

**WCCC Committee Meeting 22<sup>nd</sup> July 2024 held via Zoom**  
**Minutes**

**Present:** Peter Brook, Sarah Donaldson, Liz Forman, John-Paul Hoskins, Carole Oliver, Kevern Oliver, Lynne Reekes, Anne Renshaw

Item		Action
1	<p><b>Welcome</b></p> <p><b>Apologies:</b> Jenny Kettleton, Stephen Shellard, Mark Wilson, Robin Walker</p> <p>It was noted that Helen Randall has resigned from the committee with immediate effect, PB has written to her to thank her for her service.</p>	
2	<p><b>Minutes</b></p> <p>The minutes of the last meeting (12/06/24) were confirmed as a correct record.</p>	
3	<p><b>Financial report</b></p> <p>3.1 CO's report submitted before the meeting was noted. CO flagged her concern that the figures for Gift Aid are still expected figures rather than actual figures as the cathedral are still working on claiming this.</p> <p>3.2 The accounts for the financial year 2023-24 were formally adopted by the committee ready for presentation to the members at the AGM. PB asked if it would be possible to have a forecast of where we stand with regard to the second half of this financial year, and CO agreed she will look at providing this in due course.</p>	CO
4	<p><b>24/25 Events</b></p> <p>4.1 <b>Dates Schedule</b> A few tweaks have been made to reflect last-minute changes since the last committee meeting, but this has now gone out to the choir and KO will be providing members with a WhenAvailable poll to fill in shortly.</p> <p>4.2 <b>Westminster Abbey</b> The 6<sup>th</sup> April 2025 has now been confirmed as the date for our rescheduled trip to Westminster Abbey, meaning we'll sing both the Sunday services rather than just the Evensong. KO will continue to liaise with the Abbey as necessary and look at transport options in due course. AR asked whether there had been any negative feedback from the choir in terms of singing the extra service which will mean a much earlier start for those going by coach for the day, or may make people feel they need to stay in London the night before etc. KO isn't aware of any, all the feedback he's had from choir members has been very positive regarding the extra service.</p> <p>4.3 <b>25<sup>th</sup> Anniversary Social in the Undercroft – 19/10/24</b> LR has volunteered to take the lead on this with CO's help – grateful thanks were given to both!! LR will ask for volunteers from the choir to help with this in September.</p> <p>4.4 <b>25<sup>th</sup> Anniversary Evensong and Reception</b> The planned reception is again still up in the air. CO has been in conversation</p>	<p>KO</p> <p>KO</p> <p>LR</p>

	<p>with Sam Hudson regarding the possibility of booking the Chapter House for our planned Reception, and it turns out that the Friends of the Cathedral are having a later Evensong that same evening and are likely to be having some form of reception afterwards too. Whilst one Reception could take place in the Chapter House and one in College Hall, their list of invitees is likely to overlap with ours. Sam has spoken to the Friends, but they are unlikely to be putting any further thought into their plans until at least the autumn, and possibly not until closer to Christmas. No further decisions were made at this point.</p>	
5	<p><b>Membership</b></p> <p>KO's briefing was reviewed – numbers stand as documented in the agenda. SS has invited Rachel McKelvey, one of the sopranos currently on the waiting list, to join us in September.</p> <p>Phil Crowther is deteriorating and will not be coming back to choir in the future. PB raised concerns about the 1<sup>st</sup> Basses, which is not a particularly stable line at the moment. Paul Tiffany who was approached as a possible new bass no longer wishes to make the commitment needed to join the choir at present. We could do with a new Bass and a new Tenor, and Stephen is aware of this.</p>	
6	<p><b>Committee Future</b></p> <p>SD has agreed to stand for the role of Chair at the upcoming AGM, and as such explained that several members of the committee had formed a working/planning group to discuss the proposed changes further, and the previously circulated papers were the result of this.</p> <p>Prior to the meeting agreement to the changes had been given by SS, MW and JK as they are not able to be present this evening.</p> <p><u>Committee Structure and roles and responsibilities</u></p> <p>It was again made clear that the proposed changes are all role-led rather than person-led, the aim being that, moving forward, anyone could take on a role they felt suited them rather than roles being fitted to any specific person.</p> <p>It was confirmed that the lines of communication between committee members and supporting roles need to be very clear in both directions, and information will need to be communicated in a timely fashion so everyone knows what is going on.</p> <p>JPH is happy to remain on the committee as Chapter Rep, but wondered whether he was really needed as a core committee member. The general feeling was that his presence on the committee was useful as a link with the cathedral, particularly given that there are still some difficulties in communication between us and the cathedral staff in general.</p> <p>It was agreed that the structure of the committee with the supporting roles would be formally reviewed in a year to ensure it is working as we hope it will. The committee structure and roles and responsibilities document were unanimously agreed by the committee.</p> <p><u>Terms of Reference</u></p> <p>These have been updated to reflect the planned new structure of the committee. A further amendment was needed to appendix 3, paragraph 3, to make it clear that SS's honorarium currently includes fees for conducting a certain number of services.</p> <p>We were not clear whether SS currently still has a contract with the Cathedral,</p>	

	<p>CO will check this with SS on Thursday, and will let JPH know if this is not currently the case.</p> <p>It was agreed that the supporting roles can be appointed in an ad hoc manner, with no need for a formal appointment process.</p> <p>The amended ToR were unanimously agreed by the committee.</p> <p><u>Chapter Approval</u></p> <p>JPH was asked to take the changes in the ToR to the next Chapter meeting which is later this week – their following meeting is not until 19/09/25 which will be too late for the proposed timeline of events set by KO. JPH did not think that Chapter would have any problem with the proposed changes.</p> <p>It was agreed that KO/SD/LF would get the changes agreed this evening made to the documents asap, and then get them to JPH so he can forward them to Chapter in time for their meeting later this week.</p> <p>It is important that Chapter's agreement is subject to the caveat that the members of the choir need to accept the changes too.</p> <p>It was felt that the choir as a whole needs prior warning that we are making changes to the committee structure, and also reminding that there are posts on the committee (Treasurer, Development Co-ordinator) which would be open for re-election as the current committee members have been in post for at least 4 years. PB agreed to brief the choir regarding this on Thursday so people can have a think over the summer, and we will follow this up with a brief written note confirming details.</p>	<p>CO</p> <p>SD/KO/LF JPH</p> <p>PB</p>
10	<p><b>AOB</b></p> <p>To ensure that there is no breakdown in communication over the next few weeks, LF will let KO know when she is temporarily unavailable due to 'maternity leave', so that he can temporarily take over any urgent communication with the choir. It is not anticipated that there will be much that we need to communicate beyond the briefing note mentioned above, details for the rehearsals/parking arrangements for the final service of term have already been circulated.</p>	LF/KO
11	<p><b>Date of next meeting: 11/09/24</b></p> <p><b>Venue TBC – PB has offered to host.</b></p>	