**Crystal Palace Band**

**Committee Meeting - Tuesday 19th November 2019**

**Present**: Richard Lovett, Rachel Bleach, Catherine Tinker, Bob Barnes, Ben Dowsett, Heather Pearse, David Charlesworth,

**Apologies**: Laura Channel, Dave Howell, Ben Ward, Mike Gray, Tom Whittaker.

**Actions arising from the meeting:**

**David Charlesworth**

* Source and install a key safe on Ben D’s house to keep a set of the museum keys.
* Speak to the Main Band about rehearsal etiquette.
* Speak to Chris and Carol about rehearsal arrangements for Jasper now he is no longer a puppy.
* Ensure Christmas Concert tasks are distributed and being actioned.

**Ben Ward**

* Start the refurbishment of current band instruments;
* Send the recording of the area test piece to the committee.

**Bob Barnes**

* Investigate having acoustic-improving cabinet covers made.
* Purchase a noise monitor for the band room - £150 spend limit.
* Look into other ear protection alternatives other than stand barriers.
* Speak to Richard Harber about opening up the museum on Wednesday’s for 6B.
* Speak to the Progress Band about rehearsal etiquette.

**Cath Tinker**

* Call chair supply company to request a sample chair.
* Contact Dianne to thank and decline her offer of playing for the band at St Christopher’s Hospice.
* Chase final Butlin’s payments.
* Organise Butlin’s meal.
* Speak to Chris and Carol about rehearsal arrangements for Jasper now he is no longer a puppy.

**Heather**

* Set up and lead the vulnerable adult and child protection steering group.

**Rachel Bleach**

* Send off Day Transfer request to Butlin’s for Alex

**Richard Lovett**

* Submit music expenses to David C

**Roger Morton**

* Update band job dates on the website.

**MATTERS ARRISING:**

Forthcoming Jobs, Contests and Concerts

* Richard said he is feeling the pressure of all the jobs we have over Christmas especially as he is the only bass player. Unfortunately, Rachel did not think we could cancel any at this late stage. Richard to ask David Mansfield if he can cover where needed.
* Hays Galleria Carols – Rachel suggested that we collect for Crisis for Christmas this year. This was agreed by the committee.
* Waterloo and St Christopher’s – Dianne has said that she is available for these jobs should we need her. The committee agreed that we already have enough cover for these jobs. Cath to contact Dianne.

**Membership**

* Rachel is registering Ambrose Gibbons, David Mansfield and John Holland for the Butlin’s contest.

**Finances**

* Subs up for Progress Band
* Concert fees down for Main Band

**Progress Band**

**6 o’clock brass (6B).**

* This group is going to run from 6.15 - 6.45 pm.
* Hywel Jones has agreed to take the new group. DBS checks are currently being done.
* If the committee is okay and the DBS check are completed in time, the group will start in January 2020.
* Richard Harber is going to send a message to both bands requesting help publicising it.
* 6B players will also stay for the first part of the PB rehearsal.
* The museum is happy for the band to run this and are considering how much they will charge us for the longer session.
* The intention is to charge 6B members (who don’t play for the PB) an amount per term (£15) with the first term being free.

**Key Holders**

* Museum can’t issue another set of keys due to insurance conditions.
* David suggested that we have a key safe attached to someone’s house near the museum where we store one set of keys. This would offer whoever needed the keys the ability to pick them up easily.
* Ben D offered to have the key safe on his house. David C to source and install.
* It is to be decided who have the other sets of keys.
* Richard Harber to be asked if he is okay to be a named key holder given that he is going to be opening up.

**Child and Vulnerable Adult Protection and DBS Issues**

* We need a process around the recruitment of ex-offenders.
* A member of the PB raised the issue of our child protection policy being extended to include vulnerable adults.
* Making Music have good templates around these issues.
* David C suggested setting up a steering group to review these templates and adapt them for our requirements.
* Bob suggested that we need a shared projection policy across the two bands. Bob also suggested that the child protection person who currently sits on the PB committee should sit on the main band committee.
* David and Bob suggested for the steering group - Andrew Rixon, Alison Charlesworth, Laura Channel and Heather Pearce. Heather to set up and lead the group.

**Butlin’s Contest, Skegness – January 2020**

* Accommodation booked and paid for. Final payments to be chased – Cath.
* Rehearsal venue booked at 7.45 am.
* Cost of sectionals in the church are adding up - £50 per rehearsal. Any further sectionals to be held in the museum and extra full band rehearsals at the church. David to send a note around about the costs of Butlins.
* Group Meal to be organised and booked – Cath.
* Rachel to send off the registrations and day transfer for Alex Batteson.

**Gig Logistics**

* Mike is spending time organising logistics around gigs. This should be spread more around the committee.
* PB have a process being developed and committee agreed it would be a good idea to adopt the same ideas.
* David suggested making this role a committee post. The committee agreed - to be actioned in the New Year.

**Band Room noise - Damage to hearing.**

* The amount of sound in the band room is sufficient that if a person playing within the band is exposed to loud sounds within the rest of their week (i.e. other rehearsals, noisy commutes, listening to loud music etc.) then they need to take action to protect their ears.
* Bob agreed to deliver the findings and some noise awareness training for both bands with timing of the training to be discussed at the next meeting.
* Thank you to Bob for doing the investigation.

**Rehearsal etiquette**

* Mobile phones, talking and giggling in rehearsal, talking when conductor is talking, starting at 8 pm and only 10-15 minutes break – David and Bob to have a chat to both bands about this.
* Animals in the band room – certain people within the band are finding having Jasper in the band room disruptive. David and Cath to speak to Chris and Carol about this.
* Clearing up afterwards – David to speak to band about the importance of everyone helping to clear up after rehearsals.

**Membership policy**

* How do we manage new members coming into the band and the position they play?
* How do we manage members moving seats within sections in the band?
* Can we have a policy where players have to audition for solos.
* Membership policy and seat allocation to be discussed at the next meeting.

**Christmas Concert**

* David has sent out a comprehensive list of jobs for the concert.
* Alison to do the raffle.

**Spring away day**

* Go away for the day – suggestion is to go to Wychcroft House near Redhill, Surrey.
* Morning session – discuss future of the band, afternoon session - rehearsal, evening - social.
* To be discussed at the next committee meeting

**Any other business –**none.

**Date for the next meeting** –agreed to meet while at Skegness in January.

**Thank you to Rachel for hosting.**