



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		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
<p>Summary of the main achievements of the charity during the year</p>	<p>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.</p> <p>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.</p> <p>The Charity maintains a website, a members' Group on Facebook, and a Facebook Page in order to publicise its activities.</p>

Section E	Financial review
<p>Brief statement of the charity's policy on reserves</p>	<p>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.</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>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.</p> <p>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.</p> <p>The total reserves represent approximately a quarter of the expenditure over a twelve-month period.</p>
<p>Details of any funds materially in deficit</p>	<p>None</p>

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

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For the period from	Period start date	To	Period end date
	01/10/2019		30/09/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	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
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	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