

## ANNUAL GENERAL MEETING 5th APRIL 2022

Via Zoom

### Chairman's Report for the year ending December 2021

#### Summary:

- **Administrative details**
- **Overview of 2021**
- **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
- **Thanks to our team**

## 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 was registered in 2000 and became a Charitable Incorporated Organisation (CIO) No: 1167138 in May 2016. 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 9N

Tel: 01288 331368

Email: [info@soundwaves-sw.co.uk](mailto:info@soundwaves-sw.co.uk)

Web address: [www.soundwaves-sw.co.uk](http://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

We welcomed Sally McGuiness as a Trustee at the 2021 AGM.

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 2021

The problems experienced by Covid in 2020 continued into 2021, but the schools were not closed for so long and between 8 and 15 days of Music Therapy were missed at each school. No fund-raising events were held. However, after three years without a Workshop, we held a very successful series of Workshops in October. Once again there was no Perryman/Bolitho Award, although Perseverance Certificates and Covid catch-up lessons were awarded. Most of the SWSW regular meetings (10 out of 12) were held electronically via Zoom. The Instrument Loan Scheme (ILS) was able to continue with slightly limited activity throughout the pandemic, and substantial contributions were received for the ILS from the families of children with an instrument loan. Also, SWSW received £6,474 for the ILS from the sad closure of the Bude Music Society. SWSW was a very grateful beneficiary from the liquidation of the Whitstone Head School and received £62,426 of which we invested £50,000 in the United Trust Bank.

## Financial and Fund Raising

- **Grants received in 2021: total £6,300**  
OneFamily Foundation: £1,800 for Workshops  
Joyce Fletcher Charitable Trust: £3,000  
Gledswood Charitable Trust: £500  
Wise Music Foundation donation: £1,000
- **Other major income: total £85,198**  
Whitstone Head Liquidation bequest: £62,426  
Bude Music Society closure (for ILS): £6,474  
Other donations towards ILS: £1,936  
Contributions for MT from schools: £5,212  
HMRC Tax reclaim: £2,850
- **Other income: Total £975**  
Friends/Membership: £251  
Collection Boxes: £71  
Petrovian Orchestra: £100  
Rev David Reed memorial donation: £85  
Atlantic Coast Therapists: £193  
Amazon/Easyfundraising: £84  
Other: £41
- **Major Expenditure: Total £27,559**  
Music Therapy: £15,776  
Workshops: £6,200  
ILS: £5,583
- **Investment: £50,000**

## Main Activities

### 1. Music Therapy

Music Therapy started in January, but after one week it ceased because of Covid until March, then was mainly able to continue for the rest of the year. Thank you to our Music Therapists: Mike Hewitt, for his work at Bude Primary Poppy Unit, Camelford ARB Unit and Otterham Primary School, and to James Tucker for providing Music Therapy at Budehaven School and the Special Partnership Trust at Budehaven.

Mike Hewitt and James Tucker are now employed by the Cornwall Music Service Trust for all the Music Therapy listed below.

#### **Bude Primary Federation (Poppy Unit)**

The Poppy Unit provided Music Therapy for 28 of the normal 36 weeks (March to December), and 7 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 24 weeks from March to December.

**Otterham:** Here, they only managed to have Music Therapy for two children 20 weeks between May and December

**Budehaven and the Special Partnership Trust (SPT):** Music Therapy continued at Budehaven for 15 weeks for 1 child, and there was also 16 weeks of Music Therapy for another pupil at the new Special Partnership Trust.

During the year, we received two enquiries about the possibility of music therapy for individuals in the Bude area but who were not at school: one 25-yr old living in sheltered accommodation and one pre-school child. The adult accepted the offer to two trial Music Therapy sessions which led to James Tucker continuing to give Music Therapy once a week, funded by the family. The pre-school child is being assessed for Special Needs, but has also been offered trial Music Therapy sessions.

### 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 2021, in spite of continued challenges with Covid. They report as follows:

There was very little activity with the ILS during the first few months of 2021, but there was an encouraging upsurge at the start of the new academic year in September with loan renewals showing that pupils were continuing to play their instruments, although a number were returned. The renewal process was conducted electronically for the first time, saving time and postage. ILS continued to receive many very generous donations from families who have an instrument on loan, with a total of around £1,300 contributed largely by BACS. This is lower than previous years, but we received £850 gift-aid from previous years' donations. In addition, the sale of a guitar which was donated in 2020 raised £450. We were particularly grateful for the donation of over £6,000 to the ILS following the sad closure of the Bude Music Society. These funds enabled us to finally purchase 12 reconditioned flutes to replace 10 old worn-out ones, an ambition which we have had for several years

now. Other purchases include 5 cellos from a teacher in North Devon who was down-sizing and 10 violins from a Primary School in East Cornwall, as well as a new cello and viola. In addition, we received the following instrument donations: 4 violins, 2 cellos, 2 guitars and a trumpet. The ILS inventory has grown and now stands at a total of 255 instruments with a replacement value of just under £60,000. At the time of writing some 155 of these instruments are out on loan and there are tentative signs of an increase in pupils taking up instruments.

### **3. Workshops**

The schools were delighted that we were able to provide Workshops again in 2021, after two years without, and we invited the very popular Graffiti Classics back, funded by the D'Oyly Carte Charitable Trust and the OneFamily Foundation. A few schools pulled out just before the Workshops, but this inspiring String Quartet enthralled over 1000 children at 10 schools for a week in October. SWSW received some very enthusiastic comments from the children at several schools and at least one pupil was inspired to start learning an instrument.

### **4. SWSW Award (Perryman/Bolitho)**

Because of Covid-19, there were no Awards made, but the money is once again being held over to 2022: up to 3 Awards of £100 will be made, and up to 3 runners up will each receive £50. To compensate for the lack of Awards in 2021, Perseverance Certificates were offered to children who had made considerable progress having had only online lessons. 13 Certificates were sent out. Also, 2 pupils benefitted from Covid Catch-up lessons offered to talented pupils who were unable to have face-to-face lessons during Covid restrictions.

## **The Music Therapy Steering Group**

In 2021, Cornwall Music Service Trust (CMST) set up a Music Therapy Steering Group (MTSG) and SWSW signed an agreement to be an active member of the group, which meets three times a year (electronically where necessary). The Committee includes 2 representatives from SWSW, as well as 2 from CMST and 2 from the former Cornwall Music Therapy Trust (CMTT), with the aim of collaborating with fundraising and provision of Music Therapy. Jackie Brant (former Chair of CMTT) is the Chair of MTSG and Rosie Richardson (SWSW Patron) is the Vice Chair of the group.

## **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 Music Therapists work through the Cornwall Music Service Trust and have the necessary Safeguarding checks to work with children and vulnerable adults. 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 has been lack of funds for Music Therapy and ILS, but that was not a problem in 2021.

## 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 and hard work in the past year.

Grateful thanks to our Patrons, Rosie Richardson and Duncan Honeybourne, and to our founder Judyth Gwynne for their continued support. Thanks also to our Friends and donors, and to our Webmaster, Tom Westlake.

Mrs Janet Ash, Chair SWSW, 05-04-2022

## Approval

Signed Janet E. Ash  
Chair

Signed A.C. Philp  
Trustee

Name JANET E. ASH

Name A.C. Philp

Date 5th April 2022

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

Registered No. 1167138

**Income and Expenditure Account  
Year Ended 31 December 2021**



Lane Mill  
Woolsey  
Bideford  
Devon  
EX39 5PZ

# SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

## Income and Expenditure Account Year Ended 31 December 2021

Income	2021 £	2020 £	2019 £
<b>Contributions from schools</b>			
Music Therapy	5,212	3,630	7,240
Workshops	-	-	-
	<hr/> 5,212	<hr/> 3,630	<hr/> 7,240
<b>Donations</b>			
Music Therapy	4,714	14,405	8,104
Instrument Loan Scheme	8,410	4,680	1,769
Workshops	2,340	1,800	3,000
Whitstone Head School	62,426	-	-
Administration	102	1,351	820
General purposes	178	1,195	786
	<hr/> 78,170	<hr/> 23,431	<hr/> 14,479
<b>Fund-raising</b>			
General events	-	149	1,280
	<hr/> -	<hr/> 149	<hr/> 1,280
<b>Other Income</b>			
Membership	251	231	269
Boxes	71	70	154
Tax refund	2,850	1,326	493
<b>Total Income</b>	<hr/> <b>86,554</b>	<hr/> <b>28,837</b>	<hr/> <b>23,915</b>

# SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

## Income and Expenditure Account Year Ended 31 December 2021

Expenditure	2021	2020	2019
	£	£	£
Music Therapists	15,776	6,421	17,558
Workshops	6,200	-	-
Instrument Loan Scheme	5,583	2,829	1,342
Music Therapy Hardware	-	881	-
Fundraising expenses	-	-	233
Perryman/Bolitho Award	-	-	150
	<u>27,559</u>	<u>10,131</u>	<u>19,283</u>
<b>Administration</b>			
Secretarial	2,980	1,470	2,410
Consultancy	270	570	180
Postage	134	218	92
Stationery	97	75	75
Telephone and internet	-	-	120
Insurance	682	604	591
Internet/Computer	986	-	-
ILS	528	488	720
Rent	600	600	500
Bank Charge	-	-	20
	<u>6,277</u>	<u>4,025</u>	<u>4,708</u>
<b>Total Expenditure</b>	<u><b>33,836</b></u>	<u><b>14,156</b></u>	<u><b>23,991</b></u>
<b>Excess of Income/(Expenditure)</b>	<u><b>52,718</b></u>	<u><b>14,681</b></u>	<u><b>(76 )</b></u>

### Summary of Funds

	£		£
Balance B/Fwd	32,197		
Excess of Expenditure	52,718	Balance C/Fwd	84,915
	<u><b>84,915</b></u>		<u><b>84,915</b></u>

# SOUND WAVES SOUTH WEST MUSIC & MUSIC THERAPY TRUST

Registered No. 1167138

## Income and Expenditure Account Year Ended 31st December 2021

### Notes to the Income and Expenditure Accounts

#### Note 1 - Summary of funds as at 31 December 2021

	£
<b>Unrestricted funds</b>	
General fund	69,363
<b>Restricted funds</b>	
ILS	4,544
Music Therapy General	7,263
Workshops in schools	2,460
Perryman/Bolitho Award	1,285
	<u>15,552</u>
<b>Total funds</b>	<u><u>84,915</u></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  
Woolsery  
Bideford  
Devon  
EX39 5PZ

Janet E. Ash

Chairman

Mrs J Ash

A.C. Philp  
Treasurer

Mr T Philp

5th April 2022  
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 2021**



Lane Mill  
Woolsey  
Bideford  
Devon  
EX39 5PZ

Sound Waves South West Music and Music Therapy Trust

Contents of the Financial Statements  
for the Year Ended 31 December 2021

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Sound Waves South West Music and Music Therapy Trust

Report of the Trustees

for the Year Ended 31 December 2021

The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. 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  
Dr David Puddick  
Jayne Ensell-Bowen  
Tony Philp  
Sally McGuinness

Appointed 13 April 2021

**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

A.C. Philp

5th April 2022

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 2021 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  
Woolsery  
Bideford  
Devon  
EX39 5PZ

*Leonard & Co*

Date

31/3/2022

Sound Waves South West Music and Music Therapy Trust

Statement of Financial Activities  
for the Year Ended 31 December 2021

				31.12.21	31.12.20
	Notes	Unrestricted Fund £	Restricted Funds £	Total Funds £	Total Funds £
<b>INCOMING RESOURCES</b>					
Voluntary income		62,957	15,464	78,421	23,662
Activities for generating funds	2	-	-	-	149
Other income		71	8,062	8,133	5,026
<b>Total incoming resources</b>		<u>63,028</u>	<u>23,526</u>	<u>86,554</u>	<u>28,837</u>
<b>RESOURCES EXPENDED</b>					
Music Therapy		-	15,776	15,776	7,302
Instrument Loan Scheme		-	5,583	5,583	2,829
Workshops		-	6,200	6,200	-
Governance costs		240	-	240	240
Other		5,236	801	6,037	3,785
<b>Total resources expended</b>		<u>5,476</u>	<u>28,360</u>	<u>33,836</u>	<u>14,156</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>57,552</u>	<u>(4,834)</u>	<u>52,718</u>	<u>14,681</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		5,385	26,812	32,197	17,516
<b>Transfers between funds</b>		6,426	(6,426)	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>69,363</u></u>	<u><u>15,552</u></u>	<u><u>84,915</u></u>	<u><u>32,197</u></u>

The notes form part of these financial statements

Sound Waves South West Music and Music Therapy Trust

Balance Sheet

As at 31 December 2021

	Unrestricted Fund £	Restricted Funds £	31.12.21 Total Funds £	31.12.20 Total Funds £
<b>FIXED ASSETS</b>				
Tangible assets	-	-	-	-
<b>CURRENT ASSETS</b>				
Investment Bond	50,000	-	50,000	-
Cash and bank and in hand	19,363	15,552	34,915	32,197
<b>NET CURRENT ASSETS</b>	<u>69,363</u>	<u>15,552</u>	<u>84,915</u>	<u>32,197</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	69,363	15,552	84,915	32,197
<b>NET ASSETS</b>	<u>69,363</u>	<u>15,552</u>	<u>84,915</u>	<u>32,197</u>
<b>FUNDS</b>				
Unrestricted funds			69,363	5,385
Restricted Funds			15,552	26,812
<b>TOTAL FUNDS</b>			<u>84,915</u>	<u>32,197</u>

The financial statements were approved by the Board of Trustees on 5th April 2022 and were signed on its behalf by:

A.C. Philp  
Trustee

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 December 2021

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**

	31.12.21 £	31.12.20 £
Fundraising events	-	149

Notes to the Financial Statements  
for the Year Ended 31 December 2021

**3) TRUSTEES' REMUNERATION AND BENEFITS**

As at 31 December 2021 payments totalling £528 were paid to a Trustee to help run the charity's Instrument Loan Scheme. (31 December 2020 - £488)

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**4) MOVEMENT IN FUNDS**

	At 01.01.21 £	Income £	Transfers £	Expenditure £	At 31.12.21 £
<b>Unrestricted funds</b>					
General fund	5,385	63,028	6,426	(5,476)	69,363
<b>Restricted funds</b>					
ILS	1,848	9,260	-	(6,564)	4,544
Music Therapy Contingency Fund	17,359	11,926	(6,426)	(15,596)	7,263
Workshops in schools	6,320	2,340	-	(6,200)	2,460
Perryman/Bolitho Award	1,285	-	-	-	1,285
	<u>26,812</u>	<u>23,526</u>	<u>(6,426)</u>	<u>(28,360)</u>	<u>15,552</u>
<b>TOTAL FUNDS</b>	<u><u>32,197</u></u>	<u><u>86,554</u></u>	<u><u>-</u></u>	<u><u>(33,836)</u></u>	<u><u>84,915</u></u>

Sound Waves South West Music and Music Therapy Trust

Detailed Statement of Financial Activities  
for the Year Ended 31 December 2021

	31.12.21 £	31.12.20 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
<b>Donations</b>		
Music Therapy	4,714	14,405
Instrument Loan Scheme	8,410	4,680
Workshops	2,340	1,800
Whitstone Head School	62,426	-
Administration	102	1,351
General Purposes	178	1,195
Memberships	251	231
	<u>78,421</u>	<u>23,662</u>
<b>Activities for generating funds</b>		
Fundraising events	-	149
<b>Other incoming resources</b>		
Boxes	71	70
Contributions from schools	5,212	3,630
Tax Refund	2,850	1,326
	<u>8,133</u>	<u>5,026</u>
<b>Total incoming resources</b>	<u>86,554</u>	<u>28,837</u>
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Music Therapy	15,776	6,421
Instrument Loan Scheme	5,583	2,829
Music Therapy Hardware	-	881
Workshops	6,200	-
	<u>27,559</u>	<u>10,131</u>
<b>Governance costs</b>		
Accountancy	240	240
	<u>240</u>	<u>240</u>
<b>Other</b>		
Postage & Stationery	231	293
Consultancy	30	330
Insurance	682	604
Internet/Computer	986	-
Secretarial	2,980	1,470
Rent	600	600
ILS	528	488
	<u>6,037</u>	<u>3,785</u>
<b>Total resources expended</b>	<u>33,836</u>	<u>14,156</u>
<b>Net Income/(Expenses)</b>	<u><u>52,718</u></u>	<u><u>14,681</u></u>

This page does not form part of the statutory financial statements