



Record of Proceedings of the Meeting held on Thursday 24th September 2009

Attendees: Hugh Rashleigh, Kenneth Owen, Richard Hartshorn, Roy Kruze, Jon Lambdon, Lynne Rowcliffe, Megan Bazeley.

Version Final

1. Financial Status Summary

Jon has now received the documentation and files from Gordon and has started the process of organising and comprehending the data.

Roy made available the latest balances on both the Band and the Factory accounts based on statement information received from the bank. The Treasurer account for the Band is now open and funds transferred for higher return.

All accounts show healthy balances and provide a context for subsequent decisions on expenditure.

The new mandate forms, meeting minutes, and specimen signatures have now been lodged with the bank. **Action:** New signatories (Lynne, Jon, Hugh) to take appropriate id documents to the bank to register as authorised signatories as soon as possible.

There is still an amount of administration and adjustment to clean up the separation of Band and Factory accounts, income, and payments. **Action:** Jon and Roy to dedicate the next meeting to identify and action the necessary changes.

2. Subscription Initiative

The new initiative has now been communicated. There have been no objections and some positive feedback. A spreadsheet of members was reviewed which illustrates that after implementation, the expected total income will be increased despite the reduced rates. It was agreed that we should now proceed with the rollout for October payments. **Action:** Jon and Roy to prepare appropriate communications/starter package and Standing Order mandates.

The lottery draw will be discontinued. **Action:** Jon to propose a replacement scheme.



3. Expenditure Items

A number of proposed items of expenditure were discussed:

- Forecourt resurfacing. The quotation from McVeigh to resurface the whole forecourt and lay down car park space markings was reviewed and accepted. **Action:** Roy to negotiate final price and agree implementation schedule.
- New Music. Funds are available to buy new music for all groups. Kenneth produced a spreadsheet demonstrating that there are more than 400 items in the library that have never been performed in public. Data also showed the frequency and dates of performances for the rest of the library. It was agreed that the available music should be carefully reviewed and considered before new music is purchased and to ensure that we do not buy duplicates of existing items. **Action:** Hugh to use the data provided to find possible new pieces for rehearsal and performance.
- Buddin Brass items. There are a number of small items of expenditure requested by Hugh within the budget allocated to Buddin Brass. We agreed he should proceed with the smaller items and for items over £100 refer back to the team for comment.
- Small percussion. We need to replace the small percussion items that belong to Sheila Russell. **Action:** Lynne to compile a list/costs.

4. Percussion Ensemble

There was general agreement that the resurrection of a percussion ensemble would be a positive move. **Action:** Hugh to flesh out a proposal and discuss with potential tutor.

5. Update on MD Appointment

A list of possible candidates was reviewed. It was agreed that we should communicate our vacancy more widely. **Action:** Roy to prepare a 'job spec' and invitation to apply for wide distribution. Hugh to send his notes on this to Roy.

6. Castle Job Status

We have a 'team sheet' for the Castle job and identified seats where deputies are required. Negotiations with Cubbington to assist will be completed shortly. Conductor will preferably be one of the candidates for the MD position. **Action:** Hugh and Neil to progress.



7. AOB and notes

- Feedback from Gordon Evans on the Tuesday rehearsal restructure was discussed.
- Documentation on Fire Regulations was made available to Richard.
- Documentation on Child Protection was made available to Megan.
- Ken to look at membership of Brass Band Federation.
- Agreed in principle that we need to upgrade the Band Computer.
- Neil to look at 'stand banners' while he is in Harrogate.
- We need to review our insurance arrangements particularly with respect to third party liability.
- Megan/Hugh are looking at implications of making refreshments available at Buddin Brass.

Next meeting: Jon and Roy to have a Finance Session Thursday 1st October 8:00-9:00pm

Meeting closed 9:10pm

Minutes prepared by Roy Kruze