

## **2014 ANNUAL GENERAL MEETING**

**The Annual General Meeting will be held on Sunday 27<sup>th</sup> April 2014 at 7.30 pm  
in The Church Hall, Clowes Memorial Methodist Church, Greenwood Avenue, Hull, HU6 9NA**

### **The Business of the Meeting shall be:-**

- a) To elect a Chairman for the Meeting.
- b) Apologise for absence
- c) To receive reports of the years working from the Band Secretary and Musical Director.
- d) To receive a Financial report .
- e) Proposed Amendments to Constitution.
- f) To elect or re-elect Presidents, Trustees and other Officers of the Band.
- g) To agree fees to be paid to the Musical Director and sum payable as subscription by Band members for the following year.
- h) To transact any other business relating to the affairs of the Band, of which due notice has been given in writing to the Secretary.

### **Musical Directors Report 2014 (Ian Scott)**

#### **The early days and new music**

It's very nearly 2 years since I started with the band and I feel the band has progressed a long way during that time. The membership has stabilised well after a tricky and challenging start where we lost 7 or 8 players almost immediately. Fortunately we attracted some good committed bandsmen who stayed with the band and allowed us to progress musically.

My first task was to try and introduce some challenging music and beef up the concert programme a little. I'm sure everyone would agree that pieces like Suite Gothique, Vitae Aeternum, Gaelforce and Cry of the Celts have pushed the band a little.

#### **Concert performances**

It has been particularly nice to receive extremely positive comments from both the audience and organisers following concert performances at Filey, Harrogate, Hull Citadel, Skirlaugh Church and South Dalton Church. We also had some very favourable comments from borrowed players Mark Wears on Soprano Cornet and Joanne Peacham who both thought the band was tremendous and was playing well above a 3rd Section level. Andy Grace has also commented on the progress the band has made between the engagements he has helped out on.

#### **Contest performances**

It goes with saying that our contest performances have been successful. Achieving the runners-up spot at the Regional Contest in 2013 and 7th place at the finals was a testament to the work that had gone in. Personally I was a little disappointed not to win at the Regional Contest, as I thought we had played well enough to win, which would of course have meant promotion for the band. I was also a little disappointed at Cheltenham as I feel we could have played considerably better and a good opportunity had gone begging.

However, the 2014 Regional Contest was a different matter as I think we performed as well as we could have hoped. Although the test piece selected for the finals is a little uninspiring, if we approach the challenge in the right frame of mind and put in plenty of work, then there is absolutely no reason at all why we cannot go to Cheltenham confident of winning.

It will be great to be competing at a higher level from 2015 and continuing our progress.

## **Standard of the band and commitment**

The standard of the band is generally good and gradually improving. Unfortunately, rehearsing weekly means the progress is slower than we could achieve with twice weekly rehearsals. However, I do understand the financial implications of twice weekly rehearsals and accept the need to stay with the one rehearsal.

To counter the lack of rehearsals, there is a way which the band could improve the progress rate and that would be with much more home practise. This would cost the band absolutely nothing! It is clearly evident to me when individuals haven't practised as their sounds, intonation and production all suffer.

One of the alarming aspects of the band when I arrived, was the acceptance of empty seats, not only in rehearsals, but even on engagements. A number of my early concerts were performed with missing baritones, trombones and basses and with only basic percussion available.

I am a firm believer that the band should be at full strength at all engagements, using deputy players if necessary. One missing part does make a difference, both musically and to the band reputation. Thankfully we now manage to play a full band everywhere.

Mike Kerridge has done a brilliant job in informing the band when and where engagements are, well in advance. I realise a lot of these engagements fall within the 'holiday season' and that people do want to get away, but it would be nice if we could perform more concerts with a band consisting of our own players only on stage.

## **Thanks**

I would like to place on record my sincere thanks to the following people for their efforts with the band over the last 2 years:-

### **\* Mike Kerridge**

Mike has done a brilliant job for the band, performing nearly all management tasks single handed. It's only right that Mike should now receive some help and spread the workload throughout the band.

### **\* Jim Johnson**

Jim has been a great right hand man to me musically and does a good job with the website.

### **\* John Butt**

John has done a great job as band compere and preparing the various press releases .

### **\* David Vivian**

Dave is a bit of an unsung hero, as he performs tasks in the background which are probably not noticed by everyone. Dave has been instrumental in getting engagements and some financial backing for band projects.

### **\* Chris Theaker**

Chris also performs a number of background tasks which are not always appreciated. This can be securing engagements or using his van to transport the band kit to engagements.

## **Closing remarks**

The last 2 years have seen the band on a definite upward spiral. There have been challenges to overcome and I'm sure there will be many more. I want to thank every one of you for your efforts so far and ask that you continue increasing your commitment to the band so we can continue this upward journey. We are competing at 2nd Section in 2015. How good would it be to be competing successfully at 1st Section level in 2016? That is my ambition!

## **Secretary's Report 2014**

During 2013 the band undertook 16 engagements, which was one less than the previous year, we have however already received 15 firm bookings for 2014 with one other awaiting confirmation. As our engagements are our main source of income it is vital that we find additional concert dates for the later months.

2013 also saw The East Riding of Yorkshire Band finish runners up in the 3<sup>rd</sup> Section at the Regional Contest and finish in 7<sup>th</sup> Place at The National Championships of Great Britain at Cheltenham.

Not all of our concerts bring in money, we have always been a band willing to help charities, it is very pleasing that after the cancellation of the York Minster Service in 2013, this is back in our diary for 2014. F.S.I.D. has now changed its name to the Lullaby Trust.

For 2013 Kapitol Promotions decided to stop using The British Brass Band Registry and set up their own Registry, British Brass Band Players, which resulted in us having to register everyone with the new set up. The new registry did however cause unwanted extra work with everyone having to supply new photographs and supplying up to date information. The old registration cards are now obsolete so if anyone would like their old registration card let me know and you can have it.

One of the main problems last year was the moving of percussion and other items for jobs. Sadly most of the work involved in loading and unloading was left to a very small number of people. The use of hired vehicles for moving our equipment was a drain on funds and resulted in early morning collection and return of vehicles. It was very generous of Arrow Self Drive to give us reduced rates but it still resulted in over £60 in cost.

Thankfully Chris Theaker helped us out whenever he could, however having to drive from Scunthorpe to load up and then return after unloading added hours onto Chris's journey times. Again very few people offered to help at the band room. Some people think that taking their stand down at the end of a job is sufficient. It would be very nice to organise a rota system so that every member can contribute to the work.

With our Chairman Mel Lowe out of public view due to his illness during 2013, Mel continued to support the band behind the scenes. James and I visited him on a regular basis to deal with band business, his wise counsel was much appreciated. Mel and his family was overwhelmed when the band visited his house to play Carols just before Christmas. At the family's request, the band played 'Deep Harmony' at his funeral in January. I think it was a fitting tribute to Mel that we dedicated our Regional Test Piece to his memory.

We are members of a remarkable band. It has been said many times over the past few years, The East Riding of Yorkshire Band is a friendly band, everyone gets on well together. Thankfully we do not have any small cliques and the membership does not have any political agendas, I hope we can keep it that way.

In closing I would like to thank everyone who has helped during the past year, with a special mention for the following who made my position so much easier.

James who has put in a massive shift behind the scene.

Jim Johnson for his help with numerous things, and his help with drafting the proposed changes to the Constitution.

Chris Theaker and Margaret for their generous purchase of the new Contest Uniform Jackets.

David Vivian for his work in persuading his company to support the band and arranging for the Concert at the New Bandstand in Hull's East Park.

Finally, I want to thank our Musical Director, Ian Scott, who has worked extremely hard in improving the playing quality of the band.

Mike Kerridge - Secretary

**Financial Report**  
(To follow)

## **Proposed Amendments to Constitution.**

Prepared by: Jim Johnson, April 2014

### **EAST RIDING OF YORKSHIRE BAND REPORT TO ANNUAL GENERAL MEETING – APRIL 2014**

Proposed Amendments to Constitution

#### **Summary**

The Band's Constitution has not properly reflected the way in which the Band is managed for some time. The purpose of this report is to set out proposals for updated and revised management arrangements and to seek the Band's approval for their inclusion in a revised Constitution.

#### **Background**

The Band's Constitution dates from October 2003. It provided for a small Management Committee of three elected officers (Secretary, Treasurer and Librarian) and three ordinary band members, along with the Musical Director who would attend monthly meetings in an ex-officio capacity. The three named officers were to be supported by a number of other (non-committee) band members taking on specific responsibilities.

No chairman was provided for with the Committee having to nominate a chair for each meeting. This presented some difficulties and although never incorporated in the constitution, the decision was taken to appoint a Band Chairman. This was the role which the late Mel Lowe fulfilled for many years.

A lack of enthusiasm for the committee system resulted in officers operating under their delegated powers and this seemed to serve the Band well. Unfortunately the loss of individuals over the years has resulted in more and more responsibilities falling on the secretary, a situation which is no longer sustainable.

#### **Proposals**

The proposals therefore include the establishment of revised management arrangements and these are set out in the new sections 6 and 7 and Appendix A of the constitution, copies of which are attached. In summary the proposed arrangements are that:

- a) There will 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 will be determined by individual officers in accordance with the responsibilities set out in their job outlines (Appendix A). Where non-routine decisions need to be taken, the Chairman will consult with the Management Team and/or the full Band before a decision is taken.
- c) Formal meetings of the Management Team will only be held where necessary to discuss a specific matter.
- d) All non-routine decisions will be recorded and notified to Band Members.
- e) The Management Team will at its discretion be supported by other members who agree to take on specific responsibilities including (but not limited to) Instrument, Uniforms and Subs administrators; Deputies manager; Contest Secretary and Publicity Officer. Job outlines for these positions are also included in Appendix A. The list of these support posts can be added to and the allocation of responsibilities between posts can be amended by the Management Team as necessary.
- f) The Management Team will 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 need to be made to other sections of the constitution. For example, all references to "Committee" would be replaced by the term "Management Team".

#### **Recommendation**

That the proposed revisions to Sections 6 and 7 and to Appendix A along with minor consequential amendments to the Constitution as outlined, be approved.

Annex

PROPOSED AMENDMENTS TO CONSTITUTION - SECTION 6 AND 7

## 6. THE MANAGEMENT TEAM

The Management team shall comprise:

Chairman

Secretary

Treasurer

Property Officer/Librarian

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 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.

#### APPENDIX A – PROPOSED 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.
- \* 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 bandroom 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.