



## Trustees' Annual Report for the period

|                   |         |      |                 |          |      |
|-------------------|---------|------|-----------------|----------|------|
| Period start date |         |      | Period end date |          |      |
| 1st               | January | 2020 | 31st            | December | 2020 |
| From              |         |      | To              |          |      |

### Section A

### Reference and administration details

Charity name **Leigh Folk Festival Association CIO**

Other names charity is known by **Leigh Folk Arts**

Registered charity number (if any) **1171298**

Charity's principal address **20 Ceylon Road**

**Westcliff on Sea**

**Essex**

**Postcode**

**SS0 7HP**

### Names of the charity trustees who manage the charity

|    | Trustee name      | Office (if any)   | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------|-------------------|-----------------------------------|---|
| 1  | Neil Harding      | Chairman          |                                   |   |
| 2  | Keith Baxter      | Secretary         |                                   |   |
| 4  | Simon Gentry      |                   |                                   |   |
| 5  | Paul Collier      | Artistic Director |                                   |   |
| 6  | John Batch        | Treasurer         |                                   |   |
| 7  | Michael Davison   |                   |                                   |   |
| 8  | Hilary Scarnell   |                   | Resigned Feb 2020                 |   |
| 9  | Nick Dart         |                   |                                   |   |
| 10 | Sarah-Jane Holmes |                   | Appointed Feb 2020                | Members at AGM  |
| 11 |                   |                   |                                   |   |
| 12 |                   |                   |                                   |   |
| 13 |                   |                   |                                   |   |
| 14 |                   |                   |                                   |   |
| 15 |                   |                   |                                   |   |
| 16 |                   |                   |                                   |   |
| 17 |                   |                   |                                   |   |
| 18 |                   |                   |                                   |   |
| 19 |                   |                   |                                   |   |
| 20 |                   |                   |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Association has been running the Leigh Folk Festival for over 20 years. However due to Covid the Festival was cancelled in 2020. Due to timely decision by the trustees to cancel the festival no costs were incurred other than pre payment to secure an artist, which has been rolled over to a future concert as have most of the ticket sales.

During the period the Front Room Folk Festival was held on line this:

- Benefited society by provided much needed entertainment during lockdown
- Provided artists the opportunity to perform and reach an audience
- Raised Funds equally for Southend Emergency Fund, Help the Musicians and Leigh Folk Arts.
- Maintained a lasting legacy on You Tube
- Additional Organisational, Life and IT skills were undoubtedly learnt or enhanced for those involved.

The Trustees thank Elliott Waters, Mike Bromfield and Nick Dart for organising this event.

The Trustees are satisfied with the financial position of the Charity and envisage no changes in the foreseeable future. The Association has received donations during the period and disbursed these by way of operating expenses. The Association also raised funds during the period through the sale of merchandise.

The trustees have had regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

#### **Additional details of objectives and activities (Optional information)**

**You may choose to include further statements, where relevant, about:**

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Brief statement of the charity's policy on reserves**

The Trustees endeavour to maintain adequate resources to provide finance for the Folk Festival to take place. The money at the end of the year under review (£23,881) is shown on the Receipt and Payments accounts and, is considered adequate for the Associations activities in 2021 allowing for fundraising activities which will take place during the year 2021.

Funds for ongoing activities are held with the Association's bankers in a current account and within our Paypal account.

The charities reserves are held in a deposit account, and the trustees managed to increase the amount held in reserves by £2,277 (the amount of GiftAid received) this year to £6,930. These reserves are held rather than being immediately expended for our charitable aims,

- to protect against the potential for drops in future income, for example because of poor weather over the festival weekend and other contingencies; and
- to allow us the financial headroom to consider other charitable activities and be more ambitious with our fundraising.

While good progress has been made with strengthening the financial position and reserves of the charity, our short and medium term objectives are to increase reserves to cover the annual expenditure of the charity.

Our reserves can be spent on any of our charitable aims.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charities principal sources of funding in a normal year are grants, donations, street collections, sale of merchandise, sale of concert tickets and payments from concessionaires and advertisers.

The committee have actively managed costs, this helped mitigate increases in operating costs identified. Systems have been implemented by the Trustees to minimise any future risk to assets.

The Treasurer regularly monitors the financial position of the Charity.

This has identified the need to continue fundraising effort to protect the Trust's assets and future. To enact this, a fundraising committee seeks to widen the sources of funding and seeks funds locally and nationally.

Recently we have made our back catalogue available on streaming services, encouraged sponsored events and instigated new channels for fundraising, a 50/50 club and text to donate.

It is the trustees' opinion that continued discipline with expenditure and increased fundraising effort can enable the Association to continue its activities in furtherance of its charitable aims and to grow.

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution   |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | New Trustees are appointed at the Annual General Meeting of the Association by way of a vote of members present at that meeting. |

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Meetings of the trustee body separate from the festival organising committee were held during the year to evaluate activity in the time of COVID and when to again focus on charitable objectives of the association.

The trustees assess the risks the festival faces and how to eliminate, mitigate or transfer the risks faced.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Trustees are empowered to hold the Association's funds in trust for any purpose, which is charitable in accordance with the law of England and Wales, for the benefit of any individuals or group of people, or corporate bodies with the specific aims of organising and running the annual Leigh Folk Festival, and to preserve and advance the public education in the appreciation of traditional and contemporary folk music



**Summary of the main achievements of the charity during the year**

During 2020 the Charity achieved:

- Being associated with a well received concert by a Sandy Denny tribute band;
- Planning and streaming the Front Room Folk Festival;
- Raising money for Southend Emergency Fund and Help the Musicians, the trustees decided that given the unprecedented situation at the time and genuine hardship being suffered it was appropriate to raise funds for these causes as well as the association, and in line with our charitable purpose. Prior to making donations it was made clear the destination of the money donated; and
- Streaming a Folk Carol Service.
- Sought funding for and investigated using music to reduce social isolation and improve quality of life for older citizens, including those with Dementia. This has been put on hold given COVID.

**Section F****Other optional information**

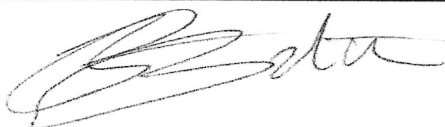
To better reflect our wider Charitable objectives the working name Leigh Folk Arts Association was used during the year.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) John Batch

Neil Harding

Position (eg Secretary, Chair, Treasurer etc)

Treasurer ✓

Chairman

Date 22/08/20



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Leigh Folk Festival Association CIO

1171298

## Receipts and payments accounts

CC16a

| For the period<br>from | 1/1/20 | To | 31/12/20 |
|------------------------|--------|----|----------|
|------------------------|--------|----|----------|

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Grants  | £0  | -                                       | -                                      | -                               | 4,411                         |
| Donations   | £6,446                                    | -                                       | -                                      | 6,446                           | 3,469                         |
| Collection  | £179                                      | -                                       | -                                      | 179                             | 6,642                         |
| Merchandise sales                                     | 2,386                                     | -                                       | -                                      | 2,386                           | 7,278                         |
| Bank interest received                                | -   | -                                       | -                                      | -                               | -                             |
| Advertising   | -   | -                                       | -                                      | -                               | 1,240                         |
| Other Income  | 3,636                                     | -                                       | -                                      | 3,636                           | 6,423                         |
| Concessions   | -   | -                                       | -                                      | -                               | 6,448                         |
| 2019 Auction  | -   | -                                       | -                                      | -                               | 12,415                        |
| Concert Pre- sales                                    | 1277                                      | -                                       | -                                      | 1,277                           | -                             |
| <b>Sub total (Gross income for AR)</b>                | 13,924                                    | -                                       | -                                      | 13,924                          | 48,326                        |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
| None  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                                 | 13,924                                    | -                                       | -                                      | 13,924                          | 48,326                        |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Performers  | 425                                       | -                                       | -                                      | 425                             | 6,914                         |
| Security  | -   | -                                       | -                                      | -                               | 2,344                         |
| Equipment Hire/Professional Services                  | 950                                       | -                                       | -                                      | 950                             | 3,415                         |
| Insurance   | 1,320                                     | -                                       | -                                      | 1,320                           | 1,840                         |
| Licences  | 60  | -                                       | -                                      | 60                              | 246                           |
| Promotional   | 872                                       | -                                       | -                                      | 872                             | 3,788                         |
| Cost of sales   | 1,034                                     | -                                       | -                                      | 1,034                           | 1,726                         |
| Other Income costs                                    | 684                                       | -                                       | -                                      | 684                             | 396                           |
| General expenses                                      | 554                                       | -                                       | -                                      | 554                             | 3,989                         |
| Garage Rent   | -   | -                                       | -                                      | -                               | 480                           |
| Waste Clearance                                       | -   | -                                       | -                                      | -                               | 810                           |
| Concession costs                                      | -   | -                                       | -                                      | -                               | 579                           |
| Auction   | -   | -                                       | -                                      | -                               | 4,887                         |
| Promotional (2020)                                    | -   | -                                       | -                                      | -                               | 382                           |
| Concert cancellations                                 | 550                                       | -                                       | -                                      | 550                             | -                             |
| Donations   | 5176                                      | -                                       | -                                      | 5,176                           | -                             |
| <b>Sub total</b>                                      | 11,625                                    | -                                       | -                                      | 11,625                          | 31,796                        |
| <b>A4 Asset and investment purchases. (see table)</b> |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total payments</b>                                 | 11,625                                    | -                                       | -                                      | 11,625                          | 31,796                        |
| <b>Net of receipts/(payments)</b>                     | 2,299                                     | -                                       | -                                      | 2,299                           | 16,530                        |
| <b>A5 Transfers between funds</b>                     |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | 21,582                                    | -                                       | -                                      | 21,582                          | 5,052                         |
| <b>Cash funds this year end</b>                       | 23,881                                    | -                                       | -                                      | 23,881                          | 21,582                        |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Current Accounts        | 11,825                             |                                  | -                               |
|                      | Reserves                | 6,930                              | -                                | -                               |
|                      | Cash                    | -                                  |                                  |                                 |
|                      | Paypal                  | 5,126                              | -                                | -                               |
|                      | <b>Total cash funds</b> | <b>23,881</b>                      | <b>-</b>                         | <b>-</b>                        |

(agree balances with receipts and payments account(s))

OK

OK

OK


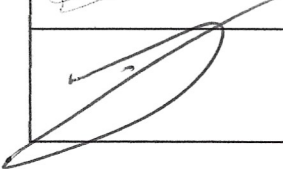
|                                 | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> | None    |                                    | -                                | -                               |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> | None    |                             | -               | -                        |

|   | Details                     | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-----------------------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | Equipment for Folk festival | Unrestricted funds          | -               | -                        |

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> | None    |                                 |                       |                     |
|                       |         |                                 |                       |                     |
|                       |         |                                 |                       |                     |
|                       |         |                                 |                       |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name              | Date of approval |
|---|-------------------------|------------------|
|  | John Batch – Treasurer  | 22/08/21         |
|  | Neil Harding – Chairman | 22/08/21         |