



Executive Committee Meeting

10:00am Sunday 29th September 2019

GAM, Flowers Bandroom

1. Present

Mike James (Chair); Karin Lythell (Secretary); Samantha Ford (Webmaster/Minutes); Malcom Hannaford (Child Safety Officer); Ian Ford (Trophy Officer); Sharon Stratford (Treasurer); Roger Stratford (Member)

2. Apologies

Robert Morgan (Vice Chair)

Kevin Ford (Contest Secretary)

Louise Gardiner (Member) - No replies to committee correspondence so asked whether she wished to continue and no response received; GBBA committee assumes she no longer wants to be a part of the committee

3. Confirm Minutes of Previous Executive Committee Meeting 28th April 2019

Minutes of Executive meeting 28th April 2019 confirmed

Proposed Malcolm Hannaford

Seconded Samantha Ford

Accepted

4. Matters Arising from Previous Committee Executive Meeting

Contest:

- **Still awaiting Lewis Merthyr payment for practice room for last GBBA contest;** KF to request payment again and also provide option to charge double fee for practice room for next entry at contest **KF**
- **Discussed how to monitor refreshments consumed for free by committee and crew at the contest;** suggestions included: Forest of Dean Brass (FoD) paying up to a certain limit; list of those eligible for free lunch; vouchers for food to a certain amount; happy to give free tea and coffee. **SS/RS**
- **At contest, polo shirts for committee** (suggested brand colour with GBBA committee written on back) **and t-shirts for volunteers** (suggested yellow colour with crew written on the back to make committee and volunteers more obvious to be available for assistance; MH will investigate shirts and sponsorship options and liaise with the committee about decision and with SS about finances **MH/SS**

Membership:

- **Funding bursaries application form needs to be completed** and sent around committee before release on website; add welfare officer and contact to form
KF/SF/MH
- **GBBA membership forms require welfare officer and contact;** give bands an opportunity to confirm existing information or correct information
- **New members fill in online membership form** – create member page with information about benefits of joining the GBBA for new members
SF
- **Draft ‘welcome pack’ and ‘GBBA benefits’** for new and existing members and add to new page for new and existing members [also see action in Safeguarding section]
SF
- **If bands not paid by 1st March, they are no longer a member of GBBA;** at the AGM, there needs to be a list for which bands are not a member and then chase subs or record date for data keeping 6 years, and then delete from records
- **Add ‘coming soon’ to member area on website and email applying members** to let them know they will receive approval soon
SF
- **Feedback requested for website;** committee noticed glitches on website; ALL to send feedback to SF; MH to send SF existing website feedback and committee to sign up and review website before member approval
ALL

5. Financial Position

- Current Account: £1351.75
- Savings Account: £5298.31
- Payments in:
 - Thornbury (subs) £20.00
 - Drybrook (subs) £40.00
 - Filton (subs) £40.00
 - Contest (entries) £205.00
- Paid out:
 - Brass Bands England (membership) £97.50
 - Web hosting £193.90
 - NYBB grant £100.00
- **Payment for BBE training;** MH and KF to receive 50% cost from SS; MH disappointed at Training – constantly corrected BBE information; slides very busy, not shared at end, information booklet not useful, BOPA info at end an add-on.
SS

6. Fundraising

- **Organise raffle during the day at GBBA contest to raise funds**
KF

- **Action to organise youth adjudication workshop not done, so carried forward to 2020 contest;** ask applicants to report on a concert over the summer and submit this to apply to the workshop via online form, and these can be used to select appropriate candidates to be a part of this workshop
- **GBBA may be able to apply for the ‘Hub Fund’ under the ‘Extension Role’:** “Provide & publicise access to LARGE SCALE &/or HIGH QUALITY MUSIC EXPERIENCE for pupils, working with professional musicians &/or venues.”; the funding may be granted up £1,000; a workshop upstairs for youth players that runs alongside contest in the afternoon, providing participants are competing in the morning in the training or unregistered section, could benefit from this funding; can advertise GYBB to participants of the workshop to inspire youth brass players and feed them through into the brass band movement and support local brass bands; KL to ask whether funding would be possible and see if there would be people (GM brass peripatetic teachers) who would be willing to help GBBA run the workshop; rehearsal facilities may need to cease if no replacement found – KF to investigate KL/KF

7. GYBB course – finances, conductor, January 3rd-4th 2020

KL reports meeting with GM about GYBB:

- **M4Y 2020 is the week before the area;** KL to ask if GYBB could perform at Town Hall to be inclusive rather than recorded at January course; if agreed, GYBB members would need to know in advance to organise area rehearsals KL
- **KL had finalised finances with GM;** GBBA to input £500
- **Fee for course participation remains at £45 per person;** GBBA to subsidise each GBBA band member £10 entry; individual bands should be encouraged support youth attendees; RM is looking into BBE funding and the Norman Jones fund to help subsidise the course for youth participants RM
- **Tutors are as yet unknown;** GBBA suggests Max Ireland for percussion, Ben Stratford for euphoniums and baritone, Alan Fernie for trombones, Paul Richards or Will Norman for cornets, Andy McDade for Tubas , Jack Lythaby for horns (ask Ross Dunne if Jack not available);
- **Publicise past year programme to give indication of standard for those not taking exams and ask for applicants, but grade 4-5+ still to be used for marketing**
- **GM has asked Alan Fernie to conduct GYBB course;** KL awaiting cost before instructed KL

GBBA agree with the recommendation for Alan Fernie as conductor if the costs are appropriate (KL will correspond with GBBA to confirm this acceptance once costs are confirmed):-

Proposed: Mike James

Seconded: Malcolm Hannaford

Accepted

- KL to take all suggestions forward to discuss with GM about GYBB course **KL**

8. Safeguarding

MH reports progress on completing safeguarding guidelines required by BBE for GBBA and GBBA member bands:

- Attendance of members on BBE training course – 2 required; 3 attended [RM, KF, MH]
 - Updated constitution; draft completed – needs agreeing and adopting by GBBA committee
 - Membership form; requirements on the form are limited compared to a band but must include the name and contact details of the welfare officer/safeguarding lead
 - Welcome pack; send out an email that includes the following (there may be additional items added to this at a later date):
 - Hand book to include or reference:
 - Draft code of conduct [drafted]
 - Anti-bully policy [completed]
 - LADO contact details included [completed]
 - Example job role of welfare officer [completed]
 - Safeguarding policy including:
 - a. Dealing with a safeguarding concern [completed]
 - b. Child in immediate danger form [completed]
 - c. Reporting a concern for a child [completed]
 - d. Child protection audit check list [completed]
 - e. Safeguarding at Contest procedures [draft 'safeguarding plan' below]
 - f. Safer recruitment [statement included in safeguarding policy]
 - g. Transports statement [statement included in safeguarding policy]
 - Safeguarding plan to be implemented at events [draft to be discussed]
 - Clear defined areas of responsibilities between association, bands and parents/carers.
 - H&S plan for GBBA activities with check sheet for sites and equipment suitability check sheets [combined with 'safeguarding plan' above]
 - Guidelines for social media usage [completed]
 - Risk assessment procedure for events locations including safeguarding concerns - example forms
 - First aid cover for events
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- **Contest safeguarding policies almost complete;** constitution changed to include safeguarding information and checked with company lawyer (free of charge), and given out to committee to study; committee are going to operate against the

changes to commitment to safeguarding until approved at AGM, which will be cast to vote via email **ALL**

- **All committee members to read and vote to approve 'Safeguarding Policy and Procedures' document via email** **ALL**
- **Specific requirements for the contest to be discussed between MH and KF and drafted to cover procedures for GBBA to:**
 - Track people coming in and out of venue
 - Change terms used for 'changing rooms' to 'assembly rooms', ensure that either changing rooms cannot be provided, and suggest that bands arrive dressed in core layer of uniform, or that changing rooms are in a location where it could not be misunderstood as assembly rooms
 - Allocate rooms for bands prior to contest day, and on the day volunteers should monitor these rooms
 - Brief bands GBBA's procedures prior to the day, and instruct bands that they all need to have a Welfare and/or Safeguarding Officer and/or chaperone who is DBS-checked, and a First Aider (chaperones are automatically First Aid trained)
- **GBBA discussed the possibility of First Aid presence at contest;** GBBA considered instructing St John's Ambulance presence for contest, or contacting known First Aiders to cover GBBA's requirement to have a First Aider on site during the contest – MH, Kerry Ford (Lydney), Trudy (FoD); it was decided that KF individual First Aiders should be asked to attend the contest on behalf of GBBA **KF**
- **KF and MH to check that safeguarding and performance license measures are all in place BEFORE the contest,** and to request that competing bands have the appropriate documentation and officers in place in order to compete **KF/MH**
- **'Welcome pack' should include safeguarding and anti-bully policy, safeguarding poster, and to post poster to all member bands;** SF and MH to liaise to produce welcome pack that includes this information **SF/MH**
- **GBBA to purchase a sports first aid kit for contest, and needs to be checked and signed every time it is used in case of expiry and replacement required;** MH to purchase and be reimbursed by SS **MH/SS**

9. Correspondence

- No correspondence from GBBA member bands received nor discussed.

10. Website/Facebook/Twitter Review

- **Chase up contacts for social media workshop leads** from Cheltenham Band and contact Ben Stratford **SF**

- **SF to post information given by trusted source straight onto the GBBA website in future to ensure important events are reported at the appropriate time; SF apologised for not publishing Wynton Marsalis/M4Y/GYBB event on website in appropriate time; MH stated it was a record of GBBA events even if posted late** **SF**
- **GBBA is top 15th in the world for retweeting brass band content; MH will request permission for GBBA to publicise this statistical impact** **MH**

11. Own Choice Contest 17th November 2019

- **KF to send report to GBBA Committee to know the status of the contest, entries, list of staffing, costs, and arrangements as soon as possible** **KF**
- **KF to deal with new entries for GBBA contest: Newport and Lydbrook request entry, and chase up Bristol Training entry** **KF**
- **Extend application deadline for contest and publicise online** **KF/SF**

12. WEBBA

- **Items discussed at WEBBA meeting:**
 - Polo shirts for WEBBA staff sponsored by Trevada

KL reports information from Kapitol Forum:

- **New code of conduct for adjudicators next year**
- **New rules concerning tied placings at top and bottom of grading tables** Section 1-4 to be released soon
- **Potential venues are being considered** for Section 1-4 Nationals
- **Bands having problems gaining transfer cards from another band** are asked to 'CC' the Registry on emails giving the with-holding band time to reply; Registry will then intervene if required
- **Music on iPad for competing band players is allowed** as long as physical copies for parts have been purchased and are brought to the contest as evidence
- **Recorded adjudications not allowed**; no reason given
- **Band's membership to association before contesting is not being considered**; question did not get to agenda
- **Adjudicators have been decided for 2020**; awaiting confirmation and will be publicised in October 2019, and adjudicators being considered for 2020
- **Split draw proposed by KF on his own behalf**; WEBBA trialling sections 1-4 split draw
- **WEBBA are considering changing the constitution to maintain a periphery group** that can still advise/vote as current committee begin to reach retirement; concern that current expertise will be lost

- **Disproportionate representation of bands appearing at the Finals was raised by RS; twice as many bands competing in WEBBA as Wales; KL will take this forward to WEBBA for the next Kapitol Forum** **KL**

13. Any Other Business

- **'Life member of GBBA' certificate for those achieving 50 years or more service needs meaning; KL to send list of life members to KF, and SF to add members who are recipients of 'life member' certificate to website on new 'Roll of Honour' page; free entry to contests for life members – all committee agreed** **KL/SF**
- **Publisher Certificate to be sent to MH to find back-dates** **KL**
- **BBE newsletter pdfs to be received to upload on member area; KL to await pdfs to send to SF** **KL/SF**
- **Newsletter to be put online that summarises last season** **SF**
- **Pershore committee want volunteers to be on committee to help continue Pershore Midsummer Brass; KL to feed back that GBBA committee members are willing to help committee-wise or on the day but may not be able to attend meetings** **KL**

Thank you to Flowers Band for their bandroom as a venue for the meeting.

Meeting closed at 1.15pm.

Chairman proposed 20th October 2019 to discuss contest arrangements, pending KF agreement.