

# **ASSOCIATION OF CATHEDRAL VOLUNTARY CHOIRS**

## **Meeting of choir representatives**

**Sunday, 13 May 2012**

A meeting of representatives of choirs attending the Association of Cathedral Voluntary Choirs Festival was held in Bishop West's Chapel, Ely Cathedral, following the 10.30 am Sung Eucharist on Sunday 13 May 2012.

Present: Choir representatives from the following Cathedrals:  
Chelmsford  
Derby  
Exeter  
Guildford  
Hereford  
Rochester  
Wells  
Worcester

### **Hosting Cathedral:**

Ely (Jan Payne acted as Chair for the meeting)

## **I. MINUTES**

The minutes of the meeting held at Worcester on 17 October 2010 were approved, subject to the correction that under minute 1 that Southwell Cathedral had offered to host the festival in October 2013, not October 2012.

## **2. FUTURE FESTIVALS**

### **(a) Venues**

It was noted, with thanks, that Birmingham Cathedral were offering to host a festival in May 2015, and that Wells Cathedral would host the twentieth anniversary festival in October 2016.

It was agreed to enquire of Southwell as to whether their offer to host the festival in October 2013 still stood, and, if so, to accept it with thanks. It was further agreed that if Southwell proved unable to host the festival in October 2013 it would be held in either Derby or Rochester. Douglas Henn-Macrae (Rochester) to follow up and report back.

An offer by Guildford to host the festival in May 2018 was noted with thanks.

### **(b) Cost**

It was noted that there are increasing pressures of cost in organising and attending ACVC festivals, including accommodation for visiting singers, music purchase, and travel costs, and that cost may be discouraging some choirs or individual singers from attending.

In relation to music it was noted that at some previous festivals the host cathedral had produced a booklet containing all the music. Alternatively it might be possible to produce a pdf file of the music and make it available on the internet (perhaps on the ACVC website or on Facebook). It was noted that producing paper booklets would require the host cathedral to have numbers attending sufficiently in advance, and that permissions would require to be obtained to reproduce some music, either in paper or electronically.

In relation to accommodation it was noted that it might be possible (as had occurred at least once previously) for members of the host choir or others associated with the host cathedral to accommodate visiting singers in their homes, thus reducing the accommodation cost (though it was agreed that there would be difficulties in such an arrangement where singers were aged under 18).

### **3. MEMBERSHIP**

It was noted that St Asaph cathedral no longer has a voluntary choir. It was also noted that in some cases it has proved difficult to contact cathedrals about their voluntary choir, some simply not replying to correspondence. It was agreed that it would be useful to compile and maintain a list containing both cathedral voluntary choirs known to be active, and cathedrals which had been contacted but from which there had been no response. Jane James (Wells) and Douglas Henn-Macrae (Rochester) undertook to compile such a list.

### **4. FINANCES**

#### (a) Reports from Worcester and Ely

John Wilderspin reported on the financial position in respect of the Worcester festival in October 2010. It was noted that Worcester had received a balance of approximately £477 from Chelmsford, and that Worcester had passed to Ely a balance of approximately £1500. A statement of the accounts for the Worcester Festival is attached to these Minutes as Appendix I.

Jan Payne reported that the final Ely figures were not yet available, but that it was expected that the Ely festival would have at least broken even.

#### (b) Arrangements for finances for future festivals

It was agreed that it was least administratively burdensome if responsibility for financial administration were passed from host cathedral to host cathedral, any balance in the account being held by the financial office of the host cathedral before being passed to the next, rather than maintaining a standing bank account and making regular changes to the mandate.

### **5. WEBSITE**

Douglas Henn-Macrae reported on the website. It was noted that updating had taken place, though there was further work to do. It was agreed that a set of guidelines on the running of ACVC festivals would be included on the website for the benefit of future organizers. The meeting expressed its gratitude to Douglas Henn-Macrae for his work on the website.

### **6. OTHER BUSINESS**

#### (a) Regional meetings

The possibility of holding regional meetings of ACVC member choirs was discussed and noted.

#### (b) Photographs of the Ely festival

It was agreed that photographs of the Ely festival should be sent to Jan Payne (Ely) or Douglas Henn-Macrae (Rochester) for inclusion on the website. It was noted that the ACVC page on the Ely cathedral website would be maintained for a period following the festival, and that photographs would be posted there.

#### (c) Shoes

The importance of choir members wearing shoes which did not make an undue noise when walking was noted.

There being no further business, the meeting was closed. The next meeting will be held at the next ACVC Festival.

# Appendix I

## Worcester Cathedral ACVC weekend accounts

ACVC BUDGET

11/05/2012

25-Jan

ACVC 2010 Final

Income	Budget 2010			Number as at 8 Oct.	Note	Actuals
	Numbers	Costs each	Total			
Total Numbers	260		260			
Adults all in	150	£30	£4,500	106	3180	
Adults sing only	30	10	300	17	170	
Supporter all in	80	25	2000	18	450	
Supporter teas only		5		12	60	
Vollers boys dinner	18	0	0	14	0	
Total income			<b>6800</b>		3860	<b>£ 4,644.00</b>
Bar sales						<b>£ 278.00</b>
						<b>£ 4,922.00</b>
<b>Costs</b>						
Lunches		£3			65	<b>£ 195.00</b>
Singers food per head	150	£13	1950	123	1599	
Supporters food per head	80	£13	1040	18	234	
Boys food per head	18	£13	234	14	182	
Guests food per head	6	£13	78	11	143	
			<b>3302</b>	<b>166</b>	2158	<b>£ 2,080.00</b>
Bar cost incl sherry			0			£ 378.26
Licence			21		21	£ 21.00
Flowers on tables etc			150		100	£ -
Waiting staff			200		100	£ 60.00
Table hire			0			£ -
Vergers			100		100	£ -
Speaker's expenses			100		100	£ 51.85
Drinks on table			260		150	incl
Total for dinner			4133		2729	<b>£ 2,591.11</b>
Teas per adult	260	£6	1560	150	750	£ 750.12
Sherry			100		70	incl
Orange/coke etc			10		10	incl.
Admin, post			100		80	£ 193.72
Service sheets			0			
Other costs						£ 64.15
Refund						£ 83.00
					910	<b>£ 1,090.99</b>
Total costs			5903		3639	<b>£ 3,877.10</b>
	Income		6800		3860	<b>£ 4,922.00</b>
<b>Surplus</b>			897		<b>221</b>	<b>£ 1,044.90</b>

Plus amount received from Chelmsford

£ 477.93

Amount carried forward

**£ 1,522.83**