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Governance

Board of Trustees

Anita Grant	Chair and Trustee	Appointed as Chair by Trustees
Kevin Grant	Trustee	First charity Trustee
Andy Flatman	Trustee	First charity Trustee
Caroline Allison	Trustee	Appointed on 13/05/19 by Trustees
Jo Palmer	Trustee	Appointed 17/04/20 by Trustees

Structure and Governance

Jess Grant Celebration is a Charitable Incorporated Organisation (CIO), registered on 23rd August 2018.

Constitution

The charity is governed by its CIO Foundation constitution, registered on 23rd August 2018 and amended on 17th February 2020 to incorporate an additional object to reflect the funding of Ipswich Hospital Music Therapy service.

Board of Trustees

Apart from the initial three Charity Trustees, the selection method for a new Trustee is appointment by the Board of Trustees, and is based on specific skills that will add value to the existing Board. Upon appointment, the Trustee is provided with a copy of the charity's Constitution, including the conflicts of interest policy. A summary of the principal duties and responsibilities of a trustee is included in the charity's Constitution document and the Essential Guide to Being a Trustee document is also provided. As a charity claiming Gift Aid, the Finance Act 2010 requires that trustees, as managers of the charity, pass the fit and proper persons test. Therefore, the HMRC guidance on the test along with a declaration that the trustee has read and understood the guidance is also provided.

There have been no changes to the Board of Trustees during 2022. The Trustees of Jess Grant Celebration have a broad range of skills that all contribute to the effective running of the charity. There are no plans to appoint any further trustees.

Accounting period

Effective from 2020, the charity reports on a calendar year basis. This is continuing to be effective, as funding for Ipswich Music Therapy Service is now being provided on an annual basis for the calendar year.

Objects

1. To relieve the needs of children and young people suffering from terminal or critical illnesses, particularly but not exclusively cancer related illnesses, and their families, by providing grants, items and goods to individuals and organisations, including the provision of musical instruments and music therapy.
2. To provide the funding to initiate, establish and support a new music therapy service for children, young people and families accessing Ipswich Hospital's children's services.

Activities

COVID-19 once again impacted the fundraising activities Jess Grant Celebration were able to carry out during this reporting period, with Jess' Annual Cake Celebration taking place as a virtual event for the second year, rather than in person.

In undertaking the following activities, the Trustees complied with their duty to pay due regard to the guidance on public benefit issued by the Charity Commission.

Activities undertaken to meet the charity's objects

Ipswich Hospital Music Therapy service: -

This service, which provides music therapy one day a week, for children under the care of Ipswich Hospital, was in its third year of being funded by Jess Grant Celebration during this reporting period.

Throughout 2022 in person sessions were able to take place on the Children's ward at Ipswich Hospital. Online music therapy sessions continued to be available to patients who are in isolation on the ward or at home. This continues to be a very useful method of receiving music therapy sessions, a real positive from the challenges that COVID-19 has posed to the music therapy service. The Jess Grant Celebration Trustees are delighted to have played a part in initiating this additional online service that the Music Therapist is able to offer to patients and their families.

Daisy Williamson, Senior Music Therapist with Suffolk Music Therapy Services, is an extremely valued part of the Ipswich Hospital team. Daisy has documented the benefits of music therapy as follows:-

- Musical therapy sessions vary for each child. Familiar songs are often used, along with improvised music, sensory play, song-writing or music for listening and relaxation.
- Music therapy invites the child to engage in something creative, where they can express themselves, process their emotions, and feel empowered.

- Music is also used as a distraction for children who are distressed or anxious about the medical interventions taking place while they are in hospital.

The music therapy sessions at Ipswich Hospital received very positive feedback from parents and the children having the sessions. Comments from parents and patients in 2022 included: -

‘It was the first time A smiled for two days. Thank you.’

‘R said playing music made him feel very happy. The best bit was playing music for everyone.’

‘R calmed down whilst playing the instruments and afterwards was visibly more settled’.

Daisy also provided feedback during the year, including the following update: -

‘There have been a few oncology patients I have seen recently. Not referrals as such, just spontaneous sessions. Often these are patients whom I saw months or even a year or more ago, so there is some element of continuity which is nice.

It has been very rewarding to regularly see a teenager who has ongoing serious mental health problems. They have been on the ward for months now, waiting for a bed in a more specialised unit. Every week we have a long session where they do a lot of song writing through which they express and reflect on various issues and challenges that are currently happening in their life.

Another nice thing that recently happened was a request from the learning disability nurses to provide some musical videos for an oncology patient. The disability team needed something which could offer support, comfort and distraction for E when she has various procedures. (I had previously played and sung to E during one such difficult procedure and the nurses present had remarked on how effective the music had been in helping E through the process).’

As detailed in last year’s report, it was agreed by the Trustees that there were sufficient funds to cover Ipswich Hospital in 2022 and the full year’s funding of £10,500 per year was paid upfront in January 2022, thus securing a whole year of music therapy for Ipswich Hospital in advance. As agreed between Jess Grant Celebration, Suffolk Music Therapy Services (SMTS) and Ipswich Hospital in 2021, the funding was provided directly to Ipswich Hospital Play Team’s budget, as opposed to SMTS invoicing Jess Grant Celebration on a monthly basis, as previously.

Regarding 2023, it was unclear in 2021 how much funding the charity would be able to provide, given that fundraising had been restricted over the previous two years. It was agreed that Ipswich Hospital would look to take responsibility for the service and its funding from 2023 onwards, and Jess Grant Celebration would assess the funds available to allocate to the service in the third quarter of 2022. Consequently, in July the Trustees met to decide on how much funding could be provided for Ipswich Hospital, and it was agreed that £5250 could be allocated for 2023, representing half of the funding. Ipswich Hospital were delighted with the funding promised for 2023 and did not foresee any issues with the other half of the funding being provided by the hospital budget.

The Trustees also successfully applied for a Tesco Community Grant and received £500 to purchase technical equipment for Ipswich Hospital Music Therapy Service. It was proposed by Daisy Williamson and Siobhan Castle at Ipswich Hospital that an iPad would be very useful for the service for the following reasons:

- It could store lyrics and chords of existing songs which patients often enjoy singing, as opposed to looking up the lyrics on a smartphone.
- It could be set up with various music-based apps to aid those with sensory or additional needs and could offer a new dimension to what is possible in the music therapy sessions.
- Garage Band, (or a similar music production programme) could be very useful for the work with some of the older patients, song writing, recording 'layers' of music to build a digital track etc.

An iPad with large storage capacity, plus a stand-up case was purchased for the service and has proved to be an invaluable asset for music therapy sessions on the Children's ward.

Zest Music Days at St. Elizabeth Hospice: -

As detailed in last year's Annual Report, when St. Elizabeth Hospice's 'Zest' service approached Jess Grant Celebration to support their Music Days, one day a month, the Trustees were keen to help this local service, which supports children transitioning from Ipswich Hospital and East Anglian Children's Hospice. It was agreed that, given our commitment to Ipswich Hospital and uncertainty over future finances, it would be our preference in 2021 to give St. Elizabeth a one-off donation of £2760, equating to one year's worth of music therapy. We made the decision to then review again in July 2022 to review the finances and assess if we could support this valuable music therapy service for a second year.

In July 2022, prior to the Trustees meeting to discuss the allocation of funding, fellow Trustee Jo Palmer and I were kindly invited to attend a Zest Music Day. We felt very privileged to be able to take part in the music therapy session and to see first-hand the enormous difference music therapy is making. Martha, a work experience student, was spending a week in the Marketing team at St. Elizabeth Hospice and wrote an article about Zest, specifically about the music therapy activity.

Martha's article included the following extract: -

'Held once a month, Zest Music Therapy – which is part of the Zest Days service – provides engaging and fun group sessions that can be enjoyed by all. Everyone involved has an opportunity to express themselves through music and create connections with those around them.

Josh, who has been attending Zest since it began in 2015, said: "I love the Music Therapy Days at Zest so much. I'm a big music person and like all types of music, from Ed Sheeran to dance music, anything with a good beat really.

"The Music Therapy activities at Zest is something I look forward to every month, as they really help with mental health, and they are just a lot of fun to be a part of."

At the Trustees' finance meeting shortly after this visit to Zest, it was agreed that a second year of funding could be provided for Zest Music Days, at a cost of £2760.

Fundraising Activities

During this reporting period, supporters raised a significant proportion of the total funds contributed to Jess Grant Celebration. No in person fundraising events were organised by the charity this year, largely due to concerns over the amount of Covid transmission during the first half of the year, and a general lack of appetite for fundraising as a result of the rising cost of living in the second half of 2022. Jess' Annual Cake Celebration took place as a virtual event in February for the second year raising £210. The Trustees of Jess Grant Celebration also applied to Tesco Community Grants and were successful in being nominated to receive a grant. The public vote in 3 local stores ran from 01/01/22 – 31/03/22 and resulted in Jess Grant Celebration being awarded £500 to purchase an iPad for the Ipswich Hospital Music Therapy Service. Towards the end of 2022, an application was made for funding from The John Gilpin Trust, which offers grants to support charities in the Suffolk area. At the time of writing, the Trustees have recently received a cheque for £2000 from the Trust.

In 2022, over £8500 was raised by supporters of Jess Grant Celebration organising their own events and taking on their own challenges. A breakdown of the main fundraising activities that took place in 2022 can be found in the Financial Review section of this report.

Volunteer Contribution

As Chair of the Board of Trustees for Jess Grant Celebration, I would like to take this opportunity to thank the Trustees and volunteers who are supporting the charity.

All the charity activities undertaken on behalf of Jess Grant Celebration have been carried out on a voluntary basis. The charity's Trustees and volunteers all donate their time and expertise completely free of charge, ensuring there are no salaries or personal overheads to take care of.

The contribution of the Trustees is greatly appreciated. Each Trustee brings different skills that complement each other effectively. Trustees' Meetings were held both in person and via online Zoom sessions, as the charity's Constitution allows. Highlights from the work the Trustees were involved in during 2022 include: -

- Responding quickly to the introduction of charges in December 2021 by HSBC, where the charity bank account was held, and starting the process of moving the bank account to CO-OP Bank, where charges are not being applied to charities currently. The transition was completed in August 2022.
- The Trustees discussing and making decisions about the allocation of funding to Ipswich Hospital Music Therapy Service in 2023 and Zest Music Days at St. Elizabeth Hospice for the year starting August 2022.
- Visit to Zest Music Day, to take part in a music therapy session and to see first-hand the enormous difference music therapy is making.
- Applying for a Tesco Community Grant, being nominated and being awarded £500 to purchase an iPad to assist in music therapy sessions at Ipswich Hospital.
- Initial discussion with Helen Finlinson at Zest about a project to provide more support to Oncology patients with life-limiting illnesses. This project would include the provision of music therapy to young adults in Suffolk and Cambridgeshire, and the Trustees agreed it is

something that Jess Grant Celebration would very much like to be involved with in the future.

The Trustees would like to thank everyone who undertook challenges for Jess Grant Celebration during this period or organised their own fundraising campaigns or events. Supporters set up their own JustGiving pages or Facebook fundraisers, and promoted the charity to their friends and families, in order to raise their targets. Supporters also held their own events specifically for Jess Grant Celebration, going to great lengths to put on these events and to raise as much money as possible. The breakdown of amounts raised via JustGiving, PayPal, direct donations etc are detailed in the Financial Review section below.

The website, logo and branding for Jess Grant Celebration was designed by CHP Design free of charge in the months leading up to the launch of the charity in December 2018. Mark Hall at CHP Design has continued to host the site and make changes to the functionality of the website, when required. Jess Grant Celebration is extremely grateful for this company's ongoing support.

Dr. Brian May has continued to support Jess Grant Celebration as the charity's Patron, and we are very grateful for his support.

Summary of the main achievements

The Trustees of Jess Grant Celebration are very pleased with the achievements made in this reporting period. Given that 2022 was another challenging year due to ongoing Covid-19 concerns, the cost of living crisis, and no in person fundraising events taking place again, fundraising for the charity was very successful. It is clear that awareness of Jess Grant Celebration and what we are trying to achieve is increasing, with a large number of new supporters undertaking fundraising activities for the charity. Going forward, as a result of the new funding model, the charity is now much better placed to be able to continue supporting the funding of music therapy at Ipswich Hospital and St. Elizabeth Hospice.

The main achievements include:-

- £9668 was raised for Jess Grant Celebration in 2022. Supporters ran the London Marathon, organised events like Bingo, Quiz nights, student gigs and club and work fundraising activities.
- The fundraising challenges and activities were often organised by existing supporters who introduced a wide range of new audiences to Jess Grant Celebration, thus raising awareness of the charity and its objectives.
- The charity allocated a second year of funding for Zest Music Days in August 2022. £5250, representing half of the funding for Ipswich Hospital Children's ward was allocated for the year starting January 2023, with Ipswich Hospital sourcing the other half of the year's funding.
- The Trustees of Jess Grant Celebration responded quickly to the introduction of charges by HSBC and successfully transitioned the account over to CO-OP bank, where no charges are currently applied to charities.
- The Trustees' application to Tesco Community Grants was successful, resulting in £500 being awarded to Jess Grant Celebration, which was used to purchase an iPad for the use of Ipswich Hospital during music therapy sessions.

Financial Review

Policy on Reserves

In 2020, it was necessary to state a reserves policy to hold reserves of no less than 12 months' worth of funding for the Ipswich Hospital Music Therapy service. The position at the end of the financial period in 2021 was that reserves were being held to fund the service for the whole of 2022. This funding of £10,500 was paid in advance to Ipswich Hospital in January 2022, and therefore the reserves that were being held have now been distributed. As a result of the funding model for the service being changed in 2021, and now that the future security of the service has been secured by Ipswich Hospital, it is no longer necessary for Jess Grant Celebration to hold reserves going forward from 2022.

At the time of writing this report, the annual funding for Ipswich Hospital of £5250 has already been paid and fundraising is going extremely well. It was agreed by the Trustees that our position on Reserves would be kept under review during 2023.

Fundraising 2022

Detailed below are the events, challenges and fundraising campaigns undertaken for Jess Grant Celebration and the donations made by supporters during this period:-

Jess Grant 'Virtual' Cake Celebration	£210.00
Snape Parish Council	£100.00
Evolution Karate Club	£430.00
Chris Hunt's Film TV & Music Quizzes	£555.00
PhotoART GB	£75.00
Exeter University Swimming Club	£1234.00
Smokehouse gigs	£400.00
Bingo Fundraiser	£1313.00
Tesco Community Grants Scheme	£500.00
Marcus and Rick Virtual London Marathon	£1908.00
Hannah's London Marathon	£1410.00
Monthly donations	£180.00
JustGiving Gift Aid	£728.00
Amazon Smile Donations	£46.00
Anita's 100km Walking Challenge	£390.00
General Donations	£189.00
Total Fundraising	£9668.00

Expenditure 2022

Funding expenditure is as follows:-

Funding for Ipswich Music Therapy Service	£10,500.00
Funding for Music Days at Zest, St. Elizabeth Hospice	£2,760.00
Purchase of iPad and Case for Ipswich Music Therapy Service	£439.00
Total Funding Provided	£13,699.00

Expenses charged to Jess Grant Celebration:-

HSBC Bank Charges	£44.00
Total Expenses Paid for by Jess Grant Celebration	£44.00


The monthly expense of £18 to pay for the charity to use the JustGiving platform is not paid by Jess Grant Celebration. £216.00, representing 12 monthly payments in this period, was paid by K&A Grant.

Declaration

The contents of this Annual Report are consistent with the recommendations contained in Accounting and Reporting by Charities: Statement of Recommended Practice 2005 (the Charities SORP) as they apply to smaller charities.

Approved by the Board of Trustees on 18th April 2023

Signed on behalf of the charity's trustees:-

Signature: 

Full Name: ANITA GRANT

Position: CHAIR OF TRUSTEES

Date: 18/4/23

Signature: 

Full Name: CAROLINE ALLISON

Position: TRUSTEE

Date: 18/4/23

Statement of Finances

Income Dec 2022

JustGiving donations	£5,382.88
JustGiving Gift Aid	£727.78
PayPal donations	£358.75
Other donations	£3,198.55
Total Income	£9,667.96

Expenditure Dec 2022

Funding for Ipswich Music Therapy Service	£10,500.00
Funding for Zest at St. Elizabeth Hospice	£2,760.00
HSBC bank charges	£43.65
Purchase of iPad and Case for Ipswich Music Therapy Service	£438.98
Total Expenditure	£13,742.63

	12 m/e 31 Dec 2022	12 m/e 31 Dec 2021
Income	£9,667.96	£7,132.71
Expenditure	£13,742.63	£13,493.25
Profit for Year	-£4,074.67	-£6,360.54

Bank Reconciliation

Bank Balance at 01/01/22	£14,369.69
Income	£9,667.96
Expenditure	£13,742.63
Bank Balance at 31/12/22	£10,295.02

Approved by the Board of Trustees on 18th April 2023

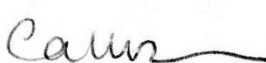
Signed on behalf of the charity's trustees:-

Signature: 

Full Name: ANITA GRANT

Position: CHAIR OF TRUSTEES

Date: 18/4/23

Signature: 

Full Name: CAROLINE ALLISON

Position: TRUSTEE

Date: 18/4/23