Minutes of Committee Meeting on 29th Sept 2023

Present:

David Henshaw, Kath Cawdell, Shirley Searson, Michael Wilcockson, Kathy Greig, Joy Walsh,

Anne Mellors

Apologies - None

Previous Meeting and Matters Arising

Minutes of last meeting approved.

Matters Arising: Music folders have been prepared for choir members. Jill Matthews confirmed original Choir name is OK providing donations. Gift aid form prepared.

Derby Hospitals Choir is now a registered charity (No. 1204902)

Finance

Subscriptions – **David** to prepare member list, **Shirley** to collect £20 subscriptions.

Gift Aid – **Michael** will coordinate Gift Aid details and submit to HMRC. **Kath** to send David the form. **David** will print off the blank membership/gift-aid forms for next week.

Grant making policy required by Charity Commission – new policy approved with Trustees making final decision on beneficiaries. **David** to check if Charity Commission need a copy.

We will shortly receive an anonymous donation of £400 “for benefit of the choir – e.g. buying music or building up reserves”

Concert

Beneficiary Selection – the Trustees decided that Kings Lodge (based at Florence Nightingale) will be the main beneficiary, with “Art in Hospital” to receive a smaller grant. **David** to consult choir members.

Ticket Price - Keep at £10. **David** to print at larger size than last year, and to prepare Ticket Source.

Posters – **Joy** to prepare, **David** to tweak & print. **David** to fetch donation boxes and plain posters for **Michael** to decorate Donation boxes.

Uniform - **David** to ask choir about bow-tie and scarf numbers.

Refreshments – Nozecco & Mince Pies as before. **Anne** to coordinate with Joy & Kath.

Raffle – **David** to ask choir to donate money for trustees to buy prizes nearer the time.

Compere – Richard Moulder confirmed.

First Aider – **Shirley** to be nominated First Aider.

AOB

Kevin Griffiths given permission to attend reduced number of rehearsals together with home preparation.

Next Meeting

Items for Future Meetings:

Uniform

Policies (Risk, Safeguarding…)

Art in Hospital 1 2 1 1

Coronary Care Unit

ENT (Audiology) 2

A & E General

Gastro-intestinal

Derby Hospitals Library

Ward310

Diabetes and Endocrinology

Ophthalmic Fund

Orthopaedic Department 1

Orthopaedic Outpatients RDH

Orthoptic

Rheumatology and Rehabilitation 1

Hand Surgery

Dermatology

\* Kings Lodge (based at Florence Nightingale) as a suggestion too for the work they do with seriously brain injured patients – 2 1 2 1 2 2 2