



Herts Musical Memories Annual Report

For Period 01/01/2023 - 31/12/2023

Charity No: 1176007

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

**Office Address:
The Metropolitan Centre, Aldenham Road, Bushey, WD23 2TR**

Trustees

Chair: Katsuko Ishizeki-Chaudhari

Treasurer: David Bates

Trustee: Anna Bosatta

Chief Executive Officer (CEO) – Kerry Brabant

Independent Examiner

Anthony Phillip Creasey

FCA

ICAEW

Parkgate House

33a Pratt Street

London NW1 0BG

Trustee's Report

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Charitable Incorporated Organisation (CIO) constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and Activities

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.

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 the Hertfordshire Community Foundation. Any training courses will be passed onto the Board. For 2024 the CEO will be looking for training to help her to work on improving the Board.

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. The charity has been under resourced and for 2024, as seen above, we will be addressing this issue.

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. For 2023 HMM was delighted that we were joined by a volunteer fundraiser. She has made a significant difference to HMM and was quickly able to raise £22,500 from the postcode lottery. This was unrestricted funding and made a substantial difference to our ability to achieve targets for 2023.

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 2024 will continue to find ways to promote our services. As can be seen from the financial report we have increased income from services users from £12,074 in 2022 to £21,518 for this financial year. We expect to see a continued growth in these figures.

Aims of the Charity

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.

Partners

The charity has close links to Hertswise, who are a regional arm of Age UK. They have helped HMM to develop training and support for volunteers, strengthen the charity's policies and procedures and have generally offered help and advice where needed. As mentioned, HMM is also a member of the Watford Dementia Steering Group that meets every 3 to 4 weeks and of East Herts Dementia Steering Group. We are also members of East Herts Healthy Hub and Hertsmere Health Hub.

Achievements 2023

The 5 year fundraising strategy created at the end of 2022 is now in its second year of delivery and has already enabled us to create a more sustainable future. There are always areas that we can improve but the work carried out in 2023 has

allowed us, for the first time in the charity's history, we are able to plan for the future.

We were delighted to be able to work with Clarion Housing Trust as part of their Resilience Program. The Program run by Clarion Housing enabled us to consolidate our 5-year fundraising strategy, create a 5-year business plan and a staff handbook along with creating new freelance contracts for our group leaders. This program has been a significant support for HMM enabling us to successfully meet funding targets and to build a more robust sustainable charity.

We were delighted to be the chosen charity of the RO Group, Potters Bar. They ran a quiz night on behalf of the charity and raised a total of £10,170 which was used to run the Potters Bar Singing for Memory Group.

We received a grant from the Post Code Lottery of £22,500 towards developing and growing our groups – the funding was a tremendous support helping us to open a new group. By the end of 2025 we aim to be running 11 groups in Hertfordshire.

A grant of £9481 from the Lottery fund, Awards for All went towards salaries and core costs - again this was a tremendous help knowing our core costs were covered and we could focus on the delivery of our services.

Our aims from 2022 were:

1. To grow our Board of Directors – this is still an area of difficulty. We have put out adverts on multiple social media platforms and Communities 1st and as of December 2023 have had no response. This will be an ongoing project, and we will take advice where we can to help strengthen the Board.
2. Increase staff levels – As a result of implementing our Business Plan along with our 5-year fundraising strategy HMM has successfully got into a position to increase staff levels in the administrative team. For 2024 we will be looking at recruiting a bookkeeper part- time along with a part-time Comms/fundraising officer. Both will also be required to support other admin duties.
3. To continue to grow our groups – Being more confident financially has enabled us to turn our focus into growing our groups. We have seen growth in all groups apart from Bushey and there has been an increase in the number of referrals HMM receives - on average we get 3 - 4 per week, sometimes increasing to 5. For the Bushey group we have a core of 10 people who attend regularly, increasing to 14 when everyone is present. Although numbers are still low for Bushey they are finally improving. We have 2 groups where numbers range from 30 to 40 whilst the majority of the groups range from 25 – 30.
4. To Develop closer relationships with Local Government: We are starting to build very positive relationships with the Local Authorities where HMM has a presence. The aim of this is to enable us to be integrated into each

- community, building our reputation as a charity, increasing knowledge of funding opportunities and to input into the development of dementia support across Hertfordshire. HMM are members of both the East Herts and Watford Steering groups and we regularly contact local councilors inviting them to our groups. As a result, we have achieved funding success and have vital local support.
5. Improve evaluation: HMM has carried out a substantial evaluation of all our groups. The forms went out at the end of the year, and we are hoping for a good return for the beginning of 2024. Early signs show that our services are thought of highly and that we are achieving our aims of helping to reduce isolation and helping people to still live well with a diagnosis of dementia.
 6. Reach clients on point of diagnosis: This is still a challenge, but we are finally starting to make inroads into this area and have noticed that occupational therapists are contacting us to help with their clients. We know we need to reach more social prescribers. Social Prescribers are usually appointed to GP surgeries. It is their role to find activities that will enhance patients' wellbeing and sometimes act as an alternative to taking prescribed drugs. When we have a complete staff team in 2024 reaching out to Social Prescribers will be a priority.
 7. Participating in more health and wellbeing events: We participated in two events, one in Potters Bar and the other Borehamwood. Both were successful. The Potters Bar group is now full. For Borehamwood we were asked by local councilors to open a group in their community. They have offered to help us fund the group – once funding is in place we will then open a new group taking our total up to 10 groups in Hertfordshire. We anticipate that this should take place towards the end of 2024. Wellbeing events enable us to meet potential members face to face which is still the most effective way to grow our groups.
 8. Towards the end of the year, we received a grant of £10,000 from the Morris Benevolent Fund towards starting our a new group at Borehamwood – this will be launched in 2024.

Events:

For 2023 HMM ran two successful events – we returned to St Albans Cathedral and ran a dementia friendly singing event. This was very well supported and enabled us to reach 120 people, both existing members and the general public. The staff at the Cathedral were delighted with the event and we are planning our next event for Spring 2024

For dementia action week we ran an open day in a church in St Albans inviting a local school to bring pupils to join us in the singing. The event was completely full (250 people) and again was received very well. Like the Cathedral the event was attended by some of our existing members along with the general public. As a result, our St Albans group has over 40 members and regular referrals.

For Christmas we ran parties for all our groups and where possible we invited local musicians to come join us and play carols. Combining the singing with food enabled our members more time to chat and socialise. For carers this was really important as they struggled with eating out socially.

Simplicity Catering returned to providing a Christmas Lunch for our Watford Group – this was a great success; the food was lovely, and Simplicity were wonderful hosts. We are hoping that we will work with Simplicity for Christmas 2024.

Looking Forward

For 2024 our aims are to:

- Increase the admin team
- Continue to recruit and grow the pool of Singing Group Leaders
- Open a new group at Borehamwood
- Continue to diversify our funding streams and continue our rolling program of grant applications
- Continue to work towards reaching new members at point of diagnosis
- Introduce more events and research the options of an annual fundraising event
- Continue to grow and strengthen our Board of Trustees
- Continue our work on the Resilience Program to improve our Business Plan and Fundraising strategy along with employee contracts.
- Grow our events and improve our presence on social media
- Increase training for volunteers and staff

Summary

HMM has been through some challenging times but thanks to the all the staff and volunteers we have been able to overcome these challenges to become a stronger and more robust charity looking forward to the future. Towards the end of 2023, we found ourselves in the unprecedented position not only to have achieved our funding targets for the year but also to have made substantial progress towards our targets for 2024.

A huge thank you to our funders for making this possible and all the people who gave up their time to raise money, and for those whose generous donations have been an invaluable support.

Charitable Grants 2023

Brazier Trust	£1,000
Edward Gostling Foundation	£4,000
Barchester Trust	£ 650
Lottery Awards for All	£9,481
Archer Trust	£2,000
Postcode Lottery	£22,500

HCF	£10,000
St Albans Community Fund	£ 4,500
Morris Benevolent Fund	£10,000

Declaration

The Trustees declare they approve the above report

Signed on behalf of the charity's trustees

Signature



Name

DAVID G. BATET

Position

TRUSTEE

Date

25/9/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Herts Musical Memories

**On accounts for the year
ended**

31 December 2023

**Charity no
(if any)**

1176007

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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:

Date:

23/08/2024

Name:

Anthony Philip Creasey

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

FCA
ICAEW

Address:

Parkgate House

33a Pratt Street

London, NW1 0BG

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

Herts Musical Memories
Herts Musical Memories

No (if any)
1176007

CC16a

Receipts and payments accounts


For the period from	Period start date	To	Period end date
	01/01/2023		31/12.2023

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					
Users fees	21,518	-	-	21,518	14,762
Donations	6,390	-	-	6,390	11,054
Grants	64,131	-	-	64,131	16,100
Events	10,252	-	-	10,252	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	102,291	-	-	102,291	41,916
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,291	-	-	102,291	41,916
A3 Payments					
Personnel	40,937	-	-	40,937	37,321
Venue hire	13,410	-	-	13,410	8,357
Insurance	565	-	-	565	566
Marketing	1,313	-	-	1,313	934
Training	1,840	-	-	1,840	1,540
Computer & telephones	7,270	-	-	7,270	7,760
Stationery	970	-	-	970	321
Rent & storage	8,008	-	-	8,008	6,153
Sundries	111	-	-	111	236
Sub total	74,424	-	-	74,424	63,188
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	74,424	-	-	74,424	63,188
Net of receipts/(payments)	27,867	-	-	27,867	- 21,272
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,505	-	-	6,505	27,777
Cash funds this year end	34,372	-	-	34,372	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	34,372	-	-
		-	-	-
		-	-	-
	Total cash funds	34,372	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
		DAVID G. BATES	25/9/24