

**WCCC Committee Meeting 19th November 2025 held via Zoom
Minutes**

Present: Sarah Donaldson, Liz Forman, Carole Oliver, Stephen Shellard.

Item	Action
<p>1 Welcome Apologies: Anne Renshaw, Sam Hudson</p>	
<p>2 Minutes The minutes of the last meeting (01/10/25) were confirmed as a correct record.</p>	LF
<p>3 Financial report CO's report is as distributed beforehand. Following on from that, CO has had assurance from Monika that the £150 wrongly charged to us is being returned, and has also had confirmation from Cathy Sloan that our Gift Aid records and the Cathedral Gift Aid records both tally for the year 2024/25. The payment for last year's Newsquest service should have been paid in to our account in October.</p>	
<p>4 Recording</p> <p>4.1 After various discussions the Cathedral are providing the formal donor form with appropriate Gift Aid wording for the Adopt-a-Carol scheme. We were told we should have this within 4 weeks and it's now 3 ½ weeks, so hopefully we will have it before the end of the week. AR is ready to send this out once it is received. 10 carols have now been adopted, and we think (in her absence) that AR may have an 11th possible donor. CO pointed out that as the donation paperwork is now going direct to the finance department she is going to struggle to keep track of who has and has not paid. It is for these sorts of situations that a finance log-in for the treasurer would be helpful.</p> <p>4.2 We now understand that there is a Cathedral credit card which can be used to buy music with sufficient notice. However, we are very grateful to Patrick Aydon for buying the copies of Venables' <i>While shepherds watched their flocks by night</i> in addition to his standard 'adoption' donation. In recognition of this, SS will be writing to him directly, and LF will invite him to the Carol Service. LF will also ask SH what notice period is needed for such purchases in the future.</p> <p>4.3 Since the last version of the budget for the CD was circulated with the briefing papers CO has received various cost adjustments, and she will circulate an updated budget shortly after this evening's meeting. SS still needs to confirm with NF that he is happy to lock up after the recording sessions, after which LF will confirm this with him in writing.</p> <p>LF will e-mail the members with a confirmed list of which carols we are recording – various people have asked about this recently.</p>	<p>AR</p> <p>SS LF LF</p> <p>SS LF</p> <p>LF</p>

5	<p>9 Lessons and Carols</p> <p>5.1 SS has decided what the repertoire for the service is, but the final running order is still under negotiation with SH. SS will send the repertoire list to LF who will circulate it to the choir.</p> <p>5.2 James Prior is the best contact person overall for the service, and LF will liaise with him regarding reserved seats for Patrick and his partner.</p> <p>5.3 As minuted above, the fee for last year's service should now have been paid in, and we should expect the same fee this year.</p>	LF LF
6	<p>Strategy Update</p> <p>6.1 The date for the Three Cathedral Chamber Choirs Evensong in Gloucester Cathedral has been confirmed as Saturday 31/10/2026. SS will liaise with the other MD's in the spring to confirm repertoire.</p> <p>6.2 The strategy group feel that Spring 2028 would be the ideal time for a return trip to Westminster Abbey to mark our 30th anniversary. Ideally we would like to sing a Sunday again so we have two services. LF will contact Westminster Abbey to get the ball rolling on this.</p> <p>It has been agreed that, ideally, we would like to do a small concert similar to the one given in Himbleton last year each year. This does not involve too much effort for us, but provides some welcome additional income and publicity. It was suggested that Fladbury might be a welcoming venue/community as a next venue. After some discussion the general consensus was that there wasn't really time to arrange this for 2026, so we should start the ball rolling for 2027. CO pointed out that it is important that WCCC do not sell the tickets otherwise we need to charge VAT – the church/venue need to be the ones selling the tickets although of course we can sell them on their behalf.</p> <p>6.3 The draft questionnaire was discussed and all present were in agreement that it was appropriate. LF will contact AR to check if she had any suggestions or amendments, and will then circulate to the membership with a 2-3 week deadline.</p>	SS LF Strat. group LF/AR
7	<p>Membership Update</p> <p>The following was passed on by KO as a membership update prior to the meeting.</p> <p><u>Re-evaluation</u> Paul Mocroft and Jenny Kettleton have attended their sessions.</p> <p><u>Waiting List</u> Chiffon Lee has been in touch. I have confirmed to her that she is still on the Sop waiting list.</p> <p>7.1 LF's draft amendments to the ToR/appendices were discussed. CO was concerned that the amendment to the appendix 2 was too wordy.</p>	

	<p>LF will attempt to précis this.</p> <p>Once the committee are happy with the wording it was agreed that KO's opinion should be sought as he has been instrumental in previous amendments to the ToR.</p>	LF
8	<p>Cathedral Liaison</p> <p>We understand that the interviews for the new precentor are happening around now, and LF will contact SH to find out if a new precentor has been appointed.</p>	LF
9	<p>Succession Planning</p> <p>LF reported that LR – subject to the agreement of the new treasurer – would be happy to continue supporting the new treasurer in the way she's been supporting CO over the last few years.</p> <p>Two people have expressed an interest in taking on the Membership Secretary role, although Kevern is yet to have a follow-up discussion with either of them to date.</p> <p>No-one has come forward to express an interest in the treasurer role as yet.</p>	
10	<p>Christmas Tree</p> <p>The Christmas tree planning is underway, with apples having been distributed to the choir last week for decoration!</p> <p>LF will be decorating the tree with help from Pammie and hopefully another couple of volunteers on the 2nd December.</p>	LF
11	<p>Folders</p> <p>CO has obtained a quote for folders as per her briefing note. There was some discussion around whether we should all have new folders, and in the end it was agreed that we should get sufficient folders for all the members to have new folders with the new logo on them.</p> <p>The quote CO was given was for this calendar year with a likely price increase in January, so it was felt that it would be sensible to get the order in.</p> <p>AR would be asked to advise re the logo size and position.</p>	CO AR
12	<p>Website Contact Details</p> <p>After CO discovered that her home phone number was still on the website as a contact number, it was agreed that we do not think we need to have a phone number on the website as long as it is clear how interested people can contact us.</p> <p>SD has discussed updating the photos on the website with MW.</p> <p>LF will ask MW to remove any phone numbers from the website.</p>	LF
13	<p>AOB</p> <p>LF fed back that Clive has reported erratic engagement by members with posts on social media.</p>	

	LF also passed on John Pare's thanks for the recognition of his service at the end of last term which she had received over the summer with apologies for the delay.	
14	Suggested dates of next meetings: 28/01/26 18/03/26 LF to check with AR/SH	LF/AR/SH