Minutes of the Annual General Meeting of the Twyford Singers  
held on Tuesday 1st July 2014  
at the URC Hall, Twyford at 7.30pm

| Committee Members Present | Marjorie Harrison (Chairman) | Kay Woodrow |
|                          | Shirley Collie (Secretary)   | Russ Openshaw |
|                          | Janet Moseley (Treasurer)    | Celia Reinbolt (Minutes) |
|                          | David Brown (Concert Manager)|                          |

There were 21 other members present.

1. **Apologies for Absence**
   - Sue Corcoran, Shirley Coward, Lawrence Foster, Alan Glenny, Gillian Maloney, Helen Styles

2. **Minutes of the last AGM held on 2nd July 2013**
   - The Minutes were agreed as a true record and signed by the Chairman.

3. **Matters Arising on those Minutes**
   - There were no matters arising.

4. **Chairman’s statement**
   - Marjorie read her statement to the members. It has been a very good year which has included three very enjoyable and successful concerts. The choir has done themselves proud and audience reaction has become even more positive. The choir has welcomed several new members and also lost a few. Marjorie mentioned several long-serving members including Ted Wallington, John Crowley, Sue and Peter Thomas (35 years), David Oakes, Kathleen Cosnett, Liz Jenkins (29 years). There are many more who have been with the choir over 10 years.
   - Marjorie thanked Shirley and Celia for volunteering for the role of Secretary as a job share. She hoped the members would agree that the more you put into the choir the more you enjoy being a member.
   - Next year the choir will sing sections of Bach’s Christmas Oratorio with an orchestra bigger than last year’s. At Easter the choir will sing Fauré’s Requiem. Helen is sure to have ideas for next summer’s concert.
   - Marjorie thanked everyone for their contribution to a very good year.

5. **Secretary’s Report**
   - Please see Appendix I attached.
   - NB The choir also sang at Andrew Trott’s funeral.

6. **Musical Director’s Report**
   - Marjorie read out a short report in Helen’s absence. Helen will produce a full report in September (she has suffered recent IT issues).
   - Helen had received many favourable comments following the summer concert. Her father had been present and had...
enjoyed the Jazz Mass and commented on how well the men had sung. David had also spoken to him – he is a well-known musician.

- She has so far only received two replies to her request for suggestions of music for the second half of the Christmas concert.
- David mentioned that there had been a lot of favourable feedback, particularly for the Chilcott. Most people had not heard it before.
- David thanked the non-singers who had helped at the concert: Mr and Ms Cowling on the drinks, Mrs Lowne on the door and everyone who had helped to set up and clear up. Thanks also to Alan Glenny for recording the concert, and the bass helpers, Andy, Lawrence, Danny.
- David asked members to bear in mind that in future there could be additional cost to the choir to prepare staging, lighting, etc. The current members who do this are not getting any younger.
- Richard drew everyone’s attention to the amount of work which David undertakes in preparing for the concert which he felt goes largely unnoticed or unrecognised. He wanted specifically to propose that the meeting to give a vote of thanks to David – this was applauded by the meeting.

7. Treasurer’s Report

- Janet circulated her report (copy attached as Appendix II) and the annual accounts for the 12 months ended 30th April 2014 (this excluded the Bridge Drive). She had also received a further cheque today for book sales from Kay for £17.50
- Summer concert sales had been £1,150 (sales by members £820, on the door £330). The raffle raised £240 which was up on last year.
- John Miller asked about piano tuning: carried out last year but not this year. Judith will be asked if she thinks the rehearsal piano should be tuned.

  Action: SC

- Palm Sunday: this year there were more printing costs, expenditure was greater than last year even though music was not hired and there was no soloist/musician.
- Kathleen was presented with a bottle of wine as she had sold the most tickets for the summer concert.
- Marjorie thanked Janet for her report and proposed it be adopted, seconded by Sharon Hewitt and agreed by the meeting.

8. Election of the Committee

- Marjorie reported that no nominations had been received; she asked members present if anyone wished to stand. There was no response. The current committee is prepared to stand again. Marjorie herself would like to retire but will stand
again. Judy proposed thanks to Marjorie. Marjorie proposed that the committee be voted in and the members present agreed unanimously.

- The Committee for 2013-2014 is therefore:
  Marjorie Harrison (Chairman),
  Janet Moseley (Treasurer),
  Shirley Collie (Secretary),
  David Brown (Concert Manager),
  Daniel Walsh (Publicity Officer),
  Kay Woodrow (Voice Rep),
  Russ Openshaw (Voice Rep),
  Celia Reinbolt (Minutes).
Ex Officio: Helen Styles

- Shirley thanked Marjorie for continuing as Chairman and for her help and experience during the past year.

- Marjorie suggested that members might like to get to know what particular committee members do with a view to helping them and getting to know a particular job and being prepared to put themselves forward in the future.

- Richard suggested someone might like to be Vice Chairman to support the Chairman, which Marjorie thought was a good idea.

- Marjorie wished to acknowledge all the people who carry out non-committee roles within the choir:
  - Membership Officer – Judy Hallinan
  - Membership Secretary – Kathleen Cosnett
  - Social Secretary – Gillian Matthews/Margaret Jackson
  - Gift Aid Representative – Ginou Nightingale
  - Rehearsal and Concert Raffle – Gloria Munro
  - Rehearsal and Concert Refreshment – Liz Jenkins/David Brown
  - Programme Ad Sales – Lawrence Forster
  - Concert Secretary – Richard Lowne
  - Advance Ticket Sales Officer – Peter Thomas
  - Concert Audio – Alan Glenny
  - Front of House Manager – Neil Jackson
  - Librarian – Margaret Jackson
  - Programme Production – Alan Glenny
  - Wardrobe Assistant – Naomi Bassett
  - Web Master – Richard Lowne
  - Rehearsal CDs – Heather Rudge
  - Publicity and Promotion – Judy Hallinan, Gillian Maloney, Pat Walsh
  - Committee/non-committee list in the hall to be updated.

**Action:** CR

### 9. Any Other Business

- Shirley put to the meeting that, as was noted in the May Minutes of the Committee Meeting, the Committee proposes that members consider increasing the annual subscription for 2014-2015 to £90 (full) and £75 (concession) per annum in
order to cover an increase in the remuneration of the Musical Director and Accompanist. It was also noted that the choir’s fund raising during the year covers musicians to accompany concerts but looking forward we forecast a diminishing of funds and possibly a shortfall. Currently the annual subscription is £75 and £60 respectively, which is a relatively small amount compared to many choirs. It was noted that some members who are eligible for a concession still pay the full amount. This proposal was seconded by Judy.

- Sharon wished to know how much is paid to the Musical Director. This is confidential but the remuneration to the MD and Accompanist appears in the annual statement of Income and Expenditure.

- Elaine wished it noted that the subject of an increase in subscriptions should have been a separate agenda item rather than coming under AOB and more notification should have been given to members. It was again pointed out that this subject had appeared in the May minutes (Finance Report). Elaine, although not against an increase in subscriptions, felt that some members were not present and may not be aware of this proposal which is an important change.

- Gloria mentioned that a lot choirs ask for much larger subscriptions. Dorothé agreed with Elaine that the subject should have been an agenda item. It was also mentioned that the Treasurer’s and Secretary’s reports should appear at least two weeks before the AGM. Judy suggested flexibility in payment is appreciated by some people: currently half can be paid in September and half in January (some choirs pay their subs termly, some annually).

- **There was a majority vote for the proposal and one abstention.**

- Danny proposed a reduced subscription for youngsters. Other local choirs do this. An advert could run in a local paper in August to encourage younger people for the start of September. After discussion, which included the problem of CRB checking if school children were to join, and the proposal being seconded by Richard, **the meeting unanimously agreed to halve the full price of annual subs to £45 per annum for 18-25 year olds.**

- Danny also proposed that people aged 18-25 in full-time education could join for free. Hazel believed this could encourage university students to join. Sharon seconded the proposal which was put to a vote: 4 people abstained, 15 people agreed. **The proposal was carried.**

  Action: DW

- **September Open Rehearsal:** Judy wanted a date for this, suggesting the first rehearsal of the year was not the best time.
The choir would need to organise music, refreshments, etc. Judy proposed postponing the Open Evening to the third rehearsal of the term (23rd September). **This was seconded by Margaret and carried unanimously.**

**Action: JH**

- **Members Booklet:** Judy proposed updating the booklet and putting it on the website. Shirley mentioned that currently only 6 people are not on email. She also mentioned the concern of putting private information on the website. Judy would like members to have access to a private part of the website. Richard will look into this for the whole choir over the summer.

**Action: RL**

- The website does already have a private area and the membership list could appear here, with committee names, but not necessarily contact details. Marjorie agreed that the committee will consider this.

**Action: Committee**

- Kathleen informed the meeting that La Fontana restaurant in Twyford sponsors the Twyford Comets. Could the restaurant or other local organisations sponsor the choir? Sue and Peter had looked into this a few years’ ago without result. Marjorie agreed that the committee will consider this point at their committee meeting in September.

**Action: Committee**

- Christmas Music: David reiterated that Helen needs to know what the choir would like to sing in the second half of the concert. Gloria had suggested two carols from different parts of the world Margaret had understood from Helen that the pieces would come from music owned by the choir and already sung/known. Shirley mentioned that Helen wished choir members to feel involved in choosing the music they sang. Margaret will send out a list of Christmas music to members.

**Action: MJ**

- Margaret mentioned that as a matter of interest she had carried out a pricing exercise with regard to the Little Jazz Mass and it had been cheaper to hire the music rather than buy it.

- Twyford Festival: Richard wanted to know if this will be held again. Shirley believed it would be held every other year to alternate with the Wargrave Festival. When Shirley had learned about this year’s event and made enquiries about the choir participating there had not been enough time to organise the event, and Helen had not been available. Shirley had not been back to the Twyford Partnership as the last Festival event had only recently taken place. Russ will contact the person he
knows in the Twyford Partnership to make sure the choir is contacted in time for the next Festival.

Action: RO

- Joyce brought up the subject once again of members wearing name badges at rehearsals. Marjorie agreed that members would be reminded in September.

Action: MH/SC

- Kathleen brought up the subject of senior citizens getting a half price concession on concert tickets. This would mean having to raise the price of tickets which members felt they did not want to do.

- Danny mentioned mentoring new members. Shirley introduces new members who come to the choir via the website to people sitting next to them. David suggested that the new person is introduced to the choir at the interval by the person sitting next to them.

- Shirley reminded the meeting that the choir is short of raffle prizes.

- Shirley had an orchid for Marjorie, to thank her for all the work she carried out for the choir, in anticipation of Marjorie’s resignation. In the event, this was presented as a ‘thank you for staying’ gift.

- Marjorie thanked Shirley and everyone present for attending and for their contributions to the meeting and wished everyone a good summer break.
APPENDIX I

SECRETARY’S REPORT TO THE ANNUAL GENERAL MEETING OF THE TWYFORD SINGERS 1st JULY 2014

During the last year, the Committee has met on 6 occasions (3 of these were short planning meetings before each Concert and there was an AGM planning meeting).

The 2013 Annual Return was submitted to the Charity Commissioners online on 30th September 2013.

1. AGM Matters

At last year’s AGM no nominations were received for the role of Secretary and it was filled after the meeting closed when I self nominated and Celia Reinbolt volunteered to be Minutes Secretary. This was not a previously existing role but I would like to offer the Choir’s thanks to her for delivering detailed minutes and support throughout the year.

2. Autumn 2014

After the summer break, the choir met again on Tuesday 10 September 2013. The choir held an open evening on Tuesday 17 September to try to encourage some new members.

Work then commenced on the Christmas Concert which consisted of a mixture of carols and songs. The Christmas Concert took place on Saturday 14 December 2013 at St Mary’s and was very successful. It included the Sweelinck, which was well received. Helen had arranged for a trumpet soloist who stood in at short notice, Thomas McDonough played snare drum for the carol ‘Tomorrow Shall be My Dancing Day’ and Charlotte Dodson played tambourine and sang soprano.

Margaret Jackson and Judy Hallinan joined together and organised members of the Choir to sing carols at four local residential homes; on Tuesday 17th December at Bridge House, Twyford, on the afternoon of Wednesday 18th December at Holyport Lodge, Liberty Earley that evening and Haydon Court, Twyford on Thursday 19th December.

A further request to sing at The Mount, Wargrave, had been declined. This was due to the short notice of the request and because it was felt four venues was enough for the choir to commit to at this busy time of year. Each venue kindly offered a welcome donation to help fund Choir costs.

3. Spring 2014

The choir started rehearsals in the New Year on Tuesday 5th January and welcomed 2 new members.

The Palm Sunday Concert was held on Sunday 13th April, 2014, at St Thomas More Catholic Church, Twyford. This change of venue was forced on us at short notice due to maintenance work being undertaken at St Mary’s Church. It proved very successful and audience reaction was very positive.
The Concert was entitled Reflections for Palm Sunday and the programme, which was changed from that planned due to lack of Tenors, included extracts from Mozart’s Requiem, Bruckner’s Locus Iste, and Brahms’ How Lovely are Thy Dwellings together with several other pieces suitable for reflection at the start of Holy Week. Helen proposed that the 45 minutes of actual music were sung without break and no external soloists were required. Feedback on this format was very positive.

4. Summer 2014

Early in the summer term, a number of Choir members were pleased to sing at Ted Wallington’s wedding in St Thomas More’s church on 3rd May.

This being a very short term due to the lateness of Easter, we had started rehearsing music for the Summer concert before the end of April. The theme of the Summer Concert was Jazz. The choir performed Chilcott’s Little Jazz Mass, and a selection of American songs and spirituals. The audience were invited to join in and did so with gusto. The comments relayed to us were all very favourable and included the statement that it was “the best of your concerts I have been to”. Many of the pieces were arranged by Helen.

6. General

During the year, we have had 39 rehearsals, three concerts, and four Carol singing events, a Bridge Drive, a Dinner and a wedding. We have lost 2 members of the Choir and our best wishes go to those members who have struggled with various ailments. Through the website, I have been approached by 7 people about joining us, at least 4 of whom have become members. 4 people have left us. I have circulated details of 27 concerts by other Choirs and Come and Sing events; many of which have been enjoyed by Choir members. I have also declined 5 requests to sing in south Hampshire around Winchester – including outside Tesco’s, two old peoples’ homes and a school. The perils of there being more than one Twyford with a Choir website!

It was mooted that we would join in the Twyford Festival activities, but as the notice given was so short and we were already well tasked in learning pieces for the Summer concert, we declined asking that the organisers contact us if the Festival takes place again in the future.

At this stage, I would like to draw attention to those long serving members of the Choir. The Committee recognises that some members have contributed to the Choir for many years. We would like to commend long service members and to thank them for all their support over the years.

5. Thanks

Thank you to everyone who has contributed to the smooth running of the choir throughout the year in large and small ways, in the public eye and behind the scenes. The choir can only function so well if members are willing to help when needed as well as taking on roles of responsibility. Thanks to those people who have helped me take over from Elaine. Thanks to Marjorie in particular for her contribution as Chair over the past 6 years and to the rest of the Committee for the hard work they do.

All members make this choir a very friendly one and fun to be a part of!

Shirley Collie
June 2014
Twyford Singers

APPENDIX II

Treasurer’s Report to the AGM – 1st July 2014

Summary
- The net financial result for the twelve months ended 30th April 2014 was a decrease of £709. This compares with an increase of £815 the previous year.
- Total income over the year was £8,776, down from £9,025 the previous year.
- Total expenditure was £9,485, up from £8,210 the previous year.
- Total funds at 30th April 2014 stood at £6,503, compared with £7,212 at 30th April 2013.

Income
- A total of £2,940 was received in subscriptions from 47 members (six of whom joined during the year), up from £2,398 last year. This was 34% of choir income.
- The 2013 fundraising Bridge Drive brought in a net £594 (some of which came in during the previous financial year). Thanks to Sue and her team for producing this.
- Rehearsal raffles and refreshments produced a net income of £385, well up on last year’s £234. Thanks to Gloria, Liz, Richard and everyone who contributed to this.
- Donations totalling £230 came from Andrew Trott’s widow, and from carol-singing at care homes.
- Sale of programme advertisements again totalled £170. Thanks to Laurence for organising this.
- Thanks to Kay for generating £85 through the sale of second-hand books, very similar to the previous year.
- The expected Gift Aid tax refund from HMRC hasn’t appeared in our bank account, and I need to investigate this. This is the main reason our income was lower this year than last.
- A nominal £250 of income is due to unpresented cheques from the 2011-2012 financial year.

Expenditure
- URC hall hire for rehearsals was £1,290, up slightly on last year, probably due to differing invoice dates from URC.
- Both MD and accompanist remuneration were increased at the AGM last year, as we became aware we weren’t paying going rates. MD and accompanist remuneration totalled £4,460 this year, compared with £3,255 the previous year, and is the main reason our expenditure has increased this year.
- We spent £289 on music purchase and photocopying, down from £443 the previous year.
- Insurance, affiliation fees, PRS fee and independent examination of the accounts totalled £275.

Events
- The Summer Concert 2013 produced £290 net income, very similar to last year’s £283.
- The Christmas Concert 2013 produced £601 net income, considerably down on last year’s £985 due to both lower ticket sales and higher costs.
- The Palm Sunday Concert 2014, produced £288 net income, slightly down on last year’s £342.
- The Singers Annual Dinner was self-funded. Thank to Margaret and Gillian for organising this.

Other items of income and expenditure are as detailed in the attached Financial Report.

Janet Moseley - Treasurer
1st July 2014
### Statement of Income and Expenditure for the 12 months ended 30th April 2014

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### Other income

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### Other expenditure

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### Total Income

- 2012: **£8,776.21**
- 2013: **£9,024.85**

### Total Expenditure

- 2012: **£9,485.14**
- 2013: **£8,210.00**

### Net Result

- 2012: **£-708.93**
- 2013: **£814.85**