



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
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8	Paula McColl		Membership
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9	Kim Macari	Chair	Stepped down 9 September 2021	Membership
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10	Mark Kass		From 19 November 2021	Membership
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11	Nod Knowles	Secretary	From 19 November 2021	Membership
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12	Heather Spencer		From 19 November 2021	Membership
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13	Agnese Daviero		From 19 November 2021	Membership
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14	Keith Michael		From 19 November 2021	Membership
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15	Peter Slavid		From 19 November	Membership
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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>
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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		
	Unrestricte d funds	Restrict ed funds	Total funds	Unrestricte d 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
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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
		18,080	11,947	30,027	14,079	59,357	73,436

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
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	30,027	73,767