

ANNUAL GENERAL MEETING

MINUTES

Thursday 14th September 2023 Emmanuel United Reform Church

The meeting was opened at 20.00 by Marcus Martin – President, who welcomed, and thanked, members for attending.

1. Apologies for Absence

Apologies received from: Leslie Greene
Jenny Cuer-Greene
Geoff Johnson
Maureen Smith

2. Adoption of 2022 AGM Minutes

Proposed: Beth Emery: Seconded: Keri Garner.

Approved by unanimous show of hands.

3. Matters Arising

None

4. Chairman's Report

Welcome to our AGM 2023. It has been another very successful year for WMAAF with entries up in most sections of the festival. The adjudicators were well received in all disciplines and their comments were both helpful and insightful to the performers. As a festival we were, as always, very grateful to the team of stewards who help us to run the events. We are always in need of more help in this department though, so, if you know of anyone who may be willing to join our team, please get them to contact us. WMAAF was very privileged to be asked by BIFF to trial a new marking scheme, as the existing one had been in use for many years. We were one of three festivals taking part in the trial and it was mostly well received by participants, teachers and adjudicators; although there will be a few minor alterations before it is in full use nationally.

As a festival we are very fortunate to have office space for all our paperwork. However, we have had a leak in the roof, which has been annoying. I'm pleased to report that it is in the process of being sorted.

I would like to extend thanks to all members of the executive committee who work throughout the year to see that the festival runs smoothly, and efficiently, and remains up to date. There is a lot of work that goes on behind the scenes to make WMAAF the success that it is. Particular thanks must go to Andrea, our administrator and also to Jan and Rosemary who are in the office every week working away.

Chairman: Helen Emery BA(Hons) C.T.(ABRSM)

Hon. Secretary: Jan Spooner-Swabey BMus(Hons) : Hon Treasurer: Robert Smytherman
Worthing Music and Arts Festival, First Floor, rear of 21c Goring Road, Worthing, BN12 4AP
Telephone: 01903 506621 : Email: wmaafoffice@gmail.com : Website: www.wmaaf.co.uk

Registered Charity No: 1038211

My thanks also to our President, Marcus Martin for coming to our AGM this evening and for his continued support of the festival. Thanks also to you for attending tonight, it is much appreciated by all of us on the executive.

Acceptance of report

Proposed: Kristie Lyne: Seconded: Rosemary Hoyle.

5. Secretary's Report

As we enjoy a final fling of summer at last, again it is a chance to look back on last year's festival and forward to next year.

The first section this year was singing, closely followed by piano and Instrumental all in the same venue ,with a bit of a push in the office we were able to deliver all the paperwork and other materials in one go. This saved much worry about logistics and I am sure we will try to do this again. We value our good connection with Emmanuel church, who support us well.

The singing section produced some very interesting new repertoire, which Ben Costello, our adjudicator, responded to very well, luckily being cognisant of some already. The piano and instrumental section had some truly outstanding playing from the Intermediate age group, which was a joy to listen to. James Kirby was an excellent adjudicator who responded very well to the new mark scheme, of which we were a trial.

After half term speech & drama took centre stage at the beautiful Field Place and again produced some very interesting work. We were pleased to welcome performers from Phoenix Theatre group, an inclusive theatre group, in both singing and speech & drama, and they added much variety to the work on show. The parents of their performers also swelled our audience numbers and were appreciative of all performers.

The festival finally everything moved to the Pier Pavilion for an excellent full week of dance, which gave adjudicator Carrie Ellis some tough decisions! We were pleased that Kate Wilson joined our admin team for the first time, and that Kristie Lyne also shared some of the organisation with Keri Garner, so they both could have half a day off! WSCC also inspected us, under our BOPA terms, and gave us a resounding thumbs up! This has made life much easier for us this coming year as we already have our BOPA , with grateful thanks to John Logan

All in all every section produced some wonderful moments and I urge you all to try to visit every section at some point next year.....it's a perk of my role that I do get to see some of all sections.

The new marking scheme threw up some small problems but in general, we had few complaints. It will be interesting to see if the conference of all festivals will approve its general usage, I feel it is likely.

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And so, a look forward. We are pleased to say that we have been approved to be an All England qualifier in our dance section, which has required some changes to our syllabus, but from the reaction this week when entries opened its not putting anyone off. Entries are open for all sections now, and are beginning to arrive. We have several new to Worthing adjudicators this year, which will be fun.

I am stepping back from being head of singing this year, to be ably replaced by Beth Emery and supported by Marie Ball. I have fewer students now who want to enter, so it seems only fair. I shall still be involved, you don't get rid of me that easily! And of course I am engaged with the general admin in my role as Secretary.

This festival is a great joy and brings opportunities to many performers, long may it continue.

Acceptance of Report

Proposed: Katherine Mustafa: Seconded: Thérèse Williams

6. Treasurer's Report

It feels very nice to stand here and to be able to say the festival made a small profit last year! Although as a charity it is not our job to make money, it is good to cover our costs.

Looking at the Income and Expenditure account you will see that both entries and audience income were up considerably from the previous year. Adjudicators costs were very much the same but accommodation costs rose as did venue hire costs. These particularly showed up for speech & drama, where the cost at Field Place rose sharply as it is now a premier venue for weddings and other celebrations. This meant that the executive committee asked section head Katherine Mustafa to look at other venues. This year they will be using the Heene rooms for the first time.

This year we are using a new online entry system, which we hope will prove to be a success. It should certainly free up some time for our hard working administrator. We have continued with the smaller form of programme to keep overheads down.

You will notice we had to use £5000 from our investments, this was after the downturn in 2022, meaning we had a cash flow problem over the summer months, before entries open. This year, after a better level of income it was not necessary, and we hope this will now continue.

All in all I feel can say it has been a positive year. In this age all our overheads have to be severely examined and the executive committee takes very seriously its role in the management of all funds.

Our thanks for the continued support of our Members, they are much appreciated together with donations made to us.'

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Acceptance of Report

Proposed: Rosemary Hoyle: Seconded: Debbie Smith.

7. Election of Examiner of Accounts

Proposed: Bob Smytherman: Seconded: Jan Spooner-Swabey

By a unanimous vote of hands, Ian Walker FCCA, re-elected as Examiner of Accounts.

8. Election of Officers

The following indicated their willingness to continue in office as registered trustees, and were re-elected by a unanimous show of hands:

Helen Emery (Chair): Jan Spooner-Swabey (Secretary): Robert Smytherman (Treasurer):

9. Election of Executive Committee

The following indicated their willingness to continue in their role as committee members, and de facto trustees, and were re-elected by a unanimous show of hands:

Beth Emery: Keri Garner: Rosemary Hoyle: John Logan: Katherine Mustafa: Debbie Smith:

Kristie Lyne indicated her willingness to be elected to committee - proposed JSS and seconded KG.

Geoffrey Johnson indicated his willingness to be elected to committee - proposed BS and seconded BE.

10. Any Other Business

Oliver Buckle Cup – awarded by the Chair

It is always an honour for me as chair of the festival to award the Oliver Buckle Cup to someone who has served the festival, but none more so than this year. The cup is going to a lady who has worked tirelessly for the festival for many years. She joined the sub-committee for the singing section in 1989 and became chair of the section in 2010, which amounts to 34 years of service. She has decided to step down as chair of the sub-committee, although I'm sure she will continue to offer her expertise and experience as part of the committee. I am delighted to say that she will be continuing in her role as secretary for the festival.

As secretary Jan is always on hand to steward in all sections whenever necessary and is at the end of the phone when any crisis, large or small, occurs and comes up with the solution. She is

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very efficient with all the paperwork and minutes of meetings ,and keeps everything in order. In my opinion she goes above and beyond with her efforts for the festival, and her enthusiasm for the sections (especially singing of course!), and their performers shines through in all she does.

Ladies and gentlemen, I give you the recipient of the Oliver Buckle Cup this year, Jan Spooner Swabey.

Jane Burton

Jane Burton, a prospective member of WMAAF, gave a résumé of her career and credited her success to the fact she commenced dance lesson at the Jean Butterworth School and winning performances at Worthing Festival.

As no other business, the meeting closed at 20.40 hours.

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Financial Statements for the Year ended 31st May 2024

for

WORTHING MUSIC AND ARTS FESTIVAL

MastersFuller
Chartered Certified Accountants
38 Salisbury Road
Worthing
West Sussex
BN11 1RD

WORTHING MUSIC AND ARTS FESTIVAL

Contents of the Financial Statements
for the Year ended 31st May 2024

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Independent Examiner's Report to the Trustees of
Worthing Music and Arts Festival

I report on the Accounts for the year ended 31st May 2024 set out on pages two to three.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the Accounts. The charity's trustees consider that an Audit is not required for this year under Section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is preparing accrued Accounts and I am qualified to undertake the examination by being a qualified member of ACCA.

It is my responsibility to:

- examine the Accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5) of the 2011 Act and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently, no opinion is given as to whether the Accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act and
 - to prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Ian Walker FCCA
MastersFuller
Chartered Certified Accountants
38 Salisbury Road
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Date: 29th July 2024

Worthing Music and Arts Festival
Receipts and Payments
for the year ended 31st May 2024
Registered Charity No 1038211

	2024	2023
Income		
Admission	17,366	14,278
Entry Fees	22,317	18,398
	<u>39,683</u>	<u>32,676</u>
Expenditure		
Adjudicators fees & expenses	4,198	4,325
Adjudicators expenses & accommodation	1,523	1,584
Festival expenses & trophy repairs	7,092	2,283
Programme	0	53
Venue Hire	9,795	11,198
	<u>22,608</u>	<u>19,443</u>
Gross Receipts (Payments)	<u>17,075</u>	<u>13,233</u>
Other Income		
Membership	1,890	710
Donations	920	1,003
Sundries/(return float)	780	500
Festival income	968	0
Income - Virgin interest	223	34
	<u>4,781</u>	<u>2,247</u>
Overhead Expenditure		
BIFF Conference & Meetings	2,248	1,177
Consultancy Fees/Administration	4,361	3,666
Insurance/Affiliation/Licenses	166	351
Office Rent/Rates	5,617	5,718
Office Equipment Stationery, Postage etc	921	593
Legal fees	0	910
Sundries (float, return cheques)	100	545
Venue hire	0	16
Telephone/Broadband	456	416
Electricity	963	667
Website and Design	712	72
Paypal & Izettle fees	625	520
	<u>16,169</u>	<u>14,651</u>
Net Receipts (Payments)	<u>5,687</u>	<u>829</u>

Worthing Music and Arts Festival
Statement of Assets & Liabilities
31st May 2024
Registered charity No 1038211

	2024	2023
Current Assets		
Current account	17,327	11,764
Paypal account	0	0
Investment account	50,124	50,000
	<u>67,451</u>	<u>61,764</u>
 Current Liabilities	 <u>0</u>	 <u>0</u>
 Net Current Assets	 67,451	 61,764
 Net Assets	 <u>67,451</u>	 <u>61,764</u>
 Financed by		
Net Revenue Account		
Balance Brought forward	61,764	60,935
Receipts/(payments)	5,687	829
	<u>67,451</u>	<u>61,764</u>

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