



Minutes for SRP Trustee Meeting
Monday 6th July 9.30am

Present:

Trustees: Moira Usher (Chair), Erica Crabtree (Treasurer), Rod Callow, Jill Taylor, Pamela Flanagan, Liz Bassett (Secretary), Steph Sutherland, Caroline Jones

Musical Advisors in attendance: Lyndon Hilling, Sandra Foxall

1. Welcome and apologies for absence

Moira welcomed the committee.

Apologies were accepted from Jane Sellek (Personal membership secretary and co-opted as SRP Membership Secretary)

2. Conflicts of interest

Those trustees who also conduct will not vote in item 7 and will only be part of discussion if asked.

3. To approve the draft minutes of the Trustees' meeting held on May 19th 2026.

The draft minutes of the Trustee meeting May 19th 2026 were approved subject to minor edits.

4. Matters Arising from 19th May 2026 not otherwise covered by the agenda.

<i>Matters Arising from the last meeting not elsewhere on the agenda:</i>	<i>Comments on actions I already know about (to convey in the meeting)</i>
<i>Erica and Liz to explore current situation and any future actions required re Making Music</i>	<i>Members need greater awareness of it as a resource and SRP should include it as part of our offer to members on the website. Moira is now an administrator. Erica does the PRS returns from Making Music. Proposal from Moira to make one member of a branch and a member of each affiliate group a member. SS seconded this. Trustees agreed in principle but checking the way the members work under the blanket of our subscription needs double checking. Action: committee to send thoughts on making music. Moira to check the subscription and how the named members works.</i>
<i>Liz, Sandra and Pamela to review the current certificates</i>	<i>Ongoing Process needs to be clarified again with branches The suggestion agreed was to have a Long Service Award and to write on how many years for any person awarded it. Moira will have a number printed on card to sign and send when asked. Action: Moira to ask Evelyn if she still has the original master.</i>
<i>Moira to contact Chris to inform that we have not yet heard back from Ann with the further details about their requested grant.</i>	<i>Still to do despite festival now having occurred.</i>

<i>Pamela to let the treasurer know what is needed regarding a financial report for the Irish Constitution.</i>	<i>complete</i>
<i>To revisit the first draft minutes of the Annual Conference April 10th 2006 and any matters arising - The working Group to meet on this matter before trustees alter the wording and approve the initial draft to be sent to delegates.</i>	<i>Arrange meeting – Pamela to set a meeting for the rules working group.</i>
<i>Jane to inform branch membership secretaries, treasurers and branch secretaries that subs remain the same for 2026-2027.</i>	<i>Completed but treasurer needs to see it</i>

5. Policies – it was agreed that the officers would meet by zoom occasionally to check that the policies in place meet current legal, best practice and SRP requirements.

Action: Officers to meet a few times a year to work on two or three policies.

6. Date and venue of next face to face meeting

29th September arrive 9.30 to start at ten. Erica to join in to zoom

Action: Liz to contact Benslow to firm up the booking.

7. Revisit festival split of surplus

Following further discussion Jill proposed that this year the surplus was split three ways - a third to organising branches; a third to WBF and a third to the central SRP fund. This was agreed unanimously. Trustees also felt conductors should be thanked in some way and will revisit this outside of the decision of how to split the surplus.

Actions: Liz to inform the Festival organising branches;

Trustees to revisit any honorarium/token of thanks they may wish to give to the conductors.

8. Financial updates from the Treasurer

Erica reported this is a quiet time of year. Central fund should balance at year end thus the reason for not needing to put up subs at the last conference. Less money leaving the WBF fund is because there have been less applications for WBF. This is the same for the Arthur Ingram Fund. Expenses paid for the 2026 Conference were approximately £4500.

There has only been one face to face trustee meeting in the last financial year which is reflected in less expenditure.

A trustee asked whether subs will need to go up next year. Erica replied that she will provide a forecast at the September meeting but that there are big, as yet unknown costs – conference; MCH system and website – these need to be factored into the forecast and considered re subs. Jerry Burbidge has communicated a rise for the magazine from £4.65 to £5. The 35p rise will also need to be factored in.

Erica also informed trustees of the rise to 55p a mile for petrol expenses (HMRC rates).

Action: Liz and Steph to alter booking forms for Pastoral Visits and Workshops.

Moira thanked Erica for her comprehensive and clear notes and updates on the budget.

10. Matters concerning Pastoral Visits and Visitors

10.1 A branch had contacted Liz and Erica due to a mix up with pastoral visits – trustees agreed to authorise the visit having gained an understanding of the matter.

10.2 Branches need to be reminded about certain processes including the need to choose a conductor from the visiting conductors list approved by trustees.

10.3 Three people were considered to be added onto the list. As part of discussion about conductors trustees voiced the need to be inclusive and to ensure a varied mix of conductors but also acknowledged that conductors needed to be clear about their capacity and of any restrictions to their ability to conduct any branch. Trustees also discussed the process for approval and the need for small edits to the guidance document.

Following discussion of experience and information from musical advisers who have experienced the applicants conducting, the trustees agreed to Sue Handscombe and Chris Orton being added to the list. Philip Thorby will also, as our president, be invited to join the list.

Actions:

Liz to contact, Sue and Philip and to tweak the wording discussed in the process for approving conductors.

11. Paperwork from Sarah Bronnert re proposal to tweak rules + proposal for a junior competition

Trustees voiced their thanks for Sarah's clear paper.

Trustees agreed to the proposals for the rules regarding entrants and age and the provision of instruments and rules around accompaniment.

Trustees also agreed to the addition of a junior competition on the same day and agreed to everything written except the following:

- 415 harpsichord – juniors may want to play higher modern pitch recorders thus they need the same instruments as for the older competition.
- Trustees felt the prizes for juniors were not sufficient and suggested doubling each one.

Action: Moira to contact Sarah to inform her of trustee approvals; to inform her that an A440 harpsichord should be available in the morning; prizes to youngsters should be doubled; the treasurer will revisit her contract and fee with effect from December 2026 when the new cycle begins.

Action: Erica to review Sarah's contract and seek advice before finalising it

12. Update on hiring proposal

Moira updated the committee on progress having earmarked people to approach.

Action: Moira to send the final draft copy of the hiring proposal round to the committee.

13. Updates from Officers and working groups (including WBF minutes of last meeting)

13.1 WBF: The minutes were shared with trustees. The committee have agreed with trustees approval, to the scholarship for one year only then will review it.

13.2 Secretary: An email from a member suggested that trustees instigate either a concert full of commissioned compositions from composers or a competition to compose a 90th celebratory piece. Trustees discussed these suggestions favourably.

Action: MAs to be asked to suggest composers who might be commissioned

13.3 Memsec: Trustees approved on email the decision to keep a membership list on the website and branch membership secretaries to manage this process. Trustees were also informed of all the work Jane has done in her email updates. Moira gave a huge thank you to Jane for all her work so far and to Steve for all his support.

14. AOB

14.1 2027 Festival – there has been an idea floated to have a joint festival with the U3A in Birmingham – Val MacCarroll is the recorder advisor for the U3a. Trustees felt it was a good idea and worth exploring further.

Action: – Caroline to explore the Birmingham Conservatoire as a venue and Solihull; Caroline to talk to Annabel Knight; Moira to talk to Ann Marshall

14.2 LIFEM – trustees agreed we need a continued presence at LIFEM and Jill agreed to continue managing this. Another trustee is invited to accompany her.

14.3 Someone from OHMI (One Handed Musical Instruments) who creates recorders of any size – adapted recorders or “50 a year to borrow one – Caroline to do an article about it.

14.4 Person to manage insurance – Jill and Erica to liaise