



SANDBACH
Town Council

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Agenda for the meeting to be held on **Wednesday, 05 February 2025**
At 7.00pm in Sandbach Town Hall, Board room.

Committee Members: Cllrs J Arnold (Chair), S Corcoran (Vice Chair), G Lindop, N Cook, K England, D Hegarty, M Mitchel, L MacGregor, M Hough, T Wheatcroft, A Nevitt (ex-Officio)

1. APOLOGIES FOR ABSENCE

Please ensure apologies are received by **the Chief Officer no later than 5pm** on the day of the meeting.

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

The Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.
After the questions, the Chair will reconvene the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve items to be excluded from press and public, if appropriate.*

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 03 December 2024]

Lead: Chair

Action: *To approve the minutes of the 03 December 2024 meeting.*

5. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)

[Attached: Grant Applications received in Quarter 3
5a Sandbach Choral Society – requested amount £1150]

Lead: Chair

Action: *To consider grant application for approval against the Council's grant application criteria and a 2024-25 budget provision of £31,375 with £10,120 remaining.*

6. ITEMS FOR THE NEXT MEETING

Lead: Chair

Action:

- i. *To consider the review of the Disciplinary Procedure with recommendations for change to go to Full Council.*
- ii. *To consider and agree any other items for next meeting.*

7. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 7th May 2025 at 7pm in Sandbach Town Hall.



SANDBACH
Town Council

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Minutes for the meeting held on **Tuesday, 03 December 2024**
At 7.00pm in Sandbach Town Hall, Board room.

Present Councillors J Arnold (in the Chair)
S Corcoran
N Cook
D Hegarty
M Mitchel
T Wheatcroft
M Hough
G Lindop
A Nevitt (ex-Offico, Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr K England, and L MacGregor.

2. DECLARATIONS OF INTEREST

No declarations of pecuniary & non-pecuniary interests in relation to any item on the agenda were made.

The Chair adjourned the meeting to allow presentations and questions relating to items on this agenda from members of the public.

Speaker 1. P Jennings, commented on item 5 and 4 on the agenda.

He requested the committee's advice on when the allocated budget for the Skatepark Project was removed from the revised budget.

Cllr Arnold, Corcoran & Nevitt. Responded to the comment confirming that the Skatepark Project earmarked reserve were not removed. But thanked the speaker for raising the subject of the Skatepark Project which they support.

The speaker also noted that the minutes of the last meeting (item 4) do not identify a route for the expenditure of the CIL funding. He raised that the meeting of the Green Space working group mentioned in the minutes and their subsequent reporting to Council, is unlikely due to the narrow timeframe for the funds to be used.

Cllr Arnold & Cook. Discussed the accuracy of the minutes, Cllr Arnold proposed that the CIL funding could be discussed during the meeting of the Full Council on the 18th of December 2024. Cllr Cook agreed to work with the Green Spaces group to try and identify some projects where CIL funds might be spent.

The Chair reconvened the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Resolved: *No items were excluded from the press and public.*

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 20 November 2024]

Lead: Chair

Resolved: *The minutes of the meeting of 4th November 2024 were approved as an accurate record with the following amendments:*

- i. **Item 6.** To minute the point raised by Cllr Cook during the discussion on the wording of the Standing Orders referring to the RFO's requirement to either prepare the budget or present the budget during the meeting.
- ii. **Item 8.** To amend the wording of the resolution of the item to the following: *'To send out an agenda item to the Parks and Open Spaces WG via email to make a recommendation to either the Finance, Policy and Governance or Full Council on projects to use of the remaining CIL money before the end of the year.'*

5. 2025-26 DRAFT BUDGET RECOMMENDATIONS

[Attached: Budget Report and Supporting Documents]

Lead: Chair

Cllr Arnold started the discussion by responding to the points of order raised during the previous meeting taking advice from the Deputy Chief

Officer (DCO) and Cheshire Association of Local Councils (ChALC) on the matters raised.

He confirmed that in the absence of the RFO who is currently the Chief Officer (CO), the DCO is the acting RFO. In the case that the current RFO does not return to work, the Council will then nominate a new RFO.

Based on the advice of the DCO and ChALC, the committee may proceed, as the budget was prepared by the DCO, who is acting as the RFO. It was further confirmed that the RFO's presence is not required during the meeting.

There was further discussion on the compliance with the Council's Standing Orders. Cllr Corcoran queried where in the Standing Orders it states that the RFO is required to present the budget to the Finance, Policy & Governance Committee. Cllr Cook agreed to provide the reference following the meeting.

The committee then discussed the budget report, this discussion included: staffing cost which were identified as being too high, the Skatepark Project reserves and their presence in the report, Town Hall maintenance, the Youth Club, the Ranger, Environmental Projects and other.

Resolved:

To recommend the following to Full Council:

- i) To allocated £8,000 from general reserves to earmarked reserves for environmental projects.*
- ii) A 2025-26 net expenditure and precept level of £815,067 as presented.*
- iii) A Council Tax (Band D) rate per household of £90.87, representing increase of 4.65% as presented.*

6. ITEMS FOR THE NEXT MEETING

Lead: Chair

Resolved: No items were agreed for the next meeting.

7. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 5th February 2025 at 7pm in Sandbach Town Hall.

Meeting Closed at 7:52 pm
Chair Cllr J Arnold (in the Chair)
PG / AN

**BLANK
PAGE**



SANDBACH
Town Council

APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group: **Sandbach Choral Society**

Contact Person:

Address:

Tel Nos:

E-mail:



Please give the purpose of your organisation as described in your constitution.

See attached constitution

Please enclose a copy of your constitution or rules, showing your aims and objectives.

See attached constitution including purpose, aims and objectives

Is it a Registered Charity? **YES** If so, please give **Charity Number 1082655**

1 **Total cost of your project?** **£2315.....** Sum requested from STC **£1150**

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

See attached budget costing and detail of anticipated income

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

This concert – “Serenade to music” offers music from 3 different composers which in turn offers a range of different musical styles. In order to present the best of this programme we feature four different soloists as well as a solo violinist.

This is music which couldn't otherwise be performed by the choir alone, and most certainly provides an additional element of interest for the audience.

Does the grant cover advertising or wages of personnel involved if so how much?

The choir will cover the cost of design and origination of artwork for posters, tickets and programmes. These will then be manufactured by professional printers.

Similarly, the fees for our conductor and accompanist will be covered by the choir, but the fees for the soloists and the violinist are the subject of the grant application.

Our many members will cover the set-up and running of the event.

See Project costs for detail

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach. Yes
- Create an Inclusive Society Yes
- Promoting our Environment, Heritage and Culture Yes
- Work towards improving Leisure and Amenities. Yes

How does the project meet these priorities?

Music is an important part of our, and many other cultures, and singing with others in a choir is increasingly being seen as both a health and social benefit for members of the community.

It brings together people from all walks of life, from all sorts of backgrounds and from all levels of musical achievement but who meet up with a common interest.

It also provides an opportunity to perform music, not only for ourselves but for an audience drawn from the community giving them a chance to enjoy the live music.

4 Have you raised funds from any other sources for this project? NO

If yes, please state source and amount.

5 Are you awaiting the outcome of any other applications for funding, towards this project? NO**6 Has the Organisation previously applied for a Grant from Sandbach Town Council? YES****7 The Organisation's accounts for the last three years. ***

YEAR	30.6.22	30.6.23	30.6.24
Accounts Balance b/f	22287	18809	17478
Accounts Balance c/f	18809	17478	16544
Income	9394	14463	15886
Expenditure	12428	15366	16743
Year-end bank balance	18809	17478	16544

- Please enclose a copy of your last available set of accounts.

See latest available account in attachments

8 Describe the geographical area in which your Organisation works.

The organisation works almost exclusively within Sandbach but members come from many of the surrounding towns and villages of South Cheshire and beyond. Advertising covers most of these areas with additional social media coverage as well.

9 What proportion of the work takes place in Sandbach?

100% - All rehearsals are held in Sandbach, as are committee meetings. Other meetings may occasionally be held in members homes. Similarly our concerts are held in venues within Sandbach.

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

NameSandbach Choral Society.....

If payment by BACS is preferred:

Bank Account Name.....[REDACTED].....

Account Number[REDACTED].....

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: NO

Two of the authorised signatories for your bank/building society account need to sign below:

Signed:Position within the Organisation: ...Chairman.....

Signed: Position within the Organisation: ...Treasurer.....

On behalf ofSandbach Choral Society..... Date: 15th January 2025

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

8 Describe the geographical area in which your Organisation works.

The organisation works almost exclusively within Sandbach but members come from many of the surrounding towns and villages of South Cheshire and beyond. Advertising covers most of these areas with additional social media coverage as well.

9 What proportion of the work takes place in Sandbach?

100% - All rehearsals are held in Sandbach, as are committee meetings. Other meetings may occasionally be held in members homes. Similarly our concerts are held in venues within Sandbach.

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

NameSandbach Choral Society.....

If payment by BACS is preferred:

Bank Account Name..... [redacted]

Account Number [redacted]

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: NO

Two of the authorised signatories for your bank/building society account need to sign below:

Signed [redacted] Position within the Organisation: ...Chairman.....

Signed [redacted] Position within the Organisation: ...Treasurer.....

On behalf of Sandbach Choral Society..... Date: 15th January 2025

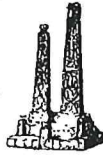
Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

Attachments

- **Signed Page 3 of Grant Application**
- **Constitution – including purpose, aims and objectives**
- **Project Costs - Budget costs & Anticipated income**
- **Latest available accounts**

Registered Charity
Number 1082655



SANDBACH
CHORAL SOCIETY



CONSTITUTION

Abbreviations and Definitions: Throughout this document the following abbreviations and definitions apply:

AGM: Annual General Meeting

EGM: Extraordinary General Meeting

Season: The Society's Singing Season i.e. from first rehearsal to final concert, normally the start of September to the end of June.

1) Title

The name of the Society shall be Sandbach Choral Society, hereinafter referred to as the Society.

2) Objects

The object of the Society shall be to promote, improve, develop and maintain public education in and appreciation of the art and science of choral and other music in all its aspects by the presentation of public performances and concerts, and for the general purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the Committee may from time to time decide.

In specific terms the aim of the Society shall be to promote an interest in choral singing and an appreciation of music by becoming a choir recognized for excellence in musical standards and presentation, by providing its members with opportunities to develop their musical skills in learning and performing, by forging stronger links with the local community and by extending the Society's reputation beyond local boundaries.

3) Membership

The members of the Society shall be those who pay the annual subscription at the appropriate rate or rates, at the appropriate times and by the appropriate means as shall be determined by the Committee.

For definitions of membership and details of the responsibilities of membership refer to Addendum 1.

4) Officers and Committee

The management of the Society shall be in the hands of a committee consisting of the following:

The Principal Officers: Chairman, Secretary and Treasurer.

In matters relating to its charitable status the Principal Officers shall be deemed to be the Trustees of the Society.

Officers to fulfil the following roles: Publicity, Fundraising and Minutes Secretary.

The Conductor, the Deputy Conductor and / or Accompanist.

Two choir members to be elected by the Society's members.

The committee shall be empowered to co-opt members of the society in order to undertake specific roles in addition to or in support of those defined above.

The Principal Officers and the other committee members shall be elected by and out of the Society's members at an AGM. Subject to the normal rules of membership they shall hold office until the next AGM and be eligible for re-election.

The committee shall elect a Deputy Chairman from amongst the elected members during the first committee meeting following the AGM. The Deputy Chairman shall retire at the next AGM but shall be eligible for re-election subject to the normal rules of Committee Membership.

The committee shall meet at least three times a year and shall be responsible for ensuring that the Society complies with its aims and is properly managed.

For committee operational procedures see Addendum 2.

5) Management

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the committee.

6) Powers

In furtherance of the objects of the Society but not otherwise the committee may exercise the following powers:

To raise funds and to invite contributions provided that in raising funds the committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.

Subject to any consent required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed.

To establish or support any charitable trusts, associations or institutions formed for all or any of the objects.

To appoint and constitute such advisory committees as the committee may think fit.

To do all such other lawful things as are necessary for the achievement of the objects and which benefit the society.

For additional notes see Addendum 3.

7) Equal Opportunities

No individual shall be excluded from membership of the Society or debarred from any official capacity on the Committee on the grounds of age, sex, race, colour, religion, sexual orientation, disability or political affiliation.

8) Finance

The society's financial year shall end on 30th June.

A banking account shall be operated in the name of the Society. All cheques drawn against the society's account shall be signed by two of the principal officers.

The Society shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.

The income and property of the Society, howsoever derived, shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

9) Annual General Meeting (AGM)

The Society members shall be summoned to an AGM at the first rehearsal of the new season of which at least fourteen days notice in writing shall be given.

The quorum for the AGM shall be as follows:

Two of the Principal Officers

plus

30% of the voting non-committee members or 10 voting non-committee members, whichever is the greater.

In the event of the required number of society members not being present the Chairman or Deputy Chairman shall call a new meeting.

The Chairman, Deputy Chairman or Secretary shall notify the society members of the date, time and place of the AGM together with a list of items to be discussed.

During the AGM the annual reports and statements of accounts shall be presented and agreed, the committee members, administrative officials, the conductor and the accompanist appointed and any other business relevant to the management of the Society be reviewed.

The Society Secretary must be notified of nominations for Committee and Administrative Officers at least fourteen days prior to the meeting. All such nominations must be submitted in writing and be proposed and seconded by members of the Society.

Motions for discussion during the AGM should normally be submitted in writing or by email at least fourteen days in advance of the AGM but motions arising out of AGM business will also be accepted provided that they are proposed and seconded by members of the Society.

For additional notes regarding the role of the administrative officials see Addendum 4.

10) President

The President of the Society shall normally be elected for a maximum of three years at the AGM or at an EGM. The President's term of office may be extended if the Society members so wish, approval being by means of a vote at either an AGM or an EGM.

It is expected that the President will be present and support the choir at most of its functions during each season, meet members of the choir at a rehearsal in September or October and attend the AGM.

The President shall be an Honorary Member of the Society.

11) Vice Presidents

Members of the Society may recommend to the committee suitable persons, whether connected with the Society or not, to be invited to become Vice Presidents. Final approval for invitation to become a Vice President shall be at the committee's discretion.

When appropriate, Vice Presidents shall be sent two complimentary tickets for each concert.

12) Extraordinary General Meeting (EGM)

An EGM, of which at least fourteen days notice in writing or by email must be given to members, may be called by the committee or upon written request to the Secretary signed by at least three members of the Society.

The quorum for an EGM shall be as defined for the AGM as per section 9 above. In the event of the required number of Society members not being present the Chairman or Deputy Chairman shall call a new meeting.

The Chairman, Deputy Chairman or Secretary shall notify the society members of the date, time and place of the EGM together with a list of items to be discussed.

13) Accounts

The committee shall ensure that proper accounting records of the Society are kept and that any such accounts comply with requirements of current legislation.

At each committee meeting the Treasurer or another duly appointed officer shall present an up to date written statement of the accounts i.e. receipts, payments and current assets, acceptance of which shall be recorded in the minutes.

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the committee and then submitted to the members at the AGM.

If fully audited accounts are not available at the time of the AGM the Society Treasurer or another duly appointed officer shall present provisional accounts. In such an event audited accounts must be available in time for the first rehearsal the following September.

For additional notes see Addendum 5.

14) Conductor, Assistant Conductor, Accompanist and Soloists

It shall be the responsibility of the committee to recommend a suitable person to fulfil the role of Conductor to either an AGM or an EGM. The appointment shall be for a period of time recommended by the Committee and approved by either an AGM or EGM. The Conductor must give 3 months' notice of resignation to the Committee.

The Deputy Conductor shall be appointed by the committee, normally for a single season. At the conclusion of each season the Committee may confirm the reappointment of the Deputy Conductor for the following season. In the event of it being necessary to appoint a Deputy Conductor during the course of the season the committee shall be authorized to do so. In such cases the appointment shall be reviewed at the conclusion of the season. The Deputy Conductor must give 3 months' notice of resignation to the committee.

It shall be the responsibility of the committee to recommend a suitable person to fulfil the role of Accompanist to either an AGM or an EGM. The appointment shall be for a period of time recommended by the committee and approved by either an AGM or EGM. The Accompanist must give 3 months' notice of resignation to the committee.

15) Dissolution

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society, such transfer being agreed at an AGM or EGM.

Following the disposal of all assets and subject to sufficient funds being available, subscriptions paid by the members for the current season shall be refunded pro-rata according to the number of weeks' rehearsals remaining in the season. In the event of there being insufficient funds to cover a full pro-rata payment of outstanding subscriptions a reduced pro-rata payment shall be made.

In the event of no AGM being held for two successive years and no member of the committee having made the necessary arrangements for dissolution any other fully paid up member of the Society may do so.

16) Amendments

The constitution may be amended by a two-thirds majority of the members present at an AGM or EGM, provided that fourteen days' notice of the proposed amendment has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society's ceasing to be a charity.

Addendum 1: Membership and Responsibilities**Ordinary Membership**

Membership shall be open to any individual who is interested in singing and who is introduced by a member of the choir or asks to join.

New members shall be entitled to four weeks' rehearsals after which they will be deemed to be full members of the Society and will pay their subscription at the rate agreed by the committee. It shall be the responsibility of members to attend rehearsals, concerts, festivals and other events.

Members aged sixteen years and above shall be entitled to one vote at AGMs and EGMs. Members aged below sixteen years shall not be entitled to vote.

Honorary Membership

At the AGM the members may elect to Honorary Membership such persons as it deems fit regardless of whether or not the said persons sing with the choir. Honorary Membership shall normally be for a period of one year.

However, Honorary Membership may be conferred for life in cases where the members deem that the said person has given exceptional service to the choir.

The Conductor, Deputy Conductor (if appointed from outside the Ordinary Membership of the Society) and Accompanist shall automatically hold Honorary Membership status.

Each Honorary Member shall be entitled to one vote at AGMs and EGMs.

In the event of there being any paid employees of the Society other than the Conductor, Deputy Conductor and Accompanist, such persons shall be entitled to one vote at AGMs and EGMs.

Temporary Membership

A status of Temporary Member shall apply to those persons who join the Society for the express purpose of participating in a specific concert. In such cases a membership fee of 25% of the annual ordinary member's annual fee shall apply for each applicable concert.

In those cases where a temporary member wishes to participate in three or more concerts during any season they shall be expected to become ordinary members and pay the full annual ordinary membership fee.

Associate Membership

A status of Associate Member shall apply to those persons invited by the conductor or the committee for the express purpose of supporting the Society in the performance of a specific concert. Associate Members are not required to pay a membership fee.

Temporary and Associate Members shall not be entitled to a vote at an AGM or EGM.

Society members of any kind who sing regularly are expected to abide by the following guidelines.

- To inform the secretary if they expect to be absent from more than the occasional rehearsal.
- To attend the agreed minimum number of rehearsals, (75%), prior to each concert. In the event of a member failing to attend the agreed number of rehearsals their participation in the concert shall be at the discretion of the Conductor.
- To adhere to any seating plans which are produced either by the committee or by the Conductor for rehearsals and/or concerts.
- To take all reasonable care of any music either borrowed or owned by the Society which may be temporarily in members' possession for rehearsals and concerts and to ensure that all such music is returned promptly to the Society Librarian as and when requested. Music may be marked in soft pencil providing that any such marks are erased prior to the music being returned. Under no circumstances may pens or other permanent markers be used on music that is either owned by or on loan to the Society.
- To pay for the replacement cost of any music which is either not returned or which is returned in a condition deemed by the Society's Librarian to be unacceptable, such payment to be at the discretion of the committee.

Addendum 2: Officers and Committee

The following conditions shall apply to committee membership.

- A quorum shall be not less than half of the committee and must include at least two of the Principal Officers.
- An individual may hold more than one committee post simultaneously but no individual may hold more than one Principal Officer's post simultaneously.
- Where an individual holds more than one post that individual shall be entitled to one vote only.
- Honorary Members may be elected or co-opted as members of the committee but may not hold a Principal Officer's post.
- Members who are not entitled to vote as defined in Addendum 1 may not be elected or co-opted as committee members.
- The Conductor, Deputy Conductor and Accompanist shall be ex-officio members of the committee and shall be entitled to one vote at committee meetings.
- Members aged below sixteen years may not be elected or co-opted onto the committee.

The Principal Officers and committee members shall be elected for a period of one year at the AGM.

In the event of a Principal Officer's position not being filled at the AGM, the committee may co-opt a suitable person to fill that position until the next AGM.

In the event of the death or resignation of any committee member the vacancy shall be filled until the next AGM by a Society member appointed by the Committee.

All issues shall be decided by means of a simple majority vote. Officers, elected members and co-opted members shall each have one vote. In the event of a tie the Chairman shall have a second or casting vote.

If required the committee shall produce detailed job descriptions for all named committee posts and these shall be available for inspection by all Society members.

The committee shall be responsible for deciding, according to relevant circumstances, if a member should be asked to resign from their membership of the choir. Any such decision shall be taken in accordance with normal committee voting rules. In such an event the Chairman or Deputy Chairman shall inform the member immediately following the decision. Any such decision shall be communicated with discretion. The committee's decision is final.

Addendum 3: Powers

For the furtherance of the aims of the society the committee and / or the members may:

- Provide rehearsal accommodation and concert venues, equipment and copies of music.
- Fix and collect any subscriptions either in whole or in part payable by its members and patrons.
- Decide the start and finish dates for each singing season, rehearsal venues(s), rehearsal dates and rehearsal times.
- Where appropriate accept invitations from other choral societies or organisations to participate in concerts, especially if the purpose of such concerts or events is to benefit local organisations or charities.
- Where appropriate participate in musical festivals, concerts and other similar events.
- Engage soloists from outside the society in order to support concerts and other performances as and when required.
- Introduce an audition or equivalent process in order to monitor and control the admission of society members and allocate them to the appropriate section (SATB).
- In appropriate circumstances require the resignation of members.
- Agree the distribution of complimentary tickets for society events.

Addendum 4: Administrative Officials

At the AGM voting members of the Society shall appoint a number of Administrative Officials who shall undertake the following functions, the committee membership status of which is also specified below.

Publicity Officer (Committee Member)

The Publicity Officer shall, in conjunction with other Society members if required, arrange pre-concert publicity, the printing of tickets, programmes, posters and any other publicity information, and notify the press of newsworthy events. The Publicity Officer shall request appropriate funds from the Committee and distribute such material as is required.

Voice Section Representatives

(Attendance at committee meetings by invitation from the Principal Officers)

Each of the voice sections i.e. soprano, alto, tenor and bass, may elect a representative whose role shall be to liaise with the committee regarding any specific issues raised by the members of the relevant section. If required the combined members of the tenor and bass sections may elect one representative on behalf of both sections.

Only the members of the relevant individual voice sections as recorded in the society register shall be permitted to nominate or second candidates for the role of Voice Representative for their section. In the event of there being more than one candidate for the role of Voice Representative for any one of the voice sections the vote for each of the candidates shall be limited to the members of their own section. If there is more than one candidate to represent the combined tenor and bass sections the votes of the members of these two sections shall be added together in order to determine the outcome of the ballot.

Librarian (Non Committee Member)

The librarian is expected to liaise with the Conductor and Deputy Conductor in order to ensure that the music necessary for each concert or rehearsal is available for the members. He or she shall be responsible for keeping the Society's library in good order, maintain a catalogue of current music and arrange for the loan and return of music from public libraries or other sources. If necessary the Librarian shall request that the Committee release funds for the purchase of music. In addition the Librarian shall ensure that the copying of any music does not infringe current copyright laws.

Stage and Equipment Manager (Non Committee Member)

The Stage Manager shall be responsible for the concert venue arrangements which must be made in order for the choir to perform to a satisfactory standard and in a satisfactory manner. The Stage Manager shall be responsible for the maintenance of any staging and equipment that is deemed to be the property of the Society and may request appropriate funds from the Committee for this purpose.

Registrar

The role of registrar shall be fulfilled by the secretary.

The Registrar shall maintain a record of the names, addresses, telephone numbers and other contact details of all Society members together with a record of attendance at rehearsals. Copies of the contact details may be held by the Chairman, Secretary, Treasurer and Librarian but the record held and maintained by the Registrar shall be deemed to be the master list.

Other Non Committee Posts

It shall be the responsibility of the Committee to appoint other non committee officials as required for the day-to-day management of the Society's affairs.

Members and Honorary Members shall be entitled to hold any Administrative Official's post and more than one Administrative Official's post may be held simultaneously by any individual.

Non-Committee Member Administrative Officers may also become Officers, Elected Members or Co-opted Members of the Committee subject to the conditions for Committee membership defined above.

The Committee shall, if required, produce detailed job descriptions for all Administrative Officials which shall be available for inspection by all Society members.

Addendum 5: Finance

The accounts shall contain a record of all receipts and expenditure i.e. reason and amount(s) plus a record of the assets (money, goods and property) held and monies owed either by or to the Society.

Prior to final approval the Society's accounts shall be audited by an independent examiner appointed by the committee and approved by the AGM. Such a person shall be independent of the committee and, in the opinion of the committee, believed to have the requisite competence and practical experience to complete the examination of the accounts.

The funds of the Society shall be used expressly for the purposes of the Society and no payment shall be made to any Society member except as proper remuneration in respect of employment by the Society, repayment of expenses properly incurred on behalf of the Society

and agreed in advance with the Treasurer or as interest at a rate agreed by the committee on money lent to the Society.

Addendum 6: Conductor, Deputy Conductor and Soloists

The Conductor and, where appropriate, the Deputy Conductor shall be responsible for the following:

Recommending to the committee suitable programmes of music for rehearsals, concerts and other Society events.

Working closely with the accompanist to prepare rehearsals, concerts and other Society events.

Conducting rehearsals, concerts and other Society events and in so doing ensuring that the highest possible musical standards are attained.

As and when appropriate recommending to the committee that external soloists be engaged for particular concerts and other Society events.

Building up the Society's repertoire and in so doing assisting with the development of the members' musical abilities.

Providing advice and guidance to the committee and Society members on musical issues.

On those occasions when external soloists are required for a particular concert or Society event the names of appropriate soloists will be agreed by the committee. It shall then be the responsibility of the committee to engage the soloists and agree an appropriate fee.

On those occasions when it is considered more appropriate to seek soloists from within the Society volunteers may be asked to undertake a selection process defined by the committee. Such a selection process may be discussed with the Society members prior to its implementation.

5a

(1)

(1)

Spring Concert 12th April 2025
Costs and Anticipated Income

Expenditure

Agreed	Conductor	325.00
and	Organist	250.00
Fixed Costs	Venue Hire	260.00
	Soprano soloist	250.00
	Contralto soloist	250.00
	Tenor soloist	250.00
	Bass soloist	250.00
	Violinist	150.00
	Sub-total	1985.00

Estimated	Programmes	20.00
Costs	Ticket printing	15.00
(but fairly	Music Hire/printing	200.00
accurate)	Flyers	5.00
	Refreshments	40.00
	Gift Bags	5.00
	Wine/Flowers	45.00
	Card machine fees	
	Sub-total	330.00

Total Estimated Expenditure **2315.00**

Anticipated Sales for 60 & 80

Assuming 60	Ticket Income	750.00
	Programmes	30.00
	Raffles	150.00
	Refreshments	90.00
	Est. Income	1020.00

Total Estimated Loss **1295.00**

Assuming 80	Ticket Income	1000.00
	Programmes	40.00
	Raffles	200.00
	Refreshments	120.00
	Est. Income	1360.00

Total Estimated Loss **955.00**

**SANDBACH CHORAL SOCIETY
INCOME & EXPENDITURE ACCOUNT**

INCOME	2023/24	2022/23	EXPENDITURE	2023/24	2022/23
	£	£		£	£
CONCERTS - Ticket Sales			CONCERTS		
Autumn	674	530	Autumn	1,504	2,094
Xmas	863	920	Xmas	831	679
Spring	978	418	Spring	1,583	1,437
Summer	561	948	Summer	1,017	1,032
Total	3,076	2,816	Total	4,935	5,242
OTHER Concert Income			OTHER		
Singing Day	561	530	Singing Day	802	535
Refreshments & Raffles	1,446	893	Total	802	535
Programme Sales	35	107			
Total	2,042	1,530			
MEMBERSHIP			REHEARSALS		
Subscriptions	6,445	5,932	Venue	1,654	1,418
Gift Aid	1,353	1,211	Conductor	3,330	3,420
Music Theory Income	0	0	Dep Conductor	400	150
Total	7,798	7,143	Accompanist	3,150	3,135
			Total	8,534	8,123
Grants, Donations, Sponsors			ADMINISTRATION		
Grants/Donations/Legacies	0	465	Music purchases	426	132
Sponsors/Patrons	0	0	General Administration	569	330
Gift Aid on Fundraising	225	252	Insurance & Fees	259	239
Total	225	717	Members welfare	5	69
			Total	1,259	770
OTHER INCOME			OTHER EXPENSES		
Easy Fundraising	0	18	Charity Donations	0	0
Choir Dinner	653	564	Choir Dinner	606	527
Quiz Night	1,480	1,259	Quiz Night	607	129
Bank interest	206	204	Miscellaneous	0	0
Organ hire/teas/misc income	362	207	Card Machine and fees	1	40
Sale of Folders	45	5	Total	1,214	696
Total	2,746	2,257			
Total Income	15,887	14,463	Total Expenditure	16,744	15,366
Net Surplus/(Deficiency)	-857	-903			
Prepaid Income	411	15	Prepaid Expenditure	371	142
Opening Balances	17478.37	18809.20			
Closing Balances	16544.71	17478.37			
Deposit Account - Nat West	2010.00	6007.37			
United Trust 40day Account	8000.00	5000.00			
Hampshire 1 yr Fixed Bond	5000.00	5000.00			
Cash Float	120.00	120.00			
Current Account	1414.71	1351.00			

BLANK
PAGE