



WCS Committee Meeting minutes 12th May 2026

Present: Alan, Josh, Phil, Geoff, Jan, Chris, Rosemary and Christine

Meeting opened at 19.30

1. Apologies and welcome

- All present. Alan welcomed Josh as our new Musical Director.

2. Minutes of the last meeting

- The minutes from our meeting 22.04.26 were agreed as a true record, with an addendum (see end of these minutes).

3. Matters arising

- Josh to give Rosemary a photo to use in publicity.

4. Post concert thoughts

- Signage at and near the chapel was inadequate. It will need to be updated before the next concert. It would be useful to have signs indicating where the loos are. Maybe one at the top of the drive for those wishing to use the facilities on arrival.
- Chris to forward the blank concert prep list to the committee to use for the next concert.
- Post concert party to be held at Selsley Scout Hut on Sunday 14th June, 6 – 10pm, preceded by short EGM. Bring and share. Chris to confirm with Nigel.
- Invitations and EGM notice to be sent out by 22nd May.
- Check for further locations of defibrillator (other than outside Medical Centre), and review Risk Assessment.
- Resurrect emergency contact form. Include as part of sign-up to the choir, as well as Gift Aid declaration. Details to be accessible to two designated members of the committee.
- Card for Cath Graham from the choir – Christine to organise.
- Press releases – *Good on Paper*, *Local Answer*, *SNJ* and *Radio Gloucester*. Difficult to know how many of these helped to swell the numbers but we had a full house.
- Car parking attendants – we will need to appoint for the next concert and include someone who has been DBS checked. Chris and Geoff happy to help but this will not be a long-term solution.
- Extra DBS checks – Josh and Christine. Check current status with Sharon, including Rosemary.

5. MD's report

- Chris was delighted with how the concert went. We have received many positive comments, some indicating it was our best ever performance.



- Liaising with Wycliffe College is becoming more difficult. Christine to take this on. Chris to send details of relevant contacts. Phil to accompany Christine to meeting with the College.

6. Treasurer's Report (see separate document)

- Payment of outstanding invoices were approved by the committee.
- Jan and Phil to create a membership form and send to the committee for approval.
- We need 45-50 members to remain viable as an organisation. It was suggested we raise the membership fee to £110 for the year 2026-2027. Proposed by Rosemary, seconded by Christine. Agreed by all.
- Josh will complete the budget spreadsheet for our next concert, to be approved by the committee.
- EGM to approve accounts from previous years to be held before party on 14th June.

7. Fund-raising and Advertising

- Sponsorship of instrumentalists and soloists worked well. It allows people to donate where they are able.
- The current list of friends and sponsors was derived from the accounts
- It was proposed that we invite Bex to a meeting to use her expertise in marketing and advertising.
- We talked about the possibility of running a Come and Sing event to encourage new members. Difficult to run in term time because of safeguarding. May be possible at the Prep School.
- <https://www.makingmusic.org.uk/finding-new-members> gives ideas.

8. Future direction of the choir

- New term to start 8th September.
- Josh is currently looking at options for our next performance. The Gloucester Music Library has closed. We may be able to get vocal scores from the Three Choirs Festival. Orchestral scores will probably need to be sourced from the publisher or maybe the Gloucester Academy of Music.
- Josh will find out from Philomusica the fees charged by orchestra members for concerts.
- We need to review the roles and responsibilities of the Committee and encourage extra members with defined roles, who do not necessarily need to come to meetings. Phil to approach Paul Tucker. Christine to approach Sharon Brown.
- Invite Bex to a meeting as soon as possible as ex-officio member.

9. Website

- Rosemary to populate diary and edit but she is unable to make changes to the structure of the website. Josh to help Phil with the website – maybe we should start afresh?



10. AOB

- None

Meeting closed 21.59

Next meeting: Tuesday 16th June at 19.30, 19B High Street, Stonehouse, GL10 2NG.

Action List (from 19 th January)	Person(s) responsible
Burns Night 2027	(ongoing)
Download signature transfer forms	Alan (ongoing)
Transfer of bank signatories	Alan and John (ongoing)
Job descriptions	(ongoing)
Action List (from 23 rd February)	Person(s) responsible
Complete	
Action List (from 23 rd March)	Person(s) responsible
Complete	
Action List (from 22 nd April)	Person(s) responsible
Complete	
Action List (from 12 th May)	Person(s) responsible
Photo of Josh to Rosemary for publicity	Josh
Signage to be created for next concert	Committee
Forward blank concert prep and handbook to committee	Chris
Confirmation of party date with Nigel (14 th June)	Chris (done)
Invitations and EGM notice to be sent to members	Phil and Jan
Defibrillator and RA review	Christine
Emergency contact form, membership form and Gift Aid declaration	Phil and Jan
Card for Cath	Christine (done)
Car parking attendants – identify new (incl. 1 DBS)	Committee
DBS checks for Josh and Christine, and check existing	Christine and (Sharon)
Details of Wycliffe Liaison to Christine	Chris
Budget spreadsheet for next concert	Josh
Approach Paul Tucker and Sharon Brown re joining the committee	Phil ask Paul; Christine ask Sharon
Invite Bex to meeting	Phil
Website review	Rosemary, Phil and Josh

Addendum to the WCS Committee Meeting minutes 22nd April 2026

Following Geoff Hudson's resignation, Alan Chambers took over as Chair.
Phil will take over Pauline's role of liaising with Ticket Source.