



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)

Steve Mead

Barney Stevenson

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

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		
	Unrestricte d funds	Restrict ed funds	Total funds	Unrestricte d 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
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds		
	£	£	£	£	£		£
Cash funds	1	14,419	59,357	73,776	10,710	4,500	15,210
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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
		14,419	59,357	73,776	13,440	4,500	17,940

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
	73,776	15,300