

## **Canton Chorus Trustees Group Meeting Record**

*Canton Chorus is a registered charity: No 1166663. We hold Planning Group meetings on Zoom at least four times a year and face to face meetings as required. The planning group routinely consists of Trustees ( Five elected annually at our AGM) Part Reps, Librarian, Communications Lead, Web Site Lead, co-opted choir members, and our Musical Director. Choir members are asked to raise items with Part Reps or if they wish ask the Chair if they would like to attend a meeting. Meeting records are posted on our web site [cantonchorus.org.uk](http://cantonchorus.org.uk).*

***A trustees only meeting was held on the 6th November 2025 after a change of personnel at AGM to ensure smooth running of finances during handover period.***

**Meeting Date: 06/11/2025 on Zoom.**

**Present:** Lesley Jones Chair/New Trustee, Anna Brazier Secretary/Trustee, Neil Schofield Treasurer/Trustee, Margot Henery Trustee, Janet Daly Vice Chair / New Trustee.

**Apologies:** Steve Bowkett remains trustee as Standing Down Chair in order to facilitate smooth change over with the bank which takes time. He didn't attend the meeting. He will stand down as trustee as soon as bank authorisations for new trustees are completed.

**Record of previous meeting:** This was a stand-alone meeting

**Matters arising not on Agenda:** N/A

### **Constitution and 2026 AGM**

- Confirmed we can make small changes to our constitution without permission from the charity commission. We can work to these, ask for agreement at next AGM and inform the Charity Commissions of any changes.
- Agreed all trustees to become signatories to CC account. Makes for increased ease of authorising payments if anyone is not available. Agreed for Steve as standing down chair to continue as trustee and signatory until changes are made at bank as this can take time. This is to ensure smooth running during the handover period after the AGM.
- Payments to continue to be authorised by any two trustees.
- Routine payments: Hire rehearsal venue, Musical Director and Accompanist.
- Concert budget is agreed each time.
- For next AGM: Agree minor edits to constitution re bank signatories, formally elect part reps, submit accounts for independent review.

### **Web Site arrangements.**

- Margot shared details of current pricing and payments due soon.
- Agreed subject to Phil being happy that all current arrangements to stay in place.

### **Contract with Musical Director and Accompanist.**

- Agreed to review fees and contract.
- Anna to research template contracts and share with Lesley as a first step.
- Agreed in principle to increase fees in line with inflation and propose increase to Ben and Emily.

- Agreed to inform planning group at next meeting that fees have been increased in line with inflation and agreed with Ben and Emily.

**Next Planning meeting.**

- December 1st 4.30. on Zoom.

*Anna Brazier*  
*Sec Canton Chorus*  
*11/11/2025*