

**LEEDS PHILHARMONIC SOCIETY
Minutes of the Trustees' Meeting
WEDNESDAY 26th August 2020,
held at 7.00pm using ZOOM**

Present

Ruth Shann, (RS) CHAIR	Philip Ratcliffe, (PR) Secretary	Andrew Straton, (AS) Treasurer
Jill Foalks, (JF) Membership Manager	David Lunn, (DL) Concert Manager	Penny Dean, (PD) Marketing Manager
Rosemary O'Dea, (ROD) Tour Manager	Roger Shirley, (RSS) Music Programme Manager	
Rowena Herbert, (RH) Trustee without Portfolio	Charlotte Mulliner (CM) Trustee without Portfolio	
Joseph Judge (JJ) Chorus Master		Alan Horsey (AH) (Accompanist)

1 APOLOGIES

Apologies were recorded from Dr Tom Chilton, Lewis Hemingway and Cllr Jane Dowson.

Trustees welcomed Alan Horsey (Accompanist) to the meeting to express his views regarding potential returning to physical presence at rehearsals.

2 Minutes for meetings 22nd July 2020

The Minutes for the meeting 22nd July were approved as a correct record.

3 Matters Arising

None that are not covered elsewhere within the Minutes or Action Points.

4 ACTION POINTS

The Action points were updated. (See the Action Points Annex).

5 COVID – Getting Back to Singing

5a GOVERNMENT GUIDANCE ISSUED AUGUST 13TH 2020 AND INTERVIEW WITH THE DIRECTOR OF MAKING MUSIC

The Board had been provided with a copy of the Government Guidance issued on 13th August and the Link to the One Voice Interview with the Director of making Music. (The weblinks to these two references are:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> and
<https://www.youtube.com/watch?v=-N7QwN-CvOY&feature=youtu.be>

The Government is encouraging non-professional singing groups to plan to return, in a Covid Secure manner. Whilst aspects of Social Distancing remain in place, particularly the 2m separation, the nature of the planning and the undertaking of appropriate Risks Assessment, and putting in place mitigations would give confidence that the steps being taken to ensure the safety of all people engaged in the rehearsal process could be maintained. Whilst it is accepted that there are risks, the assessments would help identify the risks and demonstrate the manner in which the Society will endeavour to mitigate and minimise those risks.

The Guidance was extensive, and a little confusing, however a slight amendment had been released which clarified some of the issues. In particular the Interview with the Director of Making Music indicated that providing effective plans and risks assessments were made, there are no limitations on the number of people who may come together for a rehearsal. The important aspect is keeping social distancing to 2m or more.

These documents and the interview were referred to throughout the discussions. The Guidance was noted.

5b MEMBERS SURVEY RESPONSES AND CONSIDERATION

A survey of Members had been undertaken seeking views about the Covid Pandemic and their consideration of the risks involved in returning to meeting in person.

About 50% of singing Members replied, and many made comments where invited to do so. It was noted that responses from the younger members were less representative than for those over 60.

PR indicated that a number of responses had been received after the deadline, but that these would be incorporated into the final version of the survey report for publication.

The Report of the Survey and responses is attached available as a spreadsheet within the Members Area of the website.

The Board welcomed Members responses and were encouraged that many would be willing potentially to return to “in person” rehearsals and to pay a Full Subscription.

ACTIONS:

- i. Update the survey responses with the additional returns.
- ii. Ensure Survey Spreadsheet is available to view on the Members area of the website;

5c GOING FORWARD

5ci SAFEGUARDING POLICY REVIEW

The current Safeguarding Policy was agreed by Trustees in 2017. The Board considered the current Policy and determined that it was fit for purpose. No changes or amendments were considered necessary. They agreed that it should remain in place.

ACTION : Amend the dates on the Policy Document to August 26th 2020.

5cii COVID RISK ASSESSMENT

Making Music (The National Federation of Music Societies – of which the Phil is a Member), released a Template for COVID Risks Assessments on 26th August. This template may be seen at: <https://www.makingmusic.org.uk/resource/risk-assessment-covid-secure-rehearsals>

Discussion had been held with St George's regarding the return to rehearsals. They have undertaken Risks Assessments and consider the appropriate measures can be put in place. As a church it has re-opened and a number of groups are now using the space.

It is possible to accommodate up to 35 people on the floor of the church in compliance with social-distancing, with up to another 35 being able to be seated upstairs, in less appropriate settings.

The church is working on facilities to be able to stream services and as a result our rehearsals, so that those who cannot be in attendance will be able to follow the rehearsal from home.

It was agreed that it was necessary to appoint an overall COVID Risk Manager, and also for rehearsals, where presence is required.

The Chair agreed to be the overall responsible Trustees, with JF, ROD and RH agreeing to deal with rehearsals in person.

AH was comfortable with returning to playing at rehearsals providing the appropriate assessments and mitigations were in place.

ACTION: undertake COVID Risk Assessment using the Making Music Template.

5ciii PLANS FOR REHEARSALS / ZOOM ETC

1. The Chorus Master had set out a discussion paper relating to rehearsals. This is attached as Appendix 2A. This paper was written before the meeting with St George's and therefore does not entirely reflect the potential for in person rehearsals.
2. On 24th August The Chorus Master and Membership Manager met with a representative of St George's Church, regarding the potential for returning to "in person" rehearsals at the church. A note regarding the meeting was circulated to Trustees and this formed the basis for a lot of the discussions at the Board Meeting. It is attached as Appendix 2B.

Extensive discussions resulted in agreement that the Phil should plan to offer in person rehearsals from 10th September 2020.

ACTIONS:

- a) Survey Members about their intention to come to a rehearsal – if offered;
- b) Randomly allocate Singers to the rehearsal sessions;
- c) Plan to Stream the "in person" rehearsals through Zoom to allow other members to participate

5civ SINGING DAY – FOR REAL OR IN ZOOM

A full-length Singing Day is planned for Saturday 10th October 2020. This would cover Beethoven Mass in C and the Calm Sea and Prosperous Voyage. It would be led by Matthew Hamilton, Choral Director of the Halle Choir.

However, in the circumstances it was determined that it was possible, in a COVID Secure manner to run 2 separate sessions of about 2 hours each on the day, and would focus on the Calm Sea and Prosperous Voyage. With the events also being Streamed on ZOOM. Arrangement would be COVID Secure and Members informed later.

ACTION : Confirm the Singing Day with Matthew Hamilton and start preparation for the event, including streaming.

6 RETURNING TO PERFORMING

DL reported that LICS are not going to promote any concerts in Leeds TH this year. There are 3 small test concerts with Opera North Orchestra being presented over the next few weeks. Places strictly limited to 200 patrons and about 20 in the orchestra. The use of the Gallery, Orchestral Rises and boxes is not in effect. Neither are the bars nor toilet facilities being made available.

The Lord Mayor's Concerts have been cancelled and John Rutter has cancelled all his performances this year. There may be a possibility of an on-line ZOOM Session with John Rutter in December, but there will be no concert performances.

The ability to sing outdoors or in well ventilated spaces – presenting carols in the run-up to Christmas was under consideration.

LICS Concerts in the first half of 2021 are still an unknown. There is likely to be a meeting with LICS and the Festival Chorus during the autumn to discuss the situation.

This situation was noted.

7 SUBSCRIPTIONS FOR 2020/21

Given the circumstances, and the responses that members made to the Survey seeking their views about Subscriptions, a discussion was undertaken about the fees for the coming season.

It was recognised that there are income difficulties for some members, but also that if in person rehearsals are undertaken costs are much higher than in the circumstances of just a Zoom session.

AS proposed that the fee for the full year should be set at £150.00 for full Members with £30, for the unwaged.

Discussions around whether to set a minimum or no Membership Fee and asking for donations were also held.

Trustees decided that the Membership Fee would be charged on a Termly basis. So that for the coming autumn Term the Subscriptions would be £50.00 for full membership and £10.00 for unwaged. The subscriptions would be reviewed later in the autumn.

ACTION: initiate the systems for collecting subscriptions. AS to liaise with Harriet Horsfield.

8 REPORTS

a Chair

No additional report was given.

b Chorus Master

JJ had circulated 2 separate reports already referred to in these minutes and attached as Appendices 2A and 2B.

- c Secretary**
No additional report was given.
- d Treasurer**
AS Circulated the latest information regarding finances. This report is in Appendix 3.
- e Membership Manager**
JF circulated a short report attached as Appendix 4.
- f Music Programme Manager**
No additional report was given.
- g Concert Manager**
DL indicated that LICS were not intending to hold concerts before Christmas. The Lord Mayor's Carols had been cancelled.
- h Marketing Manager**
PD indicated that there was not a great deal to report marketing wise at the current time. The website had been updated a few times re the COVID studies. The company undertaking the re-design of the website company had been approached, but most of their staff are still furloughed. They hope to have the new site ready by the next trustee meeting in October.
- i Income Generation Manager**
A spreadsheet Income Generation Status Report which shows that out of £286,000 of funding applied for we have had rejections of £197,000. We have the following issues in applying for funding:
1. Our reserves show that we have enough funds to last about 2 years, so we are not in the urgent category for funding;
 2. Charities are currently overwhelmed with applications;
 3. Applying for funding, at the moment, means we cannot re-apply for 12 months.
 4. Although we are awaiting results on £89,000 some charities may not send out rejection letters.
 5. We need to re-think projects that we are asking for funding as we do not know when we will be singing again as a choir and so perhaps we should be waiting before sending out any further applications for funding.
- This approach was agreed by the Board.
- j Tour Manager**
DL indicated that Granville Walker of the Dortmund Philharmonic Chorus had been in contact. The performance of "The Kingdom" that had been rescheduled to February 2021 had been postponed even further by the Festival organising the concert. It was possible that it would be rescheduled to 2022.
ACTION: inform participants that the concert had now been cancelled.
- k Friends Group**

ROD provide a report written by the Chair of the Friends group – Janet Jurica, regarding the preparations for the 150th Anniversary event. This is attached as Appendix 8.

The Board agreed the proposals within the paper.

ACTION: Thank the Friends Group for their work and confirm the Board's agreement to their ongoing plans.

9 ANY OTHER BUSINESS

1. RSS indicated that the Grant from Wades Foundation in support of the Schools Singing Completion had been returned. (Confirmed in AS Report). Wades had also indicated that they would welcome a further application when the competition is re-started.
2. It was indicated that there would be a Question and Answer Zoom Session for Members at 7.00pm on Thursday 3rd September, at 7.00pm

10 DATES OF NEXT MEETINGS

All Wednesdays at 7.00pm using ZOOM unless otherwise agreed.

30th September 2020;

28th October 2020;

6th January 2021;

3rd March 2021

21st April 2021;

ANNUAL GENERAL MEETING 29th May 2021.

APPENDICES

Appendix 1: ACTION POINTS

ANNEX TO MINUTES OF TRUSTEES MEETING 26th August 2020

Minutes item	Action	Current Status	Owner
5b(i)	Update the survey responses with the additional returns.		PR
5b(ii)	Ensure Survey Spreadsheet is available to view on the Members area of the website;		PD
5c(i)	Survey Members about their intention to come to a rehearsal – if offered;		JF
5c(ii)	Randomly allocate Singers to the rehearsal sessions;		JF

Minutes item	Action	Current Status	Owner
5c(iii)	Plan to Stream the "in person" rehearsals through Zoom to allow other members to participate		PD
5ci	Amend the dates on the Safeguarding Policy Document to August 26 th 2020.		PD
5cii	Undertake COVID Risk Assessment using the Making Music Template.		RS
5civ	Confirm the Singing Day with Matthew Hamilton and start preparation for the event including streaming.		JJ
7	initiate the systems for collecting subscriptions.		AS
8j	Inform Members that the concert in Dortmund had been cancelled.		ROD
8k	Thank the Friends Group for their work and confirm the Board's agreement to their ongoing plans.		ROD

ANNEX TO MINUTES OF TRUSTEES MEETING 22nd July 2020

Minutes item	Action	Current Status	Owner
5i	Consider further the repose to the COVID 19 pandemic at the 26 th August meeting	Done	PR
6i	Ascertain from LICS how they may be proposing to move forward with the forthcoming concert season.	Done	DL
7iii	Determine the level of Subscription for the Season 2020/21 at the meeting in August 2020.	Done	AS
8	Prepare Survey for release to members – using Survey Monkey.	Done	PR
9	Consider the way forward for the appointment of a new President. First discussions to be held at the meeting in October 2020.	Ongoing	PR

ANNEX TO MINUTES OF TRUSTEES MEETING 17th June 2020

Minutes item	Action	Current Status	Owner
5a(i)	The Chorus Master to confirm the commissioning of the virtual choir.	Done	JJ
5a(ii)	Prepare proposals for video film for consideration.	Underway for next meeting	LH

Minutes item	Action	Current Status	Owner
5b(i)	Ensure arrangements for revised fee level for the Chorus Master.	Done	AS
5b(ii)	Establish new Subscription once further information on COVID 19 is known.	For next meeting	
5b(iii)	Canvas Members regarding ongoing use of virtual rehearsals over the summer.	Underway	
6.1	ADD Business Plan to Agenda for 26 th August 2020		PR
7.1	ADD Review of Safeguarding Policy at 22 nd July meeting	Rolled over to 26 th August meeting	PR
8.1	Create outreach@leedsphil.com email address	Done	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 22nd April 2020

Minutes item	Action	Current Status	Owner
8i	Put forward proposals for the November 7 th Concert.	In abeyance	JJ
8iii	Ensure programming and publicity sent to PD by week-commencing 29 th June.	In abeyance	ALL as appropriate

ANNEX TO MINUTES OF TRUSTEES MEETING 18th March 2020

Minutes item	Action	Current Status	Owner
10i	Seek quotations for the printing of the anniversary booklet.	Underway	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 23rd October 2019

Minutes item	Action	Current Status	Owner
5	Follow up leads on the appointment of Chair	Done	RSS
10	Seek out joint ventures and concert venues for the period of the Leeds TH Closure.	Ongoing	DL
13a	Develop approach for applications for funding of singing lessons	Ongoing	PR/AS

ANNEX TO MINUTES OF TRUSTEES MEETING 28th August 2019

Minutes item	Action	Current Status	Owner
5.3	Consider changes needed to the Constitution – by end April 2020	Ongoing	PR
8.1	Take forward redesign of web-site.	In progress	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 24th April 2019

Minutes item	Action	Current Status	Owner
6a	Seek to appoint a Press Officer	Under consideration	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 9th January 2019

Minutes item	Action	Current Status	Owner
6.1	Prepare a 5-year Budget	Ongoing	AS/??

ANNEX TO MINUTES OF TRUSTEES' MEETING, 12th September 2018

Minutes item	Action	Current Status	Owner
8.1	Progress the Schools Singing Competition.	Ongoing - SL considers need for joint working with a partner organisation. Further discussions needed. Leeds City Council supportive – progressing. Schools Singing Competition now agreed and to be launched in collaboration with Leeds CC in early 2020. Likely that the SSC will be postponed given Covid19 issues. 22 April: RSS provided a written report regarding the SSC. This is attached as Appendix 8. RSS indicated that discussions had been held with Leeds City Council and that by agreement the Schools	RSS

Minutes item	Action	Current Status	Owner
		Singing Competition had now been postponed until autumn 2021.	

APPENDIX 2A: PROPOSAL OF CHORUS MASTER REGARDING REHEARSALS

2020 Autumn Schedule

1. Online Sessions

Always beginning 7pm Thursdays, every week, but content is varied

Placeholder of Thursday evening is vital for continuity and member retention

I understand that we can have different “rooms” at one time with our Zoom subscription?

- Always a social room for those who just wish to connect and chat
- “Regular” sessions/rehearsals led by me
 - 1 full online rehearsal per month, 1-2 sectional rehearsals per voice part*
 - * e.g. SA on the same evening – 45 mins S, 45 mins A (social room is open for all)
 - At least 1 “focus session” per month
- “Guest” sessions
 - Interactive, “lecture style”, or Q+A
- Keeping in contact with other local, and larger UK choirs, putting online events on themselves (whenever they are)
 - E.g. Bach Choir, Leeds Festival, Halle, Huddersfield etc.

For example:

Joyce Tindsley	Vocal Coaching	Vocal Coach and Singer, Huddersfield Choral
Charlie Trepess	Vocal Coaching, interactive	Singer, Chamber Choir Ireland
Matthew Hamilton	Singing Day, Beethoven	Director, Halle Choir
Joseph Judge	Sightsinging Practice	Who?
Simon Halsey	The Creation: Achieved	Chorus Master: CBSO, LSO, Rundfunkchor...
David Hill	Exultate Deo	Music Director, LPS
John Rutter	Gloria – sing through	World-renowned Composer/Arranger
John Rutter	Q+A/Presentation	

2. TBC Live Sectional Rehearsals in Leeds

Approach St George’s ASAP regarding their latest feelings. If signs are good, then get dates in the diary straight away.

Current guidance for non-professionals is up to 6 singers from 2 households. As the guidance now refers to “non-professionals”, this is likely to increase, and as should plan accordingly **now**, even if we then must cancel.

Perhaps once in September, leading to twice a month from October, increasing as according to guidance. In keeping with the lexicon:

STAGE 1 – beginning with only the maximum number of any given voice part – e.g. as many Sopranos, or as many Altos etc.

STAGE 2 – when appropriate increase/rearrange to as many SA or TB as possible

STAGE 3 – finally, increase/rearrange to include a significant SATB cohort of the choir (likely to be between 30 – 50% of the full chorus at once)

Members will be allocated at random to make it fair – at which point they can opt in/out according to their own preference

Along with St George's, measures such as staggered arrival times, **no** breaktimes/refreshments, allocating seating and spacing will have to be in place. For example:

18:50 – 19:00	c.10 Sopranos arrive [must not congregate inside]
19:00 – 19:45	Soprano Sectional Rehearsal
19:45 – 19:50	Sopranos Leave, Altos must remain outside
19:50 – 20:00	c.10 Altos arrive [must not congregate]
20:00 – 20:45	Alto Sectional Rehearsal
20:45	Exeunt Altissimi

We have to appreciate that it won't suit everyone, but nothing will, and it's important that we start doing **something** ASAP, that can be constantly adjusted until we are back to normal (which could be months/years)

3. Live Performances

My personal feeling at this stage is that things may look positive for us going into the Autumn – Sept/Oct/Nov numbers allowed may increase, but there is the ever looming threat of further and/or local measures of restriction. December in particular may see some of these as the govt seeks to discourage large groups meeting, singing, and travelling, as we all do in abundance around Christmas.

My recommendation is that I don't think it is wise to consider **any** live performance this term. Other groups may, but we simply do not have the personnel or machine to make this happen without significant effort/loss.

Perhaps the **minimum** requirement for me to consider something would be if 50% of the chorus were able to meet and rehearse/perform at once (e.g. we would have Chorus A and Chorus B), but then there's the question of why. Are we filming this, and for whose benefit? It's extremely unlikely there will be a [paying] audience in any circumstance this term.

Charity?

This leaves us with our focus purely on giving members the best possible experience online, and live where possible for smaller groups.

4. Structure

As well as the variety from online sessions as above, we will need a unifying focus for the term, in the absence of the performances that usually provide this for us.

- John Rutter and his music should certainly feature.
- One virtual recording should also feature.
- There should be a varied repertoire for the whole term (c. 30 mins) that provides the basis for the regular online rehearsals, and even some guest sessions.
 - Culminating in 1 or 2 virtual performances (sing-throughs) of the repertoire
- Possibility of December being Christmas music.

5. Repertoire

Large choral works are what we normally perform, but these do not lend themselves to the above format. We could certainly consider excerpts from choice repertoire, but smaller works are likely to provide a more interesting term, and means that confidence will be higher for any 50% live rehearsal/performance. Medium length works with organ or piano would be possible. For example, a term's repertoire could look like this:

Beamish	In the stillness	
Rutter	Gloria	organ or piano
Rutter	<i>Selections from A Sprig of Thyme</i>	some are SA or TB, piano
Tallis	If ye love me	
Hensel (Mendelssohn)	Schilflied	
Brahms	Geistliches Lied	organ or piano
Palestrina	Exultate Deo	
Haydn	Achieved is the Glorious Work	organ or piano

The sourcing of scores is an issue. I think there will be some cost here. Ideally what we'd need is a "license" from OUP to scan one of a purchased or hired score for sending out to members during the online rehearsal process, even if we didn't tell them, we'd still have to hire/buy for any live rehearsal/performance. From this list, it would just be Rutter and Beamish that would be a cost, otherwise all others are available online for free (I can advise a suitable edition).

6. Events

Singing Day - online

Sat 10th October

Led by Matthew Hamilton, Halle Choir Director

Beethoven Mass in C/Calm Sea

Virtual Performance - online

Thursday 26th November

A selection of the term's repertoire

John Rutter 75

Fri 18th - Sat 19th December 2020

What's the latest here? Have we managed to approach him and discuss some sort of online connection?

7. Individual Tuition

We encourage all members to continue using their voice, so that they are ready to go at the time we can sing together again. If choral singing online alone is not enough for you, individual tuition and coaching is available from me – just get in touch.

APPENDIX 2B: Reports from Chorus Master and Membership Manager regarding Live Rehearsals

ST GEORGE'S CHURCH – COVID 19 SAFEGUARDING

Jill and I spoke to Bex Campbell this morning, who is Buildings and Facilities Manager at St George's, and it was a very encouraging conversation. Please read below the salient points for discussion at Wednesday's meeting.

- St George's is a Covid secure venue. Services and weddings have already taken place under the new guidelines, and the Lighthouse Project is already back up and running as a regular booking. They have done all their necessary risk assessments for group bookings, which Bex will be sending to us soon, and see below for examples of certain procedures that we discussed.
- They would be very happy to have us rehearse under current guidelines. Chairs will be appropriately spaced out, and there will be an aisle for walking to/from those seats. **Maximum numbers for the downstairs area are currently 35.** If inclusive of the balcony/risers then 75 would be the absolute maximum, although this will inevitably have an impact on arrival times, and the generally make the space more difficult to manage.
- The wearing of face masks will be compulsory at all times inside the building, except when in position at your allocated, socially-distanced seat for rehearsal, at which point singers may wish to remove them for the rehearsal. Singers will remain in their seats during the rehearsal - if a trip to the loo is absolutely necessary, then a face mask must be worn.
- Arrival: Yashar (from St George's) will supervise. He is trained in the latest measures and has already been working for other events in the church. Invited members will queue, socially-distanced, on the steps and in the car park outside the front of the church, until the agreed time that the doors open. 1 by 1 will members enter the building, be asked to sanitise their hands, and head straight to their allotted seat (perhaps where any music needed will be waiting for them). Disabled Access is still possible, and this was discussed. Bex suggested that for 35 people, this takes c. 30 minutes. For our first rehearsal(s) back, we might consider **doors opening 45 minutes prior to the start of the rehearsal.**
- Exit is easier, provided everyone leaves "single-file" 1 by 1, then this will be much swifter than entrance.
- St George's don't mind how long we rehearse for. Jill and I latterly discussed the following: **18:45 doors open 19:30 rehearsal 21:00 exit.** 90 minute rehearsals negate the need for a break, thereby reducing "social contact".
- Windows and Fire Exits can be opened for further ventilation.
- There is the possibility of live streaming these rehearsals on zoom, for all other members. Bex said there is equipment set up for this, and it has been used before, with their first major trial of it for an event later in September, but wasn't sure herself about the details. Penny and Lynn are trained in the Church PA system, so they could be responsible for this, at no extra cost to us.
- They are as keen as we are to begin on **Thursday 10th September**, weekly. The question for us is, can we get our risk assessments, and all other aspects of planning done in time for that date? St George's will require a copy of our completed risk assessment prior to the 10th September. In any event now, we recommend that Thursday 3rd September is perhaps a Zoom social event.
- Saturday 10th October is still our booking, and we could have Matthew Hamilton lead a singing day for two choir groups. There would need to be 2 hours allowed in between for cleaning. We discussed the first session 10am-12pm, and the second session 2pm-4pm. Again, this could be live streamed for those unable to attend.
- We mooted the idea of an informal performance later in the term (perhaps late Oct/Nov), with 35 singers downstairs, facing the balcony/risers, where c.35 friends/family audience may sit.

Those numbers are larger than we were expecting. <35 is perhaps a very good place to start, and it allows us to see the whole chorus within 3 or 4 rehearsals (assuming not all members will want to return in person, for whatever reason). SATB groups, representative of the numbers in their sections, could be allocated and invited to rehearsal on given evenings. They would need to respond yes/no and those places be allocated accordingly. All members will have to be confirmed on the register for a given evening to be allowed into the venue. **It must be stressed that, whilst in the venue, we are providing musical activity, not social interaction, as hard as this will be for many members who will be excited to return and see their friends.**

We are extremely lucky to be affiliated with such a dynamic and organised venue. It affords us an opportunity where some other groups like us may struggle to get back. Of course, we should still continue planning with caution, but for us, it's very reassuring to be rehearsing in a large space where every effort has been made to make it safe.

APPENDIX 3: Treasurer's Report

As of the 31st July 2020 (our financial year end) we had total reserves of £79,830.84. (£73,483.06 June 2020). UTB £61,880.87, Virgin Money £35.15, Current account £17,870.99, PayPal account £0.00 and £43.83 cash in hand. Taking out the tour fund we have general reserves of £78,900.37 (£77,122.03 June 2020). In the last month we have received a legacy of £5,000 and refunded Wade's Charity £2,500 as the funds were not able to be allocated to the School Singing Competition as intended. The overall position at the end of the year (unaudited accounts) was an increase of funds of £10,925.66. This reflects the fact that we have had reduced professional commitments and no further concert expenses since March. There are no outstanding invoices for monies in or out.

LPS(CIO) Account Date Income Expenditure Balance **31/07/2020 £17,870.99**

- YB current account Less Tour Fund £928.62
- Due within 30 days £600.00
- CM and accompanist fees £16,
- Payments to be cleared Deposits to be cleared Totals £0.00 £0.00
- Estimated balance Current account **£16,342.37**

Other Accounts and Funds

- United Trust Bank £61,880.87
- Virgin Money Account £35.15
- Cash at Yorkshire Bank £17,870.99
- Cash in Hand £43.83
- PayPal account balance £0.00
- Total reserves £79,830.84
- Plus deposits not yet processed £0.00 Less cheques not yet presented £0.00 Less Tour Fund £928.62

Total reserves - General Fund £78,902.22

APPENDIX 4: Membership Manager's Report

Our membership, as we approach the start of the new season, is estimated as follows. The figures include two returning members (S1 and S2) who will need to undertake voice tests at some point, but not two new members (S1 and A2) who have told me they hope to join the Chorus. At this stage it is uncertain how many members *will* return next month due to the current restrictions.

Sop 1	Sop 2	Alto 1	Alto 2	Ten 1	Ten 2	Bass 1	Bass 2	Total
17	25	29	16	10	7	13	12	129

I am only aware of two members who left at the end of last season (Isobel Shirley, A1 and Nick Xue, B2). David Hope (B1) will not be able to return immediately because he is still recovering from surgery following a fall at the end of July.

APPENDIX 5: Concert and Music Programme Manager's'

No written report was given.

APPENDIX 6: Marketing Manager Report

A report was given by email which is summarised in the Minutes for Item 8h or in response to appropriate Action Points. Additionally an initial draft of a COVID Risk Assessment using the HSE Template was provided for information.

APPENDIX 7: Fund Raising Report

TC provided a spreadsheet of applications below.

Target								
Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for	£ Received	Rejected	Comments
National Lottery	£10,000.00	On-line application	BS	TC	£10,000.00	£0.00	12/08/2020	REJECTED
Big National Lotter Corvid19 fund	£100,000.00	online	BS	TC	£100,000.00	£0.00	01/07/2020	REJECTED
The Kenneth Hargreaves Charitable Trust	£1,000.00	email	BS	TC	£1,000.00			
Liz & Terry Bramall Foundation	£15,000.00	By Letter	BS	TC	£15,000.00			
Woodward	£15,000.00	On-line application		TC	£15,000.00			
Foyle Foundation	£10,000.00	On-line application		TC	£10,000.00			
Wades Charity	£6,000.00	email application		TC	£6,000.00		09/07/2020	wadescharity@btinternet.com Stopped due to cheque
Music for All	£2,500.00	On-line application	BS	TC	£2,500.00			

Music Reprieval Trust	£1,000.00		BS	TC	£1,000.00			
PRS Foundation	£10,000.00	On-line application	BS	TC	£10,000.00			
Tesco Grants	£500.00	On-line application			£500.00			
Sir George Trust Music Reprieval	£10,000.00	On-line application			£10,000.00	£0.00	06/07/2020	REJECTED
COOP	£10,000.00			TC	£10,000.00			
Charles S French Charitable Trust	£10,000.00		BS	TC	£10,000.00	£0.00	20/07/2020	REJECTED
Edward Goslin Foundation	£10,000.00	online		TC	£10,000.00	£0.00	22/07/2020	REJECTED
Target								
Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for	£ Received	Rejected	Comments
The Brelms Trust CIO	£5,000.00				£5,000.00	£0.00	06/07/2020	REJECTED
Rayne Foundation	£10,000.00	On-line application		TC	£10,000.00	£0.00	07/07/2020	REJECTED
Morrisons	£10,000.00	On-line application		TC	£10,000.00	£0.00	20/07/2020	REJECTED
Henry Smith	£10,000.00	On-line application	BS		£10,000.00			
Cooperative Junior Academy	£10,000.00	On-line application			£10,000.00			
Garfield Western	£19,000.00	On-line application	BS		£19,000.00	£0.00	11/08/2020	REJECTED
Leeds Community Fund	£4,000.00			TC	£4,000.00			
Charles and Elsie Sykes	£4,000.00			TC	£4,000.00			

Wharfedale Foundation	£3,000.00			TC	£3,000.00		14/07/2020	Application sent
Golsoncott Foundation	£3,000.00				£3,000.00	£0.00	11/08/2020	REJECTED

APPENDIX 8: FRIENDS of the PHIL

Report from Friends of the Phil's 150th Editorial Group

As the principal compilers and authors of the Friends' proposed Phil's 150th anniversary commemorative/celebratory publication we are very uncertain about how best to proceed given the effect of the Covid-19 virus on all choral singing. We would be grateful for any guidance from the Trustees on this, whilst appreciating that the Trustees are grappling with many other issues.

The larger Group of the Friends taking responsibility for the Publication and the Commemorative Dinner has of course been unable to meet although there is now some prospect of reconvening in the autumn.

Our present thinking about the Booklet is:

Form of Publication:

This might be best as a pdf rather than 'hard copy' giving us the opportunity for last minute adjustments prior to publication. This will also ensure minimum cost. We can do layout etc 'in-house' to produce a final draft for approval by the Trustees after endorsement by the wider Friends' Group.

Bound Copies:

It may be appropriate to consider the preparation of a relatively small number of especial 'prestige' hard bound copies for presentation to those whom the Trustees think deserve one. One of the specialist book binders in Leeds who handle pre-printed material could do the binding. Such copies might be offered, at a suitable price, to any member who wishes to purchase in this format – this could assist in defraying the cost of the presentation copies although an anonymous donor has already been identified who will cover the costs involved.

Scale of Publication:

Not as ambitious as originally envisaged not least given there is some less positive content, like the effect of the lock-down and death of our President, which will need to be acknowledged, and the uncertainties of the season's programme.

Tone and Focus of Publication:

Remains a positive 'take' on the Phil's survival, unique to Leeds based choruses, through thick and thin coupled with the resilience and fun enjoyed by current singing members based on personal experiences.

Timing of Publication:

We were thinking of around the time that the choir begins rehearsals again but as this is due to happen much sooner than expected, from the latest information just received, it will have to be after this, perhaps nearer Christmas. We realise that the situation is still very fluid and could change quickly.

Marketing/Recruitment/Fund-Raising Opportunities presented by the Publication:

The pdf could be made available possibly only on a 'to view' basis to the current membership at little or no cost via the Phil's website possibly linked to those singers and Friends who have paid their subscriptions and to prospective new members. If the Trustees wish the pdf could be made available for download at a charge if the website can be set up to facilitate this.

The Commemorative Dinner

We do not think there is currently any particular urgency to consider the fate of the Dinner. We hope that by early next year there will be positive developments which may enable the Chorus to fully rehearse and perform and that the Commemorative Dinner can go ahead as planned. If this is not the case, then our Group will be asked to consider whether alternative arrangements can be made which comply with the Government's then requirements for social distancing etc.