

JAZZ PROMOTION NETWORK

England & Wales · Charity number 1160282

Details

Other names	JPN
Status	Registered
Legal form	CIO
Registered	2015-02-02
Register	View on the Charity Commission register

Contact

Address	13 Southville Terrace Bath BA2 4LZ
Phone	07880703518
Email	manager@jazzpromotionnetwork.org.uk
Website	www.jazzpromotionnetwork.org.uk

Activities

Objects: THE OBJECTS OF THE JPN ARE TO FOSTER AND PROMOTE PUBLIC EDUCATION IN THE ARTS THROUGH THE MAINTENANCE, IMPROVEMENT AND DEVELOPMENT OF KNOWLEDGE, UNDERSTANDING, APPRECIATION OF, AND PARTICIPATION IN, THE ARTS, IN PARTICULAR IN THE ARTS OF JAZZ AND RELATED FORMS OF MUSIC, AND IN PARTICULAR THROUGH MUTUAL SUPPORT AND ACTIONS AMONGST ORGANISATIONS AND INDIVIDUALS COMMITTED TO THE PURSUIT OF THIS COMMON PURPOSE.

Activities: The promotion of jazz and related music through and beyond a membership network; staging of an annual conference for the sector (in 2018 in Southampton); development of a long-term plan for support of the music and the sector; advocacy at home and overseas; a pilot tour of Emerging Artists; & the Going Dutch programme to encourage the interchange of Dutch and JPN-nations' promoters and musicians.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Ireland
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£35,398	£43,595	-	-
2024-03-31	£42,607	£36,988	-	-
2023-03-31	£28,253	£53,050	-	-
2022-03-31	£7,655	£51,404	-	-
2021-03-31	£101,259	£42,693	-	-

Trustees

Name	Role	Appointed
Barry Holloway		2025-04-28
Caitriona Siobhan O'Mahony		2025-04-28
Conor McAuley		2025-04-28
Greshauna Hannabiell Sanders		2025-04-28
Orphy Robinson		2024-01-29
Paula Gardiner		2025-04-28
Pauline Ann Black		2025-04-28

JAZZ PROMOTION NETWORK

England & Wales - Charity number 1160282

Accounts



Trustees' Annual Report for the period

From April 1 2024
Period end date

Period start date To March 31 2025

Charity name: Jazz Promotion Network

Charity registration number:1160282

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the JPN are to foster and promote public education in the arts through the maintenance, improvement and development of knowledge, understanding, appreciation of, and participation in, the arts, in particular in the arts of jazz and related forms of music, and in particular through mutual support and actions amongst organisations and individuals committed to the pursuit of this common purpose.
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.	Para 1.17 and 1.19	<p>Annual conference for the sector to discuss and consider improvements in music promotion and education, supporting those who present jazz to the public.</p> <p>Spreading information to JPN members and others regarding International projects designed to support more opportunities for audiences to hear and experience a wider range of music from other nations.</p> <p>Spreading information about International support available for artists from JPN nations to extend their profile more widely abroad.</p> <p>Work on digital and social media communications to inform a wider public of the opportunities in jazz performance, participation and education.</p> <p>Work to develop regional networks and support structures to enable a wider and more diverse range of music to be made available to audiences in specific regions.</p> <p>Projects to bring a wider range of young and newly emerging jazz artists to public audiences around the JPN nations.</p> <p>Campaigns to bring jazz to greater public attention.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In establishing JPN and registering as CIO, JPN trustees followed advice and guidance from the Charity Commission on public benefit and will continue to revisit that advice to ensure compliance.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The work of any p/t paid staff is complemented by voluntary contributions of time from board members and members. JPN also acknowledges the essential part that volunteers play in its projects and the key role that unpaid volunteers play in live music promotion throughout the JPN nations.
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>The main focus for JPN in this period was the annual conference held at the Bristol Beacon on November 4 and 5 2024.</p> <p>The conference attracted 186 delegates (including speakers and artists) which was the biggest to date. Held at the newly refurbished Bristol Beacon (formerly Colston Hall), the conference was a chance for fellow promoters, labels, agents, managers and artists – to share experiences and enjoy hearing some of the most exciting new bands from across the UK in the evening showcase programme.</p> <p>With a conference title taken from the acclaimed American jazz musician McCoy Tyner's album, Today And Tomorrow- the 2024 JPN Conference focus was on the impact of grassroots culture in all aspects of UK and Irish jazz. Roundtables and panel discussions explored music venue economy, grassroots education, music promotion and labels, and practical sessions focussed on social media,</p>

	<p>touring and artist business skills. 1:1 networking opportunities throughout the conference enabled those all-important connections between those attending.</p> <p>Keynote interview slots featured leading artists, including Ivor Novello Award winning British-Bahraini trumpet player Yazz Ahmed interviewed by DJ, broadcaster and journalist Tina Edwards . A second special guest was saxophonist Andy Sheppard, who has long term Bristol associations and made a special trip over from Portugal to perform the final slot of the evening of Tuesday November 5 as well as doing a pre-concert interview on stage,</p> <p>The showcase programme featured some of the UK/Ireland's most exciting new bands nominated by JPN members and other trusted partners and chosen by a 5-nation independent expert panel.</p> <p>The post conference survey also contained many positive comments, and also some constructive criticism and ideas for the future. These included:</p> <ul style="list-style-type: none"> • How can journalists be most helpful for jazz musicians/ music? • How can we support &#39;minority groups&#39; within jazz - e.g. women, older jazz musicians? • With so much focus on artists, promoters and the industry in general I'm not sure that we've quite covered who audiences are for jazz, what we're doing to keep the current ones, and attract new ones. <p>These were borne in mind when planning for the 2025 Conference in Cardiff.</p> <p>Financial management of the event was by necessity kept very tight, as funding was not forthcoming from Arts Council England this year, and the amount from Creative Scotland was considerably less than applied for. This meant Trustees had to decide In early autumn 2024 whether or not to proceed with the event. Their feeling was that not to stage a conference – JPN's major annual event- would mean that the organisation would lose momentum, and therefore it was agreed to transfer part of the company's reserves to the conference budget to enable it to take place.</p> <p>Other JPN activity during this period was attendance by JPN trustees at the jazzahead expo in Bremen in April 2024 in Germany, helping staff a UK stand organised by UK Jazz News providing opportunities to promote the forthcoming conference and to engage potential speakers. The JPN Chair and Company Secretary also attended the annual Europe Jazz Network conference in Ghent in September 2024 which provided opportunities for discussion about potential pan European collaboration.</p>
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		Work was also done in early 2025 towards submitting funding bids to Arts Council Wales, Arts Council Northern Ireland, Creative Scotland (CS) and Arts Council England (ACE) towards the 2025 conference and also, in the case of CS and ACE towards a pilot year of the Routes into Jazz Promoter Development scheme.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	One of the main objectives for this period was to stage a full programme of UK wide showcases at the annual conference - hence expanding the nature of the event, and this was achieved successfully. We also registered 186 delegates (against a target of 150) and took £1984 in delegate fees against a target of £1000.
Performance of fundraising activities against objectives set	Para 1.41	The main purpose of fundraising in the period was to support the conference and some ancillary activity; our application to Arts Council England was unsuccessful, but we were able to obtain grants from Creative Scotland, Arts Council Wales and Arts Council Northern Ireland which enabled us to deliver our annual conference.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The company ended the period with a surplus of £2157.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are needed to cover shortfalls and gaps in funding. The trustees consider that the level of free cash reserves should be between £10,000 and £20,000.
Amount of reserves held	Para 1.22	£2157
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funds are derived from membership fees and fundraising from arts funders (see 1.22 above)
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risk is any potential failure in fundraising from arts funders which would result in limitations on the ability to progress projects.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Para 1.25	Elected by membership, co-opted by trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees provided with induction pack of relevant documents and opportunities for discussion with the Chair and other officers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Jazz Promotion Network
Other name the charity uses	JPN
Registered charity number	1160282

Charity's principal address	% Bristol Music Trust, Bristol Beacon, Trenchard Street, Bristol BS1 5AR.

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	Ros Rigby	Chair		
2	Orphy Robinson	Vice-Chair		
3	Nod Knowles	Company Secretary/Acting Treasurer		
4	Mark Kass			
5	Heather Spencer			
6	Peter Slavid			
7	Keith Michael			
8	Agnese Daverio			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Pauline Black		
Orphy Robinson		
Nod Knowles		
Paula Gardiner		
Hannabiell Sanders		
Conor McCauley		
Catriona O'Mahoney		
Barry Holloway		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

	Type of adviser	Name	Address
	Financial, accounting	Andrew Procter	74 Standenhall Drive, Burnley BB10 2EF

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

Chair acts as CEO where it is not possible to employ someone at that level; other freelance staff are employed part-time and in some cases on time-limited contracts.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	<i>Nod Knowles</i>	
	Full name(s)	Nod Knowles	
	Position (eg Secretary, Chair, etc)	Acting Treasurer	
	Date	27 01 2026	

Independent Examiner's Report

TO THE TRUSTEES AND MEMBERS OF THE JAZZ PROMOTION NETWORK

I report on the accounts for the charity for the year ended 31st March 2025.

Respective responsibilities of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Paul Cowham

Paul Cowham FCA DChA
Withington Works
Withington Baths
Burton Road
Manchester

27/01/2026

Jazz Promotion Network

Year ending 31 March 2025

Receipts and Payments Accounts

	2025			2024		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Arts Council England grant	-	-	-	-	14,995	14,995
Arts Council Northern Ireland	-	10,400	10,400	-	-	-
Arts Council Wales	-	5,175	5,175	-	4,500	4,500
Creative Scotland	-	7,405	7,405	-	13,380	13,380
Membership fees	8,830	-	8,830	7,380	-	7,380
Artist fees	1,500	-	1,500	-	-	-
Sponsorship	-	-	-	1,100	-	1,100
Conference fees	1,984	-	1,984	1,252	-	1,252
Donations	54	-	54	-	-	-
Total receipts	12,368	22,980	35,348	9,732	32,875	42,607
Payments						
Accommodation	8,801	189	8,990	-	-	-
Accountancy	500	-	500	450	-	450
Artist fees/travel	-	10,258	10,258	-	8,763	8,763
Artist liaison	1,245	191	1,436	-	-	-
Board and staff expenses	1,503	-	1,503	-	2,712	2,712
Bursaries	-	404	404	-	4,341	4,341
Insurance	544	-	544	516	-	516
Marketing & PR	1,387	1,260	2,647	-	2,463	2,463
Office costs	1,098	-	1,098	1,476	-	1,476
Membership fees	916	-	916	-	-	-
Website & software	208	-	208	460	-	460
Speaker fee	-	1,810	1,810	150	1,455	1,605
Staff costs	2,790	-	2,790	275	9,007	9,282
Staff travel	-	-	-	121	-	121
Travel	496	-	496	569	-	569
Venue hire	991	8,868	9,859	-	4,134	4,134
Bank charges	136	-	136	96	-	96
Total payments	20,615	22,980	43,595	4,113	32,875	36,988
Net of receipts/(payments)	(8,247)	-	(8,247)	5,619	-	5,619
Transfers			-			-
Cash funds last year end	10,849	-	10,849	5,230	-	5,230
Cash funds this year end	2,602	-	2,602	10,849	-	10,849

Jazz Promotion Network

Year ending 31 March 2025

Statement of assets and liabilities at the end of the year

Notes	2025			2024		Prior period £	
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £		
Cash funds	1	2,602	-	2,602	10,849	-	10,849
<hr/>							
Other assets							
Monies owed to the charity at 31 March 2024		55	-	55	675	-	675
Liabilities							
Items paid after 31 March 24 relating to the period		500	-	500	1,040	-	1,040
		<u>2,157</u>	<u>-</u>	<u>2,157</u>	<u>10,484</u>	<u>-</u>	<u>10,484</u>

Signed on behalf of the trustees:

Nod Knowles

Name

Nod Knowles

Signed

Name

Signed

Date 27 01 2026

Notes

1 Analysis of cash reserves

	2025 £	2024 £
Arts Council England	-	-
Free reserves	2,602	5,230
	<u>2,602</u>	<u>5,230</u>

2 Trustee expenses

Two trustees received reimbursed travel and subsistence expenses of £454.90 during the year (2024: two trustees received travel and subsistence expenses of £568.73).

JAZZ PROMOTION NETWORK

England & Wales - Charity number 1160282

Accounts



Trustees' Annual Report for the period

From April 1 2023
Period end date

Period start date To March 31 2024

Charity name: Jazz Promotion Network

Charity registration number:1160282

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the JPN are to foster and promote public education in the arts through the maintenance, improvement and development of knowledge, understanding, appreciation of, and participation in, the arts, in particular in the arts of jazz and related forms of music, and in particular through mutual support and actions amongst organisations and individuals committed to the pursuit of this common purpose.
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.	Para 1.17 and 1.19	<p>Annual conference for the sector to discuss and consider improvements in music promotion and education, supporting those who present jazz to the public.</p> <p>Spreading information to JPN members and others regarding International projects designed to support more opportunities for audiences to hear and experience a wider range of music from other nations.</p> <p>Spreading information about International support available for artists from JPN nations to extend their profile more widely abroad.</p> <p>Work on digital and social media communications to inform a wider public of the opportunities in jazz performance, participation and education.</p> <p>Work to develop regional networks and support structures to enable a wider and more diverse range of music to be made available to audiences in specific regions.</p> <p>Projects to bring a wider range of young and newly emerging jazz artists to public audiences around the JPN nations.</p>

		Campaigns to bring jazz to greater public attention.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In establishing JPN and registering as CIO, JPN trustees followed advice and guidance from the Charity Commission on public benefit and will continue to revisit that advice to ensure compliance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The work of any p/t paid staff is complemented by voluntary contributions of time from board members and members. JPN also acknowledges the essential part that volunteers play in its projects and the key role that unpaid volunteers play in live music promotion throughout the JPN nations.
Other		

Achievements and Performance

	SORP reference	

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.

Para 1.20

The main focus for JPN in this period was the annual conference held in Birmingham in early November 2023. Preparations and negotiations were stepped up from May 2023 led by the Chair liaising with the three Birmingham institutions who had agreed to co-host the event: Symphony Hall (now known as B:Music), Birmingham City University and the Royal Birmingham Conservatoire. The Chair and another board member also did further work on a potential 'Routes into Jazz' promoter development scheme, one of the needs identified via the consultation process, in preparation for a session at the Birmingham conference seeking delegate feedback.

Securing and working with BCU as the lead partner in the development of the event was a major achievement and gave JPN access to speakers connected with the university as well as to spaces both at BCU and the Royal Birmingham Conservatoire, as well as at B:Music. This gave the conference a higher profile than in the past. The event was the best attended to date, and also the most diverse in terms of age and ethnicity amongst the delegates, speakers and artists involved. JPN also engaged a digital marketing specialist to work on promoting the event on social media in the run up to the conference which gave it wider visibility across the music industry. Key individuals were also invited as speakers for the first time, not just from jazz organisations but from other music networks such as ISM and Making Music, providing useful contacts for the future.

This conference was the first to include a showcase programme featuring artists from across the UK and Ireland, rather than just the area in which the event is based. This ambition grew directly from the outcome of extensive consultation during the pandemic, which revealed a clear demand for opportunities for jazz artists to present their work to promoters from across the UK. The positive reception to the showcase programme in Birmingham has convinced us that this is the right way forward, particularly as there is no other event of this kind for jazz in the UK. A longlist of showcase artists nominated by JPN members was drawn up and an expert panel with representation from across all the nations made the final selection. The artists benefited by performing live in front of jazz promoters from across the UK, Ireland and from Germany, and from being included in the conference brochure and website information. The response to the conference survey was very positive about this new aspect of the conference; comments included 'Have already booked one of the artists for a gig', 'the quality was very high. A good mix of improv and

		<p>traditional/ fusion and rock jazz - every performance felt new and current. Definitely renewed my interest in contemporary jazz.'</p> <p>The conference programme included the opportunity to hear from key organisations from the UK jazz scene (London Jazz Festival, Tomorrow's Warriors, Manchester Jazz Festival, Jazz Refreshed, Women in Jazz) as well as specialist sessions organised by Birmingham City University on Artificial Intelligence and different areas of jazz research. Birmingham based jazz composer Soweto Kinch's Keynote Address was provocative and very well received.</p> <p>The bursary programme was, as with previous conferences, a very important aspect of the project. Comments from among these people included:</p> <p>"I found the conference generally useful, in particular the opportunity to meet and talk to other promoters and organisations like my own – promoting smaller gigs and mostly run by volunteers – though the opportunity to engage with wider industry issues was also valuable.'</p> <p>The two surveys we issued after the conference also provided plenty of food for thought regarding how things might be improved further in future.</p> <p>Other JPN activity during this period was attendance by the Chair and several other Trustees at the <i>jazzahead</i> expo in Bremen in Germany, helping staff a UK stand organised by London Jazz News (now UK Jazz News), and also attendance at the Love Supreme festival in Glynde in July 2023. Both of these provided opportunities to promote the forthcoming conference and to engage potential speakers. The JPN Chair and Company Secretary also attended the annual Europe Jazz Network conference in Marseille in September 2023 which provided opportunities for discussion about potential pan European collaboration.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>One of the main objectives for this period was to stage a full programme of UK wide showcases at the annual conference - hence expanding the nature of the event, and this was achieved successfully. We also registered 157 delegates (against a target of 150) and took</p>
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		£1,252 in delegate fees against a target of £1,000.
Performance of fundraising activities against objectives set	Para 1.41	The main purpose of fundraising in the period was to support the conference and some ancillary activity; our applications to Arts Council England and Creative Scotland resulted in full awards, with Arts Council Wales awarding around 50% of the target. JPN's application to Arts Council Northern Ireland was unsuccessful on this occasion but it was possible then to scale back showcase and bursary activity related to the grant meaning it was still possible to cover conference costs.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The company ended the period with a surplus of £10,849.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are needed to cover shortfalls and gaps in funding. The trustees consider that the level of free cash reserves should be between £10,000 and £20,000.
Amount of reserves held	Para 1.22	£10,849
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funds are derived from membership fees and fundraising from arts funders (see 1.22 above)
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risk is any potential failure in fundraising from arts funders which would result in limitations on the ability to progress projects.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Para 1.25	Elected by membership, co-opted by trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees provided with induction pack of relevant documents and opportunities for discussion with the Chair and other officers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Jazz Promotion Network
Other name the charity uses	JPN
Registered charity number	1160282
Charity's principal address	% Bristol Music Trust, Bristol Beacon, Trenchard Street, Bristol BS1 5AR.

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	Ros Rigby	Chair		
2	Orphy Robinson	Vice-Chair		
3	Nod Knowles	Company Secretary/Acting Treasurer		
4	Mark Kass			
5	Heather Spencer			
6	Peter Slavid			
7	Keith Michael			
8	Agnese Daverio			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Ros Rigby		
Orphy Robinson		
Nod Knowles		
Mark Kass		
Heather Spencer		
Peter Slavid		
Keith Michael		
Agnese Daverio		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

	Type of adviser	Name	Address
	Financial, accounting	Andrew Procter	74 Standenhall Drive, Burnley BB10 2EF

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

Chair acts as CEO where it is not possible to employ someone at that level; other freelance staff are employed part-time and in some cases on time-limited contracts.

Exemptions from disclosure


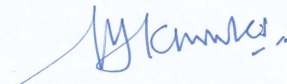
Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)		
	Full name(s)	Rosamund Rigby	Nod Knowles
	Position (eg Secretary, Chair, etc)	Chair	Company Secretary
	Date	23 January 2025	

Independent Examiner's Report

TO THE TRUSTEES AND MEMBERS OF THE JAZZ PROMOTION NETWORK

I report on the accounts for the charity for the year ended 31st March 2024 which are set out on pages 12 and 13.

Respective responsibilities of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Paul Cowham FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Jazz Promotion Network

Year ending 31 March 2024

Receipts and Payments Accounts

	2024			2023		
	Unrestrict ed funds	Restrict ed funds	Total funds	Unrestrict ed funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Arts Council England grant	-	14,995	14,995	-	10,000	10,000
Arts Council Northern Ireland	-	-	-	-	500	500
Arts Council Wales	-	4,500	4,500	-	4,500	4,500
Creative Scotland	-	13,380	13,380	-	5,000	5,000
Membership fees	7,380	-	7,380	6,888	-	6,888
Going Dutch project	-	-	-	-	-	-
Sponsorship	1,100	-	1,100	900	-	900
Conference fees	1,252	-	1,252	465	-	465
Total receipts	9,732	32,875	42,607	8,253	20,000	28,253
Payments						
Accountancy	450	-	450	400	150	550
Advertising/Promotional	-	-	-	-	-	-
Artist fees/travel	-	8,763	8,763	-	-	-
Board and staff expenses	-	2,712	2,712	-	1,281	1,281
Bursaries	-	4,341	4,341	-	2,376	2,376
Conference costs	-	-	-	559	-	559
Consultancy	-	-	-	-	1,600	1,600
Catering	-	-	-	48	-	48
Insurance	516	-	516	-	584	584
Marketing & PR	-	2,463	2,463	21	-	21
Office costs	1,476	-	1,476	882	284	1,166
Membership fees	-	-	-	-	-	-
Website & software	460	-	460	409	29	438
Speaker fee	150	1,455	1,605	-	3,495	3,495
Staff costs	275	9,007	9,282	9,635	21,459	31,094
Staff travel	121	-	121	86	203	289
Tickets re conference	-	-	-	-	134	134
Travel and accommodation	569	-	569	1,069	6,258	7,327
Venue hire	-	4,134	4,134	-	1,880	1,880
Bank charges	96	-	96	208	-	208
Total payments	4,113	32,875	36,988	13,317	39,733	53,050
Net of receipts/(payments)	5,619	-	5,619	(5,064)	(19,733)	(24,797)
Transfers			-	(7,786)	7,786	-
Cash funds last year end	5,230	-	5,230	18,080	11,947	30,027
Cash funds this year end	10,849	-	10,849	5,230	-	5,230

Jazz Promotion Network

Year ending 31 March 2024

Statement of assets and liabilities at the end of the year

Notes	2024			2023		Prior period	
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds		
	£	£	£	£	£	£	
Cash funds	1	10,849	-	10,849	5,230	-	5,230
<hr/>							
Other assets							
Monies owed to the charity at 31 March 2024		675	-	675	260	-	260
Liabilities							
Items paid after 31 March 24 relating to the period		1,040	-	1,040	1,223	-	1,223
		<u>10,484</u>	<u>-</u>	<u>10,484</u>	<u>4,267</u>	<u>-</u>	<u>4,267</u>

Signed on behalf of the trustees:

Rosamund Rigby

Name



Signed

Nod Knowles

Name

Signed

23 January 2025

Date

Notes

1 Analysis of cash reserves

	2023	2022
	£	£
Arts Council England	-	-
Free reserves	10,849	5,230
	<u>10,849</u>	<u>5,230</u>

2 Trustee expenses

Two trustees received reimbursed travel and subsistence expenses of £568.73 during the year (2023: ten trustees received travel and subsistence expenses of £2,851.35).

JAZZ PROMOTION NETWORK

England & Wales - Charity number 1160282

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month April	Year 2022	To	Day 31	Month March	Year 2023

Section A Reference and administration details

Charity name

Jazz Promotion Network

Other names charity is known by

JPN

Registered charity number (if any)

1160282

Charity's principal address

c/o Bristol Music Trust, Bristol Beacon

Trenchard Street

Bristol

Postcode

BS1 5AR

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	Ros Rigby	Chair		Membership
2	Orphy Robinson	Vice Chair		Membership
3	Nod (Robert) Knowles	Company Secretary		Membership
4	Roger Wilson			Membership
5	Agnese Daverio			Membership
6	Heather Spencer			Membership
7	Keith Michael			Membership

8 Mark Kass

Membership

9 Peter Slavid

Membership

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by membership, co-opted by trustees.

Additional governance issues (Optional information)

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

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

Those standing for election as trustees are informed of the legal and managerial roles and responsibilities of trusteeship. On election trustees are given a copy of the constitution.

The organisation is a membership-led network - trustees are elected for a 3 year term by the membership at AGM.

Other network or sector support organisations can join as members and collaborate on projects if appropriate.

Trustees meet regularly to set and examine plans for the organisation, which process includes monitoring and controlling budgets and expenditure with the express purpose of assessing and avoiding risk.

Section C

Objectives and activities

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

The objects of the JPN are to foster and promote public education in the arts through the maintenance, improvement and development of knowledge, understanding, appreciation of, and participation in, the arts, in particular in the arts of jazz and related forms of music, and in particular through mutual support and actions amongst organisations and individuals committed to the pursuit of this common purpose.

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

Annual conference for the sector to discuss and consider improvements in music promotion and education, supporting those who present jazz to the public.

International projects designed to support more opportunities for audiences to hear and experience a wider range of music from other nations.

International support for artists from JPN nations to extend their profile more widely abroad.

Work on digital and social media communications to inform a wider public of the opportunities in jazz performance, participation and education.

Work to develop regional networks and support structures to enable a wider and more diverse range of music to be made available to audiences in specific regions.

Projects to bring a wider range of young and newly emerging jazz artists to public audiences around the JPN nations.

Campaigns to bring jazz to greater public attention.

In establishing JPN and registering as CIO, JPN trustees followed advice and guidance from the Charity Commission on public benefit and will continue to revisit that advice to ensure compliance.

Additional details of objectives and activities (Optional information)

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

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

The work of any p/t paid staff is complemented by voluntary contributions of time from board members and members. JPN also acknowledges the essential part that volunteers play in its projects and the key role that unpaid volunteers play in live music promotion throughout the JPN nations.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to inevitable changes and delays during the Covid period, agreements were made with Arts Council England to extend the programme that they had funded through to November 2022.

An in-depth UK/Ireland sector-wide consultation comprising seven Regional Round Tables, which had begun at the end of 2021, was concluded in April 2022 identifying longer term ambitions for the sector. In summary the outcomes of the consultation indicated practical policy directions of support for the next generation of jazz activists, work in research leading to audience development, showcasing talent from across the UK and Ireland, a further focus on diversity and the continuation of networking and advocacy.

The board held a Strategy Day in April 2022 taking into account the results of the consultation and reaffirming the organisation's purpose with the statement that JPN is 'A collaborative network that enables the diverse UK and Irish Jazz sector to innovate, inspire and thrive'.

In the course of the year the board worked with the support of board member Roger Wilson of "Black Lives in Music" to formulate an Equality, Diversity and Inclusion (EDI) policy, leading to an EDI strategic plan.

The focal point of the year came in November 2022 with the annual conference in Belfast. The programme of presentations and panels featured speakers from across the five nations of the Jazz Promotion Network, with the subject matter for this first in-person conference for over two years (due to the interruption of the pandemic) focussing on crucial issues facing the current jazz scene. Funding for the event had been secured, or, in some cases, carried forward after postponement during the Covid period, from Arts Council Wales, Arts Council Northern Ireland, Creative Scotland, Arts Council England and Belfast City Council. Funding also allowed for a scheme of bursaries for first-time attendees.

Conference attendees – a total of 120 people - were from a wide mixture of backgrounds with a range of different interests, including promoters ranging from the small-scale volunteer grassroots organisers of local gigs to larger regularly funded organisations. The conference featured showcase performances from a range of Irish and Ireland-based musicians.

In early 2023 JPN said farewell to its Communications Director and to its Network Director, the latter having prepared the ground for funding applications to be made in 2023/24. It was the board's decision not to reappoint to those part time posts until future funding was secured.

Preparations and negotiations for a 2023 conference were initiated by the Chair with the Birmingham institutions which had indicated an interest in hosting the event. The Chair and another board member also began work on a potential 'Routes into Jazz' promoter

Section D

Achievements and performance

development scheme, one of the needs identified via the consultation process, which was to be featured in the 2023 conference programme.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are needed to cover shortfalls and gaps in funding. The trustees consider that the level of free cash reserves should be between £10,000 and £20,000.

Free cash reserves at 31 March 2022 were £5,230 (2022: £18,080). The company's aim is to restore free cash reserves at a minimum of £10,000 subject to the outcome of fundraising in the coming period.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Ros Rigby</i>	<i>Nod Knowles</i>
--------------	------------------	--------------------

Full name(s)	Ros Rigby	Nod Knowles
--------------	-----------	-------------

Position (eg Secretary, Chair, etc)	Chair	Company Secretary/Acting Treasurer
-------------------------------------	-------	------------------------------------

Date	29 Jan 24
------	-----------

Independent Examiner's Report

TO THE TRUSTEES AND MEMBERS OF THE JAZZ PROMOTION NETWORK

I report on the accounts for the charity for the year ended 31st March 2023 which are set out on pages 10 and 11.

Respective responsibilities of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Paul Cowham

Paul Cowham FCA DChA
Green Fish Resource Centre
46 - 50 Oldham St
Manchester M4 1LE

30 Jan 24

Jazz Promotion Network

Year ending 31 March 2023

Receipts and Payments Accounts

	2023			2022		
	Unrestrict ed funds	Restrict ed funds	Total funds	Unrestrict ed funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Arts Council England grant	-	10,000	10,000	-	-	-
Arts Council Northern Ireland	-	500	500	-	-	-
Arts Council Wales	-	4,500	4,500	-	-	-
Creative Scotland	-	5,000	5,000	-	-	-
Membership fees	6,888	-	6,888	2,533	3,994	6,527
Going Dutch project	-	-	-	-	-	-
Sponsorship	900	-	900	250	-	250
Conference fees	465	-	465	878	-	878
Total receipts	8,253	20,000	28,253	3,661	3,994	7,655
Payments						
Accountancy	400	150	550	-	400	400
Advertising/Promotional	-	-	-	-	50	50
Artist fees	-	-	-	-	300	300
Board and staff expenses	-	1,281	1,281	-	-	-
Bursaries	-	2,376	2,376	-	-	-
Conference costs	559	-	559	-	-	-
Consultancy	-	1,600	1,600	-	9,662	9,662
Catering	48	-	48	-	1,976	1,976
Insurance	-	584	584	-	584	584
Marketing & PR	21	-	21	-	3,834	3,834
Office costs	882	284	1,166	-	1,244	1,244
Membership fees	-	-	-	-	1,702	1,702
Website & software	409	29	438	-	158	158
Speaker fee	-	3,495	3,495	-	1,733	1,733
Staff costs	9,635	21,459	31,094	-	25,622	25,622
Staff travel	86	203	289	-	1,524	1,524
Tickets re conference	-	134	134	-	912	912
Travel and accommodation	1,069	6,258	7,327	-	1,304	1,304
Venue hire	-	1,880	1,880	-	216	216
Bank charges	208	-	208	-	183	183
Total payments	13,317	39,733	53,050	-	51,404	51,404
Net of receipts/(payments)	(5,064)	(19,733)	(24,797)	3,661	(47,410)	(43,749)
Transfers	(7,786)	7,786	-	-	-	-
Cash funds last year end	18,080	11,947	30,027	14,419	59,357	73,776
Cash funds this year end	5,230	-	5,230	18,080	11,947	30,027

Jazz Promotion Network

Year ending 31 March 2023

Statement of assets and liabilities at the end of the year

Notes	2023			2022		Prior period	
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds		
	£	£	£	£	£	£	
Cash funds	1	5,230	-	5,230	18,080	11,947	30,027
<hr/>							
Other assets							
Monies owed to the charity at 31 March 2022		260	-	260	-	-	-
Liabilities							
Items paid after 31 March 22 relating to the period		1,223	-	1,223	400	-	400
		4,267	-	4,267	17,680	11,947	29,627

Signed on behalf of the trustees:

Ros Rigby

Name

Ros Rigby

Signed

Nod Knowles

Name

Nod Knowles

Signed

Date 29 Jan 24

Notes

1 Analysis of cash reserves

	2023	2022
	£	£
Arts Council Northern Ireland - JPN conference	-	4,500
Arts Council England, developing the Jazz Sector Workforce	-	7,447
Free reserves	5,230	18,080
	<u>5,230</u>	<u>30,027</u>

2 Trustee expenses

Ten trustees received travel and subsistence expenses of £2,851.35 during the year.

Title	Jazz Promotion Network signed accounts 2023
File name	J03 accounts draft 4 2023.pdf
Document ID	8071d48f68014e0f4fc0cd988797c54280f8aa9f
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document history



01 / 30 / 2024
12:44:02 UTC

Sent for signature to Ros Rigby (ros@jazzpromotionnetwork.org.uk), Nod Knowles (nod@nodknowles.com) and Paul Cowham (contact@pcowhamaccounts.com) from paul.cowham@gmail.com
IP: 3.8.152.231



01 / 30 / 2024
12:46:36 UTC

Viewed by Ros Rigby (ros@jazzpromotionnetwork.org.uk)
IP: 217.155.28.45



01 / 30 / 2024
12:50:04 UTC

Signed by Ros Rigby (ros@jazzpromotionnetwork.org.uk)
IP: 217.155.28.45



01 / 30 / 2024
12:50:21 UTC

Viewed by Nod Knowles (nod@nodknowles.com)
IP: 81.151.157.31



01 / 30 / 2024
12:51:21 UTC

Signed by Nod Knowles (nod@nodknowles.com)
IP: 81.151.157.31

Title	Jazz Promotion Network signed accounts 2023
File name	J03 accounts draft 4 2023.pdf
Document ID	8071d48f68014e0f4fc0cd988797c54280f8aa9f
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document history



01 / 30 / 2024
13:11:34 UTC

Viewed by Paul Cowham (contact@pcowhamaccounts.com)
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01 / 30 / 2024
13:11:55 UTC

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IP: 18.170.30.54



01 / 30 / 2024
13:11:55 UTC

The document has been completed.

JAZZ PROMOTION NETWORK

England & Wales - Charity number 1160282

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month April	Year 2021		Day 31	Month March	Year 2022

Section A Reference and administration details

Charity name

Jazz Promotion Network

Other names charity is known by

JPN

Registered charity number (if any)

1160282

Charity's principal address

c/o Bristol Beacon

Trenchard Street

Bristol

Postcode

BS1 5AR

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	Steve Mead	Vice Chair	Stepped down 19 November 2021	Membership
2	Ros Rigby	Chair (from 19 November 2021)		Membership
3	Barney Stevenson	Treasurer		Membership
4	Penny King			Membership
5	Emily Jones		Stepped down 19 November 2021	Membership
6	Roger Wilson			Membership

7	Orphy Robinson	Vice Chair (from 19 November 2021)		Membership
8	Paula McColl			Membership
9	Kim Macari	Chair	Stepped down 9 September 2021	Membership
10	Mark Kass		From 19 November 2021	Membership
11	Nod Knowles	Secretary	From 19 November 2021	Membership
12	Heather Spencer		From 19 November 2021	Membership
13	Agnese Daviero		From 19 November 2021	Membership
14	Keith Michael		From 19 November 2021	Membership
15	Peter Slavid		From 19 November	Membership

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Secretary	Nod Knowles	Top Flat, 13 Southville Terrace, Bath BA2 4LZ

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by membership, co-opted by Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Those standing for election as Trustees are informed of the legal and managerial roles and responsibilities of trusteeship. On election Trustees are given a copy of the constitution, along with a Trustee Handbook.</p> <p>The organisation is a membership-led network - Trustees are elected for a 3-year term by the membership at AGM.</p> <p>Other network or sector support organisations can join as members and collaborate on projects if appropriate.</p> <p>Trustees meet regularly to set and examine plans for the organisation, which includes monitoring and controlling budgets and expenditure with the express purpose of assessing and avoiding risk.</p>
--	---

Section C

Objectives and activities

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

The objects of the JPN are to foster and promote public education in the arts through the maintenance, improvement and development of knowledge, understanding, appreciation of, and participation in, the arts, in particular in the arts of jazz and related forms of music, and in particular through mutual support and actions amongst organisations and individuals committed to the pursuit of this common purpose.

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

Annual conference for the sector to discuss and consider improvements in music promotion and education, supporting those who present jazz to the public.

International projects designed to support more opportunities for audiences to hear and experience a wider range of music from other nations.

International support for artists from JPN nations to extend their profile more widely abroad.

Work on digital and social media communications to inform a wider public of the opportunities in jazz performance, participation and education.

Work to develop regional networks and support structures to enable a wider and more diverse range of music to be made available to audiences in specific regions.

Projects to bring a wider range of young and newly emerging jazz artists to public audiences around the JPN nations.

Campaigns to bring jazz to greater public attention.

In establishing JPN and registering as CIO, JPN Trustees followed advice and guidance from the Charity Commission on public benefit and will continue to revisit that advice to ensure compliance.

Additional details of objectives and activities (Optional information)

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

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

The work of the two p/t paid staff is complemented by voluntary contributions of time from board members and members. JPN also acknowledges the essential part that volunteers play in its projects and the key role that unpaid volunteers play in live music promotion throughout the JPN nations.

Summary of the main achievements of the charity during the year

The hope across the cultural sector that the effects of the pandemic would lessen during 2021 proved sadly not to be the case. A further agreement was therefore made with Arts Council England to extend the 'Developing the Jazz Sector Workforce' programme up to December 2021, with most activities taking place again on-line, including the following:

- 8 digital member meet ups during the financial year, helping to grow the community and keep the network connected through the further isolation and disruption due to the pandemic.
- 4 training events on different topics
- 3 training sessions in partnership with Attitude is Everything

A planned physical presence at the international Jazz Expo, *jazzhead* in Bremen, in April 2021 was not possible as the whole event was staged on-line; JPN's presence was therefore adapted to on-line only.

Having had to cancel our planned 2020 Conference (to be held in Belfast) it was felt important to go ahead with a hybrid version in November 2021, in collaboration with the London based music producers Serious, and linked to the 2021 EFG London Jazz Festival. This consisted of an on-line conference on the first day attended by delegates nationwide followed by an in-person event at the Royal Festival Hall on the second day which also included the opportunity for delegates to attend two showcase events featuring artists from Serious's Talent Development Scheme 'Take Five'. The opportunity to meet in person was very much welcomed by those able to attend.

As there were sufficient reserves to extend some activities and staff engagement into 2022, a further agreement was made in October 2021 with Arts Council England to extend the funded programme of work to April 2022. This period focussed heavily on an in-depth consultation exercise with the sector, via an extensive survey in preparation for seven Regional Round Tables held online for participants across the UK/Ireland, and a Board Strategic Away Day held at Birmingham City University. These proved very useful in identifying long term ambitions for the organisation, including a strong focus on supporting the next generation of artists, promoters and industry professionals, and on further diversifying the sector as a whole.

Staffing developments during the year included appointment of Joe Roberts as Communication Manager in August 2021, replacing Daniel Garel who moved on to develop his work at the Vortex in London and with Edition Records, and of Eleanor Ward as Network Development Director in November 2021, building on the work done by Lucy Woolley as Network Manager but with a more strategic and fund-raising focused brief.

Board changes included the resignation of Kim Macari as Chair in September 2021, and the appointment of Steve Mead as Acting Chair from September up to the AGM in November, succeeded by Ros Rigby as Chair, who had just been re-elected to the Board for a second term. The Trustees having gained the agreement of the membership to enlarge

the size of the Board to 12 to enable broader representation, Peter Slavid, Keith Michael, Mark Kass, Nod Knowles, Heather Spencer and Agnese Daverio were also elected as Trustees. Steve Mead and Emily Jones stepped down having reached the ends of their respective terms.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are needed to cover shortfalls and gaps in funding. The trustees consider that the level of free cash reserves should be between £10,000 and £20,000.

Free cash reserves at 31 March 2022 were £18,080.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Ros Rigby

Barney Stevenson

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

Independent Examiner's Report

TO THE TRUSTEES AND MEMBERS OF THE JAZZ PROMOTION NETWORK

I report on the accounts for the charity for the year ended 31st March 2021 which are set out on pages 8 to 9.

Respective responsibilities of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Paul Cowham FCA DChA
Green Fish Resource Centre
46 - 50 Oldham St
Manchester M4 1LE

Jazz Promotion Network

Year ending 31 March 2022

Receipts and Payments Accounts

	2022			2021		
	Unrestrict ed funds	Restrict ed funds	Total funds	Unrestrict ed funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Arts Council England grant	-	-	-	-	89,997	89,997
Membership fees	2,533	3,994	6,527	-	-	-
Going Dutch project	-	-	-	11,262	-	11,262
Sponsorship	250	-	250	-	-	-
Conference fees	878	-	878	-	-	-
Total receipts	3,661	3,994	7,655	11,262	89,997	101,259
Payments						
Accountancy	-	400	400	-	460	460
Advertising/Promotional	-	50	50	-	395	395
Artist fees	-	300	300	-	150	150
Consultancy	-	9,662	9,662	1,000	11,550	12,550
Catering	-	1,976	1,976	-	-	-
Filming & photography	-	-	-	1,500	-	1,500
Insurance	-	584	584	-	465	465
Jazzahead	-	-	-	-	-	-
Marketing & PR	-	3,834	3,834	2,500	-	2,500
Office costs	-	1,244	1,244	36	1,577	1,613
Membership fees	-	1,702	1,702	-	907	907
Website & software	-	158	158	34	96	130
Speaker fee	-	1,733	1,733	-	-	-
Staff costs	-	25,622	25,622	800	20,263	21,063
Staff travel	-	1,524	1,524	238	-	238
Tickets re conference	-	912	912	-	-	-
Travel and accommodation	-	1,304	1,304	186	106	292
Venue hire	-	216	216	-	-	-
Exchange loss	-	-	-	358	-	358
Bank charges	-	183	183	72	-	72
Total payments	-	51,404	51,404	6,724	35,969	42,693
Net of receipts/(payments)	3,661	(47,410)	(43,749)	4,538	54,028	58,566
Transfers	-	-	-	(829)	829	-
Cash funds last year end	14,419	59,357	73,776	10,710	4,500	15,210
Cash funds this year end	18,080	11,947	30,027	14,419	59,357	73,776

Jazz Promotion Network

Year ending 31 March 2022

Statement of assets and liabilities at the end of the year

Notes	2022			2021		Prior period	
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds		
	£	£	£	£	£	£	
Cash funds	1	18,080	11,947	30,027	14,419	59,357	73,776
<hr/>							
Other assets							
Monies owed to the charity at 31 March 2022		-	-	-	-	-	-
Liabilities							
Items paid after 31 March 22 relating to the period		400	-	400	340	-	340
<hr/>							
		18,080	11,947	30,027	14,079	59,357	73,436
<hr/>							

Signed on behalf of the trustees:

Name

Signed

Name

Signed

Date

Notes

1 Analysis of cash reserves

	2022	2021
	£	£
Going Dutch project (designated fund)	-	-
Arts Council Northern Ireland - JPN conference	4,500	4,500
Arts Council England, developing the Jazz Sector Workforce	7,447	54,857
Free reserves	18,080	14,410
	<hr/>	<hr/>
	30,027	73,767
	<hr/>	<hr/>

JAZZ PROMOTION NETWORK

England & Wales - Charity number 1160282

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month April	Year 2020		Day 31	Month March	Year 2021

Section A Reference and administration details

Charity name Jazz Promotion Network

Other names charity is known by JPN

Registered charity number (if any) 1160282

Charity's principal address c/o Bristol Music Trust, The Beacon
Trenchard Street
Bristol
Postcode BS1 5AR

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	Steve Mead	Vice Chair		Membership
2	Ros Rigby			Membership
3	Barney Stevenson	Treasurer		Membership
4	Penny King		From 01 December 2020	Membership
5	Emily Jones			Membership
6	Roger Wilson		From 01 December 2020	Membership
7	Orphy Robinson		From 01 December 2020	Membership

8	Paula McColl		From 01 December 2020	Membership
9	Kim Macari	Chair		Membership
10	Claire Furling		Stepped Down 01 December 2020	Membership
11	Kenneth Killeen		Stepped Down 01 December 2020	Membership

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Secretary	Nod Knowles	Top Flat, 13 Southville Terrace, Bath BA2 4LZ

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by membership, co-opted by trustees.

Additional governance issues (Optional information)

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

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

Those standing for election as trustees are informed of the legal and managerial roles and responsibilities of trusteeship. On election trustees are given a copy of the constitution.

The organisation is a membership-led network - trustees are elected for a 3 year term by the membership at AGM.

Other network or sector support organisations can join as members and collaborate on projects if appropriate.

Trustees meet regularly to set and examine plans for the organisation, which process includes monitoring and controlling budgets and expenditure with the express purpose of assessing and avoiding risk.

Section C

Objectives and activities

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

The objects of the JPN are to foster and promote public education in the arts through the maintenance, improvement and development of knowledge, understanding, appreciation of, and participation in, the arts, in particular in the arts of jazz and related forms of music, and in particular through mutual support and actions amongst organisations and individuals committed to the pursuit of this common purpose.

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

Annual conference for the sector to discuss and consider improvements in music promotion and education, supporting those who present jazz to the public.

International projects designed to support more opportunities for audiences to hear and experience a wider range of music from other nations.

International support for artists from JPN nations to extend their profile more widely abroad.

Work on digital and social media communications to inform a wider public of the opportunities in jazz performance, participation and education.

Work to develop regional networks and support structures to enable a wider and more diverse range of music to be made available to audiences in specific regions.

Projects to bring a wider range of young and newly emerging jazz artists to public audiences around the JPN nations.

Campaigns to bring jazz to greater public attention.

In establishing JPN and registering as CIO, JPN trustees followed advice and guidance from the Charity Commission on public benefit and will continue to revisit that advice to ensure compliance.

Additional details of objectives and activities (Optional information)

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

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

The work of the two p/t paid staff is complemented by voluntary contributions of time from board members and members. JPN also acknowledges the essential part that volunteers play in its projects and the key role that unpaid volunteers play in live music promotion throughout the JPN nations.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The 2020-21 year began in the throes of the Covid-19 pandemic, with national lockdowns impacting the lives and work of the cultural sector across the UK and RoI. Most of these restrictions were still in force 12 months later, which caused all JPN's proposed activities in this reporting year to be either cancelled, modified or moved online where possible.

However, despite these circumstances, JPN delivered a range of activities and partnerships for the jazz sector throughout the year, providing support for an industry that had suffered wholesale loss of nearly all its trading income.

We renegotiated the proposed activity plan for our ACE-funded *Developing the Jazz Sector Workforce* accordingly, which was approved by our funders. These revised plans took account of the ongoing changing situation, to which we responded with a programme of online support resources and sessions that continued to meet the purpose of the original grant. These included:

- A pan-national survey to assess immediate Covid-impact on the jazz sector, to inform our short-term delivery plans
- Open Space events in association with The Hub UK
- A panel discussion in collaboration with the InJazz conference in Rotterdam, NL
- Action Learning sets delivered in partnership with Jazz South
- Training sessions on access awareness, delivered in association with Attitude is Everything
- Regular drop-in sessions for artists and promoters across the sector
- Regular newsletters sent to members and non-members

The annual JPN Conference was also delivered online in September, and enabled the sector to come together, exchange updates, and attend the AGM.

A separate EGM was held in December 2020, at which four new board members were elected: Penny King, Paula McColl, Orphy Robinson and Roger Wilson. Kenneth Killeen, John Blandford, Harkirit Boparai and Claire Furlong stood down.

Live events with which we had planned engagement were unfortunately cancelled, including our proposed presence at the *jazzahead!* conference in Germany.

The new staff (Network Manager and Communications Manager), recruited in the previous year, officially began their work on 1st May. Thanks to the ACE grant, JPN was able to retain these staff in the roles at their original levels of pay and hours throughout lockdown.

It was the presence of these paid staff that enabled delivery of the above workplan, which also included a number of much-needed internal developments:

- the development of a Communications Strategy to give a structured approach to disseminating our plans and achievements
- the introduction of a new CRM system to improve efficiency
- the updating and digitisation of the member renewal and onboarding process

In light of the financial difficulties being encountered by the industry, the board approved the waiving of JPN membership fees for new members up until April 2021.

As the reporting year came to a close in March, we looked forward to the gradual re-opening of the live events sector, which eventually began to take form in July 2021. As this evolved, the JPN board conducted ongoing internal discussions to establish how best to actively engage the wider sector in determining our plans going forward.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are needed to cover shortfalls and gaps in funding. The trustees consider that the level of free cash reserves should be between £10,000 and £20,000.

Free cash reserves at 31 March 2021 were £14,419.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

--	--

Steve Mead	Barney Stevenson
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Chair	Treasurer
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19.11.2021

Independent Examiner's Report

TO THE TRUSTEES AND MEMBERS OF THE JAZZ PROMOTION NETWORK

I report on the accounts for the charity for the year ended 31st March 2021 which are set out on pages 8 to 9.

Respective responsibilities of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Paul Cowham FCA DChA
Green Fish Resource Centre
46 - 50 Oldham St
Manchester M4 1LE

Jazz Promotion Network

Year ending 31 March 2021

Receipts and Payments Accounts

	2021			2020		
	Unrestrict ed funds	Restrict ed funds	Total funds	Unrestrict ed funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Artists fees income	-	-	-	3,825	-	3,825
Arts Council England grant	-	89,997	89,997	-	1,174	1,174
Arts Council Northern Ireland grant	-	-	-	-	4,500	4,500
Membership fees	-	-	-	9,222	-	9,222
Services	-	-	-	1,325	-	1,325
Going Dutch project	11,262	-	11,262	-	2,639	2,639
Sponsorship	-	-	-	1,125	-	1,125
Conference fees	-	-	-	1,130	-	1,130
Total receipts	11,262	89,997	101,259	16,627	8,313	24,940
Payments						
Accountancy	-	460	460	300	-	300
Advertising/Promotional	-	395	395	-	-	-
Artist fees	-	150	150	-	-	-
Consultancy	1,000	11,550	12,550	1,925	-	1,925
Conference & AGM	-	-	-	6,829	1,174	8,003
Filming & photography	1,500	-	1,500	-	-	-
Going Dutch project	-	-	-	36,110	2,639	38,749
Insurance	-	465	465	193	-	193
Jazzahead	-	-	-	9,958	-	9,958
Marketing & PR	2,500	-	2,500	1,380	-	1,380
Office costs	36	1,577	1,613	-	-	-
Membership fees	-	907	907	872	-	872
Website & software	34	96	130	1,102	-	1,102
Staff costs	800	20,263	21,063	-	-	-
Staff travel	238	-	238	293	-	293
Sundry costs	-	-	-	41	-	41
Travel and accommodation	186	106	292	179	-	179
Exchange loss	358	-	358	-	-	-
Bank charges	72	-	72	74	-	74
Total payments	6,724	35,969	42,693	59,256	3,813	63,069
Net of receipts/(payments)	4,538	54,028	58,566	(42,629)	4,500	(38,129)
Transfers	(829)	829	-	(3,335)	3,335	-
Cash funds last year end	10,710	4,500	15,210	56,674	(3,335)	53,339
Cash funds this year end	14,419	59,357	73,776	10,710	4,500	15,210

Jazz Promotion Network

Year ending 31 March 2021

Statement of assets and liabilities at the end of the year

Notes	2021			2020		Prior period £	
	Unrestrict ed funds £	Restrict ed funds £	Total funds £	Unrestricted funds £	Restricted funds £		
Cash funds	1	14,419	59,357	73,776	10,710	4,500	15,210
<hr/>							
Other assets							
Monies owed to the charity at 31 March 2021		-	-	-	3,030	-	3,030
Liabilities							
Items paid after 31 March 21 relating to the period		340	-	340	300	-	300
<hr/>							
		14,419	59,357	73,776	13,440	4,500	17,940
<hr/>							

Signed on behalf of the trustees:

Steve Mead (Chair)

Name

Signed

Barney Stevenson (Treasurer)

Name

Signed

Date 19.11.2021

Notes

1 Analysis of cash reserves

	2021 £	2020 £
Going Dutch project (designated fund)	-	581
Arts Council Northern Ireland - JPN conference	4,500	4,500
Arts Council England, developing the Jazz Sector Workforce	54,857	-
Free reserves	14,419	10,219
	<hr/>	<hr/>
	73,776	15,300
	<hr/>	<hr/>