sav and his 'team' for organising the raffle with a constant reminder that 'you've got to be in it to win it!' Also a big thanks to our Supporters Group who provide a monthly opportunity to meet together (usually with interesting speakers), provide 'front of house' support at concerts and other events and support choristers in general.

So to the 2023 - 24 season. Full concert programme, 'tour' to Builth Wells and a Young Singers' competition. It will certainly be a very busy and I'm sure another successful year. Finally, I wish you all a restful summer break and look forward to seeing you again in September.

Ryland Lee Chairman

RL referred to the Young Singers finances and that these would be covered in the Treasurers report. KB requested that consideration be given to the Competition being more inclusive, as most awards were given to representatives from the Independent sector.

RL thanked for raising the matter and confirmed that, whilst this appeared to be true, we targeted every primary, secondary school and college in the area, and one suggestion was to provide bursary awards to state school choirs.

RL was congratulated for his leadership and commitment in managing such a large and original project which was highly successful.

**ACTION – Committee to look at options for greater diversity and targeted state schools etc.**

Action Committee

## **Musical Director's report.**

This season has been a particularly good one for the choir. We escaped the restrictions of the long covid period with very few real problems. Choir members' health has been an issue from time to time, but with sensitive and thoughtful care both from the Committee, and indeed from caring members themselves, we managed to escape from any real serious issues. This has meant that we have been able to consolidate our learning and be ready for all the events that have come our way. Having Hayley there to support me in all we do has provided us with that solid foundation on which to build.

I am buoyed up by the fact that the choir seems to be able to encourage new members to join on a fairly regular basis. I am always thrilled to see new faces, especially when we do so following concerts. Now and again is good, and new folk seem to take root very quickly, adding new strength to the regular membership.

Thanks to the efforts of many, and Martin in particular, we have enjoyed a full programme of concerts and events. These came thick and fast initially, requiring us to be entirely on top of the repertoire we had established. In time this has eased, enabling us to learn a good deal of new music and the given me the ability to change concert programmes on a regular basis. New learning has been achieved at good speed and we are currently tackling a wide range of genre, allowing me to rest some pieces that we have sung for a while.

As you all have noticed, I am now passing comment on concerts as soon as they have taken place. This seems much more sensible as things are fresh in the mind, and I think that quick feedback is far more valuable. Elements of these reports now form the basis of information to your Choir Committee on such matters. This being the case, my annual report is turning out to be a general overview of the season and all that has contributed to it, which I hope you will appreciate.

Our first 'Young Singers' Competition was a great success and thanks must go to each of you for your contributions in making it so! The whole event had an air of quality about it. The administration of it all appeared excellent, and anyone who became involved in any way would not have thought that this was the first time that the event had taken place. All aspects had been carefully considered and thoroughly prepared. It all appeared particularly professional, right down to the quality of the paper on which much was printed!

I must give Ryland a special mention – it was his idea, drive and enthusiasm that brought this project to life. We are so lucky to have so many choristers who have such a variety of skills, and the willingness to bring these ideas into being! I am sure that Gwyn would have hugely appreciated all your efforts. This event, together with 'The Gwyn Arch Foundation' which Jane has masterminded – to support Choirs as they grow and develop, is a very fitting legacy for the man who did so much to promote and support the development of singers and choirs. I believe that this event can go from strength to strength and provide us all with a tremendous end of season focus in the years ahead! The Gala Concert which featured all the three 'Young Singers Competition' winners, the Abbey Junior Choir (60 strong) and a fabulous young violinist from the Abbey Senior School, all contributed to a very special and successful event – even in the heat of the evening. The joining of all the forces with the RMVC in a number of our current repertoire arrangements appeared to be very successful and the Rhythm of Life finale in which all were involved proved to be a fitting end to this well attended and very memorable event.

Events such as our concerts and events depend on the quality of the people undertaking their roles. We are so lucky to have Hayley and her friend Sally Goodworth to support us in accompanying our Young Singers Competitors. We must never underestimate or take for granted the role of the accompanist – they can make or break a performance! Like all talented folk, they make things look easy – and I assure you it is not! Hayley has contributed greatly to the successes we have shared this

season. It is also great to see her stand in front of the Choir to conduct certain items – this is how great teamwork can develop, and I welcome it!

Each occasion we sing seems to bring about some special moment for someone at the event. Never underestimate the importance of the communication of song lyrics. The fact that you as a choir can ‘move’ people can mean a great deal. Music can affect people emotionally in many ways – and often does!

‘Another enjoyable concert’ is something I seem to be able to say after each event these days. We have certainly enjoyed many fine occasions this season. Audiences have been good in the main – we seem lucky in attracting sizable numbers of interested and enthusiastic people. I am sure it is all through the very positive efforts of many of our members. Having a good audience makes such a difference to a concert, especially when you can see they are really enjoying the occasion.

The greatest development that I have witnessed and enjoyed this season is the level of consistency you have all achieved. The Choir appears confident, secure and ready to give of its best. Much of the stress and anxieties I have seen in the past have now gone. Members old and new alike have gelled and are operating as a unit, enjoying both the learning and performance of our material. Yes, there are odd errors, but that will always be the case – none of us are perfect, and there is always room for improvement, but we will continue to strive to give of our best.

Reading Male Voice Choir is made up of a great team of people. We are blessed with a hard-working and positive committee who do so much for all of us behind the scenes. My particular thanks goes to them, and to the Section Leaders for all their caring support over so much that we as a choir just absorb or take for granted.

To individually thank all the folk that make such a positive contribution to the life and work of the Choir would take considerable time, and I would be bound to forget someone along the way so, here is a general and heartfelt ‘thank you’ to all who have contributed so much and in so many ways throughout the year. It is this team spirit and commitment that makes us the effective organisation that I firmly believe RMVC to be.

Having said all that, I am still going to mention four people who I just cannot pass over. Steve and Geoff who ‘mike me up’ at every rehearsal (this has helped me a lot), Tony & Allan (and others) who help to pack up the piano equipment and whisk it out to my car) – this support is truly appreciated and helps me a great deal. Then, of course we have Ryland, who has guided us through another fine season, entertained us at concerts, and brought into being the Young Singers Competition with which we can all be very proud; to John Kay – the voice of sense and reason, who has supported me throughout; to Martin, who has more useful contacts than my mobile phone, and who has set up so many memorable events; and of course Hayley without whom I would find it difficult to function. There are many others whose help is always appreciated and greatly valued. I am sure nearly all of you fall in that category!

It is this friendly, dedicated, and willing attitude of all our members that produces the team spirit that brings about progress and success, and I offer my thanks to you all! May our next season together be as good!

Finally, thank you to all of you who supported the event at Englefield House.

Clive - Your MD

RL thanked CW for all he does and congratulated him for his recent BEM award.

## Secretary's report.

### RMVC Secretary AGM Report July 2023

So for our first full season following a few years of faltered starts because of Covid. It was difficult to say whether we had suffered on audience loss because of the resistance of people to mix with others, though as the choir year went on this did improve.

We held successful concerts at Greyfriars, All Saints, St Mary's Purley, Christchurch Woodley, Christchurch Reading, Reading Minster and Abbey School. Also singing in February in Broad St Mall shopping centre. So this has very much been a year of only Reading performances and this is something we need to address for future years to get further afield in Berkshire.

As reported in the annual report financially this has proved very good for the charities we have supported and 1 concert supporting Red Cross Turkey/Syria earthquake appeal and Reading Minster music outreach programme.

There are currently 67 members (19 Top Tenor, 16 Second Tenor, 17 Baritones, 15 Basses) plus Clive and Hayley. Weekly updates have been sent and, where possible, a midweek update, have continued throughout to ensure everyone is kept informed at all times.

I am currently in contact with some of Male Voice choirs these include Mevagissey Male Voice Choir, who are potentially wanting to visit Reading in 2024 and, performing with us, to then return to them the following year. We do have some charities still interested in booking RMVC – these include PACT and Headway and also have some artists wanting to perform with us too. Included in this is Ma Bessy, who we performed with at Walkers annual memorial service in April 23.

It has been a difficult year for getting a plan together for new concerts for next season, but this is now completed after negotiating dates around Clive's diary and each organisation to make a date that works for all, whilst working around the plans for year 2 of the Young Singers competition and our plans to visit Bulth Wells are now underway, with costings for coach & hotel now sought and numbers of members and ladies gathered.

Please find below the proposed dates for the 2023/2024 season

Reading Male Voice Choir 2023 – 2024 season-

Friday 1st September 2023 - Start of season rehearsal

Saturday 28th October 2023 - Concert St Edmund Campion Church 7.00pm

Raising church funds or what they choose to raise for

Tuesday 14th November 2023 - Oddfellows Hall Oxford Rd - Informal singing

Saturday 2nd December 2023 TBC - Concert Ascot Priory 7.00pm

Friday 15th December 2023 - Last rehearsal of term

Saturday 16th December 2023 - Three Choirs Christmas Reading Minster 5.00pm

Raising funds for Reading Minster Music outreach programme

Monday 18th December 2023 - RMVC Xmas dinner – Sonning Golf Club 7.30pm

Friday 5th January 2024 - Start of new term

Saturday 3rd February 2024 - Concert for Parkinsons, Christchurch Woodley? 7.00pm(venue to TBC)

Saturday 9th March 2024 - Young singers auditions Abbey school 9.00-5.00pm

RMVC members and ladies support  
Friday 22nd March 2024 - Last rehearsal of term  
Break for Easter  
Friday 12th April 2024 - Start of new term

Saturday 20th April 2024 -Walkers Memorial Service, Reading Minster 4.00pm TBC  
Thursday 25th April until Sunday 28th April 2024 - Trip to Builth, Wales 2 or 3 concerts  
Saturday 8th June 2024  
Concert Trinity Church Lower Earley 7.00pm -Raising funds for Trinity Church funds  
Friday 5th July 2024 -AGM – Last day of term 7.30pm Hawkedon Primary School  
Saturday 6th July 2024 - Gala Concert for Young Singers Abbey school 7.00pm  
celebrations concert of Young singers competition

MB said that, following COVID, he has been looking at different types of venues. An example is Ascot Priory, where we are the first choir who have been granted permission to sing at this venue. We are due to sing 2 concerts here on the same day, with afternoon and evening performances.

Artur, our former bass, is looking for his new choir to visit us next season, with a reciprocal visit to Mevagissey the following year being considered.

Martin Butler -Secretary

RL expressed great thanks to MB for all of his work for the choir.

## Treasurer's report.

### READING MALE VOICE CHOIR ANNUAL GENERAL MEETING 7<sup>th</sup> July 2023 TREASURER'S REPORT

Here is a summary of the Choir's finances. The full Annual Report and Accounts is also being circulated by email and can be downloaded from [www.rmvc.net](http://www.rmvc.net).

Balance at the end of:	May 22	31 May 23	May 24
	Actual	Actual	Projected
<u>Account:</u>	£	£	£
Assets	18	18	18
Debtors	-	-	-
Metro Bank Current Account	27,070	9,478	7,529
Metro Bank Reserve	229	17,554	17,554
Cash and cheques		-	
Creditors		-	
<b>TOTAL</b>	<b>£27,317</b>	<b>£27,050</b>	<b>£25,101</b>
<b>RESERVES</b> ( <i>net current assets</i> )	<b>£27,299</b>	<b>£27,032</b>	<b>£25,083</b>
<b>DISCRETIONARY Funds</b>	<b>£11,227</b>	<b>£9,514</b>	<b>£6,183</b>

#### Notes:

Discretionary Funds are net current assets less reserves (our target increased to £17,500 from 2022))

Core income are subscriptions, tuition fees, tax refunds, weekly raffle

Core support costs are MDs' honoraria, hire of rehearsal hall, music Core

management/administration includes Trustees' expenses, insurance From 2017,

Financial reporting and budgeting is calculated on a Cash Basis.

The balance as at the end of May 2022 is as in the Annual Report and Accounts. Reserves are as defined by the Charities Commission. They are represented in our accounts by the subtotal Net Current Assets. Since we write down our fixed assets to nominal values, in most years our total balances only slightly exceed our reserves.

As discussed in my report to the AGM last year, the Committee has reviewed our position regarding our long-term Reserves target. In November 2022, the Committee agreed to increase our long-term Reserves target to £17,500. In addition, the Committee agreed to set aside £2,500 within Discretionary Funds to ensure the continuation of the Gwyn Arch Young Singers competition in future years.

#### INCOME AND EXPENDITURE 2022/23

The Choir have performed in 6 'regular' concerts plus the Minster '3 choir' Christmas Concert and an informal performance at Oddfellows, Reading. In addition, RMVC launched the first Gwyn Arch Young Singers competition which produced 3 outstanding young singers who performed, with RMVC and Abbey School Choir, at their Gala concert in June.

There was a total of 70 paying members during this year generating a combined subscription/tuition fee income of £8,800 (£130 below budget).

The result for the FY22/23 is that expenditure exceeded income by £267 compared to a deficit of £1,395 anticipated in the budget approved by the AGM in July last year. Net Core expenditure was £-

3,274 and Net Non-Core income was £3,007. These results are subject to examination by our Independent Examiner, scheduled for 30<sup>th</sup> June.

Main variance -v- budget were as follows:

**Income:** Sponsorship and donations were £2,189 above budget due to generous sponsorship agreements achieved relating to the Gwyn Arch Young Singers Competition.; Concert fees and ticket sales were £1,000 below budget but programme sales were £457 above budget. £705 relating to last year's Cornwall trip was received during this FY and Sundry Income was £690 over budget mainly due to income from the Reading Community Lottery.

**Expenditure:** Publicity and Concert Expenses were £1,618 above budget arising from the Memorial Concert in Reading Concert Hall; Administration was £1,384 over budget due mainly to YSC and First Aid Training

## **INCOME & EXPENDITURE 2023/24**

The Committee recommends a budget for the year to 31st May 2024 as attached. This budget proposes a deficit on the year, with a projected outturn that expenditure will exceed income by £1,949.

Significant assumptions in this budget:

- We will perform 3 fee paying concerts at £400 each in addition to our YS Gala Concert in July which I have assumed will be self-funding.
- Subscriptions will increase by 7.7% to £140.00 full and £97.00 concession, both including a tuition fee of £20.
- MD/Accompanist Honoraria would increase by 8%
- Any income from 'informal' performances (e.g., Oddfellows/Walkers) would be in addition to this budget as would any income from our participation in the Minster Christmas Concert

The Committee proposes that member subscriptions will increase to £120 annually and £77 for concessions. Tuition fees, which do not qualify for Gift Aid, will remain at £20 annually.

Concessionary subscriptions are not 'age related' but are available to members who are genuinely not in a financial position to pay the full rate subscription either as a oneoff payment or on a staged payment basis.

At this level, our Reserves would reduce to £25,083, about £6,183 above our longterm target of £18,900 (£17,500 at 2022 prices). Net Core income would be £631 net non-Core expenditure would be £2,580.

## **POSSIBLE PROJECTIONS TO 2024/25**

I have attempted to develop a possible budget for the year ending 31<sup>st</sup> May 2025 – see attached.

You will see that this budget would be balanced.

Significant assumptions in this possible budget:

- We will perform 8 fee paying concerts during the year and that our fees will remain at £400.
- We would also perform a concert for our own funds.
- Subscriptions would increase to £150.00 including £20.00 Tuition. Concession rates would increase to £104, both including £20 Tuition Fee.
- No further significant expenditure is anticipated in this financial year.

At this level, our Reserves would remain at £25,083, about £5,238 above our longterm target of £19,845 (£17,500 at 2022 prices assuming 3% inflation for the year). Net Core expenditure would be £1,820, offset by net non-Core income of £1,820, delivering a balanced budget.

## INDEPENDENT EXAMINER OF ACCOUNTS (Agenda Item 8)

This is the third year that Sukey Joshi has examined our accounts and Sukey has indicated that she would be happy to continue in this role should the AGM approve her appointment for the current year.

## DECISIONS REQUIRED BY THE AGM

Consequently, at the recommendation of the Committee, the AGM is requested to approve the following decisions under Agenda Items 7 and 8:

1. The adoption of the Consolidated Annual Report and Accounts for the year ending 31st May 2023 (see separate attachment)
2. The budget recommended by the Trustees and Committee for the year ending 31st May 2024 (see attached)
3. The MD Honoraria recommended by the Trustees and Committee for the year ending 31st May 2024 be increased to £5,022 p.a. for the MD and £4,295 p.a. for the Accompanist (see above)
4. The subscriptions, including Tuition Fees, for the year ending 31st May 2024 increase to £140 and £97 respectively. (see above)
5. The adoption of this Treasurer's Report.
6. The appointment of Ms Sukey Joshi as the Choir's Independent Examiner of Accounts for the year 2024/5 (Agenda Item 8)

Proposed: Treasurer

Seconded: Chairman

*John Kay*

12 June 2023

## Statement of Financial Activities for the year to 31 May

PROPOSED BUDGET to 31 May 2024 and POSSIBLE to 31 May 2025

Class	Income	Expense	Income	Expense
	£	£	£	£
<b>Funds Generated</b>				
*Members' subscriptions	8040		8600	
*Members' tuition fees	1400		1498	
*Tax refunds on Gift Aid	1849		1978	
*Weekly choir raffle	1200		1300	
<i>Sponsorship</i>	2500		0	
<i>Donations and legacies</i>	100		100	
<b>Subtotal: Funds Generated</b>	<b>15098</b>		<b>13476</b>	
<b>Income from Choir Activities</b>				
<i>Concert fees</i>	1600		3200	

<i>Sales: concert tickets</i>	0		800	
<i>Sales: programmes</i>	75		400	
<i>Sales: CDs, tapes</i>	600		100	
<i>Refreshments (net)</i>	0		0	
<b>Subtotal: Income from Choir Activities</b>	<b>1775</b>		<b>4500</b>	
<b>Other Income</b>				
<i>Bank &amp;c interest</i>	25		20	
<i>Contributions: uniform</i>	0		0	
<i>Sundry income</i>	0		0	
<b>Subtotal: Other Income</b>	<b>25</b>		<b>20</b>	
<b>Costs of Generating Funds</b>				
<i>Fundraising, publicity</i>		500		600
<b>Subtotal: Costs of Generating Funds</b>		<b>500</b>		<b>600</b>
<b>Costs of Choir Activities</b>				
<i>Concert expenses</i>		400		800
<i>Producing programmes</i>		80		250
<i>Recordings</i>		500		0
<i>Gwyn Arch Young Singers</i>		2500		0
<b>Subtotal: Costs of Choir Activities</b>		<b>3480</b>		<b>1050</b>
<b>Support Costs</b>				
<i>*Musical Directors</i>		9317		9896
<i>*Hire of rehearsal hall</i>		3800		3990
<i>*Music</i>		500		525
<i>Uniform</i>		500		500
<i>Equipment, transport</i>		500		650
<i>Depreciation</i>		0		0
<b>Subtotal: Support Costs</b>		<b>14617</b>		<b>15561</b>
<b>Management and Administration</b>				
<i>*Administration</i>		500		525
<i>*Trustees' expenses</i>		100		100
<i>*Insurance</i>		150		160
<i>Sundry expenses</i>		0		0
<b>Subtotal: Management and Administration</b>		<b>750</b>		<b>785</b>
<b>TOTALS</b>	<b>17398</b>	<b>19347</b>	<b>17996</b>	<b>17996</b>
<i>*NET Core</i>	631			1820
<i>NET Non-Core</i>		2580	1820	
<b>NET TOTAL</b>		<b>1949</b>	<b>0</b>	<b>0</b>

7a) Adoption of Annual report and accounts 2022/23

Proposed by DP, and seconded AC, and agreed unanimously by the members.

Budget for 2023/24

Honoraria increased by 8% - Proposed by PL, seconded by AE

Subscriptions to increase from £130 to £140 (Includes tuition fees)

Proposed by SR and seconded by DR

Overall Budget agreement proposed by JS and seconded by MJ

Treasurers Report

Proposed by SD and seconded by DA

### **Appointment of Independent Examiner of Accounts.**

Sukey Joshi has indicated that she would be happy to continue in this role should the AGM approve her appointment for the current year.

Proposed by GG and seconded by AC

RL expressed his thanks to JK for all of his work, and for his clear presentation.

## **RMVC Annual Health & Safety Report – June 2023**

### **Annual maintenance:**

- Testing of all choir portable electrical appliances was completed on 13/14 Oct 2022. No failures reported.
- Inspection of concert staging was completed on 12 Nov 2022. A few minor adjustments were made. All items were deemed to be safe to use.
- The Annual Fire Safety Briefing for rehearsals at Hawkedon School was given to members at the rehearsal on 28 Oct 2022. The same briefing was given to the Friends Meeting on 4 Nov 2022.

### **Covid Risk Management**

- Following the stopping of free Lateral Flow Test kits, in April 2022, we have asked members not to come to rehearsals if they have cold, flu or Covid symptoms. Members appear to have followed this guidance, through the year.

### **Health & Safety Documentation:**

- The Health and Safety Documentation was updated on 25 February 2023 and uploaded to the RMVC Website:
  - HS1 – Health & Safety Policy Statement and Individual Responsibilities
  - HS2 – Good Practice Documents – Concert Activities
  - HS3 – Good Practice Documents – Rehearsal Activities
  - HS4 – Good Practice Documents – Emergencies

- **All members are encouraged to read them and follow the good practice.**

### First Aiders

- Between December 2022 and April 2023, 9 members have completed a one-day emergency first aid course, joining Allan Crisp in our first aid team:
  - Kevin Boyle, Alan Broodbank, Bob Castelijm, Andrew Evans, John Painter, Christopher Peck, Oswaldo Ravelo, Nigel Shaw, Peter Woodward.
  - The Health & Safety Officer has agreed to plan a rota for concerts next year.

### Concert Venue Inspections:

- Concert venue inspections are normally attended by the Secretary and Stage Manager. Where necessary the Health & Safety Officer is consulted.

### Choir Accidents and First Aid Incidents

- The choir requires members to report any accidents or incidents that occur while at rehearsal at Hawkedon School or setting up and performing at a concert venue.
- This year we have recorded 2 incidents:
  - A slip occurred while dismounting from the choir staging, during a pre-concert rehearsal.
  - A member was tipped from their wheelchair while crossing the footpath to the rehearsal hall at Hawkedon School.
- These incidents have been investigated with a view to identifying the root causes and actions taken to try to prevent recurrence.

### Risk Management

- Section Leaders continue to monitor the needs of choir members arising from impaired mobility, balance or eyesight, particularly when moving about in the rehearsal hall, at unfamiliar concert venues, or when standing for long periods.
- The Musical Director, Stage Manager and Secretary are updated on developments or temporary needs prior to concerts.
- **Members are asked to be alert to new hazards arising in our rehearsals and at concert venues and to bring any concerns to the attention of the Health & Safety Officer, so that they can be investigated and adjustments made as necessary.** Thank you to all who have helped me through the last year.

Christopher Peck (Health & Safety Officer), 20 June 2023

CP requested that everyone reads the Working Practices available on the website.

RL noted that we now have a good number of first aiders thanks to AC, and that defibrillator training continues to take place. RL also emphasised the perils of using staging and urged members to listen with care to those assisting on site. Please refer any issues you may have in this respect to your section leader so that safety can be assured as far as possible.

RL expressed his thanks to CP.

## **Section Leaders and other Choir Officers reports.**

### **1<sup>st</sup> Tenors – Mike Jearey**

#### **Tenor 1 Report AGM 8 June 2023**

In the 2022/23 year the 19 T1s continued to maintain a presence of 11 to 17 at rehearsals with 12 to 15 performing at concerts.

We welcomed two new members and one returning member to performing this year, while one member has requested a “leave of absence” for the latter part of the year while he dealt with a health issue. I hope he will return in the new year.

Some T1s have had health challenges this year which affected numbers at times but generally all have recovered and returned to singing.

Some of the men are finding the rigours of performances difficult but so far, with careful planning with the Staging Manager and consideration of the HSE risks, we have managed to safely accommodate those with mobility issues.

We are all looking forward to another year of singing, fun, and fellowship next year.

Mike Jearey

### **2<sup>nd</sup> Tenors – Arnie Howell**

Report of Tenor 2 section for AGM 2023

The section currently has 15 members. Our newest member is David Moon, who joined us after attending the Purley St Mary’s concert as a member of the audience.

John Oversby continues to attend practice and performances in spite of his ongoing problems.

Geoffrey Million is now back in action and seems, on the surface, to be no worse off for his experience. David Ewens has decided to take the rest of the season off as he is unable to stand up for long periods and feels happier taking a break until September when, he assures me, he will return to the fray.

T.A.Howell.

### **Baritones - Paul Lyden.**

This is my final report for the baritones of whom I am very proud and have been pleased to serve for the past nearly four years.

This year we have had once again a good attendance at both concerts and rehearsals with very little sickness.

I would like to express how pleased I am with the contributions made by various members of the baritones. Ryland Lee Chairman , John Kay Treasurer, Andrew Evans Publications, Allan Crisp percussion, Robin John wardrobe and some percussion, Geoff Gale some stage direction, Martin Deaves and Stephen Dale Staging movement and finally, a person who is taken for granted , Derek Reigate, who only hears his name mentioned when someone says “put the kettle on Derek”  
Excellent work Derek.

The Baritones are high contributors to the well running of the choir and it has been my pleasure to work with them.

Paul Lyden

Section leader

### **Bass - Jeremy Jones.**

This is my last report to the AGM as leader of the bass section.

My time in post has seen the section contract to just fifteen singers with six departures on my watch. I am sure that Lady Bracknell would be lost for words, if not apoplectic, or both! However, my remaining colleagues are stout-hearted fellows, more than capable of providing a sound foundation for the choir; and so they do, concert after concert.

Not only does the bass section provide the musical underpinning for the other sections to twitter over, but its members contribute to the well-being of the choir in other ways too: keeping it watered and fed at rehearsals; ensuring that Clive, Ryland, and Roland are audible at rehearsals and concerts; assisting with the transport of staging and equipment to and from concerts; and helping to run the raffle when necessary. No lack of commitment there.

On behalf of the section, I would like to express its thanks to Clive and Hayley for their musical leadership and direction; to the officers of the choir for their efforts to ensure that the choir continues to function and perform; and to those others who contribute in so many ways to ensure that the life of RMVC can continue and go from strength to strength.

It has been a privilege to serve as leader of the bass section, and I hope that despite some unfortunate experiences with Zoom, various dubious asides, and certain authoritarian tendencies my fellow basses will remember my time in post fondly. I am grateful to them for their good-humoured support and co-operation, and for putting up with me. I am confident that my successor will enjoy similar support, and I wish him fair winds and following seas.

Jeremy Jones

RL expressed his thanks to all the section leaders for their important work.

RL read out a short note from Martin Deaves, who was unable to attend this evening. MD, who is now retiring from office, wishes to thank the staging team and Special thanks to CB and SD

GC is looking for volunteer van drivers as numbers have been falling. Drivers need to be max 75 years old and hold a standard driving licence.

### **Presentation of Long Service awards.**

The following awards were presented with thanks.

TD and MH were unable to attend and will receive their awards when we return next season.

- 40 Years: David Paine – Gold
- 30 Years: Paul Champion
- 20 Years: Tony Dunne, Mike Heather, Bryan Verran - Bronze
- 10 Years: Dave Allen, David Aaby – ½ pint tankard.

## **Other Motions from Sections and Members.**

RL referred to the motion regarding the splitting of the current secretarial role into 2 in view of workload and the need to create resilience. This issue has been discussed previously in 2009 and 2017. Proposed job specifications for the new roles have already been circulated.

CB mentioned that it was important to consider the standing of the choir in modern times.

Motion proposed by KB and seconded by DP. All voted in favour.

## **Election of Committee Members and Officers.**

There were no contested elections however the following were retiring: Dave Allen (SL T1), David Ewens (SL T2), Jon Saverton (Social)

The following were elected:

<b>Post</b>	<b>Candidate</b>	<b>Proposer</b>	<b>Secunder</b>
Chairman	Ryland Lee	John Kay	John Adams
Deputy Chairman	John Carr	Ryland Lee	John Kay
Admin Secretary	Steve Richardson	Ryland Lee	Martin Butler
Concert Secretary	Martin Butler	Ryland Lee	John Adams
Treasurer	John Kay	Ryland Lee	Martin Butler
SL Tenor 1	Mike Jeary	Dave Allen	Colin Hinks
SL Tenor 2	Arnie Howell	David Ewens	Steve Richardson
SL Baritone	Andrew Evans	John Kay	Andrew Evans
SL Bass	Paul Moir	Alan Broodbank	David Pomeroy

Concert Co-ordinator	Nigel Shaw	Ryland Lee	Martin Butler
Assistant Secretary	Andrew Evans	John Kay	Ryland Lee
Librarian	Kevin Boyle	Ryland Lee	Martin Butler
Social Secretary	David Ewens	Nigel Shaw	John Carr
Equipment Moves Coordinator	Steven Dale	Martin Butler	Ryland Lee
Health and Safety	Chris Peck	Ryland Lee	Martin Butler
First Aid	Allan Crisp	Ryland Lee	John Kay
Minutes Secretary	Steve Andrewes	Ryland Lee	Martin Butler
Publicity Officers	Andrew Evans	John Kay	Ryland Lee
	Steve Richardson	Ryland Lee	Martin Butler
Wardrobe Master	Robin John	Ryland Lee	Martin Butler

The members confirmed their agreement in omnibus.

**Meeting finished at approx. 8.50pm**

**Meeting dates for next year. sy(All at Hawkedon School.)**

**Commitee.**

12<sup>th</sup> October 2023, 30<sup>th</sup> November 2023, 22 February 2024, 6<sup>th</sup> June 2024, AGM 5<sup>th</sup> July 2024

