

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2021		31	07	2022

Section A Reference and administration details

Charity name

The Chichester Singers

Other names charity is known by

Registered charity number (if any)

264683

Charity's principal address

25 The Wad

West Wittering

Chichester

Postcode

PO20 8AH

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	Carolyn Shaw	Chairman		NA
2	David Swayne	Treasurer		NA
3	Izabela Mayne	Secretary		NA
4	David Curran			
5	Annie Barnes			
6	Margaret Pugh			
7	Louise Bruce			
8	Hazel Gillett			
9	Kate Whitfield			
10	Cate Burgess			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Trustees are elected by the members and serve for three years. They are informed of the trustees' duties by the Chairman. This information is available on the website. The Chichester Singers (The Choir) is run by an elected committee, the trustees, with a Chairman, Secretary and Treasurer who are officers of the organisation. The committee meets four times a year to plan policy, musical activity and strategy for development plus they oversee the financial activity and management. Occasionally The Choir appoints soloists from charities such as the Josephine Baker Trust the Countess of Munster Musical Trust and performs regularly with Southern Pro Musica. The Chichester Singers has appropriate Public Liability insurance organised through Making Music. There are risk management procedures for concerts and rehearsals and the trustees ensure that there are sufficient financial reserves to cover financial risk from cancelled concerts. Throughout the Covid pandemic the trustees followed government guidance and ensured that rehearsal practices were safe for all involved.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The public benefit offered by The Chichester Singers is the high-quality performance of a range of major choral works to the general public at an affordable price. The costs of staging such concerts, in collaboration with professional orchestras, soloists and musical director, are met partly through ticket sales and partly by members' annual subscriptions and by donations from supporters. The concerts allow increased awareness of classical and choral music throughout the South East of England.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have had regard to the public benefit guidance issued by the Charity Commission. The main activities undertaken are weekly rehearsals for members under the instruction of the Musical Director. This leads to the performance of four concerts per year, usually in Chichester Cathedral, with a professional orchestra and soloists. Concerts are open to all members of the public upon purchase of a ticket. Ticket prices range from £5 to £28. Children under 12 have free tickets and there are concessions for students and those with a disability.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

In a sense all 143 members of The Chichester Singers are volunteers. They pay an annual subscription, in 2021 - 2022 £130, which pays for a professional musical director and accompanist as well as rehearsal costs such as the hire of a rehearsal hall. Members hire or purchase their own music scores. No members derive any financial benefit from the activity of The Choir. Subscription income, plus that of a few regular donors, also contributes to the cost of presenting concerts which is not wholly covered by ticket revenue. As a result of careful programming and sound financial management, in most years The Choir 'makes ends meet' and in recent years the successful year-end outcome has been aided by bequests and the occasional more substantial donation by a retiring member of the Choir.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

In September The Chichester Singers resumed their normal activity after the Covid hiatus with a record intake of 23 new members, and with further new members each term the membership returned to pre-pandemic levels. The Choir continued to react prudently to the changing pandemic advice for both rehearsals and concerts and by the time of the summer concert in June normal practices were in place.

Significant work was done to enhance the use of social media in promoting the Charity.

Saturday 13 November 2021 in Chichester Cathedral

Elgar *The Dream of Gerontius*

Saturday 15 January 2022 in Chichester Cathedral

Handel *Messiah*

Saturday 25 March 2022 in Chichester Cathedral

Laurisdén *Lux Aeterna*

Rutter *Magnificat*

Friday 20 May – Tuesday 24 May **2022**

Postponed tour to Caiscais, Portugal

Both concerts attracted large, enthusiastic audiences which were free to the audience and retiring collections were for local charities.

Saturday 21 May in Lisbon Cathedral

A selection of pieces sung in seven languages, including Portuguese

Sunday 22 May in the parish church in Ericeira

A selection of pieces sung in seven languages, including Portuguese

Saturday 17 June 2022 in Chichester Cathedral

Will Todd *Mass in Blue*

L'Estrange *Songs of a Rainbow Nation*

Section E

Financial review

Brief statement of the charity's policy on reserves

The Chichester Singers aims to have sufficient funds in its reserves to cover the costs of cancelled concerts. Currently reserves stand at £58,376.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The Chichester Singers' principal sources of funds are members' subscriptions and small donations from friends, sponsors and patrons. The financial activity is managed by the treasurer and overseen by the committee. Virtually all expenditure supports the rehearsal of major choral works and their performance in Chichester Cathedral with professional orchestra and soloists. This includes rehearsal venue costs, concert venue costs, modest publicity for concerts and the printing of high quality programmes (the production of the programme is executed by a member at no cost to The Choir). The sale of programmes covers the printing costs. The Chichester Singers hold a CAF bank current account and a CAF Gold account which pays minimal interest. There are no investments.

Section F Other optional information**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Carolyn Shaw	Izabela Mayne
Position (eg Secretary, Chair, etc)	Chairman	Hon Secretary
Date	5 th . September 2022	

THE CHICHESTER SINGERS **Registered Charity no.**
INCOME AND EXPENDITURE ACCOUNT
for the year ended 31st. July 2022

INCOME	2022
Ticket sales for concerts (Net)	26,260
Concert programmes	1,628
Programme advertising	1,410
Members' subscriptions	18,275
Patrons' subscriptions	1,850
Sponsorship	780
Music sales and hire	2,873
Gift Aid recovery	3,323
Bank interest	40
Sale of folders and scarves	240
Sale of pencils/old scores	232
Donations / grants (incl. JBT)	2,088
Total Income	58,999
EXPENSES	
Hire of concert venues	11,766
Hire of rehearsal hall	2,034
Orchestra fees	24,089
Soloists' fees	3,325
Conductor's fees	7,850
Accompanist's fees	2,847
Lockdown Videos	0
Concert publicity	534
Concert programmes	2,305
Miscellaneous concert costs	482
Performing Rights fees	291
Subscriptions and insurance	624
Music purchase and hire	2,787
Folders and Scarves purchased	240
Administration expenses	158
Social expenses	316
Website	514
Tour expenses	1,340
Allen Organ maintenance	0
Depreciation of piano and soloists' platforms	356
Bank Charges	97
Total expenses	61,955
SURPLUS/(DEFICIT)	£(2,956)

THE CHICHESTER SINGERS
Registered Charity no. 264683

STATEMENT OF ASSETS AND LIABILITIES
31st. July 2022

2022

FIXED ASSETS	Piano (purchased 2013)	0
	Platforms (purchased 2020)	746
		<u>746</u>
CURRENT ASSETS		
Balances at CAF Bank		
	CAF Cash A/c.	688
	CAF Gold A/c.	56,943
		<u>57,631</u>
TOTAL NET ASSETS		<u><u>£58,376</u></u>
RESERVES b/fwd.		61,332
Surplus/(Deficit) for year		(2,956)
RESERVE Fwd.		<u><u>£58,376</u></u>

NOTES TO THE ACCOUNTS 31 JULY 2022

- 1 The Accounts are prepared on a Receipts and Payments basis.
- 2 The choir places no asset value on Music, Folders, Scarves, CDs and Pens.
- 3 Fixed Assets are depreciated over 10 years.
- 4 The national pandemic lockdown ceased on 19th. July 2021 allowing the choir to resume normal operations.
- 5 Reserves Policy: the choir's policy is that Reserves should be no lower than one season's concert costs. In 2022 our total concert costs were £51k.
- 6 There were no restricted or endowment funds.

APPROVED by the Committee on

5th. September 2022

Carolyn Shaw

Chairman

David Swayne FCA

Hon. Treasurer

264683

2021

0
0
320
12,000
0
0
1,550
2,577
6
0
0
2,228
<hr/> 18,681

0
766
0
0
5,100
3,099
0
0
0
0
0
556
1,753
0
413
0
427
0
489
356
81
<hr/> 13,040
<hr/>
<hr/> £5,641

2021

250
852
<hr/>
1,102

64
60,166
<hr/>
60,230

<hr/>
£61,332
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55,691
5,641
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£61,332
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Independent Examiners report to the Trustees of The Chichester Singers
Charity no 264683

I report to the Trustees on my examination of the accounts of The Chichester Singers for the year ended 31st July 2022.

Responsibilities and basis of report

As the Trustees of the charity 'The Chichester Singers' you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Suttle
10 Royce Close
West Wittering
Chichester
PO20 8ND

Date 6th September 2022