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## Committee Meeting

<b>Date:</b>	20 <sup>th</sup> February 2016	<b>Time:</b>	12.30	<b>Location:</b>	Kingston Army Reserve Centre
<b>Attendees:</b>	Peter Nightingale, Warren Alexander-Pye, Peter Hart, Geoff Fairfax,				
<b>Apologies:</b>	Peter Foss, Allison Thackeray				
<b>Circulation:</b>	Above plus Maj Mike Hall.				
<b>Meeting Aim:</b>	Routine Committee business				

DISCUSSION POINTS (amendments following committee comments in red)				
No.	Item	Action	Owner	By
<b>1.</b>	<b>Treasurer handover and accounts, including yearend Inland Revenue Return.</b>			
1.1	WAP has agreed to take possession of the accounting records and tidy up.	WAP to complete end of year accounts and gift aid return by 31 <sup>st</sup> March and hand over to A Thackeray.	WAP	April 16.
1.2	The Chairman noted that A Thackeray must become a member of the Society to hold a committee position.	WAP to issue membership letter.	WAP	April 16
1.3	The Chairman directed as follows with regard to the Society bank account: <ul style="list-style-type: none"> <li>a. WAP to become signatory.</li> <li>b. New treasurer to become signatory.</li> <li>c. Chequebooks to be held by Chairman and Treasurer.</li> <li>d. Neil Byrne <b>and Christine Fairfax</b> to remain as a signatories.</li> </ul>	WAP to arrange paperwork with Lloyds.	WAP	April 16
<b>2.</b>	<b>Swiss Guild Exchange Visit – Attendees.</b>			
2.1	Chairman no longer able to attend. A replacement is to be found. It was agreed that Greg Tunesi would be appropriate. Other attendees would be:	WAP to approach Greg Tunesi to confirm his availability	WAP	End March 16.



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	Peter Foss Warren Alexander-Pye			
2.2	It was agreed that the basis of Society involvement would be as follows: <ul style="list-style-type: none"> <li>a. Attendees would fund their own flight.</li> <li>b. Attendees would provide their own travel insurance.</li> <li>c. Attendees would stay in barracks if offered.</li> </ul>	Note		
2.3	The Chairman noted that Snr DMaj (Army) had a separate invite and would be making his own arrangements.	Note		
2.4	CVs for attendees should be collated.	WAP to request from attendees.	WAP	End April 16.
<b>3. Hong Kong Boys Brigade Bugle Instruction Request</b>				
3.1	It was agreed that this offer would be opened up to Society members to express their interest.	WAP to publish opportunity to membership.	WAP	End March 16.
3.2	<del>The interested parties would be auditioned by the Society for musical ability and drill to ensure appropriate calibre to represent the Society.</del>	Note.		
3.3	<b>Members</b> would be put in touch with the HKBB and all further arrangements would be made directly between the two parties.	Note.		
<b>4. Child &amp; Data Protection Policy update</b>				
4.1	WAP had issued both draft policies to the committee prior to the meeting.	Note.		
4.2	Chairman requested that P Foss remains the named child protection officer for the Society.	WAP to send copy directly to PF and obtain confirmation he is happy to remain in that role.	WAP/PF	End of March



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4.3	It was agreed that both documents were suitable and were to be issued via the website.	WAP to sign and issue to web page.	WAP	End of March
<b>5.</b>	<b>Risk Assessment of Events</b>			
5.1	WAP had tabled a proforma risk assessment based on HSE guidance document "5 steps to risk assessment".	Note.		
5.2	It was agreed that this approach would be used going forwards, WAP to draft examples.	WAP to draft risk assessment for Music Meeting and circulate for review.	WAP	End March.
5.3	The Chairman highlighted that the Society should be cognisant of the recent directive issued to the ASC Drumming Wing regarding hearing protection.	WAP to approach Snr DMaj (Army) and request a copy of his noise risk assessment for review by the Committee.  WAP to seek quote from drum suppliers for damper pads/practise pads for drum heads, including DIY option from foam rubber matting.	WAP	End of March.
	<p><b>Post meeting note:</b></p> <p><b>Query raised as follows:</b></p> <p>My concerns are that if anyone in the future was to put in a claim for impaired hearing because of their attendance at our meetings, we would need to have known what their hearing was before they started coming to meetings. Does that mean we must carry out hearing tests on everyone to establish their existing hearing condition?</p> <p><b>Response as researched by Hon Secretary:</b></p> <p>With regard to hearing protection we cannot vouch for the condition of people's hearing. We do have a vicarious duty of care to ensure that nothing we do leaves our members in a more adverse position than they arrived in. As such we need to have risk assessed noise issues and provide our members with sufficient information on the risks presented and the control measures they need to implement. We need to take</p>		WAP	29/05/16



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	'reasonable measures' to ensure we have protected our members from the risks, which may starts with measuring noises levels. WAP will borrow noise meter from work for next meeting.			
<b>6.</b>	<b>40<sup>th</sup> Anniversary Initiatives</b>			
6.1	GF noted that previous attempts to mobilise member interests in celebrating the 30 <sup>th</sup> anniversary were not supported by members.	Note.		
6.2	Ideas generated for options so far were: <ul style="list-style-type: none"> <li>• T shirt (competition to design logo?)</li> <li>• Society stickers</li> <li>• BBQ</li> <li>• Dinner night</li> <li>• Muster</li> </ul>	Committee to forward further ideas to WAP. Membership survey has asked members what they would like.	All	ASAP
6.3	It was agreed that any initiatives need to ensure that any funds committed are done so with the full opportunity of all members to take part. We should also ensure that initiatives do not leave the Society with a stock of items which are limited to the 40 <sup>th</sup> year only.	Note.		
<b>7.</b>	<b>Forecast of Events</b>			
7.1	WAP stated that he would continue to run two versions, one for Committee only showing members events etc and one for open circulation.	Note.		
7.2	Mandatory requirements to attend to be removed from website.		WAP	Done
7.3	The Chairman stated that there was sufficient expertise within the Society to ensure that the Drum Majors are up to the required standard for the LMS. The statement that the Drum Majors for the LMS		WAP	Done



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	will be selected at the proposed September 2016 training day needs to be removed from the article on the website.			
7.4	The Lewes Bonfire event is organised by Warlingham Flute Band and members are to be reminded that whilst the opportunity to attend is provided by the Society this event is NOT a Society event.	WAP to update website entry	WAP	Done.
<b>8.</b>	<b>Any other business</b>			
8.1	Music stands. The Chairman suggested that a stock of music stands should be purchased and left with Sgt Nawaz of 131 ACT Det for his use as long as they are made available for Society events when called upon.	WAP to seek quotes for suitable stands. No expenditure is to be made until existing society stands have been recovered.	WAP	End of March.
8.2	It was noted that Richard Cole still holds the 6 existing Society owned music stands and that they should be recovered from him.	Note.		
8.3	A query was raised by PH over the availability of the Society Photo Archive for use in producing Drummer's Call.	It was agreed that the collection is to be recovered from David Kirby if he is unable to make the collection available for use. WAP to make contact.	WAP	In progress
8.4	Following discussion above it was agreed to make an Ex Gratia payment of £50 to Steve Sellwood in recognition of his contribution to producing Drummer's Call.	Cheque to be issued.	Done	Done
8.5	PH noted that Dmrs Call 82 had cost £570 to print and £265 had been recovered in advertising costs. PH also noted that whilst he enjoys editing DC he is unable	Note.		



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	to work to a fixed deadline. DC will continue to be published when sufficient content arrives and allowing PH sufficient time to reformat and convert into Indesign.			
8.6	131 ACF Det are to be paid £200 for use of their facilities. It has been agreed to deduct £25 for their membership, making the total to be paid £175.	WAP to issue membership letter. Cheque already issued.	WAP	ASAP
8.7	The Chairman reminded all that Major Mike Hall's contact details are not for public circulation. All contact is to be directed via Chairman or Secretary only.	Note.		
8.8	Chairman requested that WAP amend the music meeting start time to 10.30am as previous years.	WAP to amend forecast.	WAP	Done.

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## NEXT MEETING

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**Date:** 29<sup>th</sup> May 2016      **Time:** 12.30      **Location:** Kingston Army reserve

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**Meeting Aim:** Routine Committee business - Agenda TBC

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