



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From Oct 2022**  
**Period end date**

**Period start date To Sep 2023**

**Charity name: Penarth Chamber Music Festival**

**Charity registration number: 1195835**

## 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 Penarth Chamber Music Festival for the public benefit, is to advance education in, and raise public appreciation of, music and other arts principally through, but not limited to, the delivery of an annual festival, concerts, performances and workshops.  The charity delivered its annual festival July 6-9 2023 including 16 events and 5 workshops in local primary and special schools. There was also launch concert on March 13th.
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	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have understood the guidance issued by the Charity Commission on public benefit

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not Applicable
Policy on social investment including program related investment	Para 1.38	Not Applicable

Contribution made by volunteers	Para 1.38	The Festival is reliant on the contribution of volunteers over the week long annual Festival. Volunteers are utilised for concert ushering, front of house work, stage management, hosting artists, catering, marketing and advertising.
Other		Not Applicable

## Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>The Festival predominantly services the local community, furthering the appreciation and understanding of chamber music. The Festival affords its audiences artistically excellent chamber music concerts in local venues. The Festival is primarily based at Penarth Pier Pavilion, but also giving concerts at All Saints Church Penarth. At the 2023 Summer Festival, the programme comprised of 16 concert events, workshops and talks. It welcomed 16 esteemed artists from across the UK and 9 youth ensembles from the Cardiff and Penarth locality in a four day programme from 6-9 July 2023.</p> <p>The Festival is beneficial to the town, as members of the audience travel to Penarth for the duration of the Festival, benefitting local businesses and promoting tourism in the town.</p> <p>The Festival also is hugely beneficial to the local community for its Schools and Community work. Musicians and practitioners from the Festival visit local SEN schools (Meadowbank and Ty Gwyn), as well as local care homes, delivering workshops to audience members who would otherwise not be able to travel to experience live concerts in traditional settings, owing to profound additional needs. Those that were able to leave their care settings were invited to a Relaxed Concert at Penarth Pier Pavilion on Friday 7<sup>th</sup> July 2023. Additionally, the Festival delivered a Schools' programme which offered a series of workshops in Cogan Primary School, and culminated in the participation of pupils from the school at the Family Concert on Sunday 9<sup>th</sup> July 2023.</p> <p>Lastly, the Festival is committed to nurturing emerging musicians. As such, the 2023 Summer Festival held two Young Musicians' recitals, showcasing the talent of local instrumentalists and ensembles. The Young-Musician-in-Residence scheme welcomed the Elmore String Quartet to the 2023 Festival.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
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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	During the 2022-23, the Festival were successful in obtaining an increase in grant funding (£3,610) and friends' donations (£3,262) than in the previous year. In addition to the delivery of a more cost conservative Festival, and increasing its ticket sales on 2021-22 (£1,414.07), the Festival ended the 2022-23 period with a healthy net profit of £12,952.71. This increase is being used to fund a new administrative role.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Festival retains a minimum of £3,000 reserves at all times this is to facilitate any unforeseen expenses, any shortfall in funding for subsequent years and ongoing administrative expenses.
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	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not Applicable

### 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	Ticket Sales Friends Donations Grant Funding Programme Advertising
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	Increasing delivery costs. Reliance on successful grant funding, fund raising through membership donations and hitting ticket sales targets.
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Constitution
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	Recruitment to the Board has been by recommendation and approach, after identification of specific skills required for the Trustee group. A quorum of Trustees need to approve a recommendation before an approach can be made.

### 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	
Other		

## Reference and Administrative details

Charity name	Penarth Chamber Music Festival
Other name the charity uses	
Registered charity number	1195835

Charity's principal address	26 Clive Place Penarth Vale of Glamorgan CF64 1AY

### 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	Rhys Taylor	Chair		
2	David Adams			
3	Dr Robert Fokkens			
4	Geraint Talfan Davies OBE			
5	Samantha Mackroy			
6	Lisa Entwistle-Evans MSC FRM	Treasurer		
7	Catherine Porteus			
8	Sally Bird		02-May-2023	
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### Corporate trustees – names of the directors at the date the report was approved

Director name		

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	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	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### 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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# Penarth Chamber Music Festival

## Financial Activities

October 2022 - September 2023

	TOTAL
Income	
Charity box donations	357.85
Commission Grant	400.00
Friends' Donation	8,272.00
Gift aid	1,242.14
Grant	12,530.00
Programme advertising	835.00
Raffle	215.00
Ticket sales	14,122.56
<b>Total Income</b>	<b>£37,974.55</b>
<b>TOTAL</b>	<b>£37,974.55</b>
Expenditures	
Advertising/Promotional	1,610.50
Bank charges	206.74
Catering	1,141.33
Front of House	710.00
Gifts	210.81
Insurances	578.93
Music hire	310.50
Musician fees	14,818.40
Musicians expenses	641.71
Musicians travel expenses	821.20
Office/General Administrative Expenses	76.82
Other Professional Services	150.00
Piano move	828.00
Piano Tuning	255.00
Printing, Postage and Stationery	1,153.86
Sheet Music	150.00
ticket refund	14.00
Venue Hire	1,344.04
<b>Total Expenditures</b>	<b>£25,021.84</b>
<b>NET OPERATING INCOME</b>	<b>£12,952.71</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£12,952.71</b>

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

David Adams

Full name(s)

DAVID ADAMS

Position (eg  
Secretary, Chair, etc)

ARTISTIC DIRECTOR

Date

28/7/24

## Independent Examiner's Report to the Trustees of the Penarth Chamber Music Festival

Charity No 1195835

I report on the accounts of Penarth Chamber Music Festival for the year ended 30<sup>th</sup> September 2023

### RESPECTIVE RESPONSIBILITIES OF TRUSTEE AND EXAMINER

The Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this period under s145 of the Charities Act 2011 (the 2011 Act), and that an independent examination is required due to the level of turnover. It is agreed that any amendments to the Act made in 2022 and 2023 are not applicable in this case.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a. examine the accounts under s145 of the 2011 Act;
- b. to follow the procedures laid down in the General Directions given by the Charity Commission under s145(5) of the 2011 Act; and
- c. to state whether particular matters have come to my attention

### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes a consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit and consequently, my opinion is given that the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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Horfield, Bristol BS7 8TX  
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**Newport Office**  
Venta House, 9A Port Road,  
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01633 250530

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evansentwistle.co.uk



# **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

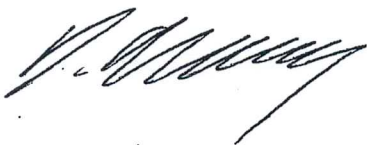
a. which give me reasonable cause to believe that, in any material respect, the requirements

i. to keep accounting records in accordance with s386 and s387 of the Companies Act 2006 and

ii. to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have been met; or

b. to which, in my opinion, no attention should be drawn in order to enable a proper understanding of the accounts to be reached.

On behalf of Evans Entwistle



Equare Group of Companies  
Registered in England and Wales

Registration number 5077485  
Registered office: Villa House  
7 Herbert Terrace, Penarth CF64 2AH