



Trustees' Report

for the year ended 31 December 2022

Trustees' report

The Trustees present the Trustees' Report and Financial Statements for the period from 1 January 2022 to 31 December 2022. 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 three-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:

The current Trustees and those in office during 2022 are shown below:

Brian Farmer	Chairman	
Keith Ellis	Secretary	Appointed 22 February 2022
Paul Smith	Music Director	Appointed 6 February 2023
Trevor Smith	Treasurer	
Alan Cowell	Concert Manager	Appointed 6 February 2023
Kevin Thomas	Webmaster	Appointed 5 December 2022
Richard Knight	Recruitment and Publicity	Appointed 5 December 2022
David Pearson	Webmaster	Retired 5 September 2022
Trevor Enefer	Concert Manager	Retired 19 September 2022

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.

Brian Farmer has indicated that as he intends to retire to Wales during 2023, he is willing to relinquish the role of Chairman at the conclusion of the AGM to allow James Johnson to stand for election as Chairman. The Committee are pleased to note that Brian wishes to continue his support of the Choir in the role of Deputy Chairman and as a Trustee. The Committee wishes to express its thanks to Brian for his contribution to the Choir as its Chairman.

On 6 February 2023, Paul Smith was appointed as a Trustee and Alan Cowell was appointed as Concert Manager and as a Trustee of the Choir.

In accordance with the provisions of the Choir's Constitution the following will retire and being eligible, offer themselves for re-election at the forthcoming AGM.

Pursuant to clause 13 (1)(b) and (c), one-third of the Trustees who have been longest in office since their last appointment or reappointment as a Trustee are required to retire on a rotational basis. Accordingly,

- Brian Farmer will retire by rotation and being eligible, offers himself for re-election as a Trustee.

Pursuant to clause 13 (1)(f), a person appointed as a Trustee shall retire at the conclusion of the next annual general meeting after the date of his or her appointment and shall not be counted for the purpose of determining which of the Trustees is to retire by rotation at that meeting. Accordingly,

- Kevin Thomas, having been appointed as a Trustee on 5 December 2022, will retire and being eligible, offers himself for re-election as a Trustee;
- Richard Knight, having been appointed as a Trustee on 5 December 2022, will retire and being eligible, offers himself for re-election as a Trustee;
- Paul Smith, having been appointed as a Trustee on 6 February 2023, will retire and being eligible, offers himself for re-election as a Trustee;
- Alan Cowell, having been appointed as a Trustee on 6 February 2023, will retire and being eligible, offers himself for re-election as a Trustee.

CMVC Music Director

Paul Smith BMus (Hons)

The Trustees were delighted that Paul Smith agreed to accept the position of Music Director of the Choir with effect from 10th January 2023 and agreed to be appointed as a Trustee on 6th February 2023. Paul is currently the Musical Director for Allegro, an Essex based mixed choir of 16 singers and is experienced in arranging music to fit the requirements of the choir and musicians. In addition, Paul is also Head of Music at South Essex College where he teaches on the Music Diploma and Degree programmes, specialising in Music Singing, Voice Coaching and Music Theory. We look forward to working with Paul to bring the Choir up to full concert performance standards in 2023.

Joanne Schultz

Joanne Schultz decided to retire from the position of Music Director in December 2022 and had been working with the Choir since just before the Covid lockdown in 2020. Joanne was instrumental in keeping the Choir together during the periods of lockdown and related restrictions occasioned by the Coronavirus pandemic during much of her tenure, by directing the choir's rehearsals from home; and sometimes whilst on holiday; on Zoom for those who could log-in to rehearse.

The Trustees, on behalf of the members, duly wish to record their appreciation of the work and contribution to the Choir by Joanne Schultz during her tenure.

CMVC Accompanists

Sue Edwards has been a stalwart during 2022 and has performed a great service to the choir in organising our music and continuing to accompany the Choir through difficult periods. When Sue was unavailable, Simon Schultz kindly stepped-in to accompany the Choir, which was greatly appreciated.

The Trustees, on behalf of the members, duly wish to record their appreciation of Sue Edwards in her unstinting support of the Choir.

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 42 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 to maintain a well-balanced sound and working at home on their individual parts to make the best use of time at weekly rehearsals.

Following the ending of Covid restrictions, the Choir was able to recommence public performances and a staged a concert in 2022.

Public Benefit

The Trustees are aware of their responsibilities to work for the public good under the guidance of the Charity Commission. The Choir is looking forward to performing more public concerts in 2023 under the direction of Paul Smith.

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 2022 was £8,202 (2021: £15,180), total expenses were £13,241 (2021: £7,750). The deficit for the year was £5,039 (2021 surplus £7,430:).

At 31 December 2022, the balance held in the CMVC CIO account at Metro Bank plc was £4,997 which included £477 (2021: £387) in the Members' Social Fund.

Subsequent Income for 2022 – see Notes to the Income & Expenditure Report

Subsequent to the 2022 year-end, a further £113 of Concert Income was received (Note 2) and the deposit of £400 for the 2022 Christmas Gathering was refunded by the hosting venue (Note 5). These amounts will be shown as receipts in the 2023 Income & Expenditure Report. Accordingly, the shortfall for the 2022 Christmas Gathering was £2.

Reserves policy

As the Choir was not able to secure income from performing concerts for the most part of 2022, the Committee has decided not to set a reserves policy for 2023 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 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 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.

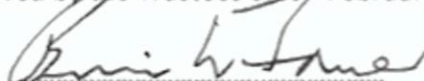
Financial Assistance Opportunities

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 pursue opportunities to submit grant applications to charitable foundations where appropriate.

The Choir has been a registered charity with Amazon Smile, a program that donates 0.5% of eligible purchases on Amazon to a charity nominated by the purchaser. During 2022 the choir received £35 from Amazon Smile, however Amazon are ceasing to provide this support to charities with effect from 20th February 2023.

During 2022 CMVC was registered as a "Good Cause" with The Essex Lottery and supporters who bought lottery tickets had a chance of winning prizes of up to £25,000. CMVC has its own page on The Essex Lottery website and has received 50% of all ticket sales made where the Choir is the nominated "Good Cause". The Essex Lottery has however been suspended since June 2022 whilst the organisers discuss the renewal of their licence with Essex County Council. In view of this protracted delay in recommencing the Lottery, the Trustees have not included any anticipated income from the Lottery in the financial forecasts for 2023. During 2022 the Choir received £612.50 from the Essex Lottery.

Approved by the Trustees on 6th February 2023



Brian Farmer, Chairman



Keith Ellis, Secretary

Appendix: Income and Expenditure Accounts

Chelmsford Male Voice Choir CIO

2022

What it costs to run CMVC CIO	2022			2021		
	Income £	Expenditure £	Surplus/ (Deficit) £	Income £	Expenditure £	Surplus/ (Deficit) £
Honoraria		-4,390			-3,780	
Hire of Premises		-2,080			-786	
Music		-714			-30	
Making Music Subs & Insurance		-250			-210	
Printing		-252			-484	
Postage to HMRC		0			-7	
Staging Equipment		0			-481	
Zoom Fees		-115			-173	
Website Note 1		-461			-6	
Purchase of Singing Masks		0			-743	
Defibrillator and Training		-1,374			0	
MD Interview Expenses		-32				
Keys to Music Cabinet		-14				
Joanne Schultz Leaving Gift		-50				
Running Expenditure			-9,732			-6,700
How members pay for it						
Members' Subscriptions	2,725			3,090		
Donations	645			781		
Payments Received for Masks	35			647		
Payments Received for Jumpers	35			0		
Income from Members			3,440			4,518
Current Surplus/(Deficit)	3,440	-9,732	-6,292	4,518	-6,700	-2,182
Concerts and Fundraising						
100 Club	1,245	-550	695	1,565	-650	915
CMVC Concert Note 2	888	-461	427	0	0	0
Christmas Gathering 2021 Notes 3 & 4	110	-850	-740			
Christmas Gathering 2022 Note 5	1,246	-1,648	-402	1,123	-400	723
Essex Lottery	612	0	612	903	0	903
Amazon Smile	32	0	32	41	0	41
Gift Aid	629	0	629	1,530	0	1,530
Grants	0	0	0	5,500	0	5,500
Income from Concerts / Fundraising			1,253			9,612
TOTAL	8,202	-13,241	-5,039	15,180	-7,750	7,430
Choir Funds:						
Balance brought forward			9,946			2,438
Surplus/(Deficit) for the year			-5,039			7,430
Christmas Raffle			90			80
Adjustments for roundings			0			-2
Total Choir Funds			4,997			9,946
Bank Balances at year end:						
Current Account			4,520			9,559
Members' Social Fund			477			387
Total Cash at Bank			4,997			9,946

Note 1 Website payments for 2021 and 2022

Note 2 A further £113 of Concert Income was received in January 2023

Note 3 Further meal payments totalling £110 were received in January 2022

Note 4 A final payment of £810 was paid to Little Channels in January 2022 plus £40 meal deposit refunds

Note 5 Refund of £400 deposit received in February 2023 thanks to Alan Cowell.