



Congleton Youth Orchestra

Trustees Annual Report and Accounts
for the year ended 31 July 2022

Contents

General Information and Professional Advisers	2
Structure, governance, and management	3
Summary of main activities	4
Receipts and Payments Accounts	6
Independent Examiners Report	7
Statement of Assets and Liabilities	8

Annual Report to the Members of Congleton Youth Orchestra by the Trustees for year ending 31 July 2022

General Information and Professional Advisers

Members of the Executive Committee at 31 July 2022

Chairman	Andrew Adam
Deputy Chairman	Helen J Elkin*
Secretary:	Helen G Chappel
Treasurer:	Sylvia J Bailey
Members:	Louis Crossley
	Steve Frost
	Claire Puttick

All members of the Executive Committee are Trustees of the Charity

Staff at 31 July 2022

Music Director:	Nigel C Birch
Strings Tutor:	Jayne Walker-Delargy*
Wind Tutor:	Charlotte Danford
Assistant Tutors:	Strings: Helen Corcoran
	Woodwind: Vacant

Members of the Advisory Panel at 31 July 2022

Jim Barlow	(Congleton High Schools Heads Representative)
Ed O'Neill	(Congleton High Schools Heads Representative).
Claire Venables	(Congleton High Schools Heads of Music Representative)
Maxine Evett	Designated Safeguarding Officer
Sally-Ann Holland	Recruitment Officer
George Emmett	Parent Representative
Tracy Rigby	Parent Representative
Louise Banks	First Aid
Bryony Livsey	Orchestra Representative
Harvey Rowland	Orchestra Representative

*Also a CYO First Aider

Bankers Barclays Bank plc, High Street, Congleton, CW12 1BQ.

Accountants Hammond McNulty & Co, Bank House, Market Square,
Congleton, CW12 1ET.

Congleton Youth Orchestra

Registered Charity Number: 1071130

Correspondence address:

16, High Lowe Avenue, Congleton CW12 2EP

Email: secretary@congleton-youth-orchestra.org.uk

Structure, governance, and management

<i>Type of governing document:</i>	Constitution adopted 11 September 1999
<i>How is the charity constituted:</i>	Association consisting of 42 adult members (voting). There were 52 young musicians on 31 July 2022 (non-voting).
<i>Trustee selection methods:</i>	Trustees are appointed for a three year term at the Annual General Meeting held in October

Additional governance issues

A Safeguarding and Child Protection Policy is in place. Criminal record checks are carried out prior to commencement of staff employment, volunteers or Trustees. These checks are carried out again every three years in line with statutory requirements.

The Trustees have established a series of policies to cover the activities of the Charity including photography of members, health and safety, and risk assessments in respect of rehearsals, concerts, and events.

Congleton Youth Orchestra is a member of Making Music and the Association of British Orchestras plus is a partner ensemble of The Love Music Trust, the Music Hub for Cheshire East, which was formed in September 2012, all of which provide advice, services, and musical opportunities for the Charity's members.

Overall responsibility for the Charity's strategy, direction, and management rests with the Executive Committee, which comprises all Trustees. The day-to-day musical activities are delegated to the staff under the direction of the Music Director who is required to report on the music activities of the Orchestra to the Executive Committee on a regular basis. All staff report to the Music Director on a line management basis, this includes the Assistant Tutors who are volunteers. Staff appraisals are undertaken annually by the Chairman of the Trustees, or a Trustee appointed by the Board of Trustees to undertake the appraisals.

The Executive Committee has the support of the Advisory Panel in respect of administrative and organisational matters. The Advisory Panel has no management authority or voting powers within the Charity. Members of the Advisory Panel include parental and Orchestra representatives together with the Designated Safeguarding Officer, and Recruitment Officer plus local High Schools representatives.

To comply with the Children in Entertainment legislation, the Executive Committee has the support of musicians' parents who have trained to be Child Chaperones and are licensed by Cheshire East Council to carry out their duties at concerts and events where the Orchestra and its Groups are performing.

Regular reviews are undertaken by the Executive Committee to ensure that the Members, particularly those who are under 18 years of age, are not exposed to risks of any kind whilst participating in activities arranged by the Charity.

All Trustees give their time voluntarily and receive no remuneration or other benefits.

The Objects of the Charity

To advance the musical education of young persons under the age of 25 in the Congleton area by the provision of training in orchestral playing and the presentation of public concerts.

Summary of the main activities undertaken for the public benefit in relation to these objects.

The focus of the Orchestra's activities remains the arranging of a public concert at the end of each term. This benefits our young musicians by developing their musical experience and their self-confidence. The Training Groups Tutors continue to train the inexperienced members who are learning to play an instrument for the first time.

We welcome all young people regardless of personal background, faith, gender or personal circumstances. The Trustees believe that this approach is crucial to developing the musical skills of the young people and enhances the life skills of the young musicians aged from 7 to 25.

The staff and volunteers make a considerable contribution to the success of the Orchestra. The Trustees are grateful for the many hours they have committed to the development of the musicians. Without this valuable contribution the Orchestra could not continue to develop year on year.

Summary of the main achievements of the Charity during the year.

The Orchestra's activities during the 2021/2022 year continued in the first six months to have been affected by the Covid 19 situation. Physical rehearsals recommenced in September 2021 and in the ensuing months many of the Covid restrictions were relaxed. Although a Zoom link was established from Trinity each week to allow those musicians who were not able to join in person to participate with the rehearsals it was discontinued in the Spring of 2022. Unfortunately, one to one training for those learning to play an instrument for the first time could not be arranged during the majority of the year.

The Trustees wish to thank the staff and music volunteers for all the extra work they undertook during the year to ensure that our young musicians were able to receive the best live music experience that could be given in the difficult times. The Trustees appreciate the support given by our Chaperones and parents at concerts.

The young musicians are commended for their support and tolerance during another difficult year. End of term concerts were arranged in December 2021 and March 2022 at Trinity and in July 2022 the orchestras returned to the Town Hall for a Sunday afternoon concert.

Operations

The Trustees reviewed the Orchestra policies during the year to ensure that the latest legislative changes were incorporated. The Risk Assessments developed in the 2019/2020 year in respect of Covid 19 guidelines were assessed and amended as necessary during the year. The CYO Equal Opportunities and Diversity Policy was introduced in January 2022.

Member Recruitment

During the Summer Term visits were arranged to visit Congleton Primary Schools. Staff, members of the Senior Orchestra accompanied by Trustees and Advisory Panel members visited ten Congleton area schools. It was not possible to arrange an Open Rehearsal at Trinity during the 2021/22 academic year.

During the Summer the revised National Plan for Music Education for England was announced. It is hoped that the renewed focus on Music Education will encourage more uptake generally amongst young people to participate in music activities. The Orchestra looks forward to developing stronger links with local schools in order to create more opportunities for young people to take part in live music.

Instruments

The Orchestra's peripatetic instrument loan scheme continued throughout the year supported with additional loan instruments supplied by The Love Music Trust.

Sheet Music Purchase Scheme

Additional sheet music was purchased during the year using the monetary donations from individuals, organisations and local companies. The Trustees are grateful for this continuing support.

Fundraising

The financial pressures experienced during the pandemic by the Orchestra resulted in it seeking core funding grants. The submission to The Congleton Inclosure Trust resulted in an award of £9000 being made by the Trust to the Orchestra in January 2022. This award was granted towards the Charity's operational costs. The Trustees are extremely grateful to The Inclosure Trust for the award.

In November 2021, following the death of the Inclosure Trust's President, David Daniel, the Orchestra received a special award from the Trust to be used for an Annual Award acknowledging the musical development of members. The award will be used annually to recognise such development of members which is to be used by them to fund either additional music lessons or to assist with the purchase of an instrument. It is also available to be used to purchase music items for the Orchestra.

Staff

Following the resignation of the former Music Director, Ben Kearsley in December 2021, Nigel C Birch was appointed as Music Director in March 2022.

Trustees

After serving as the Orchestra's Treasurer and as a Trustee since 2004, Mrs Sylvia Bailey is standing down at the AGM. Mr Louis Crossley also having completed his current term of office as a Trustee is also standing down at the AGM. He has served as a Trustee for 11 years. Both Mrs Bailey and Mr Crossley have given long and dedicated service to the Charity and are valued members of the Board. Their wisdom, expertise, knowledge and help will be greatly missed by all.

Future Plans

During the 2022/2023 academic year, instrumental training and development of the musicians will continue to be the main focus. Plans to recruit more young members at all musical levels are to be put in place during the Autumn term.

The Orchestra will continue to work closely with The Love Music Trust and other bodies including The Inclosure Trust and the Rotary Club of Congleton throughout the year.

Declaration

The Trustees declare that they have approved the Trustee's Report above.

Signed on behalf of the Charity's Trustees

Full name: Andrew Adam

Position: Chairman

Date: 26 October 2022

Congleton Youth Orchestra
Receipts and Payments Accounts for the year ended 31st July 2022

	31.07.2022			31.07.2021
	Unrestricted	Restricted	Total	Unrestricted
Receipts				
Donations and grants	11,448	5,000	16,448	2236
Music sponsorship	100		100	
CYO Fees	5,135		5,135	4020
Concerts	2,575		2,575	
Gift Aid	753		753	543
Interest	4		4	6
Total Receipts	20,015	5,000	25,015	6,805
Payments				
Director's & Tutors Fees	5,280		5,280	8,100
Music Purchase	0		0	250
Staff expenses (training etc)	1,183		1,183	1,728
Concert expenses	1,600		1,600	0
Purchase of instruments	104		104	0
Room hire	2,548		2,548	0
Subscriptions	262		262	1,021
Stationery, printing & postage	140		140	84
Insurance premiums	1,219		1,219	1,208
Accountancy fees	360		360	360
Refreshments	0		0	52
Social Events	767		767	
Sundry expenses	128		128	598
Adverts	463		463	0
Website expenses	28		28	
LMT - Videographer fee	0		0	483
Total Payments	14,082	0	14,082	13,884
Net of receipts and payments	5,933	5,000	10,933	(7,079)
Cash Funds last year end	26,929	0	26,929	34,008
Cash funds this year end	32,862	5,000	37,862	26,929
Current Account	1,675	5,000	6,675	4,746
Deposit Account	31,187		31,187	22,183
Total cash funds	32,862	5,000	37,862	26,929

**Independent Examiner's Report to the Trustees of
Congleton Youth Orchestra**

Independent examiner's report to the trustees of Congleton Youth Orchestra

I report to the charity trustees on my examination of the accounts of Congleton Youth Orchestra (the Trust) for the year ended 31st July 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peter McNulty
Hammond McNulty
Chartered Certified Accountants
Bank House
Market Square
Congleton
Cheshire
CW12 1ET

26th October 2022

Statement of assets and liabilities

The Orchestra's main assets are musical instruments which have been purchased in the last twenty-four years. The initial purchases were made in 1998 with the assistance of a Lottery Grant awarded by The Arts Council of England.

The percussion instruments are held by the Orchestra and used at rehearsals and concerts. The woodwind, brass and stringed instruments are loaned to Members under the Orchestra's established peripatetic instrument loan scheme.

The current asset value of the violins, cellos, violas, woodwind, brass, and percussion instruments is £54,250.24.

The total value of all assets, excluding the sheet music, owned by the Charity is £66,732.26.

The Charity continued to borrow instruments from The Love Music Trust's Music Instrument Loan Scheme during the year ending 31 July 2022 for which it has a commercial liability in the event of damage or loss and which is covered by an ongoing instrument insurance policy.

The Charity has an ongoing annual licensed rental agreement with Trinity Methodist Church for the use of the Church facilities for weekly rehearsals.

The Charity, during the year ending 31 July 2017, entered into a commercial arrangement for the provision of a colour photocopier which is ongoing.

The organisation has no financial liabilities to any third party in respect of any events or activity.

Statement of the Executive Committee's Responsibilities

The Executive Committee is required by current charity legislation to prepare financial statements for each financial year. The statements are to give a true and fair view of the Orchestra and of the surplus or deficit of the Orchestra for the financial year.

In preparing those financial statements, the Executive Committee is required to arrange the independent examination of its accounts, make judgements which are reasonable and prudent, prepare financial statements on a going concern basis unless it is inappropriate to assume that the Orchestra will continue to operate.

The Executive Committee is responsible for the keeping of proper accounting records to ensure that it may disclose at any time the financial position of the Orchestra and to enable it to comply with the Charities Act 1993. The Executive Committee is also responsible for taking reasonable steps to prevent any misappropriation of its assets and funds.

In addition to its responsibilities under current legislation, the Executive Committee is required to conform to the Charity's Constitution and to ensure that the activities of the Orchestra are within the guidelines of any regulations appertaining to organisations involving minors.