

BAROQUE WEEK

England & Wales - Charity number 1161774

Details

Status Registered

Legal form CIO

Registered 2015-05-21

Register [View on the Charity Commission register](#)

Contact

Address Burles Lodge
Cron dall Lane
Dippenhall
Farnham
GU10 5DN

Phone 07740183031

Email info@baroque-week.org.uk

Website <http://www.baroque-week.org.uk/>

Activities

Objects: (1) THE PROMOTION AND PERFORMANCE OF BAROQUE CHAMBER MUSIC FOR THE PUBLIC BENEFIT;(2) TO PROMOTE EDUCATION IN BAROQUE MUSIC FOR THE PUBLIC BENEFIT.

Activities: The objects of Baroque Week are:(1) the promotion and performance of baroque chamber music;(2) to promote education in baroque music(3) the organization and management of ?Baroque Week?, an annual baroque chamber music week;(4) to endeavour to offer bursaries for participation in its activities.

Classification

- **How:** Makes Grants To Individuals, Provides Human Resources
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£72,904	£67,561	-	-
2023-09-30	£65,549	£64,916	-	-
2022-09-30	£57,003	£55,844	-	-
2021-09-30	£50,621	£48,303	-	-
2020-09-30	£15,696	£16,585	-	-

Trustees

Name	Role	Appointed
FRANCIS MICHELS	Chair	2015-05-21
GEOFFREY PAUL LAWRENCE		2015-05-21
MARTIN RICHARDS		2015-05-21
MS JILL CAUDLE		2015-05-21
Paul Woodmansterne		2023-08-18
Peter Rose		2023-08-18
Roger Alfred Deats		2022-08-19
Sylvia Turner		2017-08-18

BAROQUE WEEK

England & Wales - Charity number 1161774

Accounts



Trustees' Annual Report for the period

From 01 October 2023 to 30 September 2024

Charity name: Baroque Week

Charity registration number: 1161774

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1) The promotion and performance of baroque chamber music for the public benefit 2) To promote education in baroque music for the public benefit.
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	Administrative, planning and preparatory work was undertaken for the 2024 summer course, which was held in August.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In performing their duties, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

	SORP reference	
Policy on grant making	Para 1.38	The Trustees continued to apply the adopted formal criteria and procedures for the award of bursaries covering part or all of the fees for the summer course, in order to ensure the public benefit.

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 2024 summer course was held at Queen Anne's School, Caversham from 11 th to 18 th August. The course was fully booked with both UK and international participants; the total attendance was 95, fractionally down on the record number of 97 last year. The course provided educational and creative activity for participants in baroque music performance and

		<p>instruction. The course offered inspiration and guidance to both singers and players of baroque music from an expert team of leading specialists in historical performance style, including a concert from the course tutors. Informal student performances took place each day during the course and a public performance of baroque music was given at the end of the week.</p> <p>The principal theme in 2024 was “Fairest Isle – A musical journey around the British Isles”, featuring masterpieces by Purcell, Handel and Blow, as well as exploring the lesser-known but rich and varied musical life in 17th and 18th century Britain..</p> <p>Six full and three part bursaries were awarded to musicians who would not otherwise have been able to attend the summer course, covering accommodation, board and tuition at a cost to the charity of £870 per award. Subject to the availability of funds, the trustees award the bursaries on the basis of the need of the applicant, their potential to benefit from attendance and the potential for others (course members and the wider public) to benefit from their attendance. The typical beneficiary of a bursary is a music student who is planning a professional career in order to give them exposure to a wide range of musical opportunities. Two recipients were more mature participants who needed financial assistance in order to attend the course.</p> <p>The Charity maintains a website, a members’ Group on Facebook, and a Facebook Page in order to publicise its activities.</p>
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Financial Review

<p>Review of the charity’s financial position at the end of the period</p>	<p>Para 1.21</p>	<p>As the core of the course is chamber music, in groups of as few as four participants, the summer course has a higher tutor-student ratio than most other comparable music summer schools. This means that costs are higher than many other courses; however, the fees are set to be close to break even if the course is virtually full in order to maximise the public benefit. This year we again received generous donations totalling approximately £6,900. This meant that the funds show a surplus of income over expenditure for the year of £5,343, which may enable more bursaries to be awarded for the 2025 course</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Trustees intend to cover the cost of the annual summer course through course fees and donations and to provide at least five bursaries each year. If the summer course is fully booked then this will contribute a modest surplus to the reserves as a buffer against unforeseen expenses, fewer participants, or the award</p>

		of more bursaries, in future years. The total reserves represent approximately one third of the expenditure in a normal twelve-month period.
Amount of reserves held	Para 1.22	£22,385
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not considered likely. The charges from our host school for the summer course are on a per-head basis with a fairly low minimum number of participants, so we would expect to be able to cover fixed costs such as tutor fees and administration from our reserves, even if attendance at the summer course was unexpectedly low.

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	Principal sources of funds are: 1) Fees for the annual course 2) Membership fees and donations by Baroque Week members In a normal year the income covers the expenditure, which comprises hire of facilities and accommodation for the courses, payment of professional musicians to tutor course participants, essential administration costs of the summer course, hire of musical instruments and purchase of sheet music as required. This supports the objectives of the charity through its courses. Funding also enables the provision of bursaries to musicians who would not otherwise be able to attend the course.
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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	CIO
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 from the membership

Additional information (optional)

You may choose to include further statements where relevant about:

Relationship with any related	Para 1.51	One Trustee, Alexandra Jill Caudle, received a fee for
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parties		her work as Course Administrator of the 2024 summer course, and a connected person, Theresa Caudle, was paid a fee as the Artistic Director for planning activities for the 2024 course and an additional fee as a Tutor on that course. The Trustees agreed that these payments were in the best interests of the charity and in accordance with the Charities Act 2011 and the charity's Constitution. No payments were made for any duties carried out as a Trustee.
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Reference and Administrative details

Charity name	Baroque Week
Registered charity number	1161774
Charity's principal address	Burles Lodge, Crondall Lane, Dippenhall, Farnham, Surrey GU10 5DN England



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	Francis Michels	Chairman	Retired and re-elected at AGM on 16/8/2024	Members of Baroque Week
2	Geoffrey Paul Lawrence	Vice-Chairman	Retired and re-elected at AGM on 16/8/2024	Members of Baroque Week
3	Martin Richards	Treasurer		Members of Baroque Week
4	Alexandra Jill Caudle		Retired and re-elected at AGM on 16/8/2024	Members of Baroque Week
5	Sylvia Turner			Members of Baroque Week
6	Caroline Gibbons			Members of Baroque Week
7	Roger Deats			Members of Baroque Week
8	Paul Woodmansterne			Members of Baroque Week
9	Peter Rose			Members of Baroque Week

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)	Geoffrey Paul Lawrence	Martin Lester Richards
Position (e.g. Secretary, Chair, etc)	Vice-Chairman	Treasurer

Date

23rd June 2025

23rd June 2025



Baroque Week	1161774
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Receipts and payments accounts

For the period from	Period start date 01/10/2023	To	Period end date 30/09/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Baroque Week Fees	64,981	-	-	64,981	60,035
Bank Interest	1,016	-	-	1,016	578
Donations/Membership	6,907	-	-	6,907	4,510
Gift Aid Reclaim	-	-	-	-	426
	-	-	-	-	-
Sub total (Gross income for AR)	72,904	-	-	72,904	65,549
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	72,904	-	-	72,904	65,549
A3 Payments					
Baroque Week Fee Refunds	2,930	-	-	2,930	1,050
Venue Hire	39,664	-	-	39,664	40,380
Tutors Fees	13,482	-	-	13,482	12,780
Admin Fees	5,915	-	-	5,915	5,635
Music/copying	1,192	-	-	1,192	1,987
Refreshments	2,548	-	-	2,548	2,080
Keyboard Hire/Transport	1,232	-	-	1,232	-
Stationery/Advertising/IT	196	-	-	196	678
Insurance	402	-	-	402	326
Bursaries*	-	-	-	-	-
Sub total	67,561	-	-	67,561	64,916
* See Trustee's Annual Report					
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,561	-	-	67,561	64,916
Net of receipts/(payments)	5,343	-	-	5,343	633
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,042	-	-	17,042	16,409
Cash funds this year end	22,385	-	-	22,385	17,042

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		22,385	-	-
		-	-	-
		-	-	-
	Total cash funds	22,385	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	-	-	-
	Sheet Music	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Martin Richards	21/05/2025
			Geoffrey Lawrence	20/05/2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Baroque Week

On accounts for the year ended

30th September 2024 Charity no (if any) 1161774

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust")

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Handwritten signature]

Date:

24/6/2025

Name:

Robert H C Plumb

Relevant professional qualification(s) or body (if any):

B Comm CA (SA) FRICS

Address:

Uplands Cottage
Whitchurch
RG8 7HH

BAROQUE WEEK

England & Wales - Charity number 1161774

Accounts



Trustees' Annual Report for the period

From 01 October 2022 to 30 September 2023

Charity name: Baroque Week

Charity registration number: 1161774

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1) The promotion and performance of baroque chamber music for the public benefit 2) To promote education in baroque music for the public benefit.
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	Administrative, planning and preparatory work was undertaken for the 2023 summer course; however, again the Playing Day which is normally held earlier in the year at Burnham Grammar School, Bucks was not held in 2023.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In performing their duties, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

	SORP reference	
Policy on grant making	Para 1.38	The Trustees continued to apply the adopted formal criteria and procedures for the award of bursaries covering part or all of the fees for the summer course, in order to ensure the public benefit.

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 2023 summer course was held at Queen Anne's School, Caversham from 13 th to 20 th August. The course was fully booked with both UK and international participants; the total attendance was 97, exceeding the record number of 94 last year. The course provided educational and creative activity for participants in baroque music performance and instruction. The course offered inspiration and

		<p>guidance to both singers and players of baroque music from an expert team of leading specialists in historical performance style, including a concert from the course tutors. Informal student performances took place each day during the course and a public performance of baroque music was given at the end of the week.</p> <p>The principal theme in 2023 was “The Grand Tour - France”, exploring repertoire from the 17th and 18th centuries and featuring large group repertoire by Lalande, Charpentier and Lully for a final concert.</p> <p>Eight full and three part bursaries were awarded to musicians who would not otherwise have been able to attend the summer course, covering accommodation, board and tuition at a cost to the charity of £850 per award. Subject to the availability of funds, the trustees award the bursaries on the basis of the need of the applicant, their potential to benefit from attendance and the potential for others (course members and the wider public) to benefit from their attendance. The typical beneficiary of a bursary is a music student who is planning a professional career in order to give them exposure to a wide range of musical opportunities. Three recipients were more mature participants who needed financial assistance in order to attend the course.</p> <p>The Charity maintains a website, a members’ Group on Facebook, and a Facebook Page in order to publicise its activities.</p>
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Financial Review

<p>Review of the charity’s financial position at the end of the period</p>	<p>Para 1.21</p>	<p>As the core of the course is chamber music, in groups of as few as four participants, the summer course has a higher tutor-student ratio than most other comparable music summer schools. This means that costs are higher than many other courses; however, the fees are set to be close to break even if the course is virtually full in order to maximise the public benefit. This year we again received generous donations totalling approximately £4,500. This meant that the funds show a modest surplus of income over expenditure for the year of £633.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Trustees intend to cover the cost of the annual summer course through course fees and donations and to provide at least five bursaries each year. If the summer course is fully booked then this will contribute a modest surplus to the reserves as a buffer against unforeseen expenses, fewer participants, or the award of more bursaries, in future years.</p> <p>The total reserves represent approximately a quarter</p>

		of the expenditure in a normal twelve-month period.
Amount of reserves held	Para 1.22	£17,042
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not considered likely. The charges from our host school for the summer course are on a per-head basis with a fairly low minimum number of participants, so we would expect to be able to cover fixed costs such as tutor fees and administration from our reserves, even if attendance at the summer course was unexpectedly low.

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	<p>Principal sources of funds are:</p> <ol style="list-style-type: none"> 1) Fees for the annual course and the playing day 2) Membership fees and donations by Baroque Week members <p>In a normal year the income covers the expenditure, which comprises hire of facilities and accommodation for the courses, payment of professional musicians to tutor course participants, essential administration costs of the summer course, hire of musical instruments and purchase of sheet music as required. This supports the objectives of the charity through its courses. Funding also enables the provision of bursaries to musicians who would not otherwise be able to attend the course.</p>
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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	CIO
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 from the membership

Additional information (optional)

You may choose to include further statements where relevant about:

Relationship with any related parties	Para 1.51	One Trustee, Alexandra Jill Caudle, received a fee for her work as Course Administrator of the 2023 summer course, and a connected person, Theresa Caudle, was paid a fee as the Artistic Director for planning activities
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		for the 2023 course and an additional fee as a Tutor on that course. The Trustees agreed that these payments were in the best interests of the charity and in accordance with the Charities Act 2011 and the charity's Constitution. No payments were made for any duties carried out as a Trustee.
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Reference and Administrative details

Charity name	Baroque Week
Registered charity number	1161774
Charity's principal address	Burles Lodge, Crondal Lane, Dippenhall, Farnham, Surrey GU10 5DN England



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	Francis Michels	Chairman		Members of Baroque Week
2	Geoffrey Paul Lawrence	Vice-Chairman		Members of Baroque Week
3	Martin Richards	Treasurer	Retired and re-elected at AGM on 18/8/2023	Members of Baroque Week
4	Alexandra Jill Caudle			Members of Baroque Week
5	Sylvia Ellison		Retired and re-elected at AGM on 18/8/2023	Members of Baroque Week
6	Caroline Gibbons			Members of Baroque Week
7	Roger Deats			Members of Baroque Week
8	Paul Woodmansterne		Elected at AGM on 18/8/2023	Members of Baroque Week
9	Peter Rose		Elected at AGM on 18/8/2023	Members of Baroque Week

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)	Geoffrey Paul Lawrence	Martin Lester Richards
Position (e.g. Secretary, Chair, etc)	Vice-Chairman	Treasurer

Date

21st February 2024

22nd February 2024



Baroque Week	1161774
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Receipts and payments accounts

For the period from	Period start date 10/1/2022	To	Period end date 9/30/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Baroque Week Fees	60,035	-	-	60,035	52,337
Bank Interest	578	-	-	578	134
Donations/Membership	4,510	-	-	4,510	4,048
Gift Aid Reclaim	426	-	-	426	484
	-	-	-	-	-
Sub total(Gross income for AR)	65,549	-	-	65,549	57,003
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	65,549	-	-	65,549	57,003
A3 Payments					
Baroque Week Fee Refunds	1,050	-	-	1,050	685
Venue Hire	40,380	-	-	40,380	35,155
Tutors Fees	12,780	-	-	12,780	11,922
Admin Fees	5,635	-	-	5,635	3,500
Music/copying	1,987	-	-	1,987	1,833
Refreshments	2,080	-	-	2,080	1,818
Stationery/Advertising/IT	678	-	-	678	611
Insurance	326	-	-	326	320
Bursaries*	-	-	-	-	-
Sub total	64,916	-	-	64,916	55,844
* See Trustee's Annual Report					
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	64,916	-	-	64,916	55,844
Net of receipts/(payments)	633	-	-	633	1,159
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,409	-	-	16,409	15,250
Cash funds this year end	17,042	-	-	17,042	16,409

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		17,042	-	-
		-	-	-
		-	-	-
	Total cash funds	17,042	-	-

(agree balances with receipts and payments account(s))

OK	OK	OK
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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Sheet Music	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
		-	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Martin Richards	5/18/2024
	Geoffrey Lawrence	5/29/2024



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Baroque Week

On accounts for the year
ended

30/09/2023

Charity no
(if any)

1161774

Set out on pages

1

(remember to include the page numbers of additional sheets)

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

It is my responsibility to:

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

Basis of independent
examiner's statement

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

* Please delete the words in the brackets if they do not apply.

Signed:

Rebecca COBB.

Date:

26/06/2024

Name:

Rebecca Margaret COBB

Relevant professional
qualification(s) or body
(if any):

Address:

'Marlowe', Broadstairs Road, Broadstairs, Kent CT10 2RH

BAROQUE WEEK

England & Wales - Charity number 1161774

Accounts



Trustees' Annual Report for the period

From 01 October 2021 to 30 September 2022

Charity name: Baroque Week

Charity registration number: 1161774

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1) The promotion and performance of baroque chamber music for the public benefit 2) To promote education in baroque music for the public benefit.
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	Administrative, planning and preparatory work was undertaken for the 2022 summer course; however, again the Playing Day which is normally held earlier in the year at Burnham Grammar School, Bucks was not held in 2022.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In performing their duties, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

	SORP reference	
Policy on grant making	Para 1.38	The Trustees continued to apply the adopted formal criteria and procedures for the award of bursaries covering part or all of the fees for the summer course, in order to ensure the public benefit.

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 2022 summer course was held at Queen Anne's School, Caversham from 14 th to 21 st August. The course was fully booked with both UK and international attendees; the total attendance was 94, equalling the record number of 94 in 2019. It was good to welcome back those from abroad who had been unable to attend in 2021 due to Covid restrictions. The course provided educational and creative activity

		<p>for attendees in baroque music performance and instruction. The course offered inspiration and guidance to both singers and players of baroque music from an expert team of leading specialists in historical performance style, including a concert from the course tutors. Informal student performances took place each day during the course and a public performance of baroque music was given at the end of the week.</p> <p>The principal theme in 2022 was “The Grand Tour - Germany”, exploring repertoire from the 17th century through to Bach, Handel, Telemann and beyond, on the way celebrating the anniversary of Heinrich Schütz.</p> <p>Seven full and one part bursaries were awarded to musicians who would not otherwise have been able to attend the summer course, covering accommodation, board and tuition at a cost to the charity of £800 per award. These included one full and one part bursary originally awarded for the 2021 course, but the recipients were unable to attend that year due to the travel restrictions. Subject to the availability of funds, the trustees award the bursaries on the basis of the need of the applicant, their potential to benefit from attendance and the potential for others (course members and the wider public) to benefit from their attendance. The typical beneficiary of a bursary is a music student who is planning a professional career in order to give them exposure to a wide range of musical opportunities. Three recipients were more mature participants who needed financial assistance in order to attend the course.</p> <p>We were also able to appoint an emerging professional musician as an Assistant Tutor and Assistant Administrator, who gained valuable experience in coaching baroque chamber music. Two former Assistant Tutors were engaged as full tutors for 2022.</p> <p>The Charity maintains a website, a members’ Group on Facebook, and a Facebook Page in order to publicise its activities.</p>
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Financial Review

<p>Review of the charity’s financial position at the end of the period</p>	<p>Para 1.21</p>	<p>As the core of the course is chamber music, in groups of as few as four participants, the summer course has a higher tutor-student ratio than most other comparable music summer schools. This means that costs are higher than many other courses; however, the fees are set to be close to break even if the course is virtually full in order to maximise the public benefit. This year we again received generous donations totalling over £4,000. This meant that the funds show a surplus of</p>
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		income over expenditure for the year of a little over £1,000, despite the fact that over £2,000 of fee income for this year's course was left on deposit with us after cancellations last year, and was therefore included in last year's accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees intend to cover the cost of the annual summer course and the Playing Day through course fees and to provide at least three bursaries each year. If the summer course is fully booked then this will contribute a modest surplus to the reserves as a buffer against unforeseen expenses, fewer participants, or the award of more bursaries, in future years. The total reserves represent approximately a quarter of the expenditure in a normal twelve-month period.
Amount of reserves held	Para 1.22	£16,409
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not considered likely. The charges from our host school for the summer course are on a per-head basis with a fairly low minimum number of participants, so we would expect to be able to cover fixed costs such as tutor fees and administration from our reserves, even if attendance at the summer course was unexpectedly low.

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	Principal sources of funds are: 1) Fees for the annual course and the playing day 2) Membership fees and donations by Baroque Week members In a normal year the income covers the expenditure, which comprises hire of facilities and accommodation for the courses, payment of professional musicians to tutor course attendees, essential administration costs of the summer course, hire of musical instruments and purchase of sheet music as required. This supports the objectives of the charity through its courses. Funding also enables the provision of bursaries to musicians who would not otherwise be able to attend the course.
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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	CIO

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 from the membership
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Additional information (optional)

You may choose to include further statements where relevant about:

Relationship with any related parties	Para 1.51	One Trustee, Alexandra Jill Caudle, received a fee for her work as Course Administrator of the 2022 summer course, and a connected person, Theresa Caudle, was paid a fee as the Artistic Director for planning activities for the 2022 course and an additional fee as a Tutor on that course. One Trustee, Francis Michels, received a bursary to attend the course due to his particular financial circumstances this year, following an application made and considered in the same way as any other bursary applicant. The remaining Trustees agreed that these payments were in the best interests of the charity and in accordance with the Charities Act 2011 and the charity's Constitution. No payments were made for any duties carried out as a Trustee.
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Reference and Administrative details

Charity name	Baroque Week
Registered charity number	1161774
Charity's principal address	Burles Lodge, Crondal Lane, Dippenhall, Farnham, Surrey GU10 5DN



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	Francis Michels	Chairman		Members of Baroque Week
2	Geoffrey Paul Lawrence	Vice-Chairman	Retired and re-elected at AGM on 19/8/2022	Members of Baroque Week
3	Martin Richards	Treasurer		Members of Baroque Week
4	Alexandra Jill Caudle			Members of Baroque Week
5	Sylvia Ellison			Members of Baroque Week
6	Caroline Gibbons		Retired and re-elected at AGM on 19/8/2022	Members of Baroque Week
7	Roger Deats		Elected at AGM on 19/8/2022	Members of Baroque Week

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)	Geoffrey Paul Lawrence	Martin Lester Richards
Position (e.g. Secretary, Chair, etc)	Vice-Chairman	Treasurer

Date

3rd April 2023

3rd April 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Baroque Week	1161774
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CC16a



Receipts and payments accounts

For the period from	Period start date 10/01/2021	To	Period end date 09/30/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Baroque Week Fees (2021)		-	-	-	39,886
Baroque Week Fees (2022)	52,337	-	-	52,337	2,106
Bank Interest	134	-	-	134	40
Donations/Membership	4,048	-	-	4,048	8,589
Gift Aid Reclaim	484	-	-	484	-
	-	-	-	-	-
Sub total (Gross income for AR)	57,003	-	-	57,003	50,621
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	57,003	-	-	57,003	50,621
A3 Payments					
Baroque Week Fee Refunds (2021)		-	-	-	4,044
Baroque Week Fee Refunds (2022)	685	-	-	685	-
Venue Hire (2021)		-	-	-	25,976
Venue Hire (2022)	35,155	-	-	35,155	-
Gift Aid Repayment		-	-	-	860
Tutors Fees	11,922	-	-	11,922	12,277
Admin Fees	3,500	-	-	3,500	2,200
Music/copying	1,833	-	-	1,833	809
Refreshments	1,818	-	-	1,818	1,340
Stationery/Advertising/IT	611	-	-	611	428
Insurance	320	-	-	320	369
Bursaries*		-	-	-	-
Sub total	55,844	-	-	55,844	48,303
* See Trustee's Annual Report					
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	55,844	-	-	55,844	48,303
Net of receipts/(payments)	1,159	-	-	1,159	2,318
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,250	-	-	15,250	12,932
Cash funds this year end	16,409	-	-	16,409	15,250

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		16,409	-	-
		-	-	-
		-	-	-
	Total cash funds	16,409	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Sheet Music	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 	Martin Richards Geoffrey Lawrence	03/13/2023 03/13/2023	



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended Charity no (if any)

Set out on pages

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

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

Basis of independent examiner's statement
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 the 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 connection with 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed: Date:

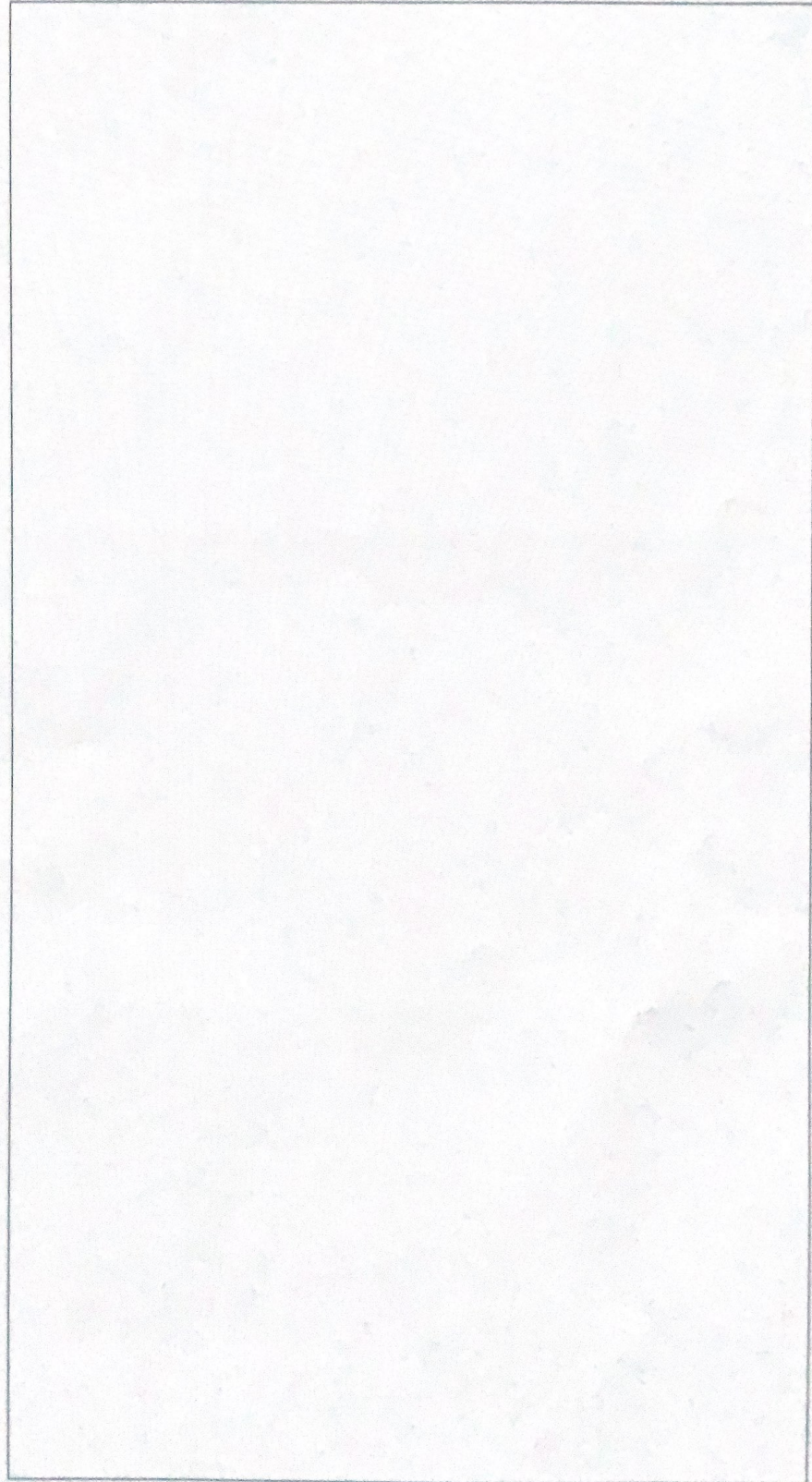
Name:

Relevant professional qualification(s) or body (if any):

Address:

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



BAROQUE WEEK

England & Wales - Charity number 1161774

Accounts



Trustees' Annual Report for the period

From 01 October 2020 To 30 September 2021

Charity name: Baroque Week

Charity registration number: 1161774

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1) The promotion and performance of baroque chamber music for the public benefit 2) To promote education in baroque music for the public benefit.
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	Administrative, planning and preparatory work was undertaken for the 2021 summer course, which we were able to hold, following the 2020 cancellation due to COVID restrictions. The Playing Day which is normally held earlier in the year at Burnham Grammar School, Bucks was again not held in 2021.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In performing their duties, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

	SORP reference	
Policy on grant making	Para 1.38	The Trustees continued to apply the adopted formal criteria and procedures for the award of bursaries covering part or all of the fees for the summer course, in order to ensure the public benefit.

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	Para 1.20	The 2021 summer course was held at Queen Anne's School, Caversham from 15th to 22nd August. The course was well attended by UK residents; however, 19 intending participants withdrew due to COVID, mostly due to the restrictions on international travel; their fees were therefore refunded or held over for 2022. Some other probable attendees chose not to apply this

<p>whole.</p>		<p>year due to the COVID situation. The total attendance was 71, compared to the record number of 94 in 2019. The uncertainties around COVID restrictions and mitigations meant that much of the planning was more last-minute than usual, but the opportunity to make music together was hugely appreciated by those who were able to attend; for some course members this was their first opportunity to make live music since March 2020. A typical comment from the feedback forms: <i>“After months of no chamber music or zoom sessions it was just such a pleasure to play face to face and with such a skilled and friendly group.”</i></p> <p>The course provided educational and creative activity for attendees in baroque music performance and instruction. The course offered inspiration and guidance to both singers and players of baroque music from an expert team of leading specialists in historical performance style, including a concert from the course tutors. Informal student performances took place each day during the course and a public performance of baroque music was given at the end of the week. The principal theme in 2021 was “The Grand Tour - Italy”, featuring music by Italian composers including Monteverdi, Scarlatti and Vivaldi, and by visitors to Italy such as Handel.</p> <p>Four bursaries were awarded to musicians who would not otherwise have been able to attend the summer course, covering accommodation, board and tuition at a cost to the charity of £770 per award. One other full bursary and a part bursary were awarded but had to be held over until 2022. Subject to the availability of funds, the trustees award the bursaries on the basis of the need of the applicant, their potential to benefit from attendance and the potential for others (course members and the wider public) to benefit from their attendance. The typical beneficiary of a bursary is a music student who is planning a professional career in order to give them exposure to a wide range of musical opportunities. Usually, the recipients also include more mature participants who need financial assistance in order to attend the course, but there were no such applicants this year.</p> <p>We were also able to appoint two emerging professional musicians as Assistant Tutors for a smaller fee, who gained valuable experience in coaching baroque chamber music, and one of whom has now been appointed as a full tutor for 2022.</p> <p>The Charity maintains a website, a members’ Group on Facebook, and a Facebook Page in order to publicise its activities.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As the core of the course is chamber music, in groups of as few as four participants, the summer course has a higher tutor-student ratio than most other comparable music summer schools. This means that costs are higher than many other courses; however, the fees are set to be close to break even if the course is virtually full in order to maximise the public benefit. This year we received an anonymous donation of £5,000 (via the CAF Bank) and several other generous donations, and just over £2,000 of fees were left on deposit with us for the 2022 course. This means that the funds show a surplus of income over expenditure for the year of more than £2,000 despite the lower participation this year due to COVID.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Trustees intend to cover the cost of the annual summer course and the Playing Day through course fees and to provide at least three bursaries each year. If the summer course is fully booked then this will contribute a modest surplus to the reserves as a buffer against unforeseen expenses or fewer participants in future years.</p> <p>Another important reason to build up the reserves is that it is probable that Baroque Week will need in the future to purchase an extensive private library of sheet music currently used free of charge during the course.</p> <p>The total reserves represent approximately a quarter of the expenditure in a normal twelve-month period.</p>
Amount of reserves held	Para 1.22	£15,250
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not considered likely. The charges from our host school for the summer course are on a per-head basis with a fairly low minimum charge, so we would expect to be able to cover fixed costs such as tutor fees and administration from our reserves, even if attendance at the summer course was unexpectedly low.

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	<p>Principal sources of funds are:</p> <ol style="list-style-type: none"> 1) Fees for the annual course and the playing day 2) Membership fees and donations by Baroque Week members <p>In a normal year the income covers the expenditure, which comprises hire of facilities and accommodation for the courses, payment of professional musicians to tutor course attendees, essential administration costs of the summer course, hire of musical instruments and</p>
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		purchase of sheet music as required. This supports the objectives of the charity through its courses. Funding also enables the provision of bursaries to musicians who would not otherwise be able to attend the course.
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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	CIO
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 from the membership

Additional information (optional)

You may choose to include further statements where relevant about:

Relationship with any related parties	Para 1.51	One Trustee, Alexandra Jill Caudle, received a fee for her work as Course Administrator of the 2021 summer course, and a connected person, Theresa Caudle, was paid a fee as the Artistic Director for planning activities for the 2021 course and an additional fee as a Tutor on that course. The remaining Trustees agreed that these payments were in the best interests of the charity and in accordance with the Charities Act 2011 and the charity's Constitution. No payments were made for any duties carried out as a Trustee.
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Reference and Administrative details

Charity name	Baroque Week
Registered charity number	1161774
Charity's principal address	Burles Lodge, Crondal Lane, Dippenhall, Farnham, Surrey GU10 5DN

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	Francis Michels	Chairman	Retired and re-elected at AGM on 20/8/2021	Members of Baroque Week
2	Geoffrey Paul Lawrence	Vice-Chairman		Members of Baroque Week
3	Martin Richards	Treasurer		Members of Baroque Week
4	Alexandra Jill Caudle		Retired and re-elected at AGM on 20/8/2021	Members of Baroque Week
5	Sylvia Ellison			Members of Baroque Week

6	Caroline Gibbons		Members of Baroque Week
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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)	Geoffrey Paul Lawrence	Martin Lester Richards
Position (eg Secretary, Chair, etc)	Vice-Chairman	Treasurer
Date	25 th July 2022	25th July 2022



Receipts and payments accounts



For the period from	Period start date 10/01/2020	To	Period end date 09/30/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Baroque Week Fees (2020)	-	-	-	-	6,254
Baroque Week Fees (2021)	39,886	-	-	39,886	933
Baroque Week Fees (2022)	2,106	-	-	2,106	-
Bank Interest	40	-	-	40	89
Donations/Membership	8,589	-	-	8,589	6,728
Gift Aid Reclaim	-	-	-	-	1,692
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	50,621	-	-	50,621	15,696
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	50,621	-	-	50,621	15,696
A3 Payments					
Baroque Week Fee Refunds (2020)	-	-	-	-	6,254
Baroque Week Fee Refunds (2021)	4,044	-	-	4,044	-
Venue Hire (2019)	-	-	-	-	449
Venue Hire (2020)	-	-	-	-	50
Venue Hire (2021)	25,976	-	-	25,976	-
Gift Aid Repayment	860	-	-	860	-
Tutors Fees	12,277	-	-	12,277	-
Donations to Tutors	-	-	-	-	7,575
Admin Fees	2,200	-	-	2,200	1,600
Music/copying	809	-	-	809	-
Refreshments	1,340	-	-	1,340	-
Stationery/Advertising/IT	428	-	-	428	657
Insurance	369	-	-	369	-
Bursaries*	-	-	-	-	-
Sub total	48,303	-	-	48,303	16,585
* See Trustee's Annual Report					
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,303	-	-	48,303	16,585
Net of receipts/(payments)	2,318	-	-	2,318	889
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,932	-	-	12,932	13,821
Cash funds this year end	15,250	-	-	15,250	12,932

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		15,250	-	-
		-	-	-
		-	-	-
	Total cash funds	15,250	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Sheet Music (part-purchased 2017/8)	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Underpaid gift aid repayment	Unrestricted	1	-
	Advance receipts for 2022	Unrestricted	2,106	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	 	Martin Richards Geoffrey Lawrence	07/25/2022 07/25/2022



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Baroque Week

On accounts for the year
ended

30/09/2021

Charity no
(if any)

1161774

Set out on pages

1

(remember to include the page numbers of additional sheets)

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

It is my responsibility to:

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

Basis of independent
examiner's statement

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

* Please delete the words in the brackets if they do not apply.

Signed: Rebecca Cobb

Date: 26/07/2022

Name: Rebecca Margaret COBB

Relevant professional
qualification(s) or body
(if any):

Address: 'Marlowe', Broadstairs Road, Broadstairs, Kent CT10 2RH

BAROQUE WEEK

England & Wales - Charity number 1161774

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	10	2019		30	09	2020

Section A Reference and administration details

Charity name

Baroque Week

Other names charity is known by

Registered charity number (if any)

1161774

Charity's principal address

The Cottage, Speldhurst Hill

Speldhurst

Kent

Postcode

TN3 0NL

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	Francis Michels	Chairman		Members of Baroque Week
2	Martin Richards	Treasurer	Retired and reappointed at AGM (via Zoom) on 12/9/2020	Members of Baroque Week
3	Alexandra Jill Caudle			Members of Baroque Week
4	Geoffrey Paul Lawrence			Members of Baroque Week
5	Sylvia Ellison		Retired and reappointed at AGM (via Zoom) on 12/9/2020	Members of Baroque Week
6	Caroline Gibbons		Appointed by the other Trustees in August 2019. Retired and reappointed at 2020 AGM.	Members of Baroque Week

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (e.g. appointed by, elected by)	Elected from the membership

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.

One Trustee, Alexandra Jill Caudle, received a fee for her work as Course Administrator of the 2020 summer course, and a connected person, Theresa Caudle, was paid a fee as the Artistic Director for planning activities for the (cancelled) 2020 course. The remaining Trustees agreed that these payments were in the best interests of the charity and in accordance with the Charities Act 2011 and the charity's Constitution. No payments were made for any duties carried out as a Trustee.

The Trustees continued to apply the adopted formal criteria and procedures for the award of bursaries covering part or all of the fees for the summer course, in order to ensure the public benefit.

The fifth AGM of the charity was held remotely via Zoom on 12th September 2020.

Section C Objectives and activities

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

- 1) The promotion and performance of baroque chamber music for the public benefit
- 2) To promote education in baroque music for the public benefit.

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)

Administrative, planning and preparatory work was undertaken for the 2020 summer course, but it was unfortunately necessary to cancel the course due to Covid restrictions. Work done in developing the artistic programme will be carried forward to next year's course.

The Playing Day which is normally held earlier in the year at Burnham Grammar School, Bucks was also forced to be cancelled due to covid restrictions.

In performing their duties, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Section D Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Although unable to hold the 2020 course, the plans made for that course regarding the theme of the course are being held over for 2021 and much of the planning for 2020 will be used for 2021.

An exceptionally high level of donations was received from potential course participants, in order to allow substantial donations to be made to the tutors who had been engaged for the 2020 course in lieu of their expected fees. The trustees agreed that these donations were consistent with the objects of the charity.

The Charity maintains a website, a members' Group on Facebook, and a Facebook Page in order to publicise its activities.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees intend to cover the cost of the annual Baroque Week course and the Playing Day through course fees and to provide at least three bursaries each year. If the summer course is fully booked then this will contribute a modest surplus to the reserves as a buffer against unforeseen expenses or fewer participants in future years.

Another important reason to build up the reserves is that it is probable that Baroque Week will need in the future to purchase an extensive private library of sheet music currently used free of charge during the course.

In the case of 2020, due to the unforeseen need to cancel the course, this enabled the Baroque Week charity to make donations to the tutors of 60% of their expected fees. Theresa Caudle, a connected person to the trustees, was one of the Tutors in receipt of the donation of a 60% fee.

Due to the generosity of members who this year made significant and generous donations totalling £6,728 the reserves have not substantially decreased and these reserves will continue to safeguard against further unforeseen eventualities.

The total reserves represent approximately a quarter of the expenditure over a twelve-month 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.

Principal sources of funds are:

- 1) Fees for the annual course and the playing day
- 2) Membership fees and donations by Baroque Week members

In a normal year, the expenditure covers hire of facilities used to accommodate the courses, payment of professional musicians to tutor course attendees, essential administration costs of the summer course, hire of musical instruments and purchase of sheet music as required. This supports the objectives of the charity through its courses. Funding also enables the provision of bursaries to musicians who would not otherwise be able to attend the course.

Section F Other optional information

Post year-end events: The 2021 summer course is planned to go ahead in August, subject to the Covid situation nearer the time.

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)	Martin Lester Richards	Geoffrey Paul Lawrence
Position (eg Secretary, Chair, etc)	Treasurer	Trustee
Date	19 th July 2021	



Receipts and payments accounts

For the period from	Period start date 01/10/2019	To	Period end date 30/09/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Opening Balance	-	-	-	-	27,569
Playday Receipts	-	-	-	-	370
Baroque Week Fees (2020) *	6,254	-	-	6,254	51,518
Baroque Week Fees (2021)	933	-	-	933	-
Bank Interest	89	-	-	89	98
Donations/Membership	6,728	-	-	6,728	2,538
Gift Aid Reclaim	1,692	-	-	1,692	163
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	15,696	-	-	15,696	82,256
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,696	-	-	15,696	82,256
A3 Payments					
Playday Costs	-	-	-	-	300
Venue Hire 2018	-	-	-	-	15,116
Venue Hire (2019)	449	-	-	449	34,022
Venue Hire (2020)	50	-	-	50	-
Baroque Week Fees Refund (2020) *	6,254	-	-	6,254	-
Tutors/Admin Fees	1,600	-	-	1,600	14,676
Donations to Tutors	7,575	-	-	7,575	-
Music/copying	-	-	-	-	512
Refreshments	-	-	-	-	2,041
Stationery/Advertising/IT	657	-	-	657	1,067
Insurance	-	-	-	-	315
Bursaries*	-	-	-	-	-
	-	-	-	-	-
Sub total	16,585	-	-	16,585	68,049
* BW was cancelled in 2020 due to Covid restrictions and fees for 2020 refunded					
A4 Asset and investment purchases, (see table)					
Music and fans	-	-	-	-	386
	-	-	-	-	-
Sub total	-	-	-	-	386
Total payments	16,585	-	-	16,585	68,435
Net of receipts/(payments)	(889)	-	-	889	13,821
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,821	-	-	13,821	-
Cash funds this year end	12,932	-	-	12,932	13,821

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		12,932	-	-
		-	-	-
		-	-	-
	Total cash funds	12,932	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Sheet Music (part-purchased 2017/8)	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Duplicate receipt of Gift Aid reclaim	Unrestricted	862	-
	Potential refund due if 2021 course is not held	-	933	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Martin Richards	23/07/2021
	Geoffrey Lawrence	26/07/2021