

# GUILDFORD PHILHARMONIC CHOIR

Registered as a Charity No. 1026337

*Organisation*  
*28/4/97*

**President: Sir David Willcocks CBE MC**

**Chorus Master: Jeremy Backhouse**

**Accompanist: Jeremy Filsell**

*Chairman: John Trigg, 13 Vicarage Gate, Onslow Village, Guildford, GU2 5QJ. Tel: 01483 566341*

*Secretary: Stephen Jepson, Clereholt, Fellday Glade, Holmbury St Mary, Dorking, Surrey, RH5 6PG. Tel: 01306 730383*

*Treasurer: Christopher Robinson, The Coach House, Station Road, Godalming, Surrey, GU7 1EX. Tel: 01483 428400*

*Membership Sec: Noreen Ayton, 51 Garrick Close, Hersham, Walton on Thames, Surrey, KT12 5NZ. Tel: 01932 221918*

**NOTICE is hereby given to ALL MEMBERS of the CHOIR that the**

## **ANNUAL GENERAL MEETING**

*of the Guildford Philharmonic Choir will be held after rehearsal*

**at 8.30pm on Monday June 2nd 1997 at the  
Methodist Church Hall, Woodbridge Road, Guildford, Surrey GU1 4RB**

*when the following business will be transacted.*

1. *Apologies for Absence*
2. *Agreement of the Minutes of the AGM held on June 3rd 1996 (copy attached)  
Matters arising from the Minutes of the 1996 AGM.*
3. *Chairman's Report*
4. *Treasurer's Report and Presentation of Accounts for the Year to April 30th  
1997. Approval of Accounts.*
5. *Chorus Master's Report*
6. *Election of Officers: Chairman, Treasurer, Secretary & Membership Secretary  
Election of Four Additional Committee Members*
7. *Recommendation to Guildford Borough Council on the Appointment  
(Re-appointment) of a Chorus Master.*
8. *Appointment of an Accompanist on the recommendation of the Chorus Master.*
9. *Appointment of an Independent Examiner of Accounts.*
10. *Any Other Business (which must have been notified to - and accepted for  
inclusion by - the Chairman prior to the Meeting).*
11. *Election of Voice-Part Representatives. For this item, the Choir will divide  
into seven groups, consisting of each Voice Part, but with all Tenors in a  
single group.*

**April 28th 1997**

**Stephen Jepson  
Hon Secretary, Guildford Philharmonic Choir**

**Light refreshments will be served immediately prior to the Meeting.**

# GUILDFORD PHILHARMONIC CHOIR

Registered as a Charity No. 1026337

## ANNUAL GENERAL MEETING

**MINUTES** of the Annual General Meeting held at 8.30pm on Monday June 2nd 1997 in the Methodist Church Hall, Guildford.

**PRESENT:** Jeremy Backhouse (Chorus Director), John Trigg (Chairman), Stephen Jepson (Secretary), Chris Robinson (Treasurer), Noreen Ayton (Membership Secretary), 6 members of the Committee and 70 choir members whose names are recorded on the associated register.

**APOLOGIES FOR ABSENCE:** Nicola Goold (GPO General Manager).

1. The Minutes of the AGM held on June 3rd 1996, having been circulated, were corrected (1996/7 Season in Item 8), agreed as a correct record and signed.
2. **MATTERS ARISING:** Sir David Willcocks had accepted the Presidency of the Choir for the next five years.
3. **CHAIRMAN'S REPORT:** John Trigg was pleased to report, that at the end of another highly successful year, we had achieved two complimentary reviews in the Surrey Advertiser! This was of course due to the efforts of our Chorus Director, Jeremy Backhouse, and the superb rapport he had built up with the choir. He seemed to manage a smile even for our most excruciating mistakes.

This was not to say that the year had been easy, either musically or linguistically, and the bombshell delivered by the Council concerning the Choir's future had put paid to any ideas he might have had that, after the changes of the previous two years, the "normal" year he had been looking forward to had actually arrived. The cut in the number of official choir-orientated subscription concerts from three to two with a one-third reduction in Borough grant, together with reduced support elsewhere meant that we had to be more adventurous and more self-sufficient yet if we were to survive. Furthermore, the 1998/9 season was promising even more cutbacks. The Committee has therefore not only had to work hard with its usual responsibilities, but has also had to put in a lot of work planning for next year. He therefore wanted to thank not only the Secretary, Treasurer and Membership Secretary, but also Jacquie Alderton for her excellent and highly successful efforts at increasing internal fundraising; Roger Penny for his ticket sales resulting in both increased numbers and in financial value to the choir, plus his 100-Club activities, and Susan Ranft for her tireless efforts in the Publicity field. Thanks also to Rosemary Smith, who had had to retire due to pressure of work, and to Joan Robinson who was also retiring from the committee. They, and Roger who had unfortunately completed his constitutionally permitted stay of three years, would be much missed by the new committee. However, Michael Dawe had been co-opted in Rosemary's place and had agreed to stand as Secretary in Stephen's place for 1997/8. Hilary Trigg had also been co-opted to oversee catering and had also agreed to stand for the committee for next year. Stephen was retiring as Secretary to concentrate on special projects and external fund-raising for next year.

A most important vote of thanks was also due to Christine Medlow, who as Librarian continued to produce the music for us to sing from. Anyone who thought this was an easy task only had to reflect on the range and variety of the music we had been performing, or to look at the complexity and size of the Librarian's sub-account which was now available for study on the Notice Board (appended). On one occasion she had even had to raid an overseas library to make up our copy requirements.

*that the new committee should be recommended to co-opt Hilary Trigg at the start of the next committee meeting. Joy Hunter and Roger Penny simultaneously seconded this and the meeting carried it nem.con.*

- 7. APPOINTMENT OF CHORUS DIRECTOR FOR 1997/8 SEASON:** *Jeremy Backhouse (having temporarily left the meeting) was proposed by John Trigg for recommendation to the Borough Council for re-appointment. Noreen Ayton seconded and the meeting carried the motion by acclaim (nem.con).*
- 8. ACCOMPANIST:** *Jeremy Backhouse's recommendation of Jeremy Filsell for re-appointment was carried unanimously by acclaim (nem.con).*
- 9. APPOINTMENT OF AN INDEPENDENT EXAMINER OF ACCOUNTS:** *Jenny Hasnip, the Committee's nominee, was proposed by John Trigg, seconded by Stephen Jepson, and appointed by the meeting nem.con.*
- 10. ANY OTHER BUSINESS:** *Olivia Ames-Lewis proposed a vote of thanks to Stephen Jepson for all his work on the new Choral Staging. Les Harfield seconded and the meeting unanimously agreed.*
- 11. ELECTION OF VOICE-PART REPRESENTATIVES:** *Due to shortage of time, the Chairman declared this item postponed to a separate meeting to be held at the end of a rehearsal shortly.*

*The Meeting closed at 9.45pm.*

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*Chairman: John Trigg, 13 Vicarage Gate, Onslow Village, Guildford, GU2 5QJ. Tel: 01483 823084*

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## **Secretary's Report for the 1996-97 Year**

### **Committee Meetings**

*The Committee met eight times on the dates and at the Venues shown.*

- 16-Jul-96     13 Vicarage Gate, Onslow Village. (Apol: Susan Ranft, Chris Robinson, Joan Robinson & Nicola Goold)
- 16-Oct-96     47 Manor Way, Onslow Village. (Apol: Chris Robinson & Stephen Jepson)
- 04-Dec-96     51 Garrick Close, Hersham. (Apol: Roger Penny, Joan Robinson & Nicola Goold)
- 12-Feb-97     13 Vicarage Gate, Onslow Village. (Apol: Chris Robinson, Joan Robinson & Nicola Goold). Rosemary Smith had resigned & Hilary Trigg was co-opted.
- 05-Mar-97     Clereholt, Holmbury St Mary. (Apol: Jeremy Backhouse, Noreen Ayton, Roger Penny, Chris Robinson & Nicola Goold). Michael Dawe was co-opted.
- 25-Mar-97     Harestock House, Westcott. (Apol: Roger Penny, Chris Robinson, Joan Robinson & Nicola Goold).
- 07-Apr-97     Methodist Hall. (Special meeting after rehearsal).
- 13-May-97     Clereholt, Holmbury St Mary. (Apol: Jeremy Backhouse, Chris Robinson, Joan Robinson & Nicola Goold).

*Attendance Summary (excluding 07-Apr-97):*

*JB - 5/7, NG - 1/7, JT - 7/7, CR - 1/7, SJ - 6/7, NA - 6/7, JA - 7/7, RP - 4/7, SR - 6/7, JR - 2/7, RS - 3/3, HT - 4/4, MD - 3/3.*

*There was also a Working Party to examine the Choir's future, funding and identity following the Borough-engineered separation of the Choir from the Guildford Philharmonic Orchestra. This met on January 29th 1997 at Clereholt, and subsequently, with Lynda Strudwick and Nicola Goold, at the Philharmonic Office on February 4th.*

*Major items covered during the year included: A new President to replace Vernon Handley; Complete financial independence from Guildford Borough Council, how to cope with it and the opportunities to be grasped; Registration under the Data Protection Act; The Choral Workshop; The outturn of the ASC staging project.*

**S H R Jepson - May 13th 1997**



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**President: Sir David Willcocks CBE MC**

**Chorus Master: Jeremy Backhouse**

**Accompanist: Jeremy Filsell**

**Annual General Meeting, June 2nd 1997,**

**Nomination of Officers and Additional Committee Members for the 1997-98 Season.**

You are now invited to nominate one or more Choir Members for any of the Offices or for a place as an Additional Member on the Committee. If there are more than four nominees for Additional Member places, a ballot will be required to elect four Members from amongst those standing. If there is more than one nominee for an Office, a ballot will be required to select the Choir Member for that Office.

Please write below, or on the continuation page, the name of anyone you wish to Nominate, add the Office to which you are nominating them (or write "Additional Member"), add your name as the Proposer, get your Secunder to add their name, and **THEN GET YOUR NOMINEE TO SIGN INDICATING HIS OR HER WILLINGNESS TO SERVE.**

Nominations (with the same details) sent to the Secretary by post or fax will also be accepted.

30th

**NOMINATIONS BY FRIDAY MAY 23RD 1997, PLEASE.**

<u>Nominee</u>	<u>Office/Addl Member</u>	<u>Proposer</u>	<u>Secunder</u>	<u>Signed</u>
John Trigg	Chairman	Frances Woye	Dawn Smith	[Signature]
Chris Robinson	Treasurer	Stephen Jepson	[Signature]	[Signature]
Michael Dawe	Secretary	Laura James	Stephen Jepson	Michael Dawe
Noreen Aylton	Memb. Secretary	Ruby	[Signature]	Noreen Aylton
<del>Jackie Alderton</del>	<del>Member</del>			
Stephen Jepson	Member	Ruby	[Signature]	Stephen Jepson
Susan Rauff	Member	Frances Woye	Dawn Smith	S. Rauff
Hilary Trigg	Member	Ruby	[Signature]	H. Trigg
Jackie Alderton	Member	Ruby	Dawn Smith	J. Alderton
Elizabeth-Claire Redford		John Trigg	[Signature]	[Signature]

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*Annual General Meeting, June 2nd 1997.*

*Nomination of Officers and Additional Committee Members for the 1997-98 Season.*

CONTINUED

*3off.*

*NOMINATIONS BY FRIDAY MAY ~~23RD~~ 1997, PLEASE.*

*Nominee*      *Office/Addl Member*      *Proposer*      *Seconder*      *Signed*

GUILDFORD PHILHARMONIC CHOIR

ACCOUNTS FOR THE YEAR ENDED 30th APRIL 1997

	1996/7	1995/6
	£	£
<b>Income</b>		
Subscriptions	7,452.50	7,440.00
Tax refunds on covenants	1,902.98	440.11
G.B.C. Concerts - Ticket sales	3,884.00	2,264.50
Choir Concerts - Ticket sales	2,048.50	1,275.00
Other Concerts	0.00	348.50
Choral Workshop	1,158.90	909.18
Grants	3,890.00	3,600.00
Freiberg Twinning	0.00	620.60
100 Club subscriptions	1,043.00	1,188.00
Librarian's account - contributions	1,586.69	0.00
Interest received	526.26	622.62
Social events	685.66	741.55
General fund - raising	895.12	266.55
Sale of folders & other goods	397.50	51.30
Miscellaneous receipts	187.49	489.12
	<u>25,658.60</u>	<u>20,257.03</u>
<b>Expenditure</b>		
<b>Direct charitable expenditure:</b>		
Rehearsal fees	5,747.00	5,835.00
Rehearsal room hire	2,478.00	2,326.00
Choir concerts	5,581.26	5,978.70
Other concerts	811.00	200.00
Choral Workshop	1,239.46	889.72
Freiberg Twinning	0.00	855.45
Librarian's account - hire of music -	1,528.07	0.00
Depreciation on share of staging	625.00	0.00
	<u>18,009.79</u>	<u>16,084.87</u>
<b>Fund-raising costs:</b>		
100 Club prizes	1,370.00	735.00
Social event costs	497.81	672.88
G.B.C. Concerts - Ticket purchases	3,443.60	1,819.20
Cost of stock sold	276.00	0.00
	<u>5,587.41</u>	<u>3,227.08</u>
<b>Administration costs:</b>		
Subscriptions paid - G.P. Soc.	434.82	438.50
Interest paid on returned tax	113.34	2,072.42
Presentations	175.00	36.15
Miscellaneous payments	537.71	613.73
	<u>1,260.87</u>	<u>3,160.80</u>
<b>Total expenditure</b>	<u>24,858.07</u>	<u>22,472.75</u>
<b>Net surplus/(deficit) for the year</b>	<u>800.53</u>	<u>(2,215.72)</u>

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GUILDFORD PHILHARMONIC CHOIR

BALANCE SHEET as at 30th APRIL 1997

	1997	1996
	£	£
<b>ASSETS</b>		
<b>Balances at banks:</b>		
T.S.B. account	13,436.00	15,701.48
Barclays High Interest account	758.08	1,708.92
Barclays Current account	586.29	2,429.22
	<u>14,780.37</u>	<u>19,839.62</u>
Cash	58.62	0.00
	<u>14,838.99</u>	<u>19,839.62</u>
<b>Other assets:</b>		
Stock of folders	267.78	363.78
Debtors	2,578.64	881.00
Written down value of share of staging	1,875.00	0.00
	<u>4,721.42</u>	<u>1,244.78</u>
<b>Total Assets</b>	<u>19,560.41</u>	<u>21,084.40</u>
<b>LIABILITIES</b>		
Accrued rehearsal costs	(2,242.00)	(1,209.00)
Accrued 100 Club prizes	(650.00)	0.00
Other expense accruals	(546.00)	(4,533.52)
	<u>(3,438.00)</u>	<u>(5,742.52)</u>
<b>NET ASSETS</b>	<u>16,122.41</u>	<u>15,321.88</u>
<b>Financed by:</b>		
Reserve Fund brought forward	15,321.88	17,537.60
Net surplus/(deficit) for the year	800.53	(2,215.72)
	<u>16,122.41</u>	<u>15,321.88</u>

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*Minute Book Copy*

GUILDFORD PHILHARMONIC CHOIR  
Registered Charity No. 1026337

ANNUAL GENERAL MEETING

2 JUNE 1997

HON. TREASURER'S REPORT

INTRODUCTION

- 1. This report refers throughout to the summary financial information set out in the Appendix and not to the audited accounts. That summary is prepared for the most part from the draft accounts for 1996/97 at present with the Auditor. Copies of the audited accounts, if by then available, will be distributed on the night of the AGM. However, their production has been delayed by the need to reformat them to comply with new Charity Commission requirements.
- 2. By way of confirmation, Col A of the Income and Expenditure Account is a summary of the information in the 1995/96 audited accounts, Col B is the budget for the year just ended as submitted to last year's AGM, Col C is a summary of the income and expenditure figures in this year's draft accounts and Col D is a proposed budget for 1997/98.

INCOME AND EXPENDITURE 1996/97

- 3. The principle differences between the agreed budget (Col B) and the outcome figures (Col C) are as follows:
  - Line 4 An accounting change has been made to show the 1997/98 prizes, as well as the income for that year, in this year's accounts. This accounts for the loss but there was still a disappointing shortfall on the 100 Club as against budget of £150, due to the failure to sell tickets.
  - Line 5 Fund raising is up by £1000. The breakdown of the £1515 total is Ticket Sales £440, Goods Sales £121, Music Hire £59, Drinks £207, Christmas Raffle £208, and Weight Sponsorship £480.
  - Line 7 1996 Summer concert costs were £1400 less than the provision made.
  - Line 12 The £350 provision for publicity was not used.
  - Line 13 There was an unexpected requirement to meet part of the costs of the March and May GBC concerts in the Cathedral: the £611 was almost all for the use of the new staging.
  - Line 14 The planned expenditure of £2000 on the new staging was increased to £2500 but but for accounting reasons is now shown as depreciation of £625 (see Para 5 below).
  - Line 17 A predicted deficit of £3120 in consequence becomes a surplus of ~~£230~~ £230.800

After making allowance for accounting changes, we are about £2500 better off than we had feared we would be.

BALANCE SHEET AT 30 APRIL 1997

- 4. The cash is represented by the Librarian's float and the stock is the book value of the balance of the choir folders held by John Britten. Debtors are the Inland Revenue in respect of the tax reclaim recently made and 100 Club members who had not paid their subscriptions by 30 April. Creditors are primarily those entitled to rehearsal fees unpaid by that date and a provision of £650 for 100 Club prizes in 1997/98.

5. The Choir is one of four founding members of the Association of Surrey Choirs that have each contributed £2500 and, with the assistance of a grant from the Fund for Sport and the Arts, have jointly purchased the new Cathedral staging. The Choir is represented on the Committee of the Association. The purchase price of the staging was £40948. It is being depreciated at the rate of 25% pa and its current value is £30711. The Choir's contribution is shown in the Balance Sheet at the written down value of £1875. The Choir as a subscriber is entitled to a preferential hiring rate, may in future get an annual distribution from the profits from non-preferential hiring charges and has a 25% interest in the disposal value of the staging.

#### THE BUDGET 1997/98

6. This coming year is the first under the new GBC arrangements. The Choir will have 2 not 3 GBC concerts, will therefore only get two-thirds of last year's grant and will have to fund its own March concert as well as its Holy Trinity concert later this month.
7. In determining a budget, the principle factors over which the Choir can exert control in differing degrees are:

- Level of Reserves
- Contingency figure
- Number of Members
- Rate of Subscription
- Number of Covenants
- Amount of Fund Raising
- Cost of Concerts
- Level of sponsorship

The draft budget at Col D is prepared on the basis that in this coming year we should have a slightly larger contingency figure (Line 15) and yet seek broadly to break even with reserves (Line 19) untouched at £16000 against the day when inevitably we shall make, unavoidably or on a planned basis, a significant loss on a concert we stage.

8. For the purpose of the draft budget, the following assumptions have been made:

- Full paying membership at 130
- Full subscription at £90 (but see below)
- 90% of members paying by covenant
- Fund raising up by a further £500

The membership figure assumes that we shall stay broadly at the present level. The subscription rate (Line 1) is set at £90 (as compared with the present £55). This would be payable in two equal instalments on 1 Oct and 1 Jan. This is still a modest sum for what members get and compares favourably with evening class fees. However, the rate would be reduced to £80 for all existing members who on or before 22 Sept EITHER paid the £80 in full OR paid £20 and provided a signed Standing Order for £80 payable quarterly on 1 Oct, 1 Jan, 1 Apr and 1 Jun in each year. The budget assumption is that most, if not all, existing members will wish to take up one of these two options. New members would normally be required to pay £20 on joining and to sign a similar Standing Order.

9. New covenants will not be required as they operate on the basis of the subscription for the time being in force. However we will need to increase the number of members covenanting their subscription by 13 to achieve the target (Line 2). Only a modest increase in fund raising is proposed (Line 5).

10. In consultation with Jeremy Backhouse, net concert costs (Line 7) have been put at £2500 for June and £5000 for next March. The June figure, as is current practice, includes £1250 rehearsal costs. Concert expenditure needs to cover orchestra, conductor, soloists, hall (and any instrument) hire, publicity and programmes/tickets. £400 is also included (Line 13) as a specific contingency for GBC Cathedral concert costs in the light of this last year.
11. To reflect our probable failure to sell 100% tickets all the time, the 100 Club arrangements are being adjusted by reducing prize money by £70: the new £100 prizes, replacing the May/November £135 prizes, will be drawn in June and December. Only those who have paid up by 31 May will be eligible for the June draw.

#### COMMENTS ON BUDGET

12. If any one assumption is changed (eg. subscription rate), it will be necessary to alter one or more other assumptions as we have little opportunity to change the expenditure side of the equation.
13. There is probably little scope for or indeed any wish to increase membership -- although a few more tenors would be a bonus! The covenant gets more valuable the higher the subscription rate rises and it really is important that more members consider this absolutely painless way of raising funds: ideally we should be aiming at 100% not just 90%.
14. On fund raising the proposed further increase is modest as it is thought that many members would prefer to pay higher subscriptions than to spend the time and effort that major fund raising requires. However the achievement of the target will still require the wholehearted support of all choir members. It would be useful if we could boost GBC concert ticket sales still further but at this stage no assumptions are made to this effect. In the light of the Librarian's separate report to the AGM, no change to the breakeven policy on music hire charges would seem appropriate at this stage.
15. A major ticket selling effort will need to be made by all choir members for our own June and March concerts. If we can increase ticket sales for either or get sponsorship for our March concert, the lower will be our concert costs. At this stage it is assumed that for budget purposes that no significant sponsorship will be achieved for our concerts this coming year.
16. I hope the issue of this report in advance of the AGM will assist members of the choir in understanding the issues that now face us all. I will be prepared to explain matters further or to answer detailed points on the (draft) audited accounts at the AGM itself.

#### COMMITTEE DECISION

17. The Committee at its meeting on 13 May considered this report in draft form, endorsed the assumptions that had been made and accordingly decided to adopt for submission to the AGM the budget as set out in Col D of the Appendix together with the proposals for changes in the subscription and 100 Club arrangements as set out in Paragraphs 8 and 11 above respectively.

Christopher Robinson  
Honorary Treasurer.

25 May 1997.

GUILDFORD PHILHARMONIC CHOIR  
SUMMARY FINANCIAL INFORMATION

AGM 2 JUNE 1997  
APPENDIX

1. INCOME & EXPENDITURE ACCOUNT at 30 APRIL 1997

		A	B	C	D	
		OUTCOME	BUDGET	OUTCOME	BUDGET	
		95.96	96.97	96.97	97.98	
INCOME	SUBS	7440.00	7550.00	7452.50	10400.00	1
	TAX	440.00	1800.00	1884.64	2770.56	2
	GRANT	3400.00	3500.00	3690.00	2435.40	3
	CLUB	453.00	480.00	-327.00	450.00	4 - <i>Ac charge</i>
	FUND	763.00	500.00	1515.64	2000.00	5
	SOCIAL	68.00	100.00	187.85	100.00	6
	CHORAL	-4335.00	-5000.00	-3613.32	-7500.00	7
	OTHER	1111.00	750.00	544.60	500.00	8
	TOTAL	9340.00	9680.00	11334.91	11155.96	9
EXPEND	FEES/HIRE	8161.00	9000.00	8225.00	8250.00	10
	SUBS	438.00	450.00	434.82	0.00	11
	PUBLICITY	270.00	350.00	0.00	500.00	12
	FREI/CONC	235.00	0.00	611.00	400.00	13
	STAGING	0.00	2000.00	625.00	625.00	14
	CONTINGENCY	2451.00	1000.00	638.56	1500.00	15
	TOTAL	11555.00	12800.00	10534.38	11275.00	16
PROF/LOSS		-2215.00	-3120.00	800.53	-119.04	17
+START		17537.00	15321.88	15321.88	16122.41	18
RESERVES CF		15321.88	12201.88	16122.41	16003.37	19

2. BALANCE SHEET at 30 APRIL 1997

ASSETS		FINANCED BY	
TSB	13436.00	RESERVES START	15321.88
HIB	758.00	PROFIT/LOSS +/-	800.53
CURRENT	586.29	RESERVES END	16122.41
CASH	58.62		
STOCK	267.78		
DEBTORS	2578.64		
ASC LOAN	1875.00		
SUB TOTAL	19560.41		
Less			
LIABILITIES			
ADVANCES	650.00		
CREDITORS	2788.00		
SUB TOTAL	3438.00		
TOTAL	16122.41		

25 MAY 1997

✓  
Stephen —

re AGM 1997

12<sup>th</sup> May 1997

Committee Mtg  
13/5/97

Enclosed are (1) Librarian's Report 1997  
(2) Librarian's Accounts 1996-97  
(3) Librarian's Accounts 1995-96

Christopher has been brought these accounts and checked them against the entries in the Accounts book and the receipts for payments made. He has appended them to the main Choir accounts that he has sent to the auditors.

When the committee discusses items for the AGM would you be kind enough to ask if I could have a short slot on the agenda. As costs for hiring music have increased in the last financial year I would like to have the opportunity of going briefly through the items on the Librarian's report and of being available to answer any relevant questions from members of the choir.

I would be grateful if copies of the three enclosed sheets could be made for each member of the choir to have at the AGM.

With thanks,

Christine

# GUILDFORD PHILHARMONIC CHOIR LIBRARIAN'S REPORT

## AGM 1997

The cost of hiring music has increased considerably during the past year. There are several reasons for this.

1. Performing Arts Library (Surrey County Council).  
Although the charges are still very good value for money they have increased and extra charges have been introduced.
  - (a) The library now charges Surrey Groups an annual Group Membership subscription of £10.
  - (b) A booking Fee of £2 is now charged for each title loaned.
  - (c) The loan charge per set (4 - 20 volumes) has increased from £1 to £2.50. The charge is more if copies are obtained for us from other libraries.
2. Publishers' Hire Departments.  
Copies are often not available for hire from the publishers. When they are the charges have increased. Sometimes, particularly if the loan period is more than 2 months, it costs almost as much to hire as to buy.
3. Other reasons.
  - (a) We have sung several unusual works which are more expensive to hire. In addition some of the copies have had to be sent from overseas, at our expense.
  - (b) In the past we have usually sung only one work at each concert in the Philharmonic Series. This year we have sung two or three works at some concerts. Shorter works do not necessarily cost less to hire.
  - (c) We have needed to hire the copies of some works for longer than usual. This is expensive, especially if the hire is from a publisher.
  - (d) Some choir members who sign or put their hands up to hire later decide to buy instead. The ordered hire copies still have to be paid for. Most of the choir do keep to their commitment and they are let down by the few who do not.

I often have to obtain copies from three or four sources. As the hire charges from publishers are much higher than from libraries I average out the costs so that each borrower in the choir pays the same amount. In a similar way, if some works cost much more than others (for example, Rutter: Opera Choruses, Britten: War Requiem, Poulenc: Dialogue des Carmelites, longer loans) I adjust the costs a little. I think this is fairer.

Signed ..... *C. J. E. Shaw*.. (Hon. Librarian) Date ..... *30.04.97* .....

**GUILDFORD PHILHARMONIC CHOIR LIBRARIAN'S ACCOUNTS**

**1 MAY 1996 - 30 APRIL 1997**

<b>INCOME</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
Cash in hand 1 May 1996	53.34	Subscription to Performing Arts Library (SCC)	10.00
Received from choir members for hire of music	1533.35	Subscription to Liverpool Central Libraries (Music Library)	35.00
		Booking fees (Performing Arts Library)	10.00
		Hire of music	1251.47
		Replacement costs (lost music)	12.73
		Postage/carrriage for collection and return of music	174.29
		FAX/telephone	31.37
		Postage (letters)	3.21
		<b>Total expenditure</b>	<u>1528.07</u>
		Cash in hand 30 April 1997	58.62
<b>TOTAL</b>	<u>1586.69</u>	<b>TOTAL</b>	<u>1586.69</u>

Signed ..... *CM Mellor* .....  
(Hon. Librarian)

Date ..... 30.04.97 .....

# GUILDFORD PHILHARMONIC CHOIR LIBRARIAN'S ACCOUNTS

1 MAY 1995 - 30 APRIL 1996

INCOME	£	EXPENDITURE	£
Cash in hand 1 May 1995	137.52	Subscription to Performing Arts Library (SCC)	N/A
Received from choir members for hire of music	327.90	Subscription to Liverpool Central Libraries (Music Library)	N/A
		Booking fees (Performing Arts Library)	4.00
		Hire of music	309.00
		Replacement costs (lost music)	16.25
		Postage/carriage for collection and return of music	80.48
		FAX/telephone (Not claimed)	N/A
		Postage (letters)	2.35
		<b>Total expenditure</b>	<u>412.08</u>
		Cash in hand 30 April 1996	53.34
<b>TOTAL</b>	<u>465.42</u>	<b>TOTAL</b>	<u>465.42</u>

Signed ..... *C. Medley* .....  
(Hon. Librarian)

Date ..... 30.04.97 .....