

# Trustees' Annual Report for the period

| From | Period start date |      |      | To | Period end date  |        |      |
|------|-------------------|------|------|----|------------------|--------|------|
|      | 1 <sup>st</sup>   | Sept | 2020 |    | 31 <sup>st</sup> | August | 2021 |

## Section A Reference and administration details

Charity name

Henley Choral Society

Other names charity is known by

None

Registered charity number (if any)

276728

Charity's principal address

Crockmore Farm

Fawley

Henley on Thames

Postcode RG9 6HU

Oxfordshire

### 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  | Daniel Timothy Richardson Wilson | Chair           |                                   | Members of Henley Choral Society                              |
| 2  | Mark Turner                      | Treasurer       |                                   |                                                               |
| 3  | Nicholas Tuggey                  | Secretary       |                                   |                                                               |
| 4  | Carol Kelly                      | Vice-Chair      |                                   |                                                               |
| 5  |                                  |                 |                                   |                                                               |
| 6  |                                  |                 |                                   |                                                               |
| 7  |                                  |                 |                                   |                                                               |
| 8  |                                  |                 |                                   |                                                               |
| 9  |                                  |                 |                                   |                                                               |
| 10 |                                  |                 |                                   |                                                               |
| 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 |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

Peter Asprey, Musical Director; Jessica Norton, Musical Director

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                                                           |
|---------------------------------------------------------------------|---------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution adopted 30 <sup>th</sup> April 1973 and subsequently amended |
| How the charity is constituted<br>(eg. trust, association, company) | Society with approximately 120 adult members and 30 youth members         |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by membership of Henley Choral Society at AGM                     |

### 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.

Henley Choral Society operates an adult choir, Henley Choral Society (HCS) and two youth choirs, senior and junior, known as Henley Youth Choir (HYC). HCS committee consists of the trustees and approximately 15 other choir members, elected by the members at the AGM.

HYC has a steering committee consisting of the manager/administrator and other volunteers. All are members of HCS. All have DBS checks. Other volunteers, including parents, volunteer at rehearsals/concerts.

The Society has a professional musical director and a professional accompanist for the adult choir and the same for the youth choirs.

During 2020-21 the Trustees operated mindful of our objects and policies concerning the following: risks, as covered in our risk assessment; our safeguarding policy; data privacy and retention, and all procedures complying with GDPR regulations.

The trustees remained vigilant concerning the financial viability of our youth choir, the reputation of our choirs' performances and, during 2020-21, Covid restrictions and the resulting financial implications of cancelling all public performances and live rehearsals. We also acted in compliance with our contracts with hired musicians and clearly laid out the financial arrangements for the lockdown periods.

## Section C Objectives and activities

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

To advance, improve, develop and maintain in Henley on Thames and elsewhere public education in, and appreciation of the art and science of music including through the presentation of public concerts and recitals; to provide in Henley on Thames and elsewhere facilities which promote the practice or enjoyment of the art of music to individuals who have need of such facilities by reason of youth, age, infirmity or disablement, financial hardship or social and economic circumstances and for the public at large.

**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)**

*Main activities*

Our purpose, while remaining the development of the art and science of music among our members and beyond, has presented a challenge in times of Covid.

We managed to continue weekly rehearsals on Zoom, keeping the interest of the majority of members. At one time we had 75 screens (probably nearly 90 members) participating in zoom rehearsals. We produced a composite video of tunes, which we sent to members, the friends and family, Friends of the Society and various organisations in Henley for onward distribution. Our YouTube clip had almost 800 views.

Both the musical directors and adult choir members offered considerable help enabling members participate in on-line involvement as the season progressed.

We managed to get back to limited in person rehearsals, with reduced numbers of members, taking it in turns to attend, whilst others remained online. This occurred during one of the periods of lockdown relaxation.

Throughout this turbulent year, the Society kept their fees at the same rate and continued to waive fees for members in the adult choir who are under the age of 30 and members who experience financial hardship could seek confidential help from the Trustees. HYC offered 2 bursaries to their members.

**Additional details of objectives and activities (Optional information)**

*Contribution made by volunteers*

All trustees gave additional time during these exceptional times to ensure that the Society continued to flourish.

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

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

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Sadly, the choir did not have any public performances during this year (aside from the composite video). However, with the agreement of an orchestra engaged to accompany us in a cancelled concert, we put on an open-air concert in one of Henley's parks. This was free to the public. It received very positive feedback from everyone who attended (perhaps 150 people in all).

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The trustees arranged to pay reduced fees to all our professional musicians during lockdown. They reviewed the reserves policy and agreed to continue to retain sufficient reserves to cover substantial risk of loss associated with the late cancellation of concerts and the possible need to replace staging units and/or our rehearsal piano.

Thus, the Society was in a strong financial position to withstand the unexpected impact of Covid. The Society's reserves continue to reflect our wish to pursue funding to commission a new work as part of our 50<sup>th</sup> anniversary celebrations in 2023/4 as well as unforeseen financial problems.

### 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 Society's main sources of revenue were HCS and HYC subscriptions and donations from Friends. We also received a grant from Henley Town Council for Henley Youth Choir to do outreach workshops in local schools. These have been well received.

## 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)

Daniel Timothy Richardson Wilson

|                                            |             |  |
|--------------------------------------------|-------------|--|
| <b>Position (eg Secretary, Chair, etc)</b> | Chair       |  |
| <b>Date</b>                                | 24 May 2022 |  |



|                       |        |
|-----------------------|--------|
| Henley Choral Society | 276728 |
|-----------------------|--------|

|       |
|-------|
| CC16a |
|-------|

## Receipts and payments accounts

|                     |                    |    |                  |
|---------------------|--------------------|----|------------------|
| For the period from | 1st September 2020 | To | 31st August 2021 |
|---------------------|--------------------|----|------------------|

### Section A Receipts and payments

|                                                | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                             |                                        |                                      |                                     |                                 |                               |
| Ticket Sales                                   | 395                                    | -                                    | -                                   | 395                             | 9703                          |
| Programme Sales                                | -                                      | -                                    | -                                   | -                               | 574                           |
| Member Subs                                    | 15880                                  | -                                    | -                                   | 15,880                          | 18915                         |
| Friends' Donations                             | 4125                                   | -                                    | -                                   | 4,125                           | 4025                          |
| Gift aid tax relief                            | 3705                                   | -                                    | -                                   | 3,705                           | 4929                          |
| Bank interest                                  | 5                                      | -                                    | -                                   | 5                               | 596                           |
| Donations                                      | 3300                                   | -                                    | -                                   | 3,300                           | 500                           |
| Hire of music to members                       | -                                      | -                                    | -                                   | -                               | 0                             |
| Sales of music to members                      | -                                      | -                                    | -                                   | -                               | 1410                          |
| Advertising revenue                            | -                                      | -                                    | -                                   | -                               | 1200                          |
| Bar takings                                    | -                                      | -                                    | -                                   | -                               | 330                           |
| Sundry                                         | 177                                    | -                                    | -                                   | 177                             | 1134                          |
| Petty Cash                                     | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                               | <b>27587</b>                           | <b>-</b>                             | <b>-</b>                            | <b>27,587</b>                   | <b>43,318</b>                 |
| <b>A2 Asset and investment sales, etc.</b>     | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total receipts</b>                          | <b>27,587</b>                          | <b>-</b>                             | <b>-</b>                            | <b>27,587.42</b>                | <b>43,318</b>                 |
| <b>A3 Payments</b>                             |                                        |                                      |                                     |                                 |                               |
| Conductors fee                                 | 9,907                                  | -                                    | -                                   | 9,907                           | 15,602                        |
| Accompanist's fees                             | 4,934                                  | -                                    | -                                   | 4,934                           | 6,203                         |
| Orchestra Fees                                 | 3,425                                  | -                                    | -                                   | 3,425                           | -                             |
| Soloist's Fees                                 | -                                      | -                                    | -                                   | -                               | 1,635                         |
| Other fees                                     | 1,585                                  | -                                    | -                                   | 1,585                           | 1,149                         |
| Hall hire                                      | 1,712                                  | -                                    | -                                   | 1,712                           | 6,154                         |
| Equipment hire                                 | 531                                    | -                                    | -                                   | 531                             | 425                           |
| Music Hire                                     | -                                      | -                                    | -                                   | -                               | 1,428                         |
| Music Purchase                                 | 51                                     | -                                    | -                                   | 51                              | 1,202                         |
| Bar Expenses                                   | -                                      | -                                    | -                                   | -                               | 618                           |
| Publicity                                      | 1,515                                  | -                                    | -                                   | 1,515                           | 3,173                         |
| Sundry                                         | 2,301                                  | -                                    | -                                   | 2,301                           | 4,756                         |
|                                                | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                               | <b>25,961</b>                          | <b>-</b>                             | <b>-</b>                            | <b>25,961</b>                   | <b>42,346</b>                 |
| <b>A4 Asset and investment purchases, etc.</b> | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total payments</b>                          | <b>25,961</b>                          | <b>-</b>                             | <b>-</b>                            | <b>25,961</b>                   | <b>42,346</b>                 |
| <b>Net of receipts/(payments)</b>              | <b>1,626</b>                           | <b>-</b>                             | <b>-</b>                            | <b>1,626</b>                    | <b>972</b>                    |
| <b>A5 Transfers between funds</b>              | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>             | <b>68,588</b>                          | <b>-</b>                             | <b>-</b>                            | <b>68,588</b>                   | <b>67,615</b>                 |
| <b>Cash funds this year end</b>                | <b>70,214</b>                          | <b>1</b>                             | <b>-</b>                            | <b>70,214</b>                   | <b>68,588</b>                 |

CCXX R1 accounts (S6)

04/10/2021

## 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 £ |
|-------------------------------------------------------------|--------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b>                                        | CAF CURRENT                                            | 19,843                          | -                             | -                            |
|                                                             | CAF DEPOSIT                                            | 48,047                          | -                             | -                            |
|                                                             | HSBC                                                   | 2,324                           | -                             | -                            |
|                                                             | <b>Total cash funds</b>                                | <b>70,214</b>                   | <b>-</b>                      | <b>-</b>                     |
|                                                             | (agree balances with receipts and payments account(s)) | OK                              | OK                            | OK                           |
| <b>B2 Other monetary assets</b>                             | Details                                                | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|                                                             | N/A                                                    | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             | N/A                                                    |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             | N/A                                                    |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates | Amount due (optional)         | When due (optional)          |
|                                                             | N/A                                                    |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
| Signed by one or two trustees on behalf of all the trustees | Signature                                              | Print Name                      | Date of approval              |                              |
|                                                             |                                                        |                                 |                               |                              |



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
HENLEY CHORAL SOCIETY

On accounts for the year  
ended

31/08/2021

Charity no  
(if any)

276728

Set out on pages

1

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Joanne Grundonner*

Date:

9/10/2021

Name:

JOANNE GRUNDONNER

Relevant professional  
qualification(s) or body  
(if any):

AAT

Address:

43 St Helens Way, Benson, OX10 6SP