



HENLEY CHORAL
Society

Henley Choral Society
Members' Handbook 2019-20

Sing. Enjoy. Support.

Become part of Henley Choral Society

www.henleychoralsociety.org.uk

Registered Charity Number 276728

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This Handbook was written by various members of the choir. It contains information about HCS, what we are, what we do, how we achieve our goals and how all members can play their part. It includes information about the process of members joining the choir, rehearsals and concert etiquette, and the role of Voice Reps and other committee post. Further information may be added and the Handbook will be regularly updated. I do hope you find it useful.

Susan Edwards Chair of HCS 2019/20

Our vision

We aim to be a friendly and welcoming choir that strives for high standards. We are a lively, vibrant society that works to improve our techniques, singing skills and musical knowledge under the enthusiastic leadership of our musical director. We are committed to regular rehearsals and home practice in order to create a great musical experience for our audiences

Overview of the Choir

The main events

We are a non-auditioned choir that performs four major concerts most years, in December, March and June. We usually sing a range of choral work, including some contemporary as well as classical works and of course lots of what we sing are well-known choral works. We sing with top professional orchestras and soloists and all our concerts are very popular – often sold out. Members play an important part in spreading the word about concerts and selling tickets.

When and where?

Weekly rehearsals are 7:30pm until 9:30pm Monday evenings during school term times usually in d:two, 55-57 Market Place, Henley.

A schedule will be given to you and is also available on the website. All members are expected to attend at least 80% of rehearsals in addition to the final rehearsals on the Friday evening before the concert as well as any rehearsal on the concert day. If you fail to make 80% of rehearsals before a concert, then you will need to ask the musical director's advice as to whether you can sing in the concert. All choir members who wish to sing in a concert must attend the Friday and Saturday rehearsals preceding the concert.

How much?

Our subscriptions are in line with other similar choral societies: £130 per member for the year (September 2019 to July 2020) payable by the AGM and not later than 1st November. This may be subject to change annually. Members joining in January or after the spring concert pay a reduced rate. Currently this is £100 if you are joining in January or £80 if you join at the beginning of the summer term. Membership for students and those under 30 is free. Subscriptions may be reduced or waived in special circumstances, but there is no reduction by reason only that the member does not take part in the rehearsals or concerts. If you have problems paying or you are off sick for a considerable time, please speak to the Chair or the Treasurer in confidence.

How to pay?

Please pay on time. To be a member you must have paid by 1st November or before the AGM if you wish to vote at that meeting. You are strongly encouraged to pay by bank transfer. This is the most efficient payment method as it reduces our bank charges, reduces work for the Treasurer and the number of trips that have to be made to the bank.

Bank details of Henley Choral Society are:

Sort Code: 405240 Account No: 00015504

Reference/Roll No: *[Ensure you show here whose subscription this is; e.g. "Subs A&B Snodgrass_SOP"]*

How the choir operates

This section of the Handbook gives you some background information about the organisation and running of the choir.

The Website

Have a look at our website: www.henleychoralsociety.org.uk The members' section is password-protected (ask a committee member or voice rep for the password). The website is intended to be a source of information for all choir members, the public, Friends of HCS, as well as potential sponsors. It is designed to be a tool and asset for all and increasingly more choir information is distributed via our website so please do check this regularly. We hope that our members will bring fresh ideas to the committee as to how it can serve us better so we can all share important and interesting information about the choir, our plans for the future along with the standard documentation you would expect from meeting minutes to policies and procedures and our constitution. Please use the website as it is intended, an information resource, this will help reduce the number of copied documents and emails sent, which in turn will dramatically lower the overall work load for various committee members.

Policies

HCS has developed a number of important policies as part of best practice and in line with expectations of the Charity Commission. These documents can be accessed in the password protected section of our website.

Safe guarding children

The Henley Youth Choir is part of HSO. This is a choir for young people between 7 and 17 years so all adults involved with the HYC must be familiar with this document. Other members of the choir who may help from time to time should also read and note the document

Reserves

This comprises our policy on reserves and a separate FAQ explaining why we have reserves. The FAQ section answers questions such as 'what are reserves?', 'why do we have reserves?', 'is our policy in line with the Charity Commission's guidance?'. The policy sets out our agreed financial policy on reserves.

Complaints

Henley Choral Society is a friendly and harmonious group with a strong sense of shared purpose. Against this background, it is uncommon for grievances within the choir to arise, and on those occasions where they surface problems tend to be resolved quickly and with minimum fuss. Even though grievances are few and far between, there may be cases where strong feelings are aroused by an issue and a member of HCS or the public wishes to formalise a complaint. Our complaints policy lays out a fair and consistent process to deal with such a situation.

Risk assessment

All responsible organisations and especially those that engage in the public area need to think about possible risks and, importantly, how to avoid or mitigate them. We have considered areas including the following: compliance; physical risks to members and public at rehearsal and concert times; financial risks; and reputational risks.

HCS aims to review these policies on an annual basis.

Constitution

Henley Choral Society is a registered charity (No 276728) and is governed by a constitution re-written in 2015. Ultimate responsibility for the Society's governance lies with the Officers, the Chair, Vice-Chair, Secretary (HCS), Secretary (HYC), Treasurer and Deputy Treasurer, who have the functions and duties of charity trustees for the purposes of the Charities Act 2011.

How you can play your part in the Society?

In this section we list some of the positions that are essential to the smooth running of the choir. You will see that there are lots of ways you can get involved, help the choir function, get to know your fellow singers better and feel part of a very friendly community. I do hope this gives you an understanding of the choir and some of the work involved. Perhaps you will see something here that you feel you can get involved with. Henley Choral Society has a strong ethos of volunteering, new faces are always welcome and our success depends on everyone playing their part.

Committee

The management of the Society is via the Committee, which includes the trustees, the voice representatives (VRs) and members elected annually to particular posts.

Committee members who are nominated and voted for at each AGM are responsible for planning and reviewing events; raising and spending money; discussing choice of music for our concerts; planning social events and making decisions that arise from time to time. Our Musical Director (MD) may attend some committee meetings, ex-officio, but is not a member of the committee. Below are a few notes on some of our committee roles. Perhaps you could volunteer to join one of the small teams or take over a job when it becomes vacant?

Voice reps (VRs)

Each vocal section has one or two representatives whose task is to relay the ideas and comments from singers in their section to the committee and/or to the MD. As well as acting as a conduit for the flow of information from the committee, the VRs pass on information from choir members wanting to share information of musical interest. The VRs keep track of attendance of the singers in their section. If you are unable to attend a rehearsal, then it is really appreciated if you can let your VR know. From time to time the VRs may seek opinions on a specific topic and report

back to the committee and they are always asked to provide a list of who is singing at each concert. Please be sure to respond to their requests. VPs are crucial in keeping good communications going within the choir, are the first port of call for queries and give a report at every committee meeting.

The committee also includes people who are doing some of the jobs listed below. Some jobs are done by an individual and some by a small team with the team leader attending committee meetings. Everyone responsible for these tasks is welcome at committee meetings but as long as the committee is kept informed, attendance is not compulsory.

Librarian

S/he orders all the musical scores after discussion with the MD, the Chair and the committee; organises the sale and hiring of scores and the return of hired scores. S/he also provides scores for members of the orchestra and soloists who perform with us. This involves forward planning and patience. Maybe you could offer help issuing new scores when we start a new work at the beginning of each term. This is always quite a hectic evening. Most importantly, ensure you return your hired scores after erasing all your markings. Late returns cost the Society money and our librarian a great deal of extra work so be sure to return on time!

Marketing

The marketing team deals with advertising our concerts, organises banners, press releases, posters and fliers. They produce copy for all the various promotions, write press releases, write notes for the concert programmes. The team is always on the lookout for ways to advertise our concerts and is keen to hear about possible sponsors. The team also advertise recruitment drives and workshops and keeps our website up-to-date. All this work helps to ensure we maintain a vibrant profile and attract good audiences to all our concerts. Getting the publicity out requires a big team. Please think about helping.

Programme editor

The editor co-ordinates the content of the concert programmes: what we are singing; translations of what we are singing; notes about the music and artists; up-to-date information about the choir and officers; information and names of Friends of HCS; acknowledges sponsorship; provides notice of future concerts and organises the placing of advertisements within our programmes.

Advertisements

We are grateful to local business and others who support us by advertising in our concerts programmes. We can all help by asking suitable friends and acquaintances if they might advertise in our programme. A member of the choir has the job of contacting and following up potential advertisers on behalf of HCS.

Stage building and other tasks

A couple of leaders head up a team that collect, build and de-rig our staging at our concert venues. Concerts in Henley usually take place at St Mary's or the Christ Church Centre. When we sing at St Mary's, we use our own staging which we invested in several years ago. The staging is robust and sturdy but it takes a team to load it into a van, unload it, assemble it in the church and then, after the concert dismantle it and take it back to storage. In addition to the stage building, there are always plenty of other essential jobs at concert time and we always need lots of volunteers to help, whether we are singing at St Mary's, Christ Church or Reading Concert Hall. Do take the opportunity to join in the fun of preparing and clearing up! We always put out a call for help and a sign-up sheet a couple of weeks before each concert. Many hands ...

Ticket sales

S/he co-ordinates sales of tickets for concerts and other HCS events. Taking your share of the responsibility of selling tickets is really important. Most of our tickets are sold through members of HCS and therefore it is important that we all play our part. Tickets are sold at our rehearsals, through direct contact with our ticket sales person, through Gorvett and Stone in Henley and on-line through our web-site. It is important for every member to encourage ticket sales.

Newsletter editor

Our Editor elicits, edits and produces a yearly fun newsletter for the choir and Friends of HCS. Please consider providing material, drawing, cartoon, joke, article or photograph.

Membership secretary

The Membership Secretary plays a crucial role as s/he is often the first person in the Society a potential member speaks to. All who wish to join HCS need to contact the Membership Secretary who will advise as to whether the choir has vacancies. We have been running a recruitment drive for tenors and bass singers in order to build a balanced choir but from time to time, we run a waiting list. There is usually a waiting list for soprano and alto singers so please make sure you pass this information on to anyone interested in joining us. If you have friends who are interested in joining, do encourage them to contact the Membership Secretary.

The Membership Secretary will give your details to your voice rep. Be sure to let her/him know if your contact details change so you can be kept up to date with communications about the choir activities. As a registered charity we are obliged to keep an up-to-date list of members.

On joining the choir, you will have received our policy on privacy and will have agreed for us to hold your information under General Data Protection Regulations. We respect your privacy and will never forward your details without your permission.

Secretary for Friends of HCS

We have around 60 loyal supporters of HCS who generously support us by their annual financial contributions, attendance at our concerts and promotion of the choir among their friends. The Friends' Secretary keeps in contact with the Friends, ensures they have timely notice of all our concerts and helps to recruit new Friends. Maybe you know someone who would become a supporter of the choir and would be willing to be a Friend.

Recruiting Friends of HCS

Do you know someone who really enjoys our concerts? Do you have friends who might like to support the choir by giving an annual donation? Maybe you know someone who has left but wants to keep in touch? If so do get in touch with the Secretary for the Friends of HCS or your VR and ask about signing up supporters. And see the section at the end of this handbook.

Other jobs for us all

In addition to these important posts, there are many other tasks that are done, some weekly, some at concert times. Each week, the chairs need to be put out and then stacked away at the end of rehearsals. It is very helpful if you can check that your section has the necessary chairs out before the rehearsal starts. Many 'old hands' know how the chairs need to be restacked at the end of the evening (stacks of 10 chairs facing the wall) but help in doing this is always appreciated. Checking that the hall is left clean and tidy or learning how to operate the remote control for the windows, ensuring lights are off are also jobs that are done every week. As we approach concerts, help is needed to distribute leaflets, put up posters and most importantly, to sell tickets. We also provide refreshments at workshops and our concerts. Perhaps you could help with this? There are always lots of tasks to be done and everyone is expected to contribute.

Can you tell me more about these roles?

Most of our committee roles had a written "job description" and these are posted on our website. Please take a look at these and if there is one which you think you would like to take on or learn more about, then please speak with any of the committee members.

Selling tickets

Every concert costs HCS money and over the year, ticket sales do not cover the full cost of putting on concerts. This is also true for large professional music makers in well known venues. We all have to seek subsidies but ticket sales are crucial for us to remain financially viable. It is important that we all play our part in selling as many tickets as possible. If you like to sing in concerts, and of course we all do, then you are expected to take your share of the responsibility of selling tickets. Minimally, we expect to sell around 350 – 400 tickets for concerts in Henley, around 500 tickets for concerts at Reading Concert Hall. It is therefore important that **every**

choir member sells at least 3 tickets for Henley based concerts and members should aim to sell ***at least 5 for the Reading Concert Hall concerts*** . It is only by making concerts financially successful that we can keep our annual subscription increases to a minimum. Do not rely on others to do this for you. A good way to do this is to make sure your friends, relatives, work colleagues and neighbours know the date of our concerts well in advance. All dates are on your rehearsal schedule which you are given way in advance so you can give your friends and relatives plenty of notice of all concerts.

It is up to you to enthuse about the music and invite friends and family to write the dates in their diaries and reserve a ticket. We have had many concerts that have been a sell-out. It would be wonderful if this could always be the case.

Social events

From time to time we have social events, quizzes, outings to musical events and every year a summer party. We also meet up after concerts to celebrate and there is usually a lunch after the workshops. All the events require a team of helpers to ensure that everything goes with a swing – and we always need a host for our summer garden party. If you have an idea for a social event or fund raising, do talk to your voice rep or any member of the committee. Do join in our social events and help build a truly collegiate atmosphere.

Other support & sponsorship

Neither our ticket sales nor our annual subscription cover our annual costs and we are always looking for local business or professionals to support the choir either via sponsorship programmes or placing advertisements in concert programmes. If you work for a company or other organisation, or simply know anyone who may be interested in this, then please do speak to your voice rep or someone in the marketing team about possibilities.

Change of personal contact data

It is important for us to have your latest contact details so should any of these change (address, email, mob/home telephone) then please let your VR know so our central database administrator can update your records.

Rehearsal Etiquette

Before each rehearsal starts

Please ensure you arrive early enough to alert your Voice Rep to your attendance, sort out music, buy raffle tickets and collect any handouts on arrival to help speed up administrative matters. It is important that all members are in place for a prompt start at 7.30.

Try to position yourself so that you can face the conductor without turning your head. It is good to get used to sitting in different parts of the section and next to different people!

Always bring and use a pencil (*not pen*) and an eraser to mark up your score. It is essential that you note musical instructions on your score, how the music is to be sung, when to breath, timings, emotional impact and so on. You cannot be sure you will be following the Musical Director's directions if you don't mark up your score.

Mobile phones must be off or on silent mode – *not vibrate*.

Rehearsal starts promptly at 7.30pm. Please arrive in good time to deal with the above business /socialising in advance and be in your seat by 7.29 at the latest in time for the warm up!

During each rehearsal

There is a warm-up at the beginning of each rehearsal. This incorporates elements of vocal technique to encourage healthy singing.

Please do not talk unless to ask the Musical Director a question about the music. If the conductor is dealing with a particular section of the choir, other sections should pay attention and be aware of what is being rehearsed and the musical points arising from it.

It is very important to make pencil markings in your score to remind you of all the conductor's directions. You should mark in where you are told to breathe (or not), changes to printed dynamics, indications as to the colour of sound required, and helpful tips about vocal technique for specific passages.

The break will be between 10 and 15 minutes, which *includes* the raffle, choir notices, chatting and anything not done before the rehearsal. If you have any non-HCS matters you would like to bring to the attention to the choir, you are welcome to hand out information at the end of the rehearsal but please do not use the break – there is simply not enough time!

After the rehearsal

Members go to the local pub – currently The Argyll in Falaise Square. Don't be shy – do join us – you will be sure of a warm welcome!

Before the next rehearsal

You will be told what will be covered at the next rehearsal and are expected to spend time on practice and preparation. Our aim above all is to sing as well as we can - you will find the music is much more 'within you' and rehearsals are more productive and enjoyable if you put in some practice time.

You will be sent links to online resources and CDs to help you to practise. People learn at different rates but you should probably allow for, on average, at least two hours practice a week. Please ask your voice rep if you need more information; information may also be found on the website. It is essential that you are able to commit to practise regularly.

We learn and grow together so consistent attendance is important. Please contact your voice rep if you know there is a rehearsal you cannot attend. If you are unable to attend 80% of rehearsals it will be at the discretion of the conductor whether you will be able to participate in the concert.

It is essential to attend the two rehearsals (usually on the Friday evening and morning/afternoon on the Saturday) before each concert. If you are unable to attend either of these rehearsals you may not be able to sing in the concert. The final decision will be the conductor's.

Feel free to contact your voice rep or the musical director if you have any queries or feedback on anything related to music of HCS - we welcome your feedback.

Workshops

We run a Saturday morning workshop most terms. These may be taken by our MD or a visiting musician. It is a chance to concentrate on vocal technique, sight reading, theory of music or tricky bits of the music we are rehearsing and, importantly, have fun singing together. Your membership fee covers these fine events and all members are strongly encouraged to attend. Someone often organizes a lunch for the choir at a local restaurant. Maybe you could do this next time?

Singing Lessons

Our Musical Director encourages choir members to have either group or individual lessons to improve performance. HCS will pay for the hire of the venue, d:two, and each member is responsible for paying the MD fee directly. The hall (if an individual lesson) and MD's fees will be payable in full by members in the case of cancellation without a clear 7 day notice period.

Concert Etiquette

Concert etiquette is important. Our appearance and behaviour at a concert creates a powerful impression. It is important to look and act as professional as we actually are – and it's easy, too!

Standard dress codes

Men

Depending on the concert

EITHER: dinner jacket with appropriate trousers, white dress shirt and black bow tie, black shoes

OR: black shirt, smart black trousers, black socks, black shoes

Women

Concert dress for women consists of a black outfit, either a top and smart trousers or a dress. Tops and dresses should have sleeves and look smart, discreet and professional. Please, not too much flesh or 'bling' on show. A discreet, dark-coloured handbag may be taken on stage but this should be as small as possible. There is a danger of a bag slipping between the staging so do try to manage without. Belongings are always secured while we are on stage.

At Christmas women add a small red accessory – earrings, necklace, hair-band, scarf, belt – and men add red bow tie (if wearing a DJ) or red handkerchief.

If the concert dress varies from the above it will be made clear to you in advance. Please stick to the code and ask your voice rep if you are uncertain. If you don't have an item, discuss with your voice rep – it might be possible to borrow it.

Folders

Unless told otherwise for a specific concert, your music should be in a black folder. The Librarian has black folders for sale and you will be reminded of the need for this as a concert comes up.

Entering and leaving the stage

The choir will line up off stage and then file onto the platform, row by row, back row first. When in place you should hold your folders closed to your chest. Members in each row should stand until the whole row is on stage, then all sit down together. The choir stands and opens its folders as the conductor comes onto the stage. At the end of the concert, the choir will sit down as the conductor leaves the stage. The procedure for coming onto the stage is reversed for leaving: the front row leaves first. Be prepared for the conductor to ask the choir to stand for the curtain calls.

Don't worry! Entering and leaving and sitting and standing during the performance will be covered at the final rehearsal.

While on stage

Please don't: talk or fidget, wave to friends and relatives in the audience, eat or drink (this includes water – professional singers manage without water on stage – so should we).

Be sure not to flick over to the next page at the end of a movement, or be tempted to turn pages unnecessarily. Do not move until the conductor lowers his hands. You can be seen!

The choir should stand to acknowledge applause but only applaud orchestra, soloists etc. when seated. Members of the choir should *never* applaud while standing.

Interval

During the interval, members may socialize with the audience but should return in good time to line up for the second half of the concert.

Music

If you have hired music you will be told as a concert approaches what the arrangements are for returning it. Please return hired music on time and with all markings removed, otherwise HCS is charged for its loss. If hired music has to be returned immediately after a concert you are asked to rub out any unnecessary pencil marks on the score at the end of the concert. If at a later date please remember to rub out all pencil marks on the score before returning.

Above all

Relax, enjoy it, keep your eyes fixed on the conductor and give it your all! The audience has paid to come and see a performance and we owe it to them and to ourselves to deliver one. And we all love singing!

If you have any questions at all in the run up to a concert, please ask your voice rep.

What you can tell a prospective new member

Have you got what it takes?

Unlike some societies, we do not require an audition, although an ability to read music is helpful. If you are unsure which voice part you are, then the musical director will advise you. You should also be prepared to commit to at least 80% of rehearsals; to practising at home every week between choir practices; to strive to improve your singing and to have fun. Come along, sing and enjoy yourself. You will find us to be a friendly bunch. All you really need is a joy for the music.

If you know someone who would like to join, please ask them to contact the Membership Secretary.

Henley Youth Choir

Henley Choral Society is proud to host Henley Youth Choir. In 2014 a number of members of HCS, with our conductor Benjamin Goodson, planned a series of workshops for children. Their aim was to get at least 15 children to sign up for a series of workshops but within a very short time there were over 50 children attending each week. This led to the division of the choir, a junior and a senior choir. These run on Thursday evenings.

Henley Youth Choir

HYC has performed at a number of different events: Henley Youth Festival; Henley's Advent Calendar; on the bank of the River Thames during the Royal Regatta and as part of the prestigious Henley Festival. In addition, they have joined HCS for our Christmas concerts. Since 2015 HCS and HYC have performed two Christmas concerts together, the afternoon one with all the Junior and Senior Youth Choir and in the evening, the Senior Choir joined HCS. We are rightly proud of this fantastic, impressive project!

The Henley Youth Choir is self-funding via their membership fees, grants from the local council and local businesses, and from generous donations from individual members of Henley Choral Society. The small group of HCS members who put so much energy into running the HYC are doing a fantastic job not only for children of Henley and surrounds but are also enriching HCS, the parent group. We need to invest in the future of music and our youth choirs are one way we can do this.

If you would like to donate or help with HYC, please speak to Fi Harding (soprano in HCS), Manager and Administrator of HYC.

HENLEY CHORAL SOCIETY - COMMITTEE As of October 2019

Role	Name and email address	Contact No.s
Music Director	Peter Asprey	
Accompanist	David Smith	
Chair-Officer	Susan Edwards: edwardssusan59@gmail.com	01491 571073
Social Secretary- Officer	Joanne Harris: joanne.harris77@gmail.com	0118 9403525
Treasurer- Officer	Mark Turner: turners@crockmorefarm.co.uk	07740 700750
Deputy treasurer-Officer	Yolanda Goldthorpe: yolandagoldthorpe@hotmail.com	07766 880738
Secretary-Officer	Nick Tuggey: nick.tuggey@hotmail.co.uk	07977 288955
Manager/administrator HYC	Fi Harding: fi.harding@sky.com	07947 658252
Librarian	Felicity Bazell: felicitybazell@btopenworld.com	01491 613672
Assistant to Librarian	Jana Hutchins: hcsaltorep@gmail.com	01491 575351
Membership Secretary	Wendy Hawkins: awaj@waitrose.com	07542 655055
Concert Manager	Jane Hutton: jane@janehutton.com	0118 934 2712
Publicity Lead	Melody Hermon: melodyhermon@btinternet.com	07803567669
Assistant to Publicity Lead	Vacant	
Programme Editor	Dru Ross dru@yatcharcairis.com	0797125805
Deputy Programme Editor	Vacant	
Newsletter Editor	Angela Law: anglealaw@everysense.co.uk	01491 573944
Friends' Secretary	Liz Ware: lizware57@gmail.com	01491 572182
Friends Gift Aid Coordinator	Arthur Weir: arthurweir@btopenworld.com	01491 638294
Tickets Secretary	David Bentley: Davidbentley54@btinternet.com	01189345649
Website Admin & PR	Catharina Reynolds: cathreynolds.home@gmail.com	0118 9404779
Website Updates	Jeremy Hill: jex@live.co.uk	07817583765
Co-staging managers}	Nick Richardson: nick@clicknick.com	07713 098903
}	Francis Piesse: francis.piesse@virgin.net	01491 579812
Soprano Rep- Joint	Meg Ashby: p.ashby588@btinternet.com	01491 641401
Soprano Rep- Joint	Christine Valentine: christinev29@googlemail.com	0118 9320127
Alto Rep- Joint	Jenny Wager: henleychoralaltorep@gmail.com	0118 932 0127
Alto Rep- Joint	Judy Skeet: rjskeet@icloud.com	0118 9723121
Tenor Rep-Joint	Arthur Weir: arthurweir@btopenworld.com	01491 638294
Tenor Rep-Joint	Vacant	
Bass Rep	Nick Cook: nick.cookclan@gmail.com	01189402389
Deputy	Francis Piesse: francis.piesee@virgin.net	01491 579812
	OTHER USEFUL CONTACTS	
HCS TICKET SALES	Telephone ticket order	07946782502
Carol Brook-Partridge	cbrookpartridge@googlemail.com	01491 575505
Peter Ashby – bar organiser	p.ashby588@btinternet.com	01491 641401
Nigel Grundy – bar organiser	nigelgrundy@dsl.pipex.com	01491 641414
Mike Hails -raffle ticket	mike.hails@tesco.net	01491 572194
John Legh	johnlegh@hdltec.co.uk	01491 579020
Judy Whittaker- Chair HSO	jp.whittaker@btinternet.com	01491 572228