



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

Review of the charity’s financial position at the end of the period	Para 1.21	<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	<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, fewer participants, or the award of more bursaries, in future years.</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	£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	<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 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
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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

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
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

* See Trustee's Annual Report

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
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Sheet Music	Unrestricted	-	-
	Fans	Unrestricted	-	-
		-	-	-
B5 Liabilities		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	03/13/2023
			Geoffrey Lawrence	03/13/2023



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Baroque Week

On accounts for the year
ended

30/09/2022

Charity no
(if any)

1161774

Set out on pages

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**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:

07/07/2023

Name:

Rebecca Margaret COBB

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

Address:

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

Only complete if the examiner needs to highlight material problems.

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