



Herts Musical Memories Annual Report

For Period 29/11/2019 - 31/12/2020

Charity No: 1176007

Charity Registered Address: 20a Bournehall Ave, Bushey, WD23 3AY

CEO – Kerry Brabant

Herts Musical Memories provides stimulating and inspiring activities for people with dementia and their carers, improving the quality of their lives and alleviating their fear and isolation.

Values

Herts Musical Memories (HMM) passionately believes that all people with memory problems or dementia should still enjoy positive fulfilling experiences that enhance their lives and improve their health, confidence, and sense of wellbeing.

Health, wellbeing, and equality are at the core of HMM's activities relating to service users, staff, volunteers and the wider public.

HMM will actively promote equality for people with dementia and their carers, demonstrating to the wider public that people with dementia still have a place in society and should be treated with dignity and respect.

Activities and Objectives

HMM provides a stimulating social activity based in musical therapy for people with dementia and their carers. The charity runs 13 singing groups which are run in 4 weekly blocks across Hertfordshire. Every 5th week there is a break for administration, research, and song preparation. HMM has 447 clients who have signed up to our services. An average 24 people attend each group regularly with some groups reaching up to 40 members. The sessions last 90 minutes with time set aside for socializing and light refreshments.

The majority of the participants are dealing with the impact of an early diagnosis and are usually accompanied by a family member, usually a spouse. People who live alone attend with professional carers. A limited number of people with dementia attend alone – these may be people who are worried about memory loss, who feel isolated and need social interaction to maintain their mental and physical health.

Sessions are held at fixed dates and times in community centers or church halls. The venues are chosen carefully for ease of access, to be on regular bus routes, for good parking and for providing good facilities. The venues can be expensive, but the quality of the premises plays an important part in making the sessions a positive experience.

The sessions are structured to include a range of activities that are repeated each week providing the service users with a routine that becomes familiar with regular attendance. Songs are chosen from a variety of genres and cover decades from 1930s up to the 1970s. Service users are asked to contribute to song choices to ensure the sessions are relatable and have meaning to the participants. The sessions include songs that require actions to improve dexterity, the singing of rounds to develop cognitive skills and also include the use of a variety of percussion instruments to experiment with rhythms.

The service users are taught new songs. Incredibly, because of the way the human brain remembers music, people with dementia can do this even when their powers of speech are deteriorating and have become significantly impaired. People actively enjoy learning new things – it increases confidence and boosts self-esteem.

The sessions are delivered by a professional group leader with the support of volunteers. Herts Musical Memories uses professional leaders to ensure the quality and continuity of the service. As well as preparing the sessions using techniques based in music therapy, the leaders are responsible for administering the sessions, collecting fees and ensuring the health and safety of the members.

4. Managing 2020

HMM began 2020 with 13 groups spread across Hertfordshire. Out of these groups, 10 ran to full capacity with a constant stream of referrals. After a very challenging 2019 HMM was poised for a successful 2020. At the beginning of March the charity had finance in place for the rest of the year as a result of being the chosen charity for the Rotary Club at St Albans, Nationwide in Hitchin, The RO Group in Potters Bar and Hertfordshire County Golf Club. In addition, volunteers were running a repeat of a Watford music festival that achieved over £2,000 summer 2019.

In relation to fundraising the charity had successfully achieved £5,000 from the Herts Community fund for general costs and £10,000 towards Herts Year of Culture. HMM was also in the last stages of a large application to the Big Lottery for 5 year funding.

HMM after only 3 years had achieved funding for the year and was looking (as mentioned in the annual report of 2019) to appoint a new member of staff to ensure the charity maintained and built on this success to ensure its long-term sustainability.

5. COVID 19

As a result of COVID 19 HMM had to reinvent itself and find new ways to provide services. The charity was ill equipped to provide online services due to unreliable wi fi and computers. There was also some urgency to seek new funding streams to help HMM create an online service.

In response to the pandemic, HMM was able to provide 3 Zoom sessions per week with supportive phone calls for the more vulnerable members of the charity or for people who were not able to use computers.

The group leaders had to learn new skills to create an effective program that was able to engage the members. In the charity's live sessions, we usually sing a cappella but online this was not effective, and we began to use instruments and backing tracks. Poetry corner was introduced, and we explored ways to make the sessions more interactive which helped to maintain the connection with the members. The Zoom sessions were a huge challenge but became a lot of fun. Comments from members:

'These sessions are a life saver'

'I don't know what we would do without you'

'I have loved meeting people from the other groups'

'You have brought routine back to our lives'

The sessions ran every week without a break including Christmas Day. The Zoom sessions have been a great achievement for HMM both for the team and for our members. It was a learning curve for the whole community of HMM and we all rose to the challenge and as a result people who would have otherwise been isolated were able to cope a little better through the many difficulties presented by the pandemic.

In addition to the Zoom sessions HMM created a live online D Day Concert and an online Christmas concert. Songs were posted regularly on Facebook. There were also a couple of sing a long event in local parks.

The charity is pleased that it has achieved it's goal of moving into a small office space. The rent is manageable for the charity and has been negotiated recognizing HMM's charitable status – the office is part of a much larger complex providing events and sports for the surrounding area.

HMM Trustees

Heather Hurford

appointed: March 2019

Musfika Begum

appointed: November 2017, resigned
April 2020

David Bates – Treasurer

appointed: May 2019

Helen Poole

appointed November 2017 –
resigned January 2020

John Dyer

appointed June 2020

Governing Documents –

Constitution of CIO, HMM is a CIO whose only voting members are its Board of Trustees. Trustees are recommended and elected by the Board.

The Board has access to training through HMM's membership of its local CVS and have created a policy which will be available to new trustees providing guidelines on becoming a trustee. The topics covered are:

- General information
- Trustees responsibilities
- Understanding governing documents
- Difference between Trustees and Membership
- Public & Private Benefits
- Finance
- Conflicts of Interest
- Trustee Meetings

HMMs Structure

The charity has a board of trustees who support the CEO. The CEO is responsible for the day to day management of the charity and the delivery of the business plan. To help the charity carry out delivery of its services the charity engages 5 freelance staff. There is also a regular team of 40 volunteers who help run the singing groups providing support to the group leaders. Volunteers also, from time to time, help with administration.

The charity has close links to Hertswise, who are a regional arm of Age UK. They are helping the charity to develop training and support for volunteers, strengthen the charity's policies and procedures and generally offering help and advice where needed.

Referrals also come via Herts Help, Social Services, Alzheimer's Society, Carers in Herts, Social Prescribers, Admiral Nurses, GPs and word and mouth.

Financial Review

As mentioned at the beginning of 2020 HMM faced its most successful year to date, however, as a result of the Pandemic this situation rapidly changed. Within two weeks of the first lock down all funding had been withdrawn to be redirected into emergency funds and all fundraising events were cancelled. The charity survived thanks to funding achieved from the Herts Community Fund – they were immediately contacted, and it was agreed the funds could be repurposed to develop the online Zoom sessions. Fundraising was then carried out to access emergency funding to enable the charity to adapt it's services to deliver them online.

HMM was successful and achieved funds from the Charities Aid Foundation, Government funding via the Big Lottery and NHS commissioning and emergency funding from Watford and Three Rivers Trusts. All these funds were unrestricted and went towards developing singing sessions on Zoom.

2021

For 2021 HMM will look at how the charity can build a strong base and what actions need to be taken to ensure the charity will continue to grow and develop. The charity will also work with Age UK and Hertswise – taking advice regarding risk assessments and precautions needed to reopen the Singing Sessions. Members have been surveyed with regards to returning to live sessions. Many feel that they would still like to continue with Zoom sessions whilst others would prefer live sessions – HMM will raise funds to run both live and online services. HMM anticipates the numbers will be low to begin with and that time will be needed to rebuild the sessions.

Summary

Whilst HMM responded well to the pandemic there still needs to be more work done to ensure the long-term sustainability of the charity. However, for a small organisation HMM has shown incredible resilience in the face of extraordinary circumstances. The need for the services HMM provides have been heightened by the devastating impact on many of the charity's clients. The rapid decline in their health and the large numbers having to go into care homes can be linked directly to the loss of their services. Through case studies carried out by the charity, scientific research and anecdotal evidence there is no doubt that 'singing in groups' is the single most important activity for people with dementia. HMM will continue to promote the benefits of singing and deliver a vibrant and stimulating activity supporting people to live well with dementia. 2020 was a huge learning curve which can be summed more effectively through the words of our clients.

'You were amazing, we don't know what we would have done without you – the zoom sessions gave back purpose to our lives'.

Declaration

The Trustees declare they approve the above report

Signed on behalf of the charity's trustees

Signature  <small>John Dyer (Oct 28, 2021 15:03 GMT+1)</small>
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Full Name John Dyer

Position Trustee

Date Oct 28, 2021

Annual Report November 2019 - 2020 final copy

Final Audit Report

2021-10-28

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CHARITY COMMISSION
FOR ENGLAND AND WALES

HERTS MUSICAL MEMORIES

1176007

Receipts and payments accounts

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For the period from	Period start date 01/01/2020	To	Period end date 31/12/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
User fees	13,647	-	-	13,647	34,126
Donations	9,714	-	-	9,714	21,042
Grants	59,351	-	-	59,351	5,000
Sponsorship	-	-	-	-	470
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	82,712	-	-	82,712	60,638
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	82,712	-	-	82,712	60,638
A3 Payments					
Personnel	41,211	-	-	41,211	42,471
Venue hire	4,351	-	-	4,351	15,969
Insurance	542	-	-	542	476
Marketing	1,501	-	-	1,501	671
Training	686	-	-	686	1,355
Computers & telephones	2,764	-	-	2,764	832
Stationery	1,894	-	-	1,894	169
Rent & storage	2,200	-	-	2,200	939
Sundries	2,905	-	-	2,905	648
Sub total	58,054	-	-	58,054	63,530
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	58,054	-	-	58,054	63,530
Net of receipts/(payments)	24,658	-	-	24,658	- 2,892
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	142	-	-	142	-
Cash funds this year end	24,800	-	-	24,800	142

Signature: Heather Hurford
 Heather Hurford (Oct 28, 2021 14:30 GMT+1)
 Email: heatherhurford1@gmail.com

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	24,800	-	-
		-	-	-
		-	-	-
	Total cash funds	24,800	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Heather Hurford	Heather Hurford	28.10.21	






Herts MM 2020 for signing

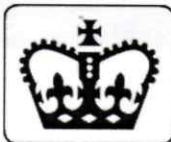
Final Audit Report

2021-10-28

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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HERTS MUSICAL MEMORIES

On accounts for the year
ended

31 DECEMBER 2020

Charity no
(if any)

1176007

Set out on pages

ONE AND TWO

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /12 / 2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

A. P. Creasey

Date:

25/10/2021

Name:

ANTHONY PHILIP CREASEY

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

PARKGATE HOUSE
33A PRATT STREET

LONDON

NW1 0BG