

EAST RIDING OF YORKSHIRE BAND

Minutes of the ANNUAL GENERAL MEETING held on Sunday 27th April 2014 at 7.30 pm
in the Clowes Memorial Methodist Church Hall , Greenwood Avenue, Hull, HU6 9NA

MEMBERS PRESENT: Craig Halsey, James Kerridge, Elizabeth Hartley, Richard Morrell, Gill Rice, David Vivian, Emma Robinson, Jenny Russell, Mike Waudby, John Whittles, Malcolm Whitfield, Bill Howells, Mike Kerridge (Secretary), Adam Gallimore, Jim Johnson, Ian Walshaw, Joel Asbrey, Christine Dunn, Adrian Bell, Shane Foster, Richard Mackinder, Alex Cook.

In Attendance: Ian Scott (Musical Director)

1. APPOINTMENT OF A CHAIRMAN FOR THE MEETING.

Pending the election of a Chairman for the coming year, Jim Johnson had offered to take the Chair and this was proposed and seconded. Concern was raised that as Jim was also the author of one of the reports to be considered, it may be more appropriate to have someone else chair the meeting.

This was not seconded.

Agreed: that the chair be taken by Jim Johnson pending election of a Band Chairman.

The Acting Chairman felt it would be fitting to record in these minutes the significant contribution made by the late Mel Lowe who had been Band Chairman for many years prior to his death earlier this year.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mike Hedley, Christopher Theaker, Karen Wain, John Butt and Garry Hallas,

3. REPORTS OF THE YEARS WORKING FROM THE BAND SECRETARY AND MUSICAL DIRECTOR.

Reports from Mike Kerridge (Secretary) and Ian Scott (MD) had been circulated prior to the meeting .

Musical Director's Report

In his report, Ian had summarised the progress that the Band had made since he took on the position two years ago. The introduction of new and more challenging music into our programmes had pushed the band and some extremely positive comments had been received from audiences, organisers, and from several guest players who felt the Band was performing well above 3rd Section standard.

Contest successes were evident, having been runners up in 2013 and then winning the 2014 Northern Areas, with a very commendable 7th place in the 2013 National Finals. The standard of the band continued to improve and we would move up to the 2nd Section in 2015. But with only one rehearsal per week, everyone needed to understand the necessity for home practice.

Ian went on to emphasise the importance of the team ethic, with commitment, prompt and regular attendance at rehearsals and performances and the need for players to keep on top of their instruments. There had been particular problems securing deputies, and this was virtually impossible when last minute notifications of absences were received. Ian had put a lot of effort into trying to find deputies but this was not something he should be doing. Ian stressed the import role of the Deputies' Manager though ideally, everyone should take responsibility for finding their own deputy. Ian's report concluded with particular thanks to a number of members who had worked behind the scenes.

Secretary's Report

Mike had given a resume of the engagements undertaken in 2013 and of the bookings to date for 2014. As this was our main source of income, it was vital that we secure additional dates for later in the year. Not all concerts were fee-paying and the band has always been willing to support charities such as the FSID (now the Lullaby Trust) Carol Service in York Minster. 2013 had seen changes in the player registration arrangements with Kapitol Promotions which had caused a lot of additional work and inconvenience for everyone.

One of the main organisational challenges had been the transportation of percussion equipment to and from engagements and the limited number of members who make themselves available to help with the loading and unloading. Mel Lowe had previously provided the transport for most jobs but once he was no longer able to do this, vans needed to be hired at significant cost to the band and extra work for the secretary. We are particularly grateful to Chris Theaker who has recently provided transport for equipment whenever possible but it must be appreciated that this adds considerably to Chris's commitment and everyone else needs to play their part and help with the loading and unloading.

Mike also paid tribute to the contribution that Mel had made to the band as Chairman, continuing to work behind the scene during his illness. Mel's family had been overwhelmed when members of the Band visited his home to play carols just before Christmas and very much appreciated the part that we played in Mel's funeral service.

Mike closed by thanking other members who had worked behind the scenes and who had made his position easier.

Agreed: That the Musical Director's and Secretary's reports be received.

3. FINANCIAL REPORT.

A summary of the Band's financial position was circulated. This indicated that the band was currently experiencing serious cash flow problems and that creditors were currently owed £1168.80, with payments of £700 owed to the band by way of fees and prize money. The balance in the Band's bank accounts currently stood at just £16.44. The Secretary had explained that it had not been possible to prepare proper accounts for the preceding year. This was again something that Mel Lowe had been working on in the absence of an elected Treasurer. Members understood that there were difficulties and that more income needed to be generated but in order to make informed decisions, the scale of the shortfall between income and expenditure needed to be more clearly identified.

Questions were asked about the fees currently charged for engagements and the Secretary advised that this would depend on the job, but gave specific examples.

Agreed: That the report be noted and that further work be undertaken to establish the scale of the shortfall between income and expenditure.

5. PROPOSED AMENDMENTS TO CONSTITUTION.

A report had been circulated setting out proposed amendments to the band's management structure as detailed Sections 6 and 7 of the constitution and Appendix A (Job Outlines). In summary the proposed arrangements were as follows:

a) There would be a Management team of four officers: Chairman, Secretary, Treasurer and Property Officer/Librarian. The MD would continue to be an ex-officio member of the Management Team.

- b) Routine matters would be determined by individual officers in accordance with the responsibilities set out in their job outlines (Appendix A). Where non-routine decisions needed to be taken, the Chairman would consult with the Management Team and/or the full Band before any decision was taken.
- c) Formal meetings of the Management Team would only be held where necessary to discuss a specific matter.
- d) All non-routine decisions would be recorded and notified to Band Members.
- e) The Management Team would at its discretion be supported by other members who agreed to take on specific responsibilities. Job outlines for these positions were also included in Appendix A. The list of support posts could be added to and the allocation of responsibilities between posts could be amended by the Management Team as necessary.
- f) The Management Team would also act as the Appeals Committee in relation to any disciplinary matters or unresolved grievances.

In addition to these specific changes, a number of minor, consequential amendments needed to be made to other sections of the constitution. For example, all references to "Committee" would be replaced by the term "Management Team".

The recommendations were proposed from the chair by Jim Johnson and seconded.

There was a general discussion about some of the proposals and specific concerns were raised regarding:

- (i) The fact that replacing a Committee of six with a management team of just four would be less democratic, leaving the power to run the band in too few people's hands.
- (ii) Whether the proposed changes to the disciplinary and grievance procedures were actually necessary.

A question was also raised about the number of engagements to be undertaken and whether this should be a matter for the whole band to decide on. The secretary outlined current practice when it came to accepting bookings.

Following further discussion, two amendments were proposed:

Amendment No. 1: It was proposed and seconded that the recommendation regarding revised disciplinary and grievance procedures be not approved and that the existing arrangements remain.

The amendment was lost.

Amendment No. 2: It was proposed and seconded that the Management Team be extended to include three additional Band members.

The amendment was approved

Agreed: That the proposed revisions to Sections 6 and 7 and to Appendix A to the Constitution along with minor consequential amendments be approved subject to the Management team being extended to include three additional Band members.

A COPY OF THE REVISED SECTIONS 6 AND 7 AND APPENDIX A TO THE CONSTITUTION AS AGREED IS ATTACHED AT ANNEX 1 TO THESE MINUTES

6. TO ELECT OR RE-ELECT PRESIDENTS, TRUSTEES AND OTHER OFFICERS OF THE BAND.

President: The Acting Chair advised that although no approach had yet been made, it had been proposed that the Minister of the Clowes Memorial Methodist Church be asked if he would be willing to accept this honorary position.

Agreed: James Kerridge to make the necessary approach/

Chairman: It was proposed, seconded and agreed that David Vivian would serve as band Chairman for the coming year.

David Vivian took the Chair

Members were nominated, seconded and voted into the remaining positions as follows:

Secretary: Mike Kerridge

Treasurer: Christine Dunn

Property Officer/Librarian: James Kerridge

Additional Management Team Members: Mike Waudby, Adam Gallimore and Adrian Bell.

Trustees

The Chairman advised members of the duties and responsibilities of the Trustees.

The following members had confirmed their willingness to stand and were duly elected:

Chris Theaker, Richard Morrell and Shane Foster.

7. TO AGREE FEES TO BE PAID TO THE MUSICAL DIRECTOR

The Secretary gave details of the fees and expense payments that had been agreed with the MD on his appointment and it was confirmed that no increase was being sought.

Agreed: That the current rate of fees and expenses payable to the MD be confirmed

8. TO DETERMINE SUBSCRIPTIONS BY BAND MEMBERS FOR THE FOLLOWING YEAR.

It was clear that the Band needed to raise additional income but it would be difficult to make a firm proposal on subscriptions until the scale of the shortfall between income and expenditure was clarified.

Agreed: That the Management Team urgently reviews the Band's financial position and reports back to the band as soon as possible.

9. ANY OTHER BUSINESS

No other matters had been notified to the Secretary.

The meeting concluded at 8.40 pm.

Annex 1

AMENDMENTS TO CONSTITUTION – NEW SECTIONS 6 AND 7

6. THE MANAGEMENT TEAM

The Management team shall comprise:

Chairman
Secretary
Treasurer
Property Officer/Librarian
Three additional Band members.

The Musical Director/Resident Conductor will be an ex-officio member of the Management Team with no voting rights.

At the discretion of the Management Team the following additional posts may be filled by volunteers within the Band and these posts may be held in addition to any executive posts held.

- * Instrument Administrator
- * Uniform Administrator
- * Librarian
- * Subs Administrator
- * Deputies Manager
- * Contest Secretary
- * Publicity Officer
- * Such other posts as the Management Team considers necessary for the efficient administration of band affairs

The duties of these officers are as outlined in Appendix A.

The Management Team shall be elected at the Annual General Meeting and shall remain in office for one year unless re-elected. Any of the officers of the Band shall be removable at any time by a majority of $\frac{2}{3}$ of members present at a special general meeting called for that purpose.

Routine matters shall be determined by individual officers in accordance with their powers and duties as set out in Appendix A. Where decisions need to be taken for which individual officers do not have the necessary authority, they shall notify the chairman who will consult with the other members of the Management Team as appropriate and if necessary with the whole band. If after such consultation, there is agreement on the necessary action, the decision will be recorded by the chairman and the officer will be authorised to proceed.

All such decision shall be brought to the attention of the band within seven days

Any band member may ask to see a copy of any decision record after giving the Band Secretary seven days notice of their wish to do so.

Meetings of the Management Team will be held as and when necessary to discuss specific matters at the discretion of the chairman with a minimum of three voting officers needed to form a quorum.

7. AUTHORITY OF THE MANAGEMENT TEAM

- a) The Management team shall be responsible for the day to day running of the band's affairs with routine matters delegated to individual or groups of officers as detailed in Appendix A.
- b) The management team shall be authorised to make amendments to Appendix A of the Constitution (Job Outlines) as necessary to ensure the efficient administration of the band's affairs.
- c) The Management Team shall determine the type and number of engagements (including charity promotion) to be undertaken and the fees to be charged with delegated power to be given to the Secretary who shall advise the Management Team and Band members as soon as new dates are confirmed.
- d) Disciplinary Matters and Grievances

* Any member aggrieved by a decision to reprimand, suspend or expel them from the band or who otherwise has an unresolved grievance shall have a right of appeal to the management team by writing to the secretary within 14 days of the initial decision or event.

* The Management Team, sitting as an Appeals Committee, shall have the power to confirm or rescind the reprimand, suspension or expulsion of that member who has infringed any rule, or whose conduct in the opinion of the Management Team has rendered them unfit for membership of the Band.

* The chairman and any other management team member involved in the initial decision shall not take any part in the appeal process and where necessary to form a quorum (of three) one or more additional band members shall be co-opted to hear the appeal.

* Such an appeal is to be considered as soon as possible, following which the appellant shall be notified in writing of the Management Team's decision.

AMENDMENTS TO CONSTITUTION – NEW APPENDIX A

JOB OUTLINES

CHAIRMAN

- * To chair meetings of the Band and Management Team.
- * To ensure that all non-routine decisions are properly recorded and communicated to band members.
- * To give guidance and support to other officers and band members.
- * To ensure as far as is practicable that officers carry out their duties and to make alternative arrangements for the carrying out of any duties which the officer concerned is unable to fulfil.
- * To represent the Band or arrange a deputy at meetings of other organisations and report back to the Management Team/Band as appropriate.
- * To be responsible for the overall discipline of the Band during rehearsals and public performance and in consultation with at least one other Management team member, to reprimand, suspend or dismiss any member of the band for misconduct (subject to the member's right of appeal).
- * To keep the constitution under review.

MUSICAL DIRECTOR

- * Selection of music for contests and concerts
- * Responsibility for the musical training and presentation of the Band.
- * Selection of players for various positions in the Band.
- * To advise the Secretary of new music requirements to keep the library 'up to date' in content.
- * To nominate a deputy to conduct the band in his/her absence.

SECRETARY

- * To convene all meetings of the Band.
 - * To be responsible for all correspondence and external communications except those relating to the carrying out of specific functions which are the responsibility of other officers and to maintain a record of all correspondence sent and received.
 - * To carry out purchase of new music in consultation with the MD and Treasurer. To confirm concert arrangements and communicate to the Band.
 - * To ensure all subscriptions are up to date with the BBR and associations we choose to participate in.
 - * To book rehearsal facilities and transport.
 - * In consultation with the Treasurer and Chairman, to set fees for engagements
 - * In consultation with Treasurer and Chairman to set criteria for deputies' expenses and inform Deputies' manager.
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- * Prepare notes of all formal meetings of the Management Team and General Meetings of the band and arrange for these to be posted in the band room or otherwise communicated to members.
 - * To receive apologies for absence at rehearsals and inform the resident MD.
 - * To oversee or undertake the work of the Contest Secretary, Deputies Manager and Publicity Officer

CONTEST SECRETARY (In consultation with the Secretary)

- * To ensure all members and potential members are registered with the Brass Band Registry.
- * To be responsible for the submission of contest entry and signature forms.
- * To confirm contest arrangements and to communicate these arrangements to the Band.

DEPUTIES MANAGER (In consultation with the MD, Secretary and Treasurer)

- * Maintain a list of possible guest players
- * To arrange deputies of the appropriate standard.
- * Pay deputies expenses in line with pre set criteria before progressing to book
- * To ensure that receipts are obtained for all monies paid and prepare a financial summary for the treasurer after each concert.
- * To hold a float of cash and to indent for additional monies as necessary.

PUBLICITY OFFICER (In consultation with the MD and Secretary)

- * To issue publicity and promotional materials
- * To keep up to date the Band's web site – all content to have the previous agreement of the Band Secretary before publication.
- * To assist the Secretary in preparing and distributing all publicity for Band engagements, and program content advertising.
- * To arrange for printing of posters and tickets for Band events when appropriate.

TREASURER

- * To keep all necessary accounts and financial records on behalf of the Band.
- * To ensure prompt collection of fees by the Secretary, subscriptions from members and other monies due.
- * To ensure prompt payment of all accounts, fees and other expenses payable by the Band.
- * To prepare a monthly report on bank balances amounts due and receivable and for the AGM details of income and expenditure for the year.
- * To co-ordinate fund-raising activities.
- * To co-ordinate all efforts to raise sponsorship for the Band.

- * In consultation with Management team to set criteria for engagement fees, Deputies' expenses and expenditure limits for individual officers/activities
- * To oversee or undertake the work of the Subs Administrator.

SUBS ADMINISTRATOR (In consultation with the treasurer)

- * Responsible for the collection of subscriptions including with the agreement of members the set up of a monthly bankers order. Maintain a record of receipts to be handed to Treasurer periodically.
- * Report arrears of more than one month to the Treasurer.

PROPERTY OFFICER/LIBRARIAN

- * To be responsible for the safe keeping of all Band property including Music, Instruments and Uniforms
- * To ensure that appropriate records and inventories of all assets are kept.
- * To provide the treasurer with necessary information for insurance purposes.
- * To undertake or oversee the work of the librarian, instrument administrator and uniform administrator

LIBRARIAN (In consultation with the Property Officer)

- * Responsible for the safe keeping of Band music not allocated to individual players.
- * Periodic sorting and cataloguing of music
- * Preparation of programme items on the request of the MD
- * Maintain a record of loans in or out and to ensure return of these items in due course.

UNIFORM ADMINISTRATOR (In consultation with the Property Officer)

- * Keep a list of uniform items in stock and issued
- * To undertake periodic audits of uniform condition and request members to clean where appropriate.
- * Organise repairs and alterations.
- * Make sure deputies are catered for.

INSTRUMENT ADMINISTRATOR (In consultation with the Property officer)

- * Maintain an inventory of instruments owned by or loaned to the band together with serial numbers and other assets not looked after by other officers and maintain information about their allocation or location.
- * Organise acquisitions/disposals/repairs as authorised by the Management team.