



# **Chair's Report & AGM** *covering: Sept. 2021 - August 2022, updated to Charity Commission Return date*

&

## **Trustees' Summer meeting & AGM 3.30pm/4.30pm** **16<sup>th</sup> June 2023**

NB ACTIONS COMPLETED IN GREEN & REQUIRED IN ORANGE – PLEASE NOTE CAREFULLY AND CONTACT RR WITH ANY QUERIES
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**Present:** *Corinne Fulford, Jane McCreedy, Robert Rickard, Jon Settle, Simon Skull, Ann Smith, Helen Thomas-Jones*

*October 2022 AGM notes – attached; no matters arising not otherwise covered in the agenda.  
Officers re-elected nem con – Jane formally welcomed as new Secretary (though admin. will be handled by others).*

### **1. Structure of TMP**

**Mrs. Sylvia Armes (President)**

**- & -**

**Ann Smith (Director)**

reporting to Trustees:

**Simon Skull (Treasurer)**

**Jon Settle (Trustee & Tutor)**

**Robert Rickard (Chair of Trust & notes)**

**Jane McCreedy (Secretary)**

**&**

**Corinne Fulford (100 Club – until new volunteer steps forward)**

ratifying the work of the:

**TMP Committee**

**Heads of Music in Thetford Schools, Community, Parent & Tutor**

**Representatives**

authorised by the Constitution to coordinate and direct the work of TMP.

**Reports** *(These are received at each meeting by Trustees, with detailed discussion of each.)*

### **2. Treasurer's Accounts**

See attached annual statement – **signed copy to follow from SJS.**

**Reduced Norfolk Music Hub funding** received = £3.6k paid for year up to August 2023. However, there is significant uncertainty over future funding, following likely amalgamation of Norfolk and Suffolk Music Hubs – *pre-emptive lobbying all the more needed.*



JS et al - not an option further to raise fees given cost-of-living constraints in an area of high rural: urban deprivation – and specifically given the aims of TMP as a Charity. Key issue is that TMP – in its 25<sup>th</sup> Anniversary year – would have to suspend work within the next academic year if Hub support is not maintained or replaced.

#### **Actions:**

RR to write to Tim Brain. [email address to follow from AS] from NMH, to alert them to this.\_

RR to write to Michael Fordham, HTJ and Laura Hodges (now TTA Head of Performing Arts) about looming financial issues, but thanking them for their strong partnership support to help us address these.

RR to write to Thetford Education Trust for possible support [*cf.* Sue Scott – HTJ to put us in touch].

HTJ also kindly offered to contact Craig (i/c Transition) re: Year 6 Taster slot. (Always a good promotional tool for TMP, as well as TTA.

RR had already applied (successfully) for Breckland Community funding, to help offset & replace loss of annual Shadwell scholarship funds = £3.6k (SJS confirmed receipt).

With all this funding in place, TMP's a/c currently balances so far this year, but already slightly down on 2022.

New bank account (and online banking is finally set up (RR: warm thanks to SJS for persisting with this, and the protective transparency this gives us) – enabling current Trustees to have access.

### **3. Director's Report**

**Summer Recitals** will now be during lesson time, **4.30-6.30pm on 6<sup>th</sup> & 13th July 2023** tutor room recitals for parents, ensuring *each child has at least one public performance*, and ensuring that *parents can actually meet tutors, discuss progress, practice etc.*

Staff and Director also working together (with HTJ at TTA) to revisit the format and town promotion of the ensemble-based **Christmas Concert, 6pm Thetford Academy Studio - Monday 4<sup>th</sup> December 2023.**

#### **Action:**

RR to arrange VIP invitations and to ask Jessica Hendry (alumna, now heading for Royal Academy of Music) if she would perform a short solo, say at Christmas Concert, or at Summer Concert 2024, to help mark 25<sup>th</sup> Anniversary. AS/CF et al approved this proposal: Jess is a role model for what TMP can help young people achieve.



New **publicity flyer** this time masterminded by Corinne.

last year - with above **logo**, all

HTJ: TMP should still be invited to Open Evenings etc.: Trust and TMP will benefit from joined-up work here. **AS to plan with HTJ once she has spoken with key staff.**

Various logistics, repairs, instrument purchases, cleaning etc – all resolved.

Town Council funded a speaker + microphone – hugely appreciated and **this will be expressed to Carla Burretto, and Ron Wood from the Council. (VIP invitations and RR to source / add to contacts.)**

Some **Norfolk Music Hub WICIT teaching** now run by TMP – Jon (3 x 1 school) and Jeff (5 schools) – some admin income.. (Not catchment schools, unfortunately...!)

NB Club numbers inevitably dropped further after the latest national and local interruptions, strategic changes at TTA etc. Numbers have now stabilised at 69 (cf. 72 in 2022 - though NB 83 at same point in 2021).

Agreed that Thetford (& area) Primary School liaison is key, especially now provision is fully back to normal: TMP needs a stronger profile in each Thetford School.

#### **Actions:**

**AS happy, with Trustees' support, to revisit, to remind each feeder school of Assembly taster offer – AS and JS to conduct and report back to Sept. meeting.**

**NB AS to inform RR of progress and if any schools do not respond.** RR then will contact the Principal in each to emphasise how this can support their Ofsted music requirements etc..

**JM kindly offered contacts for Hockwold, and will forward to AS and to RR. AS & RR to update contacts spreadsheet as this communication take shape.**

#### **4. Chair's Notes**

##### ***Up to end of academic year 2022:***

Thetford Music Project had been steadily regaining a solid footing post-COVID, ably supported via the willing partnership and venue at TTA, with continuing financial sustainability, strong Directorship and tutors, generous Trustees and supporters. However, further strategic changes (national and local), and a general hesitancy in schools over external groups coming into school, have continued to give the Director and her loyal staff significant challenges. This has been another unprecedentedly challenging year, but (again) all the more remarkable that throughout the various lockdowns, educationally, as well as financially (and despite Shadwell closing), TMP has continued to maintain online, and later in-person, highly-affordable music instrumental teaching for up to 90 young local people, regardless of means, or setting.

##### ***Update to June 2023:***

**Charity Commission reporting.** SS confirmed 2021-22 accounts accurate and will be signed, then forwarded to RR for submission to Charity Commission. **RR to action.**



## **Breckland Community**

**Scholarships** – beginning Sept.

2023 – RR to check with AS that these will be allocated in a reportable form.

**President** - Sylvia Armes accepted this honorary role this time last year; continuing affirmation of her commitment to TMP, as somebody involved from the very beginning, alongside her dearly-departed husband, Colin, who gave us equally fine support as our previous President. Sylvia visited earlier in the year and we continue to be truly grateful for her impetus and patronage.

**Trustees** - **Jane McCreedy** has joined, nominally as Secretary, following in the footsteps of Sam Trayton, who gave 20 years' support to TMP, man and boy, club member, singer, compere, tutor, trustee!

## **TMP Strengths**

**General** - the academic year has been satisfactory so far, thanks to AS's conscientious, dogged persistence

Much improved accommodation for Monday Club, back in the Sixth Form Centre, with a sitting area for parents (plus teas/coffees) etc. – really 'community feel' reported. Sixth Form Accommodation seen as a huge strength of the provision – pleasant, safe, community atmosphere (RR: all thanks to Helen T.J). Helen supported a revival of Open Day, Year 6 partnerships, TMP contribution to productions etc., partly as a gesture to the community, partly as a promotional tool for TTA.

**TTA** – overall, strong working relationship continues. *Fine senior staff support. HTJ – passim – & RR met new Principal, Michael Fordham (with Vice-Principal, Ellie Blake) immediately before this meeting, who re-affirmed TTA's commitment to supporting TMP, and its work there.*

As well as enhancing musical activities and standards and take-up by the local communities, TMP may, pragmatically, be seen as a real promotional tool for TTA: 90% are primary-age pupils; and TMP here and RR reaffirmed our readiness to support music growth as a significant Inspiration Trust priority.

## **TMP Challenges**

**Norfolk Music Hub** funding – see notes above. AS attended the January 2023 NMH Partner meeting: TMP provision clearly continues – for now – to meet core aims of the Hub, in specifically meeting the needs of disadvantaged parts of the County music provision (AS).

**Teaching** - loss of BTEC teaching at TTA (following Academy decision to take this back in-house last year). Laura Hodges told AS she is still keen for KS4/5 still to be taught by TMP. No Year 10/11 teaching and almost all other instrumental tuition undertaken by Inspiration Trust.

**Action:** HTJ to work with AS on strengthening in-house partnership – see elsewhere in these notes.



### **Funding applications**

CF kindly suggested *Cynthia de la Hoy Trust & Thetford Action Group*– RR to explore.

### **More proactive promotion of TMP (& see above)**

JS kindly offered to contact Polina Soznina (back from Cambridge, & has taken over *Thetford Voices* etc.).

Norfolk Community Foundation – RR receives emails, and hence Breckland bid. CF to talk to Duke of Grafton's secretary about possible Patron status etc.

Administrative backlogs have built up: good on-door presence, contacting parents etc., but invoicing backlog, unpaid debts etc., messaging to pupils etc. **Agreed: hours to be reduced, and Ann closely to monitor workload. SJS to contact Mary for detail on unpaid debts and re-steering of *Hundred Club*.**

### **Patrons**

CF kindly suggested this idea, as means of promoting credentials of TMP, and will pursue Duke of Grafton connection (see above).

She also suggested making Jessica Hendry and Jon Settle suggested Polina Soznina – tbc.

### **5. TMP 100 Club – see attached report by CF**

£1k donation has just been paid in from 100 Club – i.e. a tremendous source of continued income for TMP.

However...: members likely soon to fall below 50 members, and current TMP Administrator unlikely to have time to coordinate this.

### **Actions:**

Parent call for volunteer time to support TMP/100 Club, though Corinne kindly offered to carry on for now, until new coordinator found. RR agreed to be added as signatory – this is another account under TMP a/c.

CF may explore QR code + paypal link, and with AS co-write a promotional parental letter to encourage Hundred Club, Concerts, general volunteer support.

RR thanked Corinne for her continued support, and actions on all this vital fund-raising work.

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**Dates of 2023-24 meetings** NB please let RR know if these dates/times need adjusting:

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**Trustees Autumn meeting - zoom  
2023**

**3pm Friday 29th Sept.**

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<b>TMP Committee - at TTA</b>	<b>(NB incl. parents &amp;</b>
<b>stakeholders)</b>	<b>4 for 4.30pm Friday 13th October 2023</b>
<b>Trustees Spring meeting - zoom</b>	<b>3pm Friday 23rd</b>
<b>February 2024</b>	
<b>Trustees Summer meeting - at TTA followed by AGM</b>	<b>3.30 then 4.30pm</b>
<b>Friday 9<sup>th</sup> June 2024</b>	

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Robert Rickard, Chair, Thetford Music Project  
Registered Charity No. 1121851  
June 2023

# Thetford Music Project

## Income and Expenditure Account

For the period 1st September 2021 to 31st August 2022

	2022			2021		
	£	£	£	£	£	£
	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>TMP Funds</u>	<u>TMP Funds</u>	<u>2022</u>	<u>TMP Funds</u>	<u>TMP Funds</u>	<u>2021</u>
<b>Income</b>						
Grants & Donations						
TMP 100 Club		1,000	1,000			
Music Hub		9,000	9,000			
TTC		300	300			
Thetford Lions/Thetford Rotary		480	480			
Total Grants & Donations	0	10,780	10,780	0	2,000	2,000
Subscriptions & fees		25,780	25,780			
Residential course fees	5,700	0	5,700			
Concerts		553	553			
Bank Interest		4	4			
T shirts/hoodies		0	0			
Miscellaneous		11	11			
<b>Total Income</b>	<b>5,700</b>	<b>37,129</b>	<b>42,829</b>	<b>0</b>	<b>21,707</b>	<b>21,707</b>
<b>Expenditure</b>						
Tutors' Fees & Expenses		26,210	26,210			
Director & Assistant fees		6,463	6,463			
Instruments		325	325			
Concerts		0	0			
Miscellaneous		237	237			
Insurance		38	38			
Residential course subsidised places	0	0	0			
Residential course	5,632	0	5,632			
<b>Total Expenditure</b>	<b>5,632</b>	<b>33,273</b>	<b>38,905</b>	<b>0</b>	<b>29,348</b>	<b>29,348</b>
<b>Surplus/(Deficit) for the period</b>	<b>68</b>	<b>3,856</b>	<b>3,924</b>	<b>0</b>	<b>-7,640</b>	<b>-7,640</b>
From Restricted - Various Instruments	0	0	-	-336	336	
Fund balance b/f	208	10,964	11,172	544	18,268	18,812
<b>Fund balance c/f</b>	<b>276</b>	<b>14,820</b>	<b>15,096</b>	<b>208</b>	<b>10,964</b>	<b>11,172</b>

I have examined the accounting records provided. The procedures undertaken do not constitute an audit. The accounts have been prepared from the underlying records and the total fund balance carried forward reflects that shown in the bank statements as at the 31st August 2022

*S N H Wright BSc ACA*

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