

**Minutes of a Meeting of
Andover Music Club Committee
held at The Old School, Charlton on 29th June 2020**

Item No.	Record	Action by
	Members Present: Robert Eggar (Chairman), Karen Coffin, Jude Humphreys, Dave Patterson, Kathy Percival, Renate West, Judy Eggar (Secretary).	
1	Apologies: Mark Bunce, Roland Treby.	
2	Minutes of Previous Meeting. Accepted	
3	Actions: (see list circulated on 3 rd April).	
	All complete or overtaken by pandemic events and so closed, except: Actions 73/6/1 to 3, all of which are related to improving the Club's finances. These Actions remain open, with the aim of completing 73/6 1 & 2 by the end of the year and seeking members' approval at the AGM in April 2021.	
4	Club Finances. Kathy clarified some small points of detail on the Accounts and Balance Sheet that she had circulated before the meeting. She pointed out that cancellation of two concerts at the end of the 73 rd Season without expense to the Club meant that the Finances were in better shape than her previous forecasts had predicted. She had not needed to transfer funds from the Newbury BS to the Lloyds current account, as discussed and approved by Committee in March, but there was still no room for complacency. The acceptance of the accounts as a true record of financial activity during the 73 rd Season was proposed by Jude Humphreys, seconded by Renate West and carried unanimously. The accounts can now be passed to the Charity Commissioners.	
5	74th Season: the way forward With Covid-19 restrictions on activity in theatres and concert halls likely to remain in place for some time to come, Robert had circulated a brief on options for the 74 th Season to Committee members before the meeting; a copy accompanies these Minutes, as does a copy of a recent e-mail exchange between Robert and Heather Whittam, the Manager of The Lights. Discussion was based on these two documents. With some small differences of opinion over points of detail in the brief, the Committee agreed unanimously to adopt Robert's proposal to postpone the 74 th Season for a year and to try to re-engage the same artists, ideally in the same order, as we had planned for the 2020-21 concerts. We would, however, need to find a new performer for the AGM in 2022 – see paragraph 6 below. Options suggested included Zack Stevens, who has lost his booking for this year's AGM, and David Owen Norris, booked for March 2022, who may now clash with a carried-forward booking; but we will need to see how our 74 th Season performers respond to the request that they shift their booking by a year before we make a decision.	

Afternote: In discussion after the meeting, Kathy and Robert agreed that it would be administratively more convenient not to leave a year's gap before the start of the 74th Season. Reporting to the Charity Commissioners, synchronisation of the Season numbers with the years of the Club's existence, and the presentation of information on the Club's website would all be simpler if we continued to refer to the

Item No.	Record	Action by
<i>period between September 2020 and August 2021 as the 74th Season and told Members that there would be no concerts before April 2021 at the earliest.</i>		
<i>We cannot predict how or when the Covid-19 situation will play out or the willingness of our Members to renew their membership while uncertainty continues. The Club's financial position is therefore less robust than we had previously anticipated and we will abandon plans to spend some of the reserves on a special season to mark our 75th anniversary.</i>		

The following actions were agreed:

- | | |
|--|--------------|
| <ul style="list-style-type: none"> Write to all our 74th Season artists (except Ikuko Inoguchi, booked for April 2021) telling them of the decision to cancel their concerts between September 2020 and March 2021 and sounding them out on the possibility of performing in the 75th Season, a year later than originally planned. (Action 74/P1/1) | Robert, Jude |
| <ul style="list-style-type: none"> Cancel the September 2020 to March 2021 bookings at The Lights, retain the booking for 22nd April 2021 and make new bookings for September 2021 to April 2022. (Action 74/P1/2) | Robert |
| <ul style="list-style-type: none"> Tell Zack Stevens that his concert in September has been cancelled and arrange payment of £200 to him in recognition of work done in rehearsal. (Action 74/P1/3) | Jude, Kathy |
| <ul style="list-style-type: none"> Draft a letter to Members covering plans for the 74th Season, cancellation of this Season's AGM (see below) and provisional plans for the return to normal in 2021. (Action 74/P1/4) | Robert |
| <ul style="list-style-type: none"> For circulation of Robert's letter, confirm the number of households in the current membership. (Action 74/P1/5) | Karen |
| <ul style="list-style-type: none"> Arrange for Bulpitts to print enough copies of Robert's letter and any supporting papers. (Action 74/P1/6) | Dave |
| <ul style="list-style-type: none"> Collect copies of Robert's letter and supporting papers from Bulpitts and send out to members by post or hand delivery. (Action 74/P1/7). We agreed to provide paper copies to all member households because we are unable to send attachments with group emails sent from the Club account. | Karen |
| <ul style="list-style-type: none"> Tell Blakes and the Petal Boutique (Weyhill Fair) of the postponement. (Action 74/P1/8) | Kathy |
| <ul style="list-style-type: none"> Tell Esseborne Manor of the postponement and, because they have paid for but not received an advertisement in the programme for the March 2020 concert, offer them a free advertisement in the April 2021 programme. (Action 74/P1/9) | Dave |
| <ul style="list-style-type: none"> Advise other advertisers and prepare text for inclusion in the September edition of the Andover Gazette. (Action 74/P1/10) | Renate |
| <ul style="list-style-type: none"> Tell Barry Mole of the revised plan and cancel his bookings for September 2020 and March 2021. (Action 74/P1/11) | Roland |
| <ul style="list-style-type: none"> Update the Club website and Facebook page to reflect the changes. (Action 74/P1/12) | Dave |
| <ul style="list-style-type: none"> Tell David Owen Norris of the change, to confirm or change his booking for March 2022. (Action 74/P1/13) | Robert |

73rd Season AGM

Robert's pre-meeting brief also covered options for the 73rd Season AGM, postponed until 2nd September at the previous meeting because of Covid-19 restrictions. Since The Lights would not be available in September we had to determine a new way forward. In particular, we needed to agree what to do if we were unable to present the Club's accounts for approval by Members at the AGM, an action that is normally required before the accounts are passed to the Charity Commissioners.

Charity Commission advice was that, in exceptional circumstances, the accounts could be passed to the Commission without approval by the Members if a) they had been accepted by the Committee and b) the Trustees agreed that this action was appropriate.

We agreed that Covid-19 made the current circumstances exceptional. We have no venue in which to hold the AGM and our Constitution makes no provision for the conduct of an AGM on line. So, with the support of the rest of the Committee, the Trustees (Chairman, Treasurer and Secretary) agreed that this year's accounts would be passed to the Charity Commission without being presented to the Membership for approval. By the end of September, Kathy will send the accounts to the Commission in the normal format and with an explanatory email and a copy of these Minutes as supporting documents.

(Action 74/P1/14)

Although the Members would not be asked to vote on the Accounts this year we agreed that we would share with them the usual reports that they would expect to see at the AGM and give them the opportunity to ask questions of clarification. These documents would accompany Robert's letter to Members, covered under Actions 74/P1/4 to 7 above.

Club Officers and Committee members would normally be (re-)elected at the AGM. We agreed that, for this year only, the tenure of the current Officers and Committee members would be extended for a year. We would retain our booking at The Lights for 22nd April 2021 in the hope that the Covid-19 situation would have stabilised by then and we would be able to hold an AGM as normal. We would also go ahead with the planned concert by Ikuko Inoguchi on that date.

The Committee post of Operations Manager would, however, fall vacant with immediate effect. Roland had asked to be allowed to stand down for personal reasons after 14 years on the Committee; in his letter to Members Robert would seek volunteers to replace him.

Afternote: Action 74/P1/7 was completed on 6th July. Robert's letter to Members included the papers that they would normally have expected to see and have the opportunity to comment upon at the AGM and asked that questions be addressed to him or Kathy by no later than 31st July, after which the papers would be adopted. No questions were received by this date and this afternote therefore records the formal approval of the Minutes of the 72nd Season AGM, the Chairman's and Treasurer's Reports to the 73rd Season AGM and the Budget for the 74th Season; it also formally records the one year extension in post of Club Officers and all Committee members, except Roland – see above.

Any Other Business.

- Through Kathy, Pauline Davis had identified a florist – The Petal Boutique at Weyhill Fair – that should serve our needs better in future seasons than Blakes have done in recent ones, and on similar terms. As a result, Pauline is prepared to continue providing the on-stage flower arrangements for concerts, but she will also involve Anne Lee as a

deputy. Kathy will close the loop with Helen at The Petal Boutique when she tells her of the revised plans for the 74th Season – see Action 74/P1/7 above.

- Dave asked what we should do with the remaining stock of about sixty 70th Anniversary Torch Key Rings. We agreed that they could be given away on a first come, first served basis whenever the Club is next able to meet, with donations to Club funds being encouraged but not obligatory.

11 **Date of Next Meeting.** We agreed that the Club Constitution's requirement for the Committee to meet "not less than six times a year" was probably excessive during the Covid-19 pandemic. With no concerts to organise in the coming months, quarterly meetings would be adequate until circumstances change and we are able to return to normal business. Our next meeting will be in late September/early October on a date selected after Committee members have shared details of their availability with Judy and Robert; and if, for pandemic-related reasons, we are unable to meet face-to-face, we will find other ways of conducting our business.


Chairman

8th October, 2020

Andover Music Club 73rd Season: Chairman's Report to Members

Much has happened since we last met in February, but I hope that the regular business that this report covers will not be a surprise to you. I remain grateful for your continued encouragement and support in these unusual times. My Committee colleagues and I continue to enjoy organising concerts for your pleasure during the winter months – although we'd be delighted if more of you wanted to join in the fun, a subject to which I return below.

The first five concerts of the Season provided the variety and consistency of performance that you have come to expect. To remind you, we enjoyed the return of the Galliard Ensemble in September; a first appearance by the Austen Trio (augmented to a quartet and performing for the first time in costume) in October; another first appearance, by Marici Saxes, in November – a concert that I think many were surprised to find they enjoyed more than they had expected to; three standards of the piano quintet repertoire, including Schubert's 'Trout Quintet', beautifully performed by the Frith Quintet in January; and a broad-ranging and entertaining performance from Classic Rhythm, returning in February after a gap of 19 years.

And then Covid-19 intervened, causing us to cancel pianist Martin Roscoe's concert in March and reschedule our AGM to September in the hope that the dust would have settled by then; a vain hope, as we now know. Martin's agents were very understanding and we left open the possibility of rebooking him at some future date – but he's in great demand and will be returning to his existing schedule as soon as circumstances allow, so I'm not hopeful that we'll see him in Andover any time soon. I return to the wider impact of Covid-19 on our activities late in this report.

Your Committee has continued to be busy on your behalf throughout the Season and I thank all my colleagues for their hard work: the Officers and Trustees of the Club, Treasurer Kathy Percival and Secretary Judy Eggar; and the other members of the Committee, Membership Secretary Karen Coffin, Bookings Secretary Judy Humphreys, Webmaster Dave Patterson, and Committee members Mark Bunce and Renate West. You know who we all are and probably think you know what we each do, but I commend the diligence and dedication of all my colleagues to you. Our sole aim is to provide a season of concerts for your delight; occasionally the Committee is a little swan-like – outwardly calm and beautiful, paddling furiously below the surface – but we work well together and enjoy each other's company, and I hope you're satisfied with the results of our labours.

You will have noticed that I haven't yet mentioned Roland Treby, who deserves a paragraph of his own. Roland has been on the Committee since the 59th Season (yes, that's 14 years), first as Concert Secretary, then as Concert Manager and, for the last eight seasons, as Operations Manager. In combining the roles of Front of House Manager and host for our visiting performers he has devoted a considerable part of each concert day and the weeks immediately before it to ensuring that everything goes smoothly and that you and our performers enjoy each of our evenings together. To my sadness (and yours, too, I'm sure) personal reasons mean that he has now asked to be allowed to stand down from the Committee. Many of you have known him for far longer than I have, but I thank him formally here, on behalf of us all, for his magnificent service to the Club over many years; our reputation as a club and venue which performers like to visit because they know they will be made welcome and properly looked after is largely the result of his hard work, and we are all in his debt for this. Thank you, Roland, and we look forward to seeing you and Margaret-Anne whenever you are able to join us in future seasons.

Others deserve thanks, too, even though they're not part of the Club's committee. So, on your behalf, I thank Polly Whyte, who provides the excellent high teas that our performers so appreciate, and Pauline Davis, whose beautiful flower arrangements grace the stage at our concerts. And, of course, I thank the salaried and volunteer staff of The Lights who make it so easy for us to have an enjoyable evening every time we meet there.

Covid-19

I want to say a little more about the impact of Covid-19 on our activities, the key points of which were contained in the letter that you should all have received from me in early July. The decision to cancel most of the concerts in the 74th Season has not been reached lightly but, in the final analysis, the Committee felt that there was no better option open to us. The fact that the full capacity of The Lights was unlikely to be available, covered in my letter, was the biggest single factor and we could identify no other venue in Andover that could overcome the impact of social distancing on theatres and concert halls while still being able to accommodate our full membership. But we also took advice from our performers: not all of them are currently able to rehearse together, some of them have

members who live abroad and may not be able to travel to the UK because of quarantine restrictions, and others who normally share instruments in performance would have had to rework their programmes for health and safety reasons. Some but not all of them were open to the idea of pre-recording a concert that could be broadcast to members on line – rather as the BBC and others have been doing during lockdown – but there would have been additional costs involved that we doubted we could afford and there would have been no certainty of acceptable sound or video quality. We wondered whether on-line concerts would have appealed to all of you; we also thought that, even if The Lights were prepared to open its doors for a socially distanced concert and our performers were willing to perform, many members would be unwilling to renew a membership that could not guarantee them a seat for each concert, and the Club's finances would suffer as a result.

So, in reality, concerts will not be possible until we can return to The Lights without social distancing. I very much hope that, by September 2021, this will be the case; and I hope that regulations will be lifted in time for us to meet for a short concert and the 74th Season AGM on 22nd April 2021, a date that is already reserved for us. With a sponsor for that concert already lined up, its cost to the Club will be minimal.

Club Finances

In her Treasurer's report Kathy Percival covers the accounts for the past year and the budget for the coming one; and, at first glance, we appear to be financially quite comfortable. But for some years we have routinely had an excess of expenditure over income, growing from year to year, and our reserves cannot sustain this forever. The cancellation of two concerts at the end of the 73rd Season has eased the immediate pressure, but Covid-19 may yet have a longer term, negative impact on our finances. I have therefore set in train a review of the Club's financial model which will report to the Committee by the end of the year and allow us to present suggestions for its improvement to the Club for approval by the membership at next year's AGM. If you have expertise that would help us with this review I would be delighted to hear from you. You needn't even join the Committee, if you feel that you couldn't make that level of commitment – I'd be happy to co-opt you solely onto the review sub-group for as long as it takes for the work to be completed.

Committee Membership

If Roland Treby is not replaced the Committee will have reached the minimum size (8, including three Trustees) that our constitution requires. My wife and I are beginning to plan a move closer to our family and, although we don't expect this to happen immediately, we will go when the circumstances are right; certainly I do not expect us to serve on the Committee beyond the end of the 75th Season and we may leave before then. None of the current Committee members wish to take over as Chairman or Secretary but, if these Trustee posts are not filled, the Club's legal status would be questionable. So, although I am aware that all Chairmen routinely seek new Committee volunteers at every AGM and often quite frequently in the months between, I make the point here as forcefully as I can: **the Club needs new Committee members and failure to find them will put its continued existence in jeopardy.** Please get in touch with me if you feel that you could contribute in this way – the Committee will continue to meet during the 74th Season and this quiet period with no concerts could be an ideal time for you to test the water and decide whether you are able to help in the longer term.

I wish you all well until we are able to meet again.

Andover Music Club 73rd Season: Treasurer's Report to Members

My thanks, once again, to Steve Davis for carrying out the Independent Examination of the Annual Accounts as requested by the Club's Trustees, in accordance with the requirements of the Charities Act 2011. I present to you with this report the Examined Financial Statements for the year 2019/20. You will see that the cancellation of our concerts in March and April, with no costs claimed either by The Lights or by the artistes involved, had direct positive consequences for the Club's finances; we are grateful for the understanding of all concerned.

The Balance Sheet explains the cash situation of the Club and I am presenting the accounts with an out-turn of £643.80 excess expenditure, considerably better than the £2720 budget that was accepted at the last AGM. At the end of March, the balance in the Newbury Building Society stood at £14,767.00 and the Lloyds Bank accounts totalled £2,414.46. With a Petty Cash holding of £50, the Club's total assets then stood at £17,181.46. With the exception of the printing of 4-folds for the next season (£268), the Club was not liable for any debts or commitments.

Our Chairman has told you in his report that, because of the ongoing Covid-19 pandemic, the Committee has decided to hold no concerts before April 2021, possibly not before September 2021, and that your 73rd Season membership continues to be valid until April 2021 at no cost to you. In early 2021 the Committee will consider the level of Membership fee that is appropriate for the season of concerts that we will by then be planning to bring you from September 2021; we hope that it will not have to increase from the current fee of £60 but, with so much uncertainty surrounding Covid-19, I will not guarantee that in this report.

Thank you for your continued support of the Club through donations which this year amounted to £623, with a further £141.67 claimed in Gift Aid. Donations, Gift Aid and income from the monthly raffle once again exceeded £1,000 this year, which is a great help. Please do not forget to inform me if your tax circumstances change and you are no longer eligible to claim Gift Aid. Membership Secretary Karen Coffin and I have updated our Gift Aid records this year for HMRC to inspect if necessary, but we need your help to keep them up to date.

In recent years we have benefitted from the Leckford Community Matters Green Token scheme but we were unable to apply again until February 2020 and were told that the scheme would not pay out to the Club until April 2020, missing the accounting year that this report covers. The Covid-19 lockdown has meant that there have been no visitors to the Leckford Estate since March, and we have been told that Waitrose is simply dividing the £1,000 available each month between the three nominated charities for that month. I look forward to including that in next year's accounts.

With no concerts before April 2021 the budget for the coming season is unlike any that you have seen in recent years, but I put it before you with this report. There will be little income or, I hope, expenditure, but the size of both is unpredictable and dependent on factors that we do not control. I have made the best estimates that I can and, as you will see, anticipate that we will have a small excess of expenditure of £393 at the end of the year. If you wish to discuss any aspects of the budget you can reach me at treasurer@andovermusicclub.co.uk or by telephone on 01264 350688.

It just remains for me to wish you all the best, keeping safe in these times whilst the Committee seeks to engage some top artistes for you to enjoy once we are able to meet for concerts again.

Kathy Percival
AMC Treasurer

July 2020

ANDOVER MUSIC CLUB

Registered Charity No 1016967

INCOME AND EXPENDITURE ACCOUNT 2019-20

<u>INCOME</u>		<u>EXPENDITURE</u>	
<u>2018/19</u>	<u>2019/20</u>	<u>2018/19</u>	<u>2019/20</u>
9981.00 Subscriptions	9825.00	3328.00 Theatre Hire incl AGM	2844.40
1494.13 Ticket sales	999.60	391.14 Publicity/Website	419.38
759.00 Programmes	594.00	787.20 Programmes & Tickets	572.86
805.00 Sponsorship/Advertising sales	245.00	9246.22 Artistes Fees + technical costs + Piano tuning	8583.65
939.57 Donations & Gift aid refund	764.67	87.27 Concert Exp.(Hospitality)	80.75
383.00 Raffle	278.00	410.20 Advertsing costs (4 folds £235.00)	587.80
81.50 Merchandise	38.50	334.08 Making Music Subs & PRS fees	352.69
117.23 Bank/ Newbury BS Interest	161.26	43.00 Insurance	43.00
		143.21 Club Admin	65.30
		160.00 Volunteers lunch - Waitrose contribution	0.00
14560.43	12906.03	14930.32	13549.83
369.89 Excess Expenditure	643.80	0.00 Excess Income	0.00
14930.32	13549.83	14930.32	13549.83
** Donations £623 Gift Aid £141.67			

BALANCE SHEET AS at 31 March 2020

<u>LIABILITIES</u>		<u>ASSETS</u>	
General Fund:			
At 12 April 2019	17835.22	Newbury Building Society	14767.00
plus Excess Income	0.00	Bank Current	239.46
minus Excess Expenditure	-643.80	Deposit	2125.00
Less Creditor b/f TVBC Hall hire concert 6 2019	-387.50	Petty Cash	50.00
plus Creditor for concert 5 hall hire - TVBC February 20	310.54		
Paid in advance subscription 2021	67.00		
17181.46	17181.46		17181.46

ANDOVER MUSIC CLUB
Registered Charity No 1016967

3rd revision BUDGET for 74th season 2020-2021

3rd Revision due to the global Covid 19 pandemic

<u>INCOME</u>	£	<u>EXPENDITURE</u>	£
Subscriptions	0	Theatre Hire	0
Ticket sales	0	Website/publicity	50
Programmes	0	Programmes/tickets	0
Sponsors/Advertising	0	Artistes & concert expenses	200
Donations	100	Concert hospitality	0
Raffle	0	Advertising	268
Gift Aid	20	Making Music & PRS	320
Bank & BS Interest	130	Insurance	43
Merchandise	25	Club Admin inc RT gift	120
Waitrose donation	333		
Total	<u>608</u>	Total	<u>1001</u>
Excess expenditure	393	Surplus income	0
TOTAL	<u><u>1,001</u></u>	TOTAL	<u><u>1001</u></u>