



## Royal Leamington Spa Brass and the Band Factory

---

# DRAFT MINUTES

## General Meeting of RLSB&TBF

Sunday 15<sup>th</sup> October 2017 | The Band Factory

Chair: Annette Cairns | Minutes: Kirsty Hooper

## PART 1: The Band Factory

### 1.1 Attendance

**CSB:** Cublington Silver Band; **RSB:** Royal Spa Brass; **TBF:** The Band Factory

Vic Alcock (Sambassadors), Steve Barge (RSB), Becci Beard (CSB), Kenton Beard (CSB), Simon Burrell (CSB), Adrian Collier (CSB), Graham Eastwick (RSB), Jane Edmonds (CSB), Chris England (CSB), Paul Englefield (Kate and the Mooncats; Hot Music Live); Charles Gill (Beer festival/TBF), Paul Juler (RSB), Jon Lambdon (RSB), Chris May (RSB), Kenneth Owen (RSB), Irene Paxton (RSB), Mark Phillips (CSB/RSB), Rebecca Prince (RSB), Lynne Rowcliffe (RSB), Rebecca Rowe (RSB), Emily Stewart-White (RSB), Emy Stoicescu (Providanse), Nick Thomas (CSB), Alice Webber (RSB), Andrew Webber (RSB), Alan Wheelhouse (CSB)

### 1.2 Introduction: The Band Factory (AC)

- AC confirms this is a special GM not an AGM. The aim of the meeting is to find out what users want from the space. The building is old and in poor condition: what do we want to do with it?

### 1.3 Role of the Band Factory (AC)

- TBF should have a place in the community as a rehearsal space and small-scale gig venue for brass bands and other groups. There is lots of spare capacity in the daytime, which should be exploited.
- TBF is self-sustaining; we need not only to maintain existing facilities and income streams, but also to develop new ones. For example, one idea currently being explored is a Friday/Saturday licence, to encourage evening gigs with a bar.



## Royal Leamington Spa Brass and the Band Factory

---

### 1.4 Needs of the Band Factory (AC)

- Principal structural needs: new roof, soundproofing, new key (card/fob) system, new toilet block (possibly new sewer beneath)
- **VA asked why demolish rather than refurbish?** CG: because of the sewer beneath, and because the structural damage is so great that the block is not repairable. CG gave a potted history of the toilet project; essentially, we have a 'chicken and egg' situation in that to get council funds, we need builder's drawings, which require architect's drawings, which require a structural engineer, who needs access to the sewer below the block. The ballpark figure for repair only is £30-35k.
- **BB raised the question of accessibility.** There is currently limited access for wheelchair users. JL: investigating feasibility of replacing the double doors and adding a ramp from outside into the front room. GE suggested making this the main entrance to the building. An.W asked whether CCTV installation could be incorporated into this project. Action: TBF committee to investigate/cost ramp and new door.
- **RP asked if more parking could be made available.** JL: there is no possibility of more parking on site and the situation of parking nearby is likely to deteriorate once student accommodation at the end of the road is fully occupied. Current situation: spaces at front and side of TBF are rented to Tyrefit from 8am-5pm at a cost of £5/space/day, but available to TBF users after 5pm.

### 1.5 Processes and Technology (AC)

- A new online booking system for TBF spaces will be live within the next month. It has the capacity to generate invoices, and will permit bookings up to 10 weeks in advance. Long-term regular bookings (e.g. RSB, CSB, Sambassadors) will lie outwith the booking system and be rolled forward automatically.
- A new key fob/card entry system is to be installed to replace the current key system. It can be tailored by user according to space and day/time of access required.
- Charity and TBF website and committee/user handbooks need to be updated and better publicised via TBF website. Action: Trustees/TBF committee to update handbooks and circulate to all users; volunteer(s) to be found to overhaul and maintain TBF website.
- Safeguarding processes need to be updated and ensured for all users.

### 1.6 Volunteers (AC)



## Royal Leamington Spa Brass and the Band Factory

---

- Scott's level of one-man energy and activity provides a standard to aspire to, but not necessarily to achieve! We will need a team of committed volunteers to keep the organisation moving forward. This includes both committee members and ad hoc volunteers, offering time and expertise. Action: TBF committee to set up a skills inventory in the form of a Google Doc
- Several attendees offered to join TBF committee. Action: AC to make contact with volunteers and organise a committee meeting as soon as possible.
- Would TBF committee benefit from a dedicated PR and Marketing portfolio?

### 1.7 Fundraising

- The ballpark figure for doing all the necessary structural and cosmetic work to TBF is £250k.
- TBF committee needs to draw up a development plan to establish priorities and interim milestones.
- Match funding will be an important source of raising capital; important to note that the two funding sources can both be external organisations (i.e. it doesn't necessarily have to be our own money)
- Suggestions for additional funding activities were sought from the floor:
  - (BB) charity cashback websites such as <https://www.easyfundraising.org.uk/register-your-good-cause/>
  - (MP) is this the kind of project DIY SOS could be interested in?
  - (PJ) look for sponsorship from local businesses or universities; opportunities may arise if Birmingham gets the Commonwealth Games or Coventry gets City of Culture
  - (AC) hold a fundraising gig (CG: hiring toilets costs £600)
  - (PE) speak to Linda from Da Vinci cafes, who has experience of fundraising
  - (KO) approach the Council (CG: according to the Council, the 25% of the freehold we own makes the building our responsibility)
  - (BB) once we get to the building stage, invite people to sponsor a brick
  - (AI.W) could the 'twin a toilet' scheme provide a model?
  - (VA) are crowdfunding schemes appropriate? (query: what would be the reward for funders?)
  - (RP) can we get in on the supermarket 'charity penny' scheme? (JE: CSB have used this and raised more than £300)
  - (AI.W) start with small-scale activity to raise profile locally, e.g. Christmas present wrapping



## Royal Leamington Spa Brass and the Band Factory

---

- (JL) create fundraising poster with visual appeal, to be displayed at gigs and events (query: how do we maintain balance between TBF and fundraising needs of individual bands/organisations?)
- Actions:
  - KH to set up shared Google Doc to collect fundraising suggestions and contacts
  - MP to write to DIY SOS
  - TBF committee to draft development plan, costings, timescale

### 1.8AOB

- VA suggested improving the external appearance of TBF (especially the upper half) with murals; RR: Leamington Youth Club might be able to help. Action: VA to investigate mural options.
- RP: large employers such as JLR has corporate social responsibility schemes, which might be willing to take on TBF projects. Action: RP to investigate JLR csr scheme
- AC: if we increase daytime usage, we will need to find somebody to provide access to users

**Part 1 closes 7.55pm**

### **TBF Action Points:**

- **TBF committee** to investigate/cost ramp and new door.
- **Trustees/TBF committee** to update handbooks and circulate to all users
- **Trustees/TBF committee** to find volunteer(s) to overhaul and maintain TBF website.
- **TBF committee** to set up a skills inventory in the form of a Google Doc
- **AC** to make contact with volunteers and organise a committee meeting as soon as possible.
- **TBF committee** to draft development plan, costings, timescale
- **KH** to set up shared Google Doc to collect fundraising suggestions and contacts. **DONE:** <http://bit.ly/2xleTfl>
- **MP** to write to DIY SOS
- **VA** to investigate mural options
- **RP** to investigate JLR csr scheme



## Royal Leamington Spa Brass and the Band Factory

---

### Part 2: RSB. Meeting opens 8.15pm.

#### 2.1 Attendance

Steve Barge, Graham Eastwick, Paul Juler, Jon Lambdon, Chris May, Kenneth Owen, Irene Paxton, Mark Phillips, Rebecca Prince, Lynne Rowcliffe, Rebecca Rowe, Emily Stewart-White, Nick Thomas, Alice Webber, Andrew Webber.

Apologies: Brenda Bond.

#### 2.2 RSB Committee (AC)

- 2.2.1 Day-to-day management and strategic direction of RSB overseen by management committee: MP (Musical Director), KH (Band Manager), AC (Events co-ordinator/Principal Cornet).
- 2.2.2 The management committee is assisted by an organisational committee with specific responsibilities. RSB needs a strong, revitalised organisational committee to lead it into this new phase.

#### **Current continuing roles:**

- **Treasurer:** Graham Eastwick
- **IT Co-ordinator:** Chris May
- **Librarian:** Jon Lambdon

#### **Current available roles:**

- **Quartermaster** (instruments & uniforms): SB volunteers if nobody else comes forward, but will need to balance workload with BB/BR responsibilities.
- **Safeguarding:** IP volunteers
- **Membership:** RR volunteers
- **Gig Captain:** somebody to co-ordinate equipment and people
- **Marketing & PR:** somebody to create a PR strategy and liaise with media and other bodies to raise our local and regional visibility
- Action: management committee to seek volunteers for Gig Captain / Marketing roles; present revised committee list to Trustees for approval

- 2.2.3 RSB personnel and equipment records are currently dispersed and incomplete. How should we proceed going forward?



## Royal Leamington Spa Brass and the Band Factory

---

- It was agreed to establish a single central database/spreadsheet for member records across RSB, BB and BR
- It was agreed to start again from scratch and circulate all members with an updated membership form
- Action: KH to consolidate existing forms/records and liaise with relevant committee members to update forms and establish future process.

2.2.4 A query was raised about password-protected access to member web page. Action: CM to check password access to ensure all is in order.

### 2.3 RSB Musical Director (MP)

#### 2.3.1 Senior Band

- MP proposes to increase rehearsal time by half an hour to enable him to structure time better and ensure we are sufficiently prepared for gigs. New rehearsal time will be 7-9.30pm.
- MP clarified that rehearsals will not always continue until 9.30, but will finish 'no later than' 9.30. In addition, the extra half hour opens up the possibility of pre-band sectionals from 7-7.30, where appropriate.
- The proposal was accepted, with immediate effect.
- MP emphasised the importance of maintaining a balanced band, which sometimes necessitates moving players to different seats, or encouraging players to try a new instrument. MP will talk with individuals to ensure, on the one hand, that players' aspirations are recognised, and on the other, that we have an appropriate player in every seat.
- MP reminded members that the opportunity to offer a solo is open to all players and encouraged anybody interested to talk to him.
- MP will become more involved with BB/BR, in order to help develop the pipeline of progression between bands.

#### 2.3.2 Player Development and Recruitment

- We should aim to recruit more widely, especially to BB/BR.
  - MP: we could go out to local schools and colleges and take instruments for people to try
  - RR: brass provision in local schools is poor, and teachers see us as competition
  - AC: one of the directors of Warwickshire Music Hub, a former RSB member, is coming to rehearsal on the 17<sup>th</sup> [?] to discuss potential collaborations
  - CM: more productive to focus on primary schools?



## Royal Leamington Spa Brass and the Band Factory

---

- AI.W: could we connect with local Brownies, Scouts (etc) to support their activities/badges?
- More events at TBF, such as workshops and open rehearsals
  - For these to succeed we will need strong marketing/PR support
- More high profile gigs in Leamington
- MP encouraged members to explore ensemble playing opportunities, such as duets, trios and quartets.

### 2.3.3 Player Commitment

- Attendance at rehearsals is excellent, so let's maintain it.
- We need to encourage better attendance at jobs; in particular, MP's expectation is that all members prioritise full band jobs. Action: MP to speak to individuals whose attendance at jobs is problematic.
- The role of principal players in each section will be developed, to ensure leadership at all levels.

### 2.3.4 Concerts

- Develop a wider range of collaborations with local schools and other organisation. A proposal is in hand for a 'massed bands' concert with Cublington Silver Band and Coventry Festival Band.
- MP proposes holding an in-house solo concert, to encourage members to stand up and play

### 2.3.5 The Future

- Make RSB the most entertaining concert band in the Midlands
- Develop both new and experienced players
- Develop relationships with local organisations
- Develop membership and progression between bands
- Keep enjoying what we do!

## 2.4 BB/BR MD Report (ESW)

2.4.1 There have been some changes since last year, and a committee has been established, comprising EW, SB, CM, RR and NT.

2.4.2 An open rehearsal and soloist concert were held.

2.4.3 Some new players have joined the bands, most either via ESW teaching or via outside gigs.



## Royal Leamington Spa Brass and the Band Factory

---

- 2.4.4 Some players have progressed into intermediate band. There is an overload of cornet players, and it will be important to encourage some players to try other instruments.
- 2.4.5 BB/BR currently have c.15 players each, although there is some overlap between the two, and significant overlap between BB and RSB.
- 2.4.6 BB/BR have four Christmas gigs in the diary

  - AC: BB/BR members are encouraged to come to carolling gigs, e.g. the Yuletide Fair. If they play just for the first set, they could do a short solo performance before the break.
  - ESW: we have been approached to play at Asda, but a 3-hour stint is too much for the juniors. Could the gig be shared with RSB? Action: ESW to share details with AC.
- 2.4.7 BB/BR presence on the website needs developing. Action: ESW to provide KH with BB/BR content for redesigned webpage.
- 2.4.8 Junior band would benefit from their own Muzodo group. Action: AC to set up BB/BR Muzodo group after busy Christmas period.

### 2.5 AOB

- NT: potential opportunity for collaboration with Warwick Prep School, which currently has no brass tuition. Action: NT to liaise with RSB/BB/BR committees to investigate further.

**Part 2 closes 9pm**

### **RSB Action Points:**

- **Management committee** to seek volunteers for Gig Captain / Marketing roles; present revised committee list to Trustees for approval
- **KH** to consolidate existing forms/records and liaise with relevant committee members to update forms and establish future process.
- **CM** to check password access to members' area of website, to ensure all is in order
- **MP** to speak to individuals whose attendance at jobs is problematic
- **ESW** to share details of Asda gig with AC to establish if it can be shared across bands.
- **ESW** to provide KH with content for redesigned BB/BR web page
- **AC** to set up dedicated BB/BR Muzodo group after busy Christmas period.
- **NT** to liaise with RSB/BB/BR Committees to investigate potential collaboration with Warwick Prep School.