



Trustees' Report for the year ended 31 December 2021

Trustees' report

The Trustees present the Trustees' Report and Financial Statements for the period from 1 January 2021 to 31 December 2021. 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:

Brian Farmer	Chairman
Trevor Smith	Treasurer
David Pearson	Webmaster
Alan Cowell	Secretary
Mick Townley	Publicity Manager
Trevor Enefer	Concert Manager

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.

Alan Cowell and Mick Townley have given notice that they wish to relinquish their positions as Secretary and Publicity Manager respectively, with effect from the conclusion of the Annual General Meeting (AGM) and they will therefore cease to act as Trustees.

A proposal will be put to members at the AGM that Keith Ellis be appointed as Secretary with effect from the conclusion of the AGM. The position of Publicity Manager will remain vacant for the time being.

The Trustees on behalf of all the members wish to extend their thanks and gratitude to Mick Townley and in particular to Alan Cowell for their contribution and support for the Choir over many years. The Trustees are pleased to note that Alan Cowell has offered to provide assistance to Keith Ellis and act as Assistant Secretary going forward.

In accordance with the provisions of the Choir's Constitution, Trevor Enefer and Trevor Smith; together being one-third of the Trustees at the commencement of the AGM; will retire on a rotational basis and, being eligible, will offer themselves for re-election.

CMVC Music Director

Joanne Schultz BA(Hons) Music, PGCE, CTABRSM

Joanne Schultz has been pivotal in keeping the Choir together during the periods of lockdown and related restrictions occasioned by the Coronavirus pandemic during 2021, by directing the choir's rehearsals from home; and sometimes whilst on holiday; on Zoom for those who could log-in to rehearse. This ensured that music that the choristers had previously learnt was kept fresh in their minds and additionally Joanne introduced some new music which was much appreciated. Joanne also enabled those members who were not able to return to face-to-face rehearsals from July, to continue to participate, by broadcasting live rehearsals on Zoom from Trinity Methodist Church.

CMVC Accompanists

Sue Edwards has also been crucial in helping to keep the Choir together on the resumption of face-to-face rehearsals and, during the pandemic, by assisting Joanne Schultz in undertaking Zoom online rehearsals for different sections of the Choir. Additionally, during online rehearsals, Joanne was supported by her accompanist husband Simon Schultz.

The Trustees, on behalf of the members, duly wish to record their appreciation of Joanne and Simon Schultz and Sue Edwards in supporting the Choir during the difficult period of the Covid-19 pandemic.

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. The choir has 52 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 no concerts were performed in 2021.

Public Benefit

The Trustees are aware of their responsibilities to work for the public good under the guidance of the Charity Commission. It is anticipated that the Choir will again be able to perform in public again during 2022.

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 2021 was £15,180 (2020: £5,083), total expenses were £7,750 (2020: £13,545). The surplus for the year was £7,430 (deficit 2020: £8,462).

At 31 December 2021, the balance held in the CMVC CIO account at Metro Bank plc was £9,946 which included £387 (2020: £307) in the Members' Social Fund.

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

Reserves policy

In view of the unprecedented financial year to 31 December 2021, the Committee have decided not to set a reserves policy for 2022 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

The Trustees have adopted a 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 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.

During the year, thanks to the efforts of John Challis, a choir member, the choir received the following grants

- £2,000 from the Walter Farthing Trust
- £1,500 from the Fowler Smith Jones Trust; and
- £2,000 from the Essex Community Foundation

The Choir 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. During 2021 the choir received £41 from Amazon Smile.

CMVC is 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. During 2021 the choir received £903 from the Essex Lottery.

Approved by the Trustees

Date

Signed
Brian Farmer, Chairman

.....
Alan Cowell, Secretary

Appendix: Income and Expenditure Accounts

Chelmsford Male Voice Choir CIO

2021

What it costs to run CMVC CIO	2021			2020		
	Income £	Expenditure £	Surplus/ (Deficit) £	Income £	Expenditure £	Surplus/ (Deficit) £
Honoraria		-3,780			-4,094	
Hire of Premises		-786			-490	
Music		-30			-55	
Making Music Subs & Insurance		-210			-228	
Printing		-484			-85	
Postage to HMRC		-7			0	
Staging Equipment		-481			-7,681	
Zoom Fees		-173			-128	
Website		-6			-216	
Purchase of Singing Masks		-743			0	
Running Expenditure			-6,700			-12,977
How members pay for it						
Members' Subscriptions	3,090			3,180		
Vic's Box	0			279		
Donations	781			115		
Payments Received for Masks	647			0		
Income from Members			4,518			3,574
Current Surplus/(Deficit)	4,518	-6,700	-2,182	3,574	-12,977	-9,403

Concerts and Fundraising

100 Club	1,565	-650	915	1,390	-500	890
CMVC Concerts	0	0	0	0	0	0
Christmas Gathering	1,123	-400	723	0	0	0
Other Social Events	0	0	0	110	0	110
CDs/DVDs	0	0	0	9	0	9
Essex Lottery	903	0	903	0	0	0
Amazon Smile	41	0	41	0	0	0
Gift Aid	1,530	0	1,530	0	0	0
Grants	5,500	0	5,500	0	0	0
Distributions to Charities	0	0	0	0	-68	-68
Income from Concerts / Fundraising			9,612			941
TOTAL	15,180	-7,750	7,430	5,083	-13,545	-8,462

Choir Funds:

Balance brought forward	2,438	14,213
Gloucester Tour Deposit	0	40
Gloucester Tour Refunds	0	-3,360
Surplus/(Deficit) for the year	7,430	-8,462
Christmas Raffle	80	0
Adjustments for roundings	-2	7
Total Choir Funds	9,946	2,438

Bank Balances at year end:

Current Account	9,559	2,131
Members' Social Fund	387	307
Total Cash at Bank	9,946	2,438