

BOWES PARK COMMUNITY CHOIR

Minutes of Committee Meeting 17 September 2025

Held at: 74 Powys Lane, N13
Chair: Jane Larter (JL)
Attended by: Amanda Shacham (AS), Lucy Love (LL), Susan Merriman (SM), Viv Collins (VC)
Apologies: Julie Tang-Evans (JT), Irene Dykes (ID)

Item	Discussion, decisions and action																
1.	Confirmation of minutes from previous meeting (16th June 2025) JL asked for a review of the minutes from the meeting held on June. Some minor changes were proposed and the minutes were agreed for publication.																
	Action(s) <table><tr><td>SM</td><td>Amend minutes as agreed. Make approved minutes available on the website.</td><td>30 Sep 2025</td></tr></table>			SM	Amend minutes as agreed. Make approved minutes available on the website.	30 Sep 2025											
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2.	Governance and Communication a) <u>Committee posts and job descriptions</u> The committee has the following posts (links are to role description from the website) <table><tr><th>Role</th><th>Post Holder</th></tr><tr><td>Chair</td><td>Jane Larter</td></tr><tr><td>Treasurer</td><td>Susan Merriman</td></tr><tr><td>Secretary</td><td>Julie Tang-Evans</td></tr><tr><td>Membership Secretary</td><td>Amanda Shacham</td></tr><tr><td>Music Librarian</td><td>Lucy Love and Viv Collins</td></tr><tr><td>General member</td><td>Irene</td></tr></table> JL shared a paper copy of the old job descriptions that was passed on to her by the previous chair. SM will make an electronic copy and the committee can review roles at a future meeting to ensure that all committee members are clear on their roles and there are no overlaps or gaps. We also have work that involves concert co-ordination, social media management and commissioning learning tracks. The aim will be to recruit people to take these jobs on or to add these to existing roles. JL will speak to the choir about these roles at the AGM and AS will sound people out. LL and VC may take on commissioning learning tracks if needed as part of their role. b) <u>Rules and Protocols for committee members</u> The committee will put some time aside to look at roles and protocols including any overlap and gaps at a future meeting. c) <u>Format and frequency of meetings</u> The committee meets formally 2 times each term – six meeting each year. In addition the committee occasionally hold short meetings during the tea break at rehearsals. These meeting are not recorded and therefore only cover practical discussions & decision for upcoming events etc. d) <u>Communication within the committee and to choir</u> A member has raised an issue (potential data protection breach) with non-choir related communication. The committee agreed that communications with members should be brief and choir related. An email every half-term should provide members with the information that they need for rehearsals. All agreed that JTs rehearsal summary was useful and JL will ask JT to continue to provide this to her for the music director to share with the choir verbally. JL will try to make fewer announcements at rehearsals to avoid disruption. e) <u>AGM</u> The committee agreed to hold the AGM on Thursday 16 October during the rehearsal break.			Role	Post Holder	Chair	Jane Larter	Treasurer	Susan Merriman	Secretary	Julie Tang-Evans	Membership Secretary	Amanda Shacham	Music Librarian	Lucy Love and Viv Collins	General member	Irene
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3.	<p>Finance</p> <p>a) <u>Statements from Treasurer</u> Ahead of the meeting SM had shared copies of documents</p> <ul style="list-style-type: none">• Summer concert P&L. The committee agree that the cost of the event was reasonable for a special event. Most feedback was positive.• Interim Financial statement 2024-25. SM asked for a volunteer to check the accounts ahead of the AGM. AS agreed to check.• 2025-26 Forecast – this will need to be amended to take account of item 4 from this agenda. <p>b) <u>Public Liability Insurance</u></p> <p>As discussed at the June 16 meeting, Bowes Park Community Association (BPCA) is winding up. In previous years BPCA provided the choir with public liability insurance cover under their policy. We will need to arrange our own cover from mid-October (BPCA's last renewal date was 17/10/2024). SM has provided quotations (headline information is in the table below). It was noted that most/all were more expensive if we sell alcohol/have a licence so this was excluded. In addition the Making Music policy is an annual policy from 01 Jan each year so may not meet our urgent requirement. The committee agreed that Zurich provides a cost-effective policy.</p> <table><tr><th>Insurer</th><th>£ Annual</th></tr><tr><td>Hiscox</td><td>89.60</td></tr><tr><td>Markel direct</td><td>145.60</td></tr><tr><td>*Making Music (Finch)</td><td>50.00</td></tr><tr><td>Zurich</td><td>56.00</td></tr></table> <p>SM made the committee aware that most insurers require up-to-date risk assessment as a condition of insurance. This will be discussed more fully at the next meeting but the committee should give some thought to our risks and if possible research what other organisations have.</p> <p>Action(s)</p> <table><tr><td>AS</td><td>Check the annual statement before the AGM.</td><td>10 Oct 2025</td></tr><tr><td>SM</td><td>Arrange public liability insurance cover before 17/10/2025.</td><td>10 Oct 2025</td></tr><tr><td>JL</td><td>Add discussion of risk assessment to next agenda. Meantime, all to research what other organisations have.</td><td>Nov meeting</td></tr></table>	Insurer	£ Annual	Hiscox	89.60	Markel direct	145.60	*Making Music (Finch)	50.00	Zurich	56.00	AS	Check the annual statement before the AGM.	10 Oct 2025	SM	Arrange public liability insurance cover before 17/10/2025.	10 Oct 2025	JL	Add discussion of risk assessment to next agenda. Meantime, all to research what other organisations have.	Nov meeting
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4.	<p>Contract and fees for Musical Director and Accompanist</p> <p>JL shared the information researched by JE (musician's union guidelines on fee rate). The committee agreed we are a small community choir with limited funds and approved an increase of approximately 10% given the fee rates have not changed in two years. This increase will also be reflected in the payments associated with concerts and other events. The fees will be reviewed again next year.</p>																			

	<p>SM asked JL to provide a copy of the relevant contracts so that these can be stored in electronic form (not publicly accessible) available to download by the chair/future chair as needed.</p> <p>Action(s)</p> <table><tr><td>JL</td><td>Update contract documents and make VC & DB aware of the increase. Send SM a copy of contracts for secure storage</td><td>30 Dec 2025</td></tr><tr><td>JL</td><td>Make VC & DB aware of the fee increase.</td><td>30 Sep 2025</td></tr></table>			JL	Update contract documents and make VC & DB aware of the increase. Send SM a copy of contracts for secure storage	30 Dec 2025	JL	Make VC & DB aware of the fee increase.	30 Sep 2025			
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5.	<p>Carols</p> <p>a) <u>Bounds Green tube booking</u> JL explained that we cannot have a slot at BG tube station in the week beginning 15 December. We had two other options: Monday 01 December or Monday 22 December. The committee had agreed outside this meeting that we'll sing on 22 December in aid of the Felix charity.</p> <p>b) <u>Other dates</u> Myddleton Road date is usually the first Sunday in December (07 Dec). Woodside Park is likely to be 14 December - tbc John Lewis at Brent Cross have emailed JL with some dates where they will host groups of up to 70 people. (Nov 15, <u>16</u>, <u>29</u>, 30 and Dec 14 times to be confirmed). The committee have selected 16 and 29 Nov and JL will speak to the choir and gather feedback.</p> <p>Action(s)</p> <table><tr><td>JL</td><td>Speak to the choir at the rehearsal tomorrow about the events and liaise with the relevant organisations.</td><td>30 Sep 2025</td></tr></table>			JL	Speak to the choir at the rehearsal tomorrow about the events and liaise with the relevant organisations.	30 Sep 2025						
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6.	<p>AOB</p> <p>a) Autumn Workshop – Carol workshop dates were discussed with the following suggestion Oct 01, 08 and 15. 15 is the preferred date due to the other dates being too close to half-term or too early in the year for carols.</p> <p>b) Learning tracks – ID to ask Vicente</p> <p>c) Core repertoire – postponed to next meeting</p> <p>d) Choir Farm email – discuss at a break time meeting</p> <p>e) Winter Concert charity – discuss at a break time meeting</p> <p>f) Music repertoire suggestions from members – the committee agreed that some newer pieces and some longer classical pieces would be welcome. JL will give Vicente a steer for the spring music selection.</p> <p>Action(s)</p> <table><tr><td>JL</td><td>Check date for workshop and next committee meeting with VC.</td><td>30 Sep 2025</td></tr><tr><td>ID</td><td>Email Vicente for some guidance on which pieces may require a learning track.</td><td>18 Sep 2025</td></tr><tr><td>JL</td><td>Speak to Vicente about a new and possibly longer classical piece for spring before he starts to develop the spring plan</td><td>17 Oct 2025</td></tr></table>			JL	Check date for workshop and next committee meeting with VC.	30 Sep 2025	ID	Email Vicente for some guidance on which pieces may require a learning track.	18 Sep 2025	JL	Speak to Vicente about a new and possibly longer classical piece for spring before he starts to develop the spring plan	17 Oct 2025
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7.	<p>Next meeting Saturday 01 November subject to confirmation with VC to join at 11am</p>											

[A central list of actions accessible by committee members](#)