

# Unity in Sound Community Choir

**AGM:** Thursday, 15<sup>th</sup> November 2018 at 9.00pm

Present:

Musical Directors - Leah Sanders, Andy Marshall

**Sops 1** – Adele DeLacey, Naomi Starling-Lee, Roxann Rampuri, Sarah Chapman, Susan Tansley, Tracey Ives.

**Sops 2** – Andrea Holman, Charlie McManus, Dawn Wells, Deb Taskis, Eileen Davies, Jax Page, Liz Jansen, Mandy Marks, Sarah Brewer, Sue Williamson, Wendy Perry.

**Altos-** Alison Bourne, Angie Ravenscroft, Bridget Wickerstaff, Isabel Kind, Megan Sewell, Mel King, Pauline O'Flaherty, Shelagh Jansen.

**Bass 1** – Beth Finch, Lesley Tague, Mal Gothard, Sam Snead, Sheena Lamb, Sue Squires

**Bass 2** – Claire Baldock, Jane Field, Lorraine Goddard, Tina Chapman

**Apologies:** Bridget Dailly, Clare Head, Jill Carus, Katie Hall, Jo Wildgoose, Diana Whiteway, Jenny Gillard, June Coombe, Kate Titcombe, Julie Cotgrave, Jenny Piggott.

Minutes of previous AGM 5<sup>th</sup> October 2017 – Agreed and signed.

## 1. Election of Officers (led by Secretary)

Nominations for new positions were received and approved.

Chair - Claire Baldock. Proposed by Jane Field

Vice Chair - Beth Finch, proposed by Sheena Lamb and 2<sup>nd</sup> by Lesley Tague

Minute Secretary – Shelagh Jansen, proposed by Jane Field and 2<sup>nd</sup> by Lesley Tague

Re-appointed Committee Members – Secretary - Sheena Lamb, Treasurer - Mandy Marks

Member – Sue Squires, Member – Jane Field, Website - Naomie Sterling-Lee,

## 2. Review of Constitution

Lesley Tague (Immediate past-Chair) reported on changes:-

Requirement for an Events Co-ordinator Team

Wording changed regarding Andy and Leah's roles and commitment.

Change regarding subscriptions to reflect Standing Orders.

An Appendix has been added to reflect GDPR (Data Protection) to aid ease of administering amendments – Appendix (i)

Wording to clarify that new Members will be charged £15 and pay separately for a choir T-Shirt.

## 3. Current Roles

Naomi – Website Co-ordinator. Tina – Membership Administrator. Alison - Publicity and Events Co-ordinator, Jane – Subscriptions Administrator, Jenny – Parish Magazine, Wendy –Social Media

## 4. Review by Previous Chair – Lesley Tague

New T Shirts reflect our section colours and stage appearance. Hoodies can be purchased separately by Members if they choose.

New PA system purchased for Soloists with 50% help from the Community fund.

Choir currently running at 48 Members - 60 would be ideal so more members required especially bases.

Events – IppleTipple Abfest, Teignmouth , June's 70th birthday, Open Evening (Charity event)

Website – difficulty attaching the Minutes to the website and further help will be sought.

Social Media – YouTube , Facebook and Whatsapp.

The Open evening this year was our charity concert and reflects our Constitution that we would donate to charity. Monies received and raised go directly to charities and choir pick up costs.

Hiring of equipment must be available to the community as a requirement of the Community fund.

Individual and group photo are complete and on website but might need updating.

Cyclical plan for testing of electrical equipment.

Purchase of music arrangements agreed and renewed annually

GDPR – thanks to Sheena for the General Data Protection Register.

Thank you to Charlie for her support as Vice Chair and thank you to the rest of the committee for all their hard work. Thanks to all who help set up the hall and generally contribute to the running of the choir. Special thanks to Sheena who does majority of work behind the scenes.

Lastly a huge thank you to Andy and Leah and their supportive Spouses.

## 5. Review of 2018 by Musical director;

Despite the storms and bad weather for our charity event, it didn't deter the audience from attending and last week's choir performance was outstanding. So proud of you all and the feedback was fantastic. Thanks for the support of Members pulling together to set up and pull down the set. Money raised for the charity was £1112.

Leah thanked the retiring Chair - Lesley for her 2-3 years service and her support and management behind the scenes. Her loyalty integrity and friendship is enormously appreciated and will be missed. The choir has hugely progressed from "Heart and Soul" to "Unity in Sound" under her direction.

Looking ahead to 2019 .

- Need to increase numbers to 60 which will result in a minimum of 40 at rehearsals
- Attendance - Low attendance at rehearsals – plea to turn up even if unable to sing to absorb the parts and avoid having to teach and re-teach the parts due to lack of numbers.
- Performances – need regular performances spread-out through the spring and summer.
- Events Team required. Alison Bourne will co-ordinate a team who will initiate meetings, set up events, visit venues for suitability and confirm appearances. Plea for others to join the team.
- Publicity - new PR organiser required to photograph, film, record and publicise in newspapers.
- Practise – essential to speed up learning of arrangements. Need to have better practise habits. Listen whenever and wherever so that it becomes ingrained. We will have new songs to perform and therefore need to speed up our learning process.
- WhatsApp group – to liaise and send recordings from rehearsals.

## 6. Treasurer's Report – by Mandy Marks

Balance of funds - £4492 (£30 cash float) – see Appendix (ii)

## 7. Opportunity to ask Questions

First Aid - no change

Possibly obtain a Vocal coach to give vocal training

Leah presented thank you parting gifts to Lesley and Charlie.

**Next Choir meeting Tuesday 3<sup>rd</sup> January 2019 7.30pm Church hall.**

Next committee meeting - 11<sup>th</sup> February 2019 7.30pm at Leah's. Meeting closed at 9.40pm  
Appendix (i)

### **CONSTITUTION FOR UNITY IN SOUND COMMUNITY CHOIR**

The name of the organisation is **Unity in Sound Community Choir** hereafter called 'The Club' in this Constitution and includes any sub groups such as quartets, octets and performance groups.

The Club commencement date is **1<sup>st</sup> September 2016**.

The main rehearsals for the Club will generally take place weekly, with times and venue changing from time to time as may become appropriate.

Additional rehearsals and practices may be made available for individuals, all members or selected groups.

#### **1. AIMS and OBJECTIVES**

- 1.1 To establish and support a women's singing Club or groups accessible to women above the age of 16 or minors accompanied by parent or guardian.
- 1.2 To share and encourage the therapeutic and social benefits of singing.
- 1.3 To provide singing coaching.
- 1.4 To undertake performances at various events.

#### **2. VALUES**

- 2.1 The Club is not aligned to any political party.
- 2.2 We will not discriminate against any individual on grounds of race, religion, sexual orientation, nor physical or mental ability.
- 2.3 We shall not discriminate against an individual by age (other than restricting ordinary membership to a lower age limit of 16 in order to comply with regulations regarding provision for children) unless accompanied by parent or guardian.
- 2.4 The Club is not affiliated to any particular religion or denomination and the repertoire of the Club may include both traditional and modern songs from various countries, cultures and religions. The Club may sing in local Churches and participate in services of all denominations and may participate in events supporting different causes and different religions.
- 2.5 The Club will respect the personal or religious sensitivities of its members and should any member of the Club be unable or unwilling to sing any song in the repertoire, or participate in a particular event or performance, this shall be respected and accepted.

#### **3. CODE OF CONDUCT**

- 3.1 Club members are to conduct themselves in a civil, courteous and respectful manner.
- 3.2 Members of a performance Club to be committed to learning their part and will be expected to attend all rehearsals and warm-ups prior to a performance whenever possible.
- 3.3 Members are asked to use their best endeavours to attend rehearsals punctually.
- 3.4 Members to advise wherever possible in advance, any absence to a committee member or designated person
- 3.5 All members are expected to conform to pre-determined costume requirements for performances.
- 3.6 Members to follow the direction of the Musical Director at all times.

- 3.7 When engaged in Club business, no member to take it upon herself to make complaints to any host or hiring organisation or performance venue organiser. Should a member have any concern or grievance on such an occasion, then the member should bring the matter to the attention of a committee member. It shall be a committee decision to make any complaints.
- 3.8 Should a member not abide by the Code of Conduct or be actively supporting the aims and objectives of the Club, the Committee may request a formal meeting to address any issues and if matters cannot be resolved, the individual may be asked to leave the Club by the Committee.
- 3.9 Members should be familiar with the Performance Information (Appendix 1)

#### **4. COSTUME**

- 4.1 Club costumes may be provided from Club funds.
- 4.2 Any items belonging to the Club that are kept and maintained by Club members may require a returnable security deposit.
- 4.3 Some items of performance-wear may be required to be supplied at the members own expense. Any decision regarding costumes will be at the discretion of the Musical Director.

#### **5. MUSIC AND COPYRIGHT**

- 5.1 Copyright of any purchased music is to be observed.
- 5.2 An Agreement will be made with any person who personally introduces a song and/or an arrangement. The terms of that Agreement are to be observed.
- 5.3 CD/MP3 tracks and music scores supplied by the Club are not to be passed to any other club or individual, and any sheet music or folders supplied by the Club, are to be returned when leaving.

#### **6. PERFORMANCES**

- 6.1 Any performance fee or ticket revenues received by the Club or any sub group representing the Club shall be for the benefit of Club finances or chosen charities
- 6.2 Any performance group or competition group representing the Club is to be selected and/or approved by the Musical Director for each individual event or performance.

#### **7. MEMBERSHIP**

- 7.1. Membership of the Club to be offered to any female of 16 years or older (unless accompanied as in 7.2) who wishes to sing with the Club and support the aims and values and Code of Conduct as outlined in the Constitution and meet the minimal demands of the Club vocally (as shall be determined by the Musical Director)
- 7.2. Children under the age of 16 will be allowed to join the Club on the understanding that they shall be accompanied at all times by, and be the responsibility of a parent or legal guardian.
- 7.3. Performances, coaching events and rehearsals may be recorded (audio recordings, video and photography).
- 7.4. Participation in a performance group and in extra rehearsals for a performance shall be at the discretion and invitation of the Musical Director.
- 7.5. Prospective members may attend two sessions, free of charge, after which they must sign up to become a Club member by completing a membership form, paying an initial membership fee and a monthly subscription, of an amount to be determined by the Committee.

- 7.6. A copy of the Club Constitution shall be given to a prospective member prior to their joining the Club.
- 7.7. Members will pay fees in advance by monthly Standing Order. In the event of long-term sickness or absence, please contact the Musical Director or Chairman. Any information will be confidential.
- 7.8. Only members who have paid their monthly subscription and who have been members for at least three months will be allowed to vote on Club matters.
- 7.9. The Committee will decide the subscription rates and joining fee and this will be reviewed annually.
- 7.10. Any member who has been absent for four weeks without prior notification of absence or contact with the Club will be assumed to have left the Club and lose access to the website and Club mailing lists.
- 7.11. Any person whose membership has ended may return to choir within two months and continue as a member without paying an additional membership fee. The membership fee must be paid again after this time, unless special circumstances have been discussed with the Musical Director or Chair.
- 7.12. Participation in performances shall not be a requirement of membership of Unity in Sound Community Choir.

## **8. MEMBERS CONTACT DETAILS \*\* see separate (GDPR) Data Protection Policy**

## **9. WEBSITE AND SOCIAL MEDIA**

- 9.1 Access to the 'Members' Only' area is restricted and passwords should not be divulged to any third party.
- 9.2 When a member leaves, their access to the Members Area will be denied with immediate effect.
- 9.3 All material on the Website and Social Media is the property of the Club, subject to exceptions noted under 'Copyright'
- 9.4 All Club members must adhere to the Social Communications Policy, which is available on the Club website.

## **10. MEDICAL CONDITIONS**

- 10.1 Members with a medical condition requiring preventative or emergency medication are advised to notify the Musical Director (or whoever is leading the Club in her absence), Chair and designated First Aiders as a precautionary measure. Members are advised to complete the medical part of the membership form.

## **11. COMMITTEE**

### **11.1 The Role of the Committee**

- 1.1.1 The committee exists to ensure that the Club is managed in a democratic way and adheres to the Constitution.

### **11.2 The Powers of the Committee**

- 11.2.1 The Committee may, with due consideration of the wishes and votes of the membership and in accordance with the aims and values of the Club:

- Pursue, invite, and receive funds, grants or sponsorship from separate bodies or Individuals in order to finance the Club.
- Make charitable donations.
- Employ paid staff or helpers and recruit volunteers and singers.
- Buy or hire equipment or premises, subject to securing funding or guarantors.
- Charge a membership fee and monthly subscriptions.
- Work in partnership or support financially or otherwise, other organisations
- Affiliate with other singing organisations
- Pay for training and employ singing and movement coaches for training of Musical Directors and assistants.
- Publicise or promote the Club in order to encourage new members or promote itself for public performance and fundraising.
- Participate in, and organise fundraising activities or social events, for the purposes of raising funds or socialising within the Club.
- Ask an individual to leave the Club should there be a serious breach of the Constitution.
- Appoint Club members to sub groups or delegate tasks to help in specific areas in the management of the Club or for specific events or responsibilities to act on behalf of the Committee.
- Appoint a Treasurer who is not a singing member of the Club if this role is not filled at the AGM.
- Appoint new members to the Committee throughout the year if a position becomes vacant. If an Officer post becomes vacant, the Committee will call an EGM.
- Appoint an independent auditor.

### **11.3 Committee Structure**

- 11.3.1 The Club shall be administered by a Management Committee consisting of a minimum of five officers: Chair, Vice-Chair, Treasurer, Secretary and Minute Secretary.
- 11.3.2 The Committee shall consist of the five officers (see 11.3.1.) and up to a maximum of four other members, with a quorum of five. The term of office for the ‘other members’ is three years. They may stand for re-election.
- 11.3.3 The Committee may also appoint members to the following posts; Assistant Musical Director, Publicity Officer, Performance Co-ordinator, Website Co-ordinator, Subscription Administrator or any additional posts as deemed necessary from time to time. These posts can be held by members who are not on the committee.

## **11.4 Committee Posts**

### **11.4.1 The Chair (Officer)**

The Chair (or Chairperson) shall be appointed by a majority vote at the AGM. The Chair must be from the membership of the Club and must be a person of integrity and good standing. They should promote the interests of the Club, ensure that the Committee operates in accordance with the Constitution, and be the official 'spokesperson' of the Club in conjunction with the Musical Director.

The Chair will preside at all meetings of the committee (where possible) and direct those present at meeting to progress through the agenda and maintain good order in all Club proceedings and sign-off minutes from previous meetings. The Chair, before any committee meeting, should approve the agenda. The Chair shall clarify with the Minute Secretary, the results of votes and any decisions agreed at meetings and ensure that the Committee complies with the Constitution.

Term of office for the Chair is one year. The Chair may stand for re-election at each AGM.

### **11.4.2 The Vice-Chair (Officer)**

The Vice-Chair shall be appointed by a majority vote at the AGM. The Vice-Chair must be from the membership of the Club and must be a person of integrity and good standing. They should promote the interests of the Club.

The Vice-Chair will support the Chair and deputise in the Chair's absence.

Term of office for the Vice-Chair is one year. The Chair may stand for re-election at each AGM.

### **11.4.3 The Treasurer (Officer)**

The Treasurer shall be appointed by a majority vote at the AGM. The Treasurer should be from the membership of the Club. However, if this position is not filled from within the club, then a Treasurer who is not a singing member of the Club will be appointed and will be required to attend Committee meetings.

It is the responsibility of the Treasurer to settle any invoices or financial commitments promptly in order to form good, professional relationships with suppliers and agents and keep adequate records of all financial transactions, provide up-to-date details of the budget, liabilities, financial commitments and funds for committee meetings and end-of-year statement for the AGM.

Term of office for the Treasurer is one year. The Treasurer may stand for re-election at each AGM.

### **11.4.4 The Secretary (Officer)**

To be a point of contact for correspondence and to provide written communications on behalf of the Club. The Secretary must be grammatically literate, able to communicate proficiently and meet deadlines. The Secretary will communicate information to the committee.

To be responsible for liaising with the Subscriptions Administrator to hold a full record of all members, attendances, membership and subscriptions fees paid.

Responsible for induction of prospective and new members: free two-week trial and ensuring they receive the welcome pack and relevant emails/information on joining. The Secretary will also contact absentees and liaise with the Website Co-ordinator and Social Media Co-ordinator

Any Club member may be enlisted to assist in these duties.

#### **11.4.5 The Minute Secretary (Officer)**

The Minute Secretary shall be appointed by a majority vote at the AGM. The Minute Secretary must be from the membership of the Club. The duties of the Minute Secretary are to advise committee members of meetings and request contributions from the committee; to prepare the agenda in conjunction with the Chair; to take and record minutes of all committee meetings for approval by the Chair; and to distribute approved minutes to the Committee. Term of office for the Minute Secretary is one year. The Minute Secretary may stand for re-election at each AGM.

#### **11.5 The Musical Director (Honorary Officer)**

- 11.5.1 The posts of Musical Director, Acting or Temporary Musical Director or Assistant Musical Director are to be appointed by the Committee having obtained approval for the appointment by a majority vote of the Club.
- 11.5.2 The Musical Director, Acting, Temporary Musical Director, or Assistant Musical Director shall be accountable to the committee and will be accepted on the condition that he/she is to pursue the aims and objectives of the Constitution.
- 11.5.3 The Musical Director will be offered and may take a place on the committee as an Honorary Officer. Should the MD decline a place on the committee, the MD shall be answerable to, consult and liaise with the officers of the Committee.
- 11.5.4 The Musical Director shall have overall discretion for music selection.
- 11.5.5 The position shall be agreed by a majority vote of the Club should the role become vacant.
- 11.5.6 The post of Musical Director may be a paid-for position if a suitable voluntary candidate cannot be found and approved.

### **12. OTHER POSTS**

#### **12.1 Assistant Musical Director**

To assist the Musical Director and arrange music and songs

#### **12.2 Website Co-ordinator**

To be responsible for maintaining the website and our YouTube account by:

- uploading photos, music, word sheets and MP3/4s
- advertising forthcoming events
- ensuring all information is current

#### **12.3 Subscriptions Administrator**

To be responsible for keeping a full record of all members' attendances, membership payments and to assist the Treasurer with standing order payments. To liaise with the Secretary regarding attendances and apologies for absence.

#### **12.4 Publicity Officer**

To be responsible for liaison with local newspapers and radio stations to advertise performances.

**12.5 Events Co-ordinator(s)**

To contact other choirs/organisations/festival committees/businesses etc to discuss opportunities for performances/musical collaboration/sing-outs. To liaise with the Vice-Chair (or other nominated member of the committee) and Musical Director. To arrange publicity prior to and following events.

To keep a record of all sing-out attendances and to remind members of the need to indicate their availability. To advise the Musical Director of likely numbers for each event.

**12.6 Editorial Administrator**

To write and submit articles for the Village Magazine and local media.

**12.7 Social Media Administrator**

To maintain and submit information on Facebook, Instagram and any other social media. To maintain access to the closed group to members.

**12.8 Website Members' Administrator**

To liaise with the Secretary and Subscriptions Administrator to issue passwords and e-mail log-on information to the members' website to new members and controlling access to members' website.

To delete access when members leave.

**13. COMMITTEE MEETINGS**

- 13.1 The Minute Secretary will arrange for written records of any committee meeting to be kept and will circulate minutes for approval to all committee members within two weeks of any meeting.
- 13.2 There must be a quorum of four persons for any committee decisions to be made or a formal committee meeting to take place. At least two officers must be present at a committee meeting.
- 13.3 Minutes of the AGM and all committee meetings will be made available to all members on request with exclusion of any confidential matters.
- 13.4 Minutes must not be shared with non-members or third parties.
- 13.5 Any proposed changes to the Constitution or proposal to wind up the Club will be posted to all members as in the section 'Winding Up' of the Club. A simple majority of those present will decide any other matters put to the vote at any meeting.
- 13.6 In the event of a tied vote at any meeting, the Chair of the meeting will have an additional casting vote (or Vice or Acting Chair if Chair not present).
- 13.7 The Chair shall decide if it is appropriate for a decision or vote to be put to the full Club membership.
- 13.8 Voting will usually be by a show of hands, unless a proposal to use a secret ballot is proposed, seconded and passed by the meeting.
- 13.9 Committee meetings can be called at the request of the Chair or at least three Committee members. The Chair will notify all Committee members at least seven days before the meeting or as deemed appropriate.
- 13.10 Committee meetings will be held at least quarterly.

**14. ANNUAL GENERAL MEETING**

- 14.1 The AGM will be held during October/November and each year thereafter.

- 14.2 The Secretary will send a written notice of the AGM including the Agenda to each member **no less than 14 days before the date of the AGM**.
- 14.3 Nomination of Officer roles must be proposed and seconded by members of the Club and received by the Chair **no less than 7 days before the date of the AGM**.
- 14.4 The quorum for the AGM will be a third of the Club membership.
- 14.5 The Agenda of the AGM will include:
  - 14.5.1 Minutes of previous AGM (led by existing Chair)
  - 14.5.2 Election of Chair (led by the Secretary)
  - 14.5.3 Election of Vice-Chair, Secretary and Treasurer (led by the Chair)
  - 14.5.4 The appointment or re-appointment of Committee Members
  - 14.5.5 Review of previous year by Musical Director and Chair
  - 14.5.6 Plans for next year by Musical Director
  - 14.5.7 Treasurer's Report
  - 14.5.8 Any formal proposals (submitted to the Minute Secretary in writing) to be received at least seven days before the meeting.
  - 14.5.9 The opportunity to ask questions in general about the Club or its Management.

## **15. EXTRAORDINARY GENERAL MEETING**

- 15.1 An EGM may be called by the Committee or by at least ten members of the Club.

## **16. FINANCE**

- 16.1 The Club's financial year will run from 1<sup>st</sup> September to 31st August each year.
- 16.2 The Committee will maintain a bank account in the name of the Club.
- 16.3 Any monies in excess of £50 paid out in the name of the Club will only be paid by cheque from the bank account with two signatories. The Committee will nominate signatories and the Treasurer will instruct the bank which signatures can be accepted. No cheque will be signed before all payee and amount details are completed without the express permission of a minimum of three committee members.
- 16.4 Control of expenditure shall be the responsibility of the Treasurer who will be accountable to the committee.
- 16.5 Signed receipts or invoices must be produced to reimburse any individual for purchases made and for any receipts of money from Club members and all income and expenditure.
- 16.6 Reasonable expenses (such as printing costs) may be charged by members of the committee or Club members undertaking specific tasks for the benefit of the Club and at the request of, or with prior approval of, at least three members of the committee. Retrospective claims may not necessarily be paid.
- 16.7 A copy of the Club's most recent bank statements or financial records will be made available within 14 days to any member on request.

- 16.8 The Treasurer shall keep the records up to date at least quarterly to coincide with quarterly committee meetings so that up to date details of the budget, liabilities, financial commitments and funds will be available.
- 16.9 The Treasurer shall be responsible for producing a financial statement for the AGM and making available the financial statement, receipts, bank statements and records to the Committee prior to the AGM for verification.
- 16.10 The accounts will be audited by an independent Auditor before the AGM.

## **17. HEALTH & SAFETY**

- 17.1 Members have a duty of care under Health and Safety law for themselves and others affected by their actions.
- 17.2 The Club shall not accept responsibility for any personal injury, however caused.
- 17.3 If a member notices a Health and Safety issue at rehearsal or performance venue, they should immediately notify a committee member. If there is no committee member immediately available, then reasonable precautionary measures may be undertaken by an individual to prevent a Health and Safety incident or accident.
- 17.4 General Health and Safety issues and any accident or injury should be notified to the Committee, and the Secretary should keep a written record of any such incidents or issues.

## **18. WINDING UP**

- 18.1 The Club can only be wound up by a members' vote at an AGM or EGM.
- 18.2 If the proposal to wind up the Club is passed, the Committee shall undertake to settle all debts and financial obligations, including any necessary refund of grants to funding bodies.
- 18.3 Costume and equipment remaining may be sold on the open market or transferred to another organisation agreed by the Committee.
- 18.4 Any funds remaining after the above obligations have been met will be distributed at the discretion of the Committee.

## **19. CHANGES TO THE CONSTITUTION**

- 19.1 Changes to this Constitution may be proposed and seconded by any Club member at least twenty-one days prior to a formal committee meeting. The Committee shall be responsible for clarifying the exact wording of any such amendment. All members of the Club will then be notified in writing and asked to vote at a meeting called specifically for approval of such change or at the AGM. A majority vote of 70% shall be required.

This Constitution has been approved by the Committee and the existing members of the Club with at least a 70% majority on **1<sup>st</sup> September 2016**.

The Constitution will be reviewed by the Committee annually.

**Date of Review: 12<sup>th</sup> September 2017**

**Date of Approval at AGM: 5<sup>th</sup> October 2017**

**Date of Review: 15<sup>th</sup> October 2018**

**Date of Approval at AGM: 15<sup>th</sup> November 2018**

Appendix (ii) Treasurer's Report