

**LEEDS PHILHARMONIC SOCIETY  
Minutes of the Trustees' Meeting  
WEDNESDAY 22<sup>nd</sup> JULY 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	Tom Chilton, (TC) Income Generation Manager
Rowena Herbert, (RH) Trustee without Portfolio	Charlotte Mulliner (CM) Trustee without Portfolio	Lewis Hemingway, (LH) Trustee without Portfolio
Joseph Judge (JJ) Chorus Master	Councillor Jane Dowson (JD) Leeds City Council Rep	

**1 APOLOGIES**

All Trustees and Board members were present at the meeting.

**2 Minutes for meetings 17<sup>th</sup> June 2020**

The Minutes for the meeting 17<sup>th</sup> June 2020 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 GOVERNMENT GUIDANCE FOR THE PERFORMING ARTS issued July 2020**

HM Government issued advice/guidance relating to the Performing Arts on 13<sup>th</sup> July 2020. This set out a 5-stage road map to bring the arts back safely. (The Guidance had been downloaded from the DCMS website and circulated to Trustees before the meeting).

The Guidance makes it clear that “Non-professionals should currently not engage in singing or playing wind and brass instruments...” due to the potentially higher risk of transmission.

PR contacted David Hill regarding the discussions and his advice was circulated to Trustees. It is set out here as part of the record of the meeting:

*“Good to hear from you and that you are all thinking of how to resume in the autumn. Briefly, I am involved in a forum, alongside The Association of British Choral Directors, which will be meeting again this week. It has already gathered a lot of information and evidence from around the world as to how choirs and singers are trying to think ahead. Our government has commissioned (you have probably read) a group of scientists and doctors including Declan Costello - himself an ENT surgeon, pro singer, ex St John’s Cambridge and a friend of mine - who has just finished two weeks of intense experiments with pro and amateur singers under strict conditions in an operating theatre and are now writing up the results of the data. That will take time - Declan said in a text ‘a few weeks’ but one of his colleagues from SAGE said ‘several months’.*

*One thing is sure, until that the results are published and disseminated, I would suggest none of us can safely gather singers. The conclusions might be that singing is no more dangerous than people talking loudly, socially distanced, in a pub. Even so, a vaccine will be the passport for a safer environment to operate, and until that appears, those who are ‘of a particular age and with underlying medical issues’ would be well advised to stay away from rehearsal in rooms where the ventilation lacks the efficiency to change the air on a regular basis - ie. sophisticated air conditioning. That is not something we are used to and so the return of large choirs might take some considerable time.*

*Meanwhile, what can we do?*

- 1. Wait for the SAGE report*
- 2. Engage with the membership on zoom as frequently as possible with rehearsals and other possible events, including ‘pub gatherings’ - though they might be possible in smaller groups in real life*
- 3. Appeal to the members’ loyalty to LPS - I think the programme being offered will determine, to some degree, how members will respond*
- 4. Send out updates on how all this develops and I believe Joe is instrumental, as a singer himself, in communicating that. He can be in touch at any time.*
- 5. Maintain Joe’s role physically and financially as the person who can best keep things together. That is proving to be very important with regard to The Bach Choir.”*

There was a wide-ranging discussion regarding the Government’s guidance.

It was clear it does not provide advice encouraging to non-professional groups and therefore it was not possible to come to any conclusions regarding the way forward.

As a result it was not possible to move further forward with planning for the commencement of rehearsals in person.

**ACTION:** Further consider the response to the Covid Pandemic at the next meeting on 26<sup>th</sup> August 2020

## 6 RESPONSES FROM OTHER ORGANISATIONS

Anecdotal information was provided at the meeting.

The Huddersfield Choral Society have commissioned 2 “lock-down” commissions which will be rehearsed and recorded during the autumn using remote facilities. They do not have any indication as to when and how rehearsals in person may recommence, although the possibility of small-scale rehearsals with limited numbers is considered a way forward once the Government allows singing to recommence.

**Opera North** have cancelled their autumn season, although they are undertaking on-line activities.

**Leeds City Council** – have reopened the Town Hall for talks, with limited numbers.

**ACTION:** Ascertain from LICS how they may be proposing to move forward with the forthcoming concert season. (DL with Matthew Sims)

## 7 CONSIDERING OUR WAY FORWARD

### a. Scenarios

Currently no singing can take place. Discussion surrounded the possible use of scenarios to draw together the options and solutions for moving forward. Scenarios are likely to cover:

- Government gives the go ahead for singing to recommence in September/October. This would allow us to bring together the chorus for rehearsals and to present our concert in November and the Carols in December. (This is probably the least likely scenario).
- Government responds to the research by lifting singing restrictions from beginning of November. This would mean that our November concert cannot be given, but there is sufficient time for rehearsals for Carols. (This is a possibility, but whether group singing such as the Lord Mayor’s Carols or our own Christmas Carols with John Rutter could go ahead is very much an open question).
- Government allows singing to recommence from January.
- Restrictions are not lifted until April 2021.

The Board discussed the guidance and scenarios, but considered that it was not yet possible to determine the formal way forward. The need to keep the Members of the Chorus safe during the pandemic reflected the Duty of Care that we have.

### a. Finances including Subscriptions

The Treasurer had prepared a statement for the Board setting out a Break-even Budget for the Society. This looks at the implications of the continuing restrictions on rehearsing in person and the costs associated with the ZOOM sessions. This is attached as Appendix 2. He noted that the ongoing costs would result in the potential for Subscription Rates to be in the order of £130.00 in order to meet the costs.

The Board deferred consideration of the actual level of Subscription for Membership for 2020/21 of the Society to the meeting in August, following receipt of the views of Members to be sought in the Survey.

**ACTION:** Consider the level of Subscriptions for the Season 2020/21 at the meeting in August.

### **b. Keeping going with ZOOM over the Summer**

Discussions were undertaken regarding the ongoing use of ZOOM during, what would normally be, the summer break.

It was decided that it would be better to have the break and to resume getting together in the autumn. The keeping in touch emails would continue on a reduced basis over the summer.

## **8 SURVEY OF MEMBERS**

The Secretary had circulated a draft Survey of Members to ascertain the response of singing Members to the Covid 19 Pandemic and the ZOOM Sessions.

After some discussion it was agreed that the Survey would go ahead, with initial thoughts being that Survey Monkey would be a useful tool, reducing time needed for collation of results.

**ACTION:** Prepare Survey for release to members – using Survey Monkey.

## **9 PRESIDENT**

The sad news of the death of Dame Ingrid Roscoe (President of the Leeds Philharmonic Society) on 13<sup>th</sup> July 2020 had been shared with members of the Society. The Secretary informed the Board that the condolences of the Society had been sent to Dame Ingrid's Husband, Marshall and his family. A tribute was paid to Dame Ingrid and the thanks of the Society was recorded.

Discussions were had over the appointment of a successor, but the Board agreed not to take positive action until the Autumn.

**ACTION:** Consider the way forward for the appointment of a new President. First discussions to be held at the meeting in October 2020.

## **10 ANY OTHER BUSINESS**

RSS indicated that with the agreement of Leeds City Council the Schools Singing Competition had now been postponed until autumn 2021.

## **12. DATES OF NEXT MEETINGS**

All Wednesdays at 7.00pm using ZOOM unless otherwise agreed.

**26<sup>th</sup> August 2020;**

**28<sup>th</sup> October 2020;**

**6<sup>th</sup> January 2021;**

**3<sup>rd</sup> March 2021**

**21<sup>st</sup> April 2021;**

**ANNUAL GENERAL MEETING 29<sup>th</sup> May 2021.**

# APPENDICES

## Appendix 1: ACTION POINTS

### ANNEX TO MINUTES OF TRUSTEES MEETING 22<sup>nd</sup> July 2020

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

### ANNEX TO MINUTES OF TRUSTEES MEETING 17<sup>th</sup> 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
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 <sup>th</sup> August 2020		PR
7.1	ADD Review of Safeguarding Policy at 22 <sup>nd</sup> July meeting	Rolled over to 26 <sup>th</sup> August meeting	PR
8.1	Create <a href="mailto:outreach@leedsphil.com">outreach@leedsphil.com</a> email address	Done	PD

**ANNEX TO MINUTES OF TRUSTEES MEETING 22<sup>nd</sup> April 2020**

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

**ANNEX TO MINUTES OF TRUSTEES MEETING 18<sup>th</sup> March 2020**

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

**ANNEX TO MINUTES OF TRUSTEES MEETING 23<sup>rd</sup> October 2019**

<b>Minutes item</b>	<b>Action</b>	<b>Current Status</b>	<b>Owner</b>
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 28<sup>th</sup> August 2019**

<b>Minutes item</b>	<b>Action</b>	<b>Current Status</b>	<b>Owner</b>
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 24<sup>th</sup> April 2019**

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

**ANNEX TO MINUTES OF TRUSTEES MEETING 9<sup>th</sup> January 2019**

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

**ANNEX TO MINUTES OF TRUSTEES' MEETING, 12<sup>th</sup> September 2018**

<b>Minutes item</b>	<b>Action</b>	<b>Current Status</b>	<b>Owner</b>
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 Singing Competition had now been postponed until autumn 2021.	RSS

**APPENDIX 2: Treasurer's Report**

**Leeds Philharmonic Society (CIO) break even budget**

Income	18 - 19 season	Budget
Members fees	£22,000.00	£23,100.00
Gift Aid	£4,500.00	£4,500.00

Assuming Covid-19 restrictions continue

Friends	£1,100.00	£1,000.00		
Own promotions	-£4,000.00	£2,000.00		
Fundraising	£2,500.00	£2,500.00		
Costs				
Essential items				
Service fees -				
Accountancy	£1,800.00	£1,800.00	£1,800.00	
Insurance	£500.00	£500.00	£500.00	
Postage	£120.00	£150.00		
Website	£500.00	£500.00	£500.00	
Concert operations				
Rehearsal room hire	£4,700.00	£4,800.00	£0.00	
Music hire	£500.00	£500.00	£0.00	
Chorus master fees and expenses	£8,000.00	£8,000.00	£4,800.00	
Accompanist fees and expenses	£4,000.00	£4,000.00	£2,400.00	
Musical director retainer	£2,000.00	£2,000.00	£2,000.00	
LICS	£8,000.00	£8,000.00	£0.00	
Secondary items				
Marketing	£3,100.00	£3,000.00	£1,000.00	
Member's package (?)				
Figures in blue are "best guess" estimates from previous figures				
			Total	£13,000.00
Balance	-£7,120.00	-£150.00	£130.00	per member (100 full paying members)

## APPENDIX 3: Membership Manager's Report

No report was provided

## APPENDIX 4: Concert and Music Programme Manager's'

No written report was given

## APPENDIX 5: Marketing Manager Report

No report was provided.

## APPENDIX 6: Fund Raising Report

A spreadsheet of grant applications was submitted.

Target					£100,000.00
Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for
National Lottery	£10,000.00	On-line application	BS	TC	£10,000.00
Big National Lotter Corvid19 fund	£100,000.00	online	BS	TC	£100,000.00
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
Earl Fitzwilliam Charitable Trust					
Wades Charity					
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
The Wingate Foundation					
Arts Charities England					
PRS Foundation	£10,000.00	On-line application	BS	TC	£10,000.00
Angus Allnatt Charity Trust					
Tesco Grants					

Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for
Sir George Trust	£3,000.00	On-line application			£3,000.00
Charles Brotherton Trust					
Design It					
Aviva					
Charles S French Charitable Trust	£10,000.00		BS	TC	£10,000.00
<u>Ashley Family Foundation</u>					
Bramwell Trust					
ACE Fund					
ACE Fund					
<b>The Music Reprieval Trust</b>					
<b>The Brelms Trust CIO</b>	£5,000.00				£5,000.00
Rayne Foundation	£10,000.00				£10,000.00
Leeds Council and Making Music					
<b>Totals</b>	<b>£167,500.00</b>				<b>£167,500.00</b>

## APPENDIX 7: FRIENDS of the PHIL

No written report was provided.