

**Trustees' Annual Report for the period
From 18 December 2020 to June 30th 2021**

Charity name: CANTUS FIRMUS TRUST
Charity registration number: 1192862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the CIO is the advancement of the Christian faith including, but not limited to, the development of understanding, worship and mission • for the benefit of individual Christians, groups of Christians, practitioners, enquirers and learners • by means of the creative arts – including, but not limited to, demonstrations of and opportunities to participate in high quality music, dance and drama – together with associated education and training, and to support such education and training by the provision of materials and the making of grants • in locations throughout the United Kingdom, but principally in the counties of Essex and Suffolk.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Covid restrictions have limited activities considerably. The Essex and Suffolk Steering groups met a number of times to plan future events. Richard Hubbard, as artistic director of the CIO and also employed part-time by the InHarmony project of St Edmundsbury Cathedral, worked with Cantus Firmus Choir members and others to create a set of videos of Christmas hymns and songs which were made available free of charge via YouTube. Cantus Firmus Choir members also supported InHarmony to create an Ash Wednesday service for St Edmundsbury Cathedral which was broadcast online. Cantus Firmus regularly contributed singers for Cathedral services, but for many events only a few were required rather than the whole choir. A planned Taizé service for Essex in May 2021 was postponed until September. In Suffolk, a <i>Pilgrimage of Song</i> starting in Chevington was postponed to 2022, but planning continued for a <i>Come and Sing</i> event which took place in Autumn 2021.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees continue to ensure that they have regard to the Charity Commission's public benefit guidance when carrying out activities to which it is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Cantus Firmus Trust has a practice of making donations to individuals who have been heavily involved in preparing and presenting events and activities. The Artistic Director (who is not a trustee) makes proposals to the trustees on the amount of such donations and the trustees take these proposals into account when making a decision. A trustee is able to propose to the other trustees a donation to a person, who may be a regular supporter of Cantus Firmus Trust or someone not previously known to the trustees, who is undertaking study or other activity which is consistent with the objects of Cantus Firmus Trust and who is in need of financial support, and the trustees believe that such study or activity will generally advance those objects. Any such donation is at the trustees' absolute discretion and they will take into account the circumstances of the case and the amount of funding which Cantus Firmus Trust has available. A trustee may also propose a donation to an organisation whose aims are consistent with those of Cantus Firmus Trust; a similar set of decision criteria will apply as noted above in relation to an individual.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	The Trust relies very heavily on, and is very grateful for, the contribution of volunteers both for administration, singing, accompanying, arranging and conducting music.
Other		The CIO was formed to replace Charitable Trust No. 1007854, of the same name. During the reporting period, the trustees met in January and April 2021.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Despite the difficulties due to the restrictions imposed because of the Covid pandemic, the work the trust has been able to perform, especially in regard to online videos of hymns and songs, and whole services, has been well received and has allowed the trust to reach a wider audience.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On its registration as a CIO on December 18 th 2020, the charity received funds totalling £14,440 from Charitable Trust No. 1007854, with the same name, which it replaced. This figure included £926 of restricted funds. Donations from supporters of £420 were also received. (The charity is registered with HMRC for Gift Aid.) Expenditure of £1,639 was incurred, which included £1,199 of administrative support. The year-end balance was £13,221, of which £926 is in a restricted fund.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for the following purposes. 1. Covering of losses associated with the presentation of an event where the budgeted income is not achieved, or where unavoidable expenditure exceeds the amount planned. 2. Presentation of a major event for the benefit of the public, but where the costs are unlikely to be fully recovered through means linked to the event. 3. Provision of planned financial cover or support for events arranged for or in association with a church or other organisation which does not have sufficient funds of its own. 4. Provision of occasional training or development activities for the Artistic Director and other Trust officers. 5. Exceptional promotional activities. 6. Paying for 1 year's essential management activities, including administrative support, insurance and web hosting, in the event that these are put at risk through failure of regular income. 7. Occasional purchase of capital equipment. 8. Charitable donations or grants as approved by the trustees. 9. Development activities, such as start-up costs of the currently envisaged Apprenticeship Programme. The trustees will decide on a level of reserves consistent with the above purposes on a year-by-year basis.
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	No fund is in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties with regard to the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal sources of funding are donations and offerings associated with events, with a small amount of regular donations from supporters. Some income results from Gift Aid claims to HMRC.
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Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	The main risks are 1. Difficulty in recruiting new committee members and choir members, particularly in Essex. 2. Restrictions in operation due to pandemic restrictions – now easing. 3. Some long-term uncertainty around the continued employment of Richard Hubbard (the Artistic Director) by the InHarmony project and thus the availability of his time to initiate and organise new projects for the charity.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity is governed by a Constitution approved by the Charity Commission when the setting up of the Cantus Firmus Trust CIO was approved.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	As specified by the Constitution (and apart from the first charity trustees) every trustee is appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The Trust has close links with: The InHarmony project of St Edmundsbury Cathedral, which employs Richard Hubbard (the Trust's Artistic Director) part-time. The Suffolk Branch of the Royal School of Church Music (of whose committee several Cantus Firmus Trustees and the Artistic Director are members). London School of Theology, which employs Richard Hubbard (the Trust's Artistic Director) part-time. Several churches in Suffolk and Essex.
Other		

Reference and Administrative details

Charity name	Cantus Firmus Trust
Other name the charity uses	N/A
Registered charity number	1192862
Charity's principal address	6 HOME FARM BARN WICKHAM MARKET ROAD EASTON SUFFOLK IP13 0ET

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	David Freestone			
2	Howard Roy Gardner			
3	Andrew James Gosden	Chair		
4	David John Gunton	Treasurer		
5	Peter Mark Lowther			
6	Owen Anthony Thurtle			
7	Geoffrey Weaver			
8	Anne Elizabeth Worker.			

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

Signature(s)	<i>Anne Worker</i>	<i>D.J. Gunton</i>
Full name(s)	ANNE ELIZABETH WORKER	DAVID JOHN GUNTON
Position (eg Secretary, Chair, etc)	—	TREASURER

Date 28/04/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cantus Firmus Trust

1192862

Receipts and payments accounts

CC16a

For the period
from

Period start date
18th December 2020

To

Period end date
30th June 2021

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					
Donations (private - non-specific)	420	-	-	420	-
Donations (private - event-related)	-	-	-	-	-
Donation (churches/collaborators)	-	-	-	-	-
Gift Aid recovered	-	-	-	-	-
Ticket sales	-	-	-	-	-
Transferred from CT 1007854	13 514	-	-	13 514	-
Transferred from CT 1007854	-	926	-	926	-
	-	-	-	-	-
Sub total (Gross income for AR)	13 934	926	-	14 860	-
A2 Asset and investment sales, (see table).					
Lighting/sound equipment	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13 934	926	-	14 860	-
A3 Payments					
Support services (web hosting, insurance, bank charges, etc)	391	-	-	391	-
Computer hardware	-	-	-	-	-
Admin support	1 199	-	-	1 199	-
Donations	-	-	-	-	-
Room hire and travel	-	-	-	-	-
Music hire	-	-	-	-	-
Equipment	4	-	-	4	-
Consumables	-	-	-	-	-
Printing/postage	45	-	-	45	-
	-	-	-	-	-
Sub total	1 639	-	-	1 639	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1 639	-	-	1 639	-
Net of receipts/(payments)	12 295	926	-	13 221	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12 295	926	-	13 221	-

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	General (at bank)	12 269		-
	Cash in hand	26	-	-
	Bursary funds (at bank)	-	926	-
	Total cash funds	12 295	926	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

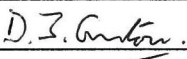
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Equipment	Unrestricted	-	500
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	D J Gunton Trustee and Treasurer	25 October 2021