



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF COMMITTEE MEETING

Sunday 13th October 2019

Lancaster Hall Hotel, London

PRESENT:

Jim Grant	Chair	Jill Taylor	Committee
April Munday	Secretary	Pamela Flanagan	Musical Adviser
Ulli Burchette	Treasurer	Sandra Foxall	COS Secretary
Penny Clarke	Membership Secretary	Mary Tyers	Committee
Helen Hooker	Musical Adviser	Debbie Nicholas	Committee

1. Welcome and Apologies

The Chair opened the meeting by welcoming those present. Apologies for absence were received from Ciara Flanagan (Committee), Moira Usher (WBF Chair), Steph Sutherland (Committee) and Sarah Langdon (Competition Administrator).

2. Minutes of previous Committee meetings, and matters arising therefrom

The minutes of the meetings of 19th June 2019 were accepted, subject to an amendment to clarify item 9.1, by the addition of the words 'SRP' and 'WBF' in the following sentence: The SRP committee agreed that the current limit on the WBF committee being able to make awards only up to 20% of the value of the fund will be increased to 30%, with the society's trustees being able to approve a higher amount.

Proposed: Pamela Flanagan Seconded: Mary Tyers Carried.

Matters Arising:

2.1 In accordance with minute 2.5 of the previous meeting, the Chair and Steph Sutherland have investigated what would need to be done to get an article printed in the Third Age Matters magazine, but it has proven to be more difficult than was originally thought. This matter will be taken up again at a later date.

2.2 The Chair has received a letter from the West Dorset's chair to say that the branch will close soon as they can't persuade people to be on the committee. Sandra Foxall suggested that branch members become members of Central branch in order to retain contact with the society. The Secretary will speak to one of the members of the branch committee. The Chair noted an increasing trend towards people not being willing to participate on committees.

Action: Secretary

3. Treasurer's Report

3.1 The Chair said that, as no one has stepped forward to take on the role of Treasurer, he and the Secretary have asked Ulli Burchette to continue. It was proposed that the committee confirm her appointment.

Proposed: Pamela Flanagan **Seconded:** Sandra Foxall **Carried** [6 for and 3 abstentions]

3.2 The Treasurer said that this year's Festival income exceeds that of the Central Fund, so the Treasurer will have to analyse the Festival accounts and add the amounts to the correct parts of the Central Fund accounts. The surplus from the Festival has been transferred to the Central Fund.

3.3 The Central Fund has decreased by £4,070. This year's conference was £3,200 more expensive than last year's and committee costs have also increased due to the return to a pattern of three meetings a year. [When branch figures were included in the 2017/18 accounts the total revenues were £123,494. The figure will probably be similar this year.]

3.4 The committee discussed an increase in the mileage rate paid to people driving on SRP business by 10p per mile to 45p – the maximum allowed by HMRC. She estimated that this would add about £2,000 to the annual expenditure. After some discussion, the committee agreed that the mileage rate would increase, but there would be further discussion about the size of the increase.

Proposed: Sandra Foxall **Seconded:** Debbie Nicholas. **Carried** [7 for, 2 abstentions and 1 against]
The Treasurer proposed an increase in the rate of 5p per mile to 40p from 1st January 2020.

Proposed: Treasurer **Seconded:** Penny Clarke **Carried** [8 for, 1 abstention and 1 against]

Action: Secretary to update expenses form for Visiting Conductors and send out updated forms to branches which already have visits approved for 2020.

3.5 The Treasurer proposed a cap of £75 on accommodation for delegates to the Conference with effect from the 2020 Conference.

Proposed: Treasurer **Seconded:** Mary Tyers **Carried**

Action: Secretary to inform the Suffolk Festival Committee and to ask if they can include the information on the Festival website.

3.6 The Treasurer raised the point of paying conductors for conducting sessions at the Festival. Mary Tyers, whose branch put on the Festival in 2019, said that none of those invited to conduct had mentioned payment. It was explained that an ex gratia payment of £25 per session had been paid after the Lincoln Festival. Those present who had conducted at Lincoln said that the gesture had been appreciated. The Chair pointed out that, although minute 4.6 from the committee meeting on 1st October 2017 says that any ex gratia payment should be planned in advance, it's probably not possible. Mary Tyers proposed that payments to conductors should be made if there's a surplus above a certain amount, to be decided at a subsequent committee meeting.

Proposed: Mary Tyers **Seconded:** Helen Hooker **Carried**

3.7 The Treasurer proposed that the surplus from the Durham Festival be divided equally, as is customary, with one third to the organising branches (Durham and Newcastle), one third to the Walter Bergman Fund and one third the Central Fund.

Proposed: Treasurer **Seconded:** Secretary **Carried**

4. Bookkeeper

The Chair said that it was unlikely that a bookkeeper will be appointed soon, but a future Treasurer might decide to accept assistance of that kind. The committee will continue to look for a new Treasurer.

5. Constitution and Rules

5.1 Pamela Flanagan reported on behalf of the sub-committee that the rules will emanate from the constitution. The Charity Commission encourages charities to have a constitution as well as a set of rules. The sub-committee has started with a template from the Charity Commission. It is easier to use the template than to start from scratch. Once the constitution is accepted by the Charity Commission it is hard to change it. The rules, however, can be changed as often as Conference decides. The constitution and the rules will have to go through a legal review. The main discussions have been around the number of trustees and who they should be. The Charity Commission says that all members of the committee of a charity are trustees.

5.2 Mary Tyers said that if the Central branch had a delegate at Conference, there would be no need to have the Central secretary on the committee, as they would have representation at the Conference. Jill Taylor asked why there are two membership secretaries on the committee: one the national membership secretary and the other the secretary of Central branch. Sandra Foxall replied that the numbers of Central branch are growing, as are the numbers of affiliates and corporate members. The Membership Secretary said that, after some changes have been made to the IT system that manages membership, she will be able to manage both. The Chair reminded the committee that affiliates are not members of SRP.

5.3 The Chair handed over to Helen Hooker to chair a discussion on the number of officers. 5 members of the committee voted for 4 officers only and 2 voted for 5 officers. There were 2 abstentions. The Chair resumed his role after the vote.

5.4 The Treasurer said that it was important for the Chair of the Walter Bergmann Fund to be a trustee, as they are responsible for giving out large sums of money in the form of grants. The Secretary proposed that the sub-committee find out from the Charity Commission what the implications are of not having the Walter Bergmann Fund chair as a trustee. This proposal was accepted.

Action: Rules sub-committee

5.5 The Chair asked members of the committee who have comments to make on the constitution to send them to all the members of the sub-committee.

Action: Committee

6. Joining Online

6.1 The Chair has had a discussion with Tina Friedrich, the web editor, about the mechanism for joining online. Tina Friedrich would like the committee to approve the algorithm before she writes the code to change anything, but the Chair has not yet received it. There was a discussion about whether branch members should be able to pay all of their subscription online so that the Treasurer

would have to refund the branch subscription the branches. The Chair said that branch members should be paying their subscriptions to their branches.

6.2 There have been some problems due to Central membership appearing first on the "JOIN US" page on the website and some branch members have joined Central branch in error. This was possibly because there had been some young people at the Birmingham International Recorder Festival who had wanted to join online. The Membership Secretary proposed a modification to what currently appears on the website, so that people wishing to join a branch are addressed first.

Proposed: Membership Secretary **Seconded:** Secretary **Carried.**

7. Pattern of Committee Meetings

It was agreed that the week in the month on which committee meetings are held will be staggered to allow those with a regular commitment elsewhere to attend occasionally. It was agreed that meetings would be held on the third Sunday in February, the first Sunday in June and the second Sunday in October. The dates for meetings in 2020 are:

16th February

7th June

11th October

8. Safeguarding

The Membership Secretary presented the new Safeguarding Policy. She explained that the requirement for DBS checks only applies if 'regulated' activities (activities which a barred person may not do) either involving children or vulnerable adults are being carried out and this would not be the case with regular SRP activities. Helen Hooker asked whether branches should have Child Protection Officers. The Membership Secretary said that it wasn't advisable, as anyone taking any position of safeguarding 'lead' would need regular in-depth training and that a branch's first step if there are any problems should be to approach the Local Safeguarding Board. The Membership Secretary proposed that the Safeguarding Policy be accepted. This was agreed unanimously. The Membership Secretary will date the policy and send it to the Secretary for distribution to branches.

Proposed: Membership Secretary **Seconded:** Secretary **Carried**

Action: Membership Secretary, Secretary

9. Public Liability Insurance

8.1 Jill Taylor has discovered that there are problems with the new type of affiliation agreed at the Conference in April. The intention was not to provide these groups with insurance, but they would be included in the cover by default, as affiliates to the SRP. There was an additional problem in that the society would be charging affiliates for insurance, meaning that it would be liable for insurance tax. The Chair has put a freeze on the £25 level of affiliation and Jill Taylor proposed that we stop it. This was agreed unanimously, but will have to be confirmed by next year's Conference.

Proposed: Jill Taylor **Seconded:** Sandra Foxall **Carried**

9.2 Jill Taylor said that some branches are unaware that they have public liability insurance and few branches ask for a copy of the certificate. She and Sandra Foxall will send out the documents to affiliates and the Secretary will send them to the branches.

Action: Jill Taylor, Sandra Foxall, Secretary

9.3 Some of the affiliates have still not paid their subscriptions, which were due on 1st September. It was agreed that those who haven't yet paid will be retained on the insurance for the moment, but next year there will be a cut off at the end of October. The Treasurer will send a list of those affiliates who have paid to Jill Taylor.

Action: Treasurer

10. Early Music Festival

10.1 Some members from Mid-Herts have volunteered to assist at the SRP table. The Chair said that no one should have to be on the table for more than one third of the day. He proposed that the SRP pay for the entry tickets of people who assist at the table.

Proposed: Chair **Seconded:** Secretary **Carried**

10.2 The Treasurer will take the banners and leaflets to Blackheath, but will not be able to take them back with her. She will also assist the Competition Administrator with the SRP/Moeck Competition.

11. Walter Bergmann Fund Terms of Reference

The Walter Bergmann Fund Committee have requested additional time to review the Terms of Reference and this item will be deferred to the February meeting.

12. SRP/Moeck Competition

12.1 The Treasurer suggested that it would be easier to give the prize winners cash than to try to transfer money abroad, given the problems there have been this year with the Competition Prize-winners at the Festival. The Chair suggested that a sub-committee be set up to look at this next year.

12.2 In Sarah Langdon's absence, the discussion about how to continue with the competition will be deferred to the February meeting.

13. 2020 Report

The Chair and the Secretary have been discussing 5 of the recommendations on the report most weeks with a view to reporting to the committee on what has been achieved and what is no longer relevant. They have covered 35 of the recommendations.

14. Schools Affiliation Programme

There hasn't been much momentum on this and the Chair suggested that what has been done should be rethought. He has been discussing it with a member of East Berks branch who is also a member of the National Association for Primary Education and suggests working with this body to get a joint project underway. He believes that there could be SRP-recognised recorder-playing schools, which could be monitored by the Musical Advisers, for which the Musical Adviser would be paid a fee. The committee agreed that the discussions should continue. Mary Tyers said that she thought the original idea was about encouraging the recorder to be played in schools where it isn't played at the moment.

15. Festival 2022

Given that no branch has yet volunteered to put on the Festival in 2022, it was suggested that the Secretary approach Cheltenham and Gloucester, since it's a large branch.

Action: Secretary

16. Training Co-ordinator

The Secretary was not able to find out what the position was on this matter before the meeting. She will find out and report back to the committee.

Action: Secretary

17. Proposal from Publicity Officer re Buffer Pro

The Publicity Officer put forward a proposal to allow her to subscribe to Buffer Pro to schedule social media posts. The cost is £5.00 per month. The committee agreed.

Action: Secretary, Publicity Officer

18. Appointing Vice-Presidents

The Chair proposed that the committee have a mechanism for reviewing Vice-Presidents. Mary Tyers proposed that the committee review the list of Vice-Presidents each October. This was agreed.

19. Making Draft Minutes available online

The Secretary proposed making draft minutes available online as soon as they have been reviewed by the committee. The committee thought this wasn't feasible, as corrections are occasionally made on the day they're approved. The committee agreed that a link to agreed minutes should appear in the edition of E-News following the meeting in which they're accepted.

Action: Secretary

20. Listing of Events

The loose insert in The Recorder Magazine has proven very popular. It costs £40 per edition and the committee voted unanimously to continue it.

Proposed: Treasurer **Seconded:** Sandra Foxall **Carried**

21. Any Other Business

20.1 Birmingham International Recorder Festival A request for funding has been received from Annabel Knight for the Birmingham International Recorder Festival in February 2020. The society experienced some difficulties regarding invoices when it supported the Festival in 2018. The committee did not feel able to provide the full amount requested, but agreed that something should be given. Mary Tyers proposed £500 and this was agreed.

Proposed: Mary Tyers **Seconded:** Secretary **Carried**

Action: Secretary

20.2 NCVO The Membership Secretary proposed that the society join the National Council for Voluntary Organisations. It will cost about £50 and they provide tailored advice.

Proposed: Membership Secretary **Seconded:** Chair **Carried**

20.3 Recorder Magazine Durham branch discussed the magazine at its recent AGM. Whilst the members agreed that they were happy to support the magazine, they felt that the majority of articles reflect the needs of young professionals, rather than the SRP members who make up most of the readership. The Chair explained that the magazine would not be able to survive without the SRP and that it's supported under the charity objectives.

The next committee meeting will take place on Sunday 16th February 2020