



Minutes of Canterbury Cantata Trust Trustee Meeting

Monday 6TH February 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)

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.

One declaration of interest: TK is married to one of our facilitators, Emily Renshaw-Kidd.

2. Minutes of previous meetings (28th November 2022)

RA signed these as a true representation of proceedings.

3. Matters arising

2022 Accounts were finalised, signed and submitted to Companies House by Burgess Hodgson. AH to submit them to Charities Commission **(Action: AH)**.

4. Finance update

a) Xmas 2022 Concert

AH confirmed there was still a small loss on this following Canterbury Music Club's reimbursement of a share of the proceeds from the concert. Trustees agreed that this loss would be deducted from GH's honorarium payment.

b) Management accounts

AH generated reports for each of the choirs/singing groups of CCT and emailed these to trustees earlier today. TK suggested moving restricted funds to the balance sheet (to keep them out of the P&L). AH to look into this. **(Action: AH)**.

5. STB update/finance report (MS)

a) STB training

Snape residency takes place on 4/5 March 2023. First one since the Pandemic. This will be advanced level training for participants who have been through the introductory training and have experience of running groups.

Progress being made with achieving accreditation for STB training with Participatory Arts Qualification.

b) STB Long Covid

This restarted on 24th January 2023 facilitated by Dara McMahon. Some wonderful affirmations from people whose symptoms have improved following participation in the sessions. Average weekly attendance is between 6-10 people.

c) Group support and funding

The Oak grant means that financial support is available, via a relatively-straightforward application process, for new and existing groups. Groups must be known to CCT and be able to demonstrate financial sustainability beyond this initial help.

STB also funded the design and creation of new flyers for Canterbury Skylarks.

d) AESOP Arts and Health online platform

STB were involved in the beta testing of this project which aims to link social prescribers with individuals in need. Platform had its official launch this week over Zoom.

e) Oak Foundation

MS in process of putting together annual report to Oak which will then trigger the next tranche of funding. He will circulate report to trustees once ready.

6. AGM

This is at 10.30 am on Saturday 25th February 2023 at St. Paul's Church, Canterbury.

Agenda, minutes of last AGM and 2022 accounts were all sent out within 21 days of the date of AGM, via Mailchimp. Not on the website yet. RA asked facilitators to inform any members who may not yet be on Mailchimp.

As the two longest-serving trustees, LG and JJ are due to stand down as per our constitution. LG is happy to be re-elected. AH to check with JJ that she is also happy to be re-elected (**Action: AH**).

JH confirmed she will present accounts in a similar vein to last time, i.e. departmental (choir) reports extrapolated from Sage data sent to her by AH and reconciled to the 2022 Accounts. JH will ask for any questions at the meeting.

Newsletter is ready to go out with a summary from all choirs, plus a statement from GH.

7. Contracts for facilitators

A template for this was circulated to trustees recently. It is very long and needs some tweaking. It outlines important aspects – e.g. the relationship between facilitator and CCT and 'substitution' (in

the case of illness/non-availability, etc.). LG queried the necessity to mention DBS checks in the contract. NB to draft it and make it suitable for CCT **(Action: NB)**.

AH to email all facilitators and Matt Shipton to ask them to use their own invoice templates from now on (as oppose to using the CCT pro-forma). This is to ensure that they are seen by HMRC as separate entities to CCT. Expenses should be written down as 'services rendered'. **(Action: AH)**.

8. Volunteer policy/DBS checks

AH to ask Making Music whether trustees need to be DBS checked and add Matt Shipton to the list of people to be DBS checked **(Action: AH)**.

AH now has a list of all volunteers etc. needing DBS checks. JH will add the requirement to be DBS checked into the safeguarding policy **(Action: JH)**.

NB proposed we have a financial policy and a 'tender' policy. He said Charities Commission could ask us to verify our incoming funds, etc. He will share with trustees a template for this purpose. **(Action: NB)**.

9. Website

David Babaian has been asked to give TK access to the website so he can update, etc.

10. Strategy discussion

RA said not necessary for MS to come to all meetings going forward. This will free up time to discuss strategic issues (e.g. five year plan, fundraising policy, etc.). New Artistic Director will be invited along too.

11. AOB

Invoice approvals. TK suggested AH pay invoices up to a specified amount without the need for prior authorisation, to save everyone's time. JH said that this policy was a recommendation following audit and is an important financial control. It was decided to continue as we are for the time being until a financial policy is in place.

RA suggested we structure meetings to coincide with reporting going forward; i.e. September, November, February and June.

12. Date of next meeting

This will be Monday 22 May 2023 @ 7 pm, venue to be advised.

Minutes transcribed by Andrea Hepworth

February 2023