

The **Stondon ingers**

CIO 1154435

Trustees' Report

1.1.16 – 31.12.16

Trustees' Report

The Trustees present the Trustees' Report and Financial Statements for the period from 1 January 2016 to 31 December 2016. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law.

Administration details

The principal address of the charity is currently 16 Coombe Rise, Shenfield, Essex CM15 8JJ

The Trustees - Elected at AGM

| | |
|-------------------|--------------------------|
| Michelle Arthur | Chairman |
| Marjolein Hillman | Secretary |
| Josephine Gordon | Treasurer |
| Annabel Malton | Librarian |
| Matthew Butt | PR and Deputy Conductor |
| Phil Holmes | Website and Ticket Sales |
| David Schacht | Advertising |
| Faith Marchal | Patrons' Secretary |
| Co-opted: | |
| Nick Alston | Concert Manager |

The management committee

The Trustees and Christopher Tinker (Conductor)

Accounts Adviser

Richard Eason

Structure, governance and management

The Stondon Singers was registered as a Charitable Incorporated Organisation (CIO) on 1 November 2013 and is governed by a constitution adopted with amendments on 9 September 2014.

Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

Objectives

The objectives of The Stondon Singers are to promote, improve, develop and maintain public education in the appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts and by such other ways as the members, through the Trustees, shall determine from time to time.

Activities

The Stondon Singers is a mixed Chamber Choir, currently resident at the Priory Church of St Laurence, Blackmore. The choir enjoys considerable critical acclaim and performs several concerts a year. Although initially formed to sing the music of William Byrd, the choir of about 25 singers now performs a wide-ranging repertoire, whilst remaining committed to choral music of the Renaissance. The requirements for prospective new members are:

- Members are expected to have good sight reading skills.
- Members must be confident enough to hold a line with only a small number of singers.
- In order to make the best use of rehearsal time, individual members are expected to do some work on the music at home.

There is an informal audition for all new members, and voice reviews may be conducted from time to time for the whole choir. Weekly rehearsals take place in The Priory Church of St Laurence, Blackmore, Essex CM4 0RN, on Tuesday evenings 7.45-10.00 pm.

The success of The Stondon Singers is underpinned by:

- a committed membership with good sight reading ability and a range of musical expertise
- a professional Director of Music who is also a composer
- a dedicated concert manager
- a highly efficient secretary
- sound financial management
- an enterprising approach to publicity and advertising
- an extensive library of music built up over some forty years
- the support of patrons and friends

The choir is accordingly able to undertake exciting and ambitious choral programmes.

Achievements and Performance

During the period covered by this report The Stondon Singers performed four concerts. The conductor and committee aim to devise interesting programmes blending familiar works with those which are less well known. Audience numbers have been steadily improving and two concerts sold out in advance of the performance.

(i) Concerts

19 March 2016 Ingatestone Hall Ingatestone 'Anglian Highways and Byways' was a selection of music of the composers of East Anglia. This concert was given at the home of the Petre family who were recusants and patrons of William Byrd. It included works from Byrd's second 'Gradualia', which was dedicated to John, the first Baron Petre. A less familiar work was the 'Lamentations' of Osbert Parsley who was appointed as a singing man at Norwich Cathedral around 1535. A lighter note was struck by the charming folk song settings by contemporary East Anglian composer Alan Bullard and we marked the 400th anniversary of Shakespeare's death by performing settings of his words by Armstrong Gibbs and our conductor Christopher Tinker.

5 July 2016 Church of SS Peter and Paul Stondon Massey 'William Byrd Anniversary Concert'. 'Byrd and the European Fringe' included works by Zielinsky, Ramsey, de Wert and Pederson.

Michael Gray's review called this '*a fascinating collection of works, sacred and profane, by his (Byrd's) contemporaries in Renaissance Europe.*' The singers were joined by lutenist Mike Ashley who performed some solo items and accompanied choir member Annabel Malton in songs by John Dowland.

8 November 2016 Church of St Michael and All Angels Galleywood Chelmsford 'Feel the Spirit'.

Laurence Lyndon-Jones, piano and organ, Chloë Treharne mezzo-soprano, David Adams clarinet, Diana Songer-Hudgell double bass, Melanie Woodcock cello. This concert consisted of two works 'Feel the Spirit' by John Rutter and the 'Requiem' by Maurice Duruflé. This was the The Stondon Singers' first concert at Galleywood and was very well received. John Rutter's 'Feel the Spirit' is a cycle of spirituals for mezzo- soprano and mixed choir, accompanied by piano, double bass and clarinet. The double bass and clarinet parts, arranged for us by Annabel Malton, were beautifully played and greatly enhanced the performance. The seven spirituals including 'Steal Away' and 'When the saints go marching in', allowed the choir to show a full range of style and dynamics. In Duruflé's 'Requiem' the voices are accompanied by an extraordinarily demanding organ part, ably performed by Laurence Lyndon-Jones. Both he and mezzo-soprano Chloë Treharne demonstrated technical competence and true musicianship in these highly contrasting works.

20 December 2016 The Priory Church of St Laurence Blackmore 'Christmas at Blackmore'.

The concert opened with a Fifteenth century 'Noel' by Busnois. The varied programme featured 'O Beata Infantia' by sixteenth century French composer Loyset Pieton, as well as contemporary works

such as Alan Bullard's 'Shepherds, Guarding Your Flocks, premièred in Blackmore in 2015, Malcolm Archer's 'A Little Child There Is Yborn' and Will Todd's 'My Lord has come'. Michael Frith was the organist and as usual the audience were invited to participate in the singing of traditional carols.

(ii) Additional performances and choral opportunities

23 April 2016 Norwich Cathedral, Evensong

The organist for this service was Michael Nicholas, a former Master of Music at Norwich. The Preces and Responses were by William Byrd, The Magnificat and Nunc Dimittis were by Sumsion and the anthem was Howells' 'Like as the Hart'.

2 July 2016 The Priory Church of St Laurence Blackmore, Wedding

As well as the selected hymns the choir sang John Rutter's 'I will sing With the Spirit' and 'Look at the World' during the signing of the register.

Public benefit

The Trustees have paid due regard to the Charity Commission's guidance in deciding on the activities the choir undertakes. Activities for the public benefit can be demonstrated by:

- maintenance of a website
- the provision of detailed programme notes for each concert and / or an explanation of the works during the concert by the conductor
- discounted subscriptions for under 25s and tickets at reduced prices for children
- lending of music to other choirs
- participating in events organised by Brentwood Arts Council
- organising workshops for singers
- providing a choir for weddings as requested.
- commissioning and performing the work of contemporary composers

Financial review

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the choir. Finances are discussed at all meetings. This enables the Trustees to ascertain the financial position of the choir and to ensure that the accounts comply with the Charities legislation. The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The choir finances itself by two main methods:

- membership contributions agreed at an annual general meeting and paid either termly or annually as the member prefers
- concert proceeds from sales of tickets

Other sources of income include:

- gift aid from donations and from member's contributions
- contributions from patrons
- one off donations from individuals to sponsor a particular event or commission a work for the choir
- advertising revenue
- any profit from workshops run by the choir
- revenue from hiring our music to other choirs
- revenue from weddings

The choir's direct income funds the full cost of running the choir and makes a contribution towards covering the net cost of concerts in the event of a loss.

Income for the period from 1 January 2016 to 31 December 2016 totalled £ 10,795.87

Expenditure amounted to £ 9,776.76

Surplus for the year was £ 1,019.11

On 31 December 2016 The Stondon Singers had a cash balance of £ 16,699.92 held in the following accounts:

National Westminster Bank £ 8,840.96

COIF Account £ 584.61

Virgin Charity Account £ 7,274.35

A summary of the accounts is shown in Appendix 1.

Reserves policy

Reserves are built up to fund major concerts and to acquire and maintain assets.

Risk management

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charities Commission website and through the 'Making Music' organisation to which the choir is affiliated. They ensure that the choir complies with copyright and performing rights law. The choir's insurance is arranged through 'Making Music'.

(i) Financial risks

Trustees' responsibilities in relation to the accounting have been stated above. The treasurer in consultation with the concert manager makes detailed financial projections for forthcoming events. The Trustees ensure that concerts which may make a loss, such as those involving orchestras and soloists, can be financed from choir funds.

(ii) Vetting

Prospective trustees are asked to declare that they have not been disqualified from acting as a Trustee. They are also invited to consider and declare any existing or potential conflicts of interest. Existing trustees are aware that they must inform their colleagues of any relevant change in circumstances.

A copy of the Trustees' Vetting Policy can be found in Appendix 2.

(iii) Health and Safety

A copy of the Health and Safety policy can be found in Appendix 2.

(v) Safeguarding

The Stondon Singers is a mixed Chamber Choir which was not set up to assist or care for those who are particularly vulnerable. All choir members are independent adults.

A copy of the Safeguarding Policy can be found in Appendix 2.

(vi) Data protection

A copy of the Data Protection Policy can be found in Appendix 2.

Future Plans

Financial and programme planning is underway for the 2017- 2018 season in which we will mark our 50th Anniversary.

The following concerts and events are planned for 2017

11 March 2017 7.30 pm 'Queen of Heaven', The Priory Church of St Laurence Blackmore

22 April 2017 5.00pm Choral Evensong, St Paul's Cathedral

**4 July 2017 8.00pm 'William Byrd Anniversary Concert', Church of SS Peter & Paul
Stondon Massey**

7 November 2017 8.00 pm Autumn Concert, Church of St Michael and All Angels Galleywood

19 December 2017 8.00 pm 'Christmas at Blackmore', The Priory Church of St Laurence Blackmore.

Approved by the Trustees 21 March 2017

Stondon Singers Summary of Accounts - 2016

| <u>Weekly Income</u> | <u>2016</u> | <u>2015</u> | <u>Weekly Costs</u> | <u>2016</u> | <u>2015</u> |
|-----------------------|----------------|----------------|---------------------|----------------|----------------|
| Members contributions | 4260.00 | 3730.00 | Conductor | 3424.00 | 3456.00 |
| Patrons Contributions | 510.00 | 505.00 | Venue | 838.00 | 748.00 |
| Coffee money | 349.45 | 289.80 | Officers expenses | 97.55 | 150.75 |
| Gift Aid | ** | 1352.16 | Subs/Fees | 313.90 | 692.64 |
| Music - Hire out | 86.28 | 48.83 | | | |
| COIF Acc Interest | 2.47 | 2.61 | | | |
| Virgin Acc Interest | 63.12 | 71.57 | | | |
| SUB TOTAL | 5271.32 | 5999.97 | | 4673.45 | 5047.39 |

| <u>Concert Income</u> | | | <u>Concert Costs</u> | | |
|-----------------------|----------------|----------------|----------------------|----------------|----------------|
| Ticket Sales | 4788.00 | 4488.00 | Conductor | 1510.00 | 1490.00 |
| Programme Ads | 225.00 | 225.00 | Venue | 599.00 | 684.00 |
| Donations | 86.00 | 2190.00 | Solos/Acc/Orch | 1363.00 | 3820.00 |
| Wedding Fee | 300.00 | 300.00 | Music Hire/Print | 595.58 | 527.67 |
| Refreshments | 280.00 | 329.50 | Refreshments | 219.23 | 175.41 |
| Folder deposit | 0.00 | 5.00 | Carol commission | 0.00 | 1300.00 |
| Workshop | 0.00 | 260.48 | Workshop | 0.00 | 179.25 |
| Other | 0.00 | 0.00 | Licences/Other | 192.48 | 157.41 |
| SUB TOTAL | 5679.00 | 7827.98 | | 4479.29 | 8333.74 |

| | | | | | |
|---------------------|------------------|------------------|--------------------|-----------------|-----------------|
| TOTAL INCOME | 10,950.32 | 13,827.95 | TOTAL COSTS | 9,152.74 | 13381.13 |
|---------------------|------------------|------------------|--------------------|-----------------|-----------------|

| | | |
|---------------------|-----------------|---------------|
| YEAR SURPLUS | 1,797.58 | 446.82 |
|---------------------|-----------------|---------------|

| <u>TOTAL FUNDS</u> | <u>2016</u> | <u>2015</u> |
|--------------------|------------------|------------------|
| NatWest Acc | 8840.96 | 7620.96 |
| COIF ACC | 584.61 | 582.14 |
| Virgin Acc | 7274.35 | 7211.23 |
| TOTAL | 16,699.92 | 15,414.33 |

| | | |
|-----------------------------|-----------------|----------------|
| YEAR SURPLUS | 1,285.59 | 1225.29 |
| Paid cheques not yet cashed | 266.48 | 778.47 |
| Plus cheques paid for 2015 | 778.47 | |

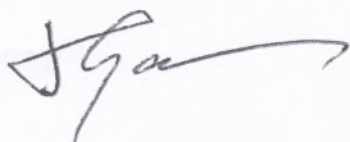
Amount Unclaimed Yet

| | | |
|-----------------------|-----------------|---------------|
| ACTUAL SURPLUS | 1,797.58 | 446.82 |
|-----------------------|-----------------|---------------|

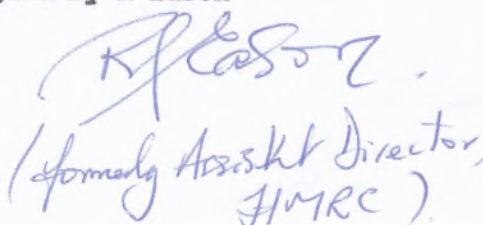
Other Assets comprise:

1. Music library insured for 10,000
 2. 29 Black Cat Music Stands
 3. Set of Wooden Staging
 4. 2 Spotlights
- Estimated value of items 2-4 500

Signed by J M GORDON Treasurer


Accounts Examined by R Eason
Signed by R Eason

8/5/2017



(Formerly Assistant Director,
HMRC)

Stondon Singers Trustee Vetting Policy

The Stondon Singers is a Charitable Incorporated Organisation (CIO) governed by a constitution. Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

Prospective trustees are made aware that they cannot act as trustee if any the following apply:

- They have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- They are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- They have been removed as a company director or charity trustee because of wrongdoing.

Trustees are also invited to consider and declare any existing or potential conflicts of interest.

Existing trustees are aware that they must inform their colleagues of any relevant change in circumstances

Approved by the committee on 21 March 2017

Signed by the Secretary on behalf of the Committee. *M Hillman*

Date of next review April 2018

Stondon Singers Health and Safety Policy

The Stondon Singers is committed to providing a safe environment for its performers and audiences at all concerts and events. These events take place in buildings owned and managed by third parties, who have their own health and safety policies. The Stondon Singers confirms before each event the implications of the local health and safety policy for our performers and audiences and makes sure that all staff and volunteers are aware of any regulations or practices relevant to each venue. Audiences are made aware of fire and safety procedures at the start of each concert.

The Trustees review the organisation's Health and Safety Policy on an annual basis.

The Stondon Singers will publicise its Health and Safety Policy on its website, include it in the welcome pack for new members and draw it to the attention of members at each AGM.

The Chairman is responsible for health and safety issues at regular rehearsal venues.

The Concert Manager is responsible for health and safety issues at concert venues.

Members are encouraged to inform the committee of any health conditions or special requirements which may affect the way in which health and safety issues are managed at rehearsal and concert venues. The committee shall keep such information confidential, but reserves the right to disclose it to the emergency services or other relevant authorities if it is deemed necessary so to do in member's best interests.

To maintain a good standard of health and safety it is expected that all members will:

- Take reasonable care of their own health and safety,
- Be aware of the health and safety of others who may be affected by their actions,
- Remain alert and draw the attention of others to potential risks.

Approved by the committee on 21 March 2017

Signed by the Secretary on behalf of the Committee.

W Hillman

Date of next review April 2018

Stondon Singers Data Protection Policy

The Stondon Singers keeps data for the following purposes:

- To establish and maintain a record of membership
- To establish and maintain mailing lists for Friends and Patrons
- To provide or administer activities for members and supporters
- To contact workshop participants

Data held comprises:

- **Members;** name, voice Section, address, telephone number, email address.
- **Patrons and Friends;** name address, e mail.
- **Workshop participants** (non-members) contact details will be held solely for the purpose of the administration of the event.

Privacy

- Data may be held in electronic and manual form
- Data relating to members and friends is the responsibility of the Secretary.
- Data relating to patrons is the responsibility of the Patrons' Secretary
- Members' names addresses and telephone numbers are and circulated to all members, unless members state otherwise.
- Ex-Directory telephone numbers will be known only to the Secretary unless permission is otherwise given.
- Other than publishing a list of members' names and a list of Patrons in programmes, the data will not be passed to any person or body outside the choir.
- Committee members may have access to relevant data held by the Secretary or Patrons' Secretary for the better performance of their duties.
- All data held will be deleted when a choir member, patron or friend, leaves or retires unless the individual specifically asks to remain on a mailing list.
- Data held will be deleted at the request of an individual with immediate effect.

Approved by the Committee on 21 March 2017

Signed by the Secretary on behalf of the Committee.

M Hillman

Date of next review April 2018

Stondon Singers Safeguarding Policy

Objectives

The objectives of The Stondon Singers are to promote, improve, develop and maintain public education in the appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts and by such other ways as the members, through the Trustees, shall determine from time to time.

Safeguarding

The Stondon Singers is a mixed chamber choir which was not set up to assist or care for those who are particularly vulnerable. Choir members are independent adults. We expect all our members to respect each other's differences, as well as those of our audience members and others with whom we interact, and to treat each other fairly at all times.

The Stondon Singers recognises the importance of safeguarding though it does not normally expect to be working with or providing services to children or vulnerable adults.

In the unusual event that Stondon Singers works with young people, those young people must be in the care of a parent or responsible adult who will remain responsible for them throughout rehearsals and performances.

The Stondon Singers will designate a person who has undergone safeguarding training appropriate to the risks associated with the activities of the choir. Michelle Arthur is currently the Designated Person and has undergone safeguarding training.

Members of The Stondon Singers will report any safeguarding concerns to the Designated Person who will then take appropriate action in accordance with the training they have received. In the absence of the Designated Person the matter should be brought to the attention of the Secretary of The Stondon Singers. A permanent confidential record will be kept of the report.

The Stondon Singers will publicise its Safeguarding policy on its website, include it in the welcome pack for new members and draw it to the attention of members at each AGM.

The policy and procedures will be reviewed annually at a committee meeting.

Approved by the committee on 21 March 2017

Signed by the Secretary on behalf of the Committee.

M Hillman

Date of next review April 2018