



uniting local communities  
transforming lives through music

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**Trustees' annual report and accounts  
for the year ended 30 April 2015**

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## ***Charity information***

### ***Trustees***

The Trustees who acted during the year were:

Diane Aslett	Secretary	(retired 25 June 2014)
Sarah Bolter		(retired 25 June 2014)
Fiona Bolton	Chairperson	
Ros Bolton		(elected 25 June 2014)
Edward Gray ACA	Treasurer	
Becky Lees		
Beth Mbaka		(elected 25 June 2014)
Jo Morgan		
Josie Ralph		(retired 25 June 2014)
Sarah Richardson		
Katy Ryder		(elected 25 June 2014)
Gill Standeven		(retired 25 June 2014)
Diane Thurlow		
Katie Widgery		

Unless otherwise detailed above, all Trustees acted for the whole year.

### ***Principal address***

Community Music In Action  
 Rowan Cottage  
 Church Road  
 Copthorne  
 West Sussex  
 RH10 3RA

[enquiries@cmia.org.uk](mailto:enquiries@cmia.org.uk)

### ***Bank***

Barclays Bank  
 366 Strand  
 London  
 WC2R 0JF

## ***Trustees' annual report***

### ***Purpose***

The purpose of the Charity, as set out in the constitution, is:

- To provide (or assist in the provision of) music facilities and activities in the interests of education, recreation and social welfare for individuals in the London Borough of Bromley and neighbouring boroughs, who have need of such facilities and activities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances, with the object of improving their conditions of life.
- To promote community participation in the provision of such activities.

### ***Governing documents***

The Charity is governed by its constitution, adopted on 18 May 2011 and subsequently revised on 25 June 2014. The Charity is an association with 53 members.

### ***Year in review***

Over the course of the past financial year the Charity ran six projects (2013–14: four), the most it has run in one year. These involved working with a variety of target groups including those which are identified as 'hard to reach'.

The first of the projects, based at the Phoenix Children's Resource Centre in Bromley, saw musician Lucy Shaw expose the children, each of whom has specific learning difficulties, to a variety of musical and sensory stimuli. The children reacted to the live music in different ways, many surprising their teachers with their increased confidence and ability to participate in group activities, demonstrating coordination, recognition, decision-making and much-improved concentration. Children with physical difficulties were able to feel the vibrations of the Lucy's double bass, placing their feet or hands on the instrument and responding in individual ways. Lucy also ran a CPD session for centre staff and created a bespoke CD of resources to enhance their own delivery of music sessions.

"What a wonderful charity CMIA is and thank you all so much for putting your time and effort into doing this project. It has been a heartfelt joy to go into the Phoenix centre and see the children's enjoyment and reactions to the music."

Lucy Shaw – Workshop leader

For the second project, the Charity revisited the young people who access the London Borough of Bromley's Young Carers service, engaging workshop leader Catherine Ring of Inspire-works to run a samba drumming workshop during the school summer holidays. The young people were taught a traditional piece of Brazilian samba batucada, learnt the roles of the different instruments and played a variety of patterns, breaks and rhythmic responses as an ensemble. The project provided a fun and creative environment in which the young carers could enjoy some respite from their everyday caring duties and socialise with other young carers, building relationships through making music together.

Funded by a grant from Affinity Sutton, CMIA also delivered a music project at St Hugh's Community Centre in Anerley during the summer holidays. Led by youth workers Aaron Duncan and Bonita Charles, the week-long 'summer school' gave local children the opportunity to write and produce their own original song. By the end of the programme the children had not only produced a CD together but were also ready to give a performance to an audience of family and friends, having grown in confidence and pride over the course of the week.

"It was AMAZING! I loved writing the making the song. It has helped me express my voice more!"

"I've learnt to rap and to not be shy."

Abbie (11 years old) and Aiman (10 years old) – Workshop participants

With the summer drawing to a close, the Charity embarked upon two projects, both working with vulnerable adults affected by homelessness, drug and alcohol concerns, mental health and a range of associated issues. Invited by the South London YMCA to set up a choir for residents of Palmer House in Croydon and the surrounding community, CMIA recruited Naveen Arles of London-based The Choir With No Name to run a series of introductory sessions. Regrettably, it was decided not to continue with these sessions because of poor attendance. Meanwhile, a project linked to the Living Well programme at Holy Trinity, Beckenham and structured around the provision of a weekly home-cooked meal was very well received. Musician Gary Day facilitated a series of informal, flexible music sessions through which members of the existing community could develop musical skills and collaborate with one another. Supported by Gary and each other, participants enjoyed the opportunity to sing, play instruments, improvise and express their feelings. Music sessions continue to form a part of the Friday programme at Living Well led by volunteers and users of the Living Well service. The contrasting success of these projects highlighted to the Charity that in order to work successfully with 'hard to reach' target groups, it would need to commit sufficient time, energy and funds to reaching, recruiting and retaining such participants as well as to delivering the project.

This was also evident in its first project of 2015 in which CMIA revisited its partnership with the London Borough of Bromley's 'Children Project', this time at the Castlecombe Children and Family Centre in Mottingham. Early years' practitioner Barbara Cavanagh once again designed and ran a series of weekly music sessions for under 5s and their parents focused on increasing parent-child interaction. Action songs used everyday household objects as well as traditional instruments, inspiring parents to make music with their children at home between the sessions. English was a second language for many attendees and Barbara encouraged them to share their first language and culture with others.

"The mums today seemed more comfortable with each other and were talking to each other about what musical activities they did at home. Some commented on the fact that they would take more time to observe their children and were using music to diffuse tensions that may arise."

Barbara Cavanagh – Workshop leader

## ***Financial review***

The Charity generated £3,179 of receipts in the year (2014: £4,262) and made payments of £3,452 (2014: £3,662). Total project spend relating to the year was £3,770 (2014: £1,880), of which £840 was owing at the year end. The Charity's income has been generated principally through donations (£1,691) and income from FUNdamentally GOSPEL concerts (£966), the costs of which the Charity meets in return for the income. At the year end the Charity had £8,753 in cash reserves (2014: £9,026), all of which was unrestricted.

It is the policy of the Charity to maintain a minimum of six months' net receipts (excluding direct fundraising expenses) in reserves. The Charity was compliant with this policy at the year end. The Trustees believe that the Charity has sufficient funds to continue to meet its charitable purpose for the foreseeable future.

The Charity is below the threshold for requiring an audit or independent examination of the accounts.



## ***Outlook for 2015–16***

Over the past twelve months the Trustees have focussed their meetings on strategic discussions concerning the purpose and direction of the Charity. With a view to increasing community participation in the projects it delivers, they have decided to focus future projects within the London Borough of Bromley and, where possible, to source local musicians and workshop leaders.

The Charity will continue to seek opportunities to work with a variety of groups including both young people and the elderly as well as groups identified as 'hard to reach', acknowledging that the success of projects with the latter target group may involve more work and greater risk. It will also consciously assign a portion of funds to revisiting past projects, developing relationships with partners and creating a lasting impact in the community where appropriate.

In order to ensure the depth, reach and quality of projects, which is recognised as being more important than quantity, the Charity will consider incorporating project management fees into project budgets. The Charity will also aim to increase the effectiveness of targeted fundraising to meet its ambitions in terms of project delivery.

Improved communication with both its members and wider community remains a main target for the Charity and it hopes that establishing and maintaining effective links with these groups will enthuse and engage them in the work of the Charity to a larger extent. In particular, the Charity hopes to raise its local profile through a Celebration Concert marking its 5<sup>th</sup> Anniversary next summer.

Approved on behalf of the Trustees.



Fiona Bolton  
Chairperson  
8 September 2015

## Accounts

### Receipts and payments for the year ended 30 April 2015

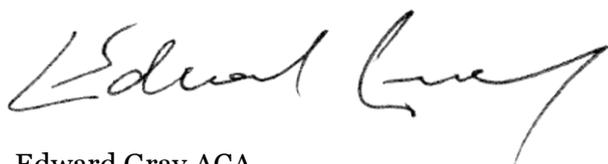
	Notes	2015 £	2014 £
<u>Concerts and related activity</u>			
Income and donations	2	1,463	1,827
Expenses	2	(497)	(559)
<b>Net concert receipts</b>		<b>966</b>	<b>1,267</b>
<u>Fundraising and other receipts</u>			
Grants		–	1,180
Donations	3	1,691	1,238
Other income	4	25	18
<b>Total other receipts</b>		<b>1,716</b>	<b>2,436</b>
<u>Projects and related activity</u>			
<b>Total project payments</b>	5	<b>(2,930)</b>	<b>(3,080)</b>
<u>Administrative and other payments</u>			
<b>Total other payments</b>	6	<b>(25)</b>	<b>(23)</b>
<b>Net receipts</b>		<b>(273)</b>	<b>600</b>
<b>Opening cash funds</b>		<b>9,026</b>	<b>8,425</b>
<b>Closing cash funds at 30 April</b>		<b>8,753</b>	<b>9,026</b>

**Statement of assets and liabilities as at 30 April 2015**

	Notes	2015 £	2014 £
<b>Cash funds</b>			
Cash at bank		8,673	8,946
Petty cash		80	80
<b>Total cash funds</b>		<b>8,753</b>	<b>9,026</b>
<b>Other assets</b>			
Concert refreshments		20	20
Publicity banners		–	–
<b>Total other assets</b>	7	<b>20</b>	<b>20</b>
<b>Liabilities</b>			
Workshop music leader fees	5	(840)	–
<b>Total liabilities</b>		<b>(840)</b>	–

All funds at 30 April 2015 are unrestricted.

Approved on behalf of the Trustees



Edward Gray ACA  
Treasurer

8 September 2015

## **Notes to the accounts**

### **1. Basis of preparation**

The accounts have been prepared on a receipts and payments basis, as permitted for small charities by the Charities Act 2011.

### **2. Concert income and expenses**

The Charity paid for concert expenses and received income from tickets sales, refreshments and donations at two (2014: two) FUNdamentally GOSPEL concerts in the year.

### **3. Donations**

Donations received in the year are categorised as follows:

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Donations in respect of other performances by FUNdamentally GOSPEL	943	–
Other donations from commercial & not-for-profit organisations	610	648
Other private donations	138	590
<b>Total donations</b>	<b>1,691</b>	<b>1,238</b>

### **4. Other income**

Other income received in the year of £25 (2014: £18) comprised of interest on bank savings.

Donations eligible for a Gift Aid claim were received in the year. As at the year-end date the eligible Gift Aid (25% of the donated amount) had not been reclaimed and is therefore not included in the accounts.

## **5. Project expenses**

Project expenses incurred of £2,930 (2014: £3,080) relate to workshop music leader fees and other costs for the six projects delivered in the year (see Trustees' report for further details). At the year end, the Charity had liabilities of £840 relating to two of the six projects.

## **6. Administrative expenses**

Administrative expenses of £25 (2014: £23) relate to postage costs and room hire for the 2014 AGM. Other running expenses including telephone, other postage and internet costs were borne primarily by Trustees. Trustees are entitled to reclaim expenses incurred on behalf of the Charity however some Trustees waived that right during the year. The estimated benefit to the Charity of these waived expenses is £50.

## **7. Other Assets**

The Charity provided refreshments at two concerts in the year. Surplus refreshments valued at £20 were held at the year end (2014: £20).

The Charity also owns a banner which is used at Charity events. This was donated by Peach Design and is included in the accounts at nil value.