

**WCCC Committee Meeting 31st January 2024 held in the Old Palace
Minutes**

Present: Peter Brook (PB), Sarah Donaldson (SD), Liz Forman (LF), Jenny Kettleton (JK), Carole Oliver (CO), Kevern Oliver (KO), Lynne Reekes (LR), Anne Renshaw (AR), Stephen Shellard (SS) – present virtually via Zoom, Mark Wilson (MW), and Robin Walker (RW)

Item		Action
1	Welcome Apologies: John-Paul Hoskins and Helen Randall	
2	Minutes of 29/11/23 were unanimously agreed Matters arising: <ul style="list-style-type: none"> 5.1 – A donation of around £150 was received from Sedgley following the carol service held there. Brief discussion was held around whether we would want to go there again, the feeling was that we've been there for the last two years so we would prefer to go elsewhere for Christmas 2024. 9.1 – We have yet to receive any of the Safeguarding etc guidelines from the Cathedral – LF to chase. 	LF
3	Financial report CO spoke to the report she provided prior to the meeting, and we remain on track based on our budget at present.	
4	23/24 Events	
4.1	Fladbury Wedding Arrangements for this are moving forward, Eileen has been in touch with those members who are down to sing at this to confirm attendance.	
4.2	25th Anniversary Social in the Undercroft Not really any further forward with this at present. Given the number of people expected to be on holiday in June the idea of moving this to September was raised, and felt that it might be more appropriate. CO will look at possible dates in September.	CO
4.3	Westminster Abbey Evensong KO has sought costings for coach hire, going to three different companies as per the briefing circulated before the meeting. His proposal was to go with Astons as although they're slightly more expensive they had better T&Cs etc, and this was agreed. The cost of the coach hire doesn't need to be paid until the week before the trip which adds to the flexibility. Those travelling on the coach will pay for their seat.	KO
4.4	Possible wedding 17/08/24 - Chaddesley Corbett Having had no response to two e-mails sent prior to Christmas we had not expected any further from this, however LF has received a further e-mail from them on the day of the meeting. It was felt that it was now too short notice for us to be able to guarantee sufficient singers for this, so it was agreed that we would regretfully decline this opportunity.	LF

5	25th Anniversary Concert	
5.1	Finances We've received £530 in donations so far. We need to sell 175 tickets to break even. It was pointed out that as we have good reserves we can raise money to meet our costs after the fact if insufficient money is raised beforehand.	
5.2	Fundraising Plans are moving forward regarding a cake sale at coffee after a Eucharist at the cathedral, there are plenty of offers of help both with baking cakes and selling on the day but we don't yet have a date. The whole choir could do with a gentle nudge to remind them about the need for fundraising, possibly best done once we have a date for the cake sale. JK mentioned a 'clothing swap for donations' as another possible fundraising idea she'd come across recently.	
5.3	Publicity Work is ongoing on the design of the poster, which should be ready to by the end of next week (at the time of the meeting). The event does have to go 'on sale' with the cathedral however before the publicity can go live. The cathedral has been provided with all the details the need to get the event 'on sale', but there's been no response to this so far. Hannah Grove is doing the design work as AR's normal designer is unwell. She was told she would be paid £100 and hasn't quibbled! Next step is to think about where the posters etc should go, and there was discussion about the possibility of A2 posters +/- a banner at St Martin's itself.	AR and publicity sub-group
	The programme was discussed, CO agreed to approach Andrew to see if he is willing to do this again, but there was discussion about the necessity of making sure that the final product was 'corporate', with the correct logo and up-to-date pictures etc. The suggestion was that if Andrew agreed he would be provided with the images and logos to use by the publicity sub-group. Discussion was also held around the possibility of sponsors, and adverts in the programme. The publicity sub-group will come up with a proposal around this.	CO
5.4	Music This is all organised, and the orchestral piece has been confirmed as the Bach Double Violin Concerto.	
5.5	Venue It has been confirmed that we can use the cathedral's card machine. The RA for St Martin's has been updated by KO and Eileen.	
6	24/25 Outline Planning	
6.1	Himbleton Concert The church is happy with a date in March-May 2025 for this, but we are no further forward regarding a fixed date for this.	

6.2	St Cecilia's Day Evensong LF had opportunistically mentioned our wish to sing on St Cecilia's Day to the cathedral team, but they had declined this. They had however offered Evensong on the Saturday instead. It was felt that, although slightly frustrating, this would be an acceptable alternative so we will go ahead with plans for that, hopefully followed by a gathering in the Chapter House afterwards as suggested by AR (details in the minutes of the last meeting). It was generally felt that this would be a fitting end to our 25 th Anniversary year.	LF
6.3	Tidings of Joy Concert SD spoke to her briefing paper and this was discussed. There was general agreement that we like being part of this concert, but would benefit from better communication from the cathedral, earlier access to the music, and an extra rehearsal. It would also be nice if we could sing one of our own Christmas pieces in the concert too. PB/LF will take this forward with SH.	LF
6.4	The proposed dates sent to LF/SS by the cathedral were discussed and it was agreed we would: <ul style="list-style-type: none"> • Agree to 01/11/24 – All Saint's evening Eucharist • Decline 10/11/24 – Evensong • Add in 23/11/24 – Evensong the day after St Cecilia's Day • Agree to 07/12/24 – Evensong • Decline 22/12/24 – Eucharist 	
7	Operational matters	
7.1	Rehearsal Spaces LF spoke briefly to Eileen's briefing regarding rehearsal spaces. Some people felt that the Song School was really too small for us to rehearse in comfortably, but we agreed we'd be happy to use it for the last two weeks of this term in the absence of availability of any of our other rehearsal spaces, following which the idea of using it as our regular rehearsal venue again could be revisited. Concerns were mostly around comfort and space rather than covid risk. It was pointed out that on the other hand, College Hall is often very cold which is also not conducive to an enjoyable rehearsal! LF will feed back to Eileen.	LF
7.2	Library All in hand	
7.3	Social media/Publicity No update	
7.4	Website Most people aren't looking at the website, and therefore it slips down the rankings on search engines etc. The general push to encourage all members to look at the website regularly will continue	
7.5	Membership Numbers are as per the agenda. We have a potential new alto coming to start her 3 week trial on 22/02/24.	

	It was agreed that PB would put something in the next Cathedral Newsletter article about our need for Tenor/Bass singers and that this should go on social media too.	PB SD
8	<p>Format of meetings</p> <p>The general feeling was that face-to-face meetings were much better than virtual meetings, and tonight's arrangement of a face-to-face meeting with a Zoom option was the way to go moving forward.</p> <p>The frequency of meetings was also discussed and should be kept under review – there is flexibility in the ToR for this.</p> <p>Date of next meeting</p> <p>It was agreed that the meeting 21/02/24 should be cancelled as that's only 3 weeks away, so the date of the next meeting will be 20/03/24</p>	
9	<p>AOB</p> <p>There was a general feeling which was brought up at several points throughout the meeting that communication with the cathedral is still very difficult. Several committee members have had great difficulty in getting any sort of response from the various cathedral departments which is not encouraging, and in some cases is embarrassing – eg when invoices haven't been paid in a timely manner.</p> <p>SS has brought this up with SH in his recent appraisal meeting.</p> <p>We will all continue to try to communicate with the cathedral through the channels advised, and should copy SH in to make sure he is aware too.</p>	