



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 14/12/2023 Period start date To 31/08/2024 Period end date

Charity name: Cuckfield Music Festival

Charity registration number: 1206204

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purposes of the Charity are to promote the art of music through the Cuckfield Music Festival for the public benefit. In particular, but not exclusively, by arranging formal and informal concerts in the area to allow local residents access to live performances by high-quality musicians and by providing local professional and amateur musicians with a free public performance platform.
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	<p>The Cuckfield Music festival ran eight 'Acoustic Lounge' events and six concerts during this period.</p> <p>The 'Acoustic Lounge' events were free to attend and free to perform in and gave amateur musicians an opportunity to perform to an audience, and members of the public exposure to music at no cost.</p> <p>Two of the concerts showcased school and college age musicians, providing them the opportunity to perform, outside of their normal cohort, in a formal setting, to a public audience.</p> <p>One concert showcased a university student providing them with the opportunity to perform to a public audience.</p> <p>Three concerts showcased established musicians allowing members of the public to enjoy professional concerts.</p> <p>Two concerts were offered free (with donations possible). For concerts with paid tickets, the prices were set with a view to cover the costs of the festival.</p>
Statement confirming whether the trustees have	Para 1.18	The Trustees adhered to the guidance on public benefit.

had regard to the guidance issued by the Charity Commission on public benefit		
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The Trustees and committee members donated at least 40 hours each to the activities of Charity. In addition, event volunteers typically donated between 3 and 18 hours at events.
Other		

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	<p>In the first year of the Cuckfield Music Festival Charity we have run a monthly free 'Acoustic Lounge' for amateur musicians, a Spring showcase for talented school/college age musicians and a summer music festival.</p> <p>The 'Acoustic Lounge' typically attracts 10-15 musicians. This provides them with an opportunity to perform in a relaxed atmosphere to members of the public and other musicians and is open to all at no cost. The musicians value this opportunity as evidenced by the repeat attendance of many.</p> <p>The two concerts showcasing youth musicians provide them with an opportunity to perform in a formal setting to members of the public and other musicians. For many, these concerts occur prior to them deciding whether to study music at a higher level and it gives them a valuable</p>

		<p>performance opportunity outside of their school/college experience.</p> <p>The concert showcasing a university student was very well received. The music was excellent, and the audience were enthralled to see a real-time close-up projection of the musician's hands on the organ keys as they played, as organists are usually obscured from the audience.</p> <p>The three concerts with established musicians allowed the audience to experience high quality music without the time and additional expense of long travel journeys to city venues. In addition, as the tickets prices were set with a view to cover the costs of the festival – rather than maximising profit - prices were kept in a range that is more affordable to people.</p> <p>Finally, we funded two concerts that were offered free to the public. These two concerts, with the 'Acoustic Lounge' provided everyone in the local area with the opportunity to attend music events for free during the year.</p>
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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	£11958.46
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve was held for the following year's activities because arranging performances has costs ahead of being able to recoup ticket sales and donations revenue. We also need to reserve expected fees for artists for the next year's festival.
Amount of reserves held	Para 1.22	£11958.46
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Charity has a strong team and adequate funds for contingencies.

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	Donations through concerts, ticket sales and sponsorship.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	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	New trustees are selected by the current trustees.

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	<p>A new Trustee is provided with the constitution of the charity and is mentored by the outgoing trustee in the specific responsibilities of the role to be undertaken.</p> <p>The trustees work as a team in making decisions and are available to answer queries from new trustees.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Charity trustees meet quarterly and review the work of the charity with respect to budget and to its progress towards fulfilling the charity's objectives and purposes regarding public benefit.</p> <p>A management committee – of which the trustees are also members – meets up to 10 times a year to plan the organisation of the Music Festival events. The management committee comprises of the musical director, the social media manager, the web page manager, and the volunteer co-ordinator. Approaches are proposed, costed and discussed, with all financial considerations referred to the Trustees for decision.</p> <p>The Trustees are not paid. The other management members are not paid for their role on the committee, but payments are made for social media posts and web design and maintenance. The costs of these are agreed in advance by the trustees with reference to market rates.</p>
	Para 1.51	n/a

Relationship with any related parties		
Other		n/a

Reference and Administrative details

Charity name	Cuckfield Music Festival
Other name the charity uses	
Registered charity number	1206204
Charity's principal address	8 Blunden Drive, Cuckfield, Haywards Heath, RH17 5HU.

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 Spear	Chair Management Committee		
2	Alison Sinclair	Hon Secretary		
3	Sue Vickery	Hon Treasurer	29/2/2024-31/08/2024	
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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	
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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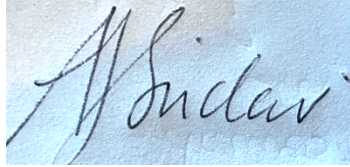
Other optional information

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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)		
Full name(s)	Alison Jane Sinclair	
Position (eg Secretary, Chair, etc)	Trustee and Hon Secretary	
Date	16/6/205	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Cuckfield Music Festival

No (if any)
1206204

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	14/12/2023		31/08/2024

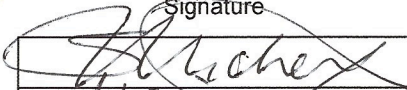
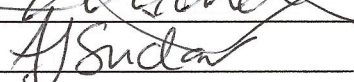
Section A Receipts and payments

	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					
Ticket sales	7,387	-	-	7,387	-
Donations	1,431	-	-	1,431	-
Refreshment sales at events	1,195	-	-	1,195	-
Other	330	-	-	330	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	10,343	-	-	10,343	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,343	-	-	10,343	-
A3 Payments					
Performers fees	3,897	-	-	3,897	-
Concert costs (eg sound, lighting, venue hire)	2,112	-	-	2,112	-
Promotional (eg leaflets, banners)	3,963	-	-	3,963	-
Website cost	712	-	-	712	-
Insurance	259	-	-	259	-
Refreshments	799	-	-	799	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	11,742	-	-	11,742	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,742	-	-	11,742	-
Net of receipts/(payments)	- 1,399	-	-	- 1,399	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,357	-	-	13,357	-
Cash funds this year end	11,958	-	-	11,958	-

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	Bank account balance	11,958	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	11,958	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Susan Vickery	23/6/25
	Alison Sinclair	