

Cambridge Community Music Festival



Trustees' Annual Report

For the year ended 30 June 2025

Charity Registration Number: 1208965

1. Reference and Administrative Details

- **Charity Name:** Cambridge Community Music Festival
- **Charity Number:** 1208965
- **Principal Address:** 41 Martingale Close, Cambridge, CB4 3TA

Trustees (during the year):

- Thanea Hodges (Chair)
- Tracey Davids (Secretary)
- Rita Langan (Treasurer)
- Valerie (Jo) May
- Miranda Gomperts (retired during the year)

Key Advisers:

- Independent Examiner: *None appointed*
-

2. Structure, Governance and Management

The Cambridge Community Music Festival (CCMF) is a **Charitable Incorporated Organisation (CIO)** governed by a constitution adopted on **3 July 2024**.

Trustees are appointed in accordance with the constitution, either at the AGM or by resolution of the existing board. The charity is managed by a board of trustees, who meet regularly to oversee strategic direction, operational delivery, and financial oversight.

3. Objectives and Activities

The charity's purpose, as set out in its constitution, is:

"For the public benefit, to promote and advance an appreciation and education in music and other arts, in particular but not exclusively by delivering an annual

competition for amateur musicians, and public concerts, performances and workshops, particularly in but not restricted to Cambridge.”

Key Activities in 2024–2025:

- Delivered a successful festival weekend in March–April 2025, attracting over **250 entries**, including participants from more than **50 state schools and c40 adult amateurs**.
- Hosted a well-received **“Come & Sing Mozart’s Requiem” fundraising event**, raising over **£3,000**.
- Appointed a highly-regarded President (Robert Ziegler) and Patrons who reflect our ethos.
- Joined the **British and International Federation of Festivals (BIFF)**.
- Established a new **logo, website, online booking system (RunMyFestival)**, and **social media presence**.
- Received generous **donations from university colleges and individuals**, with gift aid bringing total donations to **over £7,200**.

These activities helped achieve our aims by:

- Creating an accessible and inclusive music festival for musicians of all ages and backgrounds.
- Supporting amateur music-making through professional adjudication and performance opportunities.
- Ensuring financial viability through successful fundraising and prudent management.

4. Achievements and Performance

The trustees are pleased to report a highly productive first year. Key achievements include:

1. Integration into the **local music teacher network**, enabling broad community outreach.
2. Delivery of a **well-organised festival** with strong feedback, praised for its **welcoming and inclusive** atmosphere.
3. Launch of a **user-friendly online entry system** via RunMyFestival, streamlining administration and access.
4. Publication of the **festival syllabus** and improved website functionality.
5. Gained **BIFF full membership** following a successful observation visit.
6. Registered with the **Charity Commission and HMRC**.
7. Ran a **major fundraising event**, “Come & Sing Mozart’s Requiem”.
8. Engaged new volunteers, accompanists, and adjudicators to strengthen future delivery.

9. Developed partnerships with **local schools, music organisations**, and venues.
10. Improved **visibility and engagement** through the development of a new logo and through digital marketing and events.

Challenges Encountered:

- **Trophy logistics** presented difficulties but were managed successfully with committee coordination.
- Some policies remain in draft form, although safeguarding is in place. Finalisation of policies is planned for the coming year.

5. Financial Review

- **Total Income:** £16,634
- **Total Expenditure:** £7,434
- **Net Surplus:** £9,200

At year end (30 June 2025), the charity held **reserves of £9,200**.

A reserves policy has been adopted to maintain sufficient funds to cover **three years' venue costs**, ensuring long-term financial resilience. The committee are acutely aware that many of our first year costs were reduced due to goodwill and discounts from supporters and that this may not be the case in future years.

There were no significant events affecting the financial position during the year.

6. Public Benefit Statement

The trustees confirm that they have complied with the **duty in section 17(5) of the Charities Act 2011**, having due regard to the guidance published by the Charity Commission on public benefit.

The Festival provides a platform for amateur musicians of all ages and backgrounds, particularly young people, to perform, receive adjudication, and grow in confidence — especially those from state school backgrounds who may lack performance opportunities.

7. Plans for Future Periods

In the coming year, CCMF plans to:

- **Grow participation from state schools**, providing free entry for school groups through free entry schemes and direct engagement with music leads.
- Finalise all outstanding **core policies** (safeguarding is already in place).

- Recruit and support **Section Heads** with clear role descriptions.
- Deliver the **Ely Sinfonia Masterclass** and **Holiday Orchestra Lunchtime Concert**.
- Plan for a **refined and shorter Celebration Concert** in 2026.
- Continue developing donor relationships and apply for additional grant funding.

8. Risk Management

The trustees have considered the major risks facing the charity. In this first year of activity, while not all policies have been finalised (with the exception of safeguarding), the trustees have actively managed risks by:

- Referring to **Charity Commission guidance**;
- Adhering to the **constitution**;
- Holding **regular trustee and committee meetings**.

In 2025–26, the trustees will prioritise finalising and publishing all **key governance policies**.

Approved by the board of trustees on 12/8/25 and signed on their behalf by the Chair,

Thanea Hodges



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cambridge Community Music Festival

No (if any)

Receipts and payments accounts

CC16a

For the period
from

03/07/2024

To

30/06/2025

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	7,203	-	-	7,203	-
Fundraising events	9,431	-	-	9,431	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,634	-	-	16,634	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,634	-	-	16,634	-
A3 Payments					
Insurance	456	-	-	456	-
BIFF membership	240	-	-	240	-
Rent/hire of rooms	3,079	-	-	3,079	-
Adjudicators	1,260	-	-	1,260	-
Travel and subsistence	534	-	-	534	-
Piano tuning	178	-	-	178	-
Prizes/cups/trophies	32	-	-	32	-
Printing/postage/stationery	661	-	-	661	-
Software/webiste costs	214	-	-	214	-
Telephone	35	-	-	35	-
Bank charges	98	-	-	98	-
Sundry	647	-	-	647	-
Sub total	7,434	-	-	7,434	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,434	-	-	7,434	-
Net of receipts/(payments)	9,200	-	-	9,200	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	9,200	-	-	9,200	-

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				
	Cash at bank	9,174	-	-
	Petty cash	26	-	-
		-	-	-
	Total cash funds	9,200	-	-

Details

**Unrestricted
funds
to nearest £**

Restricted funds

to nearest £

**Endowment
funds
to nearest £**

Details

Fund to which asset belongs

Cost (optional)

Current value
(optional)

Details

Fund to which asset belongs

Cost (optional)

Current value
(optional)

Details

Fund to which liability relates

Amount due
(optional)

When due
(optional)

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

Signature _____

Print Name _____

Date of approval

Thanea Hodges

Rita Lopez

THANEA HODGES

RITA LANGAN

12.8.25

$$12 \mid 8 \mid 25$$