

## **Purbeck Youth Music**

### **Annual General Meeting**

2pm, Monday 22<sup>nd</sup> January 2023 at Grey Barn

#### **Present**

Tim Arnold, Joan Ingarfield, Jay Buckle, Richard Brown, Dilys Thomas, Beth White

**Welcome** Tim welcomed everyone to the meeting

**Apologies** There were no apologies

#### **1. Approve the Annual Report for 1<sup>st</sup> August 2022 – 31<sup>st</sup> July 2023**

The draft Annual Report was considered by the committee and, subject to the minor alterations below, it was approved.

##### **1. Objectives and Activities**

###### **Does our strategy for 2024 match PYM's 'Summary of the Purposes'?**

Under Objectives and Activities, the 'Summary of the purposes of the charity as set out in its governing document' **should read 'instrumental and vocal teachers...' instead of 'instrumental teachers'.**

The Summary of the main activities **should read 'beginner group lessons for Brass, Woodwind, Strings, Percussion and Voice...' instead of 'beginner group lessons for Brass, Woodwind, Strings and Percussion'**  
**Also, there should be mention of the annual concert.**

##### **2. Achievements and Performance**

Summary of the main achievements of the charity....

**Included in this should be mention of the annual concert.**

##### **3. Financial Review**

**Joan will give Tim the necessary information to complete Para 1.21 (Review of financial position), Para 1.22 (Statement concerning reserves held) and Para 1.22 (Amount of reserves he**

**1b How are we measuring success against objectives?**

Success is measured by the numbers of children learning instruments, their progression, reports from the instrumental/vocal teachers and general feedback from the schools.

**Jay suggested a form for tutors to complete including questions such as: -**

**How many pupils at the start of the Autumn term in September?**

**How many new students throughout the year?**

**How many students attend ensembles?**

**How many students have their own instruments?**

**Jays suggestions were adopted.**

Tim, having discussed with Joe (Brass), thought that PYM should have some **‘PYM standards of achievement’** to mark the progress of pupils. Progress could include whether the pupil does solo/ensemble work, some kind of performance, etc.

PYM should definitely not become involved in offering to pay for AB exams.

**The above were all agreed.**

**2. Approve the draft accounts**

Both sets of draft accounts, ‘PYM General Operating Account’ and ‘PYM Restricted Funds’ were approved.

**Joan will make the submission to the Charity Commission.**

**3. Approve renewal of Insurance Policies**

Our policy expires at the end of January. The identical premium of £157 covers the next year. PILS has its own insurance policy to cover the instruments.

**The meeting resolved that the insurance policy should be continued on the same terms for the 12 months from 1/2/2024.**

**4. Approve Trustees in post**

All current trustees agreed to carry on in their positions for another year.

Beth was proposed as a new trustee by Tim, seconded by Jay.

**Beth was duly appointed as a new Trustee.**

**5. Standing Procedures** – Trustees agreed to draft the following policy documents: -

- a. Appointing Associate Tutors to PYM** – Tim volunteered to produce a **document** to include prerequisites for CV, references and DBS checks. Also to include retrospective completion if missing.
- b. Complaints Procedure** – Jay
- c. Equal Opportunities Policy** – Richard
- d. Health & Safety Policy** – Richard

**All documents to be approved by email once completed and ratified at the next trustees meeting.**

**6. Ratify Extant Procedures**

The following is in place and functioning: -

- a. Approval for Financial Support** – A new application for support funding can be initialised by any Trustee or PYM Tutor using the online form, after a request from tutor, school staff or parent. Applications must be approved by any 3 Trustees. The initiator must inform parents of the decision. Support cases must be renewed annually according to the same criteria.
- b. Any other processes need to be confirmed/ratified?**  
There were no other processes.

**7. AOB**

- 1. To review our Young Ambassador Scheme, the role of the Ambassadors and how we renew them on an appropriate timescale**  
Jay, the main point of contact with the ambassadors, reported that all three of our younger ambassadors are active on behalf of PYM. Martha (Purbeck School) attends the woodwind ensembles and helps PYM generally, including helping to sort out donated music with Jay. Martha, Oscar (who will be going to Trinity to study jazz piano) and Pili's daughter all played at the Xmas tree festival in December and are planning to play at York House during this half-term.  
**(PYM garments are needed urgently for this event)**

**Lydia Bennett will be contacted in the Spring as planned.**  
**Jay will ask Sally Dando if her string quartet could play again in a school(s).**

Dilys suggested asking them to play at the PYM concert. Jay thought they may prefer a concert on their own at the Purbeck School.

**Possible ambassadors' concert to be discussed in future.**

## **2. Garment Printing**

Various garments were considered and the trustees made their personal selection. It was decided the garments should be black with the coloured logo on the front and PURBECK YOUTH MUSIC in white on the back. The ambassadors will be provided with garments free of charge but Trustees will buy their own.

**Garments to be ordered by Tim.**

## **3. Dilys will draft a short report for PYM donors.**

## **4. The term 'Heads of ...' - was reviewed by the trustees.** **It was agreed that, in future 'Co-ordinator' was a better title.**

## **5. String teaching – Jay has been liaising with Matt Tarling concerning taking on more string teaching. Although he has not much experience of working with children he is attracted to the idea.**

**Jay will ask Matt to contact S4S to prove a DBS report, (PYM will pay the initial cost)**

Joan asked if he could invoice PYM half termly (in arrears) or monthly. Matt will be given £12 towards travel for the ensemble weeks.

**Jay to discuss everything with Matt.**

Caroline Buxton teaches cello privately in Stoborough and is willing to offer her services to those children who want to learn cello. She will charge them privately.

**6. Matters Arising from the Trustees Meeting held on 24<sup>th</sup> November.**

7. Andrew and Sarah Painter – it was decided not to approach them as it was felt that they would not be interested.
8. Mowlem concert – Jay thought that as many children as possible should be involved in the concert(s) but, accordingly, with large numbers, it is proving difficult to work out the logistics.  
**Jay will ask Sam Burns (Head of Music at Purbeck School) if he would be interested in holding a PYM concert at the school.  
It is important to get dates and venues into the diary.**
9. Gabriel Fry – has various commitments at the moment but thereafter will hopefully take on the Youth Choir.
10. Viney capital sum – Joan reported that the NW Building Society Account is only for personal accounts and not of use to a charity. She suggested the transfer of £40,000 to a Lloyds fixed account (cannot be touched for 16 months) leaving £6,000 for general use. The committee agreed this was sensible.  
**Joan will organise the transfer of funds.**

**Next meeting** – to be confirmed

**Beth White  
Secretary  
22 Jan 24**

