

## Birmingham Ladies Barbershop Harmony Club

Minutes of committee discussion meeting held via Zoom over the internet on Tuesday 17<sup>th</sup> November 2020 at 7.30pm

<b>Present:</b>	Pearl Whiten	Chair	PW
	Sue Bubb	Vice Chair, Fundraiser	SB
	Sue Breakwell	Treasurer	SBr
	Sandra Moss	Secretary	SM

Since this is a discussion meeting no Officers' Reports were required.

1. **Apologies** - Elaine Mobsby (no internet) and Rob Barber (family illness)

2. **Minutes** of the last meeting will be discussed at the next full committee meeting in January 2021.

### 3. Risk Assessment

Committee members had read the risk assessment and had no further additions to make. SM to send it to each chorus member with other documents for the AGM. SM

### 4. Pandemic Policy

- a) Committee members had read the policy and had no further comments to make. SM to send it to each chorus member with other documents for ratification at the AGM. SM
- b) A questionnaire re COVID-19 symptoms for members to respond to when attending in person rehearsals is to be completed by PW and SM. SM/PW

### 5. Policy for Internal Financial Controls.

- a) Committee members had read the policy and had no further comments to make. SM to send it to each chorus member with other documents for ratification at the AGM. SM
- b) SM asked to send this policy to Diane Baker (link to Charity Commission) and ask her if the section regarding Gift Aid reflects the work she does each year. If it does not she is to be asked to notify the committee so that this section can be amended. SM

### 6. Any Other Business -

- a) SM reported that she only has one Anvil Award badge remaining and asked if the logo on the badge was to be changed in view of the fact that we now have a new logo. PW asked that this matter be discussed at January's meeting.

12. **Date of Next Meeting** - Wednesday 20<sup>th</sup> January 2021 at 7 p.m.

PW closed the meeting at 20.30 p.m.