



The Society of Recorder Players

Registered Charity No. 282751, SC038422

President: Philip Thorby

Minutes for SRP Trustee Meeting

February 7th 2025

Face to face at Benslow Music

Present:

Erica Crabtree, Jim Grant, Penny Clarke, Steph Sutherland, Liz Bassett, Jill Taylor, Caroline Jones, Sandra Foxall, Rod Callow, Pamela Flanagan

1. Welcome and apologies for absence

Debbie Nicholas sent her apologies.

2. Conflicts of interest

No conflicts of interest

3. To approve the draft minutes of the Trustees' meeting held on Tuesday December 10th 2024 and any matters arising not otherwise covered by the agenda.

The draft minutes were approved with a typo edit in matters arising.

Proposed by Steph. Seconded by Jill and unanimously agreed.

<i>Matters Arising not on the agenda:</i>	<i>Comments on actions</i>
Trustees to check our status with regards the Information Commissioners Register	Trustees have checked and the SRP does not need to be included on the Information Commissioners Register. The Treasurer completed an online assessment and the Membership Secretary spoke online and the conclusion from both was that SRP does not need to be on the register. The data is only being used internally for membership.
Secretary to ask branches to ensure roles linked to emails are correct on the database.	Email sent January 2025
To inform Dorset and Somerset of the decision regarding conductor fees for the annual festival.	<i>Email sent 30.12.24</i>
Liz to upload the new conductors list onto the website	<i>completed</i>
NYRO to provide an update on expenditure of the 2024-5 grant and to put in a bid for any future years.	The report from Dianne was sent round and read out. The SRP agreed to ask NYRO for a figure they have in mind and postpone the decision to the next meeting. Proposed by Erica; Seconded by Pamela; agreed unanimously.

5. Urgent AOB

Caroline Jones reaches the end of her three year term on the trustee committee as Musical Advisor. Trustees will ask Lyndon Hilling, if his appointment to the role is agreed at Conference, to join the committee for the next term alongside Sandra Foxall who stays on the committee for the next two years.

6. Treasurer Report

Erica reported the following:

Financial activity since 1st September

Income

Subs	Personal Members	3,315.00	
	Affiliated Groups	1,680.00	
	Branches	32,882.50	
Donations	WBF	4,020.20	
	NYRO	205.00	
	Central	15.00	
	Interest	4.39	
Other	Workshops	601.96	4
	PRS	226.33	
	CDs	16.70	
		42,967.08	

Expenditure	Internet	82.62	
	Insurance	2,434.43	
	Recorder Magazine	13,516.30	
	Bank charges	20.00	
	Other	30.00	
	Trustee meeting	-	
	NYRO	1,687.00	
	WBF	6,398.58	
	Grants	-	
	Conference	105.40	
	Making Music	649.46	
	LIFEM	856.00	
	Comp Admin	1,488.90	
	Workshops	3,136.43	6
	PVs	825.00	11
	PV travel etc	1,905.91	
		33,136.03	

Erica reported that while the recorder magazine will incur further costs for the second half of the year, due to the subs raising there should not be a deficit. There are also no conference expenditures this year as it is on zoom.

The Arthur Ingram Fund will reduce and should be as it supports NYRO; Pastoral Visits; Grants for Festivals, workshops etc.

Since the last meeting

- Subs are in from all branches except one which is in transit
- The annual accounts have been prepared and sent to the Independent Examiner for review
- Payment of NYRO grant £1,500 (plus donations collected)
- Payment of Making Music sub and PRS for branches
- WBF payments to EMS £740 and Dolci Flauti £1,023
- WBF donations include £500 from Dorset SRP and a personal donation £500
- Further donations from John Clifford totalling £2,400 are not yet included in the income (he has also left his Great Bass recorder to the Wales Branch)

Nationwide Fixed Rate Saver

As already notified, this account is due to mature on 3rd Feb. This was an 18-month Saver, 3% interest, balance £110,454.77.

The equivalent new accounts pay fixed interest as follows : 18 months £3.75% interest; 1 year £4%; 6 months 4.5%.

As before, the SRP will not need the funds in this account in the foreseeable future unless we decide on a major project of some sort and that is unlikely to be at short notice. We hold £65k in our account at CCLA in addition to our current account and which can be drawn down as required if we have significant expenditure over our 'usual' transactions.

Erica proposed trustees reinvest in a fixed rate 1 Year saver at 4%.

This was agreed by all trustees in writing prior to the meeting.

Erica has received the Barclays mandate to update. Liz and Penny will be added on as signatories to accompany Erica and Jim.

The annual accounts were sent to the Independent Examiner on 1st January 2025.

The matter of getting all accounts in from branches in time to get accounts finalised for conference is always difficult. There was a suggestion that the timetable for expecting them might need re-considering.

A number of Personal members paid in August which is difficult timing-wise for the treasurer.

The committee thanked Erica with a round of applause for all her hard work on the accounts and all the work this has entailed in the last few months.

7. March 21st Conference Zoom – to include discussion of resolutions from trustees and branches and the voting procedure

Voting procedures on zoom were discussed. It was agreed that if more than one person is nominated for chair it will need to be a secret ballot.

Trustees agreed for voting for Chair on zoom by electronic poll during the meeting with only those able to vote being present at that point. Non-voters will be asked to leave during the poll for the vote for Chair. Helen Hooker will be asked to be a teller alongside Penny for those resolutions that require voting with hands up.

Clarity over named roles able to vote was discussed. Custom and practice over the last few years has been that musical advisors do have a vote. Reference was made to the rules. Despite Rule 5.12 not mentioning musical advisors as it did in the Rules 2015, it was agreed that musical advisors should vote and are a named role. Rule 5.5 line 1 clearly states it is a nominated position.

Pamela proposed trustee review the rules to tighten up wording and to ensure they are clear and unambiguous. This was seconded by Liz. Agreed unanimously.

Action:

A trustee working party will review the rules within the next year to ensure the rules are more consistent and clear.

Liz will clarify, when sending the paperwork out to Conference delegates, who is entitled to vote.

The resolutions were discussed briefly but more may come in, so another meeting will be required pre-conference. The further information sent was looked at.

Trustees discussed the Wessex Resolution. The further information about specifically what could improve the current website was viewed as helpful. Trustees agreed the photos do need to be updated. There is a need to ensure some of the key documents are easier to find. The search engine does not work adequately. Key documents need to feature in the tabs. The home page requires updating. Old links need to be archived. Moeck prize people need to be featured prominently.

It was proposed by Liz to ask the web team to address the above issues and any specifics from Wessex and suggest at conference we have begun to take such issues into account. Trustees do not have the expertise or resources to manage this project – an investigation into what is required in any new system is needed before a decision can be reached about whether to move to a new system or fully update the old one. In the interim the above changes will be proposed. Steph seconded this and the trustees agreed unanimously.

8. Walter Bergman Fund Committee update

The committee have not met since the trustees' last meeting.

Pat Hopkins is standing down. There will be 7 without Pat. The

The WBF Chair feels more people on the committee may be needed as finding dates when they can be quorate to make decisions is difficult.

There is currently only one application in. There is a bid coming from Lancashire Music Hub linked with Cumbria Branch. This is likely to match the criteria for the Philip Cole Bursary.

The Treasurer pointed out that in the last financial year the Philip Cole Bursary has not been used but the committee now specify which agreed bids come out of this bursary.

9. Complaints Policy

The Complaints Policy was agreed subject to inclusion in the last paragraph of the word *Chair*.

Action Liz to add the date for ratification and the edit in the last paragraph and upload

10. Secretary updates

1. The Secretary has been emailing with someone from the Lancashire Music Hub and charity, "Friends of Lancashire County Ensembles". They are in the planning stages of a project to engage young recorder players within Lancashire and encourage greater uptake of the instruments. They were looking at our group application for the Walter Bergman Fund. Part of the project will be a

Recorder play day, and they wondered if there would be ways to involve the SRP in this in some way, perhaps as part of a collaboration.

The secretary sought thoughts from trustees and Steph had lots of ideas. As a result Cumbria Branch were linked with them and are now becoming involved.

2. The Visiting Conductor list has been updated – Liz added on Tabea and changed some biographies for conductors.
3. A branch secretary has been exploring record keeping. This was discussed by trustees and the following agreed as good advice to provide the branch with:
 - Financial records and minutes should be kept for 6 years. While the Trustee Treasurer keeps everything sent to her for 6 years it is good practice for branches to also retain their own records.
 - Digital or online formats are acceptable.
 - When disposing of old records they should not be passed on to any other individual or organization unless historically archived. Otherwise they should be shredded.
 - Copies of correspondence are more difficult to advise on but where anything is controversial it is wise to retain them in case the need to go through a complaints procedure is necessary.

11. Membership updates

Membership is currently at 1317 – this includes branch and personal membership.

Updating half price / reduced members is still to do. Membership is roughly level with last year.

Anthony is looking at a new membership database – a system-bought database which is compatible but can be modified and customised. Anthony has had some volunteers helping to trial one particular system. If they decide it is do-able trustees will need to agree to a yearly base cost of £1280 plus add-ons taking it approximately to £2080 + VAT. The trial is proving promising at present and seems compatible.

The team have looked at different companies for three months and this seems the only suitable one.

The Chair proposed we support up to £3000 for the coming year to support the new membership system, if the trial proves successful and the company prove to be financially viable.

This was seconded by Rod and carried with one abstention.

Action Penny will inform Anthony of the trustees support and agreement

12. Privacy Policy and updates relating to email sent 9.12.24 regarding GDPR

The Privacy Policy has been updated to match online membership.

Ratification of the updated policy was proposed and Jill seconded it. This was agreed unanimously.

Action Liz to add date ratified and upload

13. Costings for the 40th Anniversary celebration and updates from Competition Administrator

This will carry forward to the next meeting when Sarah Bronnert has sent the costings.

14. Update on 2025 SRP Festival – include confirmation of funding for the Fringe

The secretary has been liaising on email between trustees and Barbara Law. The trustees voted on Barbara's request for a grant to provide prizes for young ensembles playing at the festival.

Proposal by Liz: To agree to a maximum amount of £2200 for young ensembles aged 18-30 to be part of the fringe. Seconded by Pamela. Out of nine votes – there were eight in favour and one abstention.

Following this outcome, Barbara has sent through an advertisement for ensembles to take part.

Liz has had a very short update from Alfie on email saying he will come back to trustees with a fuller update but reported: "ticket sales continue to go well and the last pieces of the timetable jigsaw are now fitting into place. We have invited the usual shops as well as some other makers, whom we know well from our Blackheath exhibition, and are just awaiting all of them to confirm whether they would/wouldn't like to attend."

Actions:

Jim to ring EMS to voice concern that regular SRP Festival stalls have not been invited.

Jim also to address the advert and inform EMS that we do not need to advertise the festival further unless further justification is given.

The point was made that the SRP logo and charity numbers needs to be included on leaflets etc.

The membership secretary would like a stall and welcome point for SRP members at the festival. A table, banner and badges are available.

A large space for the WBF music and recorders will be needed.

15. Edinburgh Festival (with reference to received emails)

Trustees have received an email from an Edinburgh branch member relating to organising the 2026 Scottish Festival.

Trustees agreed to a reply that clarified that the decision to provide a fee for conductors at festivals was only in relation to the Annual SRP Festival – any other organisers of other festivals can make their own decision whether or not to pay conductors. Trustees also wished to remind the branch that anyone organising a festival can request a grant from the SRP.

Action: Liz to reply to the email with this response.

16. Update from Jean Campbell

Trustees thanked Jean for her report. With regards Pt 2 – trustees don't currently feel the need for a regular advertising space.

A trustee also wished to make the point in relation to Pt 6, that the magazine is not the only public face of the SRP - the ENews, website, and branch meetings are also public facing.

Trustees wished to let Jean know she is doing a great job in managing the SRP pages.

Action: Liz to relay this information to Jean

17. Dates of next meeting and items for next agenda

16th Feb – 6pm

Items for next agenda:

Re-run the polling

Check on paperwork for the conference

Future agenda items:

Replies / further updates from Alfie

Update on membership trial

Costings from Sarah Bronnert

NYRO grant

