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Martlets Music  
A charitable incorporated organisation  
**Annual Report and Financial Statements**  
For year ended 31 May 2016

Registered Charity  
1156994

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Martlets Music  
For the Year Ending 31 May 2016  
Legal and Administrative Information

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Registered Charity	1156994
Registered office	Atticus Business Law Limited Tiffins Place High Street Cranbrook Kent TN17 3EN
Principal Office for correspondence	Martlets Music Performing Arts Centre Mountfield Road Lewes BN7 2XH
Trustees	Richard Sigsworth (Chair of Trustee Board) Christopher Stones Nigel Philips Alison Wilson Emily Kramers Jane Humberstone Bill Dunn
Bankers	CAF Bank, 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4TA
Accountants	Maxwell Gumberton & Co 1 West Street Lewes East Sussex BN7 2NZ

I am delighted to report Martlets Music continues to grow following its incorporation by the Charity Commission on 9 May 2014 and an exciting first year. The second year has seen further new developments and opportunities for young people in East Sussex. My thanks go to my fellow Trustees who gave so generously of their time, to my colleagues at East Sussex Music for their support, and the East Sussex Music Education Hub for financial support and encouragement.

Our priorities in the second year have been to explore and develop new funding opportunities, to develop existing schemes including the bursary scheme and provide additional musical and educational opportunities for the young people of East Sussex.

Our mission statement is

***Enabling young people to progress and develop their talents through access to high quality tuition, participation in ensembles and the opportunity to perform.***

To enable us to achieve that mission we have decided to focus on three key areas:

- Access to music making
- Excellence in music making
- Alternative music making

Our strategic priorities for 2014-17 are

- Fundraising and financial stability
- Developing partnership working
- Developing and maintaining operational independence

Highlights of our first year include

- Ten students have been accepted on to a bursary scheme to enable their instrumental lessons to continue
- Financial support was provided for a collaborative summer school, Green Light, in conjunction with Audio Active, Rhythmix and East Sussex Music.
- A vocal summer school was facilitated in conjunction with East Sussex Music Education Hub partners Glyndebourne
- The BBC Ten by Ten project in East Sussex schools including workshops and live music was financed by Martlets Music
- The skills base and numbers of Trustees on the Board has grown
- A Fundraiser has been appointed for 6 months
- The Give as You Live scheme has been introduced
- Opportunities for Individual donations with Gift Aid have been created through the website
- Students have applied to other charitable organisations such as the Sussex Community Foundation for individual support with County Youth Orchestra and Band tours in 2016 following signposting by Martlets Music

We are grateful to the East Sussex Music Education Hub for their initial investment to ensure Martlets Music could be formed and fundraising activities can take place. We will continue to focus on raising funds to ensure Martlets Music is of benefit to the young people of East Sussex, by developing strong partnerships with other music organisations and providing bursaries and support to young people in the county who wish to make music.

As I will be retiring and moving away from East Sussex later in the year this will be my last year as Chairman and Trustee. I have been privileged to work with such wonderful young people their families and their educators in East Sussex and offer my successors my very best wishes in expanding Martlets Music going forward for many years to come.

Richard Sigsworth  
Chairman of Trustees  
Martlets Music

Martlets Music  
For the Year Ending 31 May 2016  
Trustees Report

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### **Charitable activities in the past year**

The second year of operation for Martlets Music has concentrated on exploring and developing new funding opportunities, to develop existing schemes including the bursary scheme, provide additional musical opportunities for the young people of East Sussex, and to ensure our financial stability. This has meant a focus on widening the fundraising activities including the employment of a professional fundraiser, providing activities in partnership such as the BBC Ten by Ten pieces project in schools, supporting live music and supporting partners in music provision around the county.

Our principle areas of activity have been concentrated on the following

- Fundraising
- Partnership working
- Developing the bursary scheme

### **Fundraising**

Martlets Music has now employed a professional fundraiser to support musical activities in East Sussex. Funding successes have included a grant for the BBC Ten by Ten project in 2016, and the Green Light and vocal summer school courses in 2015. We are also grateful to the Isabel Blackman Trust and Ian Askew Charitable Trust for donating funds for additional bursaries, and to individuals who now make regular donations.

The introduction of the Give as You Live scheme is providing a small but regular and steady income. The Give as You Live scheme enables the charity to benefit from donations made by individuals using online shopping outlets.

### **Partnership Working**

A major area of focus for Martlets Music is partnerships, working with members of the East Sussex Music Education Hub and with other music and performance organisations in East Sussex. The charity contributed support and resources towards the Elderflower Fields festival run by SO Sussex in 2015, and has been a key partner in the planning and delivery of the collaborative Summer School Greenlight in 2015 in partnership with Rhythmix, Audio Active and East Sussex Music.

Green Light brought together young musicians from the music service and young people from challenging circumstances for a week of shared compositions and rehearsals leading to a performance at the end of five days. It is a first for East Sussex and Martlets Music were delighted to be supporting the administration and project management of this new project, which will be repeated in 2016.

In 2016 funding was successfully applied for the East Sussex BBC Ten by Ten project which involved local musicians and schools in a programme initiated by the BBC to encourage young people to engage with classical music. This involved live music and workshops in schools based around a number of musical works promoted by the BBC.

We will continue to work closely with the East Sussex Music Education Hub during the coming year.

### **Minority Instruments Bursary**

The bursary scheme was introduced last year to help children have instrumental lessons particularly for students of minority instruments such as double bass or French horn, or in rural areas. The scheme supports young people to take up these less popular instruments to ensure there is plenty of skilled talent to take part in countywide orchestras or ensembles. Martlets Music knows that young people want to have lessons for the minority instruments but often this means paying for an individual lesson, which is often prohibitively expensive. The new scheme is designed to cover the difference in cost between a group lesson and an individual lesson.

The scheme is also open to young people in rural schools where students may have no option but to pay for an individual music lesson due to lower take up of instruments.

Currently ten students are taking advantage of this scheme.

Martlets Music  
For the Period Ending 31 May 2015  
Trustees Report

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### **Future Plans**

Martlets Music will continue to seek to raise charitable funds to support our three key aims of access to music making, excellence in music making and alternative music making. Our focus will be on partnerships and joint working, bursary provision and ensuring financial stability and independence. Plans are already in place to accept ten more students onto the bursary scheme for 2016/17 and fundraising is taking place for more live music making in schools.

### **Public benefit**

Martlets Music has one principle object, as laid down in its Memorandum and Articles of Association:

*To advance the musical education of the public by providing musical opportunity, both formal and informal, to persons up to the age of 25 in East Sussex and the immediate surrounding area.*

The Trustees confirm that, in planning Martlets Music activities, they have given careful consideration to how Martlets Music has fulfilled its charitable object. The Trustees do not identify any potential detriment or harm arising from the provision of musical services. The Trustees give of their time voluntarily and receive no financial remuneration from Martlets Music.

### **Governing Document**

Martlets Music is a Charitable Incorporated Organisation with the Foundation Model of Memorandum and Articles of Association incorporated on 9 May 2014.

We have 7 Trustees who bring a range of experience and expertise of Music and music education, charitable sector, the arts, business and law. One third of Trustees retire by rotation each year. Trustees are appointed or reappointed at the Annual General Meeting.

## **The Board**

In its first year the Board has met monthly, in the second year this has been reduced to 8 times a year from the summer of 2015 with occasional interim sub meetings. Frequent meetings allow for detailed consideration of issues and ensures timely and efficient decision making. The number of Trustees has now been increased to seven as a result of a local recruitment drive.

No staff have been employed by Martlets Music. Achill Management was under contract to East Sussex Music to provide an interim management function and support for the charity.

## **Reserves Policy**

Martlets Music has the following reserves policy:

### ***Reasons for holding reserves***

- To fund working capital
- To fund unexpected expenditure, for example when projects overrun or unplanned events occur
- To fund shortfalls in income, when income does not reach expected levels
- Any extraordinary circumstances considered reasonable by the Trustee Board

### ***Level and range of reserves for Martlets Music***

Initial reserve allocation was decided at £3000 and this will be reviewed at least annually or more frequently should circumstances require. The reserve figure is set between 10 - 15% of the charity's annual income. Charity reserves will be monitored as part of the quarterly accounts review conducted by Trustees at Board meeting. Actual reserves will be stated as part of year end accounts.

Martlets Music  
For the Period Ending 31 May 2016  
Trustees Report

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## **Funders and supporters**

We are extremely grateful to all our funders and to those who support us with time and expertise. In particular:

- Westdene Fund
- East Sussex Music Trust
- Arts Council England, Grants for the Arts
- East Sussex Music Education Hub and partners Glyndebourne, Rhythmix and AudioActive
- Isabel Blackman Trust
- Ian Askew Charitable Trust
- Individual donations
- Fairlight Trust

## **Financial review**

The Charity received grants and donations of £26,127, of which £25,114 was in restricted funds. The total expenditure was £33,099 in the period. The Charity has a surplus of £28,908.

## **Statement of Trustees Responsibilities**

The Trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations, the Charities Act 2011, (ss132-166).

Charity law requires the Trustees to prepare financial statements for each financial year.

The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements the Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

This report was approved by the Trustees on 7<sup>th</sup> July.



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Richard Sigsworth  
Chair of Trustee Board  
Martlets Music

**Martlets Music**  
**Independent examiner's report to the trustees of Martlets Music**  
**for the period ended 31 May 2016**

I report on the accounts of the charity for the year ended 31 May 2016 which are set out on the statement of financial activities, balance sheet and notes to the accounts.

**Respective responsibilities of the committee 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 144 (2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of The Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of The Charities Act; and
- 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 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 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 130 of The Charities Act; and
  - to prepare accounts which accord with the accounting records.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.

  
.....  
Paul Biggs FCCA ACA  
Maxwell-Gumbleton & Co.  
1 West Street  
Lewes  
BN7 2NZ

23/7/2016  
.....  
(Date)

**Martlets Music**  
**Statement of financial activities**  
**for the year ended 31 May 2016**

**Note**

**1 Accounting policies**

**1.1 Basis of preparation**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, UK accounting standards and The Charities Act 2011.

**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. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

**1.3 Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

**2 Voluntary income**

	<b>2016</b>	<b>2015</b>
	£	£
Donations	600	5,300
Grants	25,114	32,500
	<b>25,714</b>	<b>37,800</b>

**3 Resources expended - Charitable activities**

	<b>2016</b>	<b>2015</b>
	£	£
Green Light Summer School	24,638	
BBC 10 by 10	2,995	
Professional musician funding	2,500	
Bursaries	1,488	
Fining costs	101	
Other	120	
Website		1,800
	<b>31,842</b>	<b>1,800</b>

**4 Creditors: amounts falling due within one year**

	<b>2016</b>	<b>2015</b>
	£	£
Accruals	180	120
	<b>180</b>	<b>120</b>

**Martlets Music**  
**Statement of financial activities**  
**for the year ended 31 May 2016**

**5 Analysis of net assets by fund**

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2016	TOTAL FUNDS 2015
	£	£	£	£
Current assets	3,681	25,407	29,088	36,000
Creditors: amounts falling due < 1 year	(180)		(180)	(180)
	3,501	25,407	28,908	35,820

**Martlets Music**  
**Statement of financial activities**  
**for the year ended 31 May 2016**

	Note	2016 Unrestricted £	2016 Restricted £	2016 Total £	2015 Total £
<b>INCOMING RESOURCES</b>					
Voluntary income	2	600	25,114	25,714	37,800
Activities for generating funds		413	-	413	-
<b>Total incoming resources</b>		<b>1,013</b>	<b>25,114</b>	<b>26,127</b>	<b>37,800</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating voluntary income		586	-	586	-
Fund raising activities		71	-	71	-
Merchandising costs		420	-	420	-
Charitable activities	3	221	31,621	31,842	1,800
Governance cost		180	-	180	120
<b>Total resources expended</b>		<b>1,478</b>	<b>31,621</b>	<b>33,099</b>	<b>1,920</b>
<b>Net incoming resources before transfers</b>		<b>-465</b>	<b>-6,507</b>	<b>-6,972</b>	<b>35,880</b>
Transfer between funds		586	(586)	-	-
<b>Net incoming resources/(resources expended)</b>		<b>121</b>	<b>(7,093)</b>	<b>(6,972)</b>	<b>35,880</b>
Total funds brought forward		3,380	32,500	35,880	-
<b>Total funds carried forward</b>		<b>3,501</b>	<b>25,407</b>	<b>28,908</b>	<b>35,880</b>

**Martlets Music**  
**Statement of financial activities**  
**As at 31 May 2016**

	Note	2016 £	2015 £
<b>Current Assets</b>			
Cash at bank		29,088	36,000
		<u>29,088</u>	<u>36,000</u>
<b><u>Total Assets</u></b>			
<b>Creditors: amounts falling due within one year</b>			
	4	(180)	(120)
<b>Net current assets</b>		28,908	35,880
<b><u>Net Assets</u></b>		<u>28,908</u>	<u>35,880</u>
<b><u>Represented by:</u></b>			
Restricted Fund	5	25,407	32,500
Unrestricted Fund	5	<u>3,501</u>	<u>3,380</u>
Accumulated Fund at Year end		<u>28,908</u>	<u>35,880</u>

These financial statements were approved by the board of Trustees on..... *7<sup>th</sup> July 2016*  
and signed on their behalf by:

*R. Smith*  
.....  
Trustee