

**WCCC Committee Meeting 22nd January 2025 held via Zoom
Minutes**

Present: Sarah Donaldson, Liz Forman, John-Paul Hoskins, Carole Oliver, Anne Renshaw, Kevern Oliver for items 3a-4 inclusive.

Item		Action
1	Welcome Apologies: Stephen Shellard	
2	Minutes The minutes of the last meeting (20/11/24) were confirmed as a correct record. Some matters arising discussed, documented below for clarity.	LF
3	Financial report 3.1 CO's report is as distributed beforehand. Some progress has been made with Gift Aid and CO is still working with the Cathedral on this. 3.2 As per CO's report, she has made a note of the fees we have been paid for various different events/services in the last few years. It was agreed she would put these into a more succinct/bullet point form so that we can refer to this in future when asked about fees for various possible events. 3.3 CO is in the process of putting together the budget for 2025/26. This cannot progress very far however until we know how many services we will be singing, and further details of the 2025/26 'big' event are needed. SS's remuneration was discussed however, and it was agreed to increase this slightly to £78/rehearsal in line with the <i>Making Music</i> website guidelines. RW's current remuneration is in line with other accompanists. Consideration will need to be made regarding payment to SS for his time/travel for the re-evaluations. The budget needs to be broadly agreed by the committee and Sam Hudson prior to 1 st April, and then presented to the choir at the AGM. 3.4 SS and an accompanist (RW is not available) will also need to be paid for the extra rehearsals (and some travel costs) for Westminster Abbey which were not factored in to the 2024/25 budget.	CO
3a	Membership KO joined the meeting and gave us a brief update regarding membership building on the circulated briefing. There have been a couple of enquiries since Christmas but these have not resulted in try-outs as yet. We have no vacancies at the moment. The attendance figures and reasons for any significant absence were felt to be reassuring. The list of emergency contacts is now complete. There was discussion about whether we needed to know about any health problems that members may have, and it was agreed that it would be sensible to pose the question 'Do you have any health problems that we need to be aware of?' to the members. The types of conditions which would be particularly important to know about would	KO

	be things like diabetes and epilepsy. This was felt to be particularly important if we were going to be away, eg at Westminster Abbey.	
4	Westminster Abbey WA has recently sent us a form requesting further details which has been completed and returned. Members are aware of the basic timings of the day (arrive at 0755, finish by about 1600). Transport is now sorted out, and the extra rehearsals are in place (NB Shortly after the meeting it was confirmed that we can have College Hall for these rehearsals). It was agreed that a gentle reminder about Uniform standards should be given nearer the time.	SD/KO
5	Himbleton Concert LR's briefing was discussed. The key thing at present is that a title for the concert (and therefore an idea of musical content) needs to be agreed on so that the church can move forward with advertising. They are confident that they will be able to get a decent audience (it is a small venue). CO is going to produce a poster design for them, and we can advertise too, but the church will be taking the lead on this.	SS CO
6	Re-evaluations In-depth discussion of this was not possible due to SS's unexpected absence, but the following suggestions were made: Possible dates: 9-10/05 and 6-7/06, with some re-evaluations being held on the Friday evening and others on the Saturday. This would save on travel costs as SS is in Worcester on a Friday anyway. Re-evaluations would be held by SS with one of SD/KO/AR as a second person. The sessions would also provide an opportunity for members to say anything they felt they wanted to say privately to the committee. SD will take these proposals to SS.	SD/SS
7	Cathedral Liaison 7.1 Safeguarding SD has not received any reply to the two e-mails she's sent to Kimberley Bohan regarding this. We understand that there is now a new Safeguarding Officer, so hopefully progress can be made on this soon. JK has recently contacted the committee again regarding her frustration about access to the library, particularly given this was first raised as an issue before the last AGM. JPH will ask Kimberley Bohan again about this. 7.2 SS's Contract There is no update on this at the moment. JPH and Sam Hudson need to sit down with SS to discuss this and get something in place. 7.3 Financial Liaison CO is still waiting for a log-in so she can view the choir's account balance/transactions etc (albeit without being able to move money around). Again, JPH thought this had been sorted out already, but will ask the relevant	JPH JPH/SS

	<p>people to work on this again.</p> <p>JPH apologised on behalf of the cathedral that many of these issues are still ongoing, particularly as he thought they had been sorted out.</p>	JPH
7.4	<p>Services on 13/07/25</p> <p>The Cathedral would be grateful if we could sing the Freemason's service as well as the Eucharist on this Sunday, and there will then be a said Evening Prayer instead of a Sung Evensong.</p>	
7.5	<p>All Staff Meeting</p> <p>The next All Staff meeting is being held on 18/03/25 at 1400, and it was agreed SD and CO would go to introduce themselves. JPH is not actually going to be present at that meeting, but will confirm that we are expected.</p>	SD/CO/JPH
8	<p>Strategy Update</p>	
8.1	<p>The Christmas card to members with enclosed update went down well. The 3 year plan timeline has been updated and circulated prior to today's meeting.</p>	
8.2	<p>We now need to get the dates and details fixed for the proposed 2026 CD recording. The aim is to record this in the first part of 2026 with a view to launching the CD in the September. The strategy sub-group had wondered if we could rely on the Newsquest carol service as a regular engagement, with a view to being able to use this link to help with the launch of the CD. JPH explained that he is currently in negotiation with Newsquest regarding the timing/structure of this service so it's difficult to know what this is going to look like at present. It is likely that the cost of the CD recording and launch will be around £8,000, SS is in the process of getting appropriate quotes. The aim is to raise at least £6,000 in donations – AR has already found one donor for the Venables carol – and we should aim to have all the donors lined up by the end of this (calendar) year so everything is ready to go for the recording in early 2026. It was agreed that CO would attend the next strategy meeting to allow for appropriate budgeting.</p>	CO
8.3	<p>It is not clear what stage has been reached with the idea of an event for the 3 Cathedral Chamber Choirs. SS was going to have an informal meeting with the other two MDs, and will be asked to inform the strategy planning meeting about this at their next meeting.</p>	SS
8.4	<p>AR gave us a brief outline of the story behind the Rotunda Hospital in Dublin and its links with the Messiah, and explained the links between the WCCC and the Hospital. In 2027 it is expected that the 1,000,000th baby will be born at the Rotunda Hospital, and the aim is to put on a performance of The Messiah with the choirs of Christ Church Cathedral and St Patrick's Cathedral to mark that milestone.</p>	
9	<p>Social Media</p> <p>Laura Moss is unable to take this on at the moment due to various other commitments.</p> <p>SD has spoken to Clive again regarding this. The hope is that in due course he will be able to take this on, but due his recent bereavement SD and AR will continue to keep up our presence on social media until he is able to move forward with</p>	SD/AR

	this.	
10	Succession Planning We need to think about who might be able to take on the role of treasurer. Various approaches have been made with no success so far. The other option that was raised was the idea of asking someone who was supportive of the choir but not a singer to take on the role, eg a member's spouse/partner. It was agreed that this would be acceptable, although it may mean a slight change in the ToR needs to be made.	All
11	AGM Date 26/06/25 was suggested as the date for the next AGM, possibly starting the rehearsal at 1900 rather than 1930 to give us 90 minutes rehearsing prior to the AGM.	
12 12.1 12.2	AOB Cathedral Newsletter It was agreed we would aim to put something in the Cathedral newsletter prior to and after our trip to Westminster Abbey. Thanks is given to Judith, Sarah, Liz and Pammie for their work on the Christmas tree. The tree and decorations are currently being stored in Judith's loft.	LF/SD/AR
13	Date of next meeting: 1430 on 19/03/25 on Zoom Further dates were discussed: 14/05/25 11/06/25	