



# Trustees' Annual Report for the period

Period start date  
From 01 August 2021 To 31 July 2022

## Section A

### Reference and administration details

Charity name St Briavels Music Society

Other names charity is known by Wye Valley Music

Registered charity number (if any) 1092645

Charity's principal address c/o Wye Valley Music

Oakwood House, The Common,

St Briavels. Glos.

Postcode GL15 6SJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Corinna Arnold	Chairperson		
2	Alice Hogge	Secretary		
3	David Michael Rees	Treasurer		
4	Michael Geoffrey Haines	Programme Manager		
5	Martin Fenn-Smith			
6	Michael Bradley			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Examiner	David Shoubridge	Yew Tree House, East St. St Briavels. Glos. GL15 6TQ

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is constituted

(eg. trust, association, company)

Association

Trustee selection methods

(eg. appointed by, elected by)

Committee members elected at the AGM serve as Trustees. Members may also be co-opted by the Committee.

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- To promote and encourage interest in music for the enjoyment and education of the public;
- To arrange concerts and lectures on music, such events to be exclusively charitable;
- To provide opportunities for musicians, particularly young musicians, to perform in public.

- To provide community engagement programmes bringing music to local schools, care homes and other groups that would benefit

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In the year under review, the Society presented 12 concerts. The Society's aim of providing opportunities to young musicians was fulfilled by including 1 concert where students from the Royal Welsh College of Music performed. The Society has had regard to the guidance issued by the Charity Commission on public benefit: all of the concerts were open to the public. The chamber music we present is of a quality rarely otherwise heard in this area. Concerts are extensively promoted to the public via press, web sites, email and letter contact lists, posters and flyers. Students pay only nominal admission. The level of attendance by the public has risen in recent years and the geographical area has also been extended, both the result of the extension of the activities of the Society from mainly St Briavels to the wider Wye Valley area, reflected by the adoption of the name Wye Valley Music.

**Additional details of objectives and activities (Optional information)**



The Society does not make grants.

The operation of the society relies entirely on volunteers.

The Society continues to actively seek sponsorship in order to continue to invest in quality programming and maintaining the outreach programmes. (see Section E below).

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The exceptional quality of our concerts was maintained: it is key to the continuing appeal of the Society that patrons can rely on concert standards being upheld

Membership numbers stood at 125 at the end of June 2022 and membership income was £4567.

Receipts from concerts increased fivefold to almost £13000. This is perhaps unsurprising given this was our first full year of concerts following on from the COVID pandemic and subsequent lock-down. Although our attendances have not yet returned to the pre-pandemic numbers we have seen a greater participation by the public in our activities with attendance numbers normally being in the 60 -80 range

Our excess of income over expenditure for the year for all our activities was £9004.

**Brief statement of the charity's policy on reserves**

The charity has a small amount of money on reserve in a deposit account held with COIF. This account currently holds £2,720.

**Details of any funds materially in deficit**

There are no funds in deficit

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are membership subscriptions, concert ticket sales, grants, donations and adverts in concert programmes.

WVM has two outreach programmes which are financially self-sufficient and not reliant on any WVM funding: Wye Valley Music in Schools, which brings live music into local primary schools, and Wye Valley Music in Mind, which brings music to people living with dementia and their carers. Their funding is grant and donation based; both raise money from small charities."

**Section F Other optional information**

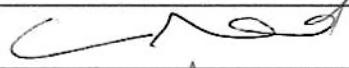
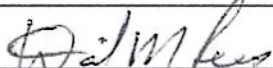
Further information about the charity can be obtained from the charity's website:

<https://www.wyevalleymusic.org.uk>

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Corinna Arnold	DAVID MICHAEL LEES
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	5/3/23	

# Income and Expenditures

## Year Ended July 31st, 2021

Income	2021-2022	2020-2021	2019-2020
<b>WVM</b>			
Membership Subscriptions	4567	2429	2801
Ticket Sales	12733	2261	6567
Concert related extras	0	0	194
Sponsorship	0	0	225
Donations	664	400	525
Programme cover advertising	0	0	300
Other income	0	0	100
Gift Aid recovered	0	0	1083
<b>WVM Total Income</b>	<b>17963</b>	<b>5090</b>	<b>11795</b>
<b>WVM in Mind</b>			
Sponsorship	8750	0	n/a
Donations	215	813	
Other	125	0	
<b>WVM in Mind Total income</b>	<b>9090</b>	<b>813</b>	
<b>WVM in Schools</b>			
Sponsorship (Lark Trust)	3543	3500	4000
Other	230	500	0
Donations	295	129	0
<b>WVM in Schools Total Income</b>	<b>4067</b>	<b>4129</b>	<b>4000</b>
<b>TOTAL INCOME</b>	<b>31121</b>	<b>10032</b>	<b>15795</b>
<b>EXPENDITURE</b>			
<b>WVM</b>			
Musicians	9810	2196	4917
Venue hire	1029	200	824
Page turning	80	50	60
Piano tuning	450	75	140
Programme design	898	60	0
Making Music	140	200	163
Communications and website	586	207	338
Marketing and publicity	0	0	920
Concert related extras (refunds)	35	0	227
Insurance	95	91	91
Administration	2	250	2359
Graphic design	60	59	401
Equipment purchases	338	0	0
Advertising	0	0	958
Brochure distribution	0	0	240
Printing and stationary	50	0	94
Donations	0	9	19
Gifts	0	0	100
<b>WVM Expenditure Total</b>	<b>13573</b>	<b>3397</b>	<b>11851</b>
<b>WVM Income - Expenditure</b>	<b>4390</b>	<b>1693</b>	<b>-56</b>
<b>WVM in Mind</b>			
Musicians	4105	0	n/a
Venue Hire	308		
Administration	252	104	
Other	69		

<b>WVMiM Expenditure Total</b>	<b>4734</b>	<b>104</b>	
<b>WVMiM Income - Expenditure</b>	<b>4356</b>	<b>709</b>	
<b>WVM in Schools</b>			
Musicians	3809	1200	2499
Other	0	399	0
<b>WVMiS Expenditure Total</b>	<b>3809</b>	<b>1599</b>	<b>2499</b>
<b>WVMiS Income - Expenditure</b>	<b>258</b>	<b>2530</b>	<b>1501</b>
<b>TOTAL EXPENDITURE</b>	<b>22116</b>	<b>5100</b>	<b>14350</b>
<b>TOTAL INCOME - EXPENDITURE</b>	<b>9004</b>	<b>4932</b>	<b>1455</b>
<b>Cash held at 31<sup>st</sup> July 2022</b>			
Current account	£21,242	£12,238	
Deposit account	£2,720	£2,712	
<b>Total</b>	<b>£23,962</b>	<b>£14,950</b>	
<b>Physical Assets</b>			
Piano (insured value £41000)	£14,500	£14,500	
Piano stool	£545	£545	
Four lamps	£260	£260	
Lighting stands with lamps	£197	£197	
Dehumidifier	£105	£105	
Piano Cover	£288	£288	
Piano wheels	£338	n/a	
Electronic piano	£200	n/a	
<b>Total</b>	<b>£16,433</b>	<b>£15,895</b>	





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Briavels Music Society

On accounts for the year  
ended

July 31<sup>st</sup> 2022

Charity no  
(if any) 1092645

Set out on pages

3-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 27/07/2022

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").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 1<sup>st</sup> March 2023

Name:

DAVID JAMES SHOUBRIDGE

Relevant professional  
qualification(s) or body  
(if any):

Address:

YEW TREE HOUSE, EAST ST, ST. BRIAVELS  
GLUS GL15 6TQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

## **Wye Valley Music – Charity Number 1092645 – Review of Accounts – 2021/22**

### **Summary**

Overall, the Accounts are an accurate statement of the finances of the Wye Valley Music Society. All checks were ok, and the Accounts were consistent with the documentation supplied.

There was one concern:

- There was no documentation for some significant expense items, so not all payments could be verified.

Details of all the checks are given below, together with a few notes and observations.

### **Information supplied:**

- Copies of invoices
- Bank statements for Lloyds and CCLA accounts
- System prints of all Income and Expenses transactions.
- Account Summary
- Asset list

### **Checks: Accounts vs bank statements**

- The accounts were recorded on the Moneydance system, which is closely integrated to the bank account. Two sample months of bank transactions were checked against the Moneydance prints. All checked out ok. Subsequent detail checks were against prints of the accounts from the Moneydance system.

### **Checks: Receipts**

- All ticket payments and most donations were input directly by members via the TicketSource system. All TicketSource transactions cross-checked ok to the accounts.
- Almost all membership payments are made direct through the bank. Four payments were entered manually ok.
- It was not possible to check that every manual donation and membership payment had been paid in, or that they had been entered correctly.
- All income transactions were correctly allocated to the appropriate account.

### **Checks: Payments**

- All payments in the biggest expense categories (Performers, Musicians, Venue Hire, Programme Des & Print, and Comms & Website), and a sample of payments in other categories, were checked against invoices.
- There was supporting documentation for most payments in the biggest expense categories, except for eight payments to Performers, three payments to Musicians, and the regular payments to the email and marketing company.
- All sample payments had matching invoices, and all sample invoices had matching payments.
- All payments were correctly allocated to the appropriate account.

### **Checks: Account Summary**

- The Account Summary was checked against the totals on the detail lists of receipts and payments – all checked out ok.
- Subtotals and Overall totals all checked out ok.

***Checks: Cash Held***

- The opening and closing bank balances for the current and deposit accounts were checked against the Bank statements – all checked out ok.
- The Lloyds opening bank balance plus Receipts less Payments reconciled with the closing bank balance

***Checks: Physical Assets***

- No checks were done on the existence or value of the Physical Assets.



## **Notes and Observations –**

### ***Receipts***

- No bank paying book was supplied. As there were relatively few items paid in manually, this was not a major concern.
- Like last year, no Gift Aid was reclaimed. This can still be reclaimed next year but would have been better included in this year's accounts.

### ***Payments***

- A lot of searching was needed to find invoices to match payments. It is important that all invoices are filed at the time they are paid.
- As mentioned in the summary, several payments to Performers and Musicians had no paperwork. It is not easy persuade artists to submit invoices, but any paperwork would help, such as email confirmation of receipt of payment.

### ***Cash Held***

- It would be extremely useful if this also showed the opening bank balances. This would enable a clear reconciliation with the published accounts from the previous year and indicate how much things have changed over the year.
- The yield on the CCLA COIF investment account has risen. It might be worth investing more of the Charity funds.

### ***Physical Assets***

- Assets been valued on their cost. While this is normal with cash accounting, the current value may be substantially different. This is particularly important with the piano, and insurance cover should be kept in line with the replacement cost.

### ***Charity***

- The name on the Charity Register is still St. Briavels Music Society. This should be changed to reflect the current name.
- The 2019-2021 financial results on the Charity Register are slightly different from the published accounts. Income on the Charity register is £10185, down by £7 from the accounts, possibly due to the late inclusion of £7 interest from the savings account? Expenditure is up by £1, probably just rounding.