

Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held via Zoom over the internet on Thursday 25th June 2020 at 7.00pm

Present:	Pearl Whiten	Chair	PW
	Sue Bubb	Vice Chair/Fund Raiser	SB
	Sue Breakwell	Treasurer	SBr
	Sandra Moss	Secretary	SM

1. **Apologies** - EM Membership Secretary

2. **Minutes** of the last meeting were proposed by SBr, seconded by PW and accepted as accurate. Minutes signed by SM for PW in view of COVID-19.

3. **Matters Arising**

a) Update **sound system**. This has now been purchased. PW has drafted a “Shared Ownership Agreement” and has sent a copy to John Brough the Chair of Anvil for their comments and input. John has taken this to his committee today and will contact Pearl after this. Ongoing. PW

b) Update on **Financial Controls** - a draft policy document has been sent to committee members. PW to ascertain whether or not the sound system should be included in a list of our fixed assets. PW

d) Update on **WhatsApp groups and 2 Facebook pages**. These have been continued for now. SM believes that Chris Darby monitors the Facebook pages, but will check. PW

SM

4. **Correspondence**

a) SBr has received the Auditor’s report; she will forward this to Diane Baker who will send it to the Charities Commission with the annual report. SBr to check if Diane B wants to continue being our link to the Charity Commission. SBr also mentioned that we have not had our receipts etc returned so she will contact the Auditor about this. PW requested a copy of the Conflict of Interest form complete because the Auditor is related by marriage. SBr

5. **Officer’s Reports.**

a) **Chairman’s Report** - see attached.
No further questions.

b) **Treasurer’s Report** - see attached
No further questions.

c) **Membership Secretary Report** - see attached

d) **PRO Report** - no report, position of PRO now vacant following the resignation of Michelle Mills-Porter.

e) **Fund Raiser’s Report** - see attached.
No further questions.

f) **Music Director’s report** - no report

However, RB had contacted PW to ask if the Chorus would be “covered by insurance” re COVID-19. PW has contacted Making Music, the insurance providers, who explained that there is no exclusion clause but that any Chorus member attempting to make a claim would have to prove negligence on the part of the Chorus. A robust risk assessment must be established.

6. **Virtual LABBS convention 2020**

LABBS would like all choruses to be involved e.g. diary/report/recording. Rita Hullands (LABBS Liaison Officer) will attend the rehearsal on Monday 29.06.20 with more information.

7. **Review of Conflict of Interest Policy** - This was unanimously agreed with no changes. SM to sign the central copy for PW in view of COVID-19. SM

8. **Review of Health & Safety Policy** - This was unanimously agreed with the following changes:-
(page 3 under First Aid) "... the First Aid kit and Accident Book are kept in a secured white filing cabinet in our locked cupboard at Grove Vale School." SM to make these changes and sign the central copy for PW in view of COVID-19 SM
9. **Review of Education Grants Policy** - This was unanimously agreed with no changes. SM to sign the central copy for PW in view of COVID-19. SM
10. **Review of Recruitment of Ex-Offenders Policy** - This was unanimously agreed with no changes. SM to sign the central copy for PW in view of COVID-19. SM
11. **Any Other Business** -
 - a) PW asked all members to watch out for information regarding COVID-19 and choirs/choruses.
12. **Date of Next Meeting** - Thursday 24th September 2020

PW closed the meeting at 20.15 p.m.