



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>
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		<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:

Achievements against objectives set	Para 1.41	<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			
	9				
	10				
	11				
	12				
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	15				
	16				
	17				

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


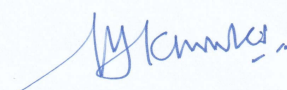
Reason for non-disclosure of key personnel details

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		
	Unrestricte d funds	Restrict ed funds	Total funds	Unrestricte d 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
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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
		10,484	-	10,484	4,267	-	4,267

Signed on behalf of the trustees:

Rosamund Rigby

Name

Nod Knowles

Name

23 January 2025

Date

Ros Rigby

Signed

Signed

Notes

1 Analysis of cash reserves

	2023	2022
	£	£
Arts Council England	-	-
Free reserves	10,849	5,230
	10,849	5,230

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).