Danesborough Chorus Handbook

24 November 2020

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Governance

Constitution of Danesborough Chorus

Date of constitution: October 2019

1   Name

The name of the Charitable Incorporated Organisation ("**the CIO**") is Danesborough Chorus.

2   Location of principal office

The principal office of the CIO is in England.

3   Object

The object of the CIO is to educate the public and the members of the CIO (as defined in clause 9 below) in the arts and sciences, and in particular the art and science of music, in the presentation of concerts and other activities.

Nothing in this constitution shall authorise the property of the CIO to be used for purposes which are not charitable.

4   Powers

The CIO has power to do anything which is calculated to further its object or is conducive or incidental to doing so.

5   Application of income and property

(1)   The income and property of the CIO must be used solely towards the promotion of the objects.

    (a)   A charity trustee is entitled to be reimbursed from the property of the CIO or be paid out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

    (b)   A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2)   None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:

    (a)   a benefit from the CIO as a beneficiary of the CIO; or

    (b)   reasonable and proper remuneration for any goods or services supplied to the CIO.

    (3)   Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6   Benefits and payments to charity trustees and connected persons

(1)   General provisions

No charity trustee or connected person may:

    (a)   buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

    (b)   sell goods, services, or any interest in land to the CIO;

    (c)   be employed by, or receive any remuneration from, the CIO; or

    (d)   receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the prior written consent of the Charity Commission has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

(a) In general, a charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way. However, a charity trustee or connected person may receive a benefit from the CIO as a beneficiary provided that it is available generally to the beneficiaries of the CIO.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011. The musical director is entitled to be remunerated in accordance with the provision of the Charities Act 2011 and under the terms of a contract between the charity trustees and the musical director as amended and replaced from time to time.

(c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(d) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) In sub-clause (2) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company; and

(b) "connected person" includes any person within the definition set out in clause 30 (Interpretation).

7 Conflicts of interest and conflicts of loyalty

(1) A charity trustee shall:

(a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(b) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest might arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

(2)   Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8   Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9   Membership of the CIO

(1)   Admission of new members

Members of the CIO include Performing Members, Associate Members and Friends of the Society.

(a)   Performing Members shall:

(i)   provide such evidence of musical ability as the Musical Director may require;

(ii)   pay the annual subscription;

(iii)   agree to the terms of this Constitution; and

(iv)   attend at least 75% of the relevant rehearsals in order to take part in a concert (unless the Musical Director agrees otherwise).

(b)   Associate Members and Friends shall pay an annual amount at rates determined by the Committee.

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his or her agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

All members and potential members shall (subject to the various rights of membership) be treated equally regardless of their age, marriage or civil partnership status, race, religion or belief, sex, sexual orientation, class or socio-economic background, or of any disability, gender reassignment, pregnancy or maternity.

(2)   Admission procedure

The charity trustees:

(a)   may require applications for membership to be made in any reasonable way that they decide;

(b)   may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

(c)   shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal in writing to the Secretary within 21 days of receiving the decision; and

(d)   shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(3)   Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

(4) Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO and in accordance with this Constitution (as amended from time to time).

(5) Termination of membership

Membership of the CIO comes to an end if:

(a) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or

(b) the member sends a notice of resignation to the charity trustees; or

(c) the member has not complied with clause 9(6)(a); or

(d) the trustees have agreed to terminate the membership and have sent written confirmation of their decision and reasons to the person concerned.

(6) Membership fees

(a) Performing Members shall pay an annual subscription at a rate or rates proposed by the Committee and ratified by the majority of the members present at an annual general meeting or at a special general meeting. Subject to 6(b) below, the ratified full subscription shall be due and payable within two weeks of either:

  (i) in the case of new members, confirmation by the Musical Director that the evidence required in 9(a)(1)(i) above has been provided, whereupon the first subscription shall be paid pro-rata to the amount of time remaining in the current subscription period; or

  (ii) in the case of renewals of subscriptions, ratification in general meeting. The Committee shall be entitled to consider that any member whose subscription remains outstanding at 31 December in the year in which it is due no longer wishes to be a member, unless they have previously made alternative payment arrangements with the Treasurer, in which case their membership shall continue whilst they honour such arrangements.

(b) For any subscription period the Committee has the right to make a discount available for a short period after payment becomes due and to determine the date after which the full subscription shall become payable.

(c) A member who leaves the Society during the subscription year shall not be entitled to a pro-rata refund of their unused subscription unless:

  (i) they leave within one month of having paid it; or

  (ii) the Musical Director determines that they are no longer of a sufficient standard to participate in concerts of the Society.

(7) Membership

(a) The charity trustees may determine the rights and obligations of all members (including, subject to any other clause in this constitution, the payment of membership fees), and the conditions for admission to, and termination of membership of all classes of member.

(b) References in this constitution to "members" and "membership" in other clauses in this Constitution do not apply to Associate Members and Friends unless specified. Associate Members and Friends do not qualify as members for any

purpose under the Charities Acts, General Regulations or Dissolution Regulations and as such do not have power to vote at General Meetings.

10   Members' decisions

(1)   General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the CIO may be taken by vote at a general meeting as provided in sub-clause (2) of this clause.

(2)   Taking ordinary decisions by vote

Subject to sub-clause (3) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

(3)   Decisions that must be taken in a particular way

(a)   Any decision to remove a trustee must be taken in accordance with clause 15(2).

(b)   Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).

(c)   Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11   General meetings of members

(1)   Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the charity trustees' annual report, and must elect charity trustees as required under clause 13.

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2)   Calling general meetings

(a)   The charity trustees:

(i)   must call the AGM of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and

(ii)   may call any other general meeting of the members at any time.

(b)   The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

(i)   they receive a request to do so from at least 10% of the members of the CIO; and

(ii)   the request states the general nature of the business to be dealt with at the meeting and is authenticated by the member(s) making the request.

(c)   If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.

(d)   Any such request should include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e)   A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f)   Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g)   If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h)   A general meeting called in this way must be held not more than three months after the date when the members first requested the meeting.

(i)   The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3)   Notice of general meetings

(a)   The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days' notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b)   If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply if a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

(c)   The notice of any general meeting must:

    (i)   state the time and date of the meeting:

    (ii)   give the address at which the meeting is to take place;

    (iii)   give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting;

    (iv)   if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration; and

    (v)   include, with the notice for the AGM, the annual statement of accounts and charity trustees' annual report or, where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the CIO's website.

(d)   For those members who do not have access to the CIO's website, copies of the documents in (c) above shall be made available at normal rehearsals of the Performing Members for 14 days prior to the general meeting to which they relate.

(e)   It is the responsibility of any Performing Members who are not at any of the two rehearsals immediately prior to the general meeting and who do not have access to the CIO's website to notify the Chair or the Secretary and to provide an alternative means of receiving them. If they are to be received by post, proof

that an envelope containing a notice was properly addressed, prepaid and posted, or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(f)　The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4)　Chairing of general meetings

The person nominated as chair by the Members at the AGM shall, if present at the general meeting, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5)　Quorum at general meetings

(a)　No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b)　Subject to the following provisions, the quorum for general meetings shall be 25% of the members.

(c)　If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting shall be closed.

(d)　If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair shall adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e)　If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f)　If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the charity trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6)　Voting at general meetings

(a)　Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote.

(b)　A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present at the meeting.

(c)　A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d)　A poll may be taken:

(i)　at the meeting at which it was demanded; or

(ii)　at some other time and place specified by the chair; or

(iii) through the use of postal or electronic communications.

(e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.

(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12 Charity trustees

(1) Number of charity trustees

The management of the Society shall be in the hands of the charity trustees, who shall stand as members of the Committee. The Chair, the Secretary, the Treasurer**,** the Musical Director (ex-officio) and up to six other Performing Members ("**Ordinary Members**") shall comprise the **"Committee"**.

(2) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(3) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

(i) if he or she is under the age of 16 years; or

(ii) if he or she would automatically cease to hold office under the provisions of clause 15(1)(d).

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(e)   The minimum number of charity trustees shall be three. If the number falls below the minimum the remaining charity trustee(s) may only act to appoint a new charity trustee(s).

(4)   Ex-officio charity trustee

The Musical Director for the time being ("the office holder") shall automatically, by virtue of holding that office ("ex-officio"), be a charity trustee.

If unwilling to act as a charity trustee, the office holder may:

(a)   before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or

(b)   after accepting appointment as a charity trustee, resign under the provisions contained in clause 15 (Retirement and removal of charity trustees).

The office of ex-officio charity trustee will then remain vacant until the office holder ceases to hold office.

(5)   First charity trustees

The first charity trustees of the CIO are:

Chair: Tessa Cox; Treasurer: Peter Snelling; Secretary: Sian Rees

Musical Director (ex-officio): Ian Smith;

Ordinary Members: David Roberts; Susanne Minocha

Co-opted Member: Jeremy Hopkinson

13   Appointment of charity trustees

(1)   At every annual general meeting of the members of the CIO, the charity trustees shall retire from office but are eligible for re-election unless, in the case of Ordinary Members, they have served for three immediately preceding years and in the case of the Chair he or she has served for five immediately preceding years.

(2)   At every annual general meeting, the members of the CIO shall elect from the Performing Members a Chair, Treasurer and Secretary and up to six other members.

(3)   The Committee shall have the power to fill any vacancy which arises as a result of a Member leaving it, and the person elected shall have the same powers as their predecessor. Any vacancy so filled shall be effective until the next general meeting of the members.

(4)   The Committee may co-opt up to two additional Members at any time to serve until the next annual general meeting.

(5)   The choir accompanist shall be entitled to attend Committee and sub-committee meetings and participate in discussion (but shall not form part of the quorum or be able to vote) if they so choose.

14   Information for new charity trustees

The charity trustees shall make available to each new charity trustee, on or before his or her first appointment:

(a)   a copy of this constitution and any amendments made to it; and

(b)   a copy of the CIO's latest charity trustees' annual report and statement of accounts.

15 Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

    (a) retires by notifying the Chair of the CIO or Secretary in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

    (b) is absent without the permission of the other charity trustees from all their meetings held within a period of six months and they resolve that his or her office be vacated;

    (c) in the written opinion, given to the other charity trustees, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months;

    (d) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or

    (e) dies.

(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.

(3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

16 Reappointment of charity trustees

Subject to any other clause in this constitution to the contrary, any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

17 Taking of decisions by charity trustees

Any decision may be taken at a properly convened meeting of the charity trustees.

18 Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or sub-committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

    (a) a sub-committee may consist of two or more persons, but at least one member of each sub-committee must be a charity trustee;

    (b) the acts and proceedings of any sub-committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c)   the charity trustees shall from time to time and in any event not less than every three years review the arrangements which they have made for the delegation of their powers.

19   Meetings and proceedings of charity trustees

(1)   Calling meetings

(a)   Any charity trustee may call a meeting of the charity trustees by giving appropriate notice to all trustees.

(b)   Subject to that, the charity trustees shall decide how their meetings are to be called and what notice is required.

(2)   Chairing of meetings

The elected Chair shall, if present, chair their meetings. If the Chair is not present, the charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3)   Procedure at meetings

(a)   No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is four charity trustees (of whom one must be either the Chair, Treasurer or Musical Director) or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b)   Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c)   In the case of an equality of votes, the chair shall have a second or casting vote.

(4)   Participation in meetings by electronic means

(a)   A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

(b)   Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c)   Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20   Saving provisions

(1)   Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

(a)   who was disqualified from holding office;

(b)   who had previously retired or who had been obliged by the constitution to vacate office;

(c)   who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2)   Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, were it not for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21   Execution of documents

The CIO shall execute documents by signature of two charity trustees.

22   Use of electronic communications

(1)   General

The CIO shall comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a)   the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b)   any requirements to provide information to the Charity Commission in a particular form or manner.

(2)   To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purposes, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3)   By the CIO

(a)   Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b)   The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

    (i)   provide the members with the notice referred to in clause 11(3) (Notice of general meetings);

    (ii)   give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); and

    (iii)   submit any proposal to the members or charity trustees for decision in accordance with the CIO's powers under clause 10 (Members' decisions).

(c)   The charity trustees must:

    (i)   take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and

    (ii)   provide any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23   Keeping of registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

24   Minutes

The charity trustees must keep minutes of all:

(1)   appointments of members of the Committee made by the charity trustees;

(2)   proceedings at general meetings of the CIO;

(3)   meetings of the charity trustees and committees of charity trustees including:

   (a)   the names of the trustees present at the meeting;

   (b)   the decisions made at the meetings; and

   (c)   where appropriate the reasons for the decisions;

(4)   decisions made by the charity trustees otherwise than in meetings.

25   Accounting records, accounts, annual reports and returns, register maintenance

(1)   The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2)   The charity trustees must comply with their obligation to inform the Charity Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

(3)   The charity trustees must satisfy themselves that the statement of accounts presented to the Members at their Annual General Meeting have been independently examined as a true and fair view of the financial position of the CIO as at the date of its financial year end.

26   Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27   Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28   Amendment of constitution

(1)   As provided by clauses 224-227 of the Charities Act 2011, this constitution can only be amended:

   (a)   by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.

(2) Any alteration of clause 3 (Objects), clause 9 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of any resolution altering this constitution, together with a copy of the CIO's constitution as amended, must be sent to the Charity Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

29 Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied;

(b) if the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied; and

(c) in either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Charity Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not aware of the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30 Interpretation

In this constitution:

"**connected person**" means:

(a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within subclause (a) or (b) above;

(d) an institution which is controlled:

    (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

    (ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which:

    (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

    (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 applies for the purposes of interpreting the terms used in this constitution.

"**General Regulations**" means the Charitable Incorporated Organisations (General) Regulations 2012.

"**Dissolution Regulations**" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The "**Communications Provisions**" means the Communications Provisions in the General Regulations.

"**charity trustee**" means a charity trustee of the CIO.

Committee Terms of Reference

1   To ensure the efficient administration of arrangements for presenting concerts.

2   To ensure that the choir's finances are sound, taking advice from the Treasurer.

3   To consider fund raising and to have overall responsibility for schemes to increase funds (e.g. Friends of the Danesborough Chorus).

4   To be responsible for expenditure, both on concert costs and essential items.

5   To discuss programming of concerts, as advised by the Director of Music and the Programme Committee.

6   To have overall responsibility for publicity and promotion.

7   To steer the strategic direction of the choir.

8   To consider how best to recruitment new members and to ensure their integration into the choir (for example, via the Membership Secretary and voice representatives).

9   To consider such opportunities as might arise for the choir from time to time, outside the normal concerts schedule.

10   Such other matters as may be referred to the Committee by the Musical Director or from the Annual General Meeting.

Membership

- Chair of the Danesborough Chorus (who shall also be Chair of the Committee)
- Secretary
- Treasurer
- Musical Director (ex-officio)
- Four other members, elected at the AGM
- Up to two co-opted members

Members hold office for one year and are eligible for re-election, excepting that no person shall serve as an ordinary member for more than three consecutive years and no person shall serve as the Chair for more than five consecutive years. The Committee may co-opt up to two additional members at any time to serve until the next Annual General Meeting.

Modus Operandi

The Committee shall meet as and when required, but normally at least four times a year, once one month before the forthcoming concert and once after the November concert.

Information for trustees

[The essential trustee: what you need to know, what you need to do (CC3)](#)
[The essential trustee: six main duties](#)
[Duties of charity trustees](#)

Programming Sub-Committee

Membership

Membership of the Sub-Committee comprises a Chair appointed by the Committee, the Musical Director, the Choir Accompanist and the Treasurer (all three ex officio), plus two other choir members appointed by the Committee. The Chair and the two appointed choir members serve until the Committee chooses to make one or more replacements, or one or more of them resigns or leaves the choir.

Responsibilities

(a) To propose programmes, dates and venues for future concerts to the Choir Committee.

(b) To monitor arrangements for agreed programmes and, in the event of changed circumstances, to propose any changes deemed necessary.

Mode of operation

In discussing and agreeing programmes to propose to the Committee, account should be taken of the following aims, principles and mode of operation:

- Aim for a variety of musical periods, styles and accompanying forces for each season within budgetary constraints.

- Aim for a mix of well known and lesser known works over each season within budgetary constraints.

- Choose a range of works that (a) are likely to prove attractive to a wide audience and (b) will challenge, stimulate, and give enjoyment to choir members in rehearsal and performance, taking account of existing membership numbers and current musical abilities as a group.

- Propose concert venues based on hire cost, location, acoustic factors, feasibility of accommodating choir with or without staging, audience capacity, local car parking facilities and any other relevant factors.

- Take account of the need to at least balance the accounts (and preferably achieve a surplus) over a rolling three-year period.

Communications Sub-Committee

- One member of the main committee + those members responsible for production of the concert flyer, concert programme, press release, letter/email to concert-goers, email to Friends of the Danesborough Chorus, bookmark promoting future concerts.

- Meet once a year, usually before the April/May meeting of the main committee.

Responsibilities

- Responsible for keeping under review:
    - ways to promote future concerts
    - ways to promote the choir for hire (weddings, funerals and other occasions)
    - ways to recruit new members
    - promotion of special events (eg, 40th anniversary of the choir)
    - effectiveness of website and social media

- Vehicles for communication include website, newsletter, facebook, twitter, flyers, press releases, concert programmes, posters, attendance at events such as Leighton Buzzard Arts Forum. See table on next page

- Make recommendations for the main committee to consider at its next meeting.

- Report to the main committee on a regular basis.

Communications: campaigns, audiences, vehicles

Campaigns	Promoting next concert and selling tickets	Recruiting new members	Raising the profile of the Danesborough Chorus	What would you like us to sing at next concert?	Would you like a choir to sing at your wedding?			
Target audiences								
Current members	✓	✓	✓	✓				
Individuals in (future) concert audiences	✓				✓			
Past members	✓							
Friends of the Danesborough Chorus	✓			✓				
Mailing list subscribers	✓			✓				
General public	✓	✓	✓	✓	✓			
Potential new members	✓	✓	✓	✓				
Additional singers for larger-scale works		✓						
Couples planning a wedding			✓		✓			
Local parish churches			✓		✓			
Local bridal shops			✓		✓			
How to reach target audiences/Vehicles for communication								
Peter's weekly email newsletter	✓	✓	✓	✓	✓			
Concert programme		✓	✓	✓	✓			
Posters and flyers (shops, cars, businesses, individuals)	✓		✓		✓			
Press releases	✓		✓					
Tickets (use reverse eg, What would you like us to sing next?)	✓			✓				
Danesborough website	✓	✓	✓	✓	✓			
Local library displays (North Bucks, Bedfordshire)	✓	✓	✓					
Local press	✓		✓					
Local radio			✓					
Local choirs, orchestras and music groups	✓	✓	✓					
Social media: Facebook and Twitter	✓	✓	✓		✓			
Instagram			✓		✓			
Links from other websites to www.danesborough.org.uk								
Bulk emails (MailChimp)	✓		✓					
Letter	✓		✓					
Email	✓	✓	✓					
Attend a wedding show			✓		✓			

			✓					
Adverts to promote Danesborough Chorus			✓					
Sponsorship			✓					
Third parties pay to advertise through Danesborough			✓					
Carol singing		✓	✓					
Photos			✓		✓			
Book marks		✓	✓					
Business cards		✓						
MK Theatre brochure	✓		✓					

Guidance on concert dress

As a choir we aim to create a good image as well as a good sound. The following notes set out our concert dress.

Concerts

Men

- Black dinner jacket and trousers
- Black, open-neck shirt, no tie
- Black shoes with black socks
- Black cummerbund (if worn)

Women

- Black skirt – full length, to ankle/top of foot; or smart black trousers, evening style.

- Black top – long or ¾ length sleeves, but not short sleeves. An 'evening' top, i.e. something that feels dressed up or elegant. It doesn't have to be a blouse with collar or buttons. Top may be worn tucked in or outside as an over-blouse or tunic. Please check your top is plain black, without coloured decoration or print, though black decoration, e.g. beading, is fine.

- Instead of a skirt and top you may wear a black dress, full length (to ankle) with long or ¾ length sleeves. Black decoration is OK.

- Black belt (if required) with unobtrusive buckle.

- Black handbag – as small as possible.

- Black shoes, black tights.

- Jackets and shawls may only be worn off stage.

- Jewellery should be minimal and unobtrusive.

If in doubt about what to wear, members should check with the Membership Secretary.

Weddings and other occasions

Men

- Lounge suit, white shirt and tie

Women

- Black top with black skirt or trousers. The skirt/trousers should look smart but don't have to be full-length or evening trousers.
- On some occasions such as Christmas, ladies may wear a 'touch of red'; a brooch, belt or scarf to add a festive feel.

Members unable to sing in forthcoming concert

Members who are unable to sing in the next concert are asked not to attend the last three Wednesday evening rehearsals. This enables Ian to get a feel for the balance of the concert choir well before the dress rehearsal.

Roles and responsibilities

Chair (last updated 14 05 15)

Main duties

- Working with the Committee, set the long-term strategy for the Chorus, having consulted members of the choir.
- Ensure that the Committee has regard to the legislative and regulatory requirements as they relate to the activity of the choir, and its status a charity.
- Ensure appropriate procedures are in place so that Chorus activity is effectively planned and executed, including ticket sales, publicity and marketing.
- Working with the Musical Director, ensure programme proposals for future seasons' concerts are drawn up by the Music Programming Group in a timely manner for approval by the Committee.
- Working with the Committee, ensure that arrangements are in place for the management of each concert.
- Ensure regular and appropriate consultation and communication with Chorus members.
- Ensure appropriate liaison and communication with partner organisations—MK Chorale, MK City Orchestra, MK Theatre; and represent the choir to other external organisations.
- Ensure regular and appropriate liaison with the Musical Director and Committee members and Officers and members with specific responsibilities; and provide support and direction as appropriate.

Other duties

- Take executive actions on behalf of the Committee as necessary, and take appropriate action in response to any urgent situations that may arise.
- Prepare the agenda for Committee meetings and chair Committee meetings and the AGM.
- Prepare the annual return to the Charity Commission by the due date and provide to the Commission any other information that may be required.
- Initiate/submit grant applications or applications for sponsorship.
- Make announcements at rehearsals.
- Act as a key holder for the rehearsal venue.

Essential skills and attributes

- Good communication (written and oral)
- Good meeting management
- Ability to meet deadlines and mange implementation
- Managing people

Desirable skills

- Strategic planning
- Managing change
- Managing projects

Treasurer

Ongoing

- Maintain the society's accounts; bookkeeping.
- Receive bank statements and reconcile.
- Bank all received income.
- Pay all invoices; cheques need two authorised signatures.
- Arrange for new signatories when required.
- Update management accounts with revised estimates as season progresses.
- Report financial position to committee (as trustees) regularly.
- Prepare annual accounts for auditor.
- Present annual accounts to the AGM for approval.

Weekly

- Collect cash for coffee after each rehearsal.
- Receive any cash collected for score hire and sale of music.
- Receive ticket sales cash/cheques from box office (check it agrees with amount stated).
- Enter all above into accounts.
- Receive subscription cheques.
- Bank cash/cheques regularly.
- Collect any monies received for occasional "sales".
- Reconcile petty cash to books.

Subscriptions

- Determine subs level as part of budget process to be agreed by committee.
- Maintain list of members and date sub paid (and amount).
- Chase up late payers.
- Collect subs from members joining during the year (pro-rata).
- Provide Gift Aid secretary with a list of members and subs paid with dates (May).
- Pass any Gift Aid forms to GA secretary.

Budgets

- Prepare draft budget for following season (usually by April).
- Request orchestra quotes via Musical Director.
- Request soloist fees via Secretary.
- Present draft budget to committee for approval/amendment.
- Finalise budget by end of July.
- Look ahead to following year if possible.

Friends of the Danesborough Chorus

- Maintain list of amounts received and dates.

- Supply list to Gift Aid secretary at same time as membership detail.
- Receive new patrons standing order forms from Friends secretary, copy for records and pass original to their bank.
- Monitor to ensure payment received.
- Inform Friends secretary of any Friends who cease to make payments.

Concerts

- NB Well in advance, ensure there are enough cheques available for the concert fees; if not order new cheque book(s) in good time and do not rely on one coming through.
- Prepare cheques for Ian and John for the term and concert.
- Prepare cheques for any soloists (fees from secretary).
- Receive MKCO fee list from their fixer and prepare cheques and envelopes.
- Get second signature on all cheques in advance.

On the day

- Take prepared cheques; pass soloist cheques to Ian (assuming no late changes).
- Contact orchestra fixer at start or at interval to ascertain any orchestra personnel or fee changes; if so prepare new cheques, get signed and do envelopes.
- Pass final orchestra cheques to fixer to distribute.
- Adjust orchestra list if necessary for accounts.
- If progammes are charged for, arrange selling to choir(s) and collect cash.

Front-of-house

- Arrange for two people to man the ticket desk and door.
- Arrange volunteers for programmes and ushers.
- Provide a float for door sales.
- Collect door cash after concert.
- Take away spare programmes.
- If programmes are charged for, arrange selling to audience and collect cash.

Church preparation

- Take seat labels (old tickets), seat plan, blutac, black marker pen.
- Set out extra seating and label rows.
- Ensure pews are clear of any clutter.
- Put out chairs for first-aiders.
- Put out table and chairs for ticket desk.

Secretary

- Call annual general meeting (issue notice and agenda, arrange for minutes to be taken).

- Ensure that Danesborough Chorus committee members are appointed as provided in the constitution.

- Maintain list of committee members and terms of office.

- Maintain the committee's terms and conditions and modus operandi.

- Advise on issues relating to the constitution.

External liaison (or Chair's role?)

- Liaise with outside bodies including MK Chorale to ensure exchange of information about concert planning for joint concert and concert programming to avoid programme clashes.

General administration

- General correspondence.

- Book Aspley Guise village hall for rehearsals. Book any other rehearsal venues if necessary.

- Submit Performing Rights Society returns as required.

- Making Music representative. Advertise our concerts on the events page of the Making Music website.

- Book St. John's Ambulance for concert venues, preferably six months in advance.

Aspley Guise Village Hall

- You will also need to confirm with Aspley Guise Village Hall (usually in July/August of each year) that we still require the hall on Wednesday evenings for rehearsals from 7.30. The current contact person is Gill Houghton (email: gill@vrl.co.uk). You should also inform Gill if, for any reason, the hall is not required for a particular evening.

AGM

- Arrangements for the AGM are governed by the Constitution (Appendix D) which says: "Within six weeks of the end of each financial year the members of the Society shall be summoned to an Annual General Meeting of which at least fourteen days' notice in writing shall have been given."

- The financial year ends on 31st August so the latest date that the AGM can be held is the second week in October. Normally, it is the first week in October (always on a Wednesday).

- In September, discuss AGM with Chair, update list of those who have served on the Committee to check eligibility rules, prepare agenda and circulate papers (notice of meeting, agenda and minutes of last meeting).

- The papers to be circulated are the Notice of AGM (template at Appendix E) the Agenda (template at Appendix F) and minutes of the last meeting. These should be emailed to members at least two weeks before the AGM. The papers should also be put on the website and members should be informed of where to find them on the

website. (Peter Snelling will send the email on request.) It is probably sufficient to print around 25 copies if people are encouraged to print off their own either from the website or from the documents emailed to them. The Treasurer's report is normally made available at the meeting.

- The Constitution also governs eligibility for membership of the Committee, limiting the holder of the Chair to a maximum of 5 years and ordinary members to a maximum of 3 years (i.e. a break of at least one year must be taken before eligibility is restored). A spreadsheet showing membership of the Committee since 2012 is attached at Appendix G. At present, nominations can be received prior to the meeting or at the meeting.

Performing Rights Returns

- If works performed are still in copyright, a return will need to be sent to Making Music for the Performing Rights Society.

- After each concert requiring a return, download and complete a slip from www.makingmusic.org.uk/prs (sample attached as Appendix H).

- Complete this for each relevant performance (you will need to ask the Treasurer the number of tickets sold) and, at the end of the year, send to:

- Making Music
  8 Holyrood Street
  London SE1 2EL

  together with a copy of the programme for each concert.

- Do not send in returns during the year. They should be submitted altogether in November.

Updated: 04.10.19

Contracts

- Inform librarian of concert programmes.
- Inform web master of names of soloists

Concert planning

- Book venue for performance and rehearsal. Obtain written confirmation (email).
- Book orchestra. Obtain written confirmation (email).
- Book soloists (liaise with Ian). Negotiate fee within budget. Notify treasurer of agreed fees.
- Issue contracts to soloists and orchestra. Include edition to be used if necessary.
- Hire any additional instruments required (ie, piano, organ). Arrange delivery and collection thereof.
- Hire additional chairs required for joint concert in MK Theatre. Arrange delivery and collection thereof.
- Circulate proforma five months prior to concert. Send to committee and all concerned with publicity.

Concert management

- Contact soloists two months before concert re biographies, photographs and concert arrangements
- Contact soloists re complimentary tickets (2 each).
- Check on travel arrangements for soloists. Arrange collection from station if required.
- Order and collect bouquets if required.
- Purchase wine and wine bags if required – liaise with Peter Snelling
- Confirm access to Woburn Church – usually 09:30 on concert day.
- Contact soloists 1-2 weeks prior to concert with final arrangements.

Performers

Approximately 5 to 6 months before a performance, ask the Director of Music for the names of the soloists and instrumentalists. (The latter may be individual performers or orchestras, usually the Milton Keynes City Orchestra.)

Discuss with the Director of Music and the Treasurer the fees to be paid. (We often use the same people so reference back to the fees from previous performances can be helpful.)

Where a performer is being employed directly, draw up a contract using the template at appendix A. This can then be posted or scanned and emailed. Where an agency is being used, you will receive a contract from them for signature and return.

The template contract for Milton Keynes City Orchestra is attached as appendix B.

Once the contract is signed, inform the Treasurer of the fee in order that the performers can be correctly paid. (The fee should be that agreed by the Treasurer as being within budget.)

Approximately 3 months before the performance, ask performers to provide the Programme Coordinator (currently Yvonne Ashmore) with a biography (maximum 300 words) and current photo. Liaise with the Programme Coordinator to ensure that these are received.

Ask performers whether they wish to use the two complimentary tickets to which they are entitled. Keep the Tickets Secretary informed (currently Eleanor Pettigrew).

Liaise with Treasurer (who will provide wine) about presentations to soloists, arranging bouquets for female soloists if they do not want wine.

If requested, try to arrange assistance with travel arrangements (e.g. lifts from MK or Bedford Station).

Contact performers one or two weeks prior to the concert to confirm arrangements.

Pro-formas

The Pro-forma gives information about forthcoming concerts so that all members of the committee, and those involved with publicity, are aware. An example is attached at Appendix C.

The first draft should be drawn up and circulated to the committee for comment approximately 5 months before the concert. Discussions will take place (e.g. about ticket prices) and once a final version of the pro-forma is reached a copy should be sent to Sheila Edwards (press releases), David Roberts and Helen Richards (Publicity Team) Jenny Harris (Website administrator) and Yvonne Ashmore (Programme Co-ordinator) in good time for them to note any changes.

Instrument hire

The normal instruments hired are pianos and organs.

At least five months before the performance, check with the Director of Music and Treasurer about requirements for and costs of instrument hire. Such hires will have been discussed at a Committee Meeting and an agreed provider identified, usually by the Concert Manager (David Roberts).

Contact the agreed provider to confirm the fee and arrangements for collection and delivery (and tuning, where necessary).

Chair hire

Contact the Concert Manager (currently David Roberts) to see whether chairs are needed. Two months' notice is sufficient. Chairs are normally hired from McGees (UK) Ltd (email: enquiries@mcgeesuk.co.uk, phone 01604 675577, website: www.mcgeesuk.co.uk)

Inform the Treasurer of the cost.

Venue hire

Woburn Parish Church

The spring and summer concerts (normally March and June) are usually held at St Mary's Church, Park Street, Woburn (Woburn Parish Church). Dates are discussed at committee in good time for the booking to be made, generally two years ahead. This is because, particularly in the summer, the church is in demand for weddings.

An email requesting dates should be sent to XXX XXX at the church (XXX@YYY.co.uk) copied to John Miller, who does the wedding bookings (chilterng@gmail.com).

MK Theatre

The other main venue is Milton Keynes Theatre, which we use every two years for our joint concert with Milton Keynes Chorale in November. Again, the theatre needs to be booked some two years in advance but negotiations are usually dealt with by the Director of Music, Treasurer and Concert Manager. You may be asked to write to the General Manager at the Theatre to confirm the agreement.

Others

Other venues may be booked ad hoc by other members of the Committee, at the request of the Committee e.g. Hockliffe Street Baptist Church, Leighton Buzzard and the Grove Theatre, Dunstable.

Schedule of business throughout the year

Monthly	• Check arrangements are in place for forthcoming concerts:
	   – contracts finalised with performers and no outstanding matters
	   – instruments hired if needed
	   – chairs hired if needed
		•

Twice-yearly (January and June)	Confirm the dates and programmes of concerts for the next two years with Milton Keynes Chorale (currently the Secretary, Janet Spencer, email jms3@btinternet.com, tel: 01908 XXXXXX	
January	• Start pro forma for June concert	•
March	• Around 2 weeks before March concert, order bouquets for female soloists, if required. • Check numbers of tickets sold with Treasurer.	•
June	• Around 2 weeks before June concert, order bouquets for female soloists, if required. • Check numbers of tickets sold with Treasurer. • Start pro-forma for November concert (except when this is a Milton Keynes Chorale year)	•
October	• Start pro forma for March concert • Attend AGM.	•
November	• Around 2 weeks before November concert, order bouquets for female soloists, if required. • Check numbers of tickets sold with Treasurer.	•

Occasions Secretary

- Communicate with the bride and groom.
- Find out date, time, venue and choice of music.
- Request £50 deposit to be paid directly into Danesborough account.
- If they have no idea regarding music, offer ideas including YouTube videos so that they can listen and choose from our repertoire
- Contact Peter Snelling who puts out a request for singers.
- Nearer the date, ask for a copy of their order of service to be sure we have the same hymn words. At this time, ask the bride and groom to add 'Members of Danesborough Chorus' to the order of service.
- A month before the wedding, ask for the final payment.
- Ask bride and groom if, after the wedding, they'd be willing to give us a photo for use in publicity and/or on Danesborough's website.
- Collect the required music from the store (kept at my home) and take it to Peter or whoever is conducting on the day.
- After the wedding, contact the bride and groom wishing them well and enquiring if they were happy with our service.
- Collect the used music and put it back in the store.
- Organise and catalogue all our wedding/funeral music copies held by Peter Snelling and Ian Smith.

Occasions Coordinator

Weddings

- Liaise with Occasions Secretary who has primary contact role.
- Only accept dates that fit with other choir commitments.
- Email members for availability.
- Ensure somebody available to organise on the day and lead the singing.
- Organise sign-up sheets for rehearsals; edit to add those responding to email.
- If contact has come direct, ask for £50 deposit as confirmation of booking (only for weddings).
- Agree wedding music through Occasions Secretary; music must be available, and choice must be within the capacity of the volunteers for that event.
- If necessary (usually is) arrange to rehearse on the Wednesday before the event.
- Arrange rehearsal time on the day with the organist.

On the day

- Ensure all music is available for the rehearsal.
- Make sure words of hymns on hymn sheets are identical to those order of service.
- Take spare folders.
- Try not to rehearse after a few guests have arrived for the service.
- Collect music after service and ensure choir stalls are left tidy.

Funerals

- Contact from funeral director or church.
- Email members for availability; urgent replies needed.
- Accept if practical; agree fee.
- Ensure somebody available to organise on the day and lead the singing.
- Music must be straightforward as usually rehearsal only possible on the day.

On the day

- Ensure all music is available for the rehearsal.
- Take spare folders.
- Try not to rehearse after a few guests have arrived for the service; more difficult if many guests seem to arrive very early.
- Collect music after service and ensure choir stalls are left tidy.

Concert Management

Before concert

- Arrange hire of any additional instruments required (e.g. piano, organ)
- Book hire van
- Arrange for loan of chairs (currently from Linslade Middle School)
- Organize team of helpers for Friday, Saturday and Sunday
- Obtain choir numbers singing for each voice (separately for first and seconds)
- Draw up choir seating plan
- Prepare labels for choir seating
- Arrange for orchestra tea
- Collect podium from Aspley Guise Village Hall

Concert weekend: Friday

- Collect hire van from Vernons and load podium
- Collect plastic chairs from Linslade Middle School
- Collect staging, red chairs and lighting from storage
- Drive loaded van to overnight location (currently outside 3 Rock Lane)

Concert weekend: Saturday

- Drive van to Woburn
- Supervise unloading of van
- Supervise setting up of church and erection of staging
- Liaise with Lighting Manager to ensure lighting is erected as required
- Label choir seats
- Oversee delivery of any hired instruments (e.g. piano, organ)
- Supervise get-out of church and loading of van
- Oversee collection of any hired instruments (e.g. piano, organ)
- Ensure church is restored to normal

Concert weekend: Sunday

- Return plastic chairs to Linslade Middle School (currently early on Monday morning)
- Return staging, red chairs and lighting to storage
- Unload podium for return to Aspley Guise Village Hall
- Return van to Vernons

Before concert

- Arrange hire of any additional instruments required (e.g. piano, organ)
- Liaise with Grove Theatre technical staff re requirements, including stage layout plan, lighting, delivery of any hired instruments (e.g. piano, organ)

- Organize helpers for concert day
- Obtain choir numbers singing for each voice (separately for first and seconds)
- Draw up choir seating plan
- Prepare labels for choir seating
- Prepare sign in/sign out sheets for stage door
- Arrange for orchestra tea

Concert weekend: Saturday

- Supervise setting out of stage (erection of platform)
- Assist with setting out choir chairs
- Label choir seats
- Oversee delivery of any hired instruments (e.g. piano, organ)
- Oversee collection of any hired instruments (e.g. piano, organ)

Milton Keynes Theatre

Before concert

- Arrange hire of any additional instruments required (e.g. piano, organ)
- Arrange hire of extra choir chairs
- Liaise with MK Theatre technical staff re requirements, including stage layout plan, lighting, risk assessment, delivery of any hired instruments (e.g. piano, organ)
- Obtain Danesborough numbers singing for each voice (separately for first and seconds)
- Liaise with MK Chorale to obtain their numbers singing for each voice (separately for first and seconds)
- Draw up choir seating plan
- Prepare labels for choir seating
- Prepare sign in/sign out sheets for stage door
- Arrange for orchestra tea
- Organize helpers for concert day

Concert weekend: Sunday

- Check setting out of stage platform
- Oversee delivery of hired chairs
- Organize setting out choir chairs
- Label choir seats
- Oversee delivery of any hired instruments (e.g. piano, organ)
- Oversee collection of any hired instruments (e.g. piano, organ)
- Oversee collection of hired chairs

Concert seating

- Liaise with Ian about how choir seating will be arranged. Is there an orchestra to consider? Are the soloists separate from the choir? Are there 2 choirs within Danesborough? Where are the male voices going to sit? Are we sharing the concert with another choir?
- Find the usual seating plan for the venue.
- Ask choir if anyone has special seating (usually medical) needs.
- Two weeks before concert - Make approximate seating plan, matching seats to voice part numbers.
- One week before concert - Share choir seating plan with Ian as he may suggest changes.
- Adjust choir seating plan if necessary.
- Put out voice part labels on choir seats

Add details of venues, dimensions of seating areas, dimensions of chairs, numbers of chairs available, previous seating layouts,

Ticket sales

- Get a seating plan for the venue from David/Helen
- Get ticket prices (normally agreed by committee)
- Get tickets (from Helen)
- Agree (with Helen), create and print order forms (name, contact details, seat numbers, amount paid)
- Sell tickets at rehearsals
- Process ticket orders received by letter and phone to number given on flyers
- Process "Friends of Danesborough Chorus" order forms
- Cross off sold seats on plan
- Sort out number of complimentary tickets and who needs them; keep till wanted.
- Keep a record of who has bought which seats (using order forms)
- Hand over tickets that have been paid for; or clip tickets to order forms until money has been received
- Bank money with treasurer on a regular basis and keep a record of what has been handed over
- Keep a record of number of tickets sold and amount raised
- Chase those who have ordered tickets but not paid
- Announce last date for ordering/buying tickets at rehearsal
- Put into named envelopes tickets for all those who have ordered but want to pay on the door
- Give money and remaining tickets to Peter to sell on the door
- Analyse ticket sales: how many members sold; where other sales came from; how many tickets; and at what prices?

- **Ticket pricing**: the committee or Peter
- **Ticket numbering**: David and/or Helen
- **Ticket printing**: Helen
- **Ticket sales**: Beverley, Barbara, Gerry, Jane Gibbs

Concert marketing and publicity

Woburn Concerts

Non-marketing and publicity activities are in blue

Timing	Activity	Who?	Activity area
-104 weeks	Book venue	Secretary	Venue
-22 weeks	Circulate proforma (details, incl soloists and timeline for concert)	Secretary	Management
-17 weeks	Book library displays	Helen Richards	Displays
-17 weeks	Prepare ticket files	Helen Macario	Tickets
-17 weeks	Prepare and print ticket order forms (ensure Eleanor's contact details are correct)	Jenny	Tickets
-15 weeks	Start poster and flyer design	David	Posters/flyers
-14 weeks	Print tickets	Helen Macario	Tickets
-13 weeks	Sort tickets	Helen Macario	Tickets
-12 weeks	Give rate cards to the advertising team	Yvonne	Advertisements
-12 weeks	Print posters and flyers (takes two weeks)	?	Posters/flyers
-12 weeks	Tickets to box office (in readiness for Friends' orders)	Helen Macario	Tickets
-12 weeks	Draft news release based on flyer	Sheila	Press release
-11 weeks	Prepare and mail letter to Friends	Yvonne	Patrons
-10 weeks	Flyers and posters available for distribution	?	Posters/flyers
-10 weeks	Draft concert-goers letter based on Friends' letter	Judy	Mail List
-10 weeks	Begin issue of news release to publications	Sheila	Press release
-9 weeks	Finalise, print and send letter to concert-goers	Jenny	Mail List
-8 weeks	Send out Mailchimp version of concert-goers letter	Jenny/Jenni Ferrans	email list
-8 weeks	Box office opens	Eleanor & Gerry	Tickets

Timing	Activity	Who?	Activity area
-6 weeks	Put up library displays and arrange delivery of posters and flyers to all Beds and North Bucks libraries and other relevant organisations	Helen Richard	Displays
-4 weeks	Write programme notes	David/Yvonne coordinate, and usually invite Stuart Brown to write the notes	Programme
-3 weeks	Provide ad artwork & list of advertisers to David	Yvonne	Advertisements
-3 weeks	Soloist biographies and photos	Secretary	Programme
-3 weeks	List of choir singers confirmed & given to Yvonne	Carol	Programme
-2 weeks	Forward finalised list of choir singers to David and Siân Rees. Siân works out the choir seating plan for the concert.	Yvonne	Management?
-2 weeks	Orchestra list from MKCO	David	Programme
-2 weeks	Prepare programme	David	Programme
-1 week	Print programme	David/Helen	Programme
0 week	Concert		

MK Theatre Concerts

Timing	Activity	Who?	Activity area
-104 weeks	Book venue	Secretary	Venue
-48 weeks	Confirm/check venue booking date	?	Venue
-13 weeks	Request and return technical questionnaire	?	Venue
-22 weeks	Circulate proforma (details and timeline for concert)	Secretary	Management
-18 weeks	Liaise with theatre re what tickets we want and pick them up	?	Tickets
-17 weeks	Prepare and print ticket order forms (ensure Eleanor's contact details are correct)	Jenny	Tickets
-15 weeks	Start poster and flyer design	David	Posters/flyers
-12 weeks	Draft news release based on flyer	Sheila	Press release

-12 weeks	Give rate cards to the advertising team	Yvonne	Advertisements
-12 weeks	Print posters and flyers (takes 2 weeks)	?	Posters/flyers
-12 weeks	Tickets to box office (in preparation for Friends' orders)	?	Tickets
-11 weeks	Prepare and mail Friends' letter	Yvonne	Patrons
-10 weeks	Begin issue of news release to publications	Sheila	Press release
-10 weeks	Flyers and posters available for distribution	?	Posters/flyers
-10 weeks	Draft mail list letter based on patrons' letter	Judy	Mail List
-9 weeks	Finalise, print and send out mail list letter	Jenny	Mail List
-8 weeks	Prepare big posters	?	Poster/flyers
-6 weeks	Put up library displays and arrange delivery of posters and flyers to all Beds and North Bucks libraries and other relevant organisations	Helen Richards	Displays
-8 weeks	Box office opens	?	Tickets
-8 weeks	Send out Mailchimp version of mail list letter	Jenny/Jenni	email list
-6 weeks	Big posters to printers	?	Poster/flyers
-5 weeks	Big posters to theatres	?	Poster/flyers
-4 weeks	Write programme notes	Yvonne and David coordinate and often invite Stuart Brown to write notes	Programme
-3 weeks	Provide ad artwork and list of advertisers to David	Yvonne	Advertisements
-3 weeks	Soloist biographies and photos	Contracts Secretary	Programme
-3 weeks	List of choir singers confirmed and given to Yvonne	Carol	Programme
-2 weeks	Forward finalised list of choir singers to David and Siân who works out the choir seating plan for the concert.	Yvonne	Management?
-2 weeks	Orchestra list from MKCO	David	Programme
-2 weeks	Prepare programme	David	Programme

| -1 week | Print programme | | David/Helen | Programme |
| 0 week | Concert | | | |

Publicity

These tasks may be covered by one or more members of the choir.

- Maintain and expand a list of libraries, concert venues and other organisations willing to display our publicity.
- Organise distribution of posters and flyers, by post or in person, to these venues and organisations.
- Write copy for library displays.
- Contact libraries (usually three) to book dates for displays in advance of concerts.
- Put up library displays, 4-6 weeks before concerts, and remove them as agreed with each library.
- Produce artwork/PDF files for other publicity (eg, bookmarks, displays, other choirs' programmes, MKU3A, etc).
- Produce any other display materials.

Friends Scheme

- Maintain and keep up to date Friends Scheme leaflet and other information sheets (e.g., bank standing order form, gift aid form).
- Make initial contact with potential Friends and give information on scheme.
- Process returned forms and payment details from new Friends (bank standing order form and/or cheque to treasurer; gift aid form to gift aid secretary via treasurer).
- Send acknowledgment (email or letter to the new Friend).
- Maintain a database of Friends' contact details: address, email address, telephone number. *Note* I do not keep a record of the amount of donation, banking details or renewal dates.
- Forward the Friends list for inclusion in concert programmes.
- January – Forward the latest Friends list to Treasurer for updating with respect to membership subscription.
- Correspond with Friends when necessary (e.g., when they leave the scheme).

Pre-concert reception

- Send invitation, respond to queries and replies.
- Forward list of attendees to organizer.
- Meet and talk to Friends at the reception.

Before first rehearsal (concert week –11/12)

- Check concert details – works performed, soloists, orchestra, ticket prices, and ticket ordering info.
- Draft Friends letter (with Friends booking form).
- Draft letter checked by David Roberts.

First rehearsal week (concert week –10)

- Finalise Friends letter and booking form.
- Copy letter, print address labels for postal dispatch.
- Save Friends letter in PDF format (reformat booking form into A4).
- Email letter (with booking form) as PDF attachment to Friends from my email account.

Concert week –9

- Modify booking form (create PDF file) for publicity use.
- Send Friends letter (Word file) and booking form to Jenny Harris for general mailing.
- For info, send Friends letter (Word file) to Sheila Edwards and Helen Richards.

Concert

- Greet Friends where possible.

Updated: 01.10.19

News releases

- Draft news release 12 weeks before a concert to promote concert, incorporating information from the flyer, but in a more 'newsy' style for the general public
- Draft news release in June each year to promote recruitment to the choir for new season in September; and a second news release in early November, if required, for further recruitment in the New Year
- Submit draft to communications subgroup, Musical Director, Treasurer and Chairman for comments and approvals
- Liaise with editors about word count and requirements for photos
- Liaise with David Roberts to agree appropriate photos
- Issue news releases to press by email
- Meet publications deadlines (which may be up to 10 weeks in advance of the concert for community magazines and newsletters)
- Alert Membership Secretary whenever a news release for recruitment is issued to press, so she may be prepared to receive phone calls from potential recruits
- Email/send concert information to online calendars and associated facebook pages
- Maintain/update the press list on a regular basis

Updated: 22.09.19

Letter and email to concert-goers

Letter

- Prepare letter to concert-goers 10 weeks before next concert.

- The content of the letter may be based, for example, on the text of the flyer, the news release and the letter to Friends.

- Consider including a quote from the Musical Director on why the piece/pieces are worth coming to hear.

- Insert a booking form on the reverse.

- Circulate draft letter to members of the communications sub-group, Chair and Musical Director for feedback and approval.

- Include a flyer with each letter.

- There's a database of recipients.

- Keep database of recipients up to date.

- Print address labels using database.

- Print letters.

- Mail second class and claim postage costs from Treasurer.

Email

- Prepare email version of letter to concert-goers based on Mailchimp template.

- Forward email content to Jenni Ferrans (Mailchimp expert).

- Ask Jenni to send a proof for checking.

- Check proof and send details of any amendments to Jenni.

- Jenni maintains list of email recipients and can add and delete subscribers.

Updated: 22.09.19

Advertising

Adverts

- Update advert rates card at the beginning of each term (A5 format).
- Distribute rates card to adverts team or members of choir (PDF file and print copies are available).
- When being informed, negotiate with the potential advertiser with respect to the artwork and design.
- Request electronic version of their logo, and suggested wording.
- Prepare artwork and save in JPG format (min. 300 dpi).
- Obtain advertiser's approval of artwork.

- Maintain an adverts list – size, renewal date and contact (choir member).
- Prepare invoices, if necessary (using invoice template).

For each concert programme

- Remind members of adverts team the adverts that are coming up for renewal.
- Update adverts list, use existing artwork or new artwork.
- Liaise with Milton Keynes Chorale (Ruth Wilkinson, ruth.wilkinson@btopenworld.com) over their advert. In return, David provides Danesborough's advert for Chorale's programme.
- Liaise with Polymnia (Gina Johnson) for their concert advert.
- Finalise and forward adverts list and artwork files to David.

Updated: 01.10.19

Print production

- Create PDF file for ticket printing from template (A4 size, black ink on three different colours of card, eight tickets per sheet).
- Arrange printing and cutting to size (currently DR personal printer).
- Label tickets on front with row ID (top two prices, reserved) or running number on back (bottom price, unreserved).

Tickets (Milton Keynes Theatre or Dunstable Grove Theatre)

- Liaise with Theatre Box Office re prices and any other text for printing of tickets.
- Liaise with Theatre Box Office re obtaining tickets to be sold via choir members.

Posters and flyers

- Collect information required: names of soloists, works to be performed, ticket prices, any financial assistance/sponsorship to acknowledge.
- Originate draft design ideas, including identification of appropriate illustration with adequate resolution.
- Compose and edit any blurb required.
- Create layout for poster.
- Create layout for flyers.
- Make PDF files.
- Liaise about numbers of each to be printed.
- Send to printer (currently 1-2-print for flyers; OU Central Printing Services for A4, A3 and A2 posters [A2 for Dunstable]; 1ClickPrint for larger format [for MK Theatre]).

Programme

- Collect information required: names of soloists, works to be performed, any financial assistance to be credited, Friends list, choir list(s).
- Organise writing of programme notes, retrieved from archive (previous performances) or downloaded (programme note banks).
- Obtain libretto in electronic form, as appropriate.
- Liaise with Advertising Manager about adverts (numbers and sizes, with new artwork or information regarding retrieval from previous programmes).
- Obtain biographies of soloists.
- Liaise with MKCO Operations Manager (Nick Cutts) regarding orchestra list.
- Layout programme, editing as necessary.
- Create PDF file for programme printing.
- Liaise about numbers to be printed (typically 250-300 for Woburn, 300-400 for Dunstable, 500-600 for MK Theatre).
- Organise and oversee printing (currently use Christian News printing service).

Newsletters to members

Day-to-day

- Maintain an up-to-date list of each member's email address.
- Add new members as advised by membership secretary after audition.
- Send emails as required.

Annual

- Prepare annual newsletter; double-check all dates.
- Send to all members in mid-August and post to any without email.
- Take a few copies to early rehearsals for new members.

Website

- Maintain website and keep content up-to-date.

- Maintain relations with current and any future ISP, particularly ensuring that registration of our web address is secured at all times.

- Ensure that the website is secure against malware and denial of service attacks.

- Liaise with relevant choir officers, office holders and committee members as required to provide web content.

- Organise and maintain hyperlinks to other websites and relevant organisations.

- Our domain, Danesborough.org.uk, is hosted by tsoHost (https://www.tsohost.com/support)

- The next due date for our domain, danesborough.org.uk, is: Expiry date: 20-Jun-2025.

- The website is hosted by WIX. Ownership of the website can be transferred to another individual online.

Website principles

- Less is more in terms of content and copy. It's a noticeboard, not a library or archive.

- Attractive home page to promote next concert, recruit new members, publicise choir for hire.

- User experience must be smooth (easy to find what you need, few click-throughs,).

- Intuitive: layout helps visitors get an overview of main content and easily find what they're looking for.

- Website layout is kept under review and adapted to meet current needs.

- Website administrator has editorial discretion.

- Styles of titles, headings and paragraphs are consistent across the site.

- Copy conveys message in most efficient and immediate way.

- Information is current and maintained on a weekly basis.

- No promotion of rival choirs or third-party information that users can readily find for themselves using Google.

- Photos have appropriate permissions and serve a purpose (eg, to promote concerts, recruit new members, publicise choir for hire).

- Publishing an image on the website is a potential disclosure to the world at large. Particular care must be taken therefore to obtain appropriate consent where the image constitutes personal data. In cases of doubt, err on the side of caution and do not publish the image.

Emails to the website

- Check the inbox (danesboroughchorus@gmail.com) every day.

- Forward emails to relevant individuals; for example, to membership secretary or occasions secretary.

- Reply to genuine correspondents so that they know their enquiry is being dealt with.

Facebook

Twitter administrator

Recruitment of new members

- Before the start of each new season and periodically during the course of each season (and certainly before the start of the spring and summer terms) post a recruitment tweet.

- Include the chorus' web address ([www.danesborough.org.uk)](www.danesborough.org.uk) and the membership secretary's details.

- It may be helpful to make use of any recruitment press releases written by Sheila Edwards.

Promotion of concerts

- Tweet at least three or four times in the run-up to each concert.

- Upload the concert flyer and send with the tweet.

- Include the chorus' web address, [www.danesborough.org.uk,](www.danesborough.org.uk) and ticket sales details.

- Try to include the orchestra and soloists' twitter handles as this may help reach a wider audience.

- If the choir is performing a work by a living composer, include the composer's twitter handle.

- Use any concert press releases written by Sheila Edwards to accompany the tweet.

Profile

- Make sure the chorus' profile picture is up to date. Replace periodically with a more recent photo.

Follow

- Follow similar groups and like and re-tweet their tweets to encourage reciprocal likes and re-tweets.

- Follow organisations promoting classical music concerts.

- Follow living composers whose music we perform.

- Follow bridal shops and wedding organisers in order to promote our wedding services/choir for hire.

Updated: 04.10.19

Librarian

Hiring Librarian

- Organise the loan/hire/purchase of choir scores. Use various sources for this purpose.
- Receive invoices and pass them to treasurer for payment.
- Receive scores (usually by post/delivery), number them and issue to choir members.
- Collect in scores after concert and return them to owner.
- Organise scores for members to buy. This is done online through www.musicroom.com. They require upfront card payment.
- Collect payments from members who have ordered music. This saves the choir money by reducing the number of scores we need to hire and hence the cost of hire.
- Obtain and return orchestral parts when necessary
- Arrange for the copying of parts for commissioned works
- Arrange for the duplication of commissioned music

Lending Librarian

- Deal with requests (usually by email) from other choirs to borrow scores we hold.
- Collect the scores from the store and post them.
- Send out invoices and forward cheques to Treasurer.
- A list of choral scores for hire is available from www.danesborough.org.uk/support-us. Scroll down to 'Hire Choral Scores'.

Updated: 02.10.19

Rehearsal venue keyholder

- Unlock the hall for rehearsal each week, or arrange for a deputy so to do, no later than 19:30.

- Unlock the choir cupboard to enable the refreshments crate, publicity materials and any music stored there to be retrieved.

- Oversee the setting out of chairs, piano and conductor's podium ready for rehearsal.

- Oversee the putting away of chairs, piano and conductor's podium after rehearsal.

- Check hall for any items left behind after rehearsal.

- Lock the hall at the end of the rehearsal, or arrange for someone else so to do, ensuring that all windows are closed, lights switched off and external doors are locked (this may mean staying on later to allow for such activities as auditions or wedding music rehearsals).

- Print and maintain coffee rota.

- Liaise with piano tuning service.

Carol singing coordinator

- Decide dates that fit with other choir commitments.
- Email members for availability.
- Ensure somebody available to lead the evening.
- Organise sign-up sheets for rehearsals; edit to add those responding to email.
- Ensure there are hospice labels for collecting tins (contact Willen for stock).
- Work out possible itinerary and contact venues for agreement.
- Ensure groups are balanced and not too big for venues.
- Each evening take collecting tins and music.
- At end of each evening ensure all collecting tins are present and take away to count.
- Try to ensure another choir member is present to help and verify total.
- Bank cash collected, report to choir and arrange for cheque to be sent to Willen Hospice.
- Deal with any other requests/suggestions for carol singing and organise as required.

Rehearsal tea and coffee volunteers

- Barbara Titchmarsh brings milk and biscuits to the rehearsal each week.

- Before the rehearsal starts, fill the urn with four kettles of water and switch it on. It will be ready by the coffee break. Jugs and teapots, etc. are kept in the kitchen cupboard.

- You will usually need two litres of milk. Some weeks one litre is enough but two litres cost only 13p more than one.

- Cups and cup holders are stored in the crate (in the store cupboard) together with tea bags, squash, fruit and herbal teas, coffee (regular and decaffeinated) and sugar.

- Tell Barbara when any of these supplies need to be topped up.

- Let Peter Snelling know when supplies of cups and holders are running low.

- Put the plastic box containing biscuits on the table in the hall. There's usually a selection including both plain and milk chocolate biscuits.

- Put a small dish on the table to collect payment for drinks and biscuits.

- Five minutes before the break, go to the kitchen and make a pot of tea. Start pouring cups of tea and coffee so that people can help themselves as soon as the notices have finished.

- After the break, take the money from the dish and give the balance to Peter Snelling at the end of the evening.

- Give the biscuit box back to Barbara so that she can top it up for the following week.

Membership Secretary

- New members contact the membership secretary by email or by phone. Contact details are on the website.

- Invite new members to the next rehearsal; give directions to Aspley Guise; arrange to meet them at the rehearsal.

- Show new members where to sit and introduce them to a couple of people in the same area of the choir.

- Introduce new members to Ian.

- Agree date for audition with Ian and new member.

- Send 'Welcome' letter and document outlining uniform for men and women.

- Ask new member to send a recent photo to the website administrator.

New member information

Application for Membership

Name	
Address	
Postcode	
Telephone	
Mobile	
Email	
Musical qualifications	
Previous singing experience	
Voice	
Signed	
Date	

For Musical Director's use

Date of audition		Tone	
Range		Chromatic scale	
Chord pitching		Voice classification	
Sight reading			

This data will be used by committee members to manage your membership with the Danesborough Chorus and to organise and run our activities.
If you give us your consent to do so, we may also use your contact details to send you a regular email newsletter.
You can withdraw your consent at any time by contacting the Data Protection Officer.

Invitation to attend audition

President:	Jacqui Dankworth
Musical Director:	Ian Smith
Chair:	Tessa Cox

Dear

You are invited to attend an informal audition on

This will take place after the rehearsal on that evening with Ian Smith, our Musical Director. I will also be there to help.

You'll be asked to perform a piece of music of your choice which Ian will accompany on the piano. There will then be some aural tests and a simple sight-reading exercise. The audition allows Ian to understand your ability and establish the best place for you in the choir.

Although people often feel quite nervous about the audition, most agree that it wasn't too bad and some even enjoy it!

Please feel free to speak to me if you have any questions or concerns.

Carol Yirrell, Membership Secretary

Letter to new members (having completed their audition)

President:	Jacqui Dankworth
Musical Director:	Ian Smith
Chair:	Tessa Cox

Dear

Congratulations on successfully completing your audition and welcome to the Danesborough Chorus. We're pleased you have chosen to sing with us and hope you'll enjoy the experience.

The chorus rehearses in Aspley Guise Village Hall from 19:45 to 21:50 with a fifteen-minute coffee break at around 20:45 when you can meet and chat to fellow singers. We ask everyone to take their turn and sign the coffee-making rota.

The chorus usually performs four concerts a year: in March/April, June, October/November and December. The autumn concert is a joint concert with either Milton Keynes Chorale or Bedford Choral Society. This enables us to sing works which demand a larger chorus. The December concert is a performance of Christmas music.

There's also an opportunity to take part in carol singing in some of the local hostelries to raise money for local charities.

To raise funds for the choir (and keep the subs down), small groups of members sing at weddings and funerals and sign-up sheets are available at rehearsals.

From time to time, we arrange social events to allow us to get to know each other in a more relaxed setting.

The committee is responsible for the business of the chorus, with help from members who carry out the many administrative tasks necessary for the smooth running of the chorus. All members are invited to offer their expertise. If you'd like to get involved, please speak to any committee member.

The chorus sings a varied repertoire which is first discussed by the programming sub-committee. They then put their suggestions to the committee for decision. Members are invited to give suggestions for music to the musical director or a committee member.

The website, www.danesborough.org.uk, is a mine of information covering all aspects of the chorus. To access pages in the Members area, the password is aspleyguise. Please send a recent photo to danesboroughchorus@gmail.com for inclusion on the Who's Who page. We also send updates and current notices in the form of an email newsletter.

As a member, your views are always welcome. Just have a word with a committee member or share your ideas at the AGM in October.

Please familiarise yourself with the enclosed conditions of membership and details of our concert dress code.

Finally, we hope you'll find belonging to the Danesborough Chorus a rewarding, beneficial and satisfying experience and that you'll enjoy making music of a high standard with like-minded people.

Tessa Cox, Chair   **Ian Smith**, Musical Director

Information for new members about concert dress

President: Jacqui Dankworth

Musical Director: Ian Smith

Chair: Tessa Cox

Concert dress

As a choir we aim to create a good image as well as a good sound. The following notes set out our concert dress.

Men

- Black dinner jacket and trousers
- Black, open-neck shirt with black bow tie
- Black shoes with black socks
- Black cummerbund (if worn)

Women

- Black skirt – full length, to ankle/top of foot; or smart black trousers, evening style.
- Black top – long or ¾ length sleeves, but not short sleeves. An 'evening' top, i.e. something that feels dressed up or elegant. It doesn't have to be a blouse with collar or buttons. Top may be worn tucked in or outside as an over-blouse or tunic. Please check your top is plain black, without coloured decoration or print, though black decoration, e.g. beading, is fine.
- Instead of a skirt and top you may wear a black dress, full length (to ankle) with long or ¾ length sleeves. Black decoration is OK.
- Black belt (if required) with unobtrusive buckle.
- Black handbag – as small as possible.
- Black shoes, black tights.
- Jackets and shawls may only be worn off stage.
- Jewellery should be minimal and unobtrusive.

If in doubt about what to wear, please check with the Membership Secretary.

If you're unable to sing in the next concert, you're asked not to attend the last three Wednesday evening rehearsals. This enables Ian to get a feel for the balance of the concert choir well before the dress rehearsal.

Policies

Equality and Diversity Policy

Aims

Danesborough Chorus is a music group open to all. We aim to treat our members, volunteers, freelancers and supporters equally regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, class and socio-economic background.

Equality of opportunity

Danesborough Chorus aims to:

- promote equality for its members and potential members in access to membership, musical activities and opportunities;
- ensure no member or potential member receives less favourable treatment or is disadvantaged by the criteria and characteristics set out in the introduction; and
- ensure no individual wishing to volunteer or work on a freelance basis for Danesborough Chorus receives less favourable treatment or is disadvantaged by the criteria and characteristics set out in the aims.

Inclusion and respect

- Danesborough Chorus values its members, freelancers, volunteers and supporters and will do all it can to:
  - treat them in a respectful manner and ensure they are made to feel equally welcome and included in all activities; and
  - provide an environment in which the contribution and needs of everyone are fully valued and recognised.
- Accordingly, all members, freelancers, volunteers, supporters and those representing Danesborough Chorus are expected to treat each other with respect and dignity and ensure activities are welcoming and inclusive for all.
- Inappropriate, violent or abusive behaviour or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in Danesborough Chorus.
- Danesborough Chorus will support its members, volunteers, freelancers and supporters in not tolerating any inappropriate, violent or abusive behaviour from other group members, volunteers, colleagues, other organisations or customers.

Accessibility

Danesborough Chorus aims to use venues that are accessible to all for rehearsals, concerts and any other activities or events it undertakes.

Dealing with complaints

- If any member, volunteer, freelancer or supporter feels they have been discriminated against or harassed they should raise it with the committee.
- The committee takes complaints of discrimination and harassment seriously.
- The committee will investigate the complaint, listening to all parties involved.
  - If the complaint is against a committee member, that member will not be involved in the investigation.

- If the complaint is against an individual, that individual will have the opportunity to express their point of view in a safe environment, accompanied by a friend.
- The person making the complaint will have the same opportunity.
- If a complaint is found against Danesborough Chorus, the committee will work to ensure that such discrimination is not repeated in the future and will inform the members how they propose to do this.

Employment practices – general

- Danesborough Chorus aims to promote equality and diversity as an employer and will ensure that no volunteer, person engaged to provide a service (e.g. freelancer) or volunteer applicant receives less favourable treatment or is disadvantaged by the characteristics set out in the aims of this policy
- Danesborough Chorus selects all candidates for interview based on their skills, qualifications and experience.
- Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with the Equality and Diversity Policy.
- Danesborough Chorus regards discrimination, abuse, harassment, victimisation, bullying of freelancers or volunteers, aggressive and intimidating behaviour, theft and fraud in the course of work as disciplinary offences that could be regarded as gross misconduct. This list of offences is not intended to be exhaustive.

Responsibilities

- The Chair of the Danesborough Chorus Committee is responsible for providing advice and guidance on equality and diversity issues, and ensuring the Equality and Diversity Policy is kept up to date.

Danesborough Chorus ensures that all those who are involved in any recruitment process:

- are aware of the Danesborough Chorus Equality and Diversity Policy;
- are aware of when and what type of DBS check is appropriate;
- have read the DBS code of practice where applicable;
- have read the Making Music guidance on safeguarding and DBS checks where applicable; and
- have read any other guidance deemed appropriate by the Danesborough Chorus Committee.

Policy review

The policy will be reviewed every two years by the Danesborough Chorus Committee. Members of Danesborough Chorus will be informed of any changes to the policy and invited to comment.

Date: June 2018

Reviewed: May 2020

Health and Safety Policy

Introduction and scope

Danesborough Chorus is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to: members, volunteers and members of the public.
- This includes but is not limited to: rehearsals, concerts and fundraising events.
- This includes freelancers in consultation with the orchestral manager (when one is contracted).

Responsibilities

- Overall responsibility for health and safety sits with the Danesborough Chorus Committee.
- Practical responsibility for health and safety at events and activities organised by Danesborough Chorus sits with the Health and Safety Officer.

Statements of general policy

1. Danesborough Chorus will seek to prevent accidents and cases of ill-health by managing health and safety at events and activities that it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. In the case of venues used on a regular basis, the risk assessment will be reviewed on an annual basis or sooner if required.

2. Danesborough Chorus will provide clear instructions and information to ensure that members, freelancers and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, freelancers and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. Danesborough Chorus will engage and consult with members, freelancers and volunteers on health and safety conditions.

Actions to be taken: members, freelancers and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities. Establish clear lines of communication for members, freelancers and volunteers to raise health and safety concerns.

4. Danesborough Chorus will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present. Annual fire drill at rehearsal venue.

5. Danesborough Chorus will maintain safe and healthy conditions, provide and maintain equipment and machinery and ensure the safe storage and use of equipment and substances.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by Danesborough Chorus is stored safely. Electrical equipment owned by Danesborough Chorus should be PAT tested every two years.

6. Danesborough Chorus will comply with current legislation on health and safety and in the event of a national health emergency will abide by prevailing guidance from the U.K. government.

Actions to be taken: the Chair and the Danesborough Chorus Committee will keep abreast of statements issued by the U.K. government.

First aid

- Danesborough Chorus will ensure it is aware of first aid procedures, kits and equipment at hired venues.
- Where practical, Danesborough Chorus will recruit members and volunteers with first aid experience.
- Where appropriate (e.g. for larger events), Danesborough Chorus will work with professional first aid organisations.

Sound safety

Danesborough Chorus takes seriously responsibility for protecting the hearing of members, volunteers and audience members. We will:

- ensure there are open lines of communication for individuals to raise concerns about hearing;
- take concerns seriously: the Committee and Musical Director will work with individuals to find ways to minimise risk;
- take into account the protection of our audience's hearing when designing stage and audience layout for concerts; and
- consult with the orchestral manager and individual instrumentalists who should agree the concert seating plan for the orchestra.

Policy review

This policy will be reviewed every two years by the Danesborough Chorus Committee.

Current Health and Safety Officer: vacant

Date: June 2018

Reviewed and updated: May 2020

Safeguarding Policy

Commitment to safeguarding

The Danesborough Chorus believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults with whom we come into contact and to protecting them from harm.

About this policy

- This policy applies to all members, freelancers, volunteers and anyone working on behalf of the Danesborough Chorus or taking part in our activities.
- The purpose of this policy is to provide members, freelancers and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
    - children up to the age of 16 and young people aged 16-18; and
    - adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
    - protect children, young people and vulnerable adults who are members of, receive services from, perform with or volunteer for the Danesborough Chorus;
    - ensure members, freelancers and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals with whom they are interacting; and
    - ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when the choir undertakes any activity, event or project.

How the Danesborough Chorus might work with vulnerable people

We run regular rehearsals for members and put on concerts for the public. As such, our involvement with vulnerable people might include, but is not limited to:

- members of the choir who attend rehearsals and concerts;
- relatives and friends of members who attend rehearsals and concerts in a volunteering capacity;
- audience members at public concerts; and
- staff at concert venues.

Named safeguarding person

The named safeguarding person has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the named safeguarding person in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the safeguarding person.

Policy review

This policy will be reviewed and amended (if necessary) every two years by the Danesborough Chorus Committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Current named safeguarding person

Siân Rees

Date: June 2018

Reviewed and updated: May 2020

Risk Assessment

Danesborough Chorus Christmas Concert, 15 December 2018, 19:00–22:00.

Responsible organisation

Danesborough Chorus Committee. The Danesborough Chorus is a registered charity, number 279281. Website: www.danesborough.org.uk

Event description

This is a Christmas choral concert with an amateur choir approaching 90 members accompanied by organ. The performance is held in a large church before an audience of mainly adults seated in church pews furnished with cushions. The choir stand while performing and sit on chairs and in the choir stalls when not. They are lit by floodlighting all of which electrical equipment is PA tested. The church is equipped with ramps for disabled access and has toilet facilities. The event will be held in two halves with an interval.

There will also be a harp soloist.

Affected by risks are: performers (choir, organist and harpist) and members of the audience.

Potential hazards

- **Electrical** – lighting (PA tested) and all cabling placed or covered to avoid trip risks. **S**everity 2, **L**ikelihood 2, Risk factor (**SxL**) 4.

- **Access** to church via front steps – trip risk – attended by choir members to assist elderly and vulnerable; ramp available for disabled access. Access to toilets in crypt via external route to avoid internal stairs. Risk severity 1, Likelihood 1, Risk Factor 1.

- There is an added risk for this concert with access from the car park possibly being slippery if there are wintry weather conditions. Risk severity 3.

- For all – risk before precautions taken – medium.

- **Recommended precautions in place**: As described above plus presence of medical expertise within choir and potentially in audience, plus hire of first aid support for emergency (normally two St John Ambulance personnel.)

Assessed by

PJ Snelling (member of Danesborough Chorus) 06/08/18

Key

Likelihood		Severity		Risk Categories	
1	Unlikely	1	Negligible	1-3	Low
2	Possible	2	Slight	4-10	Normal/acceptable
3	Quite possible	3	Moderate	11-18	High (improve if possible)
4	Likely	4	Severe	19+	Unacceptable (further action required)
5	Very likely	5	Fatality or major		

Consent of Data Subject to holding Personal Data

I understand that my personal data will be held securely, both in paper form and electronically, and will not be shared with any person outside the Chorus without my consent, other than as required by law or in order to fulfil the purposes for which it was given.

I further consent to my personal data being used for the following purposes:

Please tick

- – notification of future concerts of the Chorus; ☐

- – notification of future events hosted by the Chorus; ☐

- – my inclusion in any photographs of concerts or events of the Chorus; ☐

- – notification of events being hosted by similar societies or connected to the Chorus; ☐

- – any other matter connected with the Chorus; and ☐

- • to the Chorus retaining my personal data on file and using it for the above purposes after the original purpose for which it was collected has ceased, subject always to my further instructions (see below) ☐

I understand that I may, at any time, withdraw or limit my consent to my personal data being held or further processed, by giving notice in writing (including by email) to the Data Protection Officer, danesboroughchorus@gmail.com

I hereby agree to notify the Chorus of any changes to my personal data as soon as possible as required by the GDPR.

Signed ……………………………………………

Miscellaneous

How to set up lighting in St Mary's Church, Woburn

There are 10 lights available to illuminate choir, orchestra and conductor. 8 of these are supported by concentric aluminium tubes that fit into heavy circular bases.

- 4 are located in the chancel behind the choir;

- 2 on the bottom step in front of the chancel, one at each end;

- 1 in front of the front pew and close to the organ loft; and

- 1 in the first pew on the pulpit side, in front of the pillar.

The other 2 are supported on yellow stands and are located to left and right of orchestra, if required.

Four lights in chancel behind choir

Hardware required

- Four of each of green metal base and short tube to screw into base (kept in brown plastic storage box)

- Plastic insert for short tube (also in storage box)

- Pair of concentric aluminium tubes with wooden dowel fitted to lower end of inner tube. Use 'shinier' tube sets for these four lights

- Light – Use lights with larger black housings and longer cables

- Long cable ending in a single socket, and a short cable ending in six sockets (from blue plastic storage box)

Assembly

Arrange four green bases in a line across the chancel behind the back row of the choir.

Screw short tube into green base and insert a plastic insert in the small tube.

Insert light into top of outer tube.

Insert wooden dowel of concentric tubes into short tube in green base.

NB do not move the lower hose clip that is attached to the inner tube – it is there to prevent outer tube descending far enough that inner tube could eject light from top of outer tube.

Raise outer tube to required height and use upper hose clip on inner tube to support it. NB take care not to raise the outer tube so far so that it comes off the inner tube; there is a red warning line on the inner tube to indicate maximum safe height for bottom of outer tube, but some are rather faint.

Power for these four lights is fed from one of the two sockets in a rear choir stall on the tenor side, second seat along from the lectern. Plug a long white cable with one socket at the end into one of these sockets, and lay the cable along the floor under the rear choir stalls, and bring it out into the centre of the chancel behind the staging. Then plug a cable ending with six sockets into this, and plug the four lights into four of the sockets.

Switch on power to test lights; do a final adjustment to match heights of the lights.

Lights at left and right ends of step in front of chancel rail

Hardware required

Two of each of green metal base and short tube to screw into base (kept in brown plastic storage box)

Plastic insert for short tube (also in storage box)

Pair of concentric aluminium tubes with wooden dowel fitted to lower end of inner tube. Use 'less shiny' tube sets for these two lights

Light – use lights with smaller black housings

Long cable ending in double socket (for organ side), and cable ending in single socket (pulpit side)

Assembly

Place green bases either end of step so that one light will be close to, but not touching, the organ loft

and the tube for the other close to the pulpit.

Screw short tube into green base and insert plastic insert in small tube.

Insert light into top of outer tube.

Insert wooden dowel of concentric tubes into short tube in green base.

NB do not move the lower hose clip that is attached to the inner tube – it is there to prevent outer tube descending far enough that inner tube could eject light from top of outer tube.

Raise outer tube to required height and use upper hose clip on inner tube to support it. NB take care not to raise the outer tube so far so that it comes off the inner tube; there is a red warning line on the inner tube to indicate maximum safe height for bottom of outer tube, but some are rather faint.

Power for the light on the organ loft side: pass a cable ending in a double socket through the rail in front of the lectern and plug it into the double socket on the tenor side choir stalls that is used to power the lights in the chancel. Plug the light into one of the double sockets at the end of this cable. Go up to the organ loft and pull up the cable with the double socket so that the wire to the light is now short and secured to the organ loft (this is safety precaution to prevent the light being knocked over).

Power for the light beside the pulpit: plug a cable ending in a single socket into the double socket on the other side of the pulpit, beside the exit door, and plug the light into this.

Switch on power to test lights.

Light in front of pews on organ side, in front of organ loft

Hardware required

Green metal base

Short tube to screw into base (kept in brown plastic storage box)

Plastic insert for short tube (also in storage box)

Pair of concentric aluminium tubes with wooden dowel fitted to lower end of inner tube. Use 'less shiny' tube set for this light

Light – use a light with grey housing

Cable ending in double socket

Assembly

Place green base in front of the first pew so that the light will be close to, but not touching, the organ loft.

Screw short tube into green base and insert a plastic insert in small tube.

Insert light into top of outer tube.

Insert wooden dowel of concentric tubes into plastic insert in short tube in green base.

NB do not move the lower hose clip that is attached to the inner tube – it is there to prevent outer tube descending far enough that inner tube could eject light from top of outer tube.

Raise outer tube to required height and use upper hose clip on inner tube to support it. NB take care not to raise the outer tube so far so that it comes off the inner tube; there is a red warning line on the inner tube to indicate maximum safe height for bottom of outer tube, but some are rather faint.

Plug a cable with a double socket into the double socket in the organ loft that has been used to power the light beside the lectern. Thread this cable through the rail of the organ loft beside the light, and plug the light into it. Then raise the double socket to the organ loft, and secure the light cable to the organ loft so that the light cannot be knocked over.

Switch on power to test lights.

Light in front of pillar in first pew on pulpit side of church

Hardware required

Black circular base – the odd one out

Short tube to insert into base (kept in brown plastic storage box)

Pair of concentric aluminium tubes *without wooden dowel* fitted to lower end of inner tube

Light – use a light with grey housing

Small retractable cable reel with two sockets

Assembly

Place concrete base on floor in first pew, in front of pillar.

Insert short tube into circular base.

Insert light into top of outer tube.

Insert lower end of inner concentric tube into short tube in concrete base.

NB do not move the lower hose clip that is attached to the inner tube – it is there to prevent outer tube descending far enough that inner tube could eject light from top of outer tube.

Raise outer tube to required height and use upper hose clip on inner tube to support it. NB take care not to raise the outer tube so far so that it comes off the inner tube; there is a red warning line on the inner tube to indicate maximum safe height for bottom of outer tube, but some are rather faint.

Plug the light into one of the two sockets on the cable reel and plug the reel into the double socket beside the exit door to the left of the pulpit. Use a mat – either from the kids' area or from the front door – to cover the trailing cable as a safeguard against tripping.

Switch on power to test lights.

Additional lights

Two freestanding lights with yellow bases.

One is unmodified, and this can be used on the righthand side and powered from one of the sockets on the cable reel that is plugged into the double socket beside the exit door to the right of the pulpit.

The other modified set is located near the steps down to the crypt. Its light has a wooden dowel screwed to the bottom so that it can be inserted in the short aluminium tube which fits over the raised yellow tube. This gives the light more height. To power this light, take a long single socket cable up to the organ loft and plug it into the double socket used for the light by the front pew. Lead this cable along and down the stairs of the loft and pass it through the

banisters to the yellow based light. Pull the cable and secure so that it is above head height; this also helps to prevent the light being knocked over.

Switches for church lighting for choir stalls are in a tall wooden cupboard on the organ side at the front of the church, and on the far side behind the pulpit.

Take toolkit for emergency repairs. Need screw driver to tighten hose clamps.

Restraining cords to prevent lights being knocked over.

Spare bulbs.

Checklist for Christmas concert refreshments

When	What	Who
A month before concert	Convene refreshments team (3 people)	
	Create sign-up sheet for home-made mince pies - we need about 24 dozen, including some gluten free	
	Circulate sign-up sheet at two or three rehearsals	
	Meet to agree who does what	
Two weeks before concert	Identify people to bring 3 large table cloths	
	Buy plastic glasses (2 x 100)	
	Buy napkins (1 pack)	
	Buy red wine (24 bottles) on sale or return (14 used in 2016)	
	Buy soft drinks (eg, elderflower pressé, apple juice) in 2016 - 10 cartons of fruit juice, of which we used about 7, 6 bottles of elderflower pressé of which we used 4.	
	Buy bin bags	
	Ask three friends in the audience if they'll start pouring drinks just before interval	
	Get volunteers from choir to help clear up after concert	
	Recruit volunteers to serve drinks during interval	
	Buy decorations for tables	
Day of concert	12:00 Set up three tables for drinks and mince pies	
	Bring trays and platters for serving mince pies	
	Bring a dish for donations	
	Bring safety pins for attaching decorations to front of table cloth.	
	Friends start pouring drinks just before interval	
	Remove cling film and foil from mince pies before interval	

	Six volunteers from choir serve drinks during interval	
	Clear up after concert	

Estimate 175 audience and 75 choir

8 x white wine

14 x red wine

2016 Drinks consumed

7 x fruit juice

4 x elderflower pressé

Wedding music

Weddings for Choirs

The Joy of Wedding Music

A

All creatures of our God and king

Abide with me

Ave verum corpus (Mozart)

Alleluia sing to Jesus x2 bundles

All my hope on God is founded

All people that on earth do dwell

All that I am

All things bright and beautiful

Amazing grace

Angel voices ever singing

Ave Maria (Rossini)

Ave Maria (Schubert)

Annie's song (John denver)

Ave Maria 2 part (Bach)

All I ask of you (Lloyd webber)

B

Be still for the presence of the Lord

Bind us together

Brothers James air 2x batches

Bust du bei Mir (Bach) soprano solo

Bogoroditse Devo (Rachmaninov)

Brightly dawns our wedding day (Sullivan)

C

Cantique de Jean Racine (Faure)

Christ is made the sure foundation

Crimond 2Xbatches

Chapel of love (Spector)

D

Dear lord and father of mankind

Ding dong merrily on high

F

Father hear the prayer we offer

For the healing of the nations

Fir the beauty of the earth (Rutter) 2xbstches

G

Give me joy

Glad that I live am I

Glorious things of thee are spoken (Hayden)

Give me joy in my heart

God be in my head x2 batches

Gaelic blessing (Rutter)

Glory love and praise and honour (eberun)

H

How great though art

Here I am Lord

He who would valiant be

Hills of the north rejoice

Hallelujah chorus (Handel)

I

If ye loved me (Tallis)

Irish blessing (Chillcott)2x bundles

If you were the only girl in the world (Ayer and Grey)

I was glad (Parry)

Immortal invisible

Immortal love forever full

J

Jerusalem

Jubilant deo (Gabrie)

Jesus joy of mans desire (Bach)

L

Lead us Heavenly Father lead us

Let there be love

Lord Jesus Christ

Lord of the dance

Love Devine x2batches

Lord of all hopefulness

Lord the light of your love

Lift up your hearts

Laudate dominum

M

Make me a channel of your peace

Mine eyes have seen the glory

Morning has broken

Man and woman were made

My god how wonderful thou art

Magnificat

My spirit sang all day (Finzi)

N

Now thank we all our God

O

O perfect love

O taste and see

Old ragged cross

O Jesus I have promised

One more step

O worship the king

O sacrum convivium (Tallis)

O sing joyfully (Batren)

P

Peace is flowing like a river

Praise my soul

Praise to the Lord the almighty

Praise to the holiest (Elgar)

Pie Jesu (Lloyd Webber)

Psalm 159 (Stanford)

Pie Jesu (Faure)

Panis Angelicus

R

Risen with Christ

Rejoice in the Lord always (Purcell)

S

Saviour again to thy dear name we raise

Sanctus (Faure req) 2xbatches

Set me a seal

Sevenfold amen (Stainer)

Swing low sweet chariot

T

Thine be the glory

This is the day

Tell out my soul x 2 batches

To God be the glory

The voice that breathed

The Lord is my shepherd (Goodall)

The Lord bless you and keep you (Rutter)

23rd Psalm (Turle)

Tell out my soul

The heavens are telling (Haydn Creation)

Thy hand o God has guided

V

Veni sancte spiritus (Mozart)

Te Deum (Stanford)

W

Walk with me o Lord

When I needed a neighbour

When I'm 64 (Lennon and McCartney)

Z

Zadok the priest (Handel)

Zum Sanctus (Schubert)

Danesborough scores for hire

Composer	Work	Edition	No.	Language
Bach J.S.	St John Passion	Novello1999 ed Neil Jenkins (new English Version)	60	English, German
Bizet	Te Deum	N. Simrock Elite Edition Ed.Wojciechowski	65	Latin
Campra	Requiem	Editions Costallat	79	Latin
Dankworth	All the world's a stage	Danesborough Chorus	100	English
Dankworth	Thy kingdom gone	Danesborough Chorus	180	English
Haydn	Missa Cellensis, Cacilienmesse, St Cecilia Mass (complete version) Plus orchestral parts	Barenreiter Ed Kroupova	75	Latin
Pergolesi	Laudate Pueri		60	Latin
Rheinberger	Cantus Missae (Mass in E flat)	Carlus-Verlag Stuttgart	30	Latin
Rheinberger	Requiem	Choral parts - full scores	82	Latin
Rutter	Birthday madrigals	Oxford University press	20	English
Rachmaninov	Vespers	Musica Russica Ed. Morosan & Ruggieri	78	Russian
Vivaldi	Dixit Dominus Chorus parts: (women choir 1; women choir 2; men choir 1; men choir 2) plus orchestral parts	Riccordi	103	Latin