

**WCCC Committee Meeting 19th March 2026 held via Zoom
Minutes**

Present: Sarah Donaldson, Liz Forman, Sam Hudson, Carole Oliver, Kevern Oliver (items 5-6 inclusive), Anne Renshaw, Stephen Shellard

Item		Action
1	Welcome	
2	<p>Minutes</p> <p>LF noted that MW had raised a spelling error in the minutes for the November meeting, Monika (in the finance dept) spells her name with a 'k' not a 'c'. This has been amended for the minutes published on the website.</p> <p>The minutes of the last meeting (28/01/26) were confirmed as a correct record.</p>	
3	<p>Financial report</p> <p>3.1 CO's report is as distributed beforehand.</p> <p>CO has identified various discrepancies in the December '25 print out from the Cathedral which she has raised with Derek Valentine, the new management accountant in the finance team for the Cathedral. He appears to be efficient and approachable which is positive.</p> <p>3.2 As we have several additional fee-earning services coming up over the next year CO feels that we can leave the membership fee at £120 for the year which was agreed unanimously.</p>	
4	<p>Recording</p> <p>4.1 We have received further donations towards the CD of £200 from both Claire King and the Hunt family. These will be listed separately on the CD sleeve with additional dedication details.</p> <p>The budget was discussed and the possible extra cost of a third edit. It is hoped that the donations will nearly cover the costs and WCCC funds will pay any deficit. The planned cost of the CD was discussed, CO was recommending £12, but we felt it would be appropriate to see what CDs are currently selling for in the Cathedral shop and perhaps discuss with Helen, the shop manager, to get her view on what would be appropriate.</p> <p>AR advised that we should have a special launch event price of around £2 less than the eventual sale price.</p> <p>We will also need to decide if the choir get a discount on the CDs too.</p> <p>Priory Records are able to follow our wishes in terms of launch timeline, and appeared to be happy with SS's suggestion of early September, ideally for the beginning of term. SS is expecting to receive the next (second) edit by the end of this week and is hopeful a third edit will not be needed.</p> <p>4.2 CO asked if Neil Collier (Priory Records) could be reminded that the invoice needs to be made out to the Cathedral, although it should be sent via the Chamber Choir</p>	CO

4.3	<p>so we have a record of it. LF will e-mail Neil to confirm this, and ask that it be sent to her for forwarding on to the Treasurer.</p> <p>David Birtwhistle's painting previously circulated by AR (and viewed by all during the meeting via a screen share) was agreed to be ideal for the CD cover.</p> <p>After consulting the Cathedral diary it was felt that Saturday 29th September would be most appropriate for a launch event, which will be fairly low-key. Those who have adopted carols or made donations in other ways will be invited, and CDs will be available at a special lower price. The choir will sing some of the carols within that time. The event will run from 12-2 with an hour booked either side for set-up/tidying up.</p> <p>SH agreed to put in an application on our behalf.</p> <p>Helen (shop manager) will help to publicise this if we provide her with materials.</p> <p>We will need the Cathedral's SumUp machine to be able to process payments at the event, SH will find out how we go about borrowing this and feed back.</p>	<p>LF</p> <p>SH AR SH</p>
5	<p>ToR Update</p> <p>KO joined the meeting.</p> <p>He explained that after receiving LF's draft of the ToR he re-wrote them and then passed them to Rob Poulson to review from a legal point of view. The draft circulated are the end result of this process. In a discussion between KO, SD and LF we also changed one 'her/him' to 'them' to make the ToR entirely gender-neutral.</p> <p>SH also suggested a change from 'Chapter' as the final point of appeal to 'the Committee Chapter Representative' in both the conduct and grievance appeal process which was agreed by committee.</p> <p>All were happy with the updated version which will have to be approved both at the AGM and by Chapter. Previously approval from Chapter has been gained ahead of time conditional on adoption at the AGM and SH will take this to a member of Chapter (probably Kimberly Bohan) for review.</p> <p>KO suggested we formally thank Rob for his work on the ToR.</p>	<p>LF/LR SH LF</p>
6	<p>Membership</p> <p>6.1 The points outlined in KO's briefing were discussed.</p> <p>6.2 SD spoke to KO's briefing document regarding the age demographic of the choir, and this was discussed at length. The different expectations of younger singers in terms of rehearsal style etc were also discussed, and the need to appeal to younger singers. The need to make space for younger singers was also discussed, how do we do this without the choir getting bigger?</p> <p>If there are concerns about performance, then the reappraisal route is the best one to use.</p> <p>If there are concerns about ability to cope with rehearsals etc then that needs to be addressed differently, and not via the reappraisal route.</p> <p>KO was formally thanked for the huge amount of work he has put on whilst serving the choir, both as a committee member and, more latterly, as a supporting role holder as Membership Secretary.</p>	

	KO then left the meeting.	
7	<p>Cathedral Liaison</p> <p>SH updated us on various staffing changes at the Cathedral. A new Chief Finance Officer – John ? – has been appointed and will start at the end of April. A full-time Interim COO started last week – Lindsey ?. Also has a financial background. Derek Valentine mentioned above in item 3 has been appointed. Sam Poursain, Head of Events, has just handed in his notice. Nick Freestone is leaving as previously circulated to the choir, the Cathedral will be interviewing for his replacement at the end of April.</p>	
8	<p>Strategy Update</p> <p>8.1 SD has written to her counterparts in the Chamber Choirs in Gloucester and Hereford, but has yet to hear back from them. SS has been liaising with the MD's, and has heard back from Jonathon Hope. They're discussing rep, and planning on keeping it fairly simple for the first outing. He has also suggested that Jonathon Hope organise the schedule for the day as he will know what the normal schedule at Gloucester Cathedral is. LF confirmed that we are pencilled in the diary for Worcester in 2027.</p> <p>8.2 CO's link at Whiteladies Aston is keen on the idea of a small concert, and has taken the idea to the PCC. We await their response.</p> <p>8.3 AR has drafted a letter to send to Cathedrals we want to approach with a view to a tour. It was agreed that LF will send this to Lichfield, Coventry and Bristol in the first instance, all three of which would be easy to visit in a day without the need to stay overnight.</p> <p>8.4 LF outlined the response received from Westminster Abbey. It was agreed that a weekend day (ideally Sunday) would be much better for us with regard to travel/working people etc. LF will reply asking if we can hold out for the possible weekend mentioned in the reply, and explaining our reasoning.</p>	<p>SS</p> <p>CO</p> <p>LF</p> <p>LF</p>
9	<p>Future Events</p> <p>9.1 Following a WhenAvailable poll, it was confirmed that we have sufficient singers to move forward with the Martley Wedding. LF will let the couple know, and move forward with the arrangements.</p> <p>9.2 The list of requested dates from the Cathedral was discussed, most are fine, but we felt that we could do either the 8th or the 21st November but both would be a bit much bearing in mind the other events happening around that time. SH will liaise with the Cathedral staff about which would be more helpful. We also let SH know that we would be keen to do the NewsQuest Carol service again as we have done for the last few years. LF will reply formally to ensure there is a paper record of our suggestion.</p>	<p>LF</p> <p>SH</p> <p>LF</p>

9.3	The Breast Haven service was discussed, and we are keen to do this if we can. As it is on a Tuesday evening however we need to confirm we'll have sufficient singers. It was agreed we will ask KO to put forward a WhenAvailable poll to check this. SD will reply to JP to let him know that we are interested and are just checking availability.	KO (via CO) SD
9.4	As per CO's briefing, we have been asked to sing Evensong at the Patronal Festival at St Nicholas Queenhill. Again, we would like to do this if we can but need to check availability. KO will be asked to add this date to the WhenAvailable poll. CO will reply to the enquirer copying in LF as she will no longer be on the committee in December.	KO (via CO) CO
10	<p>Updates from Supporting Role Holders</p> <p>Membership Secretary report as above. Nothing specific from anyone else. SD reported that the photos on the website have been updated, and MW and CB are liaising to try and get the advert for tenors onto the front page of the website.</p> <p>SD formally thanked all supporting role holders for their hard work behind the scenes without which we could not function.</p>	
11	<p>Custodian Role</p> <p>SD is planning on talking to the choir at the beginning of the Summer term about the need for someone to take this on. In the meantime she asked us all to think about possible candidates we could approach if no-one comes forward.</p>	
12	<p>AOB</p> <p>No AOB</p>	
13	<p>Suggested dates of next meetings:</p> <p>29/04/26 10/06/26 AGM – 25/06/26</p>	