



Charity Trustees' Annual Report For the Year Ending 31 August 2024

Prepared by Ana Joyette Lewis, Chair from 1 January 2025

On behalf of the Trustees, West Norfolk Music Centre

1. INTRODUCTION

This report is presented on behalf of the Trustees of West Norfolk Music Centre (WNMC) for the financial year ending 31 August 2024. As I took up the role of Chair in January 2025, this report reflects a summary of the activities, financial position, and governance of WNMC during the reported period. My thanks go to my predecessor, Derek Stringer, who stepped down as Chair at the end of 2024 but continues to serve as trustee. His leadership and insight during his tenure have been invaluable.

2. MEMBERSHIP AND GROWTH

Membership recovery has continued strongly following the pandemic's impact. Member numbers have risen from a pandemic low of around 75 to 142 recorded in September 2024. By the end of 2024, the number was over 150, which marks a significant milestone. This recovery has been achieved organically, without substantial advertising expenditure, showing renewed interest in community music-making and a strong reputation within the local area.

A targeted PR campaign aimed at re-engaging lapsed instrumentalists was initiated, with the intention of bolstering ensemble participation without the need for significant new resources.

3. MUSIC TUITION AND PROGRAMME DELIVERY

Music tuition continued on term-time Saturday mornings at Springwood High School, offering a wide range of individual and group tuition. Ensembles including Orchestra, Wind Band, Beginner Band, and various sectional groups such as saxophone, brass, strings, rock, and choral have seen growth in numbers and musical output. WNMC had a rise in interest from younger participants and responded by offering a Music Workshop offering early access to music education.

ABRSM Practical: 6 distinctions, 8 merits, 4 passes

- **ABRSM Theory:** 4 passes
- **Trinity:** 1 merit

Group work has expanded, with increased participation in Beginner Band and Music Workshop for children aged 4–8.

4. COMMUNITY ENGAGEMENT

WNMC maintained strong community engagement through concerts and performances:

- Term-end concerts at Springwood High School
- Public Christmas carol performances at Tesco Hardwick
- Participation in the Springwood Festival (July 2nd) and the Walks Bandstand concert (August 4th)

These events enhanced the Centre's visibility and provided valuable performance experience for students.

5. STAFFING AND TEACHING RESOURCES

Two teachers departed during the year, but six new adult teachers and a new student teacher were recruited. WNMC still faces challenges in recruiting singing teachers and other specific instrumental staff, but staffing overall remained strong.

The administration continues to be managed professionally by Sarah Dennis (Administrator), Diane Rawlinson (Assistant Admin), and Lisa Brian (Finance Officer), whose dedication is fundamental to the smooth operation of WNMC.

6. GOVERNANCE AND MANAGEMENT

The Trustee board met five times in 2024. WNMC continues to benefit from a broad and committed governance team.

Succession planning remains a key focus area, particularly with respect to administrative and finance roles.

7. FINANCIAL POSITION

Trustees are actively working to rebalance the budget and anticipate moving towards break-even, aiming to reduce reliance on dividend income for core subsidy purposes and using it instead for long-term development.

There is concern that the Hub subsidy may be withdrawn in 2025, which could necessitate difficult decisions regarding fee increases or capital usage.

8. INVESTMENTS

Investments are managed with the aim of providing a growing income while maintaining capital stability. A restructuring of the endowment in 2023 resulted in a temporary shift to a 50/50 split between permanent and flexible investments. This will revert to a 75% permanent / 25% flexible structure going forward, ensuring responsible stewardship.

9. LOOKING AHEAD

The Trustees remain committed to providing high-quality music education and experiences. While challenges remain, including funding, space, and staffing, the Music Centre is in a strong position thanks to the dedication of its staff, volunteers, and the local community.

I look forward to building on the foundations laid by my predecessor and working with Trustees, staff, students, and families to sustain and grow this vital community resource.



27 June 2025

Ana Joyette Lewis, Chair
West Norfolk Music Centre
wnmc.org.uk | info@wnmc.org.uk
Registered Charity 291104



Charity No - 291104

WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

MAPUS-SMITH & LEMMON LLP
CHARTERED ACCOUNTANTS
KING'S LYNN

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

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LEGAL AND ADMINISTRATIVE INFORMATION

Registered Office of Charity	3 The Howards North Wootton Kings Lynn Norfolk PE30 3RS
Registered Charity Number	291104
Charity Principal Office	3 The Howards North Wootton Kings Lynn Norfolk PE30 3RS
Independent Examiner	Mapus-Smith & Lemmon LLP 48 King Street King's Lynn Norfolk PE30 1HE
Chairman	Ana Joyette Lewis
Trustees	Mr Derek Stringer Mr Toby Winteringham Mr Paul Dennis Mrs Beatrice Bray Mrs Sarah-Jane Dix Ms Kim Keates Mrs Tiffany Meredith Ms Patricia Ezra Ms Jennifer Helen Pattison Ms Jessica Sanderson Mr Conrad Meehan

WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT FOR THE YEAR TO 31 AUGUST 2024

Charity No - 291104

The trustees present their report along with the financial statements of the charity for the year ended 31 August 2024.

Statement of trustee's responsibilities

Charity law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
-
- state whether applicable accounting standards and statements of recommended financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal status & organisation

The charity was founded on 6th March 1985. The Governing instruments under which the charity operates is the deed dated 24th September 1980 as amended by supplemental deed 26th January 1985 and scheme dated 4th October 1988, as amended on 10th June 1997 as amended on 17th June 2019 and 31st July 2019. The organisation is a registered charity (Charity Number 291104).

Other administrative details are as shown on page 1.

Structure, governance and management

The trustees are responsible for the governance of the charity and ensure that it pursues the objects for which it was founded.

New trustees, being qualified by experience, are appointed by recommendation of the current trustees, or by proposal of a current trustee entitled to vote at a meeting of the charity.

Objectives and activities of the charity for the public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and have sought to ensure that all activities undertaken have been in line with the charity's objectives.

The main objectives of the charity are:

To advance the education of the public in the arts and sciences and in particular the art and science of music by the provision of tuition.

Achievements and Performance

The charity has continued to implement its policy of continued tuition of music to all age groups.

Financial Review, Investment Policy and Reserves

The attached documents demonstrate in financial terms the activities of the charity for the past year. As can be seen the charity has a deficit on un-restricted funds in the current year of £18,472 compared to £873 surplus in the prior year. Accumulated unrestricted funds carried forward are £218,635 (2023 - £237,107), this level of funds is seen as satisfactory in order for the charity to continue meeting its objectives.

On behalf of the Trustees



.....
Ana Joyette Lewis

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST NORFOLK
MUSIC CENTRE**

I report on the accounts of the Trust for the period ended 31 August 2024, which are set out on pages 5 to 9.

Respective responsibilities of trustees and independent examiner

The 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 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

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:

- examine the accounts under section 145 the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- 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. 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 the seeking of explanations from you as 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 examiners 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 trustees have not met the requirements to ensure that:
 - a) proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date 25/6/25

Mapus-Smith & Lemmon LLP

Chartered Accountants

48 King Street

Kings Lynn

Norfolk

PE30 1HE

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Un- Restricted Funds	Restricted Funds	2024 Total	2023 Total
		£	£	£	£
INCOMING RESOURCES					
Fees from students		52,329	-	52,329	39,549
Surplus from refreshment sales		1,643	-	1,643	-
Donations		141	-	141	615
Hire of instruments		771	-	771	994
WNMC Membership Fees		-	-	-	4,245
Concert donations		633	-	633	677
Other trading activities		-	-	-	1,953
Other income		316	-	316	359
Total incoming resources		55,834	-	55,834	48,393
Norfolk Music Hub grant		-	-	-	6,716
HMRC tax relief		409	-	409	394
Huggins Legacy		-	-	-	12,165
Rent rebate		-	4,433	4,433	-
Investment income		-	11,970	11,970	29,087
		56,242	16,403	72,645	96,756
Expenses					
Tutorial and staff payments		72,455	-	72,455	55,332
Rent		-	5,025	5,025	3,138
Insurance		151	-	151	489
Repairs and renewals		153	-	153	221
Postage, telephone and stationery		103	-	103	67
Other trading activities		518	-	518	410
Accountancy		480	-	480	252
Sundry expenses		709	-	709	3,113
		74,569	5,025	79,594	63,022
Other Costs					
Depreciation		146	-	146	194
		146	-	146	194
Total resources expended		74,715	5,025	79,740	63,216
Net (deficit)/surplus for the year	3	(18,472)	11,378	(7,094)	33,538

WEST NORFOLK MUSIC CENTRE

Charity No - 303959

BALANCE SHEET AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Fixed Assets	4		437		582
Current Assets					
Stocks		624		695	
Debtors		-		-	
Bank current accounts		48,100		55,268	
Investments - Permanent Endowment		205,510		205,510	
Investments - Expendable Endowment		205,510		205,510	
Holding Account		13,165		12,165	
Cash in hand		647		647	
		<u>473,556</u>		<u>479,794</u>	
Current Liabilities					
Sundry creditors and accruals	5	<u>862</u>		<u>150</u>	
Net Current Assets			472,694		479,644
Total Assets less Current Liabilities			<u>473,131</u>		<u>480,225</u>
FUNDS					
Accumulation of restricted funds	6				
Permanent endowment		229,654		229,654	
General funds		<u>14,956</u>		<u>3,578</u>	
			244,610		233,233
Accumulation of unrestricted funds	6				
General funds		<u>218,635</u>		<u>237,107</u>	
			218,635		237,107
Revaluation Reserve	7		9,886		9,886
Total Charity Funds			<u>473,131</u>		<u>480,225</u>

The accounts were approved by the trustees on.....25th June 2025..... and are signed on their behalf by:



.....
Ana Joyette Lewis - Chairman

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:-

1.1 Basis of accounting

The financial statements are prepared in accordance with applicable accounting standards and on the basis that the charity can continue to operate as a going concern. The trustees believe this basis to be appropriate as the music centre has sufficient funds available to finance its operations for the foreseeable future.

The music centre has prepared its financial statements in accordance with the requirements of the Charities Act 2011 and the statement of recommended practice Accounting and Reporting by Charities (SORP 2005) and applicable UK Accounting Standard.

1.2 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Incoming Resources comprises principally of tuition income and event income.

Donations and grants

Income from donations and grants are included in incoming resources when these are receivable.

Interest receivable

Interest is included when receivable by the charity.

1.3 Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable.

- Costs of generating funds are those costs incurred in trading activities that raise funds.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.4 Funds Structure

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are against the specific fund. The aim and use of each restricted fund is set out in the notes of the financial statements.

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024

2. Other income

Other income is comprised of the following:

	£
Ebay Sales	
Rock School	
	<u>0</u>

3. Net Expenditure for the year

This is stated after charging:

	2024 £	2023 £
Accountancy and bookkeeping	480	252
	<u>480</u>	<u>252</u>

4. Fixed Assets

	Plant and machinery £	Total £
Cost		
At 1 September 2023	13,280	13,280
Additions in the year	-	-
At 31 August 2024	<u>13,280</u>	<u>13,280</u>
Depreciation		
At 1 September 2023	12,697	12,697
Charge for the year	146	146
At 31 August 2024	<u>12,843</u>	<u>12,843</u>
Net Book Value		
At 31 August 2024	<u>437</u>	<u>437</u>
At 1 September 2023	<u>582</u>	<u>582</u>

5. Creditors

	2024 £	2023 £
Trade creditors	712	-
Accruals	150	150
	<u>862</u>	<u>150</u>

6. Movement in funds

	At 1 September 2023 £	Incoming Resources (inc. gains) £	Outgoing Resources £	Revaluation £	Transfers £	At 31 August 2024 £
Restricted funds:						
Permanent endowment	229,654	-	-	-	-	229,654
General funds	3,578	16,403	(5,025)	-	-	14,956
Total restricted funds	<u>233,233</u>	<u>16,403</u>	<u>(5,025)</u>	<u>-</u>	<u>-</u>	<u>244,610</u>
Unrestricted funds:						
General funds	237,107	56,242	(74,715)	-	-	218,635
Total funds	<u>470,339</u>	<u>72,645</u>	<u>(79,740)</u>	<u>-</u>	<u>-</u>	<u>463,245</u>

Restricted Funds

Restricted funds represent 50% of the invested capital as permanent endowment.

WEST NORFOLK MUSIC CENTRE**Charity No - 291104****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024****6. Revaluation Reserve**

	2024	2023
	£	£
Balance brought forward	9,886	27,193
Increase/(Decrease) in investment assets	-	(17,307)
	<hr/>	<hr/>
Balance carried forward	9,886	9,886
	<hr/>	<hr/>

Charity No - 291104

WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

MAPUS-SMITH & LEMMON LLP
CHARTERED ACCOUNTANTS
KING'S LYNN

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

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Charity No - 291104

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On behalf of the Trustees



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Ana Joyette Lewis

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MUSIC CENTRE**

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Basis of independent examiner's report

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Date 25/6/25

Mapus-Smith & Lemmon LLP

Chartered Accountants

48 King Street

Kings Lynn

Norfolk

PE30 1HE

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Un- Restricted Funds	Restricted Funds	2024 Total	2023 Total
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Concert donations		633	-	633	677
Other trading activities		-	-	-	1,953
Other income		316	-	316	359
Total incoming resources		55,834	-	55,834	48,393
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Rent rebate		-	4,433	4,433	-
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		56,242	16,403	72,645	96,756
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WEST NORFOLK MUSIC CENTRE

Charity No - 303959

BALANCE SHEET AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Fixed Assets	4		437		582
Current Assets					
Stocks		624		695	
Debtors		-		-	
Bank current accounts		48,100		55,268	
Investments - Permanent Endowment		205,510		205,510	
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Holding Account		13,165		12,165	
Cash in hand		647		647	
		<u>473,556</u>		<u>479,794</u>	
Current Liabilities					
Sundry creditors and accruals	5	<u>862</u>		<u>150</u>	
Net Current Assets			472,694		479,644
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General funds		<u>14,956</u>		<u>3,578</u>	
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Revaluation Reserve	7		9,886		9,886
Total Charity Funds			<u>473,131</u>		<u>480,225</u>

The accounts were approved by the trustees on.....25th June 2025..... and are signed on their behalf by:



.....
Ana Joyette Lewis - Chairman

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:-

1.1 Basis of accounting

The financial statements are prepared in accordance with applicable accounting standards and on the basis that the charity can continue to operate as a going concern. The trustees believe this basis to be appropriate as the music centre has sufficient funds available to finance its operations for the foreseeable future.

The music centre has prepared its financial statements in accordance with the requirements of the Charities Act 2011 and the statement of recommended practice Accounting and Reporting by Charities (SORP 2005) and applicable UK Accounting Standard.

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- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.4 Funds Structure

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are against the specific fund. The aim and use of each restricted fund is set out in the notes of the financial statements.

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024

2. Other income

Other income is comprised of the following:

	£
Ebay Sales	
Rock School	
	<u>0</u>

3. Net Expenditure for the year

This is stated after charging:

	2024 £	2023 £
Accountancy and bookkeeping	480	252
	<u>480</u>	<u>252</u>

4. Fixed Assets

	Plant and machinery £	Total £
Cost		
At 1 September 2023	13,280	13,280
Additions in the year	-	-
At 31 August 2024	<u>13,280</u>	<u>13,280</u>
Depreciation		
At 1 September 2023	12,697	12,697
Charge for the year	146	146
At 31 August 2024	<u>12,843</u>	<u>12,843</u>
Net Book Value		
At 31 August 2024	<u>437</u>	<u>437</u>
At 1 September 2023	<u>582</u>	<u>582</u>

5. Creditors

	2024 £	2023 £
Trade creditors	712	-
Accruals	150	150
	<u>862</u>	<u>150</u>

6. Movement in funds

	At 1 September 2023 £	Incoming Resources (inc. gains) £	Outgoing Resources £	Revaluation £	Transfers £	At 31 August 2024 £
Restricted funds:						
Permanent endowment	229,654	-	-	-	-	229,654
General funds	3,578	16,403	(5,025)	-	-	14,956
Total restricted funds	<u>233,233</u>	<u>16,403</u>	<u>(5,025)</u>	<u>-</u>	<u>-</u>	<u>244,610</u>
Unrestricted funds:						
General funds	237,107	56,242	(74,715)	-	-	218,635
Total funds	<u>470,339</u>	<u>72,645</u>	<u>(79,740)</u>	<u>-</u>	<u>-</u>	<u>463,245</u>

Restricted Funds

Restricted funds represent 50% of the invested capital as permanent endowment.

WEST NORFOLK MUSIC CENTRE**Charity No - 291104****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2024****6. Revaluation Reserve**

	2024	2023
	£	£
Balance brought forward	9,886	27,193
Increase/(Decrease) in investment assets	-	(17,307)
	<hr/>	<hr/>
Balance carried forward	9,886	9,886
	<hr/>	<hr/>