



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	1	August	2020		31	July	2021

Section A Reference and administration details

Charity name	Reigate and Redhill Choral Society CIO		
Other names charity is known by	RRCS		
Registered charity number (if any)	1188249		
Charity's principal address	46 Park Lane		
	Reigate		
	Surrey		
	Postcode	RH2 8JX	

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	Ailsa Darroch	Chair from 10/9/2019		
2	Adrienne Elliott	Secretary from 11/9/2018		
3	Tim Nelson	Treasurer from 11/9/2018		
4	Sarah Ashworth	Membership Secretary from 10/9/2019		
5	David Lake			
6	Nigel Riddell			
7	Yvonne Sinclair			
8	Kevin Chamberlain		From 10/11/2020	
9	Christopher Weekes		Until 10/11/2020	
10	Denise Davis		Until 10/11/2020	
11				
12				
13				
14				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 26 September 2019, and came into effect with the registration of the CIO on 28 February 2020.
How the charity is constituted (eg. trust, association, company)	RRCS is a Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are normally elected or re-elected by members at the Annual General Meeting. Trustees may also be appointed at other times by members or the charity trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Conversion to a Charitable Incorporated Organisation (CIO)

Reigate and Redhill Choral Society CIO became operational on 1 August 2020, following the transfer of assets and membership from the previous unincorporated society (charity number 280195) at year end 31 July 2020.

Charity number 280195 has been retained and linked to the CIO solely for the purpose of ensuring that any donations or legacies made to the choir reach their intended destination.

Coronavirus

Activities this year continued to be heavily impacted by the pandemic, with no live concerts and few in person rehearsals. Choir members were kept in touch during periods of COVID restrictions mainly via weekly Zoom sessions with musical content including rehearsals. The support to help self-isolating fellow members with their shopping, essential errands and maintaining social contact continued to operate.

The COVID Risk Assessment and Action Plan were reviewed and updated as COVID rules and information evolved.

Musical Director

Interim MDs have been appointed for the 2020-21 season (Cole Bendall) and 2021-22 season (Jordan Theis), pending a formal recruitment process for a new permanent MD.

Membership

As expected, due to both COVID restrictions and the change of MD, membership was down in 2020-21, with circa 75 members attending rehearsals or online sessions. A reduced subscription level reflecting the limited activities that were possible and lower membership numbers resulted in the total value of subscriptions reducing by over 50%. This situation will be closely monitored as we exit from COVID.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Society are to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Society is committed to providing a vehicle for the enjoyment of choral music in all its many forms by:

- promoting and encouraging live music in the community; bringing together all who enjoy singing in a lively and social atmosphere;
- raising standards of presentation and promotion through innovative programming and excellence in performance;
- welcoming singers regardless of their race, ethnic or national origins, gender, marital status, sexual orientation, age, disability, religious or political beliefs or socio-economic status;
- helping members to acquire and develop the necessary skills to achieve the realisation of their full musical potential;
- providing members with services that are effective, efficient and good value for money;
- aiming to achieve the highest possible standards in issues of governance, internal structure and communication;
- playing a constructive role in establishing and building ongoing relationships with businesses, organisations and individuals; and
- such other ways as the Society, through its Management Committee, shall determine from time to time.

The trustees have had regard to the Charity Commission's guidance on public benefit. In pursuing our aims for the public benefit, the choir impacts on people's lives in two ways. First, for participants, we involve people in a creative, enjoyable and fulfilling educational activity, providing them with opportunity to develop vocal technique and musical repertoire. Second, for audiences, we present exciting, innovative and high-quality performances which should always be a pleasurable cultural experience, but will sometimes challenge them and educate them by extending their musical knowledge.

The choir is non-audition, so that people without prior experience are able to join. There is a reduced subscription rate for students and a bursary scheme to cover the subscription in case of need.

At our concerts we offer concessionary rates for young people and we subsidise our ticket prices to make our events as accessible as possible.

In normal years the choir performs at least four times per season as well as organising activities designed to involve the wider community, such as a Christmas Festival of Carols for local school children and choral workshops which are open to non-members. In addition, it holds fund-raising events, often with a social purpose, and tours each Spring either within the UK or on the continent.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In addition to the functions of the trustees, the success of the choir relies heavily upon a large number of members who perform voluntary roles on behalf of the choir. The roles cover music library, fundraising, concert and tour organisation, marketing, website and media, and community development.

Summary of the main achievements of the charity during the year

RRCS Chair Report, Season 79 2020 – 21

After the long months of the first Covid-related lockdown over the spring and summer of 2020, we began our 79th season full of hope that we could return to in-person rehearsals, albeit in small, socially distanced groups of masked singers and in thoroughly ventilated premises. Unfortunately our usual rehearsal venue at Shaw's Corner was closed whilst Covid restrictions were in place, however St John's Church kindly offered us a refuge provided that we moved our rehearsal evening to Friday. We knew that these new arrangements would present difficulties to some members, so we organised both live-streamed and recorded versions of these first rehearsals for those unable to attend in person, thanks to the technical expertise of David Lake and Richard Salmon.

Our newly appointed interim Music Director, Cole Bendall, devised a French-themed repertoire list for the autumn term, including works by Vierne, Rameau, Ravel, Saint-Saens and Langlais, which he quickly adapted to fit into virtual only rehearsals via Zoom when choirs were once again locked down in early November 2020. Before we all retreated behind our screens again, with just 48 hours' notice, we managed to assemble a group of 24 singers together with Cole and our technical experts, to record some of our favourite Christmas Carols. Members were able to listen to the recording via a link on our website, and we also offered a limited run of CDs for sale, raising £260 towards the choir's Anne Garton Bursary Fund that contributes towards the subscriptions of members needing financial support.

We began the Spring term optimistically again, preparing for a behind closed-doors performance of Fauré's Requiem and Cantique de Jean Racine. Whilst we couldn't go ahead with the performance as planned due to the continuing lockdown, we rehearsed both works online in January and February. We also continued with arrangements to collaborate with the Boston-based Quincy Choral Society (QCS) over a joint recording of the Fauré Requiem, accompanied by a string quintet from Covent Garden Sinfonia, in a virtual choir project using the 'Choirless' web-based platform. This project had to be postponed until the autumn, and has now been released to QCS for them to add their voices to the mix. Other highlights of the spring term included an online presentation by Cole on the Estonian composer Veljo Tormis, the subject of his PhD thesis. In March, we supported the country-wide Marie Curie National Day of Reflection by inviting our members to sing with their virtual choir project, and set up our own fundraising appeal for their annual Daffodil campaign, which exceeded our target by raising £670.

Our programme for the remainder of the season included studying parts of Brahms Ein Deutsches Requiem, the famous Vivaldi Gloria as well as Haydn's Insanae et vanae curae. Given the continuing uncertainty over government rules and guidelines, particularly for singers, we wanted to offer members a variety of options which included the new and challenging experience of singing in German, as well as learning more accessible, shorter works which we could polish up ready for a concert performance, if permitted. There was a glimmer of hope that we would be allowed to meet in person for indoor rehearsals in May, but those hopes were promptly dashed again, with the small consolation of being permitted to sing outdoors in groups of 30 people. This prospect raised different logistical issues to resolve, such as a suitable venue, shelter and lighting. Reigate Grammar School kindly offered the use of a marquee, which didn't quite comply with the rules, so we found a new home in the churchyard at St John's in Redhill for our last few rehearsals of the season. We finally performed the Vivaldi and Haydn just to ourselves and

the local avian population, as we bid goodbye to Cole in early July. In lieu of our summer concert, we staged a recital in St John's Church on 9th July with performances from Charles Thompson and Robin Whitehouse, accompanied by David Lake. The evening concluded with an al fresco (bring your own) picnic supper in the church grounds.

Throughout the spring and summer terms, the Committee worked on plans for the following season. A member survey concluded that we should return to rehearsals on Tuesday and gave clear indications regarding the number and type of events and performances which would enjoy most support. A new rehearsal venue therefore needed to be found, and we were fortunate to discover the newly built performance theatre at The Carrington School could accommodate us safely from September 2021. We also needed a new interim Musical Director until we could hold in-person auditions, and were delighted to select Jordan Theis to lead us into our 80th season.

Although we were unable to hold many of our usual social and fundraising events during the year, in June we did organise a delightful sponsored walk in Langley Vale. £1,230 was raised towards our 80th anniversary events, £680 from the walk and £550 from other member donations. Our summer barbeque in August 2021, once again generously hosted by the Weekes family, gave us the opportunity to meet our incoming MD and his partner in person, as well as raising over £450 for choir funds for the 2021-22 season.

Heartfelt thanks are due to the Trustees, the Operational Committee and all members who helped and supported the choir as we adapted to new rules and leadership through the year. A tremendous amount of time, thought and planning went into the organisation of all rehearsals and events, whether held virtually or in person and we are exceedingly fortunate to have so many talented and dedicated people within our ranks who sustain and enrich our activities and the wider community.

Ailsa Darroch, April 2022

Section E Financial review

Brief statement of the charity's policy on reserves

Excluding liabilities, the choir's total funds stand at £68,771. Although income was substantially lower this season, expenditure reduced even further, and it therefore proved unnecessary to use reserves to make up any shortfall.

The trustees have reviewed Reserves Policy and concluded that £10,800 of Reserves, held to protect against future financial shocks and pressures, should be designated for expenditure. Reserves now stand at £33,000 and £10,500 has been added to designated funds towards the cost of purchasing equipment (previously rented) and staging (in need of replacement).

Details of any funds materially in deficit

The Anne Garton Bursary Fund supports the bursary scheme to cover the subscriptions in case of need. Donations this season increased the fund to £915. In recent years it has been possible to cover bursaries from general funds, but new sources of funds still need to be obtained to fund bursaries in the medium to long term.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Basis of Accounts

The choir's accounts are prepared on a 'Receipts and Payments' basis and are prepared in accordance with Charity Commission requirements based on the CC16a template.

Financial Highlights

Unrestricted funds have received a surplus of £159, and £1,490 has been raised towards the Anne Garton Bursary and Anniversary restricted funds. This is a good result in a season in which COVID meant that there was limited activity, with no public concerts, few in-person rehearsals and fewer members participating. Subscription rates were reduced and total subscriptions were down from £21,720 to £9,766.

The choir aims to cover rehearsal and regular administration costs with subscriptions. This was still achieved thanks to lower costs.

Legal costs of £2,470 relating to the previous Musical Director were met out of general funds without drawing on reserves.

At £1,214 fundraising was low this year due to limited opportunities for fundraising activities. In addition £741 has been provided by Dell through match and volunteer funding, and other donations totalled £824.

Gift Aid provided £4,905 this year, comprised of Gift Aid on 2019-20 donations and subscriptions. Lower income this season will mean that Gift Aid will be significantly lower in 2021-22.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ailsa Darroch	Timothy Nelson
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	17 May 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Reigate & Redhill Choral Society CIO

On accounts for the year
ended

31 July 2021

Charity no
(if any)

1188249

Set out on pages

1 to 3

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'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

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

Signed:

Date:

21 February 2022

Name:

Christopher Peter Horry

Relevant professional
qualification(s) or body

Institute of Chartered Accountants in England and Wales

(if any):

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Address:

9 Holmesdale Avenue

Redhill RH1 2PB

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Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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Statement of Receipts and Expenditure for the year ending 31 July 2021

RECEIPTS				
Category	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
Subscriptions	9,766.00		9,766.00	21,719.80
Friends	350.00		350.00	215.00
Anne Garton Bursary Fund Fundraising		260.00	260.00	
Anniversary Fund Fundraising Income		680.00	680.00	
Anniversary Fund Donations		550.00	550.00	
Other Fundraising Income	273.73		273.73	3,919.23
Other Donations	273.77		273.77	650.96
Dell match / volunteer funding	741.45		741.45	1,183.57
Season tickets	(128.00)		(128.00)	550.00
Concert receipts				10,267.03
Nestlé donation for Festival of Carols				500.00
Josephine Baker Trust Grant				600.00
Tour receipts				6,297.00
Music hire income	641.48		641.48	3,554.25
Music sales	18.50		18.50	124.00
Advertising receipts				
Face masks, collections, sundry receipts	1,251.00		1,251.00	692.00
External event receipts				1,194.00
Tax refund	4,905.76		4,905.76	4,390.58
Bank interest	4.99		4.99	116.86
GROSS INCOME	18,098.68	1,490.00	19,588.68	55,974.28
Member credits				
Credits given for tour				5,585.00
Credits given for subs		675.00	675.00	82.17
Credits given for season tickets		96.00	96.00	
Cash refunds		(495.00)	(495.00)	(1,299.00)
Credits used		(2,415.00)	(2,415.00)	(304.00)
Total		(2,139.00)	(2,139.00)	4,064.17
TOTALS RECEIPTS	£18,098.68	(£649.00)	£17,449.68	£60,038.45

EXPENDITURE				
Category	Unrestricted £	Restricted £	2021 Total £	2020 Total £
MD rehearsal fees	5,180.00		5,180.00	9,895.00
Accompanist rehearsal fees	2,649.80		2,649.80	2,249.16
Hire of rehearsal hall	815.00		815.00	1,328.00
Rehearsal expenses				1,224.58
Fundraising expenditure				1,093.42
MD concert fees and bonus	1,250.00		1,250.00	14,734.44
Accompanist concert fees	145.20		145.20	1,067.96
Concert expenditure	1,012.38		1,012.38	10,290.05
Tour expenditure				5,791.65
Music hire expenditure	430.60		430.60	1,535.07
Music purchase	139.65		139.65	2,054.23
Advertising expenditure				142.66
Face masks, collections, sundry expenses	1,781.75		1,781.75	715.39
External event expenditure	66.00		66.00	1,095.00
Administration and insurance	1,104.00		1,104.00	2,298.47
Legal costs	2,470.00		2,470.00	1,689.60
Hire of garage	895.20		895.20	895.20
TOTAL EXPENDITURE	17,939.58	0.00	17,939.58	58,099.88

SUMMARY				
Total Receipts	18,098.68	(649.00)	17,449.68	60,038.45
less Total Expenditure	(17,939.58)	0.00	(17,939.58)	(58,099.88)
Surplus/(Deficit) for year	159.10	(649.00)	(489.90)	1,938.57
Cash Funds at last year end	66,500.00	4,719.32	71,219.32	69,280.75
TOTAL CASH FUNDS AT YEAR END	66,659.10	4,070.32	70,729.42	71,219.32

Statement of Assets and Liabilities at year end 31 July 2021

MONETARY ASSETS				
	Unrestricted ³	Restricted	2021 Total	2020 Total
	£	£	£	£
Current Account (CAF Cash)	16,435.53	4,070.32	20,505.85	21,047.74
Deposit Account (CAF Gold)	8,150.47		8,150.47	8,149.65
Deposit Account (CAF Gold)	10.00		10.00	
Long Term Deposit Account (CAF Platinum)	41,799.17		41,799.17	41,795.00
Cash and cheques on hand	263.93		263.93	226.93
	<u>£66,659.10</u>	<u>£4,070.32</u>	<u>£70,729.42</u>	<u>£71,219.32</u>
REPRESENTED BY FUNDS				
General Fund	2,659.10		2,659.10	2,200.00
Reserves ⁴	33,000.00		33,000.00	43,800.00
Designated Funds ⁴	31,000.00		31,000.00	20,500.00
Anne Garton Bursary		915.15	915.15	655.15
Anniversary Event Fund		1,230.00	1,230.00	
Member Credits		1,925.17	1,925.17	4,064.17
	<u>£66,659.10</u>	<u>£4,070.32</u>	<u>£70,729.42</u>	<u>£71,219.32</u>
LIABILITIES				
Member Credits		1,925.17	1,925.17	4,064.17
Donations for Venue Hire				720.00
Accompanist fees				1,834.18
External event tickets				99.00
External event tickets	33.00		33.00	
	<u>£33.00</u>	<u>£1,925.17</u>	<u>£1,958.17</u>	<u>£6,717.35</u>

Notes

- (1) No remuneration or fees were paid to any of the Trustees during this year, and no Trustees received any financial benefit from the CIO during this year.
- (2) There were no individual staff salaries paid.
- (3) Unrestricted Funds, available to be spent to fulfil the aims of the charity, comprise:
- a) Reserves: held to protect against financial shocks and pressures
 - b) Designated Funds: amounts earmarked for particular purposes
 - c) General Funds: can be spent on any purpose including regular running costs.
- (4) The trustees have reviewed the reserves and have concluded that £10,800 should be designated for expenditure. £10,500 has been added to designated funds towards the costs of purchasing new equipment and staging. Designated funds of £31,000 currently comprise:
- Equipment and staging £18,000
 - Data storage and website £3,000
 - Anniversary event £10,000
- More detail on restricted and unrestricted funds can be found in the Reserves Policy.

Approval of accounts

The accounts were approved by the Trustees on

and signed on their behalf by:

Ailsa Darroch, Chair:

Tim Nelson, Treasurer:

 8/11/2021

 8/11/2021