



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> November 2020**

**To 31<sup>st</sup> October 2021**

**Charity name: HARMONY INSPIRES OXFORD LADIES BARBERSHOP CLUB**

**Charity registration number: 1157497**

### **Objectives and Activities**

Summary of the purposes of the charity as set out in its governing document	1) To advance education of members and the public in the barbershop style of 4-part harmony singing, through rehearsals, education courses, competition and shows 2) To further such charitable purposes (charitable under English law) as the Trustees, from time to time, think fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>In pursuing our aims for the public benefit, the chorus believes it impacts on people's lives in several ways. We involve people in a creative, enjoyable and fulfilling educational activity, providing members with the opportunity to develop friendships, vocal technique and musical repertoire. Open "Learn to Sing" courses also give this opportunity to non-members. For audiences, we present exciting, innovative and high quality performances providing a pleasant and entertaining cultural experience, but also educating them by extending their musical knowledge, especially in the genre of Barbershop 4-part close harmony singing.</p> <p>There are no restrictions on membership of Harmony InSpires - anyone can become an Associate member, although Full Membership is restricted to those who sing with a female voice and have passed a vocal assessment. In addition to the public educational benefits to participants and audience members mentioned above, the Trustees are conscious that its activities must be affordable. The Trustees have the discretion to reduce membership subscription payments and financial support is offered in cases of hardship to those wishing to join the chorus in competitions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The trustees have complied with the duty in section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 to have due regard to public benefit guidance published by the Charity Commission.

## Additional information (optional)

Contribution made by volunteers	The club is run entirely by volunteers. without whose valuable contributions, the Club would not function. We are, in particular, indebted to our Musical Director who provided her services for free, not only running rehearsals, but spending many hours on preparation.
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## Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>For a second year, Club activities have been impacted by the Covid-19 restrictions imposed by the government and concern for the safety of members.</p> <p>For the first part of the year, we continued to offer online rehearsals, having very high levels of engagement with our members. The social contact proved invaluable to the well-being of individuals at a time when many were facing social isolation. Face to face activities were gradually resumed as restrictions were lifted: first outdoors and then a return to our rehearsal venue, with precautions in place to minimise the risk of infection. We have continued to offer an online option for those who are unable to attend in person, due to infection concerns.</p> <p>Members received coaching and instruction from the Musical Director and external coaches, both online and in-person. The aim, as always, is to improve singing technique and the preparation of songs for performance to a wider audience. However, this year, we have also focussed on vocal health, as we have returned to singing together after months apart.</p> <p>In June, we ran a free online "Love to Sing" course, which was attended by over 30 women, with whom we were able to share the enjoyment of a Capella and barbershop singing and even teach some technique. We are delighted that 8 of them have since joined the club.</p> <p><b>Performances:</b> Live performances have been severely restricted, during the pandemic. We produced another video of a new song, which we have been able to share online. We had planned a Christmas Concert in aid of funds for the community hall, which is our new home, but due to continuing Covid concerns, this has been deferred. We hosted a regional event for LABBS (our parent organisation) in November, which enabled members of many different choruses to share a day of coaching and singing. This gave us the opportunity to perform some songs to an audience.</p> <p><b>Competitions:</b> Competing against other choruses is a very effective way of focussing on improvement. There have been no competitions this year, but we are preparing for the Oxford Music Festival in Jan 2021.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Club Funds as at 31 October 2021 amounted to £16,338, an increase of £3248 over the previous financial year. The increase has been due to a reduction in running costs, while we have been unable to meet in person.
Statement explaining the policy for holding reserves stating why they are held	<p>The trustees consider that Harmony InSpires requires a reserve fund to enable the club to operate if there should be an unexpected drop in income or increase in expenditure. The main risks are considered to be:</p> <ul style="list-style-type: none"> <li>a) A drop in membership, causing a significant drop in subscription income</li> <li>b) An unforeseen emergency or other unexpected need for funds</li> </ul> <p>The trustees propose to maintain the reserves at a level, which would</p> <ul style="list-style-type: none"> <li>• cover payment of outstanding hall hire bills and allow time to develop new sources of income or to cut back on expenditure</li> <li>• cover possible troughs in cash flow</li> </ul> <p>As the club is funded largely by the members, the trustees also consider that there should be an upper limit to the reserves held.</p> <p>Current upper and lower limits are £20,000 and £2,000.</p>

### Additional information (optional)

The charity's principal sources of funds (including any fundraising)	<p>The charity's principal source of funds were: Member subscriptions (less LABBS subscriptions)</p> <p>The majority of income is applied to the costs of running the club. The primary expenses are hire of rehearsal rooms, cost of music (arrangers fees, copyright, teach tracks), travel costs for our Musical Director, software licence fees, fees for guest instructors and costumes and other props for performances.</p>
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## Structure, Governance and Management

Type of governing document	Constitution date 11 <sup>th</sup> June 2014 (updated 8 <sup>th</sup> December 2021)
How is the charity constituted?	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Elected by members or appointed by Trustees

**Additional information (optional)**

The charity's organisational structure and any wider network with which the charity works	Harmony InSpires is a member of the national Ladies Association of Barbershop Singers (LABBS) which provides advice and guidance, educational opportunities for club members and directors and hosts competitions which lead to the promotion and improvement of singing in the Barbershop style. All Trustees give their time voluntarily and receive no remuneration or other benefits.
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**Reference and Administrative details**

Charity name	HARMONY INSPIRES LADIES BARBERSHOP CLUB
Other name the charity uses	HARMONY INSPIRES
Registered charity number	1157497
Charity's principal address	2 Elmfield Gardens, Speen Lane, Newbury RG14 1WA

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dominique Kleyn	Chair		
2	Julie Thakker	Vice Chair		
3	Lesley Maitland	Secretary		
4	Joanna Murray	Chorus Manager		
5	Jane Humphreys	Treasurer	To 9 Dec 2020	
6	Elizabeth Cookson	Treasurer	From 9 Dec 2020	
7	Rebecca Todd	Membership Secretary		
8	Meriel Lewis	Public Relations Officer		

**Declarations**

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

**Signed on behalf of the charity's trustees**

Signature(s)	Claire Cookson	Julie Thakker
Full name(s)	ELIZABETH CLAIRE COOKSON	JULIE THAKKER
Position (eg Secretary, Chair, etc)	CHAIR	Vice Chair
Date	19-1-2022	

Charity Name	Has it any?
Harmony InSpires	1157497

## Receipts and payments accounts

For the period from	01-Nov-20	To	31-Oct-21
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### Section A Receipts and payments

	Total funds (Unrestricted) to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>		
Subscriptions - members	7,245	6,810
Gift Aid reclaimed on member subscriptions 2017-2018	986	1,088
Performances	-	200
LABBS grants	235	-
Easy Fundraising	282	267
Member sales (Teas/monthly bazaar)	-	40
Refunds and compensation	-	500
Donations	-	200
<b>Sub total (Gross income for AR)</b>	<b>8,747</b>	<b>9,105</b>
<b>A2 Asset and investment sales</b>		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,747</b>	<b>9,105</b>
<b>A3 Payments</b>		
Capitation fee to LABBS	1,368	1,911
Rehearsal room rental	572	1,100
Performance costs	38	50
Convention costs	-	-
Music fees and learning material	532	427
Coaching for members: fees and expenses	1,013	120
Stamps, stationery, website, Zoom fees	436	475
Gifts and Donations	118	43
Purchase of costumes and badges	716	556
Love to Sing course	141	-
MD expenses	394	877
Events	173	83
Hardship fund	-	100
<b>Sub total</b>	<b>5,499</b>	<b>5,743</b>
<b>A4 Asset and investment purchases, (see table)</b>		
2 x Wenger Riser trollies	-	2,682
	-	-
<b>Sub total</b>	<b>-</b>	<b>2,682</b>
<b>Total payments</b>	<b>5,499</b>	<b>8,425</b>
<b>Net of receipts/(payments)</b>	<b>3,248</b>	<b>680</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,090</b>	<b>12,410</b>
<b>Cash funds this year end</b>	<b>16,338</b>	<b>13,090</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>	TSB Treasurer's Account	16,338
	Cash and Cheques to paid in to bank	
	Less unrepresented cheques	
	<b>Total cash funds</b>	16,338
	(agree balances with receipts and payments account(s))	

Categories	Details	Unrestricted funds to nearest £
<b>B2 Other monetary assets</b>		-
		-
		-

Categories	Details	Cost	Current value
<b>B4 Assets retained for the charity's own use</b>	6 sets Wenger Choral risers	10,159	2,032
	1 set Wenger Choral risers	1,796	763
	2 Wenger riser trollies	2,682	2,414
	Note: Riser depreciation over 10 years	-	-

Categories	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>			-	Paid
			-	Paid
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
J. Thakker	JULIE THAKKER	8/12/21

Celine Cookson CLARE COOKSON 8/12/21