



Herts Musical Memories Annual Report

For Period 01/01/2022 - 31/12/2022

Charity No: 1176007

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

CEO – Kerry Brabant

Herts Musical Memories provides stimulating and inspiring singing sessions for people with dementia and their carers, improving the quality of their lives and helping them to live well with dementia.

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 community that people with dementia still have a place in society and should be treated with dignity and respect.

Who We Are

Herts Musical Memories sessions are about minimizing the impact of dementia by playing to members strengths and focusing on what they can do rather than what they cannot. The sessions are based in music therapy whilst remaining informal and fun. Many people who come to the groups tell us they can't sing, (something they were told at school), however, through regular attendance people find they can sing, and the sessions bring them a sense of achievement and joy.

Herts Musical Memories plays a valuable role in enhancing the quality of life for people living with dementia and their carers. Music has the power to bring people together in the here and now, providing a way for them to stay connected with loved ones and carers through their shared experiences. The sessions enliven, stimulate and enable people to express themselves creatively beyond words. This involvement enables people to be seen for who they are beyond their diagnosis.

Achievements

2022 proved to be the most challenging year for HMM since it was founded in 2017. After lockdown we had opened 8 groups and were hoping to open more but the charity was still feeling the impact of Covid 19. Staff shortages were a big issue which impacted negatively on fundraising. To explain the staff structure; CEO – Admin Support – Professional Group Leaders and a team of 40 volunteers. At the beginning of 2022 we did not have enough group leaders to maintain all 8 groups which resulted in the CEO standing in for many of the sessions. We started recruiting in January and were still trying to fill the posts by the end of the year. This had a detrimental effect on the development of the charity slowing down our capacity to fundraise and grow the groups.

The CEO with the agreement of the trustees felt it was expedient to close the groups for August and close early for Christmas in order to consolidate our work and create a plan for future sustainability. The most urgent task was to carry out emergency fundraising. This proved successful and we were able to raise enough funds to get us to the end of the year, ensuring there was no deficit in addition to being ready to restart groups for January 2023. We used the time to create a 5 year business plan which then became the foundation of the charity - it not only help sustain the charity but we are now reaping the long-term benefits with Herts Musical Memories future secured beyond 2023.

Despite the challenges of 2022, HMM still ran 8 groups running 1088 sessions. We were also able to open an additional group at Bishop's Stortford with funding from Clarion Housing Group. We carried out successful events for dementia action week partnering with both the Alzheimer's Society and Home Instead delivering dementia friendly singing sessions and a dementia friendly carol concert in Watford. We worked with local schools delivering cross generational events which were so successful we are now in discussions with Herts Music Service for creating cross generational projects for 2023. We also join with the catering organisation called Simplicity Catering (part of the Compass Group UK) running a Christmas Carol concert followed by Christmas Lunch – this was the biggest success of the year and a fantastic way to end 2022. Many of our clients told us they didn't go out for meals anymore – this event was so important for them and so rewarding for all who took part. Simplicity will be working with us again for 2023.

We also worked hard to promote our services through the Watford Dementia Steering Group and the East Herts Dementia Steering Group, East Herts Healthy Hub and Hertsmere Healthy Hub. This work is enabling the charity to gain a good reputation in Hertfordshire and the foundations we laid in 2022 will ensure that 2023 HMM will be able to begin to establish ourselves as the leading charity for providing music sessions for people living with dementia.

2022 threw up many challenges but HMM proved we were able to meet them and turn them into successes. Confidence is growing in our work and as we came to the end of the year we at last saw a rise in referrals with a third of our groups

beginning to reach pre pandemic levels and we will start 2023 a more robust and stronger charity.

HMM Trustees

Heather Hurford	appointed: March 2019
John Dyer	appointed: June 2020
David Bates – Treasurer	appointed: May 2019

Governing Documents

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. Training covered:

- 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 who is responsible for the delivery of the 5-year fundraising strategy and developing the long-term sustainability for the charity. A part time assistant helps with the management of the groups and venues. For the delivery of the singing sessions there are 4 freelance staff who are supported by a regular team of 40 volunteers.

Volunteers have been invaluable to HMM. As well as supporting the sessions on a weekly basis they have helped at events run by the charity and nominated the charity for fundraising events through their connections with local choirs, amateur dramatic society and local businesses.

Partners

The charity has close links to Hertswise, who are a regional arm of Age UK. They are helping HMM to develop training and support for volunteers, strengthen the charity's policies and procedures and generally offering help and advice where needed. HMM is also a member of Watford Dementia Steering Group and of East Herts Dementia Steering Group which enables the charity to access funding and be part of the development of dementia friendly communities in these areas.

Fees

HMM has maintained the level of £6 for people living with dementia carers go free. With the economic climate we felt it was important to keep the fees at the same level. As we

headed towards the end of the year we saw an increase in service users and for 2023 will continue to find ways to promote our services.

Looking Forward

Having managed to get the charity into a stronger position as we head into 2023 HMM will build on this work using our business plan as a road map for development. Our aims for next year will be to grow the Board of Directors, increase staff levels and continue to grow our groups. With regards to fundraising we will be aiming to achieve revenue funding by spring 2024 and build on the relationships we have develop with Local Government. With regards to our service users our aims are to improve evaluation and to reach clients on point of diagnosis. Areas to research are Social Prescribing, development of social media and participating in health and wellbeing events.

Summary

HMM's accounts show a sharp fall in income compared to previous years but at no point did the charity go into deficit. This was because we took action to account for the shortfall in staff and the need for the charity to get into a stronger more sustainable position. This was achieved through careful management - reducing the number of sessions run in 2022 allowing time to concentrate on creating a 5 year plan that ensures we build a firm foundation ensuring future growth. Despite only implementing the plan towards the end of 2022 the charity is already more robust and ready to move towards a more optimistic future.

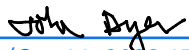
HMM's 2022 accounts were examined by the independent accountant Mr. A P Creasey who offered his services on a voluntary basis to HMM – see (Independent examiner's report and Receipts & Payments Accounts) for more detailed report. We would like to take the opportunity to thank Mr. Creasey for his continued support of HMM.

Declaration

The Trustees declare they approve the above report

Signed on behalf of the charity's trustees


Signature


TRUSTEE (Oct 11, 2023 17:07 GMT+1)

Name

JOHN DYER

Position


TRUSTEE (Oct 11, 2023 17:07 GMT+1)

Date

Oct 11, 2023

HERTS MUSICAL MEMORIES - ACCOUNTS - 2022

GROUP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<u>INCOME FEES</u>													
BISHOP STORTFORD	0	0	0	0	0	0	0	0	0	0	0	0	0
BUSHEY	0												0
POTTERS BAR / CUFFLEY	0												0
HERTFORD	0												0
HEMEL HEMPSTEAD	0												0
KNEBWORTH	0												0
ST ALBANS	0												0
WATFORD	0												0
WHEATHAMPSTEAD	0												0
SUB TOTAL	995	856	1644	873	1464	879	1611	1850	765	1585	1493	747	14762
<u>OTHER INCOME</u>													
MISCELLANEOUS	0												0
EVENTS	0												0
SPONSORSHIP	0												0
DONATIONS	341	20	20	220	25	320	3520	3093	690	212	1183	1410	11054
GRANTS REVENUE	0									1600		5000	6600
GRANTS RESTRICTED	0	5000	4500										9500
TOTAL INCOME	1336	5876	6164	1093	1489	1199	5131	4943	1455	3397	2676	7157	41916
<u>CASH FLOW</u>													
BANK BALANCE B/F	27777	27870	27563	23007	19967	16217	7475	9049	9219	6741	5169	1655	27777
INCOME	1336	5876	6164	1093	1489	1199	5131	4943	1455	3397	2676	7157	41916
EXPENDITURE	1243	6183	10720	4133	5239	9941	3557	4773	3933	4969	6190	2307	63188
BANK BALANCE C/F	27870	27563	23007	19967	16217	7475	9049	9219	6741	5169	1655	6505	6505
<u>EXPENDITURE</u>													
STORAGE	75	150	0	150	0	150	0	75	150	10	150	0	910
LEADERS - FREELANCE	100	1798	1465	1627	0	3811	563	1718	494	2471	2023	485	16555
CEO	0	1400	2400	0	990	990	500	0	550	300	0	0	7130
HALL HIRE	217	1008	598	510	1230	1307	839	286	510	666	814	372	8357
STAFF	0	1018	3035	0	1293	2620	0	1170	1150	1070	1290	990	13636
COMPUTER EXPENSES	137	151	2098	497	327	466	204	124	124	124	124	124	4500
INSURANCE	51	0	102	51	0	0	106	51	51	51	51	52	566
TRAINING	0	240	0	480	0		180	240	150	0	250	0	1540
STATIONERY	97	0	2	0	0	0	0	184	0	0	38	0	321
MARKETING	0	162	120	250	0	300	102	0	0	0	0	0	934
TELEPHONE	89	256	423	92	446	277	110	448	277	281	284	284	3260
SUNDRY	0	0	0	0	0	20	0	0	0	0	216	0	236
RENT	477	0	477	476	953	0	953	477	477	0	953	0	5243
TOTAL	1243	6183	10720	4133	5239	9941	3557	4773	3933	4969	6190	2307	63188



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 2022

**Charity no
(if any)** 1176007

Set out on pages

One & 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 31/12/2022DD / MM / YYYY.

**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 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:

Date: 19/06/2023

Name:

Anthony Philip Creasey

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

FCA
ICAEW

Address:

Parkgate House
33a Pratt Street
London, NW1 0BG

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HERTS MUSICAL MEMORIES

No (if any)
1176007

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2022

To

Period end date
31/12/2022

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	14,762	-	-	14,762	-
Donations	11,054	-	-	11,054	-
Grants	16,100	-	-	16,100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	41,916	-	-	41,916	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	41,916	-	-	41,916	-
A3 Payments					
Personnel	37,321	-	-	37,321	-
Venue hire	8,357	-	-	8,357	-
Insurance	566	-	-	566	-
Marketing	934	-	-	934	-
Training	1,540	-	-	1,540	-
Computer & telephones	7,760	-	-	7,760	-
Stationery	321	-	-	321	-
Rent & storage	6,153	-	-	6,153	-
Sundries	236	-	-	236	-
Sub total	63,188	-	-	63,188	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	63,188	-	-	63,188	-
Net of receipts/(payments)	- 21,272	-	-	- 21,272	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,777	-	-	27,777	-
Cash funds this year end	6,505	-	-	6,505	-

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	6,505	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	6,505	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	John Dyer	07.10.2023