

The Llysfaen Singers

Minutes of the Annual General Meeting held on Wednesday, 18th July 2018 at Lisvane Memorial Hall

Attendees: Joanna Burdett, Jan Marsden, Val McBroom, Bronwen Andrews, Jane Williams, Viv Griffiths, Ann Mason, Jan Jones, Cath Lynn, Karen Mingay, Alan Prosper, Anne McGuffin **Chair** (AMcG), Peter McGuffin, Angela Archer, Tom Lazell (TL), Iona Picton, Peter Gwatkin, Gloria Lindsey, Angela Archer, Carolyn Tranfield, Bruce Cross, Alison Dickinson, Diane Rhoden, Eirlys McNeil-Watson, Simon Armitage, Kathy Armitage, Emma Smith, Martin Bye **Secretary** (MRB).

Apologies: Sue Anthony, Alison Rowe, Kath Evans, Cath Evans, Juliette Sherrard (JS).

1. Opening Remarks

AMcG welcomed Choir members to the meeting and referred to the AGM minutes of 19th July 2017. These were approved.

2. Actions Arising from Minutes of 19th July 2017

Item 8.1: A request for a lesson on conducting (JS). This was deemed unnecessary.

Item 8.2: Notice of Committee meetings. AMcG commented that this in general was being implemented.

3. Chairman's Report

The following key points were reported by AMcG.

i) The Choir's annual cycle is to rehearse and perform 2 concerts. This year "Mistletoe and Wine" (Christmas concert) took place on 13/12/17, and "Pastime with Good Company" on 27/6/18 during the Lisvane Festival. The proceeds from our summer concert will be donated to 2 local charities: "Welsh Hearts" and "Ty Hafan Children's Hospice". This year we are recommending that we donate £100 to each charity.

ii) The Choir also performed at the LCA's "Christmas Tree Light Up" in December 2017. However, this year we have performed at fewer events outside of our usual concerts and we should consider trying to put on more of these types of event next year.

iii) In keeping with Choir policy regarding concerts, we invited guest performers to both concerts. Justine Swainson (Flautist) with two of her pupils performed at the Christmas Concert. In the summer, Heledd Eleri (Soprano) and Dylan Mingay sang in the Concert. All of our guest performances have provided very popular interludes for our audiences, as well as an opportunity for a break for us in the Choir. We are most grateful to them all.

iv) Choir members "manned" a Llysfaen Singers stand at an event organised by St Denys Church and Lisvane Baptist Church with the aim of publicising organisations within the village. Choir members who took part in this event were thanked.

v) The Llysfaen Singers is now accredited with HMRC for the purpose of claiming Gift Aid on Choir subscriptions. It was pleasing to report that we were able to claw back approx. £400 from the taxman - representing a useful boost to our finances.

vi) Choir numbers stood at 39 (down on last year); however we have welcomed some new members with more due to join/rejoin(?) again in September. As ever, we still need more basses and tenors. Due to the lower number of Choir members we have raised termly subscriptions to £40 (£120 annually).

vii) The past year has been one of major change for the Choir with both our Musical Director and Accompanist stepping down. Both had played key roles in the inception and development of the Choir since 2013 and were very hard acts to follow! After a few anxious weeks, we were delighted to find Tom Lazell and Gwen Moucher who have more than amply filled the roles of Musical Director and Accompanist. A huge thank-you to both!

viii) Committee Members were thanked for their contributions and hard work for the benefit of the Choir. Ann Doubler and Juliette Sherrard have stepped down this year, so thanks were extended to them for their hard work and contribution as Trustees, as well as their specific roles as Treasurer and Soprano Rep/Social Secretary respectively. Carolyn Tranfield will take over as Treasurer, Joanna Burdett as Social Secretary and Alison Dickinson as Soprano Rep, pending endorsement of their appointments. Remaining “stalwarts” of the Committee throughout the past year have been Karen Mingay (Alto Rep), Peter McGuffin (Bass and Tenor Rep) and Cath Lynn (Librarian). Thanks go to them all for their hard work on the Choir’s behalf. As ever, Ian Shopland has been diligently working away behind the scenes, maintaining and updating our website as well as the Alice Fayn Singer (YouTube) and the Soundcloud recordings, both of which help us to rehearse our parts.

ix) Finally, the Choir has many supporters in the Lisvane community without whom our concerts would be very dismal (and empty)! We need friends, partners, spouses etc not only to pay to listen to us perform but also help with ticket sales, running the bar, refreshments, organising the raffle, etc. A huge thank-you to them all. Thanks were also extended to all Choir members for continuing to attend rehearsals, for working hard to learn parts and for singing their hearts out!

4. Music Director’s Report

The following is a summary of the main points presented.

i) TL started with a huge thank you to everyone in the Choir and also the Committee for the fantastic support during his first term as Musical Director - not only in terms of this job, but also with regard to his Masters Degree. Conducting and working with the Choir he said, has been a “breath of fresh air”.

ii) Congratulations were extended on a very successful concert - the hard work leading up to it clearly showed. Many in the audience had said how much they enjoyed the concert, the quality of performance and the plethora of repertoire we had performed that evening. For most of the pieces, this was the best we have ever performed them and while there were some very small mistakes in some other pieces, the Choir did the right thing, stuck to their guns and kept going, which made the audience think ‘well that was outstanding!’. Mistakes are inevitable, but we shouldn’t fear making them.

iii) Looking forward, one improvement is the need for more contact between us. It was not ideal to learn that some people were unavailable just two weeks before the concert. TL requested that, in future, Choir members let him know if they are unable to attend a concert or a rehearsal, or if they are going to be late to a rehearsal or want to leave a rehearsal early. There should be no surprises if it is known in advance that a number of people are unable to perform. An alternative might be to have a sign-up sheet for members to confirm their availability for a concert.

iv) Future plans: Keep going as we are and build on what we already have. Continue to rehearse and perform two concerts a year. Try other performances in and around the community/Cardiff. Try

going on a tour. Plans for the Christmas concert will be presented during the summer break. Planning for Summer 2019 has also been started. TL broached the possibility of setting up a children's choir to perform in the Christmas concert with the Choir. TL mentioned that he was intending to contact the Lisvane Link to advertise the setting up of a children's choir, for ages 7-11. Comments to this proposal would be welcome.

v) Affiliation with Ty Cerdd. This is a Welsh Music Organisation and Record Label whose main goal is to promote Welsh music to the world. It is also the home of the Welsh Music Archive. Details of the benefits of joining were given. It was considered to save money if hiring pieces of music. The joining fee is £40/year.

5. Treasurer's Report

i) Firstly, many thanks to Ann Doubler and Doug Craddock for preparing and reviewing the accounts for the year to 5 April 2018. See Appendices 1 and 2.

ii) The income and expenditure account shows that we made a surplus for the year of £440. *(It should be noted that membership as of July 2018 is 34. This is now lower than in the past and means that whenever a term exceeds 12 weeks we would make a loss, as our subscription income is exceeded by the costs of renting the hall and paying the Musical Director and Accompanist. We will also be looking to purchase new music for future concerts. We therefore need to try to increase our membership and to maximise the income we make from concerts and Gift Aid.)*

iii) The recent Summer Concert made a profit of approximately £800.

6. Changes to the Constitution

The following changes to the Constitution were discussed.

6.1 Removal of Musical Director position as Charity Trustee. Paragraph 4.1 of the current Constitution lists the members of the Committee (who are also Trustees of the Llysfaen Singers). An amendment to this paragraph was proposed namely, that the position of Musical Director be removed from the list of Committee members. The rationale for such an amendment was explained, whereupon the motion to amend Paragraph 4.1 was carried unanimously.

6.2 Requirement for two signatures on cheques. Paragraph 9.2 of the Constitution states *inter alia* that "cheques shall be signed by any two of the Officers". An amendment so as to remove the requirement for two signatures was proposed. In order to make payments by online banking it is necessary to amend the bank mandate so that payments can be made by one authorised official and not two as at present. As this method of paying suppliers is more convenient than issuing cheques, the Choir wishes to use this facility in future. This will have a corresponding effect on cheque signatories in the event that we still need to use them. After some discussion, it was agreed to adopt the proposed amendment, provided that the Committee had pre-authorized on-line payments to selected creditors. On this basis, the motion to amend Paragraph 9.2 such that "cheques shall be signed by any one of the Officers" was carried unanimously.

7. Election of Officers and Committee

7.1 It was noted that Ann Doubler (Treasurer) and Juliette Sherrard (Soprano Voice Rep. and Social Secretary) had decided to stand down from the Committee. They were thanked for their work in these roles since the formation of the Committee. Carolyn Tranfield and Alison Dickinson have agreed to be

nominated to fill the positions of Treasurer and Soprano Voice Rep. respectively. The Chairman, Secretary and remaining Committee members had agreed to stand for a further year.

The Committee (including the individual changes noted above) was proposed for (re)election and carried unanimously.

7.2 The position of Social Secretary is to be filled by Joanna Burdett who will attend Committee meetings as necessary.

8. Charity Donations

It was noted that the agreed charities for 2018 are “Welsh Hearts” and “Ty Hafan Childrens’ Hospice”. Following a recommendation from the Committee, it was agreed that the Choir should donate £100 to each of the two nominated charities from its funds. This amount is much less than the Choir donated last year, but it was felt that we should be careful with Choir funds in the light of the Treasurer’s report and comments.

9. Questions/Comments from Choir Members

9.1 Questions were raised during the meeting regarding our falling membership and in particular, how we could recruit more Choir members. Emma Smith asked whether we had a written plan for increasing membership numbers. Suggestions from those present included: i) entering Wednesday rehearsal dates into the Lisvane Link monthly diary; ii) inviting potential new members to join through personal contact; iii) placing Choir leaflets in local community centres e.g. Llanishen Hub, Rhiwbina Living; and iv) utilizing the LCA’s Facebook and Twitter accounts to advertise Choir events.

Action: Committee to progress.

9.2 Cath Lynn asked whether the Choir could store its music in the Memorial Hall, as transporting a box of music to and from each rehearsal is inconvenient.

Action: MRB to contact the Hall Booking Secretary.

9.3 Alan Prosper asked whether performing at the Glanfa Stage (Wales Millenium Centre) was still being considered. It appears that the WMC has stopped all performance of this type, although a Christmas performance might be possible. An alternative venue could be St David’s Hall.

Action: TL to investigate.

9.4 Ty Cerdd. TL made the case for joining this organisation (see Item 4(iv) above), which was agreed.

9.5 An email has been received from Alzheimer’s Society Cymru, which is looking for choirs across Wales to raise funds and awareness for people affected by dementia. We are being asked to consider supporting the Society through a donation or a bucket collection that is being organized throughout November and December.

Action: MRB to obtain further details.

10. The meeting closed at 9.10pm.

Martin Bye
20th July 2018

Appendix 1 **Llysfaen Singers / Membership & Events Cash Breakdown 2017/2018**

Started new tax year with £1,368.95 credit in bank account.

<u>General</u>	<u>Concerts</u>
<p>April to July 2017 (Summer Term) 39 Members (+1 on PY) Total Income Summer Term = £2,861.48 Total Expenditure = £1,550.55</p> <p>N.B. Charity Cheques issued totalling £750.00 not included in expenditure.</p> <p>Term Surplus + £560.93 Reasons: Gift Aid £420.48 Increase of subs by £5</p>	<p>Summer Concert - June 2017 Income Tickets = £639.00 Raffle = £246.00 Gross Bar Sales - £191.00 Total Income = £1,076.00 Less Expenses £406.09 (Wine, beer, water, gifts, printing, Pianist & MD Fees.) Net Profit of £669.91 (Rounded up to give a £500 donation to Velindre and £250 to the Forget Me Not Charity.</p>
<p>September to December 2017 (Christmas Term) 37 Members (-9 on LY) Total Income = £2,375.65 Total Expenses = £2,697.07</p> <p>Total = (£321.42) Net loss</p> <p>Reason for loss was that "MM Renewal Fee + Insurance and PRS Fee = £190.51 Website renewal fee £48.58 and £462.50 music. Membership -9 representing £315 in lost income.</p>	<p>Christmas Concert - December 2017 Income : Tickets = £651.15 Raffle £195.00 Total Income = £846.15</p> <p>Expenditure of £223.49 (wine, gifts, hall MD and pianist fees.)</p> <p>Profit = £622.66</p>
<p>January to March 2018 (Easter Term) 39 Members (-5 on LY) Income = £1,625.00; Expenses = £1,389.45</p> <p>Total Profit = £235.55</p>	

End of Tax Year 2017 / 2018

Balance in bank account = £1,844.01

Increase on last year of £475.06 - NB However bill outstanding of approx. £200.00 for 25 music folders ordered. This cost will be recouped *pro rata* as folders sold to new members. (4 sold to date.)

Ann Doubler

Hon Treasurer

22.06.2018

Books, records and bank statements of the Llysfaen Singers have been checked and audited and certified by Douglas Craddock (Certified Accountant), Spring 2018.

Appendix 2

Lisvane Singers

Income and Expenditure Account for the Year from 6th April 2017 to 5th April 2018

<u>Income</u>	<u>05.04.2018</u>
Subscriptions	4,640
Ticket sales	1,330
Raffle Monies	441
Bar Takings	248
	<u>6,659</u>
<u>Expenditure</u>	
Hall Hire	1,224
Music Hire / Purchase	781
Musical Director	1,540
Relief Director	-
Pianist	1,395
Relief Pianist	-
Donations	750
Concert Costs	446
Others	84
	<u>6,219</u>
Surplus for year from 6th April 2017 to 5th April 2018	440
Surplus brought forward from 5th April 2017	1,369
Total surplus	<u>1,809</u>
Represented by:-	
Bank account - Barclays Community Account @ 5th April 2018	2,055
Less Unpresented cheques	<u>(246)</u>
Balance as per surplus above	<u>1,809</u>

I certify that the above Account is a true and fair reflection of the books and records, and Bank Statements, of the Llysfaen Singers

Douglas Craddock, Certified Accountant

May 2018