PLYMOUTH MUSIC ZONE LIMITED

England & Wales · Charity number 1100878

Details

Status	Registered
Legal form	Charitable company
Company number	04653409
Registered	2003-11-25
Register	View on the Charity Commission register

Contact

Address	Plymouth Music Zone Ltd Raglan Road Plymouth PL1 4NQ
Phone	01752213690
Email	info@plymouthmusiczone.org.uk
Website	www.plymouthmusiczone.org.uk

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE EDUCATION BY THE ENCOURAGEMENT OF THE ARTS INCLUDING, WITHOUT LIMITATION, THE ARTS OF DRAMA, MIME, DANCE, SINGING AND MUSIC.

Activities: PMZ's an award winning charity using music to reach out and transform the lives of some of the most disadvantaged children, young people and vulnerable adults. Music Leaders deliver music workshops and training using music as a tool to reduce social isolation and improve the emotional wellbeing and interpersonal skills of many of the most marginalised groups, including the elderly and disabled.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

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Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE LOCAL TO THE PLYMOUTH DEVON AREA.
- Cornwall
- Devon
- Plymouth City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£189,330	£242,296	-	-
2024-03-31	£271,281	£343,813	-	-
2023-03-31	£213,059	£352,744	-	-
2022-03-31	£448,901	£346,393	-	-
2021-03-31	£364,842	£343,588	-	-

Trustees

Name	Role	Appointed
Bryony Catherine Rawson		2025-09-29
Christopher Hunt		2019-04-25
ELIZABETH ANN HILL		2021-11-04
Nicholas James Warren		2016-10-24

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PLYMOUTH MUSIC ZONE LIMITED

England & Wales - Charity number 1100878

Accounts

Registered Charity Number

1100878

Registered Company Number

04653409

Plymouth Music Zone Limited

Report and Accounts

for the year ended

31 March 2025

Plymouth Music Zone Limited

Report and accounts

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Plymouth Music Zone Limited

Company Information

Directors

Christopher Hunt	Chair of Trustees
Elizabeth Hill	
Peter Jerome	Resigned 1 March 2025
Clare Pettinger	
Bryony Rawson	Appointed 29 September 2025
Nicholas Warren	

Leadership Team

Karl Meyer	Chief Executive / Music Programme Director
Debbie Geraghty	Chief Executive to March 2024
Glyn Fuge	Finance and Impact Director to May 2024
Anna Batson	Creativity and Learning Director to July 2024

Registered Office

Ragland Road
Brickfields
Devonport
Plymouth
Devon
PL1 4NQ

Trustees' Report
For the year ended 31 March 2025

Plymouth Music Zone (PMZ) is a community music charity first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music. PMZ is a vibrant, inclusive charity and venue, where people can come together to create, connect and grow. Music is our medium to support wellbeing, bring joy, inspire creativity and build relationships.

PMZ has supported over 70,000 children and 20,000 adults through over 50,000 music workshops and over 2,000 special events since 1999. This happens at a range of venues across the city as well as at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

PMZ is recognised as a model of socially engaged excellence both locally and nationally. PMZ works hard to build genuine relationships with its partner organisations. This offers participants the opportunity to shape, create and take part in music making activities alongside PMZ Music Leaders. PMZ's activities offer music making that is engaging, full of fun and looks to reduce social isolation, develop emotional wellbeing and improve the personal and social skills of the participants.

Alongside its commitment to working with a diverse range of participants, PMZ also employs a diverse workforce. PMZ's Music Leaders deliver a range of regular, high-quality music-making activities, progression projects and training. PMZ aims to work with those people most at risk of being marginalised in Plymouth. Our programme also includes performances and one-off opportunities that bring people from its more targeted work together with others at events that aim to engage people in their own musical and social development.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' and over 70% of its participants have disabilities. The charity is also disabled-led and houses a specialist multi-sensory music making space. PMZ has won a number of national awards recognising the excellent and innovative nature of the work.

Since its inception, the charity has commissioned six independent evaluations and led a research project with Plymouth University. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School and was lead community partner in a two year "Knowledge Exchange" programme with Plymouth University.

These evaluations and research projects have provided powerful evidence of the deep impact of PMZ's work. Findings from these include evidence of PMZ's delivery developing and improving self-esteem, personal expression, communication and interpersonal skills. Additionally contributing to increased resilience, overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

To date, Plymouth Music Zone has delivered co-created music making activities on both a weekly and one-off basis, one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of regular, open-to-all activities PMZ also offers targeted work focused on those experiencing disadvantage or marginalisation or be from underserved communities. This is done in collaboration with a network of health and social care organisations as well as arts organisations, education and statutory authorities.

PMZ also trains, employs and supports a hub of Music Leaders. Our team is dedicated to socially engaged practice that uses music to reduce social isolation and improve the skills and health and wellbeing of participants particularly as a support for participants during difficult transitional times.

The charity reaches out to partner organisations, participants and communities and examples of this reach include:

Early Years (0-5 years)	Young people not in education, employment or training (NEETS)
After School Activities/Outreach and music mentoring	Care homes, older peoples settings, community settings
'At Risk' children and young people	Adults with neurological conditions, for example Stroke survivors, Parkinson's, MS, dementia, brain injury
Music making for children and adults with disabilities	Children, young people and adults with mental health issues
Children and young people facing difficult transitions	Families facing difficult transitions/bereavement
Adults experiencing historic trauma or abuse, drug and alcohol misuse	Working with marginalised communities of all ages – for example Global Majority, LGBTQ+, refugees and asylum seekers, carers, elderly, life limiting conditions
Music industry and careers advice	Signposting and progression routes
Training for educational settings and music leaders	Team building for corporates and educational settings
Learning partnerships with national organisations	Research projects

Trustees' Report
For the year ended 31 March 2025

Key achievements from 2024/2025:

- PMZ had face to face contact with over 1,000 participants.
- Over 100 music activities were delivered
- Recordings, short films, poetry and photography – were hosted on PMZ's website and social media reaching nearly 15,000 contacts
- The weekly PMZ Music Quiz continued by popular demand, reaching approximately 300 people a week across the world.
- Over 95% of PMZ participants reached were considered to be 'in challenging circumstances' (eg living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).
- Participants' ethnicity in relation to Plymouth's 2021 census statistics:

	White	*Mixed/ Multiple Ethnic Groups*	*Asian/ Asian British*	*Black/ Black British*	*Other*
PMZ	*91%*	*3%*	*2.5%*	*2.5%*	*1%*
Plymouth Census 2021	*94%*	*1.8%*	*2.2%*	*1.1%*	*1%*

- PMZ employed 15 staff of which:
    - 53% women, 47% men;
    - 60% have a disability
    - 85% white and 15% Mixed Multiple Ethnic/Black.

Examples of Musical Achievements 2024 – 2025

Moving Sounds

Moving Sounds is a music and movement group for adults with disabilities. The group is led by Karl from PMZ and Winnie from Far Flung.

Throughout the block of workshops, the group created original compositions together with lyrics inspired by words (and food) that were important to them. Alongside creative visualisers, the group then performed their compositions live using a range of tuned and untuned percussion, the piano and guitar. During our weekly workshops, many participants had a chance to play instruments they never had before.

Wooden Spoon Sensory Sounds

This group of children with PMLD, ASD and SEND and their parents/carers meet every Wednesday to sing and play lots of fun-filled songs, explore a range of instruments and sounds in the Sensory Music Room.

Songs and music are a mixture of favourites from the group or compositions made by the group. An example of this has been 'Let's Go Fly a Kite' from Mary Poppins (to celebrate the show being in Theatre Royal Plymouth) along with making percussive patterns with our names and all the planets!

Alex

Every Thursday afternoon you'll find Alex sat at the grand piano in the PMZ main hall, practising pieces of music that he has learnt all by ear. Alex first came to PMZ as a young teenager who played on a drum kit.

Unfortunately, for the past few years, due to a number of challenging circumstances Alex hadn't been able to play an instrument. However, around this time his work with Improving Lives Plymouth led him back to PMZ. When asked what he needed, his first response was 'I just want a piano where I can play'. PMZ and returning to music was exactly what he needed; 'it was all very grey and when I walked in here and hit the keys, suddenly rainbow starts flying around'. Read more about Alex's story here: https://www.plymouthmusiczone.org.uk/alex-the-pmz-grand.../

Early Years

Our Early Years workshops continued to be welcomed. We were very sad to say goodbye to one nursery in December 2024 when they closed. We continued to work at Busy Bees Nursery where PMZ music leader Josie headed to Busy Bees to work with two groups, the Buzz Room (2 year olds) and Foundation (3-4 year olds). Both groups were excited to try new things whether playing instruments to create the 'sound' of emotions, learning new songs with new actions or playing the syllables of names of animals and objects in unison.

Have a little listen to a little snippet of what it's like making music with the Foundation group.

The track is divided into 3 parts:
– The group singing and dancing to 'The Dancing Fruit' (Monkey Choo)
– The group singing 'Little Ol' Cowboy' (Teresa Jennings)
– The group using a range of instruments to play the rhythm of 'fla-mi-go' together.

https:/www.plymouthmusiczone.org.uk/wp-content/uploads/2025/03/EY-website-480x270.png

One parent said "My child has a keen interest in music, thanks to these wonderful sessions. He re-enacts them on car journeys and at home – always want to be Josie and sing to us".

Trustees' Report
For the year ended 31 March 2025

Summer Celebration July 2024

We brought together people from across our community in the building to celebrate music and our different connections. There were performances, a quiz, a summer singalong, the first screening of a long-awaited project. And of course, tea and biscuits!

The full performance can be seen here: https://youtu.be/eTvymp4tSJY?feature=shared

Partnerships

Well Connected asked PMZ's Music Programme Director Karl Meyer to lead a host of workshops with first year medical students from the University of Plymouth As part of the workshops the students discussed and explored PMZ's work through the context of health and wellbeing.

Wendy Sheard of University of Plymouth Faculty of Health said "*Really pleased that Karl and Plymouth Music Zone took part in the Well Connected Exploring Health Conditions workshops. Hurrah for community connections!*"

University of Plymouth K-Pop Society

The University of Plymouth K-pop Society selected PMZ as their chosen charity and donated 50% of their ticket sales to us. It was a great event and the K-Pop society have some new fans.

Good News in December 2024, PMZ was able to put out the following message of good news.

Following on from our previous updates Plymouth Music Zone is very pleased to announce that we have secured our future until at least March 26 with aspirations, planning and commit to attract further funding to take PMZ into a sustainable future.

This has been made possible by a number of factors including successful grant applications and generous donations from our supporters.

This will enable PMZ to carry on delivering our current programme, expanding some of our delivery and allow us to explore some exciting and essential strategic organisational development.

An exciting part of this will be working with our communities over the next year to better understand and respond to their needs, interests and most importantly throughout all of this continuing to make a difference with music.

PMZ still really values everyone's help and support, on any level and of any kind. If you'd like to be involved or think you can help, please continue to get in touch we would love to hear from you.

Thank you everyone for continuing to care so much.

There were so many comments in response but here is just one:

"Brilliant. Such a vital service for physical, mental, emotional wellbeing. Certainly needs to continue, so many rely on PMZ, and the Brilliant, caring staff that work there."

Trustees' Report
For the year ended 31 March 2025

Organisational Review 2024/2025

As feared the previous year, 2024/2025 was a year of great challenges. The increasing competitiveness of fundraising together with less funding being available and the rising cost of living had led to the start of some redundancies in the January – March 2024 period and this continued. Two members of staff retired in April and May of 2024. Another member of staff accepted voluntary redundancy in July 2024.

Sadly, in September 2024 notices of potential redundancy were given to all remaining staff and with the possibility of closing PMZ down completely by the end of December 2024.

This seemed like the time to be open about PMZ's future and we asked the participants what they wanted to do. The resounding reply from existing and past participants was "PMZ can't stop". One regular participant said, "if all we can have is a few more months of making music, then it's worth trying." The Trustees agreed, as did existing and past funders, so PMZ issued a message explaining the situation and asking for help. To our utter amazement and relief, we received over £41,000 in a matter of weeks. This enabled us to stay open longer and then we got the news that we had been successful with two funding bids which ensured the future beyond March 2026. This would give PMZ a chance to be a different organisation and consider if and how it would continue beyond March 2026.

Sadly, some staff left at the end of November 2024. For some staff, the uncertainty was too stressful and for others, the shape of PMZ had changed too much during the period over the previous 12 months. This was very challenging news for the remaining staff but there was a determination for PMZ to continue in response to the participants' wishes.

Although some activities stopped, some music activities continued and the participants were both relieved and delighted. The period January – March 2025 was about continuing the music whilst planning for the future – planning the recruitment of new Trustees, staff and volunteers, as well confirming a funding pipeline, but most importantly what direction PMZ wanted to take in 2025/2026 through listening to its participants, Trustees, staff and partners.

Trustees' Report
For the year ended 31 March 2025

Financial Review 2024/2025

For the year ending March 2025, PMZ had a fundraising target of £200,000. Through the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income PMZ ended the year with a total of £189,330 against an expenditure of £242,296 leading to a deficit of £52,966. This was not unexpected and reserves have covered the deficit. For the year to March 2025, unrestricted funds stood at £68,349.

PMZ continues to use a business model based on full cost recovery principles and will continue to diversify the income base. This business model uses an hourly rate system and has been fully supported by all our major funders.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

Method of Appointment or Election of Trustees

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

Policies adopted for the induction and training of Trustees

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Director. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

Pay policy for Senior Staff

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates take account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment of our team (including paid training, holiday, flexible working and health breaks).

Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. The Leadership Team is subject to the same criteria as all other staff within the charity.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation.

Organisational, Structure and Decision Making

The Board of Trustees administers the charity and meets quarterly. The Leadership Team is appointed by the Trustees to oversee the day-to-day operations of the charity including finance, employment and operational related activity.

Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate exposure to the major risks and monitor the organisational risk register at all trustee meetings.

Reserves Policy

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 15 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have agreed to continue with an approach that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund -** To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £40,000 (to be revised annually).
- **Buildings and Repair -** To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs -** To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund -** To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund -** To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £100,000 allocated as follows:

	Target figures	2024/2025 figures
• Development Fund	£40,000	£38,344
• Buildings and repair	£20,000	£10,000
• Redundancy and Staff costs	£25,000	£15,970
• Innovation fund	£20,000	£0
• Unrestricted fixed asset fund	£10,000	£4,035

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £68,349.

Principal Funding

Arts Council Project Lottery 2024-2025

Funding to encourage a diverse range of people to engage with music both as staff and participants to be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination.

National Foundation for Youth Music

Funding for 0-18 years (25 years with special needs/in challenging circumstances/ transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

Trusts and Foundations

A range of Trusts and Foundations support PMZ across the whole range of ages and varying groups of people that PMZ aims to work with.

Donations and Fundraising

The donations and fundraising from individuals towards keeping PMZ going made so much difference - both in terms money but more importantly to the morale of the remaining PMZ staff.

By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries, in line with identified local needs and strategic objectives within the city. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base through income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning.

Material Investments Policy

The majority of funds are placed in high interest accounts.

Next Year – April 2025 to March 2026

2025-2026 will be a year we hope to consolidate and grow. PMZ plans to increase fundraising, have a small growth in the numbers of staff, volunteers and Trustees. Potential closure in the future will remain a risk. Our aims for the year continue but we must recognise that this is also in conjunction with a challenging funding picture for all charities within the sector. Any closure would be well planned with at least 3 – 4 months' notice which would enable a supportive transition for participants and staff, as well as ethical transfer of any assets in accordance with our Articles of Association.

PMZ's objectives include continuing to work with participants with a team of people who understand our participants and ensuring PMZ continues its mission:

- **OUR PARTICIPANTS:** the vast majority who wouldn't otherwise access the creative arts
- **OUR DIVERSE, DISABLED-LED TEAM**: representing years of investment in professional and lived experience and sustainable practice that translates directly to impact
- **OUR OUTSTANDING TRACK RECORD OF INCLUSIVE, COLLABORATIVE PRACTICE:** that creatively engages with both breadth and depth via place-based partnership working that brings considerable public benefit working annually alongside many cross sectoral organisations
- **OUR FUTURE POTENTIAL:** to build on our legacy of work with academic partners evidencing how PMZ has created wide ranging impact that evaluators and researchers say creates 'social and bridging community capital' across Plymouth
- **OUR POWER AS ADVOCATES:** to be a living, breathing example of the Arts Council's 'Let's Create' agenda successfully in action. Combined with a strong desire to protect inclusive ecosystems of creativity so that vital 'EDI' momentum achieved in the arts sector to date is not lost

The main objectives for the coming year have been identified as:

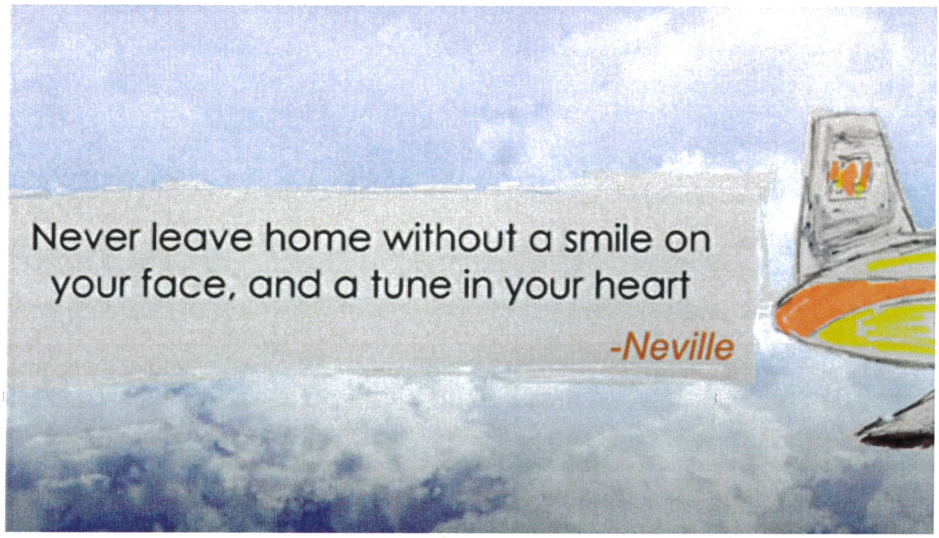
- Consolidating and building the current service
- Continuing to seek funding with Trusts & Foundations, Public Funding, earned income as well as donations and community fundraising.
- Developing and maintaining meaningful relationships with current and new partners and stakeholders.
- Strengthening the staff team and Board of Trustees
- Upskilling of existing music leaders and attracting new music leaders
- Regular assessment of risks with appropriate responses.

And finally

Thank you to all our funders and partners, our staff, volunteers and Trustees. Most of all, thanks to all the participants who take part. You have made sure that PMZ is here for longer.

PMZ could not have weathered this year without the incredible non-financial support of its community, staff, volunteers and Trustees. Everybody has done far more than on their job description. This included helping in the building, cleaning, support in setting up for workshops and taking part in workshops, brokering partnerships and contacts. In short, being there with that listening ear, helping hand and words of advice. The list could go on! A special thank you to all for the invisible but not unsung help and support.

This feels like the right place to celebrate the Words of Wisdom project which began as an idea to collect up 'pearls of wisdom' that regardless of age, background and experience people might be able to offer one another.



https://www.plymouthmusiczone.org.uk/words-of-wisdom/

Please look at our website and from there our other media channels. Please feel free to follow and donate to PMZ to help us do more.

www.plymouthmusiczone.org.uk

Plymouth Music Zone Limited
Statement of Directors and Trustees Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 27 November **2025**

C Hunt
Director and Chair of the Trustees

Plymouth Music Zone Limited

Independent Examiner's Report to the Trustees of Plymouth Music Zone Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 19 to 33.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2001 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

Guy Ian Northcott
FCA Bsc(Econ)Hons, DChA
For and on behalf of Northcott Trumfield
Chartered Accountants

Date: 27/11 2025

Devonshire Villa
52 Stuart Road
Stoke
Plymouth
PL3 4EE

Plymouth Music Zone Limited
Year ended 31 March 2025
Statement of Financial Activities (including Income and Expenditure Account)

	Note	Unrestricted funds	2025 Restricted funds	Total funds	2024 Total funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	45,108	-	45,108	9,791
Charitable activities	3	-	132,210	132,210	246,838
Other trading activities	4	7,433	2,850	10,283	8,079
Investment income	5	1,729	-	1,729	6,573
Total income and endowments		54,270	135,060	189,330	271,281
Expenditure on:					
Charitable activities	6	85,596	156,700	242,296	340,935
Other	6	-	-	-	2,878
Total expenditure		85,596	156,700	242,296	343,813
Net income/(expenditure)		(31,326)	(21,640)	(52,966)	(72,532)
Transfers between funds	16	(46,211)	46,211	-	-
Net movement in funds		(77,537)	24,571	(52,966)	(72,532)
Reconciliation of funds					
Total funds brought forward	16	145,886	4,806	150,692	223,224
Total funds carried forward	16	68,349	29,377	97,726	150,692

All income and expenditure is derived from continuing activities

Plymouth Music Zone Limited
Year ended 31 March 2025
Statement of Financial Position

	Note	2025 £	2025 £	2024 £	2024 £
Fixed Assets					
Tangible assets	11		4,035		37,689
Current Assets					
Debtors	12	18,302		37,127	
Cash at bank and in hand		84,715		89,071	
		103,017		126,198	
Creditors falling due inside one year	13	9,326		13,195	
Net current assets			93,691		113,003
			97,726		150,692
Creditors falling due after more than one year			-		-
Provisions for liabilities and charges			-		-
Total Net Assets			97,726		150,692
Charity Funds					
Unrestricted funds	16		68,349		145,886
Restricted funds	16		29,377		4,806
			97,726		150,692

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Financial Statements were approved and authorised for issue by the Trustees on 27 November 2025 and signed on their behalf by:

..... Chair of Trustees C Hunt

Company registration number 004653409

The notes on pages 21 to 33 form part of these accounts.

Plymouth Music Zone Limited
Notes to the Accounts
for the year ended 31 March 2025

1 Accounting policies

(a) Basis of preparation of the accounts

Plymouth Music Zone Limited is a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Going Concern - The organisation has been monitoring the financial situation very closely over the last 3 years in light of the ever increasing competition for funding. Reserves were drawn down upon to support the organisation but the Trustees and Leadership Team agreed that there should also be a proportionate reduction in costs. This involved voluntary redundancy being offered to senior staff. This resulted in a reduction in employment costs whilst keeping a staff team able to continue with delivering to existing and new funding. PMZ remains vigilant of its financial position but confident that it can attract new funding to move into a more secure future.

The financial statements are prepared on a going concern basis under the historical cost convention as there are no material uncertainties existing. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b)Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set cut in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

(c)Incoming Resources
All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

(d)Investment Income
Income from investments is included in the year which it is receivable.

(e)Deferred income
In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

(f)Expenditure
Expenditure (including redundancy costs) is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

(g)Tangible fixed assets and depreciation
All assets costing more than £250 are capitalised.
A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments, Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.
Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:
Short-term leasehold property- Straight line over the life of the lease
Plant and machinery- I 5 years straight line
Motor vehicles - 25% reducing balance
Fixtures, fittings and equipment- 25% straight line

(h)Debtors
Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i)Pensions
The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

(j)Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(k)Recognition of liabilities
Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

(l)Critical accounting estimates and area of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Depreciation rates of fixed assets and the calculation of certain year end accruals.

(m)Financial instruments

The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(n)Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

2 Donations and legacies

	Unrestricted Funds	
	2025	2024
	£	£
Donations	45,108	9,791

3 Contracts and grants

	Restricted Funds 2025 £	2024 £
Youth Music Zone Grant	48,101	55,006
Arts Council England Grant	68,809	149,132
Other funders	15,300	22,700
Garfield Foundation	-	20,000
	132,210	246,838

4 Other trading activities

	Unrestricted Funds 2025 £	2024 £
Music sessions	7,433	5,229

	Restricted Funds 2025 £	2024 £
Music sessions	2,850	2,850

5 Investment income

	Unrestricted Funds 2025 £	2024 £
Bank interest	1,729	6,573

6 Expenditure

Charitable activities 2025	Unrestricted	Youth Music	Arts Council England	Sensory	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£
Redundancy	56,730	-	-	-	-	-
Direct labour	658	43,143	43,665	2,754	33,281	122,843
Direct costs	-	3,923	1,291	-	500	5,714
Equipment	-	-	-	-	-	-
Depreciation	560	-	-	-	-	-
Other staff costs	-	96	86	11	149	342
Office costs	-	2,683	2,490	183	2,477	7,833
Premises	-	6,710	6,054	375	6,156	19,295
Support	-	-	-	-	-	-
Loss on disposal of assets	25,158	-	-	-	-	-
	83,106	56,555	53,586	3,323	42,563	156,027
Other						
Independent Examination	2,400	-	-	-	-	-
Administrative costs	90	258	186	22	207	673
	2,490	258	186	22	207	673
	85,596	56,813	53,772	3,345	42,770	156,700

6 Expenditure continued

Charitable activities 2024	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	Big Lottery	Sensory	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£
Direct labour	-	18,110	74,284	-	-	966	12,912	106,272
Direct costs	23	5,266	10,338	-	-	-	540	16,144
Equipment	-	-	-	-	-	-	-	-
Depreciation	3,803	-	-	-	-	-	-	-
Wages and salaries	-	36,135	80,354	-	-	3,876	56,456	176,821
Pension contributions	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-
Other staff costs	-	718	1,172	-	-	36	416	2,342
Office costs	34	2,587	5,044	-	-	230	2,303	10,164
Premises	-	6,522	11,794	-	-	531	5,287	24,134
Support	-	148	231	-	-	30	201	610
Professional fees	-	-	588	-	-	-	-	588
	3,860	69,486	183,805	-	-	5,669	78,115	337,075
Other								
Independent Examination	2,878							
	6,738	69,486	183,805	-	-	5,669	78,115	337,075

7 Net income for the financial year

This is stated after charging	2025 £	2024 £
Depreciation	560	3,803
Independent Examiner's Fees	2,400	2,400

8 Governance costs

	2025 £	2024 £
Independent Examination	2,400	2,400
Administrative costs	763	478
	3,163	2,878

9 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2024 £nil).
The trustees did not have any expenses reimbursed during the year (2024 £nil).
The total amounts of employee benefits received by key management personnel is £118,340 (2024 £175,388).
The charity considers its senior management team as its key management personnel.

10 Staff costs and employee benefits

	2025 £	2024 £
Salaries and wages	94,534	239,576
Social security	2,222	14,590
Defined contribution pension costs	3,251	8,717
Accountancy services	18,994	20,210
Business support	4,500	-
Redundancy – fully paid	56,730	-
	180,231	283,093

The average monthly number of employees and full-time equivalent (FTE) during the year was:-

	2025 Number	2024 Number
Charitable activities	6	12

No employees received total employee benefits (excluding employer pension costs) or more than £60,000.

11 Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Instruments £	Total £
Cost				
Balance brought down	25,845	39,129	130,881	195,785
Additions	-	-	-	-
Disposals	25,845	31,039	23,989	80,873
Balance carried down	-	8,090	106,892	114,982
Depreciation				
Balance brought down	12,310	20,699	125,085	158,096
Depreciation	-	385	175	560
Disposals	12,310	16,564	18,833	47,707
Balance carried down	-	4,520	106,427	110,947
Net Book Value 31 March 2025	-	3,570	465	4,035
Net Book Value 31 March 2024	13,535	18,430	5,724	37,689

12 Debtors

	2025 £	2024 £
Trade debtors	1,620	1,140
Prepayments	2,775	2,875
Accrued income	13,907	33,112
	18,302	37,127

13 Creditors falling due inside one year

	2025 £	2024 £
Trade creditors	5,461	4,329
Accruals	2,565	2,640
Other taxes and social security	1,002	4,514
Deferred income	-	-
Other creditors	298	1,712
	9,326	13,195

14 Related Party Transactions

There were no related party transactions in the year.

15 Fund reconciliation

Funds of the charity	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	54,270	3,708	-	50,562	-
Designated funds						
Development	27,097	-	-	11,247	-	38,344
Building and repair	10,000	-	-	-	-	10,000
Redundancy and staff costs	71,100	-	56,730	1,600	-	15,970
Innovation fund	-	-	-	-	-	-
Fixed asset	37,689	-	25,158	-	8,496	4,035
	145,886	54,270	85,596	12,847	59,058	68,349
Restricted funds						
Youth Music	-	48,101	56,813	8,712	-	-
Arts Council England	-	68,809	53,772	14,340	-	29,377
Sensory	665	-	3,345	2,680	-	-
Other Donors	4,141	18,150	42,770	20,479	-	-
	4,806	135,060	156,700	46,211	-	29,377
Total	150,692	189,330	242,296	59,058	59,058	97,726

15 Fund reconciliation continued

Funds of the charity 2024	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	21,593	6,738	-	14,855	-
Designated funds						
Development	73,995	-	-	-	46,898	27,097
Building and repair	30,000	-	-	-	20,000	10,000
Redundancy and staff costs	62,000	-	-	9,100	-	71,100
Innovation fund	6,060	-	-	-	6,060	-
Fixed asset	40,794	-	-	-	3,105	37,689
	212,849	21,593	6,738	9,100	90,918	145,886
Restricted funds						
Youth Music	-	55,006	69,486	14,480	-	-
Arts Council England	-	149,132	183,805	34,673	-	-
Sensory	-	2,850	5,669	3,484	-	665
Other Donors	10,375	42,700	78,115	29,181	-	4,141
	10,375	249,688	337,075	81,818	-	4,806
Total	223,224	271,281	343,813	90,918	90,918	150,692

15 Fund reconciliation continued

Purpose of Unrestricted funds

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.

Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.

Redundancy and staff related costs is to cover any exceptional staff related casts, such as redundancy, legal expense and any reward/bonus schemes should they occur.

Innovation fund Is to cover the costs to develop new cutting edge projects.

The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.

The general fund represents funds not restricted or designated for any specific purpose.

Transfers to/from Unrestricted funds

Surplus general funds have been transferred to the Charity's designated reserves.

Purpose of Restricted funds

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.

The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.

Youth Music Breakthrough Music - funding for 0 - 18 years (25 years with special needs/at risk) to access music making.

National Lottery Community Fund -

Trusts and Foundations

Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging learning project is invested in by a number of private funders.

Transfers to/from Restricted Funds

Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met.

Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

16 Analysis of net assets between funds

2025

	Total	Unrestricted funds	Designated funds	Restricted funds
	£	£	£	£
Fixed Assets	4,035	-	4,035	-
Net current assets	93,691	-	64,314	29,377
	97,726	-	68,349	29,377

2024

	Total	Unrestricted funds	Designated funds	Restricted funds
	£	£	£	£
Fixed Assets	37,689	-	37,689	-
Net current assets	145,886	-	108,197	4,806
	150,692	-	145,886	4,806

17 Pensions

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £3,251 (2024 £8,717).

PLYMOUTH MUSIC ZONE LIMITED

England & Wales - Charity number 1100878

Accounts

Registered Charity Number

1100878

Registered Company Number

04653409

Plymouth Music Zone Limited

Report and Accounts

for the year ended

31 March 2024

Plymouth Music Zone Limited

Report and accounts

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Plymouth Music Zone Limited

Company Information

Directors

Christopher Hunt	Chair of Trustees from 4 January 2024	
Paul Courtney	Chair of Trustees to 4 January 2024	Resigned
Elizabeth Hill		
Peter Jerome	Appointed 22 December 2023	
Clare Pettinger		
Nicholas Warren		

Leadership Team

Karl Meyer	Chief Executive / Music Programme Director
Debbie Geraghty	Chief Executive to March 2024
Glyn Fuge	Finance and Impact Director
Anna Batson	Creativity and Learning Director

Registered Office

Ragland Road
Brickfields
Devonport
Plymouth
Devon
PL1 4NQ

Trustees' Report
For the year ended 31 March 2024

Plymouth Music Zone (PMZ) is a multi-award winning community music charity with an outstanding track record developed since being first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music. PMZ has supported over 70,000 children and 20,000 adults through over 50,000 music workshops and over 2,000 special events since 1999. This happens at a range of venues across the city as well as at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

PMZ is recognised as a model of socially engaged excellence both locally and nationally and even further afield. PMZ works hard to build genuine relationships with its partner organisations. This offers participants the opportunity to shape, create and take part in music making activities alongside PMZ Music Leaders. PMZ's activities offer music making that is engaging, full of fun and looks to reduce social isolation, develop emotional wellbeing and improve the personal and social skills of the participants.

Alongside its commitment to working with a diverse range of participants, PMZ also employs a diverse workforce. PMZ's Music Leaders deliver a range of regular, high-quality music-making activities, progression projects and training. PMZ aims to work with those people most at risk of being marginalised in Plymouth. Our programme also includes performances and one-off opportunities that bring people from its more targeted work together with others at events that aim to engage people in their own musical and social development.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' and over 70% of its participants have disabilities. The charity is also disabled-led and houses a specialist multi-sensory music making space. PMZ has won a number of national awards recognising the excellent and innovative nature of the work. It also previously received an 'Outstanding' Rating from Arts Council England for its approach to diversity.

Since its inception, the charity has commissioned six Independent Evaluations and led a research project with Plymouth University. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School and was lead community partner in a two year "Knowledge Exchange" programme with Plymouth University.

These evaluations and research projects have provided powerful evidence of the deep impact of PMZ's work. Findings from these include evidence of PMZ delivery developing and improving self-esteem, personal expression, communication and interpersonal skills. Additionally contributing to increased resilience, overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

Trustees' Report
For the year ended 31 March 2024

Quite simply Plymouth Music Zone uses the power of music to connect a diverse range of people to build a richer sense of self and community.

To date, Plymouth Music Zone has delivered co-created music making activities on both a weekly and one-off basis, one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of regular, open-to-all activities PMZ also offers targeted work focused on those experiencing disadvantage or marginalisation or be from underserved communities. This is done in collaboration with a network of health and social care organisations as well as arts organisations, education and statutory authorities.

PMZ also trains, employs and supports an ever-evolving hub of Music Leaders. Our team is dedicated to socially engaged practice that uses music to reduce social isolation and improve the skills and health and wellbeing of participants particularly as a support for participants during difficult transitional times.

The charity reaches out to our partner organisations, participants and communities and examples of this reach include:

Early Years (0-5 years)	Young people not in education, employment or training (NEETS)
After School Activities/Outreach and music mentoring	Care homes, older peoples settings, community settings
'At Risk' children and young people	Adults with neurological conditions, for example Stroke survivors, Parkinson's, MS, dementia, brain injury.
Music making for children and adults with disabilities	Children, young people and adults with mental health issues
Children and young people facing difficult transitions	Families facing difficult transitions/bereavement
Adults experiencing historic trauma or abuse, drug and alcohol misuse	Working with marginalised communities of all ages – for example Global Majority, LGBTQ+, refugees and asylum seekers, carers, elderly, life limiting conditions
Music industry and careers advice	Signposting and progression routes
Training for educational settings and music leaders	Team building for corporates and educational settings
Learning partnerships with national organisations	Research projects

Trustees' Report
For the year ended 31 March 2024

Key achievements from 2023/2024:

- PMZ had face to face contact with over 1,000 participants.
- Over 100 music activities were delivered
- Recordings, short films, poetry and photography – were hosted on PMZ's website and social media reaching nearly 15,000 contacts
- The weekly PMZ Music Quiz continued by popular demand, reaching approximately 300 people a week across the world.
- Over 95% of PMZ participants reached were considered to be 'in challenging circumstances' (eg living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).
- Participants' ethnicity in relation to Plymouth's 2021 census statistics:

	White	Mixed/ Multiple Ethnic Groups	Asian/ Asian British	Black/ Black British	Other
PMZ	92%	2%	2.5%	2.5%	1%
Plymouth Census 2021	94%	1.8%	2.2%	1.1%	1%

- PMZ employed 15 staff of which:
    - 53% women, 47% men;
    - 60% have a disability
    - 80% white and 20% Mixed Multiple Ethnic/Black.

Trustees' Report
For the year ended 31 March 2024

Examples of Musical Achievements 2023 – 2024

Moving Sounds

Moving Sounds is a music and movement group for adults with disabilities. The group is led by a PMZ Music Leader, Jodie, with Winnie, a Dance Practitioner from Far Flung. A new addition to the group this year was Charlotte, a student from Plymouth University, as work experience with Far Flung. The group enjoy developing their musical skills along with movement, and creative art. They support each other and they requested if the workshops could last 30 minutes longer to allow for a break to discuss new ideas and any difficulties. This developed further creativity and participant voice for the rest of the organisation but importantly allows greater understanding of each other and support.

Musical Misfits

The Musical Misfits named themselves in recognition of their diverse skills, musical abilities, and other interests. They are a caring and energetic group of adults over the age of 55 who have played music in the past and want to return to it or play with like-minded people. They share a love of life and a great sense of fun.

The group were proud to be part of a national movement called 'Age Without Limits Action Day' with additional funding from the Centre for Better Ageing. The aim was to challenge negative portrayals and perceptions of ageing through different projects / individuals sharing their work and ideas. Approximately 70 events of different kinds from sport, exhibitions, dance, music etc, were held across the country on one day.

The event took place at PMZ but we wanted to include people from further afield and offered an online option on 'Zoom' with people joining from as far afield as Australia, USA, Minehead, Nottinghamshire, Bournemouth, Cornwall and elsewhere in Plymouth to name a few. Thoughts from performers and the audience included:

"*Age is just a number. You're as old as you feel. Today I feel great*"
"*For the love of music we reached different worlds today. I heard there was a lady singing and dancing in Minehead and California and Australia.* "
"*I came away with a smile on my face. Anna brings us together.*" (performer)
"*Well, cried in the first song. That surely must be a record.*"
"*Great music it made me dance around the living room in Sunny Minehead*"

Debbie, daughter of two participants said "*very special xx my parents love their time at music zone it reminds them that they are still alive and can enjoy life*!"

Here's a link to a full YouTube video of the performance (minus the break we had in the middle), so you can watch / listen to as much or as little as you wish:

https://youtu.be/kB6K5tEJ2nk?feature=shared

Sensory Sounds

Sensory Sounds meets every week during school terms and is for disabled children and young people to explore music, sound and senses with their parents / carers.

PMZ also collaborates with other organisations and an example of this are regular holiday workshops with Friends and Families, a charity which supports and empowers families with children living with a disability to do activities together. The days in the summer were particularly flowery and colourful.

Our early years workshops for 0-4 year olds at two Plymouth nurseries have been busier than ever. Staff members from the nurseries said: "*Love the music sessions with Josie! It's really great for the kids – it really helps with their confidence and just their all-round learning. Really love having her in the setting.*"

We asked the staff what the music did for them and the children. "*Well it brings them happiness and joy and I think from your perspective (and you've seen them all) they love it and I know from parent meetings that we have - they enjoy doing it at home and the parents are learning the songs at home as well. It's just over the years been fantastic and I hope it's more years to come.* "

An organisational highlight were Think Tanks that contributed to the national picture of Wellbeing Equity for Musicians. After contributing to a national Think Tank at Snape Maltings, PMZ brought together a group of people from the South West, led by Katherine Zeserson. We hope that this will grow into an emerging national campaign to support and advocate for musicians within a backdrop of very real challenges to the profession.

This was followed by further Think Tank in London where PMZ joined key organisations and leading thinkers to explore how musicians could flourish in the face of considerable challenges currently within the industry that are causing so many musicians to leave the profession.

This latest initiative has been convened by the pioneering national arts and heritage charity, Britten Pears Arts, who have held various recent "Think Tanks" to look more deeply at the many issues identified as negatively impacting musicians.

This event in London discussed a proposed "Wellbeing Equity Alliance for Musicians" that would take the form of a special campaign to consider how all areas of the sector could work together to create the necessary conditions to embed and promote the "wellbeing equity" of musicians.

Trustees' Report
For the year ended 31 March 2024

Organisational Review 2023/2024

2023/2024 was a year when face to face became the norm rather than Zoom! However, Zoom has remained a powerful and inclusive tool in both workshops and meetings.

PMZ continued to provide a full complement of music workshops for all age ranges and diverse communities. PMZ also continued to work in collaboration with many of its partners.

The Flexible Working programme for staff remained in place after COVID restrictions were relaxed. This has posed some challenges and necessitated negotiation but the benefits to staff and productivity have outweighed these.

PMZ worked hard to continue existing partnerships and cultivate new ones, including its funders. Like many other charities across the country, we knew that this year was going to be difficult financially and so it proved. The increasing competitiveness of fundraising with less funding available due to the cost of living crisis, the impacts of COVID and Brexit have also played their part resulting in a planned expenditure from PMZ's reserves.

Finances continued to be closely monitored with various options for the future being considered by the Trustees. With great reluctance and sadness, it was agreed that the Leadership Team would be reduced to reflect the drop in funding and result in a leaner PMZ. The CEO accepted voluntary redundancy in March 2024. Another member of the Leadership Team also accepted voluntary redundancy. The remaining Leadership Team with the Trustees are experienced and able to lead the charity through challenging times.

Financial Review 2023/2024

For the year ending March 2024, PMZ had a fundraising target of £350,000. Through the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income PMZ ended the year with a total of £271,281 against an expenditure of £343,813 leading to a deficit of £72,532. This was not unexpected and reserves have covered the deficit. For the year to March 2024, unrestricted funds stood at £145,886.

PMZ continues to use a business model based on full cost recovery principles and will continue to diversify the income base. This business model uses an hourly rate system and has been fully supported by all our major funders. The Trustees increased the hourly rate in April, the first in over 7 years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

Method of Appointment or Election of Trustees

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

Policies adopted for the induction and training of Trustees

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Executive. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

Pay policy for Senior Staff

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates take account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment of our team (including paid training, holiday, flexible working and health breaks).

Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. The Leadership Team is subject to the same criteria as all other staff within the charity.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation.

Organisational, Structure and Decision Making

The Board of Trustees administers the charity and meets quarterly. The Chief Executive and Leadership Team are appointed by the Trustees to oversee the day-to-day operations of the charity including finance, employment and operational related activity.

Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate exposure to the major risks and monitor the organisational risk register at all trustee meetings.

Reserves Policy

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 15 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have agreed to continue with an approach that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund -** To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £300,000 (to be revised annually).
- **Buildings and Repair -** To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs -** To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund -** To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund -** To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £225,000 allocated as follows:

	Target figures	2023/2024 figures
• Development Fund	£100,000	£27,097
• Buildings and repair	£20,000	£10,000
• Redundancy and Staff costs	£70,000	£71,100
• Innovation fund	£20,000	£0
• Unrestricted fixed asset fund	£10,000	£37,689

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £145,886.

Principal Funding

Arts Council England National Portfolio Transition Funding 2023 and Arts Council Project Lottery 2023-2024

Funding to encourage a diverse range of people to engage with music both as staff and participants to be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination with the aim of developing Plymouth Music Zone as an International Centre of Excellence for Community Music and wellbeing.

National Foundation for Youth Music

Funding for 0-18 years (25 years with special needs/in challenging circumstances/transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

Livewell South West

Funding for a range of music activities for adults with disabilities, long term health conditions and marginalised communities.

Plymouth City Council Children's Services

This targets children in Plymouth with disabilities and those on the autistic range with particular emphasis on out-of-school opportunities to allow families some respite time.

Trusts and Foundations

A range of Trusts and Foundations support PMZ across the whole range of ages and varying groups of people that PMZ aims to work with.

By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries, in line with identified local needs and strategic objectives within the city. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base through income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning.

Material Investments Policy

The majority of funds are placed in high interest accounts.

Next Year – 2024/2025

This year will be a pivotal year for PMZ and risk assessments have included increased fundraising, a reduction in staff, partial redundancy and closure. Our aims for the year continue but we must recognise that this is also in conjunction with a challenging funding picture for all charities within the sector. Any closure would be well planned with at least 3 – 4 months' notice which would enable a supportive transition for participants and staff, as well as ethical transfer of any assets in accordance with our Articles of Association.

PMZ's objectives include continuing to work with participants with a team of people who understand for up participants and ensuring PMZ continues its mission:

- **OUR PARTICIPANTS:** the vast majority who wouldn't otherwise access the arts

- **OUR DIVERSE, DISABLED-LED TEAM**: representing years of investment in professional and lived experience and sustainable practice that translates directly to impact

- **OUR OUTSTANDING TRACK RECORD OF INCLUSIVE, COLLABORATIVE PRACTICE:** that creatively engages with both breadth and depth via place-based partnership working that brings considerable public benefit working annually alongside 50-100 cross sectoral organisations

- **OUR FUTURE POTENTIAL:** to build on our legacy of work with academic partners evidencing how PMZ has created wide ranging impact that evaluators and researchers say creates 'social and bridging community capital' across Plymouth

- **OUR POWER AS ADVOCATES:** to be a living, breathing example of the Arts Council's 'Let's Create' agenda successfully in action. Combined with a strong desire to protect inclusive ecosystems of creativity so that vital 'EDI' momentum achieved in the arts sector to date is not lost.

The main objectives for the coming year have been identified as:

- Consolidating and building the current service
- Continuing to seek funding with Trusts & Foundations, Public Funding, earned income as well as donations and community fundraising.
- Developing and maintaining meaningful relationships with current and new partners and stakeholders.
- Strengthening the Leadership Team and Board of Trustees
- Upskilling of existing music leaders and attracting new music leaders
- Regular assessment of risks with appropriate responses.

And finally

PMZ's Summer Singalong at Devonport Park in July 2023 where many of our participants attended to celebrate another year of music.

Thank you to all our funders and partners, our staff, volunteers and Trustees. Most of all, thanks to all the participants who take part.

Please look at our website and from there our other media channels. Please feel free to follow and donate to PMZ to help us do more.

www.plymouthmusiczone.org.uk

Plymouth Music Zone Limited
Statement of Directors and Trustees Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 18 SEPTEMBER. **2024**

C Hunt
Director and Chair of the Trustees

Plymouth Music Zone Limited

Independent Examiner's Report to the Trustees of Plymouth Music Zone Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 18 to 34.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2001 Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales which is one of the listed bodies in section 145 of the 2011 Act.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

Guy Ian Northcott
FCA Bsc(Econ)Hons, DChA
For and on behalf of Northcott Trumfield
Chartered Accountants

Devonshire Villa
52 Stuart Road
Stoke
Plymouth
PL3 4EE

Date: 18/9/ 2024

Plymouth Music Zone Limited
Year ended 31 March 2024
Statement of Financial Activities (including Income and Expenditure Account)

	Note	Unrestricted funds	2024 Restricted funds	Total funds	2023 Total funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	9,791	-	9,791	9,074
Charitable activities	3	-	246,838	246,838	182,138
Other trading activities	4	5,229	2,850	8,079	10,782
Investment income	5	6,573	-	6,573	3,415
Other income	6	-	-	-	7,650
Total income and endowments		21,593	249,688	271,281	213,059
Expenditure on:					
Charitable activities	7	3,860	337,075	340,935	349,359
Other	7	2,878	-	2,878	3,385
Total expenditure		6,738	337,075	343,813	352,744
Net income/(expenditure)		14,855	(87,387)	(72,532)	(139,685)
Transfers between funds	17	(81,818)	81,818	-	-
Net movement in funds		(66,963)	(5,569)	(72,532)	(139,685)
Reconciliation of funds					
Total funds brought forward	17	212,849	10,375	223,224	362,909
Total funds carried forward	17	145,886	4,806	150,692	223,224

All income and expenditure is derived from continuing activities

Plymouth Music Zone Limited
Year ended 31 March 2024
Statement of Financial Position

	Note	2024 £	2024 £	2023 £	2023 £
Fixed Assets					
Tangible assets	12		37,689		40,794
Current Assets					
Debtors	13	37,127		3,443	
Cash at bank and in hand		89,071		193,940	
		126,198		197,383	
Creditors falling due inside one year	14	13,195		14,953	
Net current assets			113,003		182,430
			150,692		223,224
Creditors falling due after more than one year			-		-
Provisions for liabilities and charges			-		-
Total Net Assets			150,692		223,224
Charity Funds					
Unrestricted funds	17		145,886	17	212,849
Restricted funds	17		4,806	17	10,375
			150,692		223,224

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Financial Statements were approved and authorised for issue by the Trustees on 18 SEPT 2024 and signed on their behalf by:

C Hunt

..... Chair of Trustees C Hunt

Company registration number 004653409

The notes on pages 20 to 34 form part of these accounts.

Plymouth Music Zone Limited
Notes to the Accounts
for the year ended 31 March 2024

1 Accounting policies

(a) Basis of preparation of the accounts

Plymouth Music Zone Limited is a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention as there are no material uncertainties existing. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b)Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set cut in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(c)Incoming Resources
All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.
On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

(d)Investment Income
Income from investments is included in the year which it is receivable.

(e)Deferred income
In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

(f)Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

(g)Tangible fixed assets and depreciation
All assets costing more than £250 are capitalised.
A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments, Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.
Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:
Short-term leasehold property- Straight line over the life of the lease
Plant and machinery- I 5 years straight line
Motor vehicles - 25% reducing balance
Fixtures, fittings and equipment- 25% straight line

(h)Debtors
Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i)Pensions
The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

(j)Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(k)Recognition of liabilities
Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

(l)Critical accounting estimates and area of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Depreciation rates of fixed assets and the calculation of certain year end accruals.

(m)Financial instruments

The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(n)Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

2 Donations and legacies

	Unrestricted Funds	
	2024	2023
	£	£
Donations	9,791	9,074

3 Contracts and grants

	Restricted Funds 2024 £	2023 £
Youth Music Zone Grant	55,006	13,671
Arts Council England Grant	149,132	132,392
Knowledge Exchange	-	5,000
National Lottery Community Fund	-	9,400
Other funders	22,700	21,675
Garfield Foundation	20,000	-
	246,838	182,138

4 Other trading activities

	Unrestricted Funds 2024 £	2023 £
Music sessions	5,229	7,932

	Restricted Funds 2024 £	2023 £
Music sessions	2,850	2,850

5 Investment income

	Unrestricted Funds 2024 £	2023 £
Bank interest	6,573	3,415

6 Other income

	Unrestricted Funds 2024 £	2023 £
Gain on disposal of a tangible fixed asset held for charity's own use	-	7,500
Other	-	150
	-	7,650

7 Expenditure

Charitable activities 2024	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	Big Lottery	Sensory	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£
Direct labour	-	18,110	74,284	-	-	966	12,912	106,272
Direct costs	23	5,266	10,338	-	-	-	540	16,144
Equipment	-	-	-	-	-	-	-	-
Depreciation	3,803	-	-	-	-	-	-	-
Wages and salaries	-	36,135	80,354	-	-	3,876	56,456	176,821
Pension contributions	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-
Other staff costs	-	718	1,172	-	-	36	416	2,342
Office costs	34	2,587	5,044	-	-	230	2,303	10,164
Premises	-	6,522	11,794	-	-	531	5,287	24,134
Support	-	148	231	-	-	30	201	610
Professional fees	-	-	588	-	-	-	-	588
	3,860	69,486	183,805	-	-	5,669	78,115	337,075
Other								
Independent Examination	2,878							
	6,738	69,486	183,805	-	-	5,669	78,115	337,075

7 Expenditure continued

Charitable activities 2023	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	Big Lottery	Sensory	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£
Direct labour	724	13,208	62,594	4,706	2,441	622	7,735	91,306
Direct costs	-	1,127	11,922	-	71	-	3,766	16,886
Equipment	-	-	-	-	-	-	-	-
Depreciation	3,952	-	-	-	-	-	-	-
Wages and salaries	-	59,025	62,528	1,345	21,505	5,251	52,005	201,659
Pension contributions	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-
Other staff costs	-	1,738	1,264	1	2,274	344	1,475	7,096
Office costs	3,940	2,719	2,684	66	1,065	264	2,525	9,323
Premises	-	4,180	3,939	90	1,575	426	4,263	14,473
	8,616	81,997	144,931	6,208	28,931	6,907	71,769	340,743
Other								
Independent Examination	3,385							
	12,001	81,997	144,931	6,208	28,931	6,907	71,769	340,743

8 Net income for the financial year

This is stated after charging	2024 £	2023 £
Depreciation	3,803	3,952
Independent Examiner's Fees	2,400	2,400

9 Governance costs

	2024 £	2023 £
Independent Examination	2,400	2,400
Administrative costs	478	985
	2,878	3,385

10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2023 £nil).
The trustees did not have any expenses reimbursed during the year (2023 £nil).
The total amounts of employee benefits received by key management personnel is £175,388 (2023 £170,516).
The charity considers its senior management team as its key management personnel.

11 Staff costs and employee benefits

	2024 £	2023 £
Salaries and wages	239,576	248,770
Social security	14,590	16,476
Defined contribution pension costs	8,717	8,974
Accountancy services	20,210	19,469
	283,093	293,689

The average monthly number of employees and full-time equivalent (FTE) during the year was:-

	2024 Number	2023 Number
Charitable activities	12	12

No employees received total employee benefits (excluding employer pension costs) or more than £60,000.

12 Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Instruments £	Total £
Cost				
Balance brought down	25,845	39,129	130,113	195,087
Additions	-	-	698	698
Disposals	-	-	-	-
Balance carried down	25,845	39,129	130,881	195,785
Depreciation				
Balance brought down	10,587	18,836	124,870	154,293
Depreciation	1,723	1,863	217	3,803
Disposals	-	-	-	-
Balance carried down	12,310	20,699	125,085	158,096
Net Book Value 31 March 2024	13,535	18,430	5,724	37,689
Net Book Value 31 March 2023	15,258	20,293	5,243	40,794

13 Debtors

	2024 £	2023 £
Trade debtors	1,140	228
Prepayments	2,875	2,381
Accrued income	33,112	834
	37,127	3,443

14 Creditors falling due inside one year

	2024 £	2023 £
Trade creditors	4,329	3,351
Accruals	2,640	4,439
Other taxes and social security	4,514	5,268
Deferred income	-	-
Other creditors	1,712	1,895
	13,195	14,953

15 Related Party Transactions

During the year trustees in aggregate made donations of £nil (2023 £-). There were no other related party transactions.

16 Fund reconciliation

Funds of the charity	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	21,593	6,738	-	14,855	-
Designated funds						
Development	73,995	-	-	-	46,898	27,097
Building and repair	30,000	-	-	-	20,000	10,000
Redundancy and staff costs	62,000	-	-	9,100	-	71,100
Innovation fund	6,060	-	-	-	6,060	-
Fixed asset	40,794	-	-	-	3,105	37,689
	212,849	21,593	6,738	9,100	90,918	145,886
Restricted funds						
Youth Music	-	55,006	69,486	14,480	-	-
Arts Council England	-	149,132	183,805	34,673	-	-
Sensory	-	2,850	5,669	3,484	-	665
Other Donors	10,375	42,700	78,115	29,181	-	4,141
	10,375	249,688	337,075	81,818	-	4,806
Total	223,224	271,281	343,813	90,918	90,918	150,692

16 Fund reconciliation continued

Funds of the charity 2023	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	28,071	12,001	-	16,070	-
Designated funds						
Development	139,368	-	-	-	65,373	73,995
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	2,000	-	62,000
Innovation fund	10,000	-	-	-	3,940	6,060
Fixed asset	44,746	-	-	-	3,952	40,794
	284,114	28,071	12,001	2,000	89,335	212,849
Restricted funds						
Youth Music	47,944	13,671	81,997	20,382	-	-
Arts Council England	1,462	132,392	144,931	11,077	-	-
National Lottery Community Fund	-	9,400	28,931	19,531	-	-
Sensory	855	2,850	6,907	3,202	-	-
Knowledge Exchange	287	5,000	6,208	921	-	-
Other Donors	28,247	21,675	71,769	32,222	-	10,375
	78,795	184,988	340,743	87,335	-	10,375
Total	362,909	213,059	352,744	89,335	89,335	223,224

16 Fund reconciliation continued

Purpose of Unrestricted funds

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.

Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.

Redundancy and staff related costs is to cover any exceptional staff related casts, such as redundancy, legal expense and any reward/bonus schemes should they occur.

Innovation fund Is to cover the costs to develop new cutting edge projects.

The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.

The general fund represents funds not restricted or designated for any specific purpose.

Transfers to/from Unrestricted funds

Surplus general funds have been transferred to the Charity's designated reserves.

Purpose of Restricted funds

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.

The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.

Youth Music Breakthrough Music - funding for 0 - I8 years (25 years with special needs/at risk) to access music making.

National Lottery Community Fund -

Trusts and Foundations

Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging learning project is invested in by a number of private funders.

Transfers to/from Restricted Funds

Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met.

Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

17 Analysis of net assets between funds

2024	Total £	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	37,689	-	37,689	-
Net current assets	145,886	-	108,197	4,806
	150,692	-	145,886	4,806

2023	Total £	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	40,794	-	40,794	-
Net current assets	182,430	-	172,055	10,375
	223,224	-	212,849	10,375

18 Pensions

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £8,717 (2023 £8,974).

PLYMOUTH MUSIC ZONE LIMITED

England & Wales - Charity number 1100878

Accounts

Registered Charity Number

1100878

Registered Company Number

04653409

Plymouth Music Zone Ltd

Report and Accounts

for the year ended

31 March 2023

Plymouth Music Zone Ltd

Report and accounts

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Plymouth Music Zone Ltd

Company Information

Directors

Paul Courtney -	Chair of Trustees
Christopher Hunt	Vice-Chair of Trustees
Hilary Cragg	
Elizabeth Hill	
Clare Pettinger	
Nicholas Warren	

Leadership Team

Debbie Geraghty	Chief Executive
Karl Meyer	Music Programme Director
Glyn Fuge	Finance and Impact Director
Anna Batson	Creativity and Learning Director

Registered Office

Ragland Road
Brickfields
Devonport
Plymouth
Devon
PL1 4NQ

Trustees' Report
For the year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

a) Constitution

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

b) Method of Appointment or Election of Trustees

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

c) Policies adopted for the induction and training of Trustees

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Executive. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

d) Pay policy for Senior Staff

Our pay policy reflects the ethos of the charity in attempting to attract the highest calibre of staff to maximise the depth of the impact of the challenging and diverse work we do in reaching out to engage the most vulnerable or marginalised groups across the education, health and social care sectors.

While we recognise that Plymouth Music Zone staff are not motivated or attracted solely by pay, we do want to ensure that the pay of all our staff remains fair and attractive enough to recruit and retain the necessary expertise, skills and passion required to operate successfully.

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates take account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment of our team (including paid training, holiday, flexible working and health breaks).

Senior Manager Pay

External benchmarking data is considered each year. Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. Pay rises are also subject to satisfactory performance of all staff which is monitored through tailored performance development processes throughout the year. The Leadership Team is subject to the same criteria as all other staff within the charity.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation. We were the first arts organisation in the country to achieve the internationally benchmarked 'IIP6 level'. This reflects our ongoing commitment to invest highly in our staff at all levels as we are fully aware of the direct effect it has on quality and the impact on our beneficiaries. This further deepens our mission.

e) Organisational, Structure and Decision Making

The Board of Trustees administers the charity and meets quarterly. A Chief Executive is appointed by the Trustees to oversee the day-to-day operations of the charity including finance, employment and operational related activity. A Leadership Team of Plymouth Music Zone employees assists the Chief Executive in this process.

f) Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate exposure to the major risks and monitor the organisational risk register at all trustee meetings.

Trustees' Report
For the year ended 31 March 2023

OBJECTIVES AND ACTIVITIES

a) Policies and Objectives

Plymouth Music Zone (PMZ) is a multi-award winning community music charity with an outstanding track record developed since being first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music.

Plymouth Music Zone is recognised as a model of socially engaged excellence both locally and nationally and even further afield contributing to international research. To date, on average, it has worked with up to 100 partner organisations annually using music as a tool to reduce social isolation and develop the emotional wellbeing and personal and social skills of the participants. It employs highly skilled Music Leaders who deliver a diverse range of interactive music-making workshops and high profile progression projects, performances and events that engage people in their own musical and social development. It also delivers bespoke training for musicians, teachers, community leaders and anyone else who shares its mission of using music to work with others to empower and bring hope and happiness to a diverse range of individuals and communities.

PMZ aims to work with those people most at risk of being marginalised in Plymouth, reaching an average of 600 children and adults every week through the delivery of nearly 30 music activities across the city. The work mostly focuses on wherever and whenever there is identified need. As such, the charity has worked with a wide range of education, health and social care settings such as nurseries, children's centres, special schools, a domestic abuse refuge, psychiatric units, a local hospital and hospice and many other places in the community including residential homes and sheltered housing schemes and with charities supporting groups living with the impact of neurological conditions. PMZ then creates opportunities to bring those people from its more targeted work together with others for a series of events and special projects through its 'Open Zone' strand. This happens at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' with more than half of that delivery involving people with a disability. The charity is also disabled-led and houses one of the only specialist multi-sensory music studios of its kind in the region. PMZ has won a number of national awards recognising the excellent and innovative nature of the work. It also previously received an 'Outstanding' Rating from Arts Council England for its approach to diversity.

Since its inception, the charity has opened its doors to 6 Independent Evaluations and a research project with Plymouth University that has had international reach. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School and was lead community partner in a 2 year "knowledge Exchange" programme with Plymouth University, enabling music students to experience the power of music, community and diversity in action. All of this has provided powerful evidence of the deep impact of the work in developing and improving a broad range of areas such as self-confidence/self-esteem, self-expression, communication and interpersonal skills as well as contributing to increased resilience and overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

Plymouth Music Zone is known as a flagship example of using the power of music and diversity to connect people to build a richer sense of self and community.

b) Strategies for Achieving Objectives

Plymouth Music Zone's overall strategy is to use music to make a difference to people's lives and to do so in the most effective way possible to maximise the positive impact on participants. As such, the majority of PMZ's delivery is targeted through working in partnership with other organisations to reach out to some of the most isolated or disadvantaged and vulnerable children and adults across Plymouth and beyond. By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries, in line with identified local needs and strategic objectives within the city. The added value and strong evidence base created by this work allows PMZ to access higher levels of strategic funding and income from private and public funders and donors through proving the profound impact of the PMZ approach in helping people to navigate or overcome some of their most challenging circumstances.

Increasingly, the charity also attracts young people and adults alike, who have chosen to learn music within the context of a leading community music organisation offering richer musical and social experiences that also promote kindness, tolerance, diversity and equality. This allows opportunities for people to be connected to PMZ's other strands of work through the many performance and other platforms that bring its targeted and open strands of provision together. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base. This is done through maintaining a fundraising pipeline that sets out to develop further income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning.

1.0 ACHIEVEMENTS AND PERFORMANCE

a) Key Financial Performance Indicators

- Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income with the aim of securing an annual income of £343,751.
- Against a target of £343,751, PMZ ended the year with a total of £213,059 with a deficit of £139,685. This was not unexpected and reserves have covered the deficit. The increasing competition in all areas of fundraising together with the ending of the Arts Council Cultural Recovery Fund and the downturn in world finance and rising costs of living have all had their impacts.
- Our income target for 2023/2024 is £350,000
- For the year to March 2023, unrestricted cash funds stood at £172,054

b) Review of Activities

To date, Plymouth Music Zone has delivered tailored interactive music activities on both a weekly and more concentrated basis in the form of group and one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of open access activities via 'PMZ's Open Zone', PMZ's more targeted needs-led work focuses delivery to a diverse range of children and adults who may be experiencing disadvantage or marginalisation or be from underserved communities. This is done in collaboration with a network of other health and social care organisations as well as arts organisations, education and statutory authorities.

PMZ also trains, employs and increasingly supports a growing hub of community Music Leaders dedicated to a socially engaged practice that uses music to reduce social isolation and improve the skills and health and wellbeing of participants within their diverse communities. As a charity and social enterprise, the organisation also provides bespoke training for a range of music educators and partner organisations to share the use of music as a tool to reinforce skills development in many areas, particularly as a support for participants during difficult transitional times.

Plymouth Music Zone delivers these life-enhancing opportunities on a weekly and ongoing basis to individuals and communities facing challenging circumstances. The charity reaches out to a diverse range of people of all ages in a broad variety of community settings, as seen further down in the diagram in the Vision, Mission and Values section 4.1

Examples include:

- Early Years Music
- After School Activities / Outreach
- Disabled music making delivery – children and adults
- Youth Offending / Youth Services
- 'At Risk' young people
- Young people not in education, employment or training (NEETs)
- Music Industry and Careers Advice
- Signposting and Progression Routes
- Young people and families facing difficult transitions
- Families suffering bereavement
- Women and children who've experienced historic trauma or abuse including domestic or sexual violence
- Isolated carers and those they care for
- Children and young people with serious illnesses
- Schools and FE Colleges
- Work Experience/Training for musicians & others
- Adults and children experiencing mental health issues
- Black and Minority Ethnic Groups at risk of marginalisation
- Older people living with complex needs including those living with dementia and neurological conditions
- People living with homelessness
- Drug and Alcohol recovery and wellbeing for mums and babies
- Building communities for isolated groups eg refugees and asylum seekers including creating Plymouth's first LGBT+ choir
- Progression projects for talented music makers
- Intergenerational events
- Learning Partnerships with national organisations to share inclusive approaches

2.0 LOOKING BACK - Key achievements from 2022/2023 include:

PMZ aimed to start the journey back to its pre-COVID life, where PMZ sets out to work with a diverse range of participants including work with children and families who've experienced traumatic events and circumstances including domestic abuse, sexual violence, addiction and those navigating health challenges including dementia, brain injury, neurological conditions and life-limiting illnesses. There has been a year on year increase of participants living with a mental health condition ranging from low mood, depression through to schizophrenia and psychosis.

PMZ co-creates solutions with partner organisations to achieve change with participant consultation. Participants from targeted work then come together for events/special projects with others through an 'Open Zone' strand at PMZ's community music centre located in one of Plymouth's most deprived areas.

PMZ's commitment to working with a diverse range of participants is also reflected in its diverse workforce.

In 2022/2023, achievements include:

- PMZ had face to face contact with nearly 1,000 participants.
- Resources, short films, poetry and photography – were hosted on PMZ's website and social media reaching over 7,000 contacts
- The weekly PMZ Music Quiz continued by popular demand, reaching approximately 300 people a week across the world.
- Over 95% of PMZ participants reached were considered to be 'in challenging circumstances' (eg living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).
- PMZ employed 15 staff of which:
    - 53% women, 47% men;
    - 60% have a disability
    - 80% white and 20% Mixed/Black.

A Selection of Musical Achievements for 2022-2023:

The Musical Misfits named themselves in recognition of their diverse skills, musical abilities, and other interests. They are a caring and energetic group of adults over the age of 55 who have played music in the past and want to return to it or play with like-minded people. They share a love of life and a great sense of fun.

Ray, one of the drummers in the group said: "*I believe music is so good for everyone, whether listening or playing, and when life has put you through all kinds of difficulties, music has such an amazing healing effect. The joy and support to be found at PMZ is truly amazing, and I can't speak highly enough of the work it does, and that's only the small part I know about! I look forward to continuing to enjoy listening to music and playing music for many years to come, and with PMZ I know there will be a warm and friendly environment to do so.*"

Moving Sounds is a music and movement group for adults with disabilities. This group is led by PMZ music leader, Jodie and dance practitioner, Winnie from Far Flung Dance Theatre. A new film made by the group in November 2022 "I Can Be Any Shape I Want", can be seen here. https://youtu.be/NsVnC48rC_Y

The participants said "*It's been brilliant - we made the film, the recording AND all the songs. The effects were SO GOOD! I would like to make another one.*" "*In terms of making a music video, I've not done that before - learning about the apps to use and whatnot was good. I'd done the dance side of things before but not the technological bits. It's really good because not one person is saying 'do this'. It's fab because everyone gets to have their own input*"

PMZ holds at least two key events each year where everyone who attends can join in and also the groups we work with can perform as well. Each group has regular "showbacks" which are relaxed performances after one of the workshops attended by families and friends.

The Christmas event called Tea, Tinsel and Tinsels in December 2022 was the first one since the pandemic and was understandably emotional and joyful. Some groups were unable to attend because of COVID and flu outbreaks in their care homes – an unwelcome reminder – but those who were able to attend had a great time.

PMZ works with many partners and an example of this is Friends and Families, a charity which supports and empowers families with children living with a disability to do activities together. Families came to a holiday music workshop at PMZ where everyone took part in making music and singing. Here is a short film of a version of the song "Kookaburra Sits in the Old Gum Tree', featuring the didgeridoo, banjo, percussion, music technology, sensory lights, voices and much laughter https://youtube/Fn7p2OeJPA4

PMZ continues to work in nurseries and children's centres for children aged 0-4 years. The groups are much larger than they used to be – up to 30 children. The music leader, Josie, takes a range of instruments, image cards and other aids to help children to make music, take turns, share and have fun. An evaluation from one settings, a manager said "*Josie is a crucial part of our curriculum. Having Josie visit once a week enhances the children's opportunities for developing learning, listening and concentration skills. Josie brings lots of smiles, joy and laughs on every session. Josie and her guitar rock. We love her and she is part of our preschool family.*"

The 'International Music Group' is a collaborative project run in partnership with Devon and Cornwall Refugee Support. It's a welcoming place for individuals from various backgrounds to come together and engage in music making, sharing songs with each other and forging a sense of connection and community.

Recently, Hussain shared 'Lorke Lorke' with the group, which is a traditional song that can found widely in Southwest Asia. Hussain shared the version he knows which is from Kurdistan. Cheese is mentioned in the song "Cut the cheese into small pieces Mrs Lorke". Hussain shared how it's about admiring the subject of the song, how they move, how beautiful their hair is, it's about love.

So far this year, the music leader, Rob, said that they had learned songs in Eritrean, Brazilian Portuguese, Arabic, Kurdish, Pashto, Spanish, and a Cornish folk song for good measure. Please click here to hear a recording of the group learning and performing the song https://plymouthmusiczone.org.uk/lorke-lorke-music-and-cheese/

And finally, here is a link to a whistle stop flavour of PMZ – a short film showcasing the work in 60 seconds. https://www.youtube.com/watch?v=NRdfP4RXI-g

2.1 LOOKING BACK – past year's progress against 2022/2023 annual aims.

2022/2023 enabled PMZ to gradually return to in-person contact. This was done in a paced manner to take account of still existing health needs of both participants and staff, as well as allowing anxieties to take time to lessen.

PMZ also wanted to learn from the pandemic. Hybrid options for workshops and meetings have been made available. Although difficult to navigate a workshop sometimes in its hybrid form, it has been gratefully received by participants who have been unable to attend in-person, whether that was through ill health, lack of their support care staff or transport.

PMZ also trialled a Flexible Working programme for staff. This will continue as a trial for 2023/2024 to monitor home working's impact on presence in the building where workshops are held. For some staff, an element of working from home has always been essential for detailed and confidential tasks. Certainly for those staff living an hour away from the building, the issue of long commutes resulted in less stress for some staff, higher productivity and a greener option. However, it was important to try and strike a balance to include in-person attendance at the building to build on the social side and connection to PMZ's work.

In response to the shifting picture throughout the year, PMZ continued with some digital options whilst slowly introducing in-person work and remaining flexible in response to COVID outbreaks, particularly in older peoples' settings.

It was with great sadness that PMZ learned in November 2022 that it was no longer to be a part of the Arts Council England's National Portfolio Organisations from 1 April 2023. PMZ had been a successful NPO since 2018. The decisions made by ACE were taken in a difficult situation including less funding available and a heavy commitment to the Levelling Out agenda where less money was focussed within the London area. This was a blow to PMZ in an increasingly competitive fundraising environment amid the cost of living crisis that was disproportionately impacting the majority of participants we engage with. PMZ was offered funding from ACE to 31 October 2023 to help the transition away from the portfolio.

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REAHING OUT TO THOSE WHO NEED IT MOST

1.1 Deliver hybrid (in-person and digital workshops) and a diverse range of creative music making activities to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2023. Deliver an average of 35 in-person creative music making activities to approximately 350 participants per week by March 2023. **Achieved.**

1.2 Continue to build on performance & progression opportunities by March 2023 to more publicly promote and celebrate the value of a diverse range of voices and partnerships offering at least one opportunity per term for participants to perform including via music sessions and PMZ's special projects. **Achieved**.

1.3 Design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation. **Part achieved**.

1.4 Work with PMZ Trustee and Creative Technologist Chris Hunt to continue the next stage of the iterative R&D development process with a local social tech firm analysing the international potential to engage the most isolated participants via an online music-making platform that employs VR and livestreaming etc. Livestream one event for a diverse audience by March 2023. **Part achieved. Restate**.

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders and all staff to enable stretch, challenge and learning, embedding the principles of ACE 10 year strategy, Let's Create. This will be through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by March 2023 as well as 3 Team Days by March 2023. **Achieved.**

2.2 Redevelop existing partnerships with stakeholders and incorporate more effective feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2022 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings. **Achieved.**

2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' and Let's Create (10 year strategy) - to include more targeted opportunities for skills development of People of Colour, disabled and LGBT+ Music Leaders as well as those from underrepresented socio-economic backgrounds. **Achieved.**

2.4 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Jan 2023 to improve effectiveness and confidence. **Part achieved. Restate.**

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Redevelop and improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2023. **Not achieved. Restate.**

3.2 Redevelop and improve the format of the ENGAGE forum for adults and announce 3 new 'Music Advocates by March 2023 to raise the profile of a diverse range of people and the impact of music on wellbeing. **Part achieved. Restate.**

3.3 Hold hybrid learning exchange event by March 2023 to reflect on the learning from the shutdown and the ongoing effects of the pandemic. To be held at PMZ or local venue and/or digital event to allow ease of inclusion for all, overcoming barriers of health and distance. **Part achieved.**

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £343,751 income by 31 March 2023. **Not achieved**.

4.2 Begin re-exploration of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering a High Net Worth Individual (HNWI) giving programme. Consult externally to explore the best ways to achieve this and investigate new CRM system by 31 March 2023. **Achieved.**

4.3 Recruit a further 3 Trustees and additional Special Advisors by March 2023 through targeted and open recruitment, where needed, to ensure no fewer than 8 or 10 on Board to increase expertise around any identified gaps and broaden diversity of Board. **Not achieved. Restate**.

4.4 Deliver marketing strategy focussed on rebuilding the Open Zone workshops to increase participation levels by March 2023. Also aim to achieve increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case' and 'Let's Create'. **Achieved.**

4.5 Define systems required to support the diversification of income generation and increased marketing impact by March 2023. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc. **Achieved.**

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Increase opportunities for Leadership Team members to deliver at least 2 funded 'sharing learning' experiences by March 2023 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income. **Achieved.**

5.2 Create and pilot new digital creative resource by March 2023 to support a wide range of music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities. **Part achieved. Restate.**

5.3 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2023 that combines CSR and charitable mission. **Achieved.**

5.4 Work with Plymouth City Council to develop the exploration of extending the building lease and exploration of capital build fundraising options with Trustees/PMZ team by March 2023. **Part achieved. Restate.**

2.2 LOOKING BACK - Key challenges for Plymouth Music Zone in 2022/2023 included:

Fundraising capacity

The CEO and Fundraising Manager are the key staff for fundraising staff. This is less than pre-COVID times. Other members of staff also helped where they could with fundraising.

Applications to public bodies and Trusts & Foundations continue to be made within a competitive market.

Income diversification

With reduced fundraising capacity the focus remained on increasing funding from both Public funds and Trusts & Foundations whilst aiming for an increase in earned income back to pre-COVID levels.

Changing Circumstances

Inevitably, the pandemic impacted on PMZ staff and participants, particularly those with pre-existing health needs. It was clear that some had worsening health conditions due to the difficulty in receiving treatment. This translated very quickly into a period of high anxiety relating to going back to "normal life". It became evident that the pandemic was far from over for our team and many of our communities who were still having to navigate the considerable impact of it.

3.0 FINANCIAL REVIEW

The staff and Trustees expected 2022/2023 to be a difficult year and anticipated that PMZ would have to dip into reserves to cover any deficit, which proved to be the case.

Plymouth Music Zone continues to use a business model based on full cost recovery principles and will continue to diversify the income base. This business model uses an hourly rate system and has been fully supported by all our major funders. The Trustees will consider a rise in the hourly rate during 2023/2024, the first in over 6 years. PMZ's extensive partnership work ensures we are maximising our opportunities to develop new strategic stakeholders vital to our future sustainability.

In summary, at the end of the 2022/2023 financial year, the Statement of Financial Activities shows our reserves standing at £223,224 (2021/2022 £362,909)

Reserves Policy

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 17 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have agreed to continue with an approach that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund -** To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £450,000 (to be revised annually).

- **Buildings and Repair -** To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs -** To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund -** To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund -** To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £225,000 allocated as follows:

	Target figures	2022/2023 figures
• Development Fund	£100,000	£73,995
• Buildings and repair	£20,000	£30,000
• Redundancy and Staff costs	£70,000	£62,000
• Innovation fund	£20,000	£6,060
• Unrestricted fixed asset fund	£10,000	£40,794

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £212,849 (£172,054 cash reserves)

The trustees are acutely aware of the need to grow reserves after a challenging year and are working with the CEO and Leadership Team to put maximum effort in to fundraising and sustainable income generation for the future. Progress is being reviewed regularly to assess progress against this strategic focus.

Principal Funding

Arts Council England National Portfolio 2018 – 2022, Extension Year 2022-2023

Funding to encourage a diverse range of people to engage with music both as staff and participants to be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination with the aim of developing Plymouth Music Zone as an International Centre of Excellence for Community Music and wellbeing.

National Foundation for Youth Music

Funding for 0-18 years (25 years with special needs/in challenging circumstances/transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

University of Plymouth – Knowledge Exchange Project

The University of Plymouth was awarded almost half a million pounds in 2020 to fund an innovative partnership project, enhancing support for students to develop and share valuable skills across the city's business and community sectors.

PMZ has been a key community partner in the 'Knowledge Exchange' project. The charity has hosted a number of University students over the project period (including throughout the pandemic) to help broaden their perspectives on working with a diverse range of individuals and communities. The project finished at the end of May 2022.

Plymouth City Council Children's Services

This targets children in Plymouth with disabilities and those on the autistic range with particular emphasis on out-of-school opportunities to allow families some respite time.

Trusts and Foundations

A range of Trusts and Foundations support PMZ across the whole range of ages and varying groups of people that PMZ aims to work with.

Material Investments Policy

The majority of funds are placed in high interest accounts.

4.0 LOOKING FORWARD - Future Developments

This coming year will be one of our most significant ones to date as the full impact of the pandemic plays out its last refrain. We need to ensure the organisation can adapt and remain sustainable through protecting, maximising, and leveraging its biggest assets.

Including:

- **OUR PARTICIPANTS:** the vast majority who wouldn't otherwise access the arts
- **OUR DIVERSE, DISABLED-LED TEAM**: representing years of investment in professional and lived experience and sustainable practice that translates directly to impact
- **OUR OUTSTANDING TRACK RECORD OF INCLUSIVE, COLLABORATIVE PRACTICE:** that creatively engages with both breadth and depth via place-based partnership working that brings considerable public benefit working annually alongside 50-100 cross sectoral organisations

- **OUR FUTURE POTENTIAL:** to build on our legacy of work with academic partners evidencing how PMZ has created wide ranging impact that evaluators and researchers say creates 'social and bridging community capital' across Plymouth

- **OUR POWER AS ADVOCATES:** to be a living, breathing example of the Arts Council's 'Let's Create' agenda successfully in action. Combined with a strong desire to protect inclusive ecosystems of creativity so that vital 'EDI' momentum achieved in the arts sector to date is not lost

PMZ has always been passionate about genuinely acknowledging and respecting the true value of the deep, creative and cultural potential in the width and wonder of lived experience and expertise. We have always sought to look through a twinned lens of community and social justice to combine musical creativity with care and compassion at its core. To develop and share a practice that listens and responds to what is right there in front of us.

Yet, we are keenly aware we will only ever secure a sustainable enough foundation for that work with the necessary level of investment in our organisational capacity. We will continue to need key funding relationships with those strategic funders who strongly share our mission. We will need support to rebuild and maintain our inclusive workforce to keep investing in the value of that lived expertise. And we will need to recognise that, as a sector, we cannot hope to preserve the recent important advances in the area of diversity without full acknowledgement of the additional and ongoing financial investment it will certainly require to make it a sustainable proposition.

This means Plymouth Music Zone will be focusing on 4 principal areas of need and public benefit that will frame all our work moving forward.

(1) <u>NEED</u>: **to immediately increase fundraising efforts** to source alternative funds with high level funders who value our outstanding track record of expertise and proven social impact in reaching those least engaged in the arts.

<u>BENEFIT</u>: **marginalised and underrepresented groups will continue to have access to music in Plymouth** and PMZ's commitment to addressing social inequity through the creation of cultural communities can be shared more widely to meaningfully advocate for wider inclusive and social equity agendas - including the Arts Council's 'Let's Create' agenda that we continue to adhere to.

(2) **NEED: to increase marketing and communication activity to manage stakeholder and public expectations** to combat any destabilising fall out from news of loss of NPO status which has impacted many people we work with. We need to ensure ongoing confidence in the high quality of our work. PMZ doesn't have the same level of resource or influence as larger arts organisations who have been able to be more vocal to lobby for further support.

BENEFIT: participants we work with will feel clearer, and less fearful, about any potential wind-up threat to their musical communities. People will be more aware of the potential implications of losing such activities. Participants and supporters will feel more empowered to feed in to help PMZ navigate these changes.

(3) **NEED: to increase awareness of PMZ's inclusive ecosystem and powerful 'ripple effect' that evaluators say PMZ has across the city as a locally embedded key player.** Our cross sectoral partnership model levers in funding to directly work with health, social care or other smaller arts organisations and practitioners. Knock-on effects extend well beyond PMZ. People risk losing their only access to the creative, person-centred, community asset that PMZ is. Access that has taken considerable investment to build up.

BENEFIT: protecting the expertise and momentum gained in area of inclusive practice and extending reach of the arts. Access with a multiplier effect that provides real value for money. Loss of NPO funding risks becoming the 'multiplier effect' in reverse and would take years to regain if lost. There is public benefit in further investment.

(4) **NEED: to protect the value arising from having such a highly skilled, disabled-led team with lived experience that directly informs the quality of our reach and impact.** A diverse team that has taken years to build with the necessary professional skills for inclusive and co-creational practice. Evaluators say that a strong core is what allows PMZ to fully flex to the needs of such a broad range of participants - over 95% of whom face disabling barriers. We need to protect team wellbeing through this transition to retain the expertise of those 'inclusion assets'.

BENEFIT: Protecting that core is what sets PMZ apart. It means more work can happen alongside the most marginalised individuals and communities. It's what drives our diverse team. What judges noted in several recent national awards we have won. What was proven in the impact elucidated in our previous and ongoing academic relationships. That core is what creates quality. Without it, PMZ would be a very different beast

To deliver on all of the above, we will also continue to value being a strong voice for the wellbeing of Music Leaders - and indeed all those who work within socially engaged practice. We are regularly approached to share nationally how we pastorally support staff having been described by the UK Culture Health and Wellbeing Alliance Award judges as being "leaders in the sector" in this area when we won the national "Practising Well" Award in 2020, our second national award that year.

Moving forward, we will retain the same valuable lens of our 5 Key Strategic Priority Areas and will flex accordingly across the next 12 months so we remain agile enough to adapt. We remain more passionate than ever about the Vision, Mission and Values that all consultations show we as a team still sign up to. Wholeheartedly.

4.1 LOOKING FORWARD - Vision, Mission and Values: April 2023 – March 2024

The Summary for 2023-2024 is as follows:

INTRO TO VISION AND MISSION

Plymouth Music Zone's vision and mission are straight from the heart. We love music. We love people. We love making a difference. Our real passion is combining all three – bringing extraordinary people together through extraordinary musical experiences to enable extraordinary things to happen…

'Music Making a Difference'.

VISION

Quite simply, Plymouth Music Zone's vision is of a world where no one feels left out or lonely. A world where the transforming power of music can play its part in developing kind, happy, supportive and creative communities. A world where PMZ works with others to bring hope and joy through music to those who need it most.

MISSION

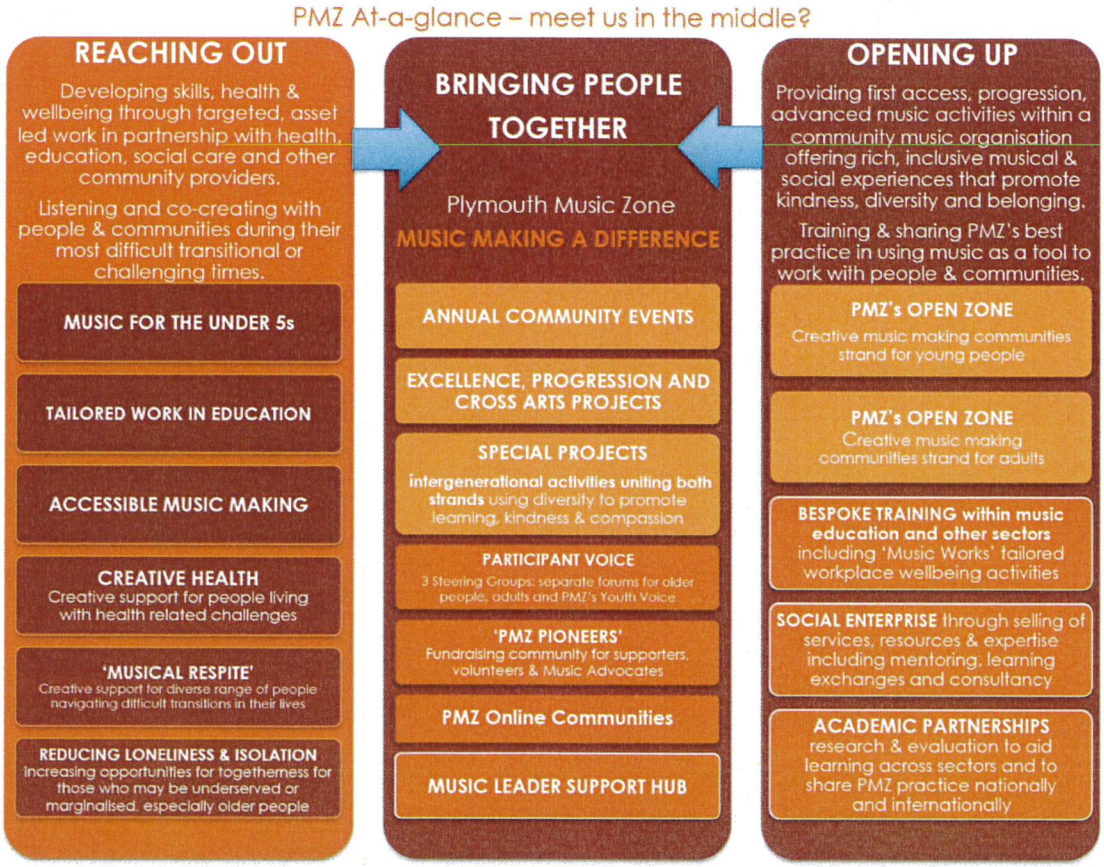
Plymouth Music Zone is a compassionate community music charity that believes everyone should have the chance to have a voice to develop & grow - whoever they are & whatever they're going through. We do what matters most and use highly skilled Music Leaders who deliver a diverse range of innovative& tailored creative music-making activities that inspire togetherness & belonging.

We achieve our mission by:

(1) **REACHING OUT:** We target our work in partnership with other organisations who share our desire to develop the skills & health and wellbeing of the most underserved individuals & communities during their most difficult or transitional times.

(2) **OPENING UP:** We improve access to music through our "Open Zone" that expands the musical & social horizons for those who wish to learn within a leading community music organisation offering rich musical & social experiences that promote artistic excellence as well as kindness, equality & diversity. We also deliver specialised training for music educators and other professionals.

(3) **BRINGING PEOPLE TOGETHER:** Our targeted & open strands of work meet in the middle through a series of performances, celebration events and special progression and advanced cross arts projects. People are brought together to grow a richer sense of self and community - including the Music Leaders working or training across the different areas of our delivery.



VALUES

PMZ's WORK IS DRIVEN BY SIX KEY VALUES. WE CARE DEEPLY ABOUT:

(1) **INSPIRING AND EMPOWERING** people in their most difficult or challenging times and ensuring their needs and voices remain at the centre of everything we do.

(2) **DEVELOPING AND GROWING** individuals, families and diverse communities using the life-changing power of music to improve skills, enrich lives and bring people together.

(3) Using **CREATIVITY AND DIVERSITY** as driving forces guiding our dedication to a musically inclusive and socially engaged way of working.

(4) Being **POWERED BY PARTNERSHIP** and part of the bigger picture reaching where we're needed most with the biggest chance of transforming lives and sharing our approach.

(5) Promoting **KINDNESS AND COMPASSION** with a generosity of heart at the root of how we work and how we feel the world should be.

(6) Valuing **HAPPINESS AND WELLBEING** by putting fun and connection at the heart of innovative and inspiring music-making activities that help people feel part of something different and special. Because they are.

Our core values capture the essence of who we are as a charity and will infuse everything we do over the next period of the plan as we continue to move forward with our development as an emerging international centre of inclusive excellence for Community Music and Wellbeing - open to everyone

4.2 LOOKING FORWARD - PMZ's OVERALL STRATEGIC PRIORITIES: 2023-2024

Over the next year, PMZ will continue to focus on achieving and deepening our aims in 5 identified strategic priority areas driven by our underlying key values, as shown in the diagram below:

(1) PROGRAMME & PARTICIPANTS
(2) PEOPLE
(3) PERFORMANCE
(4) PROMINENCE
(5) PRODUCTS

4.3 LOOKING FORWARD – PLYMOUTH MUSIC ZONE WILL ACHIEVE THE FOLLOWING OVERALL AIMS WITHIN EACH OF THE 5 IDENTIFIED KEY STRATEGIC PRIORITY AREAS, REMAINING AGINE ENOUGH TO DERIVE THE 2023/24 ANNUAL AIMS ACCORDINGLY:

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Support more people at difficult or critical points in their lives by extending our partnerships with other organisations and service providers in the health, social care, education and arts sectors to maximise our reach and impact on the most underserved or marginalised individuals and groups.

1.2 Increase the depth of our work across all strands through a responsive, person-centred and sustained approach that includes more one-to-one and focused group work to enable meaningful and longer lasting change.

1.3 Raise aspirations and artistic quality by providing more access to excellent musical opportunities through offering enhanced progression routes for advanced PMZ participants via ongoing mentoring, cross arts partnership projects and events and performance opportunities with regional and national arts organisations.

1.4 Continue targeted use of digital technologies to develop creative content and further engage participants and supporters both locally and further afield. Grow our online communities with the voice and stories of our diverse participants taking centre stage.

1.5 Become a cutting-edge example of creativity and diversity in action through innovating programmes that offer an experiential approach to music learning through the lens of a diverse, socially engaged community music organisation that uses the arts to promote kindness, tolerance and compassion - listening to its community and acting on what is heard.

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Develop and maintain a highly skilled and committed workforce for PMZ through the provision of clear progression routes and tailored programmes of workforce development for established music leaders to ensure quality and performance management at every level.

2.2 Obtain sustainable investment to open up and consolidate workforce development routes within PMZ for new emerging or high potential music leaders.

2.3 Invest in ongoing professional development for core staff and Trustees to effectively progress, run and advocate for the charity.

2.4 Continue and further develop a strong music leader support network and 'communities of practice' within PMZ based on peer learning, skills sharing and pastoral support to increase quality of artistic practice and reduce feelings of isolation among music leaders working alone or unsupported in the community.

2.5 Maintain Gold Investor in People and commit to investing in people at all levels to role model the importance of self-care and robust, compassionate leadership within the arts sector.

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Further develop Plymouth Music Zone as a 'learning organisation' through ensuring effective organisational processes that support and encourage the embedding of learning and ongoing improvement and quality of programmes.

3.2 Increase engagement within PMZ's user forums covering all ages and abilities, to ensure consultation and beneficiary needs remain a driving force at the centre of the organisation.

3.3 Utilise ongoing evidence of need and participant data to inform and evaluate programmes of work and ensure the impact of all work is effectively assessed and demonstrated to stakeholders.

3.4 Further strengthen the evidence base for Plymouth Music Zone's work through ongoing independent evaluation and research including deepening links with Universities and others contributing to the 'Creative Health' sector.

3.5 Demonstrate sector leadership by improving the sharing of best practice within PMZ and across the wider sector including increased research and development of national and international learning partnerships.

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Develop the targeted income generation strategy that ensures a diversified income base to ensure financial sustainability.

4.2 Develop the marketing strategy including a range of tools delivering increased focus on developing and engaging a strong supporter base including increased sharing of creative media that showcases diverse voices and work.

4.3 Build on existing international links to maximise our growing national reputation as a flagship community music organisation specialising in using music to promote wellbeing through kindness, compassion and social inclusion.

4.4 Develop a diverse, highly engaged and passionate Trustee Board that increases the reputation, credibility and sustainability of the organisation which reflects and enhances the diversity of our participants.

4.5 Assess capital fundraising opportunities to improve and extend the PMZ building to enable us to adapt to our vision of becoming an international centre of excellence for Community Music and Wellbeing.

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Develop the capacity and expertise of the workforce to encourage innovation and contribute to mission led income generating products.

5.2 Use in-house expertise and best practice to develop bespoke training products and music resources that both generate income and advance PMZ's mission.

5.3 Further leverage PMZ's intangible assets to earn income.

5.4 Explore potential enterprise routes to maintain a diversified income base and inspire and excite the workforce to contribute to its growth.

Plymouth Music Zone Limited
Statement of Directors and Trustees Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 7 December 2023

Mr P J Courtney
Director and Chair of the Trustees

Plymouth Music Zone Limited

Independent Examiner's Report to the Trustees of Plymouth Music Zone Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 31 to 47.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2001 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2001 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

Guy Ian Northcott
FCA Bsc(Econ)Hons, DChA
For and on behalf of Northcott Trumfield
Chartered Accountants

Devonshire Villa
52 Stuart Road
Stoke
Plymouth
PL3 4EE

Plymouth Music Zone Limited
Year ended 31 March 2023
Statement of Financial Activities (including Income and Expenditure Account)

	Note	Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	9,074	-	9,074	7,848
Charitable activities	3	-	182,138	182,138	435,983
Other trading activities	4	7,932	2,850	10,782	4,990
Investment income	5	3,415	-	3,415	80
Other income	6	7,650	-	7,650	-
Total income and endowments		28,071	184,988	213,059	448,901
Expenditure on:					
Charitable activities	7	8,616	340,743	349,359	343,586
Other	7	3,385	-	3,385	2,807
Total expenditure		12,001	340,743	352,744	346,393
Net income/(expenditure)		16,070	(155,755)	(139,685)	102,508
Transfers between funds	17	(87,335)	87,335	-	-
Net movement in funds		(71,265)	(68,420)	(139,685)	102,508
Reconciliation of funds					
Total funds brought forward	17	284,114	78,795	362,909	260,401
Total funds carried forward	17	212,849	10,375	223,224	362,909

All income and expenditure is derived from continuing activities

Plymouth Music Zone Limited
Year ended 31 March 2023
Statement of Financial Position

	Note	2023 £	2023 £	2022 £	2022 £
Fixed Assets					
Tangible assets	12		40,794		44,746
Current Assets					
Debtors	13	3,443		28,658	
Cash at bank and in hand		193,940		307,295	
		197,383		335,953	
Creditors falling due inside one year	14	14,953		17,790	
Net current assets			182,430		318,163
			223,224		362,909
Creditors falling due after more than one year			-		-
Provisions for liabilities and charges			-		-
Total Net Assets			223,224		362,909
Charity Funds					
Unrestricted funds	17		212,849		284,114
Restricted funds	17		10,375		78,795
			223,224		362,909

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Financial Statements were approved and authorised for issue by the Trustees on 7 December 2023 and signed on their behalf by:

Chair of Trustees P J Courtney

Company registration number 004653409
The notes on pages 33 to 47 form part of these accounts.

Plymouth Music Zone Limited
Notes to the Accounts
for the year ended 31 March 2023

1 Accounting policies

(a)Basis of preparation of the accounts

Plymouth Music Zone Limited is a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention as there are no material uncertainties existing. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b)Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set cut in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(c)Incoming Resources
All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.
On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

(d)Investment Income
Income from investments is included in the year which it is receivable.

(e)Deferred income
In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

(f)Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

(g)Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments, Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Short-term leasehold property- Straight line over the life of the lease

Plant and machinery- I 5 years straight line

Motor vehicles - 25% reducing balance

Fixtures, fittings and equipment- 25% straight line

(h)Debtors

Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i)Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

(j)Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(k)Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

(1)Critical accounting estimates and area of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Depreciation rates of fixed assets and the calculation of certain year end accruals.

(m)Financial instruments

The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(n)Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

2 Donations and legacies

	Unrestricted Funds	
	2023	2022
	£	£
Donations	9,074	7,303
Gift Aid	-	545
	9,074	7,848

3 Charitable activities

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Grants and contracts		
PCC Small Business Grant Covid 19	-	16,000
HMRC CJRS	-	36,331
	-	52,331

Contracts and grants

	Restricted Funds 2023 £	Restricted Funds 2022 £
Youth Music Zone Grant	13,671	61,518
Arts Council England Grant	132,392	263,967
Knowledge Exchange	5,000	30,000
National Lottery Community Fund	9,400	-
Other funders	21,675	28,167
	182,138	383,652

4 Other trading activities

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Music sessions	7,932	2,140

	Restricted Funds 2023 £	Restricted Funds 2022 £
Music sessions	2,850	2,850

5 Investment income

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Bank interest	3,415	80

6 Other income

	Unrestricted Funds 2023 £	2022 £
Gain on disposal of a tangible fixed asset held for charity's own use	7,500	-
Other	150	-
	7,650	-

7 Expenditure

Charitable activities 2023	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	Big Lottery	Sensory	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£
Direct labour	724	13,208	62,594	4,706	2,441	622	7,735	91,306
Direct costs	-	1,127	11,922	-	71	-	3,766	16,886
Equipment	-	-	-	-	-	-	-	-
Depreciation	3,952	-	-	-	-	-	-	-
Wages and salaries	-	59,025	62,528	1,345	21,505	5,251	52,005	201,659
Pension contributions	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-
Other staff costs	-	1,738	1,264	1	2,274	344	1,475	7,096
Office costs	3,940	2,719	2,684	66	1,065	264	2,525	9,323
Premises	-	4,180	3,939	90	1,575	426	4,263	14,473
	8,616	81,997	144,931	6,208	28,931	6,907	71,769	340,743
Other								
Independent Examination	3,385							
	12,001	81,997	144,931	6,208	28,931	6,907	71,769	340,743

7 Expenditure continued

Charitable activities 2022	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	The National Lottery Community Fund	Sensory	SMS Refurb	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£	£
Direct labour	36,373	12,097	149,438	20,350	2,000	492	-	4,401	188,778
Direct costs	-	97	8,335	-	-	-	-	-	8,432
Equipment	-	-	-	-	-	-	-	-	-
Depreciation	4,426	-	-	-	-	-	-	-	-
Wages and salaries	-	9,210	44,061	4,714	-	532	-	5,932	64,449
Pension contributions	-	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-	-
Other staff costs	-	218	464	80	-	-	-	47	809
Office costs	4	957	3,016	346	-	38	-	446	4,803
Premises	13,124	553	12,907	195	-	27	-	626	14,308
Support	-	-	8,080	-	-	-	-	-	8,080
Professional fees	-	-	-	-	-	-	-	-	-
	53,927	23,132	226,301	25,685	2,000	1,089	-	11,452	289,659
Other									
Independent Examination	2,807								
	56,734	23,132	226,301	25,685	2,000	1,089	-	11,452	289,659

8 Net income for the financial year

This is stated after charging	2023 £	2022 £
Depreciation	3,952	4,671
Independent Examiner's Fees	2,400	2,400

9 Governance costs

	2023 £	2022 £
Independent Examination	2,400	2,400
Administrative costs	985	407
	3,385	2,807

10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2022 £nil).
The trustees did not have any expenses reimbursed during the year (2022 £nil).
The total amounts of employee benefits received by key management personnel is £170,516 (2022 £161,605).
The charity considers its senior management team as its key management personnel.

11 Staff costs and employee benefits

	2023 £	2022 £
Salaries and wages	248,770	248,180
Social security	16,476	15,635
Defined contribution pension costs	8,974	8,492
Accountancy services	19,469	17,293
	293,689	289,600

The average monthly number of employees and full-time equivalent (FTE) during the year was:-

	2023 Number	2022 Number
Charitable activities	12	14

No employees received total employee benefits (excluding employer pension costs) or more than £60,000.

12 Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Instruments £	Motor Vehicles £	Total £
Cost					
Balance brought down	25,845	39,129	130,113	26,385	221,472
Additions	-	-	-	-	-
Disposals	-	-	-	26,385	26,385
Balance carried down	25,845	39,129	130,113	-	195,087
Depreciation					
Balance brought down	8,864	16,973	124,504	26,385	176,726
Depreciation	1,723	1,863	366	-	3,952
Disposals	-	-	-	26,385	26,385
Balance carried down	10,587	18,836	124,870	-	154,293
Net Book Value 31 March 2023	15,258	20,293	5,243	-	40,794
Net Book Value 31 March 2022	16,981	22,156	5,609	-	44,746

13 Debtors

	2023 £	2022 £
Trade debtors	228	7,500
Prepayments	2,381	2,352
Accrued income	834	18,806
	3,443	28,658

14 Creditors falling due inside one year

	2023 £	2022 £
Trade creditors	3,351	3,199
Accruals	4,439	2,521
Other taxes and social security	5,268	5,150
Deferred income	-	5,000
Other creditors	1,895	1,920
	14,953	17,790

15 Related Party Transactions

During the year trustees in aggregate made donations of £- (2022 £480). There were no other related party transactions.

16 Deferred income

	£
1 April 2022	5,000
Additions during the year	-
Amounts released to income in the year	5,000
At 31 March 2023	-

Income has been deferred for timing reasons.

17 Fund reconciliation

Funds of the charity	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	28,071	12,001	-	16,070	-
Designated funds						
Development	139,368	-	-	-	65,373	73,995
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	2,000	-	62,000
Innovation fund	10,000	-	-	-	3,940	6,060
Fixed asset	44,746	-	-	-	3,952	40,794
	284,114	28,071	12,001	2,000	89,335	212,849
Restricted funds						
Youth Music	47,944	13,671	81,997	20,382	-	-
Arts Council England	1,462	132,392	144,931	11,077	-	-
National Lottery Community Fund	-	9,400	28,931	19,531	-	-
Sensory	855	2,850	6,907	3,202	-	-
Knowledge Exchange	287	5,000	6,208	921	-	-
Other Donors	28,247	21,675	71,769	32,222	-	10,375
	78,795	184,988	340,743	87,335	-	10,375
Total	362,909	213,059	352,744	89,335	89,335	223,224

17 Fund reconciliation continued

Funds of the charity 2022	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	62,399	56,734	48,510	54,175	-
Designated funds						
Development	85,193	-	-	54,175	-	139,368
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	-	-	60,000
Innovation fund	10,000	-	-	-	-	10,000
Fixed asset	48,797	-	-	-	4,051	44,746
	233,990	-	-	54,175	4,051	284,114
Restricted funds						
Youth Music	15,390	61,518	23,132	-	5,832	47,944
Arts Council England	(5,464)	263,967	226,301	-	30,740	1,462
The National Lottery Community Fund	2,000	-	2,000	-	-	-
Sensory	-	2,850	1,089	-	906	855
Knowledge Exchange	(3,870)	30,000	25,685	-	158	287
Other Donors	18,355	28,167	11,452	-	6,823	28,247
	26,411	386,502	289,659	-	44,459	78,795
Total	260,401	448,901	346,393	102,685	102,685	362,909

17 Fund reconciliation continued

Purpose of Unrestricted funds

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.
Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.
Redundancy and staff related costs is to cover any exceptional staff related casts, such as redundancy, legal expense and any reward/bonus schemes should they occur.
Innovation fund Is to cover the costs to develop new cutting edge projects.
The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.
The general fund represents funds not restricted or designated for any specific purpose.

Transfers to/from Unrestricted funds

Surplus general funds have been transferred to the Charity's designated reserves.

Purpose of Restricted funds

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.
The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.
Youth Music Breakthrough Music - funding for 0 - I8 years (25 years with special needs/at risk) to access music making.
National Lottery Community Fund -
Trusts and Foundations
Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging learning project is invested in by a number of private funders.

Transfers to/from Restricted Funds

Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met.
Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

18 Analysis of net assets between funds

2023	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	40,794	-	40,794	-
Net current assets	182,430	-	172,055	10,375
	223,224	-	212,849	10,375

2022	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	44,746	-	44,746	-
Net current assets	318,163	-	239,368	78,795
	344,103	-	284,114	78,795

19 Pensions

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £8,974 (2022 £8,492).

PLYMOUTH MUSIC ZONE LIMITED

England & Wales - Charity number 1100878

Accounts

Registered Charity Number

1100878

Registered Company Number

04653409

Plymouth Music Zone Ltd

Report and Accounts

for the year ended

31 March 2022

Plymouth Music Zone Ltd

Report and accounts

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Plymouth Music Zone Ltd

Company Information

Directors

Paul Courtney -	Chair of Trustees
Christopher Hunt	Vice-Chair of Trustees
Hilary Cragg	
Joanne Higson	Resigned 29 July 2021
Elizabeth Hill	Appointed 21 November 2021
Clare Pettinger	
Nicholas Warren	

Leadership Team

Debbie Geraghty	Chief Executive
Karl Meyer	Music Programme Director
Glyn Fuge	Finance and Impact Director
Anna Batson	Creativity and Learning Director

Registered Office

Ragland Road
Brickfields
Devonport
Plymouth
Devon
PL1 4NQ

Trustees' Report
For the year ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

a) Constitution

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

b) Method of Appointment or Election of Trustees

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

c) Policies adopted for the induction and training of Trustees

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Executive. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

d) Pay policy for Senior Staff

Our pay policy reflects the ethos of the charity in attempting to attract the highest calibre of staff to maximise the depth of the impact of the challenging and diverse work we do in reaching out to engage the most vulnerable or marginalised groups across the education, health and social care sectors.

While we recognise that Plymouth Music Zone staff are not motivated or attracted solely by pay, we do want to ensure that the pay of all our staff remains fair and attractive enough to recruit and retain the necessary expertise, skills and passion required to operate successfully.

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates were first benchmarked by an independent consultant in 2012 who took account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment or our team (including paid training, holiday, flexible working and health breaks as recommended by the Chief Executive).

Senior Manager Pay

Following the benchmarking process, pay rises were confirmed and all subsequent pay rates have adhered to this. External benchmarking data is also considered each year. Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. Pay rises are also subject to satisfactory performance of all staff which is monitored through tailored performance development processes throughout the year. The Leadership Team is subject to the same criteria as all other staff within the charity. The Board of Trustees consider and approve pay rises. A restructure also upgraded job titles where appropriate and harmonised Leadership team pay levels to take full account of how those senior Director roles and responsibilities had developed in line with each other offering equal impact on the success of the work we do.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation. We were the first arts organisation in the country to achieve the internationally benchmarked 'IIP6 level'. This reflects our ongoing commitment to invest highly in our staff at all levels as we are fully aware of the direct effect it has on quality and the impact on our beneficiaries. This further deepens our mission.

e) Organisational, Structure and Decision Making

The Board of Trustees administers the charity and meets quarterly. A Chief Executive is appointed by the Trustees to oversee the day-to-day operations of the charity. A Leadership Team of Plymouth Music Zone employees assists the Chief Executive in this process. To facilitate effective operations the Chief Executive has delegated authority approved by the Trustees for day-to-day running including finance, employment and operational related activity.

f) Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Trustees' Report
For the year ended 31 March 2022

OBJECTIVES AND ACTIVITIES

a) Policies and Objectives

Plymouth Music Zone (PMZ) is a multi-award winning community music charity with an outstanding track record developed since being first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music.

Plymouth Music Zone is recognised as a model of socially engaged excellence both locally and nationally and even further afield contributing to international research. It works with up to 100 partner organisations annually using music as a tool to reduce social isolation and develop the emotional welbeing and personal and social skills of the participants. It employs highly skilled Music Leaders who deliver a diverse range of interactive music-making workshops and high profile progression projects, performances and events that engage people in their own musical and social development. It also delivers bespoke training for musicians, teachers, community leaders and anyone else who shares its mission of using music to work with others to empower and bring hope and happiness to a diverse range of individuals and communities.

PMZ aims to work with those people most at risk of being marginalised in Plymouth, reaching an average of 600 children and adults every week through the delivery of nearly 40 music activities across the city (pre-COVID figures). The work mostly focuses on wherever and whenever there is identified need. As such, the charity has worked with a wide range of education, health and social care settings such as nurseries, children's centres, special schools, a domestic abuse refuge, psychiatric units, a local hospital and hospice and many other places in the community including residential homes and sheltered housing schemes and with charities supporting groups living with the impact of neurological conditions. PMZ then creates opportunities to bring those people from its more targeted work together with others for a series of events and special projects through its 'Open Zone' strand. This happens at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' with more than half of that delivery involving people with disabilities. The charity also houses one of the only specialist multi-sensory music studios of its kind in the region. PMZ has won a number of national awards recognising the excellent and innovative nature of the work. It also received an 'Outstanding' Rating from Arts Council England for its approach to diversity.

Since its inception, the charity has opened its doors to 6 Independent Evaluations and a research project with Plymouth University that has had international reach. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School. All of this has provided powerful evidence of the deep impact of the work in developing and improving a broad range of areas such as self-confidence/self-esteem, self-expression, communication and interpersonal skills as well as contributing to increased resilience and overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

Plymouth Music Zone is known as a flagship example of using the power of music and diversity to connect people to build a richer sense of self and community. It is the only arts organisation that sits on the Advisory Board of Plymouth University's Institute of Health and Community.

b) Strategies for Achieving Objectives

Plymouth Music Zone's overall strategy is to use music to make a difference to people's lives and to do so in the most effective way possible to maximise the positive impact on participants. As such, the majority of PMZ's delivery is targeted through working in partnership with other organisations to reach out to some of the most isolated or disadvantaged and vulnerable children and adults across Plymouth and beyond. By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries in line with identified local needs and strategic objectives within the city. The added value and strong evidence base created by this work allows PMZ to access higher levels of strategic funding and income from private and public funders and donors through proving the profound impact of the PMZ approach in helping people to navigate or overcome some of their most challenging circumstances.

Increasingly, the charity also attracts young people, and adults alike, who have chosen to learn music within the context of a leading community music organisation offering richer musical and social experiences that also promote kindness, tolerance, diversity and equality. This allows opportunities for people to be connected to PMZ's other strands of work through the many performance and other platforms that bring its targeted and open strands of provision together. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base. This is done through maintaining a fundraising pipeline that sets out to develop further income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning. This serves the delivery and completion of PMZ's current 4 year strategic vision described within *PMZ's Next Big Plan 2018-2022.*

1.0 ACHIEVEMENTS AND PERFORMANCE

a) Key Financial Performance Indicators

In line with the fourth year of PMZ's 2018-2022 Business Plan and the annual aims for 2021-2022, which had been amended to allow for the pandemic, the financial aims the Leadership Team and Trustees wanted to achieve were:

- Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income with the aim of securing an annual income of £400,000.
- Against a target of £400,000, PMZ ended the year with a total of £448,901 with a retained surplus of £102,508. The continued support of existing funders, additional funds from Arts Council England and much valued financial support from the local authority with its business grants enabled us to weather the reduction in earned income. The Job Retention Scheme finished at the end of September 2021 coinciding with a slow return to in-person workshops whilst continuing with digital opportunities.
- The Chief Executive remained on long term sick leave until September 2021 and her Phased Return to work was successfully completed at the end of March 2022.
- A Fundraising Manager started with PMZ in June 2021 with a tight remit to gain as much funding as possible in the financial year with smaller funders. PMZ's expectations were exceeded and during 2022/2023, the focus would gradually shift to larger funds being applied for once capacity allowed.
- Our income target for 2022/2023 is £343,751.
- For the year 2021/2022, unrestricted funds are £284,114.

b) Review of Activities

To date Plymouth Music Zone has delivered tailored interactive music activities on both a weekly and more concentrated basis in the form of group and one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of open access activities via 'PMZ's Open Zone', PMZ's more targeted needs-led work focuses delivery to a diverse range of disadvantaged children and vulnerable adults in collaboration with a network of other health and social care organisations as well as arts organisations and education and statutory authorities.

PMZ also trains, employs and increasingly supports a growing hub of community Music Leaders dedicated to a socially engaged practice that uses music to reduce social isolation and improve the skills and health and wellbeing of participants within their diverse communities. As a charity and social enterprise, the organisation also provides bespoke training for a range of music educators and partner organisations to share the use of music as a tool to reinforce skills development in many areas, particularly as a support for participants during difficult transitional times.

Plymouth Music Zone delivers these life-enhancing opportunities on a weekly and ongoing basis to individuals and communities facing challenging circumstances. The charity reaches out to a diverse range of people of all ages in a broad variety of community settings, as seen further down in the diagram in the Vision, Mission and Values section 4.1

Examples include:

- Early Years Music
- After School Activities / Outreach
- Disabled music making delivery – children and adults
- Youth Offending / Youth Services
- 'At Risk' young people
- Young people not in education, employment or training (NEETs)
- Music Industry and Careers Advice
- Signposting and Progression Routes
- Young people and families facing difficult transitions
- Families suffering bereavement
- Women and children who've experienced historic trauma or abuse including domestic or sexual violence
- Isolated carers and those they care for
- Children and young people with serious illnesses
- Schools and FE Colleges
- Work Experience/Training for musicians & others
- Adults and children experiencing mental health issues, including working in the only tier 4 Psychiatric Unit for adolescents in the South West
- Black and Minority Ethnic Groups at risk of marginalisation
- Older people living with complex needs including those living with dementia and neurological conditions
- People living with homelessness
- Drug and Alcohol recovery and wellbeing unit for mums and babies
- Building communities for isolated groups eg refugees and asylum seekers including creating Plymouth's first LGBT + choir
- Progression projects for talented music makers
- Intergenerational events
- Learning Partnerships with national organisations to share inclusive approaches

In-person work started again in the summer of 2021 and returned gradually with PMZ taking full account of its participants with a majority with compromising health conditions. The building needed some work to bring it back to full use.

The lessons learned during the first part of the pandemic led to a mix of in-person and home working for staff as well as for participants. The general air of uncertainty was compounded by pandemic surges and falls, participants having different levels of comfort, as indeed did all staff together with different rules and guidelines being adopted by our partner organisations. It became like a return to a particularly bad Norwalk virus outbreak in previous years, where music leaders would travel to an older people setting to find it in lockdown and no workshop to be delivered.

Home circumstances had changed drastically for some PMZ staff and the flexibility around being able to work from home mixed with in the building worked well at this time.

2.0 LOOKING BACK - Key achievements from 2021/2022 include:

PMZ aimed to start the journey back to its pre-COVID life, where PMZ sets out to work with a diverse range of participants including work with children and families who've experienced traumatic events and circumstances including domestic abuse, sexual violence, addiction and those navigating health challenges including dementia, brain injury, neurological conditions and life-limiting illnesses. There has been a year on year increase of participants living with a mental health condition ranging from low mood, depression through to schizophrenia and psychosis.

As part of the mission, PMZ also helped tackle isolation by creating new musical communities for refugees and asylum seekers and an LGBT+ singing group. PMZ co-creates solutions with partner organisations to achieve change. Participants from targeted work then come together for events/special projects with others through an 'Open Zone' strand at PMZ's community music centre located in one of Plymouth's most deprived areas.

PMZ's commitment to working with a diverse range of participants is also reflected in its diverse workforce. This was recognised in the Annual Review from Arts Council England where PMZ achieved an "Outstanding Rating" for its approach to the so called "Creative Case for Diversity".

In its time, PMZ has opened its doors to 6 Independent Evaluations with the 7th being delayed by the current pandemic. It has completed two internationally significant research projects with Plymouth University and the University of Exeter Medical School evidencing the powerful impact of music on individuals and communities. The research proves PMZ actively builds "social and bridging community capital" and "meaningful connections" across the city – 10 new connections for every person attending.

In 2021/2022, achievements include:

This year, PMZ had to engage differently with its participants.

- Email and phone, wellbeing calls continued but reduced gradually as more in-person work took place.
- PMZ had face to face contact with over 1,000 participants.
- Resources, short films, poetry and photography – were hosted on PMZ's website and social media reaching some over 7,000 contacts
- The weekly PMZ Music Quiz continued by popular demand, reaching approximately 300 people a week.
- Over 95% of PMZ participants reached considered tobe 'in challenging circumstances' (eg living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).
- Team Meetings and Music Leader Support events continued online with a few in-person events. These proved invaluable to get all the staff together, to keep everybody updated but, more importantly, to listen to the ups and downs that each person experienced particularly in a continually changing environment.

A Selection of Musical Achievements for 2021-2022:

There was a gradual decrease in digital workshops and contacts to match an increase in in-person activities. There are also hybrid opportunities to allow for a slower return to in-person workshops. We will aim to continue to offer hybrid meetings and Team Days, along with some workshop opportunities.

The move back to in-person started in September 2020 and gradually built but some delivery was severely disrupted by COVID outbreaks, particularly within the older people settings which also impacted on some workshops at the PMZ building as the residents were quarantined.

Orchestra of the Age of Enlightenment (OAE)

Finally, the year ended with a very exciting culmination of a 12 month project, The Moon Hares Opera, with the Orchestra of the Age of Enlightenment (OAE) Education Department. OAE and PMZ continued their decade long partnership and worked with groups of young adults with learning disabilities from the neighbouring FE college, culminating in a performance of The Moon Hares opera at the Guildhall in Plymouth. For the first time, the entire Orchestra took part in the performance alongside other partners in the project including Broad Harmony adult Singing Group from Broadhempston and various primary schools from across the city.

Sensory Sounds

The Sensory Music Room (SMS) at PMZ needed more love and care than anticipated and took a bit longer before it was open for business. Sensory Sounds", a creative music activity for children with complex and multiple disabilities, first started back at PMZ in the Main Hall, visited the SMS, then gradually fully moved back to SMS.
The Spring got the children thinking and here are the first few words of a song they were composing...

Funky Llama

PMZ was delighted to be a part of Funky Llama again, a welcome return after a long rest due to the pandemic. Funky Llama is a platform for disabled adults to actively participate in the creation and delivery of a programme of activities and professional, inclusive arts events. These develop well-being, promote multiple social networking opportunities, reduce isolation and enhance life skills. Funky Llama offers regular workshops in music, dance, drama, and backstage production.

This was the last year for the project and the community event on Halloween was a powerful final showing.

Ally has been a participant and volunteer with PMZ's Digital Orchestra and has been mentored by two of our music leaders. Ally also volunteered for Funky Llama and she was both delighted and anxious about performing at the event. She worked with Music Leader Anna and, both decided to duet together at the event and they both really enjoyed it, knowing that Ally's family was in the audience and seeing her play.

Please click here to see the full article: https://bit.ly/3PVqekR

Sharing and Learning

PMZ continued to learn from its reflective and inclusive practice throughout the pandemic to ensure it captured some of the key learning arising from the many nuances and complexities of experiences that we discovered across our work during that period. Music Leader, Josie, talks about her Early Years music workshops with PMZ.

"I live with Fibromyalgia, I was very apprehensive returning to in-person work, along with being very excited. As I returned during the warmer weather, we were able to work outside in the garden. This was not only a safer environment, but had much more space than the indoor setting, which meant we could be more socially distanced. The staff were incredibly supportive and helpful throughout this all, normalising several new adjustments for the children. For example, I used to do a 'hug or high-five' at the end of my sessions, where the children, if they wished to, would line up to give me a hug or high five goodbye, which I could no longer offer. The young children continuously impressed me by respecting the space I needed – we now say and wave goodbye instead. When the rain and colder weather arrived, we moved back indoors, where the children sat in a semi-circle facing me, rather than a circle, so they were distanced from me whilst I wore a visor for the session. Again, the children adapted brilliantly. "

Please click here to see the full article:https://plymouthmusiczone.org.uk/early-years-music-leading-during-covid-19-pandemic-with-josie-newton/

The "Knowledge Exchange" project with the University of Plymouth entered its second year of delivery, due to finish at the end of May 2022. PMZ is a key community partner in this flagship 2 year project with music students attending selected PMZ workshops. The aim is for students to learn what community music making is, how PMZ uses music to make a difference in many ways and what issues might confront the students. In return, PMZ learns from the students, seeing how participants interact differently with the students, what we can be doing better and what we can share while sometimes having a very accomplished musician with a different specialism in the room that we don't always have access to. It has also further deepened our research and learning relationship with Plymouth University that first began almost a decade ago.

Despite a large percentage of the project taking place online and with students unable to return to University, the project has gone incredibly well with rich learning on all sides. University students, PMZ participants and staff have benefitted from being together. As a research project, the students were part of a robust evaluation process. Speaking with the students produced heartfelt and inspiring insights to their progress through their University life, particularly during COVID and a return to in person workshops.

One student, Domnall, said, "When I think of the music we play in 'Musical Misfits', it's more the glue that keeps the group together – so, like, this is a music group first and foremost, but it's like the activity is surrounding it – like spending time with friends and the music is the stage for that. I can definitely see when Anna (music leader) is working in the group that there's a lot of planning put into sessions so it seems like it's effortless when in the actual sessions. It is made to feel like it's very natural even though there's a lot of work put in. People want to feel included but not have it forced upon them."

Please click the link to see the full article: https://plymouthmusiczone.org.uk/blog-with-domhnall-lacey/

The full research report should be available in September 2022.

Volunteering has always been an important part of PMZ and this element was severely impacted during COVID. One of PMZ's longest serving volunteers, Mike, talked about a return to in-person volunteering, "I get more out of volunteering at PMZ than people realise. I'm not just saying that. It's not just about the music for me – it's the social aspect, music *and* helping other people. The one thing that gets me is that me having a disability – nobody treats me any different. I get support when I need it though. I have some friendships here that mean a lot – 100%. I'm also a big advocate of using humour to help other people realise that although I've got a disability I can still have a bit of a laugh."

Please click here for the full article: https://plymouthmusiczone.org.uk/mike-canning-volunteer-blog-reconnecting-series-march-2022/

2.1 LOOKING BACK – past year's progress against 2021/2022 annual aims.

2021/2022 was a challenging year mainly due to the ups and downs of COVID loosening its grip then tightening it again. PMZ was cautious returning to in-person workshops, taking into account the anxieties and health of both participants and staff. There were also the differing guidelines that our partners were working to. All aims were considered in light of this as the year progressed. Our original Annual Aims were either "part achieved" or "not achieved" due to the inevitable impact of the pandemic throughout 2021/2022.

In response to the shifting picture throughout the year, PMZ continued with some digital options whilst slowly introducing in-person work and remaining flexible in response to COVID outbreaks, particularly in the older people settings.

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC

1.1 Deliver a hybrid (in-person and digital workshops) and diverse range of creative music making activities to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2022. Deliver an average of 35 in-person creative music making activities to approximately 350 participants per week by March 2022. **Part achieved. By the end of March 2022, we were able to deliver 16 regular activities per week to on average 240 participants.**

1.2 Continue to build on performance & progression opportunities by March 2022 to more publicly promote and celebrate the value of a diverse range of voices and partnerships offering at least one opportunity per term for participants to perform including via music sessions and PMZ's 3 special projects per year. **Part Achieved. Due to the pandemic and the demographic of its participants, PMZ was only able to provide limited performances until Spring 2021.**

1.3 Design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation. **Part Achieved. Close working relationships with support workers continued but the idea of Creative Enablers was delayed.**

1.4 Work with PMZ Trustee and Creative Technologist Chris Hunt to continue the next stage of the iterative R&D development process with a local social tech firm analysing the international potential to engage the most isolated participants via an online music-making platform that employs VR and livestreaming etc. Livestream one event for a diverse audience by March 2022. **Part Achieved. To be restated.**

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders and all staff to enable stretch, challenge and learning, embedding the principles of ACE 10 year strategy, Let's Create. This will be through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by March 2022 as well as 3 Team Days by March 2022. **Achieved but to be restated.**

2.2 Continue to develop feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2021 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings. **Part Achieved. To be restated.**

2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' and Let's Create (10 year strategy) - to include more targeted opportunities for skills development of People of Colour, disabled and LGBT+ Music Leaders as well as those from underrepresented socio-economic backgrounds. **Part Achieved. To be restated.**

2.4 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Dec 2021 to improve effectiveness and confidence. **Part Achieved. To be restated.**

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 "Extraordinary Times" programme in response to the pandemic – reflect, evaluate and innovate based on findings – by October 2021. **Achieved.**

3.2 Improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2022 and announce 3 more 'Music Advocates' by March 2022 to raise the profile of a diverse range of people and the impact of music on wellbeing. **Not Achieved. To be restated.**

3.3 Hybrid learning exchange event to reflect on the learning from the pandemic. To be held at PMZ or local venue and/or digital event to allow ease of inclusion for all, overcoming barriers of health and distance. **Part Achieved. To be restated.**

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £400,000 income by 31 March 2022. **Achieved.**

4.2 Begin exploration of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering High Net Worth Individual (HNWI) giving programme. Consult externally to explore the best ways to achieve this. **Not achieved. To be restated.**

4.3 Recruit a further 3 Trustees and additional Special Advisors by March 2022 through targeted and open recruitment where needed to ensure no fewer than 8 or 10 on Board and to increase expertise around any identified gaps and broaden diversity of Board. **Not achieved. To be restated.**

4.4 Deliver marketing strategy focussed on achieving increased participation levels in Open Zone workshops by March 2022 as well as fundraising activities. Also aim to achieve increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case' and 'Let's Create'. **Part achieved. To be restated.**

4.5 Develop website and all content produced to be accessible to all. **Achieved.**

4.6 Define and roll out systems required to support the diversification of income generation and increased marketing impact by March 2022. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc. **Not achieved. To be restated.**

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Increase opportunities for Leadership Team members to deliver at least 3 funded 'sharing learning' experiences by March 2022 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income. **Not achieved. To be restated.**

5.2 Create and pilot new digital creative resource by March 2022 to support a wide range of music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities. **Part achieved**.

5.3 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2022 that combines CSR and charitable mission. **Part achieved. To be restated.**

5.4 Work with Plymouth City Council to develop the exploration of extending building lease and exploration of capital build fundraising options with Trustees/PMZ team by March 2022. **Not achieved. To be restated.**

2.2 LOOKING BACK - Key challenges for Plymouth Music Zone in 2021/2022 included:

Fundraising capacity

With an increasingly diminishing availability of staff, it was agreed that recruitment of a replacement Development Director would be put on hold and energies put into recruiting a Fundraising Manager who could focus entirely on fundraising. The new Fundraising Manager started in June 2021 and was able to maximise her capacity on submitting applications for smaller funding and met her targets set by the Trustees. The Leadership Team continued to put in larger applications for COVID recovery funding and were successful.

The Chief Executive, Debbie, remained on sick leave due to Long COVID until September 2021 when she was able to begin a Phased Return to work. This absence impacted on the fundraising capacity as Debbie had previously managed the fundraising staff and also took on some of the larger funding applications. Debbie successfully completed the Phased Return and fully returned to work at the end of March 2022.

As yet, the fundraising capacity within PMZ is less than pre-Covid times with both the previous Development Director and part time Development Manager no longer in post and since replaced with a Fundraising Manager post minus the marketing oversight once held by the Development Director.

Income diversification

With reduced fundraising capacity the focus remained on increasing funding from Trusts and Foundations and securing COVID emergency funding.

COVID-19 and the after-effects

Similar to many other organisations, this year was a roller-coaster COVID ride. The PMZ building needed a high level of maintenance after being mostly closed since March 2020. With a few fits and starts, participants, partners and staff were welcomed back to the building for in-person workshops. This was taken slowly, and cautiously, as a high percentage of the participants, and indeed staff, have health issues that make them more susceptible to infections with recovery a potential challenge. Clear guidelines were agreed within PMZ with regular testing, face masks and social distancing setting a good foundation for safe working in the building. With work in external settings with partners, it was more of a challenge as each setting had different guidelines. As with flu and Norwalk virus outbreaks in the past, PMZ staff would sometimes have very last minute notice that a workshop had been cancelled because of a COVID outbreak. In those cases we quickly adapted and returned to online workshops or delivered some relevant resources.

What has become increasingly evident is the damage resulting from the pandemic in the form of anxiety, loss of confidence and burnout through to lasting health effects from Long COVID and complications with pre-existing conditions. This was true across participants, their families, PMZ staff and partner organisations. Ensuring even greater attention on wellbeing as a result has been crucial to deal with this ongoing impact.

Inevitably, there was also an increasing financial uncertainty as people changed the way they would work in the future, as well as businesses coming to terms with the Job Retention Scheme (JRS) finishing.

The Trustees wanted to take this opportunity to express their gratitude to the Leadership Team and wider staff team for the way they have steered (and continue to steer) PMZ through these tumultuous times.

3.0 FINANCIAL REVIEW

As expected, earned income through trading activity had decreased during the financial year due to the pandemic. However, this still resulted in a positive year end position due to the support of local authority grants and the JRS, along with continued support from existing much valued funders and some new funding facilitated by the new Fundraising Manager and members of the Leadership Team as well as continued savings due to the restrictions.

PMZ is registered with the Fundraising Regulator and received no complaints with regard to fundraising.

The Trustees do not consider the assets of the charity impaired at the year-end as a result of the pandemic and believe the charity is a going concern after examining confirmed and unconfirmed future income and expenditure models. The Trustees will monitor funding and expenditure closely during the next financial year.

Plymouth Music Zone continues to use a business model based on full cost recovery principles and will continue to diversify the income base. As mentioned, this business model uses an hourly rate system and has been fully supported by all our major funders. PMZ's extensive partnership work ensures we are maximising our opportunities to develop new strategic stakeholders vital to our future sustainability.

In summary, at the end of the 2021/2022 financial year, the Statement of Financial Activities shows our reserves standing at £362,909 (2020/2021 £260,401).

Reserves Policy

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 15 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have agreed to continue with an approach that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund** - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £450,000 (to be revised annually).
- **Buildings and Repair** - To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs** - To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund** - To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund** - To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £225,000 allocated as follows:

	Target figures	2021/2022 figures
• Development Fund	£110,000	£139,368
• Buildings and repair	£40,000	£30,000
• Redundancy and Staff costs	£45,000	£60,000
• Innovation fund	£20,000	£10,000
• Unrestricted fixed asset fund	£10,000	£44,746

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £284,114.

Given the ongoing desire to, where possible, target investment in fundraising and marketing the Trustees are confident that a comprehensive strategy is in place to achieve and maintain the desired level of designated reserves in future years and will review both the level of its Reserves and its policy on an annual basis.

Principal Funding

Arts Council England National Portfolio 2018 – 2022

Funding to encourage a diverse range of people to engage with music both as staff and participants to be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination with the aim of developing Plymouth Music Zone as an International Centre of Excellence for Community Music and wellbeing.

National Foundation for Youth Music

Funding for 0-18 years (25 years with special needs/in challenging circumstances/transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

University of Plymouth – Knowledge Exchange Project

The University of Plymouth was awarded almost half a million pounds in 2020 to fund an innovative partnership project, enhancing support for students to develop and share valuable skills across the city's business and community sectors.

PMZ has been a key community partner in the 'Knowledge Exchange' project. The charity has hosted a number of University students over the past two years (including throughout the pandemic) to help broaden their perspectives on working with a diverse range of individuals and communities.

Plymouth City Council Children's Services

This targets children in Plymouth with disabilities and those on the autistic range with particular emphasis on out-of-school opportunities to allow families some respite time.

Trusts and Foundations

A range of Trusts and Foundations support PMZ across the whole range of ages and varying groups of people that PMZ aims to work with.

Material Investments Policy

The majority of funds are placed in high interest accounts.

4.0 LOOKING FORWARD - Future Developments

COVID-19 – Safety and togetherness

PMZ intends to continue to respond to COVID and beyond with its participants at the heart of what is needed. With a large proportion of participants with medical and other vulnerabilities this has meant keeping our current safety guidelines for working with COVID still very much in operation – even as the 'outside world' seems to be moving on at a different pace with fewer restrictions. By reassuring others we remain committed to their safety we have been able to welcome people back to in-person music sessions and all the associated social advantages that can bring. More regular workshops will continue to be added to the programme according to the funding we hold.

Outreach working will be subject to the guidelines laid down by our partners and, as in the previous year, we anticipate each setting will be slightly different. At the same time, we will continue to ask our partners to work within our own guidelines to ensure the safety of PMZ staff.

At the time of this report, the pandemic situation still remains uncertain as levels of Covid19 begin to rise once again. PMZ is confident it can satisfy its existing funders with the hybrid delivery it has been providing to date. We will do all we can to keep our building open to participants and staff to increase those opportunities for connection that we all cherish.

By necessity, it has been a slow return – workshops have needed to be smaller to allow social distancing and the timetable of activities has needed to be relaxed to allow for appropriate cleaning in between groups visiting and to allow for safe exit and entries. We will continue with this diligence as we move forward.

Capacity and Inclusive Leadership – viable and visible

The pandemic has directly impacted our capacity and increased the complexity of our work with partner organisations following the most profoundly impacting time that has shaken us all. It's been a time of cementing need that has shone a glaring light on disproportionate inequalities that have always been experienced by the communities we have had the privilege of working alongside over the past two decades. And a time when the joy and power of music in creating cultural communities has never felt more needed, and relevant, to the reconnection we all yearn for.

PMZ has always been passionate about genuinely acknowledging and respecting the true value of the deep, creative and cultural potential in the width and wonder of lived experience and expertise. We have always sought to look through a twinned lens of community and social justice to combine musical creativity with care and compassion at its core. To develop and share a practice that listens and responds to what is right there in front of us.

For us, a key future focus will be to ensure we remain sustainable enough to fiercely preserve that passion for inclusion and social justice in its deepest sense. We are considered a living, breathing example of a small, locally based charity that embodies compassionate, inclusive leadership that genuinely creates ways of running an organisation to enable successful engagement with a diverse range of people.

The charity has already won numerous national awards acknowledging that cross sectoral, collaborative and inclusive approach and was the first arts organisation in the UK to receive Gold Investors in People accreditation with the new internationally benchmarked leadership and management standard. It was successful in gaining the Gold accreditation again in 2019/2020 and will be working hard to retain this accreditation in 2022/2023.

PMZ aims to keep demonstrating that small can be powerful. It shows the importance of walking the talk locally, whilst punching well above its weight increasingly sharing meaningful learning on a national and international stage.

Yet, we are also keenly aware we will only ever secure a sustainable enough foundation for that work with the necessary level of investment in our organisational capacity. We will continue to need key funding relationships with those strategic funders who strongly share our mission. We will need support to rebuild and maintain our inclusive workforce to keep investing in the value of that lived expertise. And we will need to recognise that as a sector we cannot hope to preserve the recent important advances in the area of diversity without full acknowledgement of the additional and ongoing financial investment it will certainly require to make it a sustainable proposition.

Sectoral Impact – moving out of the margins

Plymouth Music Zone will remain committed more than ever to the wider social and political context and agendas in which it operates and the increased resonance of the message and mission we have passionately believed in for over two decades.

We have noticed how much the pandemic has increased the pace of change in many areas and are heartened to see the arts sector move more and more towards a co-creational way of working with communities that we have long advocated.

We are aware of the potential for heightened influence and sectoral impact around inclusive leadership that our values around participation and belonging promote. We also note that many recent reports have also documented that powerful shift and hope to be an important part of that forward momentum.

"We find ourselves, in the field of Co-Creation, not advocating from the margins
as we have done historically, but moving closer to being recognised as
espousing accepted and necessary principles of good and ethical practice...
This is a moment – and arguably the moment - for cultural leadership, with cocreation practice and principles, front and centre".

Excerpt (page 5) "Considering Co-Creation" Report (April 2021) by Heart of Glass & Battersea Arts Centre (research to support Arts Council England's 10 year strategy, "Let's Create").

Learning and Quality – impact and equal partnership

The learning from the pandemic and our evaluations and research will allow us to further deepen the quality of our practice and be more visible about the impact locally as an example of a strategically embedded arts organisation creating 'social and bridging capital' and 'meaningful connections' across communities. We want to further evaluate the value of 'lived experience leadership' in achieving and informing better social impact and more equal arts engagement. The increased interest in assets-based community approaches is also demonstrated in practice at Plymouth Music Zone. That too has immense value across sectors.

We also aim to build on our increased digital expertise and will continue to share the impact of our work on a national and international stage in partnership with all those who invest in this socially engaged work. We will also be building on the expertise learned from remote working and aim to use this in the future to help support a greener climate and an improved work/life balance.

Wellbeing – prioritising the workforce

The health and wellbeing of our staff will always be of high importance. With this in mind, PMZ will be investing in an Employment Assistance Programme to complement our existing inhouse support. As part of that programme, PMZ will be able to offer staff independent counselling to help with the inevitable anxieties, stress and issues that can emerge from this work, especially exacerbated during these times. The Programme will also offer practical help with other issues for example finance, etc as well as a programme for physical fitness, relaxation, etc.

We continue to value being a strong voice for the wellbeing of Music Leaders - and indeed all those who work within socially engaged practice. We are regularly approached to share how we pastorally support staff having been described by the Culture Health and Wellbeing Alliance Award judges as being "leaders in the sector" in this area when we won the "Practising Well" Award in 2020.

Moving forward we will retain the same valuable lens of our 5 Key Strategic Priority Areas. We are more passionate than ever about the Vision, Mission and Values that all consultations show we as a team still sign up to. Wholeheartedly.

4.1 LOOKING FORWARD - Vision, Mission and Values: April 2022 – March 2023

As with many ACE National Portfolio Organisations, PMZ took up the offer of an additional year of funding to the original 4 year NPO agreement which finished in March 2022. The extra year will allow PMZ to address those aims that were restated from 2021/2022 as well as building in responses to the pandemic period. This year will also be used to start to embed more firmly the principles of ACE's 10 year strategy, 'Let's Create'.

The Summary for 2022-2023 is as follows:

INTRO TO VISION AND MISSION

Plymouth Music Zone's vision and mission are straight from the heart. We love music. We love people. We love making a difference. Our real passion is combining all three – bringing extraordinary people together through extraordinary musical experiences to enable extraordinary things to happen…

'Music Making a Difference'.

VISION

Quite simply, Plymouth Music Zone's vision is of a world where no one feels left out or lonely. A world where the transforming power of music can play its part in developing kind, happy, supportive and creative communities. A world where PMZ works with others to bring hope and joy through music to those who need it most.

MISSION

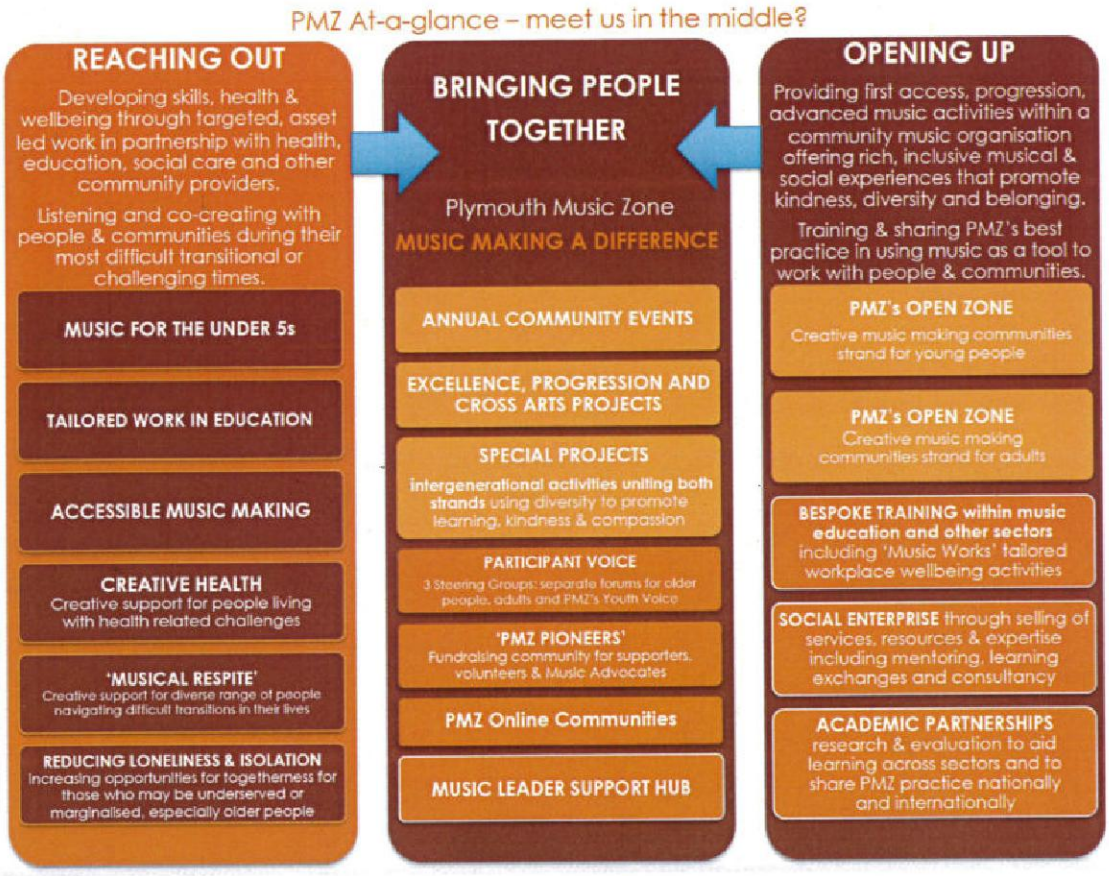
Plymouth Music Zone is a compassionate community music charity that believes everyone should have the chance to have a voice to develop & grow - whoever they are & whatever they're going through. We do what matters most and use highly skilled Music Leaders who deliver a diverse range of innovative& tailored creative music-making activities that inspire togetherness & belonging.

We achieve our mission by:

(1) REACHING OUT: We target our work in partnership with other organisations who share our desire to develop the skills & health and wellbeing of the most underserved individuals & communities during their most difficult or transitional times.

(2) OPENING UP: We improve access to music through our "Open Zone" that expands the musical & social horizons for those who wish to learn within a leading community music organisation offering rich musical & social experiences that promote artistic excellence as well as kindness, equality & diversity. We also deliver specialised training for music educators and other professionals.

(3) BRINGING PEOPLE TOGETHER: Our targeted & open strands of work meet in the middle through a series of performances, celebration events and special progression and advanced cross arts projects. People are brought together to grow a richer sense of self and community - including the Music Leaders working or training across the different areas of our delivery.



(1) **INSPIRING AND EMPOWERING** people in their most difficult or challenging times and ensuring their needs and voices remain at the centre of everything we do.

(2) **DEVELOPING AND GROWING** individuals, families and diverse communities using the life-changing power of music to improve skills, enrich lives and bring people together.

(3) Using **CREATIVITY AND DIVERSITY** as driving forces guiding our dedication to a musically inclusive and socially engaged way of working.

(4) Being **POWERED BY PARTNERSHIP** and part of the bigger picture reaching where we're needed most with the biggest chance of transforming lives and sharing our approach.

(5) Promoting **KINDNESS AND COMPASSION** with a generosity of heart at the root of how

VALUES

PMZ's WORK IS DRIVEN BY SIX KEY VALUES. WE CARE DEEPLY ABOUT:

(1) **INSPIRING AND EMPOWERING** people in their most difficult or challenging times and ensuring their needs and voices remain at the centre of everything we do.

(2) **DEVELOPING AND GROWING** individuals, families and diverse communities using the life-changing power of music to improve skills, enrich lives and bring people together.

(3) Using **CREATIVITY AND DIVERSITY** as driving forces guiding our dedication to a musically inclusive and socially engaged way of working.

(4) Being **POWERED BY PARTNERSHIP** and part of the bigger picture reaching where we're needed most with the biggest chance of transforming lives and sharing our approach

(5) Promoting **KINDNESS AND COMPASSION** with a generosity of heart at the root of how we work and how we feel the world should be.

(6) Valuing **HAPPINESS AND WELLBEING** by putting fun and connection at the heart of innovative and inspiring music-making activities that help people feel part of something different and special. Because they are.

Our core values capture the essence of who we are as a charity and will infuse everything we do over the next period of the plan as we move forward with our development as an emerging international centre of inclusive excellence for Community Music and Wellbeing - open to everyone

4.2 LOOKING FORWARD - PMZ's OVERALL STRATEGIC PRIORITIES: ADDITIONAL YEAR 2022-2023

Over the next year, PMZ will continue to focus on achieving and deepening our aims in 5 identified strategic priority areas driven by our underlying key values, as shown in the diagram below:

(1) PROGRAMME & PARTICIPANTS
(2) PEOPLE
(3) PERFORMANCE
(4) PROMINENCE
(5) PRODUCTS

4.3 LOOKING FORWARD – PLYMOUTH MUSIC ZONE WILL ACHIEVE THE FOLLOWING OVERALL AIMS WITHIN EACH OF THE 5 IDENTIFIED KEY STRATEGIC PRIORITY AREAS, FROM WHICH THE 2022/23 ANNUAL AIMS ARE DERIVED ACCORDINGLY:

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Support more people at difficult or critical points in their lives by extending our partnerships with other organisations and service providers in the health, social care, education and arts sectors to maximise our reach and impact on the most underserved or marginalised individuals and groups.

1.2 Increase the depth of our work across all strands through a responsive, person-centred and sustained approach that includes more one-to-one and focused group work to enable meaningful and longer lasting change.

1.3 Raise aspirations and artistic quality by providing more access to excellent musical opportunities through offering enhanced progression routes for advanced PMZ participants via ongoing mentoring, cross arts partnership projects and events and performance opportunities with regional and national arts organisations.

1.4 Continue targeted use of digital technologies to develop creative content and further engage participants and supporters both locally and further afield. Grow our online communities with the voice and stories of our diverse participants taking centre stage.

1.5 Become a cutting-edge example of creativity and diversity in action through innovating programmes that offer an experiential approach to music learning through the lens of a diverse, socially engaged community music organisation that uses the arts to promote kindness, tolerance and compassion - listening to its community and acting on what is heard.

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Develop and maintain a highly skilled and committed workforce for PMZ through the provision of clear progression routes and tailored programmes of workforce development for established music leaders to ensure quality and performance management at every level.

2.2 Obtain sustainable investment to open up and consolidate workforce development routes within PMZ for new emerging or high potential music leaders.

2.3 Invest in ongoing professional development for core staff and Trustees to effectively progress, run and advocate for the charity.

2.4 Continue and further develop a strong music leader support network and 'communities of practice' within PMZ based on peer learning, skills sharing and pastoral support to increase quality of artistic practice and reduce feelings of isolation among music leaders working alone or unsupported in the community.

2.5 Maintain Gold Investor in People and commit to investing in people at all levels to role model the importance of self-care and robust, compassionate leadership within the arts sector.

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Further develop Plymouth Music Zone as a 'learning organisation' through ensuring effective organisational processes that support and encourage the embedding of learning and ongoing improvement and quality of programmes.

3.2 Increase engagement within PMZ's user forums covering all ages and abilities, to ensure consultation and beneficiary needs remain a driving force at the centre of the organisation.

3.3 Utilise ongoing evidence of need and participant data to inform and evaluate programmes of work and ensure the impact of all work is effectively assessed and demonstrated to stakeholders.

3.4 Further strengthen the evidence base for Plymouth Music Zone's work through ongoing independent evaluation and research including deepening links with Universities and others contributing to the 'Creative Health' sector.

3.5 Demonstrate sector leadership by improving the sharing of best practice within PMZ and across the wider sector including increased research and development of national and international learning partnerships.

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Develop the targeted income generation strategy that ensures a diversified income base to ensure financial sustainability.

4.2 Develop the marketing strategy including a range of tools delivering increased focus on developing and engaging a strong supporter base including increased sharing of creative media that showcases diverse voices and work.

4.3 Build on existing international links to maximise our growing national reputation as a flagship community music organisation specialising in using music to promote wellbeing through kindness, compassion and social inclusion.

4.4 Develop a diverse, highly engaged and passionate Trustee Board that increases the reputation, credibility and sustainability of the organisation which reflects and enhances the diversity of our participants.

4.5 Assess capital fundraising opportunities to improve and extend the PMZ building to enable us to adapt to our vision of becoming an international centre of excellence for Community Music and Wellbeing.

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Develop the capacity and expertise of the workforce to encourage innovation and contribute to mission led income generating products.

5.2 Use in-house expertise and best practice to develop bespoke training products and music resources that both generate income and advance PMZ's mission.

5.3 Further leverage PMZ's intangible assets to earn income.

5.4 Explore potential enterprise routes to maintain a diversified income base and inspire and excite the workforce to contribute to its growth.

4.4 LOOKING FORWARD – ANNUAL AIMS 2022-2023

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Deliver hybrid (in-person and digital workshops) and a diverse range of creative music making activities to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2023. Deliver an average of 35 in-person creative music making activities to approximately 350 participants per week by March 2023.

1.2 Continue to build on performance & progression opportunities by March 2023 to more publicly promote and celebrate the value of a diverse range of voices and partnerships offering at least one opportunity per term for participants to perform including via music sessions and PMZ's special projects.

1.3 Design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation.

1.4 Work with PMZ Trustee and Creative Technologist Chris Hunt to continue the next stage of the iterative R&D development process with a local social tech firm analysing the international potential to engage the most isolated participants via an online music-making platform that employs VR and livestreaming etc. Livestream one event for a diverse audience by March 2023.

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders and all staff to enable stretch, challenge and learning, embedding the principles of ACE 10 year strategy, Let's Create. This will be through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by March 2023 as well as 3 Team Days by March 2023.

2.2 Redevelop existing partnerships with stakeholders and incorporate more effective feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2022 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings.

2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' and Let's Create (10 year strategy) - to include more targeted opportunities for skills development of People of Colour, disabled and LGBT+ Music Leaders as well as those from underrepresented socio-economic backgrounds.

2.4 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Jan 2023 to improve effectiveness and confidence.

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Redevelop and improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2023.

3.2 Redevelop and improve the format of the ENGAGE forum for adults and announce 3 new 'Music Advocates by March 2023 to raise the profile of a diverse range of people and the impact of music on wellbeing.

3.3 Hold hybrid learning exchange event by March 2023 to reflect on the learning from the shutdown and the ongoing effects of the pandemic. To be held at PMZ or local venue and/or digital event to allow ease of inclusion for all, overcoming barriers of health and distance.

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £343,751 income by 31 March 2023.

4.2 Begin re-exploration of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering a High Net Worth Individual (HNWI) giving programme. Consult externally to explore the best ways to achieve this and investigate new CRM system by 31 March 2023.

4.3 Recruit a further 3 Trustees and additional Special Advisors by March 2023 through targeted and open recruitment, where needed, to ensure no fewer than 8 or 10 on Board to increase expertise around any identified gaps and broaden diversity of Board.

4.4 Deliver marketing strategy focussed on rebuilding the Open Zone workshops to increase participation levels by March 2023. Also aim to achieve increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case' and 'Let's Create'.

4.5 Define systems required to support the diversification of income generation and increased marketing impact by March 2023. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc.

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Increase opportunities for Leadership Team members to deliver at least 2 funded 'sharing learning' experiences by March 2023 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income.

5.2 Create and pilot new digital creative resource by March 2023 to support a wide range of music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities.

5.3 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2023 that combines CSR and charitable mission.

5.4 Work with Plymouth City Council to develop the exploration of extending the building lease and exploration of capital build fundraising options with Trustees/PMZ team by March 2023.

Plymouth Music Zone Limited
Statement of Directors and Trustees Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 1 December 2022

Mr P J Courtney
Director and Chair of the Trustees

Plymouth Music Zone Limited

Independent Examiner's Report to the Trustees of Plymouth Music Zone Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 37 to 52.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2001 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2001 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2001 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

Guy Ian Northcott
FCA Bsc(Econ)Hons, DChA
For and on behalf of Northcott Trumfield
Chartered Accountants

Devonshire Villa
52 Stuart Road
Stoke
Plymouth
PL3 4EE

Date: 1 December 2022

Plymouth Music Zone Limited
Year ended 31 March 2022
Statement of Financial Activities (including Income and Expenditure Account)

	Note	Unrestricted funds	2002 Restricted funds	Total funds	2021 Total funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	7,848	-	7,848	8,602
Charitable activities	3	52,331	383,652	435,983	348,089
Other trading activities	4	2,140	2,850	4,990	7,948
Investment income	5	80	-	80	203
Total income and endowments		62,399	386,502	448,901	364,842
Expenditure on:					
Charitable activities	6	53,927	289,659	343,586	342,268
Other	6	2,807	-	2,807	1,320
Total expenditure		56,734	289,659	346,393	343,588
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		5,665	96,843	102,508	21,254
Transfers between funds	16	44,459	(44,459)	-	-
Other recognised gains/(losses)		-	-	-	-
Net movement in funds		50,124	52,384	102,508	21,254
Reconciliation of funds					
Total funds brought forward	16	233,990	26,411	260,401	239,147
Total funds carried forward	16	284,114	78,795	362,909	260,401

All income and expenditure is derived from continuing activities

Plymouth Music Zone Limited
Year ended 31 March 2022
Statement of Financial Position

	Note	2022 £	2022 £	2021 £	2021 £
Fixed Assets					
Tangible assets	11		44,746		48,797
Current Assets					
Debtors	12	28,658		17,611	
Cash at bank and in hand		307,295		214,123	
		335,953		231,734	
Creditors falling due inside one year	13	17,790		20,130	
Net current assets			318,163		211,604
			362,909		260,401
Creditors falling due after more than one year					
Provisions for liabilities and charges					
Total Net Assets			362,909		260,401
Charity Funds					
Unrestricted funds	16		284,114		233,990
Restricted funds	16		78,795		26,411
			362,909		260,401

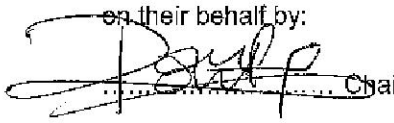
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Financial Statements were approved and authorised for issue by the Trustees on 1 December 2022 and signed on their behalf by:



Chair of Trustees P J Courtney

Company registration number 004653409

The notes on pages 39 to 52 form part of these accounts.

Plymouth Music Zone Limited
Notes to the Accounts
for the year ended 31 March 2022

1 Accounting policies

(a)Basis of preparation of the accounts

Plymouth Music Zone Limited is a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention as there are no material uncertainties existing. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b)Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set cut in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(c)Incoming Resources
All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.
Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.
On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

(d)Investment Income
Income from investments is included in the year which it is receivable.

(e)Deferred income
In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

(f)Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

(g)Tangible fixed assets and depreciation
All assets costing more than £250 are capitalised.
A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments, Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.
Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:
Short-term leasehold property- Straight line over the life of the lease
Plant and machinery- I 5 years straight line
Motor vehicles - 25% reducing balance
Fixtures, fittings and equipment- 25% straight line

(h)Debtors
Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i)Pensions
The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

(j)Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(k)Recognition of liabilities
Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

(1)Critical accounting estimates and area of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Depreciation rates of fixed assets and the calculation of certain year end accruals.

(m)Financial instruments

The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(n)Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

2 Donations and legacies

	Unrestricted Funds	
	2022	2021
	£	£
Donations	7,303	8,002
Gift Aid	545	600
	7,848	8,602

3 Charitable activities

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Grants and contracts		
Other funders	-	4,476
PCC Small Business Grant Covid 19	16,000	39,143
HMRC CJRS	36,331	32,105
	52,331	75,724

Contracts and grants

	Restricted Funds 2022 £	Restricted Funds 2021 £
Youth Music Zone Grant	61,518	61,519
Arts Council England Grant	263,967	132,392
Knowledge Exchange	30,000	25,000
The National Lottery Community Fund	-	35,349
Other funders	28,167	18,105
	383,652	272,365

4 Other trading activities

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Music sessions	2,140	5,098

	Restricted Funds 2022 £	Restricted Funds 2021 £
Music sessions	2,850	2,850

5 Investment income

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Bank interest	80	203

6 Expenditure

Charitable activities 2022	Unrestricted	Music Youth	Arts Council England	Knowledge Exchange	The National Lottery Community Fund	Sensory	SMS Refurb	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£	£
Direct labour	36,373	12,097	149,438	20,350	2,000	492	-	4,401	188,778
Direct costs	-	97	8,335	-	-	-	-	-	8,432
Equipment	-	-	-	-	-	-	-	-	-
Depreciation	4,426	-	-	-	-	-	-	-	-
Wages and salaries	-	9,210	44,061	4,714	-	532	-	5,932	64,449
Pension contributions	-	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-	-
Other staff costs	-	218	464	80	-	-	-	47	809
Office costs	4	957	3,016	346	-	38	-	446	4,803
Premises	13,124	553	12,907	195	-	27	-	626	14,308
Support	-	-	8,080	-	-	-	-	-	8,080
Professional fees	-	-	-	-	-	-	-	-	-
	53,927	23,132	226,301	25,685	2,000	1,089	-	11,452	289,659
Other									
Independent Examination	2,807								
	56,734	23,132	226,301	25,685	2,000	1,089	-	11,452	289,659

6 Expenditure continued

Charitable activities 2021	Unrestricted	Music Youth	Arts Council England	Knowledge Exchange	The National Lottery Community Fund	Sensory	SMS Refurb	Trusts and Foundations	Total Restricted
	£	£	£	£	£	£	£	£	£
Direct labour	32,760	13,253	70,823	17,924	24,829	944	-	5,466	133,239
Direct costs	-	-	2,643	-	-	-	-	3,959	6,602
Equipment	-	-	-	-	-	-	869	-	869
Depreciation	4,671	-	-	-	-	-	-	-	-
Wages and salaries	(22,540)	18,224	73,127	10,245	23,298	2,402	-	15,437	142,733
Pension contributions	8,655	-	-	-	-	-	-	-	-
National Insurance contributions	15,555	-	-	-	-	-	-	-	-
Other staff costs	-	9	37	6	14	1	-	9	76
Office costs	760	870	4,287	788	988	102	-	1,060	8,095
Premises	91	1,039	4,966	1,014	1,223	128	-	1,295	9,665
Support	7	-	-	-	-	-	-	-	-
Professional fees	(1,145)	261	1,131	177	317	33	-	256	2,175
	38,814	33,656	157,014	30,154	50,154	3,610	869	27,482	303,454
Other									
Independent Examination	1,320								
	40,134								

7 Net income for the financial year

This is stated after charging	2022 £	2021 £
Depreciation	4,671	4,671
Independent Examiner's Fees	2,400	1,320

8 Governance costs

	2022 £	2021 £
Independent Examination	2,400	1,320
Administrative costs	407	-
	2,807	1,320

9 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2021 £nil).
The trustees did not have any expenses reimbursed during the year (2021 £nil).
The total amounts of employee benefits received by key management personnel is £170,094 (2021 £183,365).
The charity considers its senior management team as its key management personnel.

10 Staff costs and employee benefits

	2022 £	2021 £
Salaries and wages	265,473	262,330
Social security	15,635	15,555
Defined contribution pension costs	8,492	8,655
	289,600	286,540

The average monthly number of employees and full-time equivalent (FTE) during the year was:-

	2022 Number	2021 Number
Charitable activities	14	16

No employees received total employee benefits (excluding employer pension costs) or more than £60,000.

11 Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Instruments £	Motor Vehicles £	Total £
Cost					
Balance brought down	25,845	39,129	129,738	26,385	221,097
Additions	-	-	375	-	375
Disposals	-	-	-	-	-
Balance carried down	25,845	39,129	130,113	-	221,472
Depreciation					
Balance brought down	7,141	15,110	123,664	26,385	172,300
Depreciation	1,723	1,863	840	-	4,426
Disposals	-	-	-	-	-
Balance carried down	8,864	16,973	124,504	-	176,726
Net Book Value 31 March 2022	16,981	22,156	5,609	-	44,746
Net Book Value 31 March 2021	18,704	24,019	6,074	-	48,797

12 Debtors

	2022 £	2021 £
Trade debtors	7,500	7,500
Prepayments	2,352	2,399
Accrued income	18,806	7,712
	28,658	17,611

13 Creditors falling due inside one year

	2022 £	2021 £
Trade creditors	3,199	3,531
Accruals	2,521	6,438
Other taxes and social security	5,150	3,385
Deferred income	5,000	5,000
Other creditors	1,920	1,776
	17,790	20,130

14 Related Party Transactions

During the year trustees in aggregate made donations of £480 (2021 £480). There were no other related party transactions.

15 Deferred income

	£
1 April 2021	5,000
Additions during the year	5,000
Amounts released to income in the year	5,000
At 31 March 2022	5,000

Income has been deferred for timing reasons.

16 Fund reconciliation

Funds of the charity	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	62,399	56,734	48,510	54,175	-
Designated funds						
Development	85,193	-	-	54,175	-	139,368
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	-	-	60,000
Innovation fund	10,000	-	-	-	-	10,000
Fixed asset	48,797	-	-	-	4,051	44,746
	233,990	-	-	54,175	4,051	284,114
Restricted funds						
Youth Music	15,390	61,518	23,132	-	5,832	47,944
Arts Council England	(5,464)	263,967	226,301	-	30,740	1,462
The National Lottery Community Fund	2,000	-	2,000	-	-	-
Sensory	-	2,850	1,089	-	906	855
Knowledge Exchange	(3,870)	30,000	25,685	-	158	287
Other Donors	18,355	28,167	11,452	-	6,823	28,247
	26,411	386,502	289,659	-	44,459	78,795
Total	260,401	448,901	346,393	102,685	102,685	362,909

16 Fund reconciliation continued

Funds of the charity 2021	Balance Brought Forward	Income	Expenditure	Transfer In	Transfer Out	Balance Carried Forward
	£	£	£	£	£	£
Unrestricted funds	-	89,627	35,463	-	54,164	-
Designated funds						
Development	61,881	-	-	28,312	5,000	85,193
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	55,000	-	-	5,000	-	60,000
Innovation fund	10,000	-	-	-	-	10,000
Fixed asset	53,468	-	4,671	-	-	48,797
	210,349	-	4,671	33,312	5,000	233,990
Restricted funds						
Youth Music	(17,716)	61,519	33,656	4,703	-	15,390
Arts Council England	-	132,392	157,014	19,158	-	(5,464)
Trust and Foundations	2,741	25,000	30,154	3,525	1,112	-
The National Lottery Community Fund	13,634	35,349	50,669	3,868	-	2,000
Sensory	-	2,852	3,610	760	-	-
SMS Refurb	-	-	869	869	-	-
Knowledge Exchange	-	18,105	18,104	1,283	5,154	(3,870)
Other Donors	29,599	-	9,378	-	1,866	18,355
	28,798	275,215	303,454	33,984	8,132	26,411
Total	239,147	364,842	343,588	67,296	67,296	260,401

16 Fund reconciliation continued

Purpose of Unrestricted funds

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.

Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.

Redundancy and staff related costs is to cover any exceptional staff related casts, such as redundancy, legal expense and any reward/bonus schemes should they occur.

Innovation fund Is to cover the costs to develop new cutting edge projects.

The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.

The general fund represents funds not restricted or designated for any specific purpose.

Transfers to/from Unrestricted funds

Surplus general funds have been transferred to the Charity's designated reserves.

Purpose of Restricted funds

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.

The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.

Youth Music Breakthrough Music - funding for 0 - I8 years (25 years with special needs/at risk) to access music making.

Trusts and Foundations

Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging !earning project is invested in by a number of private funders.

Transfers to/from Restricted Funds

Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met.

Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

17 Analysis of net assets between funds

2022

	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	44,746	-	44,746	
Net current assets	318,163	-	239,368	78,795
	344,103	-	284,114	78,795

2021

	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	48,797	-	48,797	-
Net current assets	211,604	-	185,193	26,411
	260,401	-	233,990	26,411

18 Pensions

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £8,492 (2021 £8,655).

PLYMOUTH MUSIC ZONE LIMITED

England & Wales - Charity number 1100878

Accounts

Registered Charity Number

1100878

Registered Company Number

04653409

Plymouth Music Zone Ltd

Report and Accounts

for the year ended

31 March 2021

CHARITY COMMISSION

14 DEC 2021

ACCOUNTS
RECEIVED

Plymouth Music Zone Ltd

Report and accounts

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Plymouth Music Zone Ltd

Company Information

Directors

Paul Courtney - Chair of Trustees

Christopher Hunt – Vice-Chair of Trustees

Hilary Cragg

Joanne Higson

Christopher Hunt

Clare Pettinger

Christine Redding – resigned 4 November 2020

Nicholas Warren

Leadership team

Debbie Geraghty, Chief Executive

Karl Meyer, Music Programme Director

Glyn Fuge, Finance and Impact Director

Anna Batson, Creativity and Learning Director

STRUCTURE, GOVERNANCE AND MANAGEMENT

a) Constitution

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

b) Method of Appointment or Election of Trustees

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

c) Policies adopted for the induction and training of Trustees

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Executive. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

d) Pay policy for Senior Staff

Our pay policy reflects the ethos of the charity in attempting to attract the highest calibre of staff to maximise the depth of the impact of the challenging and diverse work we do in reaching out to engage the most vulnerable or marginalised groups across the education, health and social care sectors.

While we recognise that Plymouth Music Zone staff are not motivated or attracted solely by pay, we do want to ensure that the pay of all our staff remains fair and attractive enough to recruit and retain the necessary expertise, skills and passion required to operate successfully.

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates were benchmarked by an independent consultant in 2012 who took account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment of our team (including paid training, holiday, flexible working and health breaks as recommended by the Chief Executive).

Senior Manager Pay

Following the benchmarking process, pay rises were confirmed and all subsequent pay rates have adhered to this. External benchmarking data is also considered each year. Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. Pay rises are also subject to satisfactory performance of all staff which is monitored through tailored performance development processes throughout the year. The Leadership Team is subject to the same criteria as all other staff within the charity. The Board of Trustees consider and approve pay rises. A restructure also upgraded job titles where appropriate and harmonised Leadership team pay levels to take full account of how those senior Director roles and responsibilities had developed in line with each other offering equal impact on the success of the work we do.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation. We were the first arts organisation in the country to achieve the internationally benchmarked 'IIP6 level'. This reflects our ongoing commitment to invest highly in our staff at all levels as we are fully aware of the direct effect it has on quality and the impact on our beneficiaries. This further deepens our mission.

e) Organisational, Structure and Decision Making

The Board of Trustees administers the charity and meets quarterly. A Chief Executive is appointed by the Trustees to oversee the day-to-day operations of the charity. A Leadership Team of Plymouth Music Zone employees assists the Chief Executive in this process. To facilitate effective operations the Chief Executive has delegated authority approved by the Trustees for day-to-day running including finance, employment and operational related activity.

f) Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

OBJECTIVES AND ACTIVITIES

a) Policies and Objectives

Plymouth Music Zone (PMZ) is a multi-award winning community music charity with an outstanding track record developed since being first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music.

Plymouth Music Zone is increasingly recognised as a model of socially engaged excellence both locally and nationally and even further afield contributing to international research. It works with up to 100 partner organisations annually using music as a tool to reduce social isolation and develop the emotional wellbeing and personal and social skills of the participants. It employs highly skilled Music Leaders who deliver a diverse range of interactive music-making workshops and high profile progression projects, performances and events that engage people in their own musical and social development. It also delivers bespoke training for musicians, teachers, community leaders and anyone else who shares its mission of using music to work with others to empower and bring hope and happiness to a diverse range of individuals and communities.

PMZ aims to work with those people most at risk of being marginalised in Plymouth, reaching on average 600 children and vulnerable adults every week through the delivery of 40 music activities across the city (pre-COVID figures). The work mostly focuses on wherever and whenever there is an identified need. As such, the charity works with a wide range of education, health and social care settings such as nurseries, children's centres, special schools, a domestic abuse refuge, psychiatric units, a centre supporting those living with homelessness, a local hospital and hospice, a Women's Addiction Recovery unit and many other places in the community including residential homes and sheltered housing schemes and with charities supporting groups living with the impact of neurological conditions. PMZ then creates opportunities to bring those people from its more targeted work together with others for a series of events and special projects through its 'Open Zone' strand. This happens at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' with more than half of that delivery involving people with disabilities. The charity also houses one of the only specialist multi-sensory music studios of its kind in the region. PMZ has won a number of awards recognising the excellent and innovative nature of the work.

Since its inception, the charity has opened its doors to 6 Independent Evaluations and a research project with Plymouth University that has had international reach. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School. All of this has provided powerful evidence of the deep impact of the work in developing and improving a broad range of areas such as self-

confidence/self-esteem, self-expression, communication and interpersonal skills as well as contributing to increased resilience and overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

Plymouth Music Zone is increasingly known as a flagship example of using the power of music and diversity to connect people to build a richer sense of self and community. It is the only arts organisation that sits on the Advisory Board of Plymouth University's Institute of Health and Community.

b) Strategies for Achieving Objectives

Plymouth Music Zone's overall strategy is to use music to make a difference to people's lives and to do so in the most effective way possible to maximise the positive impact on participants. As such, the majority of PMZ's delivery is targeted through working in partnership with other organisations to reach out to some of the most isolated or disadvantaged and vulnerable children and adults across Plymouth and beyond. By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries in line with identified local needs and strategic objectives within the city. The added value and strong evidence base created by this work allows PMZ to access higher levels of strategic funding and income from private and public funders and donors through proving the profound impact of the PMZ approach in helping people to navigate or overcome some of their most challenging circumstances.

Increasingly, the charity is also attracting young people and adults alike who have chosen to learn music within the context of a leading community music organisation offering richer musical and social experiences that also promote kindness, tolerance, diversity and equality. This allows opportunities for people to be connected to PMZ's other strands of work through the many performance and other platforms that bring its targeted and open strands of provision together. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base. This is done through maintaining a fundraising pipeline that sets out to develop further income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning. This serves the delivery of PMZ's current 4 year strategic vision described within *PMZ's Next Big Plan 2018-2022.*

1.0 ACHIEVEMENTS AND PERFORMANCE

a) Key Financial Performance Indicators

In line with the third year of PMZ's 2018-2022 Business Plan and the annual aims for 2020-2021, the financial aims the Leadership Team and Trustees wanted to achieve were:

- **Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income with the aim of securing an annual income of £407,000.**
- We did not adjust the target but recognised with the unknown impacts of the pandemic, that it was certain that the financial picture would change hugely. This is evident by the fact that the aim was not achieved.
- PMZ ended the year with a total income of **£364,842** with a retained surplus of **£21,254**. The unstinting support of existing funders, additional funds from ACE and much valued financial support from the local authority with its business grants has enabled us to weather the reduction in earned income of approximately 20% of its average amount. The Job Retention Scheme from October onwards also enabled PMZ to support staff and the organisation as a whole. Savings were inevitably made as a result of the building being closed and the move away from in-person working.
- The Chief Executive was on long term sick leave from June 2020. In her absence, remaining staff in the Leadership Team led the project with the support of the Trustees.
- Thanks go to our Development Director who had agreed to work on a part time basis for 6 months after obtaining another post in February 2020. She left us in July 2020. Our part-time Development Manager retired in August 2020. The Leadership Team and Finance Officer took on the challenge of fundraising.
- Recruitment of a new Development Director was twice unsuccessful. The Trustees and Leadership Team agreed that a Fundraising Manager would better suit the existing financial climate and organisation. Interviews were set for 30 April 2021 with a proposed start date of June 2021 for the successful candidate
- Our income target for 2021/2022 is £410,500. This will be subject to amendment in response to the COVID-19 situation.
- For the year 2020/2021, unrestricted funds are £233,990.

b) Review of Activities

Plymouth Music Zone usually delivers tailored interactive music activities on both a weekly and more concentrated basis in the form of group and one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of open access activities via 'PMZ's Open Zone', PMZ's more targeted needs-led work focuses delivery to a diverse range of disadvantaged children and vulnerable adults in collaboration with a network of other health and social care organisations as well as arts organisations and education and statutory authorities.

PMZ also trains, employs and increasingly supports a growing hub of community Music Leaders dedicated to a socially engaged practice that uses music to reduce social isolation

and improve the skills and health and wellbeing of participants within their diverse communities. As a charity and social enterprise, the organisation also provides bespoke training for a range of music educators and partner organisations to share the use of music as a tool to reinforce skills development in many areas, particularly as a support for participants during difficult transitional times.

Plymouth Music Zone delivers these life-enhancing opportunities on a weekly and ongoing basis to individuals and communities facing challenging circumstances. The charity reaches out to a diverse range of people of all ages in a broad variety of community settings, as seen further down in the diagram in the Vision, Mission and Values section 4.1

Examples include:

- Early Years Music
- After School Activities / Outreach
- SEN/Disabled delivery – children and adults
- Youth Offending / Youth Services
- 'At Risk' young people
- Young people not in education, employment or training (NEETs)
- Music Industry and Careers Advice
- Signposting and Progression Routes
- Young people and families facing difficult transitions
- Families suffering bereavement
- Women and children who've experienced historic trauma or abuse including domestic or sexual violence
- Isolated carers and those they care for
- Children and young people with serious illnesses
- Schools and FE Colleges
- Work Experience/Training for musicians & others
- Adults and children experiencing mental health issues, including working in the only tier 4 Psychiatric Unit for adolescents in the South West
- Black and Minority Ethnic Groups at risk of marginalisation
- Older people living with complex needs including those living with dementia and neurological conditions
- People living with homelessness
- Drug and Alcohol recovery and wellbeing unit for mums and babies
- Building communities for isolated groups eg refugees and asylum seekers including creating Plymouth's first LGBT+ choir
- Progression projects for talented music makers
- Intergenerational events
- Learning Partnerships with national organisations to share inclusive approaches

However, the pandemic changed everything. PMZ closed its building in March 2020 in line with government guidelines. We retained all staff and with the support of existing funders, started to implement a range of options to continue working in some way that developed over the course of the year. These included:

- Roll out of existing remote (home) working computer access to all core staff.
- Zoom accounts to use by staff to continue with essential meetings, team meetings, training and of course workshops with participants.
- Extraordinary Times Programme developed throughout the year. This shift to other than in-person work took into account staff and participant needs and desires for the best way to keep in contact, continue working and continue with workshops. For participants this included phone contact, email contact, digital workshops, a brief period in the summer of 2020 when outdoor workshops were delivered to some of our participants, social media contact and uploaded clips of music by PMZ staff.
- In the background, the PMZ team strove to provide a safe and supportive new way of working, mindful that we all desperately wanted to get back to something like we had before. Managing expectations of staff was something we had underestimated. With the gradual realisation that this wasn't going to be over any time soon, staff experienced almost every emotion imaginable – reflected in how the whole country was feeling. The expression of blind hope that everything would be back to normal in a minute by some was a challenge to deal with. Nearly all members of staff had that feeling at different times through the year and the inevitable realisation that it wasn't going to be so led to low moods and sometimes depression. However, the contact with participants, each other and partner organisations fuelled resilience.
- For the Leadership Team, it was business as unusual! More of the same but a different way of doing it and getting there. Not without its frustrations but the letter or email of thanks from a participant, the kind words from a funder, some funding we hadn't expected, honest sharing with other organisations were highlights. PMZ Trustees were invaluable in their support whilst they juggled their own careers and lives.
- It didn't take long for PMZ staff to realise that there were elements of this enforced lockdown that we might want to keep, to remember the learning that was taking place, to look honestly at what we missed most and that was easy – it was our participants and each other. As we worked our way through this, we realised quickly that the coming back for some participants and indeed staff would be incredibly difficult for a whole host of reasons. We realised then how long a haul it was going to be and that for some it wouldn't be business as usual for a long time to come, if ever. Working with the most vulnerable and at risk communities meant that PMZ would take longer to return to work than some other organisations in the same way. Likewise, a high percentage of PMZ staff have disabilities, some were choosing to think about how they wanted to work in the future, a continuation of homeschooling, a change in their health forcing a decision they had not anticipated, family members losing their jobs and many more reasons including greener options for future working, attracting staff and Trustees from further afield with the aid of Zoom meetings.

- As the year progressed, PMZ was making plans to reopen the building, starting a slow and phased return to in-person working, how the staff wanted to work. More importantly was thinking about what we wanted to keep doing, what we wanted to stop doing and what we wanted to do differently. That has informed PMZ's flexible plans for 2021/2022.

2.0 LOOKING BACK - Key achievements from 2020/2021 include:

PMZ sets out to work with a diverse range of participants including work with children and families who've experienced traumatic events and circumstances including domestic abuse, sexual violence, addiction and those navigating health challenges including dementia, brain injury, neurological conditions and life-limiting illnesses, There has been a year on year increase of participants living with a mental health condition ranging from low mood, depression through to schizophrenia and psychosis.

As part of the mission, PMZ also helps tackle isolation by creating new musical communities for refugees and asylum seekers and an LGBT+ singing group. PMZ co-creates solutions with partner organisations to achieve change. Participants from targeted work then come together for events/special projects with others through an 'Open Zone' strand at PMZ's community music centre located in one of Plymouth's most deprived areas.

PMZ's commitment to working with a diverse range of participants is also reflected in its diverse workforce. This was recognised in the Annual Review from Arts Council England where PMZ achieved an Outstanding rate for the Creative Case for Diversity.

In its time, PMZ has opened its doors to 6 Independent Evaluations with the 7th being delayed by the current pandemic. It has completed two internationally significant research projects with Plymouth University and the University of Exeter Medical School evidencing the powerful impact of music on individuals and communities. The research proves PMZ actively builds "social and bridging community capital" and "meaningful connections" across the city – 10 new connections for every person attending.

All of the above demonstrate key achievements looking back.

In 2020/2021, achievements include:

This year, PMZ had to engage differently with its participants.

- Email and phone wellbeing calls reached 372 people.
- Zoom workshops and tailored workshops on DVDs reached 634 participants.
- Resources, short films, poetry and photography – were hosted on PMZ's website and social media reaching some 7,300 contacts.
- PMZ's Operations Manager started a weekly Music Quiz, his love of all things music quickly spreading far beyond our imaginings and reaching approximately nearly 300 people a week.
- **Over 95%** of PMZ participants reached are considered to be 'in challenging circumstances' (e.g. living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).

- **Arts Council England National Portfolio 2018-2022:** Year 3 of Arts Council England National Portfolio funding saw the continuation of groups digitally for example: Plymouth Proud Voices, the LGBT+ singing group; Digital Orchestra for experienced and talented disabled musicians to create new music together; Musical Misfits for musicians over 55 years of age who had practised hard to perform at the Tate Gallery in London as part of Flourishing Lives "Change the Age/nda" weekend event but this was cancelled due to the pandemic. NPO investment has also seen PMZ continue to share its inclusive practice as a flagship diverse led organisation that values lived experience at its core. PMZ is well above the national average figures in terms of representation within the sector of those with protected characteristics at all levels within an organisation.

- **The Practising Well Award 2020. Culture, Health and Wellbeing Alliance (CHWA)**CHWA said "As a judging panel we were collectively really moved by the evidence of care and support for creative practitioners across all the projects we looked at and discussed. It was noticeable how good practice is evident particularly within music and it was discussed how great it would be to see other art-forms taking up some of the approaches evident in the award shortlist: residential, training, peer to peer mentoring and supervision which take into account both the financial and support needs of creative practitioners.

  PMZ has created a model of support which is embedded within its structure and workplace culture and in so doing we felt raised the support expectations of creative practitioners. We feel this model has the potential to be widely adapted and applied to other organisations working in arts for health and wellbeing.

  PMZ was incredibly proud to win this award. It seemed to express one of the three main goals throughout COVID –support our staff, support our participants and, lastly, do everything we could to ensure that PMZ emerged whole and ready to go when the pandemic was over.

  The award ceremony took place via Zoom but was just as moving as if we had been in the actual room. At the same idea, it gave us ideas on what we might be able to do musically with a large group of people in a Zoom room.

- **Team Meetings and Music Leader Support events** continued online. These proved invaluable to get all the staff together, to keep everybody updated but more importantly, to listen to the ups and downs that each person experienced. All staff felt disconnected from their participants at times, missing the vital connection that had existed. As one person said, "it is like working in 2D rather than in 3D". Many mentioned a sense of grieving and this was certainly echoed by our participants.

  There was also vital training and support delivered to facilitate good quality digital workshops, skilled filming and editing and making resources. Incredibly, the year became a time of great creativity, a different way of working for the whole team and this is something that we will take forward into the future.

A Selection of Musical Achievements for 2020-2021:

Right from the start, some work carried on. One example of this was the 1-1 workshops with Pat, an 85 year old blind lady and Dave, PMZ music leader. Early on in the lockdown, Dave telephoned Pat to see how she was doing. They quickly realised that it might be possible to continue learning after all using some basic technology – a good old fashioned landline telephone, a piano and Dave's precisely tuned supersonic hearing! Pat wasn't able to use Zoom or other online platforms that involved a computer. It hasn't been without its problems with Dave learning to work with Pat without seeing her – something he realises Pat has been doing all her life. It has had its funny moments, Pat's phone fell off the piano during a session and Dave explains "*I've had to shout to her "I'm over here, I'm over here" until she manages to scrabble for the phone and continue the lesson!*"

Pat played Bach's 'Prelude No 1', a piece she had been learning with Dave, to her sister over the phone who lives on the other side of the country. Her sister said she was going to share these lovely few moments with other family members, including one who is a music teacher. Pat regularly plays to her nephews and nieces, sharing her love for the piano with them. She said her sister often tells her how proud she is of what she's achieving.

Hope has been a theme that has been present throughout lockdown on this musical journey with Pat. It has had an impact on PMZ staff and staff where she lives who find knowing that she is still engaging regularly with PMZ gives everyone a real boost. The full story is here: https://plymouthmusiczone.org.uk/hope-and-a-piano-2020/

The Knowledge Exchange project with Plymouth University started during the pandemic. PMZ is a partner in this 2 year project with music students attending selected PMZ workshops. The students learn what community music making is, how PMZ uses music to make a difference in many ways, what issues might confront the students. In return, PMZ learns from the students, seeing how participants interact differently with the students, what can we be doing better, what can we share, sometimes having a very accomplished musician with a different specialism in the room that we don't always have access to. It has also further deepened the research and learning relationship with Plymouth University.

One student, Emily, said: "*Prior to connecting with Plymouth Music Zone, I found it intimidating to talk to people who were 'different' to me because I felt that I might not have known what to say, or have been able to understand them, or for them to understand me. With Baton Beats being such an inclusive group, it showed me how to let go of that anxiety and just enjoy talking to anyone and everyone. It made me appreciate that everybody has a story to tell and an interesting personality to get to know. This became one of my favourite things about PMZ.*" Full story here: https://plymouthmusiczone.org.uk/a-completely-different-outlook-on-how-music-can-change-peoples-lives/

Moving Sounds in pre COVID times was a group for adults with disabilities making music

with movement. It moved on line fairly quickly and here is a photo of the one of the workshops. Sophie through the Knowledge Exchange Project said: "How are you? That's the question asked at the start of every Moving Sounds workshop. It felt a bit surreal to me to begin with because it's so different to the style of sessions and rehearsals that I am used to. When participants of 'Moving Sounds' were asked if they had enjoyed the online sessions due to the lockdown measures in place, they responded saying 'I like seeing my friends every Thursday' and that they enjoy having a creative space to make music. The participants are so upbeat and always put a smile on my face which lasts long after the session is over for the day." Full story here: https://plymouthmusiczone.org.uk/guest-blog-how-are-you/

PMZ's two bereavement groups – In the Zone (St Lukes Hospice) and Brighter Skies (PMZ) continued in different formats with contacts with In the Zone, whilst Brighter Skies held workshops online. Both groups could access either or both options. The workshops are for adults living with bereavements – which could be recent or some time ago. Rachel tells her story here. Blog here: https://plymouthmusiczone.org.uk/music-grief-colour-words/

In the brief window of restrictions relaxing, PMZ was able to engage with some groups in person. On sunny days we have taken workshops to the park or set up in the home gardens. As autumn brought wet days we were still finding ways forward.

At Astor Court there was a sheltered spot where music could be delivered through a doorway to our distanced participants, in small groups of six at

a time. Flexible hours means that if it is rainy one day then we can reschedule for another day in the week.

"It's great to sing all these songs again. I've really missed this and really missed being able to get together with people." ~ B. resident of Astor Court

Full story is here: https://plymouthmusiczone.org.uk/music-residential-homes/

In the early Spring of 2020, just before the pandemic started, PMZ began working on a NSPCC-funded project. Three different music leaders were to work alongside year 10 students from MAP (Marine Academy Plymouth) to create a song with the young people that discussed consent and sexual health, but from a teenager's perspective. After only a few workshops, lockdown started so everything moved online. The project was still a success but not as originally envisaged. Highlights from some of the young people were:

- 'Happy with the track- happy with how it sounds'
- 'How it brought people that don't usually talk, together'
- 'It's been brilliant, due to my disability, this has been the only interaction with other people during lockdown'

For the full story, please click here: https://plymouthmusiczone.org.uk/nspcc-young-voices/

Many participants didn't want to or couldn't engage digitally. In these cases, PMZ tried its best to do things differently – by creating resources for groups, hosting videos made by PMZ staff that could be accessed to join in with whenever they wanted, and creating tailored films for particular groups.

An example of these was a series of films for families with young children to sing along with, try new ideas and make instruments. These two links show how to make one of the instruments and then a film to use the instruments:

https://www.facebook.com/202538829782509/videos/4130654520335991/?__so__=channel_tab&__rv__=all_videos_card

https://www.facebook.com/202538829782509/videos/798541647460561/?__so__=channel_tab&__rv__=all_videos_card

Printed monthly content and music activity packs were sent out to 6 residential settings in an effort to reach out to those unable to get online, as well as 'In-The-Zone' (Bereavement) together with a number of individuals who had requested them. Printed activity packs were delivered to Sensory Sounds participants and music equipment was loaned where appropriate to participants within groups meeting on-line.

Sensory Sounds, a PMZ activity for children with complex disabilities, used to meet every week in the Sensory Music Station at PMZ to be musical. There was no one solution to working the group during lockdown – interactive workshops online wouldn't work for all so PMZ created a mixture of resources that were delivered to the families, along with films and recordings so that each family could take part in a familiar workshop whenever they wanted as well as occasional interactive workshops through Zoom.

https://www.facebook.com/PlymouthMusicZone/photos/a.208817852487940/3634862393216785/?type=3&theater

What became immediately obvious was the essential contacts through social media, email and the telephone.

Samples of weekly content include:

One of the most viewed films came from PMZ's Creativity & Learning Director who fully embraced different ways of creating music
https://www.facebook.com/202538829782509/videos/222889052553937/?__so__=channel_tab&__rv__=all_videos_card

All Choice Tuesday – where anyone can send in a request for a song that means something to them, then performed by two PMZ music leaders, Simon and Paul, with the film as part of the Extraordinary Times Programme on PMZ's social media.

https://www.facebook.com/202538829782509/videos/441105160431785/?__so__=watchlist&__rv__=video_home_www_playlist_video_list

Voices from the Community was an opportunity for PMZ's community to get involved. The Winter Song was very popular with people sending in words, pieces of their own music and their own lyrics for PMZ music leader, Josie Newton, to create something for everybody to enjoy.

https://plymouthmusiczone.org.uk/end-of-2020-songwriting-challenge/

Rob Tilsley, PMZ's Intergenerational Coordinator, shared his journey of living with Tinnitus and hearing loss. This has touched many people and has raised the issue of how to take care of your ears when you are a musician or love music.

https://www.facebook.com/PlymouthMusicZone/posts/3236717796364582

The surprise hit of the year were the Music Quizzes compiled by PMZ's Operations Manager, Steve Blake. Steve sends out the Quizzes each week, particularly to those that found it difficult to take part in online, and they have travelled quite a way – a lot of the UK,

over to Europe, and the USA. The Quizzes have become a bit of a hit in a hospital in the USA where they are used as a stress buster.

They have become a good way to keep in touch with our participants, their families, PMZ staff and their friends, and stakeholders. It will be one of the things that will carry on after the pandemic.

https://www.facebook.com/PlymouthMusicZone/posts/3236717796364582

And finally, one of many projects that didn't quite happen - Flourishing Lives Tate Exchange – 'Change the Age/nda'

PMZ has had fruitful learning exchange visits with Flourishing Lives, a London-wide charitable coalition of organisations taking a creative, relational approach to supporting richer, more independent lives for older people. As a result, PMZ were invited to take part in an annual weekend of arts at the Tate Exchange. After speaking with The Musical Misfits, a group of experienced, older musicians, a weekly activity at PMZ, they were enthusiastic. Due to health and family circumstances, half of the group could not travel to London but the other half were very keen. It seemed an ideal opportunity to start planning for a digital hook up between the two halves – one playing in the PMZ building and the other at the Tate Gallery. Pieces of music were chosen, extra funding was being sought for travel expenses and then COVID was here. Reluctantly, the event was cancelled and of course, PMZ closed its physical doors but the groundwork is there to take up again when we can do something similar.

Misfits continued to meet online and the participants said how much they valued the opportunity of "seeing" each other. As with all our groups, some participants preferred to wait until in-person workshops started again. However, they have continued to make music until that time arrives.

2.1 LOOKING BACK – past year's progress against 2020/2021 annual aims.

Understandably, the pandemic impacted hugely on the progress against annual aims. We had expected this but had hoped that we would be back to in person music making by the end of the year. This was not to be. However, delivery continued in a different way, contact was maintained with staff, participants, stakeholders and partner organisations. All aims were revised to take account of the pandemic restrictions.

Every year via consultation with our team, participants and stakeholders we celebrate any successes from the completion of the previous year's aims as well as identifying any valuable learning from any aims that may need to be restated or any setbacks or challenges we've experienced along the way. As always, we feel being fully open about our own learning will allow others to benefit from our continued commitment to transparency, self-reflection and progression.

The organisation remains resilient and passionate in the face of change knowing there are always opportunities to deliver our mission in even more effective, innovative and creative ways.

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Over the year, deliver a diverse range of over 500 creative music making activities to over 1000 targeted participants continuing to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2021. **Achieved.**

1.2 2 celebration events (Summer 2020 and Christmas 2020) and 4 performances on line. **Achieved.**

1.3 Improve communication between music leaders and staff in both directions by looking at different communication methods, preferences and clear expectations. **Achieved.**

1.4 Update the Music Leader Code of Conduct with the team by Feb 2020 and design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation. **Part Achieved. Code of Conduct amended to accord with new ways of working. Exploration of Creative Enablers to be restated.**

1.5 Implement remote working systems for all staff, offer digital experiences to all participants, explore streaming options for the future. **Achieved.**

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by Dec 2020 as well as 3 Team Days by March 2021. **Achieved.**

2.2 Continue to develop feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2020 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings. **Part Achieved. To be Restated.**

2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' - to include more targeted opportunities for skills development of BAME, disabled and LGBT Music Leaders as well as those from underrepresented socio-economic backgrounds. **Part Achieved. To be Restated.**

2.4 Continue to improve support structures for Music Leaders and core team by Dec 2020 by securing external supervisors/coaches/pastoral support where needed and by creating national sector links to increased wider agenda around Musician Wellbeing. **Achieved**

2.5 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Dec 2020 to improve effectiveness and confidence. **Part Achieved. To Be Restated.**

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Extraordinary Times programme in response to the pandemic – reflect, evaluate and innovate based on findings – by March 2021. **Achieved.**

3.2 Improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2021 and announce 3 more 'Music Advocates' by March 2021 to raise the profile of older people and the impact of music on wellbeing. **Not Achieved. To be Restated.**

3.3 Complete evaluation by March 2021 of interim learning from our National Lottery Community Fund 'Changing Tunes' programme exploring the impact of COVID on

an intergenerational and diverse community, led by an inclusive and diverse staff team. **Part Achieved. To be Restated.**

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £350,000 income by 31 March 2021. **Achieved.**

4.2 Begin implementation of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering a High Net Worth Individual (HNWI) giving programme. The latter supported by CAF Advisory secured via Lloyds Foundation Enhance programme. **Not Achieved. To be restated.**

4.3 Recruit a further 2 Trustees by March 2021 through targeted and open recruitment where needed and to increase expertise around any identified gaps and broaden diversity of Board. **Not Achieved. To be restated.**

4.4 Deliver marketing strategy focussed increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case'. **Achieved.**

4.5 Develop the PMZ website by December 2020 with improved accessibility fully optimised for mobile to allow for proper user testing ahead of more extensive improvements for wider marketing and income generating functions. **Part Achieved. Further development to improve accessibility to be restated.**

4.6 Define and roll out systems required to support the diversification of income generation and increased marketing impact by March 2021. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc. **Part Achieved. To be restated.**

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Increase opportunities for Leadership Team members to deliver at least 3 funded 'sharing learning' experiences by March 2021 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income. **Not Achieved. To be restated.**

5.3 Create and pilot new digital creative resource by December 2020 to support older people's music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities. **Part Achieved. To be restated.**

5.4 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2021. **Achieved.**

5.6 Work with Plymouth City Council to develop the exploration of extending building lease and capital build fundraising options with Trustees/PMZ team by March 2021. **Not Achieved. To be restated**.

2.2 LOOKING BACK - Key challenges for Plymouth Music Zone in 2020/2021 included:

Fundraising capacity

Our Development Director left in February 2020 but kindly offered to support PMZ on a part time basis for 6 months to help recruit a new Development Director and also focus on applications to Trusts and Foundations. The pandemic delayed recruitment until the end of the year and it was agreed that recruitment should focus on a Fundraising Manager. The new Fundraising Manager will start in June 2021. The part-time Development Manager left in August 2020.

Another major impact has been the long term sickness absence of the Chief Executive. Fundraising was taken up by the Leadership Team with extra support from the Finance Manager. However, many emergency COVID funds were not suitable for PMZ but we were able to attract other funding. In particular, local government support and the JRS proved vital along with savings that were made by the building being closed and delivery moving online.

Income diversification

The focus remained on increasing funding from Trusts and Foundations and COVID emergency funding.

COVID-19

Like everybody, this wasn't a challenge that PMZ had ever anticipated. However, we were able to transfer our delivery in different ways and by the end of March 2021, we felt confident in what we were delivering. Inevitably, Zoom fatigue had well and truly settled in and was not exclusive. Everybody – participants, families, staff, volunteers, partner organisations – was feeling it. However, with no confirmed end in sight, we continued to deliver as best we could and helped each other to continue.

As with so many organisations, we are now looking at a hybrid return with a mixture of remote and building based working with in-person delivery mixed with digital support. Some participants reported that they couldn't envisage a time when they would feel able to attend in-person workshops and we will be taking those views into account when restrictions start to ease.

3.0 FINANCIAL REVIEW

As expected, PMZ experienced a large reduction in voluntary and earned income during the financial year due to the pandemic. However, with the support of local authority grants and JRS, along with continued support from existing funders and some new funding, and savings due to the restrictions, resulted in a positive year end position.

The Trustees do not consider the assets of the charity impaired at the year-end as a result of the pandemic and believe the charity is a going concern after examining confirmed future income and expenditure models. However, the next financial year will be difficult to predict.

Plymouth Music Zone continues to use a business model based on full cost recovery principles and we are continuing to diversity our income base. As mentioned, this business model uses an hourly rate system and has been fully supported by all our major funders. PMZ's extensive partnership work ensures we are maximising our opportunities to develop new strategic stakeholders vital to our future sustainability.

In summary, at the end of the 2020/2021 financial year, the Statement of Financial Activities shows our reserves standing at £260,401 (2019/2020 £239,147).

Reserves Policy

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 13 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have decided that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund** - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £450,000 (to be revised annually).
- **Buildings and Repair** - To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs** - To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund** - To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund** - To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £225,000 allocated as follows:

	Target figures	2020/2021 figures
• Development Fund	£110,000	£85,193
• Buildings and repair	£40,000	£30,000
• Redundancy and Staff costs	£45,000	£60,000
• Innovation fund	£20,000	£10,000
• Unrestricted fixed asset fund	£10,000	£48,797

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £233,990.

Given the targeted investment in fundraising and marketing, the Trustees and Leadership Team are confident a comprehensive strategy is in place to maintain designated reserve levels in future years and will monitor this closely in light of the ongoing economic uncertainty.

Principal Funding

Arts Council England National Portfolio 2018 – 2022

Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination with the aim of developing Plymouth Music Zone as an International Centre of Excellence of Community Music and wellbeing.

National Lottery Community Fund (formerly Big Lottery Fund Reaching Communities)

'Changing Tunes' uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations. It aims to change and enhance peoples' perceptions of themselves as well as others. It does this by reaching out to help empower the most vulnerable groups through shared musical experiences. It then links older people with marginalised school pupils and other diverse community groups to widen social horizons and increase older peoples' influence and everyone's wellbeing.

National Foundation for Youth Music

Funding for 0-18 years (25 years with special needs/in challenging circumstances/transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

Plymouth City Council Children's Services

This targets children in Plymouth with disabilities and those on the autistic range with particular emphasis on out-of-school opportunities to allow families some respite time.

Trusts and Foundations

The 'Keep Singing, Keepsake' strand for older people is invested in by a number of private funders who have provided funding for music sessions at sheltered accommodation and residential homes for the elderly and those with dementia. The aims of this strand of our work are to increase emotional wellbeing, reduce isolation and loneliness, improve memory and dexterity and encourage involvement with the larger community including increasing intergenerational links. Recordings, both visual and audio, are provided to aid memory and serve as a memento for the participants and their families. Intergenerational sessions and performances are also included.

Material Investments Policy

The majority of funds are placed in high interest accounts.

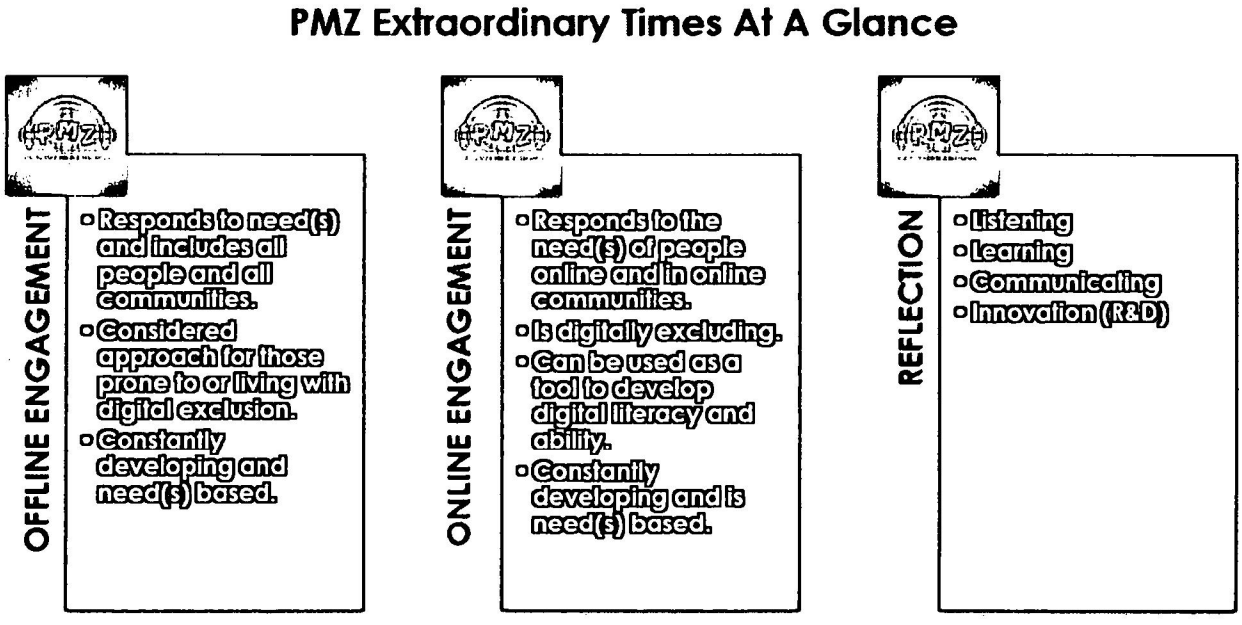
4.0 LOOKING FORWARD - Future Developments

COVID-19

At the time of this Report, the pandemic situation is still very uncertain. PMZ is confident that it can satisfy its existing funders with the delivery it has been providing. As restrictions ease, the building will be reopened to its participants and staff. This will be a slow return – workshops will need to be smaller to allow social distancing, the timetable of activities will be relaxed to allow for appropriate cleaning in between groups visiting and to allow for safe exit and entries. The outreach work will also be risk assessed to ensure the safety of both PMZ staff and participants. At the same time, we are aware that each partner setting will have their own guidelines. We fully anticipate that some delivery will be interrupted, for example in nursing homes, and we intend to run a hybrid service where digital workshops will be available where possible when needed.

We recognise that there will be many stresses and anxieties with participants, their networks, PMZ staff and partner organisations. We will provide as much support as we are able to PMZ staff to address these anxieties. The health and wellbeing of our staff is of high importance.

The Extraordinary Times Programme will continue to run and will run alongside in-person delivery as restrictions ease.



Sectoral Impact

Plymouth Music Zone will remain committed more than ever to the wider social and political context and agendas in which it operates and the increased resonance of the message and mission we passionately believe in. We are aware of the potential for heightened influence and sectoral impact around inclusive leadership that our values around participation and belonging promote.

Inclusive Leadership

PMZ believes in inclusion and social justice in its deepest sense. We are already considered a living, breathing example of a small, locally based charity that embodies compassionate, inclusive leadership that genuinely creates ways of running an organisation to enable successful engagement with a diverse range of people. It was the first arts organisation in the UK to receive Gold Investors in People accreditation with the new internationally benchmarked leadership and management standard and was successful in gaining the Gold accreditation again in 2019/2020. .

PMZ demonstrates that small can be powerful. It shows the importance of walking the talk locally, whilst punching well above its weight, increasingly sharing meaningful learning on a national and international stage.

During this very difficult year, PMZ has utilised the skills of the Leadership Team to steer the organisation in the absence of the CEO. The Board of Trustees have supported the Leadership Team during this time.

Impact and Equal Partnership

We aim to build on our increased digital expertise and will continue to share the impact of our work on a national and international stage in partnership with all those who invest in this socially engaged work. We will also be building on the expertise learned from remote working and aim to use this in the future to help support a greener climate and improved work/life balance.

Learning and Quality

The learning from our evaluations and research will this year allow us to further deepen the quality of our practice and be more visible about the impact locally as an example of a strategically embedded arts organisation creating 'social and bridging capital' and 'meaningful connections' across communities. We also want to further evaluate the value of 'lived experience leadership' in achieving and informing better social impact and more equal arts engagement. The increased interest in assets-based community approaches is also demonstrated in practice at Plymouth Music Zone. That too has immense value across sectors.

Wellbeing

We continue to value being a strong voice for the wellbeing of Music Leaders - and indeed all those who work within socially engaged practice. We are regularly approached to share how we pastorally support staff. With the uncertainty in the future, we feel sure that this will be increasingly called upon.
Moving forward we will retain the same valuable lens of our 5 Key Strategic Priority Areas. We are more passionate than ever about the Vision, Mission and Values that all consultations show we as a team still sign up to. Wholeheartedly.

4.1 LOOKING FORWARD - Vision, Mission and Values: April 2018 – March 2022

An Executive Summary for PMZ's Next Big Plan 2018-2022 is as follows:

INTRO TO VISION AND MISSION
Plymouth Music Zone's vision and mission are straight from the heart. We love music. We love people. We love making a difference. Our real passion is combining all three – bringing extraordinary people together through extraordinary musical experiences to enable extraordinary things to happen...

'Music Making a Difference'.

VISION
Quite simply, Plymouth Music Zone's vision is of a world where no one feels left out or lonely. A world where the transforming power of music can play its part in developing kind, happy, supportive and creative communities. A world where people feel inspired, empowered and connected. A world where PMZ works with others to bring hope through music to those who need it most.

MISSION
Plymouth Music Zone is a compassionate community music charity dedicated to bringing people together to transform lives. We do this by working with others to reach out to some of the most vulnerable children and adults using highly skilled music leaders who deliver a diverse range of innovative and tailored creative music-making activities. We inspire and empower individuals, families and communities to have a voice and develop and grow. We also encourage and train others who share our passion to bring hope and happiness through the life-changing power of music.

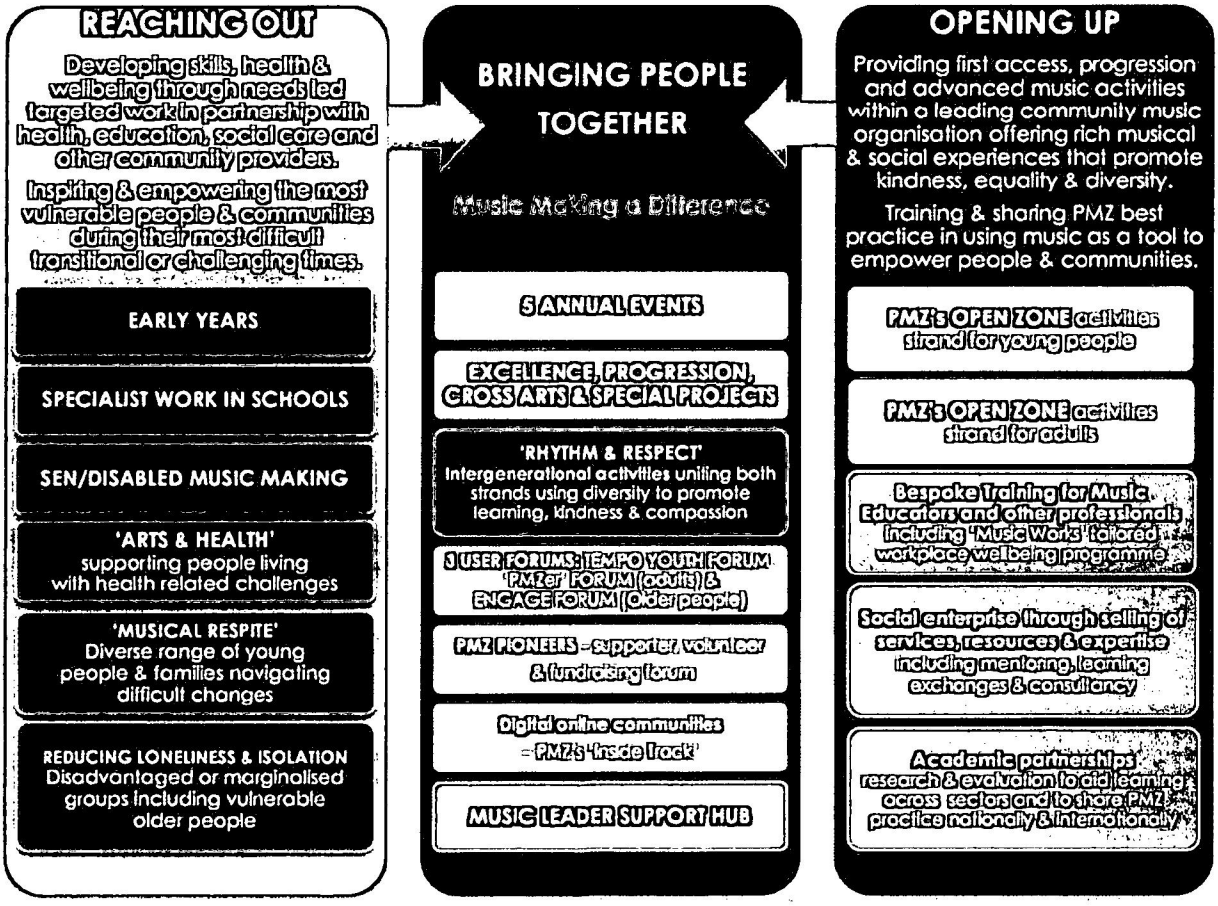
We achieve our mission by:

(1) REACHING OUT: We target our work in partnership with other organisations who equal our desire to develop the skills and health & wellbeing of the most vulnerable people and marginalised communities during their most difficult or transitional times.

(2) **OPENING UP:** We expand the musical and social horizons for those who wish to learn within a leading community music organisation offering rich musical & social experiences that promote artistic excellence as well as kindness, equality & diversity. Our Open Zone strand provides a diverse range of inspiring first access, progression and advanced music activities for both young people and adults. We also create mission-led income generation through tailored specialised training for music educators and other professionals. We open up our work to research and share best practice to influence others who wish to use music to empower people and communities.

(3) **BRINGING PEOPLE TOGETHER:** Our targeted and open strands of work meet in the middle through a series of performance and celebration events and special progression and advanced cross arts projects. We also have several user forums with our participants at the heart. Their voices take centre stage driving a PMZ community that celebrates the diverse nature of the charity's work as well as sharing its stories of change. People are brought together to grow a richer sense of self and community including music leaders working or training across the different areas of our delivery.

PMZ At-a-glance – meet us in the middle?



(1) **INSPIRING AND EMPOWERING** people in their most difficult or challenging times and ensuring their needs and voices remain at the centre of everything we do.

(2) **DEVELOPING AND GROWING** individuals, families and diverse communities using the life-changing power of music to improve skills, enrich lives and bring people together.

(3) Using **CREATIVITY AND DIVERSITY** as driving forces guiding our dedication to a musically inclusive and socially engaged way of working.

(4) Being **POWERED BY PARTNERSHIP** and part of the bigger picture reaching where we're needed most with the biggest chance of transforming lives and sharing our approach.

(5) Promoting **KINDNESS AND COMPASSION** with a generosity of heart at the root of how we work and how we feel the world should be.

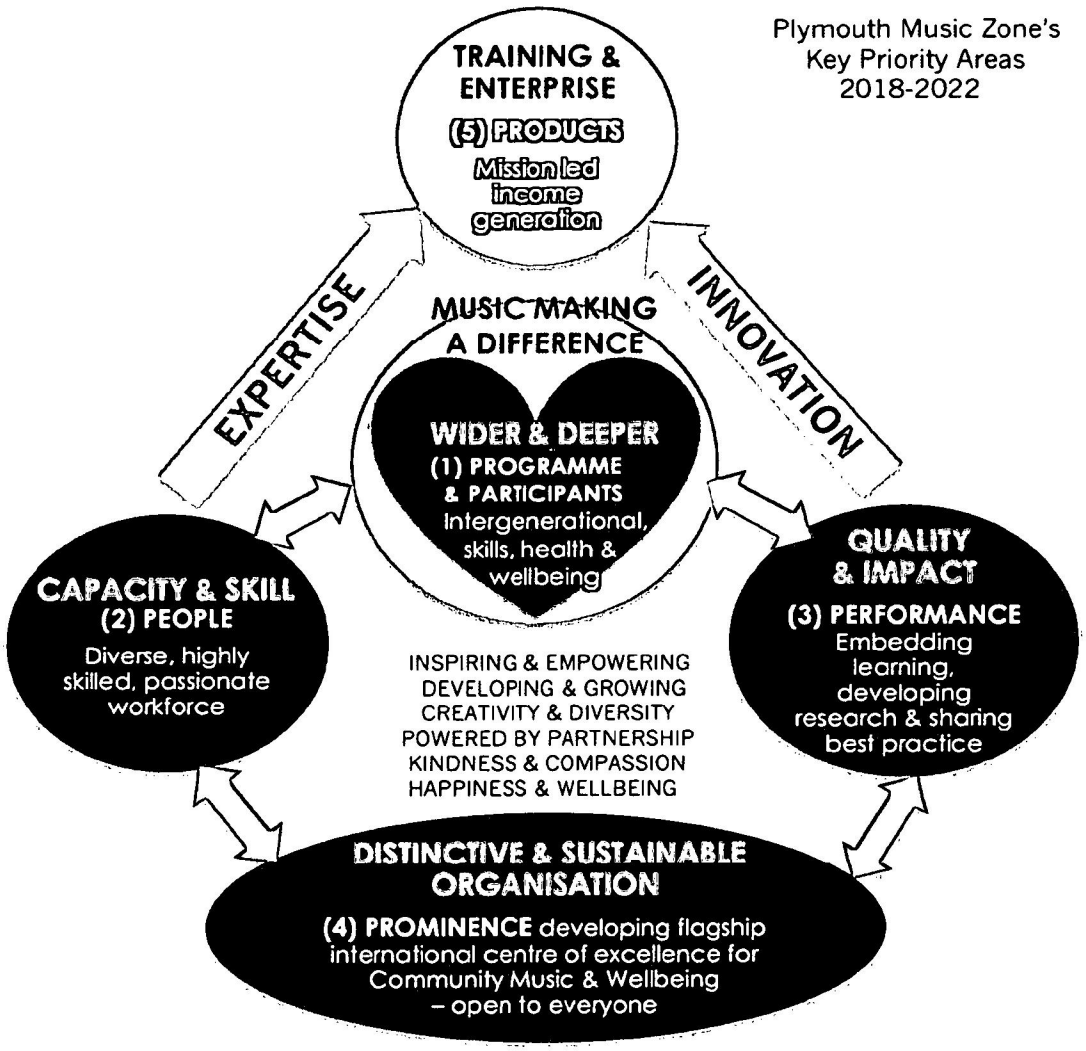
(6) Valuing **HAPPINESS AND WELLBEING** by putting fun and connection at the heart of innovative and inspiring music-making activities that help people feel part of something different and special. Because they are.

Our core values capture the essence of who we are as a charity and will infuse everything we do over the next 3 years of the plan as we move forward to the next stage of our development as an emerging international centre of inclusive excellence for Community Music and Wellbeing - open to everyone

4.2 LOOKING FORWARD - PMZ's OVERALL 4 YEAR STRATEGIC PRIORITIES: April 2018 – March 2022

Over the next 4 years, Plymouth Music Zone will continue to focus on achieving and deepening our aims in 5 identified strategic priority areas driven by our underlying key values, as shown in the diagram below:

(1) PROGRAMME & PARTICIPANTS
(2) PEOPLE
(3) PERFORMANCE
(4) PROMINENCE
(5) PRODUCTS



4.3 LOOKING FORWARD - BY 2022, PLYMOUTH MUSIC ZONE WILL ACHIEVE THE FOLLOWING OVERALL AIMS WITHIN EACH OF THE 5 IDENTIFIED KEY STRATEGIC PRIORITY AREAS:

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Support more people at difficult or critical points in their lives by extending our partnerships with other organisations and service providers in the health, social care, education and arts sectors to maximise our reach and impact on the most vulnerable or marginalised individuals and groups

1.2 Increase the depth of our work across all strands through a responsive, person-centred and sustained approach that includes more one-to-one and focused group work to enable meaningful and longer lasting change

1.3 Raise aspirations and artistic quality by providing more access to excellent musical opportunities through offering enhanced progression routes for advanced PMZ participants via ongoing mentoring, cross arts partnership projects and events and performance opportunities with regional and national arts organisations

1.4 Increase use of digital technologies to develop creative content and further engage participants and supporters both locally and further afield. Grow our online communities with the voice and stories of our diverse participants taking centre stage

1.5 Become a cutting-edge example of creativity and diversity in action through innovating programmes that offer an experiential approach to music learning through the lens of a diverse, socially engaged community music organisation that uses the arts to promote kindness, tolerance and compassion

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Develop and maintain a highly skilled and committed workforce for PMZ through the provision of clear progression routes and tailored programmes of workforce development for established music leaders to ensure quality and performance management at every level

2.2 Obtain sustainable investment to open up and consolidate workforce development routes within PMZ for new emerging or high potential music leaders

2.3 Invest in ongoing professional development for core staff and Trustees to effectively progress, run and advocate for the charity

2.4 Create a strong music leader support network and 'communities of practice' within PMZ based on peer learning, skills sharing and pastoral support to increase quality of artistic practice and reduce feelings of isolation among music leaders working alone or unsupported in the community

2.5 Maintain Gold Investors in People and commit to investing in people at all levels and role modelling the importance of self-care and robust, compassionate leadership within the arts sector

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Further develop Plymouth Music Zone as a 'learning organisation' through ensuring effective organisational processes that support and encourage the embedding of learning and ongoing improvement and quality of programmes

3.2 Increase engagement within PMZ's three user forums, the 'PMZer' Forum, TEMPO and the Engage forum for older people, to ensure consultation and beneficiary needs remain a driving force at the centre of the organisation

3.3 Utilise ongoing evidence of need and participant data to inform and evaluate programmes of work and ensure the impact of all work is effectively assessed and demonstrated to stakeholders

3.4 Further strengthen the evidence base for Plymouth Music Zone's work through ongoing independent evaluation and research including deepening links with Universities and others contributing to the 'Arts in Health' sector

3.5 Demonstrate sector leadership by improving the sharing of best practice within PMZ and across the wider sector including increased research and development of national and international learning partnerships

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Implement a targeted income generation strategy that ensures a diversified income base to ensure financial sustainability

4.2 Devise a marketing strategy including a range of tools delivering increased focus on developing and engaging a strong supporter base including increased sharing of creative media that showcases diverse voices and work

4.3 Build international links by building on our growing national reputation as a flagship community music organisation specialising in inclusion using music to promote wellbeing through kindness, compassion and social inclusion.

4.4 Develop a diverse, highly engaged and passionate Trustee Board that increases the reputation, credibility and sustainability of the organisation

4.5 Assess capital fundraising opportunities to improve and extend the PMZ building to enable us to adapt to our vision of becoming an international centre of excellence for Community Music and Wellbeing

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Develop the capacity and expertise of the workforce to encourage innovation and contribute to mission led income generating products

5.2 Use in-house expertise and best practice to develop bespoke training products and music resources that both generate income and advance PMZ's mission

5.3 Further leverage PMZ's intangible assets to earn income

5.4 Explore potential enterprise routes to maintain a diversified income base and inspire and excite the workforce to contribute to its growth

4.4 LOOKING FORWARD – Annual Aims for the coming year 2021/2022

We recognise that COVID-19 will impact on the proposed aims and we will be reacting flexibly.

(1) PROGRAMME & PARTICIPANTS: Wider and Deeper

IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST

1.1 Deliver a hybrid (in-person and digital workshops) and diverse range of creative music making activities to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2022. Deliver an average of 35 in-person creative music making activities to approximately 350 participants per week by March 2022.

1.2 Continue to build on performance & progression opportunities by March 2022 to more publicly promote and celebrate the value of a diverse range of voices and partnerships offering at least one opportunity per term for participants to perform including via music sessions and PMZ's 3 special projects per year,

1.3 Design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation

1.4 Work with PMZ Trustee and Creative Technologist Chris Hunt to continue the next stage of the iterative R&D development process with a local social tech firm analysing the international potential to engage the most isolated participants via an online music-making platform that employs VR and live streaming etc. Livestream one event for a diverse audience by March 2022.

(2) PEOPLE: Capacity and Skill

GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION

2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders and all staff to enable stretch, challenge and learning, embedding the principles of ACE 10 year strategy, Let's Create. This will be through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by March 2022 as well as 3 Team Days by March 2022.

2.2 Continue to develop feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2021 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings.

2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' and Let's Create (10 year strategy) - to include more targeted opportunities for skills development of People of Colour, disabled and LGBT Music Leaders as well as those from underrepresented socio-economic backgrounds.

2.4 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Dec 2021 to improve effectiveness and confidence.

(3) PERFORMANCE: Quality and Impact

IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED

3.1 Extraordinary Times programme in response to the pandemic – reflect, evaluate and innovate based on findings – by October 2021.

3.2 Improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2022 and announce 3 more 'Music Advocates' by March 2022 to raise the profile of a diverse range of people and the impact of music on wellbeing.

3.3 Hybrid learning exchange event to reflect on the learning from the pandemic. To be held at PMZ or local venue and/or digital event to allow ease of inclusion for all, overcoming barriers of health and distance.

(4) PROMINENCE: Distinctive & Sustainable

DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE

4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £400,000 income by 31 March 2022

4.2 Begin exploration of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering a High Net Worth Individual (HNWI) giving programme. Consult externally to explore the best ways to achieve this.

4.3 Recruit a further 3 Trustees and additional Special Advisors by March 2022 through targeted and open recruitment where needed to ensure no fewer than 8 or 10 on Board and to increase expertise around any identified gaps and broaden diversity of Board.

4.4 Deliver marketing strategy focussed on achieving increased participation levels in Open Zone workshops by March 2022 as well as fundraising activities. Also aim to achieve increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case' and 'Let's Create'.

4.5 Develop the website and all content produced to be accessible to all.

4.6 Define and roll out systems required to support the diversification of income generation and increased marketing impact by March 2022. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc

(5) PRODUCTS: Training and Enterprise

FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS

5.1 Increase opportunities for Leadership Team members to deliver at least 3 funded 'sharing learning' experiences by March 2022 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income.

5.2 Create and pilot new digital creative resource by March 2022 to support a wide range of music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities.

5.3 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2022 that combines CSR and charitable mission

5.4 Work with Plymouth City Council to develop the exploration of extending building lease and exploration of capital build fundraising options with Trustees/PMZ team by March 2022

Plymouth Music Zone Ltd
Statement of Directors and Trustees Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 4 November 2021.

Mr P J Courtney
Director and Chair of the Trustees

Plymouth Music Zone Ltd
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees on the accounts of the Charity for the year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 38 to 56.

Respective responsibilities of the 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 Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 Charities Act) and that an independent examination is needed. It is my responsibility to: · examine the accounts under section 145 of the Charities Act, · to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and · to state whether particular matters have come to my attention.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

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 Charities Act; and · to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed: **Date: 3rd December 2021**

Name: Steven Carey

Relevant professional qualifications or body: FCA

Address: 3 Buckland House, William Prance Road, Plymouth, Devon, PL6 5WR.

Plymouth Music Zone Ltd
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year total funds 2020 £
Income from:					
Donations and legacies		8602	-	8602	15669
Other trading activities		5098	2850	7948	33602
Investments		203	-	203	812
Charitable activities		75724	272365	348089	320806
Total Income		89627	275215	364842	*370889*
Expenditure on:					
Charitible activites		38814	303454	342268	*407750*
Other costs		1320	-	1320	*1320*
Total Expenditure		40134	303454	343588	409070
Net income/(net expenditure) before transfers between funds		49493	-28239	21254	-38181
Gross transfers between funds		-25852	25852	-	-
Net income/(net expenditure) before other recognised gains and losses		**23641**	**-2387**	**21254**	**-38181**
Other recognised gains and losses		-	-	-	-
Net movement in funds		23641	-2387	21254	-38181
Reconciliation of funds		-	-	-	-
Total funds brought forward		210349	28798	239147	277328
Total funds carried forward		**233990**	**26411**	**260401**	**239147**

The net movement in funds referred to above is the net incoming resources as defined in the SORP and is reconciled to the total funds as shown in the Balance Sheet on page 34 as required by the SORP.

All activities derive from continuing operations.

The notes on pages 44 to 56 form an integral part of these accounts.

Plymouth Music Zone Ltd
Statement of Financial Activities
for the year ended 31 March 2021

Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2021

	2021	2020
	£	£
Turnover	364,639	370,077
Direct costs of turnover	342,268	407,750
Gross surplus/(deficit)	22,371	(37,673)
Other costs	1,320	1,320
Operating suplus/(deficit)	21,051	(38,993)
Interest receivable	203	812
Surplus/deficit on ordinary activities before tax	21,254	(38,181)
Surplus/deficit for the financial year	21,254	(38,181)
Gift Aid Payments	0	0
Retained surplus/(deficit) for the financial year	21,254	(38,181)

All activities derive from continuing operations

The notes on pages 44 to 56 form an integral part of these accounts.

Plymouth Music Zone Ltd
Statement of Financial Activities
for the year ended 31 March 2021

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2021

	2021	2020
Excess of Expenditure over income before realisation of assets	21,254	(38,181)
Loss per Profit and Loss accounts	21,254	(38,181)
Grants for the acquisition of fixed assets	0	0
Net Movement in funds before taxation	21,254	(38,181)

Movements in revenue and capital funds
for the year ended 31 March 2021

Revenue accumulated funds	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Last year Total Funds 2020
	£	£	£	£
Accumulated funds brought forward	0	28,798	28,798	67,607
Recognised gains and losses before transfers	49,493	(28,239)	21,254	(38,181)
	49,493	559	50,052	29,426
Transfers between restricted and unrestricted funds	(25,852)	25,852	0	0
Transfers (to)/from designated funds	(28,312)	0	(28,312)	(5,081)
Transfers (to)/from fixed asset funds	4,671	0	4,671	4,453
Closing revenue accumulated funds	0	26,411	26,411	28,798

Designated revenue funds	Total Funds 2021	Last year Total funds 2020
	£	£
At 1 April	156,881	151,800
Transfer (to)/from revenue accumulated funds	28,312	5,081
Transfer (to)/from designated fixed asset funds	0	0
At 31 March	185,193	156,881

The purposes for which the designated funds have been established are describes in the notes to the accounts.

Fixed asset funds	Designated Funds 2021	Restricted Funds 2021	Total Funds 2021	Last year Total Funds 2020
	£	£	£	£
At 1 April	53,468	0	53,468	57,921
Transfer (to)/from designated revenue funds	0	0	0	0
Transfer (to)/from revenue accumulated funds	(4,671)	0	(4,671)	(4,453)
At 31 March	48,797	0	48,797	53,468

The purpose of the transfers between Revenue Reserves, Designated Funds and Fixed Asset Funds is described in the notes to the accounts.

Plymouth Music Zone Ltd
Statement of Financial Activities
for the year ended 31 March 2021

Summary of funds	Designated Funds 2021	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Last Year Total Funds 2020
Revenue accumulated funds	0	0	26,411	26,411	28798
Revenue designated funds	185,193	0	0	185,193	156881
Fixed asset funds	48,797	0	0	48,797	53468
Total funds	233,990	0	26,411	260,401	239147

The statement of changes in resources applies for fixed assets for Charity use is shown in the notes to the accounts.

The notes on pages 44 to 56 form an integral part of these accounts.

Plymouth Music Zone Ltd
Company Number 04653409
Balance Sheet
for the year ended 31 March 2021

		2021		2020	
Fixed Assets					
Tangible assets	9		48,797		53,468
Total fixed assets			48,797		53,468
Current assets					
Debtors	10	17,611		15,614	
Cash at bank and in hand		214,123		181,801	
Total current assets		231,734		197,415	
Creditors					
amounts due within one year	11	(20,130)		(11,736)	
Net current assets			211,604		185,679
Total assets less current liabilities			260,401		239,147
Creditors					
amounts due after more than one year					0
Provisions for liabilities and charges					0
Net assets excluding pension asset/liability			260,401		239,147
Net assets including penstion asset/liability			260,401		239,147
The funds of the charity					
Unrestricted income funds					
Designated revenue funds		185,193		156,881	
Unrestricted capital funds					
Designated fixed asset funds		48,797		53,468	
Total unrestricted funds			233,990		210,349
Restricted revenue funds					
Restricted revenue accumulated funds		26,411		28,798	
Restricted fixed asset funds					
Total restricted funds			26,411		28,798
Total charity funds			260,401		239,147

The directors are satisfied that for the year ended on 31 March 2021, the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

Plymouth Music Zone Ltd
Company Number 04653409
Balance Sheet (continued)
for the year ended 31 March 2021

Directors responsibilities:
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

- The directors acknowledge their responsibilities for compliance with the requirements of the Act with respect to accounting records and the preparation of accounts.

Mr P J Courtney
Director and Chair of the Trustees
Approved by the board of trustees on 4 November 2021

The notes on pages 44 to 56 form an integral part of these accounts.

Plymouth Music Zone Ltd
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation of the accounts

Plymouth Music Zone is a company limited by guarantee in England/Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.
The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 'I published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.
The charity has applied Update Bulletin I as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.
The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.
Plymouth Music Zone Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.
Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set cut in the notes to the financial statements.
Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Incoming Resources

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information

about their contribution.
On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

Investment Income
Income from investments is included in the year which it is receivable.

Deferred income
In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Tangible fixed assets and depreciation
All assets costing more than £250 are capitalised.
A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments, Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.
Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.
Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:
Short-term leasehold property- Straight line over the life of the lease
Plant and machinery- I 5 years straight line
Motor vehicles - 25% reducing balance
Fixtures, fittings and equipment- 25% straight line

Debtors
Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Pensions
The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Recognition of liabilities
Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

Critical accounting estimates and area of judgement
Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.
Critical accounting estimates and assumptions:
The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.
Depreciation rates of fixed assets and the calculation of certain year end accruals.

Financial instruments
The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Taxation
As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.
Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

2 Winding up or dissolution of the charity
If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3	Surplus/(deficit) for the financial year	2021 £	2020 £
	This is stated after crediting -		
	Revenue Turnover from ordinary activities	364,639	370,076
	and after charging -		
	Depreciation of owned fixed assets	4,671	6,874
	Pension costs	8,655	9,837
	Independent Examiner's Fees	1,320	1,320
	Auditors' remuneration	-	-
	Other fees paid to the Examiners/auditors	-	-

4	Investment Income	2021 £	2020 £
	Bank deposit interest received	203	812

5 Deferred Incoming Resources & Reserves - Unrestricted funds

	Opening Deferrals £	Released from prior years £	Received less released in year £	Deferred at year end £
Simply Counselling	0	0	-	-
Total	**0**	**0**	-	-

	2021 £	2020 £
These deferrals are included in creditors	0	0

6 Deferred Incoming Resources & Reserves - Restricted funds

	Opening Deferrals £	Released from prior years £	Received less released in year £	Deferred at year end £
The National Lottery Community Fund	-	-	-	-
Total	-	-	-	-

	2021	2020
These deferrals are included in creditors	-	-

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity.

7 Staff Costs and Emoluments

	2021 £	2020 £
Gross Salaries	262,330	297,349
Employers National Insurance	15,555	19,839
Pension Contributions	8,655	9,837
	286,540	**327,025**

The average number of persons employed by the company during the year
2021 - 16
2020 - 20

There were no fees or other remuneration paid to the trustees.
There were no employees with emoluments in excess of £60,000 per annum
All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals (and employers contributions) Is £183,365 (2020: £215,897).Trustees are not remunerated for the role as Trustee.

8 Trustees' remuneration

Neither the trustees nor any persons connected with them have received any remuneration or expenses, either in the current year or the prior year.

9 Tangible functional fixed assets

	Freehold Land and Buildings	Leasehold Land and Buildings	Plant, Machinery & Vehicles	Total
	£	£	£	£
Asset cost, valuation or revalued amount				
At 1 April 2020	25,845	39,129	156,123	221,097
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2021	25,845	39,129	156,123	221,097
Accumulated depreciation and impairment provisions				
At 1 April 2020	5,418	13,247	148,964	167,629
Eliminated on disposals	-	-	-	-
Charge for the year	1,723	1,863	1,085	4,671
At 31 March 2021	7,141	15,110	148,964	172,300
Net book value				
At 31 March 2021	18,704	24,019	6,074	48,797
At 31 March 2020	20,427	25,882	7,159	53,468

10 Debtors

	2021 £	2020 £
Trade debtors	7,500	3,572
Prepaid expenses	2,399	7,042
Accrued income	7,712	-
Undeposited Funds	-	5,000
	17,611	15,614

11 Creditors: amounts falling due within one year	2021 £	2020 £
Trade creditors	3,531	4,948
Accrued expenses	6,438	1,453
PAYE and NI	3,385	5,335
Unpaid Pension Contributions	1,776	-
Deferred income and grants in advance	5,000	-
	20,130	11,736

12 Related party transactions

During the year Trustees in aggregate, made unrestricted donations totalling £480 (2020: £405)

13 Particulars of Individual Funds and analysis of assets and liabilities representing funds:

At 31 March 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible Fixed Assets	-	48,797	-	48,797
Current Assets	-	205,323	26,411	211,604
Current Liabilities	-	(20,130)	-	(20,130)
	-	233,990	26,411	260,401
At 1 April 2020	**Unrestricted funds £**	**Designated funds £**	**Restricted funds £**	**Total funds £**
Tangible Fixed Assets	-	53,468	-	53,468
Current Assets	-	168,139	29,276	197,415
Current Liabilities	-	(11,736)	-	(11,736)
	-	209,871	29,276	239,147

The individual funds included above are -

	Funds at 2020 £	Movements in Funds as below £	Transfers between funds £	Funds at 2021
Designated Funds				
Development fund	61,881	(5,000)	28,312	85,193
Building and repair fund	30,000	-	-	30,000
Redundancy and staff costs	55,000	5,000	-	60,000
Innovation fund	10,000	-	-	10,000
Unrestricted fixed asset fund	53,468	(4,671)	-	48,797
Restricted Funds				
Arts Council - NPO	-	(24,622)	19,158	(5,464)
Youth Music Breakthrough Music	(17,176)	27,864	4,702	15,390
The National Lottery Community	13,634	(15,320)	3,686	2,000
Fund	-	-	-	-
Lloyds Bank Foundation	29,599	(9,378)	(1,866)	18,355
Trusts and Foundations		(5,153)	1,283	(3,870)
Knowledge Exchange	2,741	(1,629)	(1,112)	-
Other Restricted funds				
Unrestricted funds		54,163	(54,163)	-
General				
	239,147	21,254	-	260,401

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
Designated Funds				
Development fund	-	-	-	(5,000)
Building and repair fund	-	-	-	-
Redundancy and staff costs	-	-	-	5,000
Innovation fund	-	-	-	-
Unrestricted fixed asset fund	-	(4,671)	-	(4,671)
Restricted Funds				
Arts Council - NPO	132,392	(157,014)	-	(24,622)
Youth Music Breakthrough Music	61,519	(33,655)	-	27,864
The National Lottery Community Fund	35,349	(50,669)	-	(15,320)
Lloyds Bank Foundation	-	-		-
Trusts and Foundations	18,105	(27,483)	-	(9,378)
Knowledge Exchange	25,000	(30,153)	-	(5,153)
Other Restricted funds	2,850	(4,479)	-	(1,629)
Unrestricted funds				
General	89,627	(34,143)	-	54,163
	364,842	(342,267)	-	21,254

Purpose of Unrestricted funds

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.
Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.
Redundancy and staff related costs is to cover any exceptional staff related casts, such as redundancy, legal expense and any reward/bonus schemes should they occur.
Innovation fund Is to cover the costs to develop new cutting edge projects.
The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.
The general fund represents funds not restricted or designated for any specific purpose.

Transfers to/from Unrestricted funds

Surplus general funds have been transferred to the Charity's designated reserves.

Purpose of Restricted funds

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.
The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.
Youth Music Breakthrough Music - funding for 0 - 18 years (25 years with special needs/at risk) to access music making.
Lloyds Bank Foundation - The 'Voices for the Unsung" programme's overarching aim is to improve the health and wellbeing of carers and those they care for to address the issues they

face —including mental health challenges, stress and anxiety, loneliness, lack of confidence and self-esteem.
Trusts and Foundations
Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging learning project is invested in by a number of private funders.

Transfers to/from Restricted Funds
Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met,
Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

14 Controlling party
The charity is controlled collectively by the Board of Trustees.

Plymouth Music Zone Ltd
Schedule to the Statement of Financial Activities
for the year ended 31 March 2021

Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Prior Period Total Funds 2020
	£	£	£	£
Income from:				
Donations and legacies				
Donations	8,002		8,002	15,554
Gift Aid	600		600	115
Total donations and legacies	8,602	0	8,602	15,669
Music sessions	5,098	2,850	7,948	33,602
Other income received			0	0
Other trading activities	5,098	2,850	7,948	33,602
Investment Income				
Bank deposit interest received	203		203	812
Total Investment Income	203	0	203	812
Income from charitable activities				
Youth Music grant		61,519	61,519	13,412
Arts Council England grant		132,392	132,392	130,000
Other funders	4,476	18,105	22,581	36,815
Knowledge Exchange		25,000	25,000	0
The National Lottery Community Fund		35,349	35,349	140,579
PCC Small Business Grant - COVID 19	39,143		39,143	0
HMRC JRS Grant	32,105		32,105	0
Total Income from charitable activites	75,724	272,365	348,089	320,806
Total Income	89,627	275,215	364,842	370,889
Charitable Expenditure:				
Direct labour costs	32,760	133,239	165,999	155,881
Direct expenses		6,602	6,602	21,967
Salaries - Administrative staff	(22,540)	142,733	120,193	148,608
Pension Contributions - Administrative staff	8,655		8,655	9,837
Employers NI - Administrative staff	15,555		15,555	19,839
Other staff related costs		76	76	39
Premises costs	91	9,665	9,756	13,500
Equipment expenses		869	869	156
Office costs	760	8,095	8,855	30,026
Legal fees	(2,162)	2,175	13	12
Payroll charges	1,017		1,017	990
Depreciation of assets used for charitable purposes	4,671		4,671	6,874
Other support cost	7		7	19
Total Expenditure on Charitable Activites	38,814	303,454	342,268	407,748

Plymouth Music Zone Ltd
Schedule to the Statement of Financial Activities
for the year ended 31 March 2021

Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Prior Period Total Funds 2020
	£	£	£	
Other costs				
Auditor's remuneration			0	0
Independent Examiner's Fees	1,320		1,320	1,320
Other fees paid to the Examiners/auditors			0	0
Total Income from charitable activites	1,320	0	1,320	1,320

Plymouth Music Zone Ltd
Appendices to the Statement of Financial Activities
for the year ended 31 March 2021

The following appendices are attached to detail the activity analysis required by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England 8 Wales, revised June 2008.

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	General	The National Lottery Community Fund	ACE	Knowledge	Sensory	SMS Refurb & Equipment	Trusts & Foundations	Youth Music	2021 Total	2020 Total
	£	£	£	£	£	£	£	£	£	£
Income from:										
Donations and legacies	8,602								8,602	17169
Other trading activities	5,098				2,850				7,948	30752
Investment income	203								203	812
Charitable activities	75,724	35,349	132,392	25,000			18,105	61,519	348,089	322156
Other income									0	0
Total income	89,627	35349	132392	25000	2850	0	18105	61519	364,842	370889
Expenditure on:										
Charitable activities	38814	50669	157014	30153	3610	869	27483	33655	342268	407750
Other costs	1,320								1,320	1320
Total expenditure	40134	50669	157014	30153	3610	869	27483	33655	343588	409070
Net Income/Expenditure by activity	49,492	-15320	-24622	-5153	-760	-869	-9378	27864	21,254	-38181

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	General	The National Lottery Community Fund	ACE	Knowledge	Sensory	SMS Refurb & Equipment	Trusts & Foundations	Youth Music	2021 Total	2020 Total
	£	£	£	£	£	£	£	£	£	£
Nature of costs										
Direct labour cost	32760	24829	70823	17924	944		5466	13253	165999	155881
Direct expenses			2643				3959		6602	21966
Equipment costs						869			869	156
Depreciation	4671								4671	6874
Wages & salaries	-22540	23298	73127	10245	2402		15436	18224	120193	158445
Pension Contributions	8655								8655	0
National Insurance	15555								15555	19839
Other staff related costs	0	14	37	6	1		9	9	76	37
Office costs	760	988	4287	788	102		1060	870	8854	30025
Premises costs	91	1223	4966	1014	128		1295	1039	9756	13500
Other support costs	7								7	19
Professional fees	-1145	317	1131	177	33		256	261	1030	1008
Total costs analysed by activity	38813	50669	157014	30153	3610	869	27483	33655	342267	407750