

CHELMSFORD MALE VOICE CHOIR



Trustees' Report for the year ended 31 December 2023

Trustees' Report

The Trustees present their Report and Financial Statements for the year ended 31 December 2023. The accounts have been prepared in accordance with the accounting policies and comply with the Charity's Constitution and applicable law.

Registered Address

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

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 the Trustees in accordance with a Constitution adopted by the members on 10 November 2015.

The Trustees

The current Trustees and those appointed during 2023 are shown below:

James Johnson	Chairman	Appointed 28 February 2023
Brian Farmer	Deputy Chairman	
Keith Ellis	Secretary	
Paul Smith	Music Director	Appointed 6 February 2023
Trevor Smith	Treasurer	
Alan Cowell	Concert Manager	Appointed 6 February 2023
Kevin Thomas	Webmaster	
Richard Knight	Recruitment and Publicity	

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.

Pursuant to clause 13 (1)(b) and (c), of the CMVC Constitution, 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. This would require Keith Ellis and Trevor Smith to retire as Trustees at the forthcoming Annual General Meeting.

Keith Ellis as Secretary, and Trevor Smith as Treasurer, have each requested that volunteers put their names forward to be considered for appointment as Trustees in each of these roles, subject to members' approval at the AGM.

In the absence of any volunteers each of them is prepared to continue in their roles for one final year and if so required will offer themselves for re-election as Trustees at the forthcoming Annual General Meeting to continue in their respective roles until the conclusion of the Annual General Meeting in 2025.

CMVC Music Director

Paul Smith BMus (Hons)

The Trustees consider that CMVC has benefitted enormously from the appointment of Paul Smith as Music Director of the Choir in January 2023 during which time Paul has made great strides towards bringing the Choir up to full concert performance standard. 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.

CMVC Accompanists

Sue Edwards has been crucial to the Choir's development and continued success during 2023 and in addition to being an exemplary accompanist, has supported the Choir in undertaking a variety of additional roles, not least in organising our music.

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

When Sue was unavailable, Simon Schultz kindly stepped-in to accompany the Choir, which was much appreciated.

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 conducts rehearsals at Trinity Methodist Church, Rainsford Road, Chelmsford on Tuesday evenings. The choir has 44 members and has established itself in the local community through a programme of concerts covering a wide variety of music. CMVC members are encouraged to improve their skills by memorising the repertoire, actively listen to each other singing to maintain a well-balanced sound and to work at home on their individual parts so as to make the best use of time at weekly rehearsals.

Benefit

The Trustees are aware of their responsibilities to work for the public good under the guidance of the Charity Commission. During 2023 we collected funds for Essex Dementia Care generously donated by members of the audience at our concerts in Chelmsford. The importance of this support was underlined as we were sad to see one of our principal members decide to retire from the CMVC after many years of valued membership due to his dementia. We were therefore delighted to present a cheque for £550 to Essex Dementia Care on 16th January 2024.

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 committee meetings 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 Charity 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 submit the accounts to members for review before being considered for approval at the Annual General Meeting.

The fixed costs of running the choir are principally met through members' subscriptions, donations and income from ticket and merchandise sales at concerts. Additionally, the choir runs 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 2023 was £13,873 (2022: £8,202), total expenses were £13,013 (2022: £13,241). The surplus for the year was £860 (2022 deficit £5,039).

At 31 December 2023, the balance held in the CMVC CIO account at Metro Bank plc was £5,867 which included £602 (2021: £477) in the Members' Social Fund and £550 collected for Essex Dementia Care.

Reserves Policy

The Trustees have not currently set a reserves policy for 2024 but will keep this under review.

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. The concert manager will ensure that an appropriate person from either the Choir or the venue makes 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 pursue opportunities to submit grant applications to charitable foundations where appropriate.

During 2023 the Choir was a registered charity with Amazon Smile, a program that donated 0.5% of eligible purchases made with Amazon, to a charity nominated by the purchaser. Amazon ceased this support to charities with effect from 20th February 2023. However, the choir received £28 from Amazon in the year under review.

CMVC is registered as a "Good Cause" with The Essex Lottery, has its own page on the Essex Lottery website and receives 50% of all ticket sales made where the Choir is the nominated "Good Cause". Supporters who buy lottery tickets have a chance of winning prizes of up to £25,000. During 2023 the Choir received £512 from the Essex Lottery.

Approved by the Trustees on XX February 2024

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James Johnson - Chairman

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Keith Ellis - Secretary

Appendix: Income and Expenditure Accounts

Chelmsford Male Voice Choir CIO

2023

What it costs to run CMVC CIO	2023			2022		
	Income £	Expenditure £	Surplus/ (Deficit) £	Income £	Expenditure £	Surplus/ (Deficit) £
Honoraria						
Hire of Trinity Methodist Church		-4,740			-4,390	
Music		-2,850			-2,080	
Making Music Subs & Insurance		0			-714	
Printing		-213			-250	
Zoom Fees		-79			-252	
New Folders Stickers and Banners		0			-115	
Website and Domain Name		-651			0	
Defibrillator and Training		-248			-461	
MD Interview Expenses		0			-1,374	
Keys to Music Cabinet		0			-32	
Joanne Schultz Leaving Gift		0			-14	
New Shirts		0			-50	
Running Expenditure		-714				
How members pay for it			-9,495			-9,732
Members' Subscriptions	2,715			2,725		
Donations	851			645		
Payments Received for Masks	0			35		
Payments for Shirts & Jumpers	446			35		
Vic's Box	569			0		
Income from Members			4,581			3,440
Current Surplus/(Deficit)	4,581	-9,495	-4,914	3,440	-9,732	-6,292
Concerts and Fundraising						
100 Club	1,130	-550	580	1,245	-550	695
CMVC Concerts	4,616	-1,536	3,080	888	-461	427
Christmas Gathering 2021 Note 1	0	0	0	110	-850	-740
Christmas Gathering 2022	0	0	0	1,246	-1,648	-402
Christmas Gathering 2023 Note 2	1,726	-1,400	326	0	0	0
Alan Cowell's BBQ	240	-32	208			
Essex Lottery	512	0	512	612	0	612
Amazon Smile	28	0	28	32	0	32
Gift Aid	491	0	491	629	0	629
Essex Dementia Care Collection	550	0	550	0	0	0
Income from Concerts / Fundraising / Charity Collection			5,774			1,253
TOTAL	13,873	-13,013	860	8,202	-13,241	-5,039
Choir Funds:						
Balance brought forward			4,997			9,946
Surplus/(Deficit) for the year			860			-5,039
Christmas Gathering Raffle Note 3			0			90
Adjustments for roundings			10			0
Total Choir Funds			5,867			4,997
Bank Balances at year end:						
Current Account			4,840			4,520
Members' Social Fund			477			477
Essex Dementia Care Collection			550			4,997
Total Cash at Bank			5,867			4,997

Note 1 Further meal payments totalling £110 for the 2021 Gathering were received in January 2022
Note 2 Includes refund of £400 deposit for the 2022 Gathering
Note 3 The Christmas Raffle raised £125 which was paid into the CMVC Bank a/c in January 2024