



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 July 2021 To 30 June 2022

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	The trust re-started delivering in-person events and services during 2021-22, following the period of creating just video resources during the Covid pandemic. Many Cantus Firmus events and services are in partnership with local churches. Some of those events and services are to present Christian music and understanding to people who would not usually hear them. Others of those events and services are to help to introduce congregations and others to musical (and other artistic) styles and materials that they are not familiar with and want to consider using. Some Cantus Firmus events are in partnership with In Harmony, a small organisation in St Edmundsbury and Ipswich Diocese (Church of England) to develop music across churches in

		Suffolk. Also, some Cantus Firmus events are in partnership with the Royal School of Church Music, a charity to develop music within Christian worship across the UK and elsewhere.
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		During the reporting period, the trustees met in October 2021, February 2022 and June 2022.

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	Cantus Firmus provided the choir and musical leadership for churches in Colchester, Cressing and Tiptree who wanted to explore how different styles of music could enhance their regular worship. It also (at very short notice) provided a choir for a 'Vigil for Ukraine' organised by Ipswich churches and Ipswich Borough Council, outside the town hall in Ipswich. The trust produced and delivered a workshop and a service at St Edmundsbury Cathedral for people from across Suffolk, to show how World Music can be used within Christian worship services. The trust also continued its Pilgrimage of Song format - there had been 1 or 2 of these each summer prior to the pandemic. The format invites "singing pilgrims" to spend a day walking together between churches on a planned route, stopping at each church for a short, themed, musical service – for people to experience first-hand some parts of pilgrimage and also how effective services can be built from well chosen, simple music and liturgy. In 2021-22, the Pilgrimage of Song formed part of a multi-day pilgrimage to St Edmundsbury Cathedral, to mark its 1000th anniversary (delayed because of the Covid pandemic). The trust's events and activities are advertised widely to roughly 450 subscribers on our mailing list, to churches and to the general public. They are also regularly mentioned on BBC Radio Suffolk. All are welcome to attend and take part.

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	

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts are maintained on a 'Receipts and Payments' basis. Donations from supporters of £765 were received for general purposes, along with participant donations to defray the cost of events of £3,929. The charity is registered with HMRC for Gift Aid and claims were made on qualifying donations. Expenditure of £5,325 was incurred, which included £1,573 of administrative support. The year-end balance was £13,822, of which £926 is in restricted funds. There was a surplus for the year of £601.
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 support for student and early-career Christian music leaders. 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	£10000
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.
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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.
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. Any return of restrictions due to further waves of Covid. 3. The availability of the Artistic Director. His level of availability could change at relatively short notice because of changes to his employments outside Cantus Firmus, which puts some uncertainty into long term planning.

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	After initial, informal discussions with the chairman, a prospective trustees attends a trustees' meeting as an observer. A DBS check is carried out, if appropriate. After appointment, he or she is provided with information about the trust's policies and methods of working.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees meet approximately three-monthly to make strategic and financial decisions. There are two Steering Groups, one for Essex and one for Suffolk, with at least one trustee in each, whose members propose and manage events in their respective counties. In the early stages of planning each event, the steering groups prepare, for the trustees' consideration and approval, a budget and a summary of its structure and content and which shows how it aligns with the trust's objectives.
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.

Reference and Administrative details

Charity name	Cantus Firmus Trust
Other name the charity uses	N/A
Registered charity number	1192862
Charity's principal address	49 Marlborough Road Ipswich Suffolk IP4 5AX

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	Chair	from 13th June 2022	
2	Howard Roy Gardner			
3	David John Gunton	Treasurer		
4	Andrew James Gosden	Chair	to 13th June 2022	
5	Peter Mark Lowther			
6	Owen Anthony Thurtle			
7	Geoffrey Weaver			
8	Anne Elizabeth Worker			
9				
10				
11				

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

Director name		
	None	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	None	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
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

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)	D. Freestone	D.J. Gorton
Full name(s)	DAVID FREESTONE	DAVID JOHN GORTON
Position (eg Secretary, Chair, etc)	TRUSTEE & CHAIR	TRUSTEE & TREASURER
Date	1 October 2022	1/10/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cantus Firmus Trust

1192862

Receipts and payments accounts

CC16a

For the period
from

Period start date

1st July 2021

to

Period end date

30th June 2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations (private - non-specific)	765	-	-	765	-
Donations (private - event-related)	3 929	-	-	3 929	-
Donation (churches/collaborators)	-	-	-	-	-
Gift Aid recovered	68	-	-	68	-
Ticket sales	220	-	-	220	-
Sundries (meals at events)	944	-	-	944	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5 926	-	-	5 926	-
A2 Asset and investment sales, (see table).					
Lighting/sound equipment	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5 926	-	-	5 926	-
A3 Payments					
Support services (web hosting, insurance, bank charges, etc)	606	-	-	606	-
Computer hardware	-	-	-	-	-
Admin support	1 573	-	-	1 573	-
Donations	1 270	-	-	1 270	-
Room hire and travel	574	-	-	574	-
Music hire	89	-	-	89	-
Equipment	283	-	-	283	-
Consumables	657	-	-	657	-
Printing/postage	273	-	-	273	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5 325	-	-	5 325	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5 325	-	-	5 325	-
Net of receipts/(payments)	601	-	-	601	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12 295	926	-	13 221	-
Cash funds this year end	12 896	926	-	13 822	-

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)	12 896		-
	Cash in hand	-	-	-
	Bursary funds (at bank)	-	926	-
	Total cash funds	12 896	926	-

(agree balances with receipts and payments account(s))

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	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	-	550
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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.

D J Gunton
Trustee and Treasurer

01 October 2022