



## Minutes of Canterbury Cantata Trust Trustee Meeting

Tuesday 26<sup>th</sup> September 2023 @ 7.00 pm

Meeting held at 20 Ospringe Place, Faversham. ME13 8TB

Present: Roshna Ahmad: Chair (RA), Jo Heath: Treasurer (JH), Laurence Green (LG), Naz Bashir (NB), Tim Kidd (TK), Andrea Hepworth: Administrator (AH), Emily Renshaw-Kidd: Artistic Director (ERK), Matt Shipton: STB Programme Director (MS).

Going forward, trustee meetings will be held either face-to-face or via Zoom, as felt appropriate.

### 1. Apologies/declarations of interest

Apologies were received from Julia Jones.

Declarations of interest:

- a) TK is married to ERK (Artistic Director).
- b) NB sits on the Board of PharmaKure Ltd. and will shortly be joining the Board of Inchin Therapeutics.

### 2. Minutes of previous meetings (20<sup>th</sup> June 2023)

RA signed these as a true representation of proceedings.

### 3. Matters arising

Handover period for AD (from GH to ERK) now ended. MS to change GH's title on the website but keep his bio. Robert Willis (former patron of CCT) also needs removing from website. **(Action: MS)**.

Website maintenance of 2 hours per month (charged at £80 payable monthly by DD) agreed with David Babaian of Broadgate Design. Hours to be split equally between CCT and STB and charged accordingly.

### 4. Finance update

AH had sent all trustees a fully reconciled P&L report for the whole 2022-3 financial year. It showed all departments/choirs to be solvent. Concerts had either made a small profit or had broken even, those that had made a loss had been covered by previously agreed ring-fenced funds to support them (such as Atherton's donations or Jo Heath's Marathon funds).

AH had met with Dominic Wood (DW) from Burgess Hodgson last week and preparations were now under way for our 2023 Report and Accounts. AH had asked DW to show surplus (or otherwise)

from all of CCT's flagship choirs/groups separately on the accounts and to treat each as a 'restricted' fund. This will only be possible if there is sufficient 'unrestricted' funds carried forward at the end of the financial year. AH has calculated that there will be but will need to see DW's workings first. AH to ask DW if a full Trustees Report (i.e. a paragraph in the accounts on each of the flagship choirs/groups) is really needed going forward. A small paragraph on each of the restricted funds will be needed. **(Action: AH)**.

She will meet with DW again towards the end of October to discuss the draft accounts before they are presented to trustees at the November meeting.

## 5. STB update/finance report (MS)

MS attended the meeting to present his reports on STB and then left. A STB news report and finance update had been circulated to trustees last week.

Main points:

- Online training in November over two weekends. ERK to attend.
- Residential training (advanced) to take place in February 2024 in Folkestone.
- Event on 21 October at PCIT centre, Canterbury on young onset Parkinson's. Needs publicising.
- Cover needed for GH sometimes, ERK offered to step into the breach.
- STB Long Covid numbers have reduced. Group being promoted in various LC support networks. NB asked about previous attendees providing us with case studies. He suggested putting together a 90 second video with Dara MacMahon contributing. Might make us eligible for Government grants relating to the alternative health and wellbeing sector.
- JJ involved in research into breathing. NB offered to put ERK in touch with her. **(Action: NB)**.
- Lemon Creative designing branded flyers for groups in the STB network; 5 groups have taken advantage of this.
- New digital piano now in situ in PCIT; press release needed to promote awareness.
- Practitioner mentoring partnership with Music4Wellbeing finished its first stage, proving valuable to participants. Will be particularly useful for the advanced training.
- Prescribe Arts (Aesop). Site needs some tidying up in terms of searching for items. Aesop now looking to develop a Community of Practice for all arts and health organisations listed on the site. MS has been invited onto their Advisory Board to assist with this.
- Finance Report. MS's reporting year to Oak runs June-May, ours Sept-Aug. Current report shows budget vs. actuals (with variance) for June-Aug 2023. TK said we need a forward budget for the coming year.
- MS will reapply for more funding from Oak Foundation after May 2025 (when current funding ends). Decide whether to move into other areas or consolidate in Parkinson's. NB stressed we need a plan B in case Oak decide not to grant further funding.

## 6. ERK's honorarium

Trustees approved the terms of ERK's honorarium. Agreed that STB would pay CCT and then ERK to be paid from there. ERK would prefer monthly payments, AH to inform MS. **(Action: AH)**.

## 7. Contracts for facilitators

This will be discussed at the November meeting.

## 8. Invoice approvals

To avoid unnecessary emails clogging trustees' inboxes, it was agreed that JH alone would authorise all further invoices. Those over £500 would be forwarded to another trustee for a second approval.

## 9. Policies

NB sent out the following policies to trustees earlier in the summer:

- Tender Policy
- Conflict of Interest Policy
- Volunteering Policy
- Register of Interest Policy
- GDPR Policy
- Confidentiality Policy
- Complaints Policy
- Complaints Checklist Policy
- Code of Conduct Policy
- Whistle-blowing Policy

All policies been looked over by a legal person who agreed they were suitable for a Trust such as ours. Trustees agreed that all would be adopted by CCT.

Finance policy still needed. NB to draft and send to all. **(Action: NB)**.

## 10. Sponsorship from James Owen

Owen Hearing kindly agreed to sponsor CCT to the tune of £200 per month for six months. No restrictions on spending. RA suggested it is used for concert fund support. CCT supporters to receive 10% discount on his products (up to a limit of £2K). Partnership to be reviewed in six months. TK to finalise the details and write a press release **(Action: TK)**. RA to ask facilitators to mention this partnership to their choir members **(Action: RA)**

## 11. AOB

Phil Self is trying to set up a new Sumup account which will pay all monies directly to CCT's bank account. He needs a Power of Attorney document from trustees in order to do so. AH to send out document to all trustees for their electronic signature. **(Action: AH)**. ERK to ask Lucy Markes how she worked around this. **(Action: ERK)**.

## 12. Date of next meeting(s)

The date of the next meeting has had to be changed. It is now Tuesday 21<sup>st</sup> November 2023. AH to inform DW. **(Action: AH)**.

Minutes transcribed by Andrea Hepworth

October 2023

