

SWSW ANNUAL GENERAL MEETING

13th APRIL 2021

Via Zoom

Chairman's Report for the year ending December 2020

Summary:

- **Administrative details**
- **Overview of 2020**
- **Financial and Fund raising:** Grants received; Other major income; Fund raising events; Membership and other donations
- **Main activities and Achievements:**
 1. Music Therapy
 2. Instrument Loan Scheme
 3. Workshops in Schools
 4. SWSW Award
- **Regulations:**
 1. Data Protection and Privacy Policies (GDPR)
 2. Child Protection, Safeguarding and Equality Policies
 3. Risk Assessment
- **Future plans**

Collaboration with Cornwall Music Service Trust and Cornwall Music Therapy Trust
- **Thanks to our team:** Therapists, Trustees and Committee, Patrons, Friends, Web designer

Administrative Details

- **Charity Name**

The legal name of the Charity is: Sound Waves South West Music and Music Therapy Trust

- **Charity Legal Structure**

The Charity is registered in England and Wales and is a Charitable Incorporated Organisation (CIO) No: 1167138. The governing document of the Charity is the Constitution of the CIO as approved by the Charity Commission in England and Wales (CCEW).

- **Principal operating address and contact**

Duckpool Cottage

Woodford, Bude

Cornwall EX23 9JN

Email: info@soundwaves-sw.co.uk

Web address: www.soundwaves-sw.co.uk

- **Trustees and Secretary in office on the date the report was approved**

Mrs J Ash Chair

Mrs C Monro Vice Chair

Mr A Philp Treasurer

Mr D Puddick Trustee

Mrs J Ensell-Bowen Trustee

Mrs S McGuiness Trustee

Part-time Secretary: Mrs S Kendrick

Objectives:

To advance public education in music, art, drama and dance and the relief of sickness in particular through the provision of music therapy.

Overview of 2020

2020 must have been one of the most difficult years for all Charities due to Covid-19 restrictions and sadly we were not able to provide as much Music Therapy as normal because of the closure of the schools. Also, there were no school Workshops and no Perryman/Bolitho Award but the Instrument Loan Scheme was able to continue, with limited activity, throughout the pandemic. However, Sound Waves South West was fortunate to receive some substantial donations during the year, thanks to the hard work of the Committee. This income, together with less outlay, meant that the lack of fund-raising events was not a financial problem. Most of the SWSW regular meetings (10 out of 12) were held electronically via Zoom.

Financial and Fund Raising

- **Grants received in 2020: total £12,000**

Leonard Laity Stoate Charitable Trust (for MT): £1,000
 Cornwall Council (Barry Jordan Councillor): £300
 Patrick Rowland Foundation (for MT): £500
 Ardwick Trust: £100
 Stephen Bloch Image of Disability Trust: £1,500
 RES Solar Farm Holdings (Tamar Heights Fund for MT and ILS): £6,000
 CAF donation: £500
 Golsoncott Foundation: £600
 Lynn Foundation: £500
 Alchemy Foundation: £500
 HDH Wills 1965 Charitable Trust: £500

- **Other major income: total £15,280**
 Auction of items (in aid of SWSW): £8,311
 Contributions for MT from schools: £3,630 (down from £7,240 in 2019)
 Contributions towards ILS : £1,993
 HMRC Tax reclaim: £1,326
- **Fund-raising event** in 2020: Total: **£668**
 Rosie Richardson (Patron) choral workshops £419
 Pancrasweek coffee morning £149
- **Other income:** Total: £301
 Friends/Membership: £231
 Collection Boxes: £70

Main Activities

1. Music Therapy

This was the first time for many years that funding for Music Therapy had not been the main challenge. SWSW had the funding available but Covid-19 restrictions meant that the schools were closed for much of the year. Thank you to our Music Therapist, Mike Hewitt, for his work at Bude Primary Poppy Unit, Camelford ARB Unit and Otterham Primary School.

Bude Primary Federation (Poppy Unit)

The Poppy Unit was able to provide Music Therapy for 23 of the normal 36 weeks (January to March, and September to December but none in the summer term) and 6 children benefitted weekly from this service (covering 1 full day).

Camelford Schools: Half a day per week (for 3 children) was provided for a total of 17 weeks from January to March and October to December.

Otterham: Here, they only managed to have Music Therapy for one child for 8 weeks in the Spring term.

Pathfield School, Barnstaple: We reported last year that Pathfield School was able to fund all the Music Therapy required. This year we have been able to fund a range of percussion and keyboard instruments for the Music Therapist. The funds for these instruments came from the RES Solar Farm Holdings (Tamar Heights Fund), as the request was that we use the funds for Music Therapy and Instrument Loan Scheme. Thanks to Lucy Collins-Pettit for her continued work as Music Therapist at Pathfield.

During the year, we also received a request for a Music Therapy for one child at Abbotsham School but we were unable to help because it was too far for a Music Therapist to travel just for one pupil and there are no available Music Therapists near Bideford.

2. Instrument Loan Scheme (ILS)

Our very grateful thanks to David and Ruth Puddick who run the free Instrument Loan Scheme, which continued to operate throughout 2020. They report as follows:

Just after last year's AGM, when we reported on 2019 activities, we went into lockdown, but resolved that the ILS should continue to support all the pupils with instrument loans, in spite of the fact that continuing formal lessons (one of the key requirements for a loan) would not be possible for many of them. No new loans or returns were processed for about 8 weeks, to conform with Covid regulations. Some teachers were able to continue online when this was acceptable to the pupils. Even when schools re-opened in the Autumn term, few music instrument teachers were allowed in. In September, most of the loans were renewed and during the year there were fewer instrument returns than expected. We received a lot of very generous donations from the parents/guardians, many by BACS: a total of £1,593 in 2020, which was similar to that received in 2019.

In March 2020 we entered into an informal relationship with Okehampton Music Centre whereby we supplied them with a number of violas and cellos for their pupils. In return, we received a generous donation of £300.

Yet again the scheme has benefitted from many instrument donations. We are most grateful to Tina Gladwin, who upon her retirement as a N. Devon teacher, donated 8 violins. A further 5 violins were donated from various sources over the year, plus 2 flutes and 2 trombones. Also, during the year we were able to use funds from donations and from the Tamar Heights Solar Farm Covid-Recovery fund to purchase 3 new guitars, 2 pre-owned cellos and 2 new cellos, and 2 pre-owned twin-headed flutes.

At the end of 2020 the ILS inventory stood at a total of 233 instruments with a replacement value of just under £52,000 and around 120 of these instruments out on loan.

3. Workshops

In 2019, it was the lack of funding that meant we were unable to hold the usual week of Workshops. However, in 2020 we had the funding, thanks to a grant from the D'Oyly Carte Charitable Trust, but were not able to hold the Workshops because of Covid-19. The funds have been held over until 2021, when we have provisionally booked Graffiti Classics for a week in October.

4. SWSW Award (Perryman/Bolitho)

Again, because of Covid-19, there were no Awards made. It was considered unfair to make awards only to those children who were able to continue Music Lessons via electronic means. However, it was agreed that the prize money due to be awarded in 2020 would be held over until 2021, but it is unlikely that the usual Awards will be made in 2021 either.

Regulations

GDPR: Sound Waves South West has an up-to-date Data Protection and Privacy policy for the creation and maintenance of our mailing lists.

Child Protection, Safeguarding and Equality policies: None of the Trustees have any contact with the children, and all of our Therapists have the necessary Safeguarding checks to work with children, and vulnerable adults. However, SWSW has prepared a Safeguarding Policy and an Equality Policy.

Risk Assessment: We continue to work on the Risk Assessment. In the past one of our main risks is lack of funds for Music Therapy, but that has not been a problem in 2020. .

Future Plans

In 2020, the plans for Cornwall Music Service Trust (CMST) to set up a Music Therapy Strategy Committee were put on hold, again due to Covid-19 restrictions. The Committee will include 2 representatives from SWSW, as well as 2 from CMST and 2 from the Cornwall Music Therapy Trust (CMTT), with the aim of collaborating with fundraising and provision of Music Therapy. Mike Hewitt continues to be employed by the Cornwall Music Service Trust for his work at the Poppy Unit in Bude. We also started discussions with another newly-qualified Music Therapist who wishes to start offering Music Therapy in Torbay in Devon.

Thanks to the SWSW team

I would like to express my sincere thanks to all the Trustees and our Secretary, Sam Kendrick for their continued help in the past year. Particular thanks to our Treasurer, Tony Philp for his work on claiming the HMRC Gift Aid. We were sorry that our previous Treasurer, Rowly Pillman, resigned in 2020 as he is living in Worcester and sadly, we were unable to hold a farewell meal. Grateful thanks to our Patrons: Rosie Richardson for organising the Choral Workshop in January in aid of SWSW, and Duncan Honeybourne for his continued support. Thanks also to our Friends and donors, and to our Webmaster, Tom Westlake, who has created an excellent new website.

Mrs Janet Ash
Chair SWSW
13th April 2021

Approval

Signed Janet E. Ash
Chairman

Signed Tony Phil
Trustee 2

Name JANET E. ASH

Name TONY PHIL

Date 13 - APRIL 2021

**SOUND WAVES SOUTH WEST MUSIC
& MUSIC THERAPY TRUST**

Registered No. 1167138

**Income and Expenditure Account
Year Ended 31 December 2020**

 **Leonard & Co**
Chartered Certified Accountants
Lane Mill
Woolery
Bideford
Devon
EX39 5PZ

SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

Income and Expenditure Account Year Ended 31 December 2020

Income	2020 £	2019 £	2018 £
Contributions from schools			
Music Therapy	3,630	7,240	6,418
Workshops	-	-	900
	<u>3,630</u>	<u>7,240</u>	<u>7,318</u>
Donations			
Music Therapy	14,405	8,104	7,934
Instrument Loan Scheme	4,680	1,769	1,597
Workshops	1,800	3,000	-
Administration	1,351	820	1,158
General purposes	1,195	786	2,491
	<u>23,431</u>	<u>14,479</u>	<u>13,180</u>
Fund-raising			
General events	149	1,280	652
	<u>149</u>	<u>1,280</u>	<u>652</u>
Other Income			
Membership	231	269	251
Boxes	70	154	153
Tax refund	1,326	493	-
Total Income	<u>28,837</u>	<u>23,915</u>	<u>21,554</u>

SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

Income and Expenditure Account Year Ended 31 December 2020

Expenditure	2020 £	2019 £	2018 £
Music Therapists	6,421	17,558	21,556
Workshops	-	-	5,980
Instrument Loan Scheme	2,829	1,342	1,457
Music Therapy Hardware	881	-	160
Fundraising expenses	-	233	1,360
Perryman/Bolitho Award	-	150	150
	<u>10,131</u>	<u>19,283</u>	<u>30,663</u>
Administration			
Secretarial	1,470	2,410	2,040
Consultancy	570	180	180
Postage	218	92	154
Stationery	75	75	292
Telephone and internet	-	120	-
Insurance	604	591	193
Recruitment expenses & others	-	-	250
ILS	488	720	720
Rent	600	500	450
Bank Charge	-	20	-
	<u>4,025</u>	<u>4,708</u>	<u>4,279</u>
Total Expenditure	<u>14,156</u>	<u>23,991</u>	<u>34,942</u>
Excess of Income/(Expenditure)	<u>14,681</u>	<u>(76)</u>	<u>(13,388)</u>

Summary of Funds

	£		£
Balance B/Fwd	17,516		
Excess of Expenditure	14,681	Balance C/Fwd	32,197
	<u>32,197</u>		<u>32,197</u>

SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

Income and Expenditure Account Year Ended 31st December 2020

Notes to the Income and Expenditure Accounts

Note 1 - Summary of funds as at 31 December 2020

	£
Unrestricted funds	
General fund	5,385
Restricted funds	
ILS	1,848
Music Therapy General	17,359
Workshops in schools	6,320
Perryman/Bolitho Award	1,285
	<u>26,812</u>
Total funds	<u>32,197</u>

The above Income and Expenditure Accounts set out on pages 1 and 2 have been produced from the books records information and explanations supplied to us and we certify it to be in accordance therewith.

Leonard & Co
Chartered Certified Accountants
Lane Mill
Woolsey
Bideford
Devon
EX39 5PZ

Leonard & Co

James B. An

Chairman

Mrs J Ash

Tony Philp

Treasurer

Mr T Philp

13th April 2021
Date

For and on behalf of
Sound Waves South West Music and Music Therapy Trust

**SOUND WAVES SOUTH WEST MUSIC
& MUSIC THERAPY TRUST**

Registered No. 1167138

Charity Incorporated Organisation

**Report of the Trustees and
Unaudited Financial Statements for the
Year Ended 31 December 2020**



Lane Mill
Woolery
Bideford
Devon
EX39 5PZ

Sound Waves South West Music and Music Therapy Trust

Contents of the Financial Statements
for the Year Ended 31 December 2020

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Sound Waves South West Music and Music Therapy Trust

Report of the Trustees
for the Year Ended 31 December 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1167138

Principal Address

Duckpool Cottage
Woodford
Bude
Cornwall
EX23 9JN

Trustees

Janet Ash
Clare Monro
Rowly Pillman (Resigned 7 April 2020)
Dr David Puddick
Jayne Ensell-Bowen
Tony Philp

Independent Examiner

Leonard & Co
Chartered Certified Accountants
Lane Mill
Woolsey
Bideford
Devon
EX39 5PZ

Objectives of the Charity

To advance public education in music, art, drama and dance and the relief of sickness in particular through the provision of music therapy.

Governing document

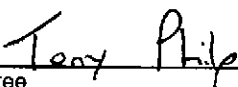
The Charity is a foundation CIO where the Trustees are also the members.

The Governing document of the Charity is the Constitution adopted on registration on 17 May 2016. No changes to the constitution were made during the year.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

ON BEHALF OF THE BOARD:



Trustee

Date 13th April 2021

Independent Examiner's Report to the Trustees of
Sound Waves South West Music and Music Therapy Trust

I report on the accounts for the year ended 31 December 2020 set out on pages three to seven.

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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- ▶ examine the accounts under Section 145 of the 2011 Act
- ▶ to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- ▶ to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning 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 statements 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 2011 Act; and
 - ▶ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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

Leonard & Co
Chartered Certified Accountants
Lane Mill
Woolsey
Bideford
Devon
EX39 5PZ

Leonard & Co

Date

2 / 3 / 2021

Sound Waves South West Music and Music Therapy Trust

Statement of Financial Activities
for the Year Ended 31 December 2020

	Notes	Unrestricted Fund £	Restricted Funds £	31.12.20 Total Funds £	31.12.19 Total Funds £
INCOMING RESOURCES					
Voluntary income		3,002	20,660	23,662	14,748
Activities for generating funds	2	-	149	149	1,280
Other income		1,396	3,630	5,026	7,887
Total incoming resources		4,398	24,439	28,837	23,915
RESOURCES EXPENDED					
Music Therapy		-	7,302	7,302	17,558
Instrument Loan Scheme		-	2,829	2,829	1,342
Fundraising costs		-	-	-	233
Perryman/Bollitho Award		-	-	-	150
Governance costs		240	-	240	180
Other		3,168	617	3,785	4,528
Total resources expended		3,408	10,748	14,156	23,991
NET MOVEMENT IN FUNDS		990	13,691	14,681	(76)
RECONCILIATION OF FUNDS					
Total funds brought forward		4,045	13,471	17,516	17,592
Transfers between funds		350	(350)	-	-
TOTAL FUNDS CARRIED FORWARD		5,385	26,812	32,197	17,516

The notes form part of these financial statements

Sound Waves South West Music and Music Therapy Trust

Balance Sheet

As at 31 December 2020

	Unrestricted Fund £	Restricted Funds £	31.12.20 Total Funds £	31.12.19 Total Funds £
FIXED ASSETS				
Tangible assets	-	-	-	-
CURRENT ASSETS				
Cash and bank and in hand	5,385	26,812	32,197	17,516
NET CURRENT ASSETS	<u>5,385</u>	<u>26,812</u>	<u>32,197</u>	<u>17,516</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	5,385	26,812	32,197	17,516
NET ASSETS	<u>5,385</u>	<u>26,812</u>	<u>32,197</u>	<u>17,516</u>
FUNDS				
Unrestricted funds			5,385	4,045
Restricted Funds			26,812	13,471
TOTAL FUNDS			<u>32,197</u>	<u>17,516</u>

The financial statements were approved by the Board of Trustees on 13-04-21 and were signed on its behalf by:

Trustee

Janet E. Ash

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 December 2020

1) **ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund accounts is included in the notes to the financial statements.

2) **ACTIVITIES FOR GENERATING FUNDS**

	31.12.20 £	31.12.19 £
Fundraising events	<u>149</u>	<u>1,280</u>

Notes to the Financial Statements
for the Year Ended 31 December 2020

3) **TRUSTEES' REMUNERATION AND BENEFITS**

As at 31 December 2020 payments totalling £488 were paid to a Trustee to help run the charity's Instrument Loan Scheme. (31 December 2019 - £720)

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

4) **MOVEMENT IN FUNDS**

	At 01.01.20 £	Income £	Transfers £	Expenditure £	At 31.12.20 £
Unrestricted funds					
General fund	4,045	4,398	350	(3,408)	5,385
Restricted funds					
ILS	614	4,680	-	(3,446)	1,848
Music Therapy Contingency Fund	7,052	17,959	(350)	(7,302)	17,359
Workshops in schools	4,520	1,800	-	-	6,320
Perryman/Bolitho Award	1,285	-	-	-	1,285
	<u>13,471</u>	<u>24,439</u>	<u>(350)</u>	<u>(10,748)</u>	<u>26,812</u>
TOTAL FUNDS	<u>17,516</u>	<u>28,837</u>	<u>-</u>	<u>(14,156)</u>	<u>32,197</u>

Sound Waves South West Music and Music Therapy Trust

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
INCOMING RESOURCES		
Voluntary Income		
Donations		
Music Therapy	14,405	8,104
Instrument Loan Scheme	4,680	1,769
Workshops	1,800	3,000
Administration	1,351	820
General Purposes	1,195	786
Memberships	231	269
	<u>23,662</u>	<u>14,748</u>
Activities for generating funds		
Fundraising events	149	1,280
Other incoming resources		
Boxes	70	154
Contributions from schools	3,630	7,240
Tax Refund	1,326	493
	<u>5,026</u>	<u>7,887</u>
Total incoming resources	<u>28,837</u>	<u>23,915</u>
RESOURCES EXPENDED		
Charitable activities		
Music Therapy	6,421	17,558
Instrument Loan Scheme	2,829	1,342
Music Therapy Hardware	881	-
Fundraising costs	-	233
School Workshops	-	-
Perryman/Bolltho Award	-	150
	<u>10,131</u>	<u>19,283</u>
Governance costs		
Accountancy	240	180
	<u>240</u>	<u>180</u>
Other		
Postage & Stationery	293	167
Consultancy	330	-
Insurance	604	591
Telephone	-	120
Secretarial	1,470	2,410
Rent	600	500
ILS	488	720
Bank Charges	-	20
	<u>3,785</u>	<u>4,528</u>
Total resources expended	<u>14,156</u>	<u>23,991</u>
Net Income/(Expenses)	<u>14,681</u>	<u>(76)</u>

This page does not form part of the statutory financial statements