



Meeting Type: AGM

Location: D:Two

Date: 9<sup>th</sup> October 2017 at 21:00

Attendees: HCS members, committee & officers

| Item no. | Subject                                  | Reports and discussion  | Agreed action | Who        | When |
|----------|--|---|---------------|------------|------|
| 1        | Apologies                                | Apologies received at meeting from Felicity Bazell, Peter Blaker, Joss Lynch, Sally McEwen, Josephine Peddie & Jenny Fleming. The Secretary should also have read out apologies from Hiltegun Blaker. Subsequent to the meeting apologies were also received from Jean Lowery, Jane Mather & Judy Skeet   |               |            |      |
| 2&3      | Previous AGM Minutes and matters arising | These had been circulated prior to AGM to all section and members . There were no open actions or matters arising. The Chair recommended that the minutes were adopted  | Approved      | Mike Hails |      |
| 4        | Chair report:<br>Susan Edwards           | A full copy of the report is posted on the HCS website for all to view.<br>Highlights of the report include the following points: <ul style="list-style-type: none"> <li>i. The Chair thanked those members of the choir who regularly help with a range of tasks ensuring that the society continues to function successfully</li> <li>ii. During the past year the choir has performed 4 successful concerts with professional singers, brass band and orchestra under the excellent guidance of our Musical Director (MD)</li> <li>iii. The choir's membership is growing and is kept in balance between the sections, guided by our MD, and at a number that can be accommodated in our concert and rehearsal venues.</li> <li>iv. As a consequence of a strong financial situation the choir is able to offer free membership to full-time students and young people</li> <li>v. Over the last year, necessary steps have been taken to update documentation, including a revised</li> </ul> |               |            |      |

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|   |  | <p>handbook, a new complaints policy and reserves policy as well as the near finalisation of a risk assessment</p> <p>vi. This coming year the choir is planning a trip to Falaise, a twinned town with Henley and has received invitations to participate in other events</p> <p>vii. Thanks to fellow officers of the society as well as to the excellent musical team, the MD, Peter and accompanist Dave</p>   |                 |    |      |
| 5 | Finance report:<br>Yolanda<br>Goldthorpe | <p>A full copy of the report and accounts are posted on the HCS website for all to view. Highlights of the report include the following points:</p> <p>i. The Treasurer thanked a number of choir members for their support with matters financial</p> <p>ii. The year end accounts (August 31 2017) are validated by an independent assessor as required by the Charity Commission</p> <p>iii. The year 2016/7 has produced a surplus of £17.5K, this is a combined result for both HCS as well as HYC.</p> <p>iv. Cash funds for the year stand at £65K, of which £40K is transferred to a higher interest a/c run by Shawbrook Bank</p> <p>v. Choir subscriptions will remain at £130 for 2017/8</p> <p>vi. A reserves policy has been adopted in line with guidance from The Charity Commission which places a responsibility on Trustees to act both prudently and responsibly when establishing reserve levels</p> |                 |    |      |
|   | Q&A- Finance                             | <p>i. David Bentley expressed general concerns over level of reserves which prompted a range of comments from other choir members.</p> <p>ii. The general consensus of opinion from the floor was that taking a prudent view of the choir's activities, future commitments along with the potential downturn in fortunes was a responsible action.</p> <p>iii. It was suggested that the choir should invest in a microphone</p>   | iii.<br>Acquire | SE | asap |
| 6 | Musical report:<br>Peter Asprey          | <p>A full copy of the report is posted on the HCS website for all to view. Highlights of the report include the following points:</p> <p>i. The MD thanked all on an excellent year of music making</p> <p>ii. The Christmas concert was bolstered by Onyx Brass who added colour and humour to the occasion producing an evening with a lovely balance as well as a spirited festive feel</p> <p>iii. The Spring concert involved the Brandenburg Sinfonia for the first time as well as four excellent soloists. The concert included some more dramatic moves, with limited space, bringing different challenges. People very much enjoyed the concert, with solo contributions from various HCS</p>  |                 |    |      |

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|   |   | <p>members as well as HYC performers dressed in witches' outfits. Lots of hard work and administration association with this performance</p> <ul style="list-style-type: none"> <li>iv. The Summer concert went down extremely well with the audience, whilst the choir coped admirably with one of the hottest days of the year!</li> <li>v. MD is delighted with the progress made by the youth choirs over the year, the section is healthy in terms of numbers as a result of a workshop at Gillotts. In particular HYC did a brilliant job in very hot conditions at the summer concert during the Henley Festival</li> <li>vi. Both choirs have exciting programmes over the next 12 month period which promises to be a rewarding season for all members.</li> </ul>  |                           |    |      |
| 7 | Marketing :<br>Emma Beesley                 | <ul style="list-style-type: none"> <li>i. Thanks to all for ensuring that outstanding ticket sales with packed and loyal audiences. To achieve this each choir member needs to sell only 3 tickets.</li> <li>ii. There are changes to the Christmas Concert timings from 19:30 to 19:00 &amp; 14:30 to 14:00. The family ticket special pricing will continue for this year</li> <li>iii. Both Davis Tate and Henley Town Council will continue with their support of the choir</li> <li>iv. Thanks to all Emma's team for helping to make everything possible with the marketing aspects of promoting HCS to the wider community</li> <li>v. EB informed the choir members that as of September 2018 she will have to step back from performing her role and will be putting together a job specification to be issued to all members for consideration</li> </ul>  | v.<br>Compose<br>job spec | EB | asap |
| 8 | HYC Report:<br>Fi Harding                   | <p>A full copy of the report is posted on the HCS website for all to view.</p> <p>Highlights of the report include the following points:</p> <ul style="list-style-type: none"> <li>i. Thanks to all on HYC Steering Group, the MD and accompanist, as well as the photographer and team that updates social media and HCS website</li> <li>ii. HYC is entirely independent of HCS financially and has a membership of 36 juniors and 17 seniors</li> <li>iii. This is the 3<sup>rd</sup> successful year for HYC, where it has sung at St Mary's in the HCS Christmas Concert, at the Kenton Theatre as part of the Henley Youth Festival, Sing! and with Henley Music School at the Henley Festival's Family Sunday</li> <li>iv. This year HYC will be undertaking more workshops, will perform at HCS Christmas Concert, is entering a local music competition in Woodley and hoping to be invited back to Henley Festival</li> </ul> |                           |    |      |
| 9 | Re-election of<br>key roles and<br>officers | <p>The election of officers and committee (block vote) was carried out. Below is a list of the officers and a full break down of officers, committee members along with proposers and seconders is posted on the HCS website along with all other reports presented at the AGM.</p>  |                           |    |      |

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|    |             | Chair: Susan Edwards   Vice chair: Joanne Harris   Treasurer: Yolanda Goldthorpe  <br>Secretary HYC: Fi Harding   Secretary: Nick Tuggey |  |  |  |
| 10 | AOB & Close | There was no other business raised and the chair closed the meeting at 21:40   |  |  |  |