

ST. PETER'S SINGERS

CONSTITUTION

AND

POLICY

HANDBOOK

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St. Peter's Singers Constitution

Approved at the AGM on Sunday 28 September 2025

Next Review: When deemed necessary

1. Name

The name of the society shall be St Peter's Singers and Orchestra Heswall, generally known as St Peter's Singers Heswall, hereinafter referred to as the society.

The object of the Society shall be to advance , improve, develop and maintain public education in, and appreciation of, the art and science of music in all aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

2. Membership

Membership is open to individuals who are approved by the committee. The committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the society.

The committee will keep a register of names and addresses of the members.

Every member shall have one vote.

Termination of membership

Membership shall be terminated if:

- the member resigns by written notice to the Society
- any sum due from the member to the Society is not paid in full within 6 months of it falling due
- the member is removed from membership by a resolution of the committee that it is in the best interests of the society that his or her membership is terminated.

Any decision made by the committee to terminate a membership is final.

3. Officers and Trustees

The Society shall have at least the following officers

- Chair
- Secretary
- Treasurer

The Chair, Secretary and Treasurer shall each serve a term of up to three years and may be re-elected for a maximum of two consecutive terms (six years in total). Thereafter, if the office holder wishes to continue, they must be re-elected annually at the Annual General Meeting by a majority of not less than 75% of members present and voting. As far as practicable, changes to these offices should not occur simultaneously, in order to maintain continuity of governance.

More officer roles can be appointed if deemed necessary by the committee.

Committee members can be paid legitimate expenses incurred on behalf of the Society.

Committee members shall be elected by and out of the Society's members at the Annual General Meeting. They shall hold the office for one year and be eligible for re-election.

There shall be at least three trustees. All trustees must be members of the Society.

The trustees (in discussion with the committee) may appoint new trustees as required.

All trustees shall be members of the committee.

A trustee shall cease to hold office if he or she:

- is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011.
- ceases to be a member of the Society
- resigns as a trustee by notice to the Society (but only if two trustees will remain in office when the notice of resignation is to take effect)
- is asked to step down by the trustees if they feel it would be in the best interest of the Society

4. Meetings and proceedings of the committee

The committee may regulate their proceedings as they see fit, subject to the provisions of the constitution.

The committee shall hold at least 2 ordinary meetings a year.

A special meeting may be called at any time by the Chair or by any two members of the committee.

At least 4 days' notice of the meeting must be given.

If the chair is absent from any meeting the members of the committee present shall choose one of their number to be chair before any other business is transacted.

There shall be a quorum when at least one third of the number of members of the committee, or three members of the committee (whichever is the greater) are present at the meeting. No decision may be made unless a quorum is present.

Questions shall be determined by a majority of votes of the members of the committee present but in the case of equality of votes the Chair shall have a second or 'casting' vote.

The committee shall keep minutes of the proceedings at meetings of the committee and shall ensure that these are stored safely and that they are available for inspection as required.

Conflicts of Interest

A committee member must declare the nature and extent of any interest direct or indirect which he or she has in a proposed transaction or arrangement with the Society and absent himself or herself from discussions of any such business. A committee member absenting themselves from discussion may not vote on the matter and should not be counted as part of the quorum.

AGM

An Annual General Meeting will be held within thirteen weeks of the end of the financial year. At least 21 days' notice of the meeting will be given.

The committee shall present to each AGM the report and accounts of the Society.

There shall be a quorum when at least one third of choir members plus a minimum of three committee members are present at the meeting. No decision may be made unless a quorum is present.

SGMs

All general meetings other than the Annual General Meeting shall be called Special General Meetings.

The committee may call a Special General meeting at any time. At least 14 days written notice of the meeting shall be given to all members.

5.Finance

The financial year shall end on 31st July

A bank account shall be opened in the name of the Society There shall be three signatories with payments being authorised by any two signatories.

The income of the Society shall be applied solely towards promoting the objectives of the Society as set out in this document.

The financial accounts shall be audited or examined to the extent required by legislation, or if there is no such requirement, scrutinized by a person who is independent of the committee and presented to the members at the Annual General Meeting.

6. Dissolution

In the event of the Society being wound up any assets remaining after the payment of proper debts and liabilities shall be transferred to a charitable institution having similar objectives to that of the Society. The trustees will make the decision of which charity the funds should be transferred to.

7. Alterations to the constitution

The constitution may be altered by a two thirds majority of the members present and voting at any AGM provided that 14 days' notice of the proposed alteration has been sent to all members and that nothing in the proposed alteration shall have the effect of the Society ceasing to be a charity

No amendment may be made to clause 1 (the name and objectives of the Society), clause 5 (finance) or clause 6 (dissolution) without the prior written consent of the charity commission. Any such amendment should also be notified to Making Music.

St. Peter's Singers Members Handbook

The Choir Members' Handbook is designed to help both new and existing members understand how St Peter's Singers operates and what is expected of them as members of the choir. It brings together essential information about rehearsals, concerts, attendance, subscriptions, communication, safeguarding, choir etiquette and other practical guidance, making it a useful reference throughout the year.

This handbook was adopted by the Committee at its meeting on 15 January 2026.

View the Choir Members' Handbook here:

[LINK TO CHOIR MEMBERS' HANDBOOK](#)

Data Protection Policy

Approved by Committee: 16 October 2025

Next Review: October 2027

1. Purpose

St Peter's Singers ("the Choir") is committed to protecting the personal data of its members, patrons and contacts. This policy explains how we collect, use, store and protect personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Choir Secretary acts as the Data Protection Contact for any enquiries.

2. What Data We Hold

- **Members:** name, postal address, email address and telephone number
- **Patrons:** name and email address (and postal address if relevant)
- **Contacts:** names and email addresses of other choirs, venues, local press and arts organisations
- **Ticket buyers:** names and email addresses collected via Eventbrite

3. Why We Hold This Data

We hold this information to:

- Manage choir membership and communications
- Share details of rehearsals, concerts and events
- Administer the Patrons' scheme
- Manage ticket sales and contact attendees
- Liaise with other choirs, venues and publicity contacts
- Maintain accurate administrative records
- Maintain accurate financial records including gift aid

Our lawful basis for processing this data is the choir's legitimate interest in managing its membership and activities, and consent where required (for example, publicity photos).

4. How Data Is Stored and Accessed

- Data is held securely in digital and/or paper form.
- The choir uses a Google Account and Google Drive for secure storage.
- Access to Google Drive is restricted to the Chair, Secretary and Patrons' Secretary.
- Other committee members may be given access to specific folders or files relevant to their role; this access is removed when they leave the committee.
- Eventbrite is used for ticket sales (access for Treasurer and Publicity Officer only).
- The website is managed solely by the Publicity Officer.

- All files and accounts are password-protected.

5. Sharing Data

We do not share personal data with third parties without consent, except where required by law. Online services such as Google Drive or Eventbrite are used only when they comply with recognised data-protection standards. Information collected through the choir's website is covered by our Website Privacy Notice.

6. How Long We Keep Data

- **Members:** deleted when a person leaves the choir.
- **Patrons:** retained while active and up to one year afterwards.
- **Contacts:** reviewed and updated periodically.
- **Ticket buyers:** used only for that event.

7. Individual Rights

Individuals have the right to:

- Request a copy of their data
- Request correction or deletion
- Withdraw consent to communications

Requests should be made in writing to the Choir Secretary.

8. Data Breach Procedure

If data is lost or accessed without permission, the committee will:

- Investigate and record the breach
- Take steps to reduce risk
- Notify affected individuals and, if necessary, the Information Commissioner's Office (ICO).

9. Review

This policy will be reviewed every two years, or sooner if practices or legislation change.

Linked documents: [Privacy Statement](#) and [Website Privacy Notice](#).

Financial Policy

Approved by Committee: 19 August 2026

Next Review: August 2028

1. Introduction

St Peter's Singers and Orchestra is committed to ensuring that robust financial policies and procedures are in place to safeguard the assets of the choir. The aim of the policy is to:

- ensure the trustees and committee have proper financial controls of the organisation.
- provide a clear framework for trustees, committee members and volunteers (choir members) to work with when dealing with money.
- ensure the organisation meets its legal obligations in relation to accounting and financial reporting to the Charity Commission and HMRC.

2. Accounting basis and record keeping

- The accounts will be kept on a receipts and payments basis.
- Accounting records
 - A cash accounting spreadsheet analysing all the transactions appearing on the bank accounts.
 - Bank statements.
 - A record of invoices received and issued.
 - Receipts for payments made.
 - Cheque book and paying in book stub receipts.
 - A petty cash book if cash payments are being made.

The financial year end date is 31 July.

All financial records will be kept for 6 years from the financial year end date they relate to. This will include digital storage on the St Peter's Singers Google Shared Drive.

3. Annual accounts

- Accounts must be drawn up at the end of each financial year within 3 months of the financial year end. These will include:
 - Final reconciliation of income and expenditure with bank statements
 - A summary of the financial position at year end
 - An income and expenditure statement
- Scrutiny of accounts
 - Accounts will be subject to independent examination by an external person with financial knowledge.

- o They will be presented for approval to members at the AGM.
 - o They will be sent to the relevant regulator within the relevant period after the financial year end:
- Charity Commission - The annual return of the Society to the Charity Commission must be completed within 10 months of the end of the Society's financial year. This would be 31st May of each year.

4. Bank accounts

St Peter's Singers and Orchestra has two bank accounts with NatWest

Current Account details:

- o Account number: 23829117
- o Sort Code:60-05-07

Reserve Account details:

- o Account number: 23853654
- o Sort Code:60-05-07

Both accounts are accessible online. There is a cheque book and paying in book for the current account. All cheque payments require two signatories.

The current signatories are:

- Anne M. Buckley, Treasurer
- Suzanne Cook, Chair
- Robert Archer, Secretary

5. Income and receiving payments

- 5.1 **Subscription payments**- these can be made by the individual choir members by BACS (preferably), cheque or cash. Cheques and cash should be given to the Treasurer for banking.
- 5.2 **Card Reader**- will be available for ticket purchases etc when appropriate. Monies are transferred by BACS from SumUp who take a small percentage of the original amount.
- 5.3 **Online ticket selling platforms e.g Eventbrite**- payments for tickets bought on this platform are made by BACS into the choir bank account after the concert date minus a charge.
- 5.4 **Cash payments**: If the sum is less than £30, the payment may be paid by BACS transfer directly into the choir bank account, within a week of collection, by a member of the committee who has collected the cash e.g. Social Secretary. Alternatively the cash can be

given to the Treasurer for banking. In either case, a signed note with the cash amount should be given to the Treasurer.

For cash amounts greater than £30, the cash should be given to the Treasurer for banking along with a signed note to say how much cash has been collected.

5.5 Income from music hire to other choirs - The donated music from Port Sunlight Choral Society (PSCS) is managed by Adrian Griffiths. He will continue the tried and tested hiring system he used for PSCS; music will be posted out by Adrian and he will invoice the hiring choir for a hire fee plus postage. When he receives the payment from the hiring choir, he will transfer the hire fee to St Peter's Singers and retain the postage. All relevant invoices will be passed to the Treasurer for book-keeping.

All payments received into the bank account will be recorded and accounted for in the charity accounts spreadsheet within 1 month of receipt of the payment.

6 Expenditure – payments made by the charity

All payments made from the St Peter's Singers' bank accounts will have a matching corresponding invoice, order form, remittance advice or shop receipt as proof of purchase. All payments are made from the current account.

Where possible payments will be made by BACS or cheque.

6.1 Making payments

- The following committee members have authorisation to access the bank account online and are signatories on the bank account:

Anne Buckley (treasurer)

Suzanne Cook (chair)

Robert Archer (secretary)

- BACS transfers can be made by any one of the three signatories. The signatories can check all payments made by BACS and all saved payees on the bank accounts at any time.
- All cheques must be signed by two signatories.
- Blank cheques must never be signed by two signatories.
- Where the payment is for a signatory's expense, the signatory claiming the expense cannot be one of the approving signatories.
- Petty cash can be available for cash payments:
 - The maximum amount for a single cash payment is £10.
 - All cash payments must be recorded in the petty cash book.

- If an individual is holding petty cash and will not have a reason to use it within 2 months, they must return the cash and any records to the Treasurer.
- All payments made from the bank account must be recorded and accounted for in the charity accounts within 1 month.

6.2 Direct Debits and standing orders.

- All Direct Debit and standing order payments must be approved by two signatories.
- Payments must be reviewed annually.
- Any change to the amounts must be approved by two signatories.

7. Claiming expenses back from the charity

7.1 Committee Members and Trustees

- Committee members and Trustees are approved to make payments up to £250 from their own personal accounts on behalf of the charity without approval from a signatory.
- They must submit a written request (this includes by email) for a reimbursement of payment within 10 days of making the payment. This must include:
 - Reason for making the payment on behalf of the charity
 - Evidence of the item or service received.
 - Evidence of a receipt for the payment
- If a committee member or trustee expects to make a payment over £250, they must get prior written approval (e.g. email) from the chair or treasurer.

7.2 Staff, freelancers and other volunteers

- All non-trustees or non-committee members, must seek approval from a trustee or committee member before making payments from their personal account on behalf of the charity.
- They must submit a written request for a reimbursement of payment within 10 days of making the payment. This must include:
 - Reason for making the payment on behalf of the charity
 - Evidence of the item or service received.
 - Evidence of the payment

8. Fixed assets

The trustees have agreed that assets costing more than (e.g.) £1,000 are treated as capital expenditure, recorded as fixed assets on the balance sheet and depreciated (the cost spread) over the estimated useful life of the asset class (e.g.) five years.

9. HMRC and tax

St Peter's Singers and Orchestra is a charity and can claim the charity tax exemption on activities related to its primary activity. Any trading that is secondary to its primary activity is expected to be below the exempt trading limit and registration limit for VAT and so will also be exempt from tax.

As such St Peter's Singers and Orchestra does not have to submit an annual tax return to HMRC or register for VAT.

However, if:

- HMRC request we file a corporation tax return we must comply and can apply a charity tax exemption.
- Non-primary trading activity exceeded taxation limits then a tax return would need to be filled and tax may be due.
- Business income exceeded VAT registration thresholds, the charity must register for VAT.

10. Gift Aid

St Peter's Singers and Orchestra claims Gift Aid on donations received from the public and on membership subscriptions paid by members. It can also claim Gift Aid on cash received under the Gift Aid Small Donations scheme (GASDS).

All Gift Aid claims related to donation and membership subscriptions must be supported by an appropriate Gift Aid declaration.

Gift Aid is claimed once during the financial year after the end of the Easter concert and when all subscriptions have been paid.

An annual assessment on the eligibility of membership subscriptions for Gift Aid is carried out in the Advent concert term and new members after this time will be asked to complete a Gift Aid declaration.

11. Review

This policy will be reviewed on a bi-annual basis unless the trustees or committee deem it necessary to review the policy sooner.

Health and Safety Policy

Approved by Committee: 27 June 2024

Next Review: June 2026

1. Introduction and scope

St. Peter's Singers Committee is committed to providing a healthy and safe environment for all those involved in the musical activities it organises. This includes but is not limited to;

- members, contractors (including freelance), volunteers and members of the public.
- rehearsals, concerts and fundraising events.

We will also provide suitable and sufficient information, instruction, training and supervision as is necessary to ensure the health and safety of our members and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All members of the Choir have a duty to ensure that they conduct themselves in a safe manner and that their acts or omissions do not cause harm to themselves or others that may be affected by our activities; including other choir members, visitors and audience members.

Choir members will be encouraged to bring to the attention of the Choir Committee any concerns regarding any health and safety issues.

We believe that this Health and Safety Policy complies with the requirements of the Health and Safety at Work etc Act 1974 and will be subject to a regular review bi-annually or when there are any significant changes.

2. Responsibilities

- Overall responsibility for health and safety sits with the St. Peter's Singers Committee.
- Practical responsibility for health and safety at events and activities organised by St. Peter's Singers sits with the committee.

3. Statements of general policy

St. Peter's Singers Choir recognises its duty of care towards others that are not in our choir.

These people include visitors and audience members who have reason to come into contact with our activities. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and audience members will be controlled in such a way so as not to cause harm to our membership or to themselves. We will:

- ensure so far as is reasonably practicable the health, safety and welfare at choir practice sessions and concerts of our members and others who may come into our company

- make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles relevant to the activities of the choir
- provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety of our members as far as is reasonably practicable
- maintain any place of choir activity in our control in a safe manner and maintain safe access and egress from it
- provide and maintain so far as is reasonably practicable a safe environment with adequate facilities and arrangements for the welfare of our members and others who enter the venues where we practice or perform
- seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities we organise
- ensure relevant risk assessments will be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required
- ensure members, contractors and volunteers are briefed on health and safety risk assessments for venues/activities and updated on any changes in risk assessments
- establish clear lines of communication for members, staff and volunteers to raise health and safety concerns
- Implement emergency procedures. Once a term choir members will be reminded by the Chairperson of the appropriate evacuation route and muster point.

If the building needs to be evacuated during a rehearsal, the Choir Chairperson will ask the Director of Music to stop the rehearsal and will instruct the choir to evacuate the building by a specific route and to congregate in a specific place, according to the nature of the emergency. Committee members will assist people in their voice sections and the register will be checked once everyone is outside. If necessary, appropriate emergency services will be called by the Chairperson.

For concerts, the Chairperson will brief stewards about the emergency exits and fire alarms. At the rehearsal the choir and musicians will be told which is their evacuation route and muster point. At the start of the concert the audience will be told their evacuation procedures and muster points.

If a building needs to be evacuated during a concert, the Choir Chairperson will speak to the Director of Music who will stop the concert. The Chairperson will instruct the choir and audience to evacuate the building by a specific route and to congregate in a specific place, according to the nature of the emergency. Committee members will assist people in their voice sections and the concert stewards will assist the audience. If necessary, appropriate emergency services will be called by the Chairperson.

4. First aid and medical emergency

- The St. Peter's Singers Committee will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical St. Peter's Singers will recruit members and volunteers with first aid experience.
- Where appropriate (e.g. for larger events) St. Peter's Singers will train members or volunteers in First Aid or work with professional First Aid organisations.
- Medical emergency.
 - During a rehearsal, the Choir Chairperson will speak to the Director of Music and the rehearsal will be stopped. Choir members may be asked to leave the building, or the individual may be moved to another location. The individual will be medically assessed, as best possible, and, if necessary, appropriate emergency services will be called and the individual's family contacted. A decision as to whether to resume the rehearsal will then be made.
 - During a concert, the Choir Chairperson will speak to the Director of Music and the concert will be stopped. Audience and Choir members may be asked to leave the building, or the individual may be moved to another location. The individual will be medically assessed, as best possible, and, if necessary, appropriate emergency services will be called and the individual's family contacted. A decision as to whether to resume the concert will then be made.

5. Sound safety

St. Peter's Singers Committee takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- ensure there are open lines of communication for individuals to raise concerns about hearing
- take concerns seriously; the Committee and Musical Director will work with the individuals to find ways to minimise risk
- take into account the protection of our audience's hearing when designing stage and audience layout for concerts

6. Statement of Intent

St. Peter's Singers Choir [the Choir], believe that health and safety is a vital component of the Choir's business.

The members, musical Director, Contractors and Volunteers are the most important asset to this Charity, and therefore their health, safety and welfare is a priority at all times.

From a legal perspective, the Choir is committed to ensuring that it complies with all relevant health and safety legislation where it is reasonably practicable to do so.

The Choir is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are to:

- Provide adequate control of the health and safety risks arising from our activities
- Maintain safe and healthy conditions for rehearsals and events
- Provide and maintain safe equipment
- Provide adequate information, instruction, training and supervision
- Consult with members/contractors/musical director/volunteers on matters affecting their health and safety
- Review and revise this policy at regular intervals.

7. Health & Safety Responsibilities

Overall and final responsibility for health and safety is that of the Committee. Day-to-day responsibility for ensuring this policy is put into practice is that of the of the Committee

7.1 Committee Responsibilities

The Committee will be responsible for the planned implementation of effective health and safety standards within the Charity according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and activities generally.

- Ensuring the Choir has access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999
- Ensuring there exists an effective policy for health and safety management, supplemented by additional documents and safe systems of work relating to the required performance in each particular area and type of activity and that this document is implemented throughout the business
- Ensuring that necessary resources and information are made available for the policy to be effectively put into practice
- Ensuring that Trustees, Music Directors and volunteers are inducted appropriately to enable them to carry out their role effectively
- Ensuring that everyone carries out their respective duties regarding health and safety at rehearsals and events
- Ensuring that accidents, incidents, diseases and/or dangerous occurrences are reported to the HSE where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Cooperate and assist, as necessary, with all enforcing authorities and any other external body concerned with health and safety in the course of their duties.

7.2 Appointed person's responsibilities

- The main responsibilities of the appointed person include the following:
- Ensuring that regular reviews are carried out to ensure that the Policy is being complied with and make recommendations to the Committee in matters concerning health and safety.

- Reviewing all safety rules on a regular basis and where necessary recommend suitable changes.
- Ensuring that appropriate Risk Assessments are carried out at new venues and when/ where appropriate.
- Ensuring that all accidents are recorded and reported to the Committee
- Ensuring appropriate First Aid facilities are available at venues for rehearsals and events
- Ensuring the Committee, Musical Director, Contractor and Volunteers are competent in the use of any equipment they are required to use and have sufficient resources
- Ensuring all equipment is maintained in good condition and free of defects / faults
- Ensuring that at all times there is an adequate supply of suitable equipment and that such equipment is in good condition, as required
- Ensuring that the "general principles of prevention" as detailed in the Management of Health and Safety at Work 1999 Regulations are applied
- Ensuring that all new members and volunteers receive an induction to the Choir and its procedures, and access to health and safety information.

7.3 Music Directors, Volunteers, Guest Musicians responsibilities

The Music Director, volunteers and guest musicians supporting the Choir are asked to note the following responsibility's:

- To take care of their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while acting on the Charity's business.
- They are specifically reminded that they have a duty by law to use any equipment they or others provide safely
- Report to the appointed person without delay any defect in the equipment, which might endanger safety, health or welfare of which they become aware
- Report any deficiencies in First Aid Equipment etc. • Use the correct equipment for the job and keep in good condition
- If required the correct PPE (Personal Protective Equipment) will be used by all relevant persons and must be worn appropriately
- You must avoid any action, which would be a source of danger to yourself and / or others
- You must not carry out any tasks which you feel you are not competent to carry out, or one which involves unreasonably high risks
- Ensure appropriate measures are taken when lone working in accordance with this policy and report to the Appointed Person any potential problems
- You are to be encouraged to make suggestions and raise concerns

7.4 Choir Members/Visitors:

Choir members and visitors shall:

- Be made aware of, and conform to, the Choirs procedures, as appropriate to the purpose of their being on the relevant venue premises.
- Sign the Register on arrival at rehearsals/performances
- Where provided, wear a Visitor Badge whilst on the premises, as required
- Wear a face mask or shield if requested to do so.

Potential Conflict of Interest Policy

Approved by Committee: PENDING

Next Review: PENDING

This policy applies to all trustees and committee members of St Peter's Singers and Orchestra.

A 'conflict of interest' arises when the best interests of an individual trustee or committee member are or could be, different to the best interests of the choir itself.

The trustee or committee member acknowledge that it is inevitable that conflicts of interest will occur. However, they are committed to managing these potential conflicts to protect both the choir and the trustee or committee member from any impropriety or appearance of impropriety.

1. Statement of Intent

St Peter's Singers and Orchestra is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the choir.

It is the policy of St Peter's Singers and Orchestra to:

- Ensure every trustee or committee member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the choir.

2. Procedure

When a trustee or committee member identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered in the conflict of interest register (on-going conflicts) and or appropriately added to the minutes (one-off conflicts).
- Not take part in any trustee or committee discussions relating to the matter.
- Not take part in any decision making related to the matter.
- Not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, a trustee or committee member affected by a conflict of interest, must leave the room while related discussion or decision making is taking place, unless there is a good reason for them to stay.

The minutes should state:

- The declared conflict
- That the trustee or committee member left the room, or the reason they were asked to stay.

- That the trustee or committee member took no part in the discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected trustee or committee member)
- If a trustee or committee member is unsure what to declare they should err on the side of caution and discuss the matter with the choir chair for confidential guidance.

3. Review

This policy will be reviewed on an bi-annual basis unless the trustees or committee deem it necessary to review the policy sooner.

Privacy Statement

Approved by Committee: 16 October 2025

Next Review: October 2027

Why we need your data

We collect and store some personal details so we can manage your membership, keep in touch about rehearsals, concerts, subscriptions and events, and administer the Patrons' scheme.

What we collect

We may hold:

- Name
- Email address
- Postal address
- Telephone number
- Gift Aid details (where applicable)
- Subscription records
- Photos or video footage (with your consent)

Lawful basis

Our lawful basis for using this data is legitimate interest (for membership administration) and, where applicable, consent (for publicity photos or optional communications).

How we use your data

We use this information only for choir administration, communication and financial record-keeping. We never use it for any other purpose without your permission.

Storage and security

Your data is stored securely on the choir's Google Drive and Google Contacts systems. Access is limited to committee members who need it for their role.

Sharing your data

We never share your personal details with third parties for their own use.

If another member asks for your contact details, we will share them only with your consent.

How long we keep your data

We review our records every two years and delete data we no longer need. When you leave the choir or cease to be a patron, we delete or securely retain information only as required for financial or Gift Aid records.

Your rights

You can:

- View, correct or update your data
- Withdraw consent for communications or photos
- Ask for deletion of your data

Requests should be sent to the Choir Secretary.

Keeping your information up to date

Please tell us if your contact details change during your membership.

Website Privacy Notice

Approved by Committee: 16 October 2025

Next Review: October 2027

What information we collect

We may collect personal details such as your name and email address when you:

- Complete a contact form on our website
- Join our email contact list
- Purchase or reserve tickets through Eventbrite or directly from us

How we use this information

We use it only to:

- Respond to your enquiry
- Manage ticket bookings and send event details
- Send occasional updates if you have requested them

We will not share your information with third parties for their own use or send you marketing messages without your request.

Email communications

If you contact us or ask to be added to our contact list, your details are stored securely in Google Contacts within the choir's Google account. Only authorised committee members (Chair and Secretary) can access it. You can ask to be removed at any time.

Ticket sales (Eventbrite)

When you buy tickets through Eventbrite, your name and email address are collected by Eventbrite and shared with us so we can confirm your booking and contact you about the event. Eventbrite's own Privacy Policy also applies.

Contact forms

Messages sent through our contact form go to our choir email account and are used only to reply to your enquiry.

Cookies

This website uses only essential cookies needed for it to function properly. These include small session cookies used by WordPress and our hosting provider for basic site operation and security. They do not store personal information or track browsing activity.

Links to other websites

Our site may include links to other websites such as Eventbrite. We are not responsible for the content or privacy practices of those sites.

How to contact us

If you have any questions about this notice or wish to access, update or delete your personal information, please contact the Choir Secretary at mail@stpeterssingers.co.uk