

CHELMSFORD MALE VOICE CHOIR

Trustees' Report for the year ended 31 December 2020

Trustees' report

The Trustees present the Trustees' Report and Financial Statements for the period from 1 January 2020 to 31 December 2020. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law.

Registered Address

The address of Chelmsford Male Voice Choir (CMVC) as a registered charity is:
Cowell's Court, Nathans Lane, Highwood, CM1 3RF.

The Trustees

Trustees are expected to serve for an initial 3-year term and may then stand down, or, if eligible, offer themselves for re-election. In accordance with the provisions of the CMVC Constitution, one-third of the trustees are required to retire from office at each Annual General Meeting. If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire. This allows the Choir to benefit from the experience of the Trustees during their 3-year term and, if continuing, to be able to guide and support newly-elected Trustees in their roles. The following were the CMVC Trustees during the year under review:

David Graham	Chairman	Retired 25 February 2020
Stuart Anderson	Treasurer	Retired 25 February 2020
Alex Cooper	Webmaster	Retired 25 February 2020
Alan Cowell	Secretary	
Mick Townley	Publicity Manager	
Trevor Enefer	Concert Manager	
Brian Farmer	Chairman	Appointed 25 February 2020
David Pearson	Webmaster	Appointed 25 February 2020
Trevor Smith	Treasurer	Appointed 25 February 2020

Structure, Governance and Management

Chelmsford Male Voice Choir (CMVC) was registered as a Charitable Incorporated Organisation (CIO) number 1164392 on 12 November 2015 and is governed by a constitution adopted by the members on 10 November 2015. At each Annual General Meeting one-third of those Trustees in office are required to retire on a rotational basis and, if eligible, may offer themselves for re-election. Accordingly, at the forthcoming AGM Alan Cowell and Mick Townley will retire and being eligible, will offer themselves for re-election.

CMVC Music Director

Eddie Carden

Eddie Carden was the CMVC Music Director for 3 years until illness forced to him to relinquish the position early in 2020 leading to his untimely death on 13 April 2020 age 65.

Eddie grew up in a musical family and was an enthusiastic musician from an early age. He played the organ, piano and cello and sang in school and church choirs. Over a period of 25 years, he sang with a variety of choral societies in London and Essex before becoming a member of the Association of British Choral Directors. Prior to his appointment as Music Director, he spent eight years with CMVC as a chorister and Deputy Music Director.

Joanne Schultz

Joanne Schultz, who is well known and respected for her work with the Chelmsford Salvation Army Songsters agreed to step in as the Choir's Music Director to lead us during Eddie Carden's illness and has been instrumental in helping to maintain CMVC rehearsals online via Zoom.

Objectives

The objectives of the CIO are to promote, improve, develop and maintain public education in the appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts and by such other ways as the members, through the trustees, shall determine from time to time.

Activities

Chelmsford Male Voice Choir is currently resident at Trinity Methodist Church, Rainsford Road, Chelmsford and usually meets on Tuesday evenings. Due to the Coronavirus Covid-19 Pandemic the choir has not been able to meet in person since 10 March 2020 but from 16 June 2020 rehearsals were conducted online via Zoom. The choir has 55 members and has established itself in the local community through a programme of concerts. In recent years, members have taken opportunities to improve their skills through memorising the repertoire, actively listening to each other singing so as to maintain a well-balanced sound, and working at home on their individual parts in order to make the best use of time at weekly rehearsals.

Due to the Coronavirus Pandemic the following concerts planned for 2020 had to be cancelled:

- St John's Church Danbury
- Gloucester Cathedral with Churchdown Male Voice Choir
- Hereford with Hereford Police Choir
- Civic Theatre, Chelmsford with The Rock Choir
- Grand Charity Concert at Chelmsford County High School for Girls with The Maldon Orchestra

The Choir was therefore unable to supplement its income through concerts during the year or help raise money for good causes (2019: circa £3,500).

Public Benefit

The Trustees are aware of their responsibilities to work for the public good under the guidance of the Charity Commission. It is hoped that the Choir will again be able to perform in public again before the end of 2021.

Financial review

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy the financial position of the choir. Finances are discussed at all committee meetings, and a budget and forecasts are used for guidance throughout the year. This enables the Trustees to be aware of the financial position of the choir and to ensure that the accounts comply with the Charities legislation. It is also the Trustees' responsibility to safeguard the assets of the choir and to take reasonable steps to prevent or detect fraud and other irregularities.

CMVC's income is below the threshold at which the law requires it to have its accounts audited, and the trustees will submit the accounts to the members before these are to be approved at the AGM. The Trustees have decided that the monthly publication of accounting reports privately through the Members' Area of its website is an effective and accessible means of communication with members.

The fixed costs of running the choir are principally met through members' subscriptions, donations and concert fees. Additionally, the choir runs concerts and other fund-raising activities which are intended to create a surplus for the benefit of the choir itself and for third-party good causes.

Total income for 2020 was £5,083 (2019: £14,398), total expenses were £13,545 (2019: £12,876). The deficit for the year was £8,462 (2019: surplus £1,522).

At 31 December 2020, the balance held in the CMVC CIO account at Metro Bank plc was £2,438 which included £307 (2019: £197) in the Members' Social Fund.

Summary accounts are shown in the **Appendix**.

Reserves policy

In view of the unprecedented financial year to 31 December 2020, the Committee have decided not to set a reserve policy for 2021 but will review this when appropriate.

Risk management

The Trustees are responsible for identifying, assessing and managing risk. They use website information including that provided by the Charity Commission and Making Music - a national organisation to which the choir is affiliated - in order to maintain awareness of changing legislation. The Trustees are responsible for obtaining appropriate insurance cover and for ensuring that the choir complies with copyright and performing rights law.

Privacy

During the year, the Trustees reviewed and adopted a revised Privacy Policy to safeguard the interests of its members in accordance with the requirements of the General Data Protection Regulation.

Financial risks

In addition to keeping proper accounting records, the Trustees review projections of the costs and revenues of forthcoming concerts and events in order to assure themselves that there is a reasonable expectation that these will produce a surplus; or that in the event of making a loss, this can be offset from choir funds.

Health and Safety risks

For rehearsals at Trinity Methodist Church, the choir complies with the policies laid down by the church. For concerts in other venues, the concert manager will check venues in advance in order to assess risks and formulate an appropriate strategy. On the day of the concert, he will perform a visual check for hazards, assess the Health, Safety and Fire risks and will take action to prevent accidents (such as securing loose cables, or dealing with trip hazards). Either the concert manager, or an official from the venue will make a Health and Safety announcement at the start of each event

Financial Assistance Opportunities

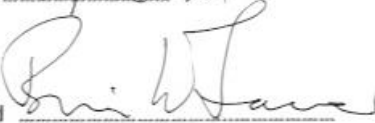
The Trustees have registered CMVC CIO with HMRC in order to benefit from Gift Aid, which can be claimed on part of the choir's eligible income. Additionally, the Trustees actively pursue opportunities to submit grant applications to charitable foundations where appropriate. The Publicity Manager is also actively pursuing potential commercial sponsorship and advertising opportunities.

CMVC is a registered charity with Amazon Smile, a program that donates 0.5% of eligible purchases on Amazon to a charity nominated by the purchaser. Members are made aware that by selecting CMVC as their nominated charity, making relevant online purchases at smile.amazon.com will provide a financial benefit to CMVC.

CMVC is now also registered as a "Good Cause" with The Essex Lottery. Supporters who buy lottery tickets will get the chance to win prizes of up to £25,000 for £1 per week. Every ticket has a 1 in 50 chance of winning a prize every week. CMVC has its own page on The Essex Lottery website and receives 50% of all ticket sales made where the Choir is the "Good Cause" chosen by supporters.

Approved by the Trustees

Date 3 April 2021

Signed 

Brian Farmer, Chairman



Alan Cowell, Secretary

Appendix: Income and Expenditure Accounts appear on Page 5

Chelmsford Male Voice Choir CIO

Financial Statements for year ended 31 December 2020

	2020			2019		
	Income	Expenditure	Surplus/ (Deficit) £	Income	Expenditure	Surplus/ (Deficit) £
What it costs to run CMVC CIO	£	£		£	£	
Honoraria		-4,094			-3,970	
Hire of Premises		-490			-2,236	
Music		-55			-1,247	
Subscriptions & Insurance		-228			-281	
Sundry Expenses		-85			-81	
New Staging Equipment		-7,681				
Zoom Fees		-128				
Advertising & Publicity		-216			-374	
Running Expenditure			-12,977			-8,189
How members pay for it						
Members' Subscriptions	3,180			3,420		
Vic's Box	279			1,355		
Donations	115			468		
Other Income	0			0		
Gift Aid	0			2,367		
Bank	0			75		
Income from Members			3,574			7,685
Current Surplus/(Deficit)	3,574	-12,977	-9,403	7,685	-8,189	-504
Concerts and Fundraising						
CMVC Grand Charity Concerts	0	0	0	2,239	-999	1,240
100 Club	1,390	-500	890	1,585	-650	935
CMVC Concerts	0	0	0	600	-200	400
Social Events	110	0	110	2,135	-2,257	-122
CDs/DVDs	9	0	9	0	0	0
Choir Jumpers	0	0	0	18	-249	-231
Distributions to Charities	0	-68	-68	136	-332	-196
Income from Concerts / Fundraising			941			2,026
TOTAL	5,083	-13,545	-8,462	14,398	-12,876	1,522
Choir Funds:						
Balance brought forward			14,213			9,377
Gloucester Tour Deposit			40			3,320
Gloucester Tour Refunds			-3,360			0
Surplus/(Deficit) for the year			-8,462			1,522
Adjustments			7			1
Total Choir Funds			2,438			14,220

Bank Balances at year end:

Current Account	2,131	6,837
Gloucester Tour Funds	0	3,320
Strategic Reserve	0	3,730
Members' Social Fund	307	197
Xmas Charity Collection	0	136
Total Cash at Bank	2,438	14,220