



Trustees' Annual Report for the period

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

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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

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

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)

Ros Rigby

Nod Knowles

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		
	Unrestricte d funds	Restrict ed funds	Total funds	Unrestricte d 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

		2023			2022		
	Notes	Unrestrict ed funds	Restrict ed funds	Total funds	Unrestricted funds	Restricted funds	Prior period
		£	£	£	£	£	£
Cash funds	1	5,230	-	5,230	18,080	11,947	30,027
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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
	5,230	30,027

2 Trustee expenses

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




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Document ID	8071d48f68014e0f4fc0cd988797c54280f8aa9f
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