



uniting local communities  
transforming lives through music

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**Trustees' annual report and accounts  
for the year ended 30 April 2016**

[www.cmia.org.uk](http://www.cmia.org.uk)

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## ***Charity information***

### ***Trustees***

The Trustees who acted during the year were:

Fiona Bolton	Chairperson	
Ros Bolton	Secretary	
Edward Gray ACA	Treasurer	
Becky Lees		
Beth Mbaka		
Jo Morgan		
Sarah Richardson		
Katy Ryder		(retired 23 September 2015)
Diane Thurlow		(retired 23 September 2015)
Katie Widgery		

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

### ***Principal address***

Community Music In Action  
Rowan Cottage  
Church Road  
Cophorne  
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 61 members.

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

Over the course of the past financial year the Charity ran three projects (2014–15: six), scaling back on quantity to ensure the quality of the projects delivered, whilst maintaining a breadth of target groups and settings and including one project working with participants identified as 'hard to reach'.

The first of the projects saw the Charity return to St Hugh's Community Centre in Anerley to run a second project under the leadership of local youth worker Aaron Duncan. The four-day 'summer school' gave children aged 8–13 the opportunity to write, produce and record their own original song. The children chose to write a song on the theme of war and penned stirring lyrics on this topic as well as honing their vocals and practising their rapping under Aaron's tutelage, and finally recording their track. The programme gave local children the opportunity to engage in a stimulating activity during the school holidays, to express themselves, develop self-confidence and build cohesion, as well as to experience some of the processes involved in music production.

"This course is great! Instead of lying in bed or playing my Xbox, I'm learning some really cool stuff and making friends."

"I usually feel so shy singing in front of people, but each day I come to this course I feel more and more confident."

Workshop participants

CMIA also partnered once again with Bromley Young Carers during the summer holidays to offer two days of music workshops, this year focusing on beatboxing. The young carers aged 8–18 worked with Conrad Murray and two assistant artists to explore rhythm and vocal techniques and learn the basics of beatboxing, developing musical skills which were shared in informal performances at the end of each day. The workshops also provided the young people with the opportunity to have fun working as

a team in a creative environment, building relationships through making music together and enjoying some respite from their everyday caring duties.

“We would like to thank CMIA for funding this event. We really enjoyed working with you, Conrad, and your colleagues.”

Tracey Parry, Young Carers Services Manager

In contrast, the third of the projects organised by the Charity was based at Clairleigh Nursing Home in Bromley. Kim Perkins, who previously delivered a project for CMIA at the Alzheimer's Society's White Gables Day Centre, visited Clairleigh once a week for ten weeks to run weekly music sessions with the elderly residents. Kim worked in partnership with specialist musicians to give each session a different musical focus, ranging from folk and world music to rock 'n' roll and jazz, and exploring singing, percussion and instrumental music. The project was hugely beneficial in raising the spirits and enhancing the general wellbeing of the participants through collaborative music making and an enjoyable shared experience, bringing the residents of Clairleigh together. Specific music also helped residents with dementia to recall past experiences and personal memories. CMIA gifted the centre a djembe drum for the residents to use in future music sessions within the home.

“They'll be happy for the rest of the day now”

Member of staff, Clairleigh Nursing Home

Additionally, Community Music In Action was donated two instruments, a saxophone and an electric guitar, which it was able to pass on to Living Well, to support their ongoing music sessions which arose from the CMIA project held in 2014.

### ***Financial review***

The Charity generated £3,463 of receipts in the year (2015: £3,179) and made payments of £3,274 (2015: £3,452). Total project spend relating to the year was £2,376 (2015: £3,770) of which £240 related to a project from the previous year. The Charity's income has been generated principally through donations (£867) and income from FUNdamentally GOSPEL concerts (£2,569), the costs of which the Charity meets in return for the income. At the year end the Charity had £8,941 in cash reserves (2015: £8,753), all of which was unrestricted.

It is the aim of the Charity to maintain a minimum of six months' net receipts (excluding direct fundraising expenses) in reserves. The Charity was compliant with this aim 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 2016–17***

The Charity has upheld its aims, as set out in last year's report, by focusing projects within the London Borough of Bromley and predominantly using local musicians to lead these. It has worked with a variety of groups including both young people and the elderly as well as those identified as 'hard to reach', and has revisited past projects, developing relationships with existing partners.

The Charity has sought to ensure the depth, reach and quality of projects, recognising this as being more important than quantity, and aims to further develop effective evaluation of projects from a number of perspectives.

The coming twelve months will see an increased distinction between the Charity and its founding members, FUNdamentally GOSPEL, as this group rebrands under new leadership and, as a result, strong, regular, direct communication directly with the Charity's membership will become increasingly important. The trustees also recognise that, due to these changes, there is some uncertainty over the amount of income that will be generated from concerts. Trustees will monitor this and continue to seek others sources of funding as appropriate.

The Charity would benefit significantly from additional volunteers and trustees, and will seek ways to engage its membership and the wider community more fully in its work.

Approved on behalf of the Trustees.

A handwritten signature in black ink, appearing to read 'Fiona Bolton', enclosed within a large, hand-drawn circle.

Fiona Bolton  
Chairperson  
27 September 2016

## Accounts

### Receipts and payments for the year ended 30 April 2016

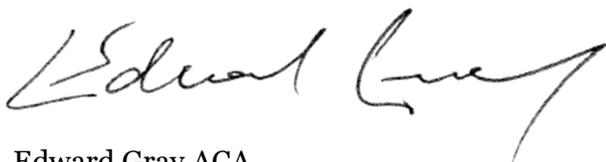
	Notes	2016 £	2015 £
<u>Concerts and related activity</u>			
Income and donations	2	2,569	1,463
Expenses	2	(898)	(497)
<b>Net concert receipts</b>		<b>1,671</b>	<b>966</b>
<u>Fundraising and other receipts</u>			
Donations	3	867	1,691
Other income	4	26	25
<b>Total other receipts</b>		<b>893</b>	<b>1,716</b>
<u>Projects and related activity</u>			
<b>Total project payments</b>	5	<b>(2,376)</b>	<b>(2,930)</b>
<u>Administrative and other payments</u>			
<b>Total other payments</b>	6	<b>-</b>	<b>(25)</b>
<b>Net receipts</b>		<b>188</b>	<b>(273)</b>
<b>Opening cash funds</b>		<b>8,753</b>	<b>9,026</b>
<b>Closing cash funds at 30 April</b>		<b>8,941</b>	<b>8,753</b>

**Statement of assets and liabilities as at 30 April 2016**

	Notes	2016 £	2015 £
<b>Cash funds</b>			
Cash at bank		8,861	8,673
Petty cash		80	80
<b>Total cash funds</b>		<b>8,941</b>	<b>8,753</b>
<b>Other assets</b>			
Concert refreshments		80	20
Publicity banners		-	-
<b>Total other assets</b>	7	<b>80</b>	<b>20</b>
<b>Liabilities</b>			
Workshop music leader fees		-	(840)
<b>Total liabilities</b>		<b>-</b>	<b>(840)</b>

All funds at 30 April 2016 are unrestricted.

Approved on behalf of the Trustees



Edward Gray ACA  
Treasurer

27 September 2016

## 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 four (2015: two) FUNdamentally GOSPEL concerts in the year.

### 3. Donations

Donations received in the year are categorised as follows:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Donations in respect of other performances by FUNdamentally GOSPEL	-	943
Other donations from commercial & not-for-profit organisations	752	610
Other private donations	115	138
<b>Total donations</b>	<b>867</b>	<b>1,691</b>

### 4. Other income

Other income received in the year of £26 (2015: £25) 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 £2,376 (2015: £2,930) relate to workshop music leader fees and other costs for the three projects delivered in the year (see Trustees' report for further details).

### 6. Administrative expenses

There were no administrative expenses in the year (in 2015 expenses of £25 related to postage costs and room hire). Running expenses including telephone, postage and internet costs were borne primarily by Trustees. Trustees are entitled to reclaim expenses incurred on behalf of the Charity however all 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 three concerts in the year. Surplus refreshments valued at £80 were held at the year end (2015: £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.