



# THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

[www.srp.org.uk](http://www.srp.org.uk)

## GUIDANCE FOR BRANCHES

This note offers guidance for Branch Secretaries and Treasurers to help with the management of their Branches. It includes details of the information that Branches should send to national officers of the Society during the membership year, which runs from September to August. Much of this information is already available elsewhere on the Society's website but is summarised here for ease of reference.

The national Secretary would welcome comments and suggestions from Branches for revisions or additions to this guidance.

### BRANCH ACCOUNTS

Each Branch should keep accounts that coincide with the Society's membership year, which runs from 1<sup>st</sup> September to 31<sup>st</sup> August. Branches are an integral part of the Society and so their accounts need to be incorporated in the Society's overall accounts. To avoid double counting, it is important that Branch accounts distinguish clearly between the external income and expenditure of the Society, including its Branches, and transfer payments between Branches and central funds. There is a template for use when compiling Branch accounts, and guidance on its completion, at [www.srp.org.uk/admin-documents](http://www.srp.org.uk/admin-documents).

Branch accounts for the year ended 31<sup>st</sup> August should be sent to the Society's Treasurer by **15<sup>th</sup> October**. The accounts should have been independently examined and approved by the Branch before submission, but if this is not possible please send draft accounts by the deadline and notify the Treasurer as soon as possible when the accounts have been examined and if any amendments to the draft have been found necessary. Please contact the Treasurer in good time if you have any queries about the production of Branch accounts since delays in submission of Branch accounts can delay completion of the Society's overall accounts.

### BRANCH INFORMATION

Each Branch can, if it wishes, edit its own pages (or the links to its own website) on the Society's website. However, the Web Editor will be pleased to make changes on behalf of Branches if they prefer. The website is an increasingly important means for attracting new members to the Society and its Branches and so an informative, attractive and up to date website is a major asset for the Society. Each Branch should, as a minimum, aim to keep up to date information on its website pages (or its own website) about the dates, times and venues for its meetings, but the website is extremely versatile and can incorporate or include links to documents (such as flyers and application forms for Playing Days), pictures (of Branch activities), and sound and video files (of Branch performances – subject, of course, to copyright rules).

Detailed guidance for Branches that wish to edit their own web pages, or to practice and experiment in the "sandbox" before deciding whether to make changes to the main site, is at [www.srp.org.uk/editing-branch-information](http://www.srp.org.uk/editing-branch-information). This also includes guidance enabling Branches which have agreed to share their Branch Music Libraries to add to and update the details of their holdings.

## COPYRIGHT FEES

Branches are required each year to declare and pay royalty fees on any music in copyright that they have performed in public for which payment of any fees due is not the responsibility of someone else. This applies whether or not any entry fee has been charged for the performance(s). The Society is happy to handle returns and collect the appropriate fees from Branches and remit these to *PRS for Music*, which aims to protect the rights of over 110,000 composers and music publishers – see [www.prsformusic.com](http://www.prsformusic.com) for further information. Returns should cover performances that included at least one work in copyright in the period from the 1<sup>st</sup> of the previous November to the end of the October just past. Returns are, however, only required when the performance has been given in premises that do not hold a license from *PRS for Music*. Most typical venues, including churches and church halls, do have such a license and it is then the responsibility of their proprietors to submit returns and, if appropriate, collect royalty fees from the performers.

When returns are required, Branches should use the Performing Rights Declaration available at the *Making Music* website - [www.makingmusic.org.uk/resource/performing-rights-prs-declaration-slip](http://www.makingmusic.org.uk/resource/performing-rights-prs-declaration-slip). This requires, for each performance, the date and venue of the event, the approximate number of people in the audience (e.g. up to 50, 51-75, 76-100) and the programme, or at least details of the copyright piece(s) played. As a guide, the current fee for a relevant performance for an audience of up to 50 is about £14. There is further information about copyright, including how to check whether a piece is in copyright, at [www.makingmusic.org.uk](http://www.makingmusic.org.uk). Much of the information on this website is openly available but the Society subscribes to *Making Music* and any member wishing to consult areas only accessible to subscribers should ask the national Secretary for the Society's login details.

The Society will aim to send a reminder about PRS returns to Branches in October each year. Returns should be sent to the Society's national Treasurer no later than **30<sup>th</sup> November**. If a return is not received, the Society will assume that there is either a nil return or that the Branch concerned will be responsible for making its own return directly to *PRS for Music*.

## DONATIONS

The Society is a registered charity and welcomes donations of funds, instruments and music to support its charitable work. Instruments and music will often be sold at Society events to raise money for the Walter Bergmann Fund (see below). It is often helpful, and convenient, if Branches invite members wishing to make a monetary donation to include this when paying their subscriptions, though naturally the Society is most grateful for donations at any time. The membership form at [www.srp.org.uk/admin/documents/SRP\\_membership\\_application.pdf](http://www.srp.org.uk/admin/documents/SRP_membership_application.pdf) includes space for donations, which can be for one or more of the following:

- \* the Society's work generally;
- \* the donor's Branch;
- \* the Walter Bergmann Fund – which provides financial assistance to help young people in their development as recorder players : see [www.srp.org.uk/walter-bergmann-fund](http://www.srp.org.uk/walter-bergmann-fund); donations of instruments and music
- \* the Concerto Fund – established independently of the Society to commission a Concerto for recorder and orchestra : see [www.srp.org.uk/a-concerto-for-the-21st-century](http://www.srp.org.uk/a-concerto-for-the-21st-century);
- \* the National Youth Recorder Orchestras – NYRO operates as a separate charity, independent of the Society, but the Society is pleased to be able to accept donations from those who wish to support NYRO's work : see <http://nyro.org.uk>.

Branches can include donations when remitting subscriptions and should identify the donors, and the intended use of their donations, so that appropriate acknowledgement can be sent. The Society can reclaim tax on donations from members who have signed a Gift Aid Declaration but not on donations made collectively by Branch members.

## **GIFT AID**

National subscriptions: Branches are encouraged to invite eligible members to complete Gift Aid Declarations since this enables the Society to reclaim tax on the majority of national subscription payments to boost the funds available for its charitable activities. There is a Declaration form at [www.srp.org.uk/admin/documents/Gift\\_Aid\\_Declaration.pdf](http://www.srp.org.uk/admin/documents/Gift_Aid_Declaration.pdf). Branches should scan or photograph gift aid forms and either send the scans to the Membership Secretary with the membership return spreadsheet, or, if they edit their membership details on-line, upload the scans when updating the membership details. The Gift Aid Administrator's contact details and other guidance are available from the website Gift Aid page at <http://www.srp.org.uk/gift-aid/>. Donors are responsible for informing those to whom they have given Declarations if they cease to be eligible (i.e. if they do not pay Income Tax or Capital Gains Tax in any financial year), but Branches may from time to time wish to remind donors of this.

Branch subscriptions: Each branch can, if it chooses, use the Gift Aid scheme to claim back tax on eligible Branch subscriptions – which, like national subscriptions, are technically payments to the Society but which are retained by the Branch. Some Branches have concluded that complying with the requirements of the Gift Aid scheme is too onerous compared with the relatively small sums that would be reclaimed, while others have operated the scheme successfully and welcome the extra income. To use the scheme, a Branch must first register with HM Customs & Revenue. There are guidance notes about this at [www.srp.org.uk/admin/documents/Gift\\_Aid\\_Branch\\_Note.pdf](http://www.srp.org.uk/admin/documents/Gift_Aid_Branch_Note.pdf) and a sample registration form at [www.srp.org.uk/admin/documents/Gift\\_Aid\\_Branch\\_Sample.pdf](http://www.srp.org.uk/admin/documents/Gift_Aid_Branch_Sample.pdf). For Branches which record Branch subscriptions on their membership returns, the Membership Secretary will send a spreadsheet at the end of each membership year to help with Gift Aid claims. Guidance on using this spreadsheet is at [www.srp.org.uk/membership/BranchGiftAidClaims.pdf](http://www.srp.org.uk/membership/BranchGiftAidClaims.pdf).

The Gift Aid scheme generates significant income to support the Society's charitable objectives. It is therefore important that Branches take particular care when making Gift Aid claims since there is a risk that serious errors by Branches could cast doubt on the Society's national Gift Aid registration with HMRC. Any queries about Gift Aid should be addressed to the Gift Aid Administrator.

## **INSURANCE**

Public liability: The Society holds public liability insurance of £5 million and this covers all activities of the Society, including its Branches and affiliated Orchestras. The proprietors of venues hired by Branches are increasingly asking for proof of this insurance and the national Secretary can provide a copy of the current insurance certificate on request.

Instruments: The Society also holds Musical Instrument insurance and benefits from being able to cover many instruments on a single policy. Branches which own recorders that they wish to insure can ask for their instruments to be added to the policy schedule. They must provide a description and preferably a photograph of each recorder, with model name and serial number if available, and must insure it for the current replacement cost or the cost of an equivalent model if theirs is no longer available. Current prices can be found on the internet, for example on the Early Music Shop website – [www.earlymusicshop.com](http://www.earlymusicshop.com). While instruments can be added at any time, the policy renewal date is 1<sup>st</sup> September and so it is helpful if Branches send details of additional instruments, and any updates to their

list of instruments already covered, during **July**. Branches will be required to pay a premium in proportion to their share by value of all the instruments covered by the policy.

Music Libraries: The Society also holds and pays centrally for insurance for Branch Music Libraries, up to a limit of £500 per Branch. This applies automatically and Branches do not need to opt in or pay any explicit premium. In the event of a claim, the insurers will need details of the relevant music and it therefore follows that Branches hoping to be covered by this insurance ought to maintain an up to date list of their Library holdings. Having made such a list, they might then wish to consider whether to share access to their music with other Branches – see [www.srp.org.uk/branch-music-libraries](http://www.srp.org.uk/branch-music-libraries).

Any queries about the Society's insurances, and additions and updates to the details of instruments to be covered, should be addressed to the national Secretary in the first instance, though most of the Society's insurance business is currently conducted through the good offices of Dick Pyper, another past Chairman of the Society.

Other instruments: The above refers to recorders and music that are the property of a Branch, not an individual. Instruments owned by individuals may be covered by the owner's home contents insurance, though it is important to check the terms and conditions, particularly for instruments used outside the home and which may be left temporarily in cars, hotel rooms etc. While there are many providers of Musical Instrument insurance in the market, the Society's insurers (Lark Group Limited) offer special terms to Society members for the insurance of all their instruments, not just recorders. For further details see [www.srp.org.uk/admin/documents/Musical%20Instrument%20Insurance.pdf](http://www.srp.org.uk/admin/documents/Musical%20Instrument%20Insurance.pdf). It is for members to determine whether any insurance meets their needs. The Society cannot offer advice and is not party to any contract between individual members and insurers.

## LOGO

Branches wishing to include the Society's logo, as shown at the top of this document, on their own documents, newsletters, flyers etc are asked to use the versions at [www.srp.org.uk/logo](http://www.srp.org.uk/logo) since these are in a range of colours, high resolution and fully scalable without any loss of quality. The same web link also includes instructions for downloading the logo and for its use.

## MEMBERSHIP RETURNS

Towards the start of each membership year the national Membership Secretary will send each Branch a spreadsheet on which to update the details of Society members who have renewed their membership and add details of new members. The spreadsheet includes detailed instructions for its completion. The Society's Membership Administration System is also available online and allows Branch officials to submit and update information about their Branch and its members at any time. Keeping membership information up to date is important because it is used to compile and update the mailing list for the quarterly *Recorder Magazine*, which all members receive as part of their subscription, and as the basis for the biennial Membership List.

Branch officials wishing to use the online Membership Administration System must obtain a username and password from the Web Editor. They must also appreciate that the online system gives access to the personal information of past and present members and that, in accordance with the Data Protection Act, they must use this information only for its intended purpose and not disclose it to other members or more widely.

The first return of the membership year should be completed, using the spreadsheet or the online system, no later than the **end of October** so that the mailing list for the Winter issue of the Magazine can include new members and any existing members who have changed address. Subsequent updates should be submitted whenever there are new or lapsed members or any change of details to report. If a Branch has not reported that an existing member has renewed their Society membership by the beginning of January, that membership may be deemed to have lapsed – though of course it will be

reactivated if the member later rejoins. There is detailed guidance on use of the online Membership system at [www.srp.org.uk/membership/Branch%20User%20Manual.pdf](http://www.srp.org.uk/membership/Branch%20User%20Manual.pdf). Any queries about membership returns should be addressed to the Membership Secretary.

## **SUBSCRIPTIONS**

National subscriptions become payable on 1<sup>st</sup> September each year. Branches should collect subscriptions from existing and new members, if possible at the first Branch meeting of the membership year, and if possible remit these electronically to the Society's bank account. The membership secretary will notify branches of the account details. Please remember to identify electronic payments with the Branch name. From the start of the 2016/17 membership year, any cheques should be sent to the national Treasurer. Initial payments should be remitted no later than **1<sup>st</sup> November**. Subscriptions for those who join or re-join later should be remitted promptly.

Those joining the Society for the first time after 1<sup>st</sup> January are entitled to a 50% reduction in their first year subscription. There are different rates of subscription for individuals, households (any number of people at the same address) and students (anyone in full-time education). Current subscription rates can be found at [www.srp.org.uk/admin-documents](http://www.srp.org.uk/admin-documents), and there is a membership form at [www.srp.org.uk/admin/documents/SRP\\_membership\\_application.pdf](http://www.srp.org.uk/admin/documents/SRP_membership_application.pdf).

Those who are not associated with one of the Society's geographical Branches or who live outside the British Isles can join the Country and Overseas Branch and should contact the COS Secretary for further information.

## **TRAINING**

The Society offers a number of Training Courses that may be of interest to members. Details of the courses, the tutor(s) for each course, current course fees, a calendar of forthcoming courses and guidance for Branches hosting courses are at [www.srp.org.uk/srp-training](http://www.srp.org.uk/srp-training). Courses usually involve about 5 hours of teaching, plus refreshment and lunch breaks. The Society will underwrite the cost of the tutor's fee and travelling expenses. All monies collected, less local costs, should be sent to the national Treasurer, who will reimburse the tutor.

The courses offered by the Society provide excellent (and inexpensive) opportunities for members to study a range of styles, genres and techniques under the guidance of expert tutors. Courses can be hosted by an individual Branch, or several Branches jointly to encourage greater participation. For more details of and advice on existing courses, and to suggest new course topics, contact the Society's Training Co-ordinator, who must also be contacted before any Course is arranged.

## ***THE RECORDER MAGAZINE***

Branch News: *The Recorder Magazine* is owned and published quarterly by Peacock Press in March (Spring issue), June (Summer), September (Autumn) and December (Winter). The publishers have an informative website at [www.recordermagazine.co.uk](http://www.recordermagazine.co.uk). All Society members receive a copy of the Magazine by post as part of their subscription. Each issue of the Magazine includes several pages of Society News, and Branches are encouraged to submit contributions, particularly about special events or important anniversaries, to the Society's News Editor. Photographs are also welcome. Branch contributions may be edited for reasons of space in the Magazine but are posted in full on the Society's website at [www.srp.org.uk/recorder-magazine](http://www.srp.org.uk/recorder-magazine).

Courses and Playing Days: The Society's pages in the Magazine also include a list of Branch Secretaries and their contact details, and a list of forthcoming courses and Playing Days organised by Branches and others. Do tell the national Secretary and Membership Secretary of any changes in Branch Secretaries. Promoters of courses and Playing Days are invited to send details to the Society's national Secretary for inclusion in the list in the Magazine, and to the Web Editor for addition to the lists at [www.srp.org.uk/recorder-courses](http://www.srp.org.uk/recorder-courses) and [www.srp.org.uk/playing-days](http://www.srp.org.uk/playing-days).

The copy deadlines for both Society News and details of courses etc are 1<sup>st</sup> January, April, July and October. Information may be sent to the Web Editor at any time.

## **VISITING CONDUCTORS**

The Society has a Panel of Visiting Conductors who have been assessed by the Society's Musical Advisers as well qualified to conduct groups of recorder players and help them develop their playing skills. The current list of Panel members is at [www.srp.org.uk/visiting-conductors](http://www.srp.org.uk/visiting-conductors), where there are also full details of the Visiting Conductors scheme. In summary, each Branch of the Society is entitled to claim financial support towards some of the costs of one visit in each membership year from a member of the Panel. Such visits are sometimes referred to as Pastoral visits and Branches often extend a visit into a full Playing Day.

Branches should pay the Visiting Conductor directly and reclaim eligible amounts from the Society. The Branch should inform the national Secretary in advance when it plans to invite a Conductor and, if the Branch qualifies, the Secretary will issue a form to serve both as the Branch's receipt for payment to the Conductor and the Branch's claim for reimbursement. The claim can cover the Conductor's reasonable travelling expenses, which will normally be a car mileage allowance or standard class return rail fare. If the Conductor has to travel a great distance and it would be unreasonable for them to make the return journey on the same day, the Branch can also reclaim the actual cost of one, or exceptionally two, nights' bed and breakfast accommodation, up to a maximum of £50 per night. The Branch is responsible for paying any fee charged by the Conductor and for any additional hospitality. Claims for reimbursement, including receipts for any accommodation costs claimed, should be sent to the national Treasurer within one month of the date of the Conductor's visit.

When inviting conductors, especially ones who will need to travel a considerable distance, Branches should encourage conductors to choose economical means of transport, for example by booking tickets in advance if possible. The national Secretary is entitled to ask for estimates and query the details of any visits that could result in unduly large costs falling on the Society.

The Panel of Conductors includes people with a wide variety of musical tastes and experience, so Branches are encouraged to study the list rather than simply choose someone with whom they are familiar. The Society is keen to appoint further Panel members and anyone who is interested, or who wishes to recommend someone, should contact the Secretary for information about the appointment process.

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## CONTACTS

A list of the names, telephone numbers, postal and e-mail addresses of all officers of the Society is available at [www.srp.org.uk/srp-officers](http://www.srp.org.uk/srp-officers). Following, for the officers mentioned in this document, are the e-mail addresses that have been set up to link permanently to whoever is the current holder of the office indicated:

Chairman : [chairman@srp.org.uk](mailto:chairman@srp.org.uk)  
Secretary : [secretary@srp.org.uk](mailto:secretary@srp.org.uk)  
Treasurer : [treasurer@srp.org.uk](mailto:treasurer@srp.org.uk)  
Membership Secretary : [memsec@srp.org.uk](mailto:memsec@srp.org.uk)  
Country and Overseas Secretary : [cos@srp.org.uk](mailto:cos@srp.org.uk)  
News Editor : [news@srp.org.uk](mailto:news@srp.org.uk)  
Training Co-ordinator : [training@srp.org.uk](mailto:training@srp.org.uk)  
Web Editor : [webedit@srp.org.uk](mailto:webedit@srp.org.uk)  
Gift Aid Administrator : [giftaid@srp.org.uk](mailto:giftaid@srp.org.uk)

The e-mail address [alloffices@srp.org.uk](mailto:alloffices@srp.org.uk) can be used to send a message to all Society officers, and [all.branches.srp@srp.org.uk](mailto:all.branches.srp@srp.org.uk) will send a message to all Branch Secretaries but should be used sparingly to avoid overload. Most Branch Secretaries have e-mail addresses in the format [\[branchname\]@srp.org.uk](mailto:[branchname]@srp.org.uk), so Branches can, for example, select only their nearest neighbours if they wish to publicise a local concert.

## ANNUAL TIMETABLE OF RETURNS

Throughout this guidance, the dates and deadlines for the provision of information and, in some cases, the transfer of funds between Branches and the Society nationally are indicated in **red**. Following, for ease of reference, is a summary of the key dates during the membership year:

<b>15<sup>th</sup> October</b>	Branch accounts, examined and approved if possible, to be sent to the national Treasurer
<b>31<sup>st</sup> October</b>	Initial membership return to be sent online, or by spreadsheet, to the national Membership Secretary, with later updates as necessary
<b>1<sup>st</sup> November</b>	Initial transfer of Society subscriptions from Branches to central funds, with further transfers when necessary
<b>30<sup>th</sup> November</b>	Performing Rights Declarations to be sent to the national Treasurer
<b>By July</b>	Requests for additions or amendments to the list of instruments to be covered by the Society's Musical Instrument insurance to be sent to the national Secretary
<b>1<sup>st</sup> January, April, July &amp; September</b>	Copy deadlines for submission of Society News to the News Editor, and details of forthcoming courses and Playing Days to the national Secretary, for inclusion in the next issue of <i>The Recorder Magazine</i>
<b>Before the Visit</b>	Requests for approval of visits by Conductors to be submitted to the national Secretary
<b>At any time</b>	Donations – to the national Treasurer Information for posting on the website about Playing Days, courses and other matters likely to be of interest to members – to the Web Editor

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