



Potters Bar Community Music School

Trustees' Annual Report

September 2024 to August 2025

Our Purpose and Activities

The purpose of Potters Bar Community Music School (PBCMS) is to advance the education of pupils in the school by:

- providing individual and group musical activities for children and adults in the Potters Bar general area.
- developing effective relationships between the staff, parents and others associated with the school
- engaging in activities or providing facilities or equipment which support the school and offer extended learning opportunities to the pupils

PBCMS offers pupils (both children and adults) the opportunity to participate in musical activities including string groups, chamber groups, wind bands, orchestras and choirs on a weekly basis on a Saturday morning during school term time. In addition, individual lesson tuition is offered on a wide range of instruments. There are termly opportunities for pupils to perform to an audience both as solos and groups. Much of the equipment and many of the instruments owned by PBCMS are made available during the week for the benefit of the pupils of the Secondary School (Mount Grace) in which they meet, free of charge.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

In the academic year 2024-25, PBCMS offered the following group activities:

- *Super Strings* – a string orchestra for children who are playing at beginner level
- *Amber Strings* – a string orchestra for children who are playing at intermediate level
- *Phoenix Strings* – a string orchestra for children who are playing at advanced level
- *Chamber groups* – string quartet and quintets for children who are playing at advanced level
- *Junior Windband* – for wind and brass players (children) who are playing at beginner level
- *Senior Windband* - for wind and brass players (children) who are playing at intermediate and advanced level
- *Da Capo* – an adult orchestra for players of all levels
- *Full orchestra* – an ensemble created from players from Da Capo, Phoenix Strings and Senior Windband specifically to perform at end of term concerts
- *Choir* – A free 20 minute ensemble that includes anyone who is interested, generally formed of the SuperString and Amber players who have just finished their group activity plus the Da Capo adults and Phoenix string players who start playing after the choir. It is also open to any parents, grandparents, siblings, etc., who are around at the appropriate time.

Over the course of the year, over 100 children and adults attended PBCMS across these ensembles.

Pupils were charged a fee of £7 for the first session that they attended, an additional fee of £6 for the second session. Any additional sessions attended are free of charge.

All bills are issued with a rider that if there is any family hardship, even if sudden, that we can and do reduce or waive payments. This is of course strictly confidential. All invitations to new players are made with the intention of inclusion rather than protecting revenue. If students are injured and cannot play then their fees are immediately waived.

In the academic year 2024-25, PBCMS hosted instrumental teachers offering individual lessons on the following instruments: Piano, Voice, Flute, Clarinet, Saxophone, Cornet, Trumpet, Horn, Trombone, Violin, Cello and Double Bass. There is also capacity to offer Music Theory lessons, and lessons on Oboe and Bassoon. These lessons are arranged and charged as a result of direct communication between the teachers and parents/pupils.

In the academic year 2024-25, PBCMS held 6 concerts, 2 per term – a Chamber Concert towards the end of each term and a Full School Concert on the final Saturday of the term.

Chamber Concerts offer the opportunity for those learning with our teachers to experience the thrill of public performance and also to reduce the number of items in the end of term concerts. These are held at Mount Grace School. The programmes are mixed with the youngest and/or beginner players playing early in the programme and the standard increasing towards the end. By keeping the running time around 1 hour all are encouraged to hear everyone else, to inspire the beginners in particular.

At the end of each term there was a concert involving all the groups that meet on Saturday mornings. These concerts were a great celebration of all the effort and hard work of our pupils and staff. They are held in the concert hall at Mount Grace school. The students get to hear the efforts of the students in the other orchestras and ensembles. It's a very informal affair and the cost on the door is low at £7 with the usual concessions or waivers. Usually we have over 200 attendees and teas, coffees and refreshments are served throughout the evening. We try to mix up the order so that the younger players might hear some of the advanced groups. Advertising is via social media and through our Facebook presence.

In the academic year 2024-25, the pupils at Mount Grace School (the premises where PBCMS meets) had access, free of charge, to the following equipment and instruments owned by PBCMS: Set of 40 music stands, grand piano, 6 other pianos (one of these an electronic keyboard), Cello, Double Bass, Marimba (4 octave), 2.5 Octave orchestral Glockenspiel and two timpani.

Financial Review

The balance carried forward from 2023/24: £20,585

Total income during 2024/25: £30,125

Total expenditure during 2024/25: £28,381

The balance carried forward to 2025/26: £22,329

Session fees are reviewed at the end of the academic year and a judgement is made about the increase in fees based on projected increases in venue hire and staffing costs, and the projected number of pupils attending the groups sessions in the following academic year. The hire costs for Mount Grace School did not significantly increase as expected during 2024/25 so the decision was made to hold the session fees at the same level as 2023/24.

As of September 2024, we had £3,755 remaining from our Phiatius Grant received during 2023/24. In 24/25, we have spent £1,876 of this on a Bassoon, Marimba and Glockenspiel and the fees for one of our musician staff to provide a music session with Cuffley Day Care. There is £1,879 remaining to be spent in 2025/26.

Currently PBCMS has no reserves policy. There is the intention for this to be rectified by the Committee in the next financial year but noting that PBCMS does not own any property and does not employ any staff. In general, it is the intention to spend surplus income on continuing to purchase instruments that are for the general benefit of the ensembles and/or are those which are difficult or expensive for families to afford – generally the larger instruments and those which are 'endangered' - as well as providing support to families on low income via our Remission of Fees programme.

Structure, Governance and Management

Type of governing document	Constitution
How is the charity constituted?	Unincorporated Association
Trustee selection methods	Trustees are appointed by the Members of the Charity by election at the AGM or co-opted by existing Trustees, if required. Nominations for election for Trustees may be made by any Member of the Charity and seconded by another.

Reference and Administrative details

Charity name	PBCMS
Registered charity number	1184464
Charity's principal address	338 Mutton Lane, Potters Bar, Herts, EN6 2AX

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	Mark Guerin	Chair		
2	Andrew Martin			
3	Genevieve Caroline Wiafe-Annor			

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

MARK GUERIN

Position (eg Secretary, Chair, etc)

Trustee

Date

21/5/26



Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01/09/2024		31/08/2025

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					
Concert Receipts	2,608	-	-	2,608	3,234
Session Fees	27,392	-	-	27,392	26,363
Grant	-	-	-	-	5,000
Refund	125	-	-	125	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,125	-	-	30,125	34,597
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,125	-	-	30,125	34,597
A3 Payments					
Advertising	500	-	-	500	250
Bank Charges	90	-	-	90	90
Entertaining	-	-	-	-	51
Equipment	-	-	-	-	24
Community Visit Fees	-	160	-	160	-
Insurance	181	-	-	181	181
Piano Tuning	310	-	-	310	490
Premises Hire	10,029	-	-	10,029	6,639
Printing	288	-	-	288	216
Repairs	-	200	-	200	420
Teacher Fees	15,037	-	-	15,037	14,065
	-	-	-	-	-
Sub total	26,435	360	-	26,795	22,426
A4 Asset and investment purchases, (see table)					
Glockenspiel	-	116	-	116	-
Bassoon	-	1,150	-	1,150	-
Marimba	-	250	-	250	-
Trumpet	70	-	-	70	-
Saxophone	-	-	-	-	75
Piano	-	-	-	-	540
Double Bass & 3/4 cello	-	-	-	-	850
Cello	-	-	-	-	200
	-	-	-	-	-
Sub total	70	1,516	-	1,586	1,665
Total payments	26,505	1,876	-	28,381	24,091
Net of receipts/(payments)	3,620	- 1,876	-	1,744	10,506
A5 Transfers between funds	- 3,755	3,755	-	-	-
A6 Cash funds last year end	20,584	-	-	20,584	10,078
Cash funds this year end	20,449	1,879	-	22,328	20,584

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	Held in bank account	20,449	1,879	-
		-	-	-
	Total cash funds	20,449	1,879	-
(agree balances with receipts and payments account(s))				

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	30 RAT stands on a trolley		-	-
	Collard & Collard Grand Piano		-	-
	5 upright pianos		-	-
	3 Digital pianos		-	-
	8 Wire music stands		-	-
	6 Solid backed telescopic music stands		-	-
	2 Timpani with covers		-	-
			-	-
			-	-

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

MARK GUERIN

21/5/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Potters Bar Community Music School

On accounts for the year
ended

31st August 2025

Charity no
(if any)

1184464

Set out on pages

2

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2025.

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

20th May 2026

Name:

Stuart David Ashmore

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

Chartered Management Institute (ACMI - retired)

Address:

4 Southern Close

Kingswinford

West Midlands. DY6 8HS.

