



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF TRUSTEE MEETING Sunday 3rd October 2021 at 10 am by Zoom

PRESENT:

Jim Grant	Chair	<i>As observer</i>	
Val Giltrow-Tyler	Secretary	Pamela Flanagan	Musical Adviser
Penny Clarke	Membership Secretary	Alyson Lewin	Musical Adviser
Erica Crabtree	Treasurer		
Steph Sutherland	Trustee	<i>Until 3.30pm</i>	
Debbie Nicholas	Trustee	Mary Tyers	Trustee
Samuel Constable	Trustee		

1. Welcome and Apologies

The Chair welcomed most of the Trustees. Jill Taylor sent apologies for absence.

2. Conflicts of Interest

At the July meeting it was agreed that Trustees would declare any conflict of interest at the start of each meeting; the Chair declared an interest in item 6.7, as the nominee has been his recorder teacher. The Chair encouraged Trustees to always declare any conflicts of interest, even if in doubt about this being necessary, as good governance.

3. Minutes of previous Trustees' meeting

The minutes of the meeting held on July 11th were accepted.

Proposed Stephanie Sutherland **Seconded** Penny Clarke **Carried**

4. Matters arising

4.1 Item 3.1 The Secretary had written to Jean Campbell to thank her for her support, and to clarify any misunderstanding about the report of Conference in the summer issue of The Recorder Magazine. Jean had just sent a summary of the contents of the SRP pages in the next edition, and the Secretary will write to thank her for this, and for the work involved in the pages. The Trustees acknowledged that some branches have found it hard to keep going during the pandemic, which may be reflected in the number of branches who have not yet submitted material for these pages.

4.2 Item 5.5 The Secretary had written to the Chair of the Walter Bergmann Fund to confirm terms of reference, which do now state that the fund directs monies to those born or studying or working in the UK and Ireland. Further to an enquiry from one of the Musical Advisers, it was agreed that clarity was also required for the Philip Cole Bursary.

Action: Treasurer and Pamela Flanagan to work on a document of terms of reference for the Bursary.

5. Treasurer's Report

5.1 The Treasurer shared a number of documents with summaries of income and expenditure items for the 3 funds across the last financial year. All 3 funds show an increased balance, due to the underspend during the pandemic. Some more information is awaited concerning donations sent with personal membership fees, GiftAid contributions and interest.

5.2 Branch accounts are due to be submitted by mid-October; these will be added to the reports for a full end of year statement to be presented at the December meeting.

5.3 Further to a question from the Chair, it was observed that an agreement to pass on a share of any surplus from festivals may need a formal statement. This is usually referred to as exgratia payment. Recently the distribution has been to split the surplus with one third each to the organising branch(es), to the Walter Bergmann Fund, and to central funds.

5.4 The Treasurer shared a forecast of income and expenditure for the current financial year (2021-2022). Some of the surplus in the both the Central Fund and Arthur Ingram Fund in 2020-2021 will be used to pay for the costs of the extra Pastoral Visits agreed by Trustees at an earlier meeting. Other underspends will balance out as activity starts to get going, with more workshops and visits.

5.5 The Treasurer observed that the accounts of the SRP/Moeck competition are spread over 2 years, and so harder to understand in a single year's accounts. Expenses will vary according to the judges chosen for each cycle.

5.6 A question arose about branches that had chosen to make a payment from their reserves to cover the membership fees for their members. Whilst this is acceptable, no GiftAid can be claimed on these fees, as this is just a transfer between branch and central funds. The GiftAid contribution that the Society receives is very valuable and must not be compromised.

Action: Treasurer to liaise with Membership Secretary about GiftAid claims from those branches

Action: Secretary to remind branches about GiftAid and impact on events being organised.

The Chair proposed a vote of thanks to the GiftAid Administrator at this point.

5.7 The Treasurer highlighted some larger items of expenditure. The insurance of instruments loaned to NYRO is covered by SRP (adding to the support from member donations and the SRP grant).

5.8 A large quantity of archival financial material has now been passed to the Treasurer from her predecessor. Changing bank mandates and the transfer of funds has continued to be a painful process.

5.9 The Treasurer has received a number of enquiries from branch treasurers who have been struggling to obtain branch accounts that offer dual authorisation, as required by the Charity Commission, for online banking, as required during the pandemic, at minimal cost. Enquiries are ongoing about suitable accounts. The lack of High Street banks is not helpful. The Trustees recognise the difficulties in finding suitable accounts, but whilst no single account can be recommended, some more work is needed before much advice can be given.

Action: Treasurer to prepare a mailing to branch Treasurers

5.10 The contract for the services of the Competition Administrator expires at the end of 2021. The Trustees approved the extension of the contract for a further 2 years, to cover the next competition cycle.

Proposed; Chair

Seconded; Mary Tyers

Carried unanimously

Action: Secretary to update and extend the existing contract

The Treasurer was thanked for her helpful summaries, and for her work as Treasurer.

6. Secretary's Report

6.1 The Secretary updated the Trustees on a number of administrative matters dealt with since the July meeting;

- a) The "Welcome" item has been re-instated as the default view on the Homepage, with "Returning to playing" available on selection.
- b) The advice to members on returning to playing had been modified twice, to reflect current guidance.
- c) A Conflicts of Interest Policy had been prepared and circulated to all Trustees and Musical Advisors, and would be added to the website "Rules and Policies".
- d) The Secretary now has the permissions to make edits to more pages on the website.
- e) The website has been updated to remove a misleading reference to listing recorder teachers on the website, found in the section on "Instruments and music for sale". A more suitable location is found under "Resources" where other organisations listing recorder teachers can be found. The SRP does not maintain a list of teachers, which would be hard to maintain.
- f) The "*Guidance for Branches*" document has been revised, to a second draft, and will be circulated for checking soon.

6.2 The Secretary asked Trustees to consider the need for an amendment to the Constitution to formally allow meetings by electronic means. During the pandemic the Charity Commission provided an exemption for these, but have since advised that this should be covered by our governing document. This would require a resolution at the next Conference.

During discussion, it was pointed out that item 20.1 of the Constitution allows the Trustees to regulate Trustee meetings "as they think fit", but it is not clear if this applies to the Conference. The management of Branch activities is covered by the SRP Rules Appendix 1, which can be updated without reference to the Charity Commission, if considered necessary.

Action: Secretary to contact the Charity Commission for formal advice, with a suitable wording, and to follow up for legal advice, if necessary.

6.3 The Secretary asked Trustees and post holders to let an Officer know if they are unable to carry out their tasks, to prevent problems later.

The Chair expressed his thanks to all the Trustees for the work that they do to support SRP.

6.4 The Treasurer had previously updated the Trustees about the number of Pastoral Visits likely to be claimed over the following two years. The Secretary added that these requests are trickling in. There was anecdotal evidence that some branches are unaware of the revised arrangements sent out earlier in the year, possibly because of changes in committees.

A discussion about visits to more geographically isolated branches concluded that all branches should have the same opportunities for booking visiting conductors.

Action: Secretary to remind new branch committees of the arrangement for booking Pastoral Visitors, including for the extra visits.

6.5 The Secretary had written to all the Musical Advisers asking them to confirm that they agree to being a member of SRP, and to being available to attend Trustee meetings when invited. Most of the advisers had confirmed their ingoing membership and support, but Sarah Whomersley had decided to withdraw from the role. Colin Touchin had been unable to renew, but reported his intention to do so, as a Personal member, this year. Although likely to be unlikely to attend meetings at present, he was happy to continue to be an adviser.

Action: Secretary to write to Sarah to apologise for any misunderstanding, and thanking her.

6.6 Helen Hooker had previously devised a draft rota for attendance by Musical Advisers at Trustee meetings. The Secretary has revised this, with the loss of Sarah, to inform the next Adviser, when the time comes.

Action: Secretary to write to Colin to clarify how to join, and referring to the draft rota for attendance at meetings, which suggests his next term would be from 2027.

Outstanding Action: In July the Secretary was asked to revisit the “*Guidance for Pastoral Visitors*” document, and to forward it to the Musical Advisers for advice, before forwarding to Pastoral Visitors for their reference.

6.7 A proposal was made for nomination as a Vice-President of the Society. This is the Society’s highest honour, in recognition of a significant contribution to the profile of the recorder, and there is a maximum of 12 VPs at any one time. There was unanimous support for Helen Hooker to be proposed at Conference. The Chair will contact the Helen to confirm her willingness to stand.

6.8 A proposal had been received for nomination as an Honorary Life Member of the Society, which is awarded for persons who have given distinguished service to the Society. It was agreed that Janice Ormerod would be proposed at Conference. The Secretary will confirm Janice is willing to stand.

Action: Secretary to prepare resolutions. It was noted that a resolution will be required to facilitate each appointment category at Conference.

6.9 Conference and Festival 2022. The Secretary had been in touch with Moira, who had just reported that all the details were now in place for the Ipswich Festival, and publicity material and booking details would be released soon. The branch does not wish to use PayPal for this Festival, and will only be offering payment by electronic bank transfer or by cheque. The Trustees have confidence in these arrangements being suitable for 2022.

6.10 Conference and Festival 2023. The Edinburgh Branch have been in touch to report that parking difficulties at the intended site mean that the Conference should be held late afternoon. Trustees expressed concern that this might restrict attendance, and that few people would be driving; these comments will be passed back to the organisers for consideration, although it was noted that a survey a few years ago indicated there is no ideal time in the weekend to schedule the conference.

The Chair thanked the Secretary for the reports, and for work since the last meeting.

7. IT support team update

7.1 Since the July meeting, the Officers and Anthony Hall have been trying to establish a full web team. The Secretary tried to keep the Trustees informed with updates about membership of the team. Anthony had offered to hold the fort for 6 weeks, but that became extended to several months, for a variety of reasons. The officers have expressed their thanks to Anthony for this.

7.2 Anthony produced a document outlining the tasks required, with an indication of the time commitment that each type of task would require.

7.3 Recent attempts to recruit additional help with the IT tasks have been unsuccessful.

7.4 An advert for help with the team was placed in the e-News, on the website, and sent to all branches during September. This resulted in a number of people offering support. Details of the people involved, and what roles they will take will be circulated to trustees in due course.

7.5 Mails to the webedit address will continue to go to the full team, and a co-ordinator will be appointed, to delegate the tasks, and to chase up any delays.

7.6 In response to an enquiry, Mary stated that the form found on the website under "*Submit an Event*" is recommended as the easiest to use.

8. Membership Secretary's Report

8.1 The Membership Secretary reported that the total membership for the last year was 1,126, a fall of only 220. New subscriptions are coming in.

8.2 There has been some confusion when members intending to join branches followed some incomplete, misleading guidance on the website and joined as personal members instead. This text has now been corrected, to encourage branch membership as a first option.

8.3 Although simple forms were supplied to NYRO course participants, only 3 have returned these.

Thanks were recorded to the Membership Secretary

9. Insurance Administrator's Report

9.1 The Insurance Administrator had sent a brief report to the Trustees, outlining the tasks she is responsible for, which is very useful for good governance.

9.2 The Membership Secretary confirmed that she had approached those branches that had not yet indicated that they had a current Risk Assessments, to remind them, and stated that she does not need to see these documents, only to know that they exist, before an insurance certificate can be sent.

9.3 A dedicated insurance@srp.org.uk e-mail address is being set up, for future enquiries.

Thanks were recorded to the Insurance Administrator.

10. Training Co-ordinator's Report

10.1 The Training Co-ordinator had prepared a report for the meeting, highlighting some new workshops being proposed.

10.2 Mary suggested that the title Training Co-ordinator was not ideal, and should be changed some time, to better reflect the responsibilities.

Action: Trustees to consider alternative names for this role, and to submit ideas to the Secretary by 15th November.

The Training Co-ordinator was thanked for her enthusiasm

11. LIFEM exhibition and Competition Concert

The competition administrator had been unable to attend the meeting, but had sent in some helpful items.

11.1 The LIFEM Festival has been publicised, and the finalists were announced on the 2 websites.

11.2 The four finalists have provided exciting programmes; one recently updated as the finalist had broken her arm. A contingency plan, discussed by the Officers during the summer, should not be required.

11.3 As agreed, refreshments are not being provided, so less help is required at the recital. Chair is happy to introduce the event, and will liaise with Sarah.

11.4 A table at the exhibition has been booked for SRP. Ulli has sent material used in past years. Penny and Josee will man the table for most of the weekend, supported by very few volunteers.

The Chair thanked Penny for her co-ordination of the exhibition table.

A discussion about funding prizes for future competitions was deferred to a future meeting, through lack of time.

12. Update on NYRO

Sarah reported that she had not received a response from NYRO, but reported that the summer course had gone well, although with smaller numbers.

The Treasurer enquired when the NYRO grant was due to be paid out, and whether the communication difficulties might have an influence on any grant awarded in the future.

Action: Treasurer to contact NYRO Administrator to confirm how payment should be made

13. Publicity

13.1 The Chair stated that we have a good arrangement for internal publicity, with the website, e-News, and events in The Recorder Magazine, but there may be a gap for external publicity. He mentioned an opportunity to promote SRP on the reverse of a flyer going out with Recorder MusicMail packages. Sam offered to put this together [and did so after the meeting formally closed]. Several opportunities for promoting SRP were aired, including some missed opportunities, but there is currently no point of contact to follow this up.

13.2 An advert can be placed in e-News and on the website, but a role specification is required first. A working group will look at this and report back to the Trustees.

Action: Pamela, Penny, Samuel, Stephanie, Alyson and Mary to form a working group, and to meet to discuss the role of an external publicity officer

14. Charity Commission Issue 65 no.5 “Sending Information to the Charity Commission”

The Trustees have increased their awareness of their responsibility to compile an Annual Report for the charity regulators; this document explains why and how this is done. It will be important to emphasise the public benefit.

15. Preparation of the Trustees’ Report to the Charity Commission and OSCR

The report for the charity regulators will need to be prepared, approved and signed by the February meeting. The report will be based on the template provided, but Trustees were asked to submit ideas for content to the Secretary. Sections of the draft report will be sent out to post holders and Trustees to comment on their own areas of expertise and responsibility.

During the meeting, there were suggestions to include the new online workshops, plans for extra pastoral visits, support of the SRP/Moeck Solo Recorder Competition, and grants awarded from the Walter Bergmann Fund.

16. Future meetings

16.1 The Chair asked for formal agreement from the Trustees to allow the Officers to meet from time to time to move things on, or to talk things through, when this would be useful. Pamela asked for safeguards to keep the Trustees aware of such meetings, and not to allow this to become a precedent. The Chair confirmed that any meetings would be to expedite practical matters, but that any decisions would always be referred to the Trustees for approval or rejection. The Trustees agreed this, subject to the Chair’s re-assurance.

16.2 The Chairman asked for approval to hold a short on-line Trustee meeting to approve the February meeting minutes before the date of the Conference, to assist in informing the membership. It could be a problem to schedule, but some options would be suggested in due course. The Trustees agreed to this in principle, with scheduling options to be agreed in due course.

16.3 The dates of the next two meetings were confirmed;

Saturday 4th December 2021 (morning only) by Zoom, and

Sunday 27th February 2022 – all day –in London if possible

A further meeting will take place on Sunday May 29th or Sunday June 12th. Trustees were asked to hold both dates for now.

17. Response to COVID

The trustees had noted earlier in the meeting that more branches are returning to in person playing meetings, at a rate according to local circumstances. Some venues are more demanding than others in terms of precautions, especially with respect to distancing. Branch committees will be encouraged to find suitable ways of meeting, but no new guidance is planned on this topic.

The topic will remain as a regular agenda item for the time being.

18. Priorities for the website

18.1 Trustees were asked to consider who the website should be primarily aimed at. The consensus was that it should be a source of information for both members and the public. Trustees were encouraged to bring ideas to future meetings.

18.2 Website development will need to take a back seat until the new IT team is set up and fully established. Certain aspects could be streamlined, such as the progression of a posted Event into the Latest News section. Branch sites are very variable, and some are out of date, which does not reflect well on the Society as a whole.

18.3 Consideration should be given to moving the “committee” minutes to a section of the website only accessible to members, although the Conference minutes would remain available for all.

19. An offer of financial help

An offer of financial help had been received from a member known to one or two of the Trustees. The Treasurer pointed out that the Society currently has good reserves, and so would not merit a general grant.

20. Archival material

The Secretary has been making enquiries about archival material, and received advice from a member who is an archivist. A quantity of digitised records were deposited at the British Library in 2011, but these have not yet been catalogued. These could be viewed on request, but not removed from the Library. Archives are still held by previous Secretaries, and will need to be gathered in, and then considered for future deposition. There may be other archival material that has not yet been passed on to successive post holders.

Branch archival material can be deposited at local records offices or libraries, and is not the responsibility of the national officers.

The meeting closed at 4.17