



## **Minutes of Canterbury Cantata Trust Trustee Meeting**

**Tuesday 20<sup>th</sup> June 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)**

**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 (4<sup>th</sup> February 2023)**

**RA signed these as a true representation of proceedings.**

### **3. Matters arising**

- a) ERK has accepted the role of Artistic Director of CCT. There will follow a handover period from Grenville Hancox.**
- b) GH to receive the title of 'Honorary President' following standing down from the role of Artistic Director.**
- c) New grant application to be underway soon for another year of 'core costs' funding from Kent Community Foundation.**

#### 4. Finance update

AH had provided all present with a summary of costs vs. income to date (up to May: month 9) for all choirs/groups. This showed the following:

- a) Most departments are solvent with an excess of income over expenditure.
- b) The 'core costs' grant from KCF of £4,500 received in July 2022 has now been spent. This funding, together with gift aid repayments, means that costs accumulated under Dept 1: CCT are covered and there is no need to draw on subscription funds from other choirs.
- c) C.£2,600 in gift aid has been paid by HMRC in the last couple of weeks. AH is now preparing a claim for the 2019-20 financial year.
- d) AH to liaise with Burgess Hodgson to ask that year end b/fwd totals for each dept. be treated as a 'restricted fund' for that particular choir/group and are listed as such in the accounts.  
**(Action: AH).**
- e) Sumup cards/accounts. AH to ask Phil Self if he can obtain a card machine which pays funds directly into CCT's bank accounts. **(Action: AH).**

#### 5. STB update/finance report (Matt Shipton: MS)

MS had provided trustees with a STB report and expenditure spreadsheet a month ago. Main points as follows:

- a) Training  
Advanced level training held at Snape in March 2023. Opportunity for reflection and sharing best practice, etc. 16 participants attended.
- b) Accreditation  
Efforts are ongoing to obtain this. Mentoring and upskilling partnership with Music4Wellbeing will act as a pilot for potential accreditation.
- c) Sing to Beat Long Covid  
This group continues to meet weekly during term time. Average weekly attendance is between 4 and 8 participants.
- d) Group support and funding  
Next tranche of funding from Oak will offer financial support to struggling groups and/or new practitioners who have attended our training and mentoring.

e) **Parkinson's Centre for Integrated Therapy (PCFIT)**

New centre opened on World Parkinson's Day. This will be Canterbury Skylarks' new home.

f) **Symposium of Music, Health and Wellbeing**

This was held in Folkestone last month, hosted by Sing to Beat and Sounds Folkestone.

g) **Oak Foundation**

MS is currently working on the report and next year's budget which will trigger next tranche of funding.

h) **Trustees' queries**

AH to email MS regarding the following queries **(Action: AH)**.

- i) plans for the long-term viability of the Oak/STB project once current funding comes to an end.
- ii) Trustees request MS to provide a 12-month projected budget for the coming year, as well as budget vs. actuals (with variance) for the current year.
- iii) Request clarification from MS as to what his monthly consultancy fee covers in the way of workload/responsibilities, etc.
- iv) MS's Spreadsheet: request clarification on what is covered by 'network support costs'.
- v) Trustees concluded that MS will be invited in-person to some Trustee meetings going forward in order that he can engage with us more easily and help with information and queries.

6. **Report from new Artistic Director (ERK)**

ERK wants to take the STB concept forward in a huge way. Collaboration with Simon Langton students and the PCFIT should make this really powerful.

She also wants to bring all the disparate parts of CCT (Amici, Monday Music, etc.) together in a collaborative way by sharing ideas, listening to and learning from one another.

An annual event (informal concert) planned to involve all choirs/groups of CCT.

Trustees agreed that the Trust needs to promote its strapline: Caring through Singing and be more punchy with its marketing. Need a complete review of CCT Branding.

Artistic Director role and facilitator role needs a job description. ERK to write a job description for her role as AD and submit to trustees.

Need clarification also of the plan for GH's honorarium (funded from the Oak grant) going forward. Will this be paid to ERK?

## 7. Performer Fees

Post-meeting, ERK sent an email out to all trustees asking they agree the following:

- Instrumentalists for a 3 hour rehearsal plus concert will attract a rate of £175 (unless the role is more substantial in which case rates to be discussed and agreed with Artistic Director: AD)
- Leader of the orchestra/fixer - £200
- Vocal soloists for a 3 hour rehearsal plus concert - £175 (unless the role is more substantial in which case rates to be discussed and agreed with AD).
- Accompanist for a 3 hour rehearsal plus concert - £175.
- All rates to be reviewed annually.

LG, NB and TK all responded to say they agreed with these proposals.

## 8. Contracts for facilitators

NB will send these out in draft form to all trustees within the next week. **(Action: NB).**

## 9. Volunteer policy/DBS checks

NB will also send out draft volunteer policy for approval. Funds are available, if needed, to legally formalise these. **(Action: NB).**

DBS checks for facilitators and volunteers are underway. JH/AH will keep trustees posted as to the progress. **(Action: AH/JH).**

## 10. Website

Significant changes to the website to wait until trustees decide on branding, etc.

## 11. Strategy discussion

RA will email suggestions from Making Music website to all trustees.

## 12. AOB

- a) ERK has said she would like to record Cantata singing.

b) Contact of Tony Eldridge, James Owen from Owen Hearing, is interested in sponsoring Cantata choir.

**13. Date of next meeting(s)**

Dates for the next four meetings have been decided, as follows:

**Tuesday 26<sup>th</sup> September 2023**

**Tuesday 28<sup>th</sup> November 2023**

**Tuesday 27<sup>th</sup> February 2024 (this will include our AGM)**

**Tuesday 4<sup>th</sup> June 2024**

**Minutes transcribed by Andrea Hepworth**

**June 2023**