MUSIC IN OUR BONES

SING It makes you smile!

Charity no 1166578

Music In Our Bones Trustees Annual Report 1st January 2016 to 31st December 2016

Reference and administration details

Charity Name and Registered Charity Number:

Music In Our Bones 1166578

Charity's principle address:

203 Ranelagh Road, Ipswich IP2 0AH

Names of Charity Trustees who manage the charity:

lan Heywood (Chairperson and cheque signatory)

Elizabeth Gerrie (Secretary and cheque signatory)

Ian Flower (Treasurer)

Louise Burrows

Claire Cordeaux

Oliver Knowland

Kevin O'Hara

Pamela Wagstaff

Peter Watkins Jan - June 2016

Structure Governance and Management

- 1. Music In Our Bones is a Charitable Incorporated Organisation (CIO)
- 2. It has a CIO foundation model constitution
- If a new trustees is needed, gaps in expertise and experience are discussed at a trustee
 meeting and people known to the team are approached based on that discussion and prior
 professional and personal knowledge.
 - Initial meetings with co-founders of Music In Our Bones are held to explore the role and the suitability of the post. If the post is suitable and the person approached able to meet the charity's needs the post of trustee is offered and accepted at this point.
 - Access to Community Action Suffolk's Trustee training is offered if needed.
- 4. Four trustee meetings are held annually, one of which is the AGM. Decisions, if needed, can be agreed via email if a trustee is unable to attend.
- Our chairperson is the named person able to deal with any major Health and Safety, Safeguarding issues or Complaints. Our Treasurer, a former accountant, checks all financial management issues and reports at each meeting.

6. As Music In Our Bones has no offices, debts, or outgoings other than workshop delivery, there are few financial risks as if funding was insufficient, workshops would stop.

Summary of the objects of the charity set out in its governing document

To advance the education of amateur singers, primarily in Suffolk, of all abilities by offering an opportunity for anyone to sing with others, without an audition or former experience of choral singing, in particular but not exclusively, for Family Carers and for those with a disability.

<u>Summary of main activities undertaken for the public benefit in</u> relation to those objects

In April 2016 Music In Our Bones successfully achieved charitable status. This was to enable greater funding success in the future to sustain and develop further its singing communities with its central aim of reaching more people in song.

In 2016, with an inspiring and committed team of 6 self-employed singing leaders, Music In Our Bones, in order to carry out its charitable purposes for the public benefit, ran the following:

Singing workshops

227 singing sessions creating <u>regular</u> singing opportunities and the support that our singing communities offer to a total of 375 individual attendees.

13 taster singing workshops reaching a further 284 people managing long-term mental and physical health issues. These were offered at disease or issue specific support groups

Total individuals benefitting from 240 singing sessions = 659

Total attendees of regular singing sessions = 2271

Achievements and Performance

Our main achievements in reaching a hugely increased number of people with our singing workshops was done so via the following fortnightly (or once monthly) singing communities

33 (HeartSong) singing workshops targeting in particular Family Carers and people managing longterm conditions once monthly in the Ipswich Bury and Lowestoft areas. These have benefitted 122 individuals.

Gt Blakenham Average attendance = 21 (attracting 13 newcomers)

Bury Average attendance = 16 (attracting 11 newcomers).

Lowestoft Average attendance = 16 (attracting 4 newcomers)

21 (Musical Memories) singing workshops in Gt Blakenham for people managing dementia and their partners or adult children.

27 people with dementia or Family Carers benefitted from this project which was wonderfully supported by a team of six trained volunteers. Average attendance 18 of whom 14 were visitors with dementia and their partners, 4 volunteers. (attracting 11 newcomers)

20 (Lifting Spirits) singing workshops in Ipswich targeting women who lack the confidence to join mixed singing groups. This project benefitted 56 women. Average attendance = 20.6 (attracting 21 newcomers)

20 (Music In Mind) singing workshops in Ipswich targeting people managing mental health issues. This project benefitted 62 individuals. Average attendance = 26.4 (attracting 37 newcomers)

21 (WellSpring) singing workshops in Felixstowe bringing together people living in very sheltered accommodation with Family Carers and people managing long—term health issues. This project was accessed by 42 individuals. Average attendance = 18 (attracting 7 newcomers)

In addition in 2016:

17 (Songlines) singing workshops in Stowmarket for stroke survivors and Family Carers or friends. This project is wonderfully supported by a team of six trained volunteers. This project was accessed by 21 people. Average attendance = 13 of whom 8 are stroke survivors, 5 volunteers (2 of whom are stroke survivors)

5 (Sanctuary) singing workshops in Ipswich to help launch Quay Place, a newly opened heritage health and well-being centre, targeting people managing mental health issues. This project was accessed by 39 people in 2016

Celebrations and Performances

Two opportunities were offered during the year for those interested in sharing their singing informally with an audience.

In March, some women from Lifting Spirits joined an International Women's' day event in Stutton singing to open and close the day.

Music In Our Bones managed our first Big Sing in October 2016 bringing together singers from all of our groups in St Peters Church in Ipswich to sing for and with each other.

118 people attended enabling groups for the first time to sense the scope of the organisation they belong to, to have the opportunity to showcase their talents in front of for most a first very supportive but large audience, and to have their spirits lifted by a truly celebratory occasion. Trustees were very involved on the day and feedback was hugely positive from everyone involved. Costs were covered by donations and a tombola on the day.

Volunteer development

Music In Our Bones is developing a 'singing volunteer' strand to our work, offering training and support to singers with us (many of whom are managing a variety of disabilities or caring roles themselves).

The quality of the singing, welcome and support that our specialist groups now offer is hugely increased due to our fantastic team of 12 'singing volunteers': 6 with Musical Memories offering a regular singing community to Family Carers and their partners/parents with dementia: 6 with Songlines, our pilot project offering a regular singing community to stroke survivors and their partners. Their training, support and evaluation of the work is on-going.

We hope in 2017 to develop a 'singing supporter' strand to encourage singers with our projects to accompany singing leaders when offering tasters in community settings.

One of our volunteers, Donna Thrower was nominated in March 2016 for the High Sheriff's new Arts and Culture award. We were extremely proud to watch her receiving from the High Sheriff of Suffolk, a framed 'Highly Commended' certificate on behalf of Music In Our Bones, 'in recognition and appreciation of the positive contribution you have made to your community' as we came second place in this section.

Training / mentoring development

Music In Our Bones, in addition, has created and run a 'Singing for happiness health and wellbeing' training programme with once monthly, after work sessions. Our first five sessions successfully attracted support workers and volunteers from:

- Alzheimers Society,
- the local hospice,

- Sue Ryder's dementia café and neurological day centre and
- Red Gables a local community centre for people with a lunch club for people with dementia.

The programme encourages others who would like to offer singing as part of their group work with for older people with dementia / terminal illness to find the confidence and informal 'syllabus' to do so. The Family Carers Innovation funders has agreed for underspend to be used to continue these once monthly sessions in 2017.

Music In Our Bones has also created links with Heather Edwards who has developed the inspiring **Music Mirrors** training for anyone working or living with people with dementia. We attended and then brought heather Edwards to Suffolk to train our volunteers and 'Singing for happiness health and wellbeing' trainees. Music In Our Bones, with a further meeting with Heather Edwards in the Spring 2017 planned, is now in a position to offer this training to others in Suffolk.

POLICY DEVELOPMENT

With trustee support., 2016 has seen the development of a Health and Safety Policy and the update of our Equal Opportunities and Vulnerable Adults Policies

We now have a Volunteers Policy to pilot in 2017.

EVALUATION

Critical to successful applications for funding in the future will be our ability to accurately capture the varied ways in which of singing with Music In Our Bones can change people's lives positively.

Music In Our Bones is, in discussion with singers and trustees, and having attended the Community Action Suffolk's conference on evaluation, developing new ways of evaluating our work.

- We hope to use an I-phone (purchase agreed with funder) to be able to capture singers via photos and DVD clips, as and when they speak of the impact that being part of our singing community had had on them.
- We have also piloted including a post-group brief evaluation period with volunteers and singing leaders from Musical Memories, recording together what changes were observed in the session and discussing wider impacts the project has made for participants/changes of approach needed of the future etc.
- All groups have also been involved this year in at least one written evaluation of singing in their lives. This has included some anonymous gathering of statistical and health related information.
- 4. Group feedback sessions are planned at which we will record on our I-phone singers' reactions to sessions for those who feel most comfortable talking rather than writing about their experience.

This is all work to be further developed in 2017 based on the pilots we have run this year.

PARTNERSHIPS 2016

Support from the Suffolk Community Foundation and successful bids from Suffolk County Council's Family Carers Innovation Fund and the Esmee Fairbairn enabled an increase in partnership work in 2016 with the paid community development time required to develop new projects with partners.

Stroke Association

A visit to Music In Mind from the Stroke Association's Eastern Area manager in 2015 promoted our collaboration. Several meetings led to the Stroke Association funding the funding for the Songlines 5 month project which ran March to July 2016. Neil Chapman, the new Area Manager for the East of England took over and has been hugely supportive of the 6 month project, helping to organise and film of its impact and fundraising locally to support its future. £900 has been raised so far via Rotary and local council to which he has delivered talks.

- Sue Ryder's dementia café and neurological day centre and
- Red Gables a local community centre for people with a lunch club for people with dementia.

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Quay Place and MIND

Music In Our Bones was invited to help launch the new Heritage Health and Well-being Centre at St Mary at the Quay in the summer of 2016. A singing taster and a talk to 25 MIND and mental health housing project workers was offered in July to advertise a 10 session fortnightly project. In fact, the centre did not open until October when these sessions began. Sanctuary Singing has been delivered by Tracy Sharp as a one-off solo project and supported by volunteer Donna Thrower. The first five sessions in 2015 attracted a few singers from Music In Mind, HeartSong and Lifting Spirits as well as people who have not sung with us before including several people managing profound mental health issues and living in highly supported accommodation. A total of 39 individuals had sung with the project by the end of 2016 and written feedback was extremely positive both about the power of the singing and the impact of the beautiful setting on people's spirits.

Sue Ryder

Meetings with staff from Sue Ryder has led to The Chantry becoming the base for our Singing for happiness Health and Wellbeing sessions attended by a total of 8 of their staff

The High Sherriff

Building on the links we made via Suffolk Community Foundation last year with the High Sheriff, we were pleased to be visited by this year's High Sherriff, William Kendall at Music In Mind, to attend a celebration event he hosted at Snape Maltings, meeting many other inspiring organisations there and invited to a service at Bury Abbey which we were unable to attend.

Improved partnership through training programme

- Heather Edwards Music Mirror training
- Alzheimer's Society,
- the local hospice,
- Sue Ryder's synergy cafés for people with dementia and their partners and neurological day centre staff
- Red Gables, Stowmarket a local community centre offering many groups of people services
- Age UK
- Ipswich, Stowmarket and Hadleigh dementia Alliances
- Suffolk Family Carers

Improved partnerships through taster sessions

- Ipswich. Sudbury, Gt Barton, Eye Stroke Support Groups
- Ipswich and Sudbury Parkinson's Support groups
- Sudbury Cancer support group
- Woodbridge and Lowestoft Family Carers groups
- Wardens Sizewell
- Inside Our Community Arts

FINANCIAL REVIEW

POLICY ON RESERVES

Music In Our Bones' aims to hold sufficient reserves to cover a 3 month period delivering all the singing projects we run. This requires the sum of approximately £7000 to be accrued as this reserve.

This is to ensure sustainability for our singing communities if bids for funding are unsuccessful. Our reserves will be used to support unfunded projects whilst further applications are made to cover their costs. A larger reserve is unnecessary as the charity has no offices, on going costs, or the need to offer redundancy in case of closure as its staff are all self-employed.

Our unrestricted reserves have risen to £8500 by the end of 2016. This is due to our groups attracting more people and so donations increasing during the year. It is also due to the success of our funding applications in covering more of the real costs of our projects, this making us less reliant on reserves. Support from Suffolk Community Foundation and the Esmee Fairbairn Fund in particular in 2016 has made it possible for the charity to pay for its underpinning administration, (financial and practical), and for its policy and community development as well as an increased amount of bid writing to be achieved.

DEBTS

Music In Our Bones had no debts in 2016.

FUNDRAISING STRATEGY

Music In Our Bones has created a fundraising strategy encouraging supportive singers to help decrease our dependence on external funding. Ideas include local fundraising from supermarkets, an annual sponsored singathon and an annual raffle. A fundraising team of singers will be recruited in 2017 to support this work.

Our website needs improved to include on-line fundraising through it. Pro-bono will be approached in 2017 to help us with this.

DONATIONS

Donations from our singers make a major contributions towards our costs. £7410 in 2016 was donated in this way, 20% approx. of our expenditure.

With growing numbers at all our groups and with our fundraising strategy in place, we hope for this percentage to increase in the years ahead.

FUNDING APPLICATIONS AND PRINCIPLE SOURCES OF FUNDING

Three major funding bids to national charities were written in 2016 once we gained charity status: one to the Spirit of 2012 fund, one to the Paul Hamlyn Foundation and one to the D'Oyly Carte Trust.

The first two were unsuccessful due to the small size of our organisation and so a seeming lack of sufficient management structure looked for at this level. Advice has been sought from Community Action Suffolk for the framing of future bids.

Our bid to the D'Oyly Carte Trust was successful to fully fund our mental health project, Music In Mind and develop singing volunteers and outreach in 2017.

2017 will see us move into our second and final year of full funding for HeartSong, Musical Memories and our training programme, all paid for by Suffolk County Council's Family Carers Innovation Fund.

Other successful bids during the year for continued funding for WellSpring and Stroke Songlines, all supported by the Suffolk Community Foundation, were to the Pargiter Trust and Comic Relief as well as the Suffolk Giving Fund.

We moved into 2017 with 4 of our groups fully funded for the year ahead.

WellSpring is funded until Easter 2017 and only Lifting Spirits is unfunded. Bids will be written early 2017 to find funding for these groups which whilst funding is sought will be supported from reserves.

DECLARATION

Music In Our Bones Trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

The trustees declare that they have approved the trustees report above

Signed on behalf of the charity's trustees

IAN HEYWOOD (Chair)

date:

date 16/31

IAN FLOWER (Treasurer).

MUSIC IN OUR BONES

Income & Expenditure	Year 2016			
	Restricted Funds	Unrestricted Funds	Total	
Income				
Funding from Other Charities	£31,870		£31,870	
Voluntary Donations		£7,410	£7,410	
Total Income	£31,870	£7,410	£39,280	
Expenditure				
Costs of Running Workshops	£22,538	£4,816	£27,354	
Governance & Development	£7,280	£1,401	£8,681	
Total Expenditure	£29,818	£6,217	£36,035	
Surplus/(Deficit) for Year	£2,052	£1,193	£3,245	
Reserves				
Brought Forward 1/1/2016	£8,700	C7 C40		
Surplus/(Deficit) for Year		£7,618	£16,318	
	£2,052	£1,193	£3,245	
Carried Forward 31/12/2016	£10,752	£8,812	£19,563	
Represented by:				
Bank Balances			£19,129	
Cash in Hand			£434	
Total Bank & Cash Balances			£19,563	
Signed: Ian Heywood - Chair July 16/3/17				
lan Flower - Treasurer (6/3/17				

Report of the Trustees and
Unaudited Financial Statements For The Period
18th April 2016 to 31st December 2016
for
Music In Our Bones

Contents of the Financial Statements For The Period 18th April 2016 to 31st December 2016

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Report of the Trustees For The Period 18th April 2016 to 31st December 2016

The trustees present their report with the financial statements of the charity for the period 18th April 2016 to 31st December 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1166578

Principal address

203, Ranelagh Road Ipswich

Suffolk

IP2 0AH

Trustees

I Heywood

Mrs C Cordeaux

Mrs E Gerrie

I Flower

Mrs L Burrows

O Knowland

Mrs P Wagstaff

Independent examiner

John Phillips & Co Limited

Accountants

Unit 81 Centaur Court

Claydon Business Park

Gt. Blakenham

Ipswich

Suffolk

IP6 ONL

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

2.1/1/12

Approved by order of the	and signed on its behalf by:
Trustee W	The Flower Humes Surewell Enpowers & Surewell

Independent Examiner's Report to the Trustees of Music In Our Bones

I report on the accounts for the period 18th April 2016 to 31st December 2016 set out on pages four to eight.

Respective responsibilities of trustees 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 period (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of 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 the 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 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 statements 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

Independent Examiner's Report to the Trustees of Music In Our Bones

John Phillips & Colld

John Phillips & Co Limited Accountants Unit 81 Centaur Court Claydon Business Park Gt. Blakenham Ipswich Suffolk IP6 0NL

Date: 24/10/17

Statement of Financial Activities For The Period 18th April 2016 to 31st December 2016

		Unrestricted funds	Restricted funds	Total funds
	Notes	£	£	£
INCOMING RESOURCES			-	
Incoming resources from generated funds	\$			
Voluntary income		5,221	11,420	16,641
DECOUDERC EXPENDED				
RESOURCES EXPENDED				
Costs of generating funds Fundraising trading: cost of goods sold and				
other costs		1.261		
Governance costs		4,361	23,228	27,589
Sover named costs		300		300
Total resources expended		4,661	23,228	27,889
		·	-	
NET INCOMING/OUTCOING				
NET INCOMING/(OUTGOING) RESOURCES		#.CO	(44.000)	1201 12 120
RESOURCES		560	(11,808)	(11,248)
RECONCILIATION OF FUNDS				
Total funds brought forward		# 0 # 0	41	
Total funds brought forward		7,950	22,799	30,749
		-	-	/S
TOTAL FUNDS CARRIED FORWARD		8,510	10,991	10 501
		0,010	10,991	<u>19,501</u>

The notes form part of these financial statements

Balance Sheet At 31st December 2016

	Notes	Unrestricted funds	Restricted funds	Total funds
CURRENT ASSETS Debtors Cash at bank	3	8,810	240 10,751	240 19,561
		8,810	10,991	19,801
CREDITORS Amounts falling due within one year		-	_	-
NET CURRENT ASSETS		8,810	10,991	19,801
TOTAL ASSETS LESS CURRENT LIABILITIES		8,810	10,991	19,801
ACCRUALS AND DEFERRED INCOME	4	(300)		(300)
NET ASSETS		8,510	10,991	19,501
FUNDS Unrestricted funds Restricted funds	5			8,510 10,991
TOTAL FUNDS				19,501

The financial statements were approved by the Board of Trustees on 24 (01) and were signed on its behalf by:

Trustee

The notes form part of these financial statements

Notes to the Financial Statements For The Period 18th April 2016 to 31st December 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31st December 2016.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31st December 2016.

3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other debtors £

4. ACCRUALS AND DEFERRED INCOME

Accruals and deferred income £
300

Notes to the Financial Statements - continued For The Period 18th April 2016 to 31st December 2016

5. MOVEMENT IN FUNDS

Unrestricted funds	At 18.4.16	Net movement in funds	At 31.12.16
Lifting Spirits- Henry Smith Fund	_	795	795
Music in Mind-Henry Smith Fund	_	556	556
Heartsong-Family Carer Innovation	-	256	256
Other	7,950	(1,451)	6,499
Wellspring -Pargiter Trust-Unrestricted	-	404	404
	7,950	560	8,510
Restricted funds			
Music in Mind-D'Oyly Carte	-	4,320	4,320
Stroke Songlines-Stroke Assoc	(234)	305	71
Stroke Songlines-Comic Relief & Pargoter Trust	-	3,840	3,840
Project Development-Esmee Fairburn	5,900	(5,600)	300
Wellspring-Pargiter Trust	1,285	(630)	655
Lifting Spirits-Henry Smith Fund-Restricted	2,400	(2,400)	77 1
Music In Mind-Henry Smith Fund-Resticted	2,850	(2,850)	_
Heartsong-Family Carer Innovation Restricted	6,450	(5,220)	1,230
Musical Memories-Family Carer Innovation Restricted	4,148	(3,573)	575
	22,799	(11,808)	10,991
TOTAL FUNDS	30,749	(11,248)	19,501

Notes to the Financial Statements - continued For The Period 18th April 2016 to 31st December 2016

5. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

Unrestricted funds	Incoming resources	Resources expended £	Movement in funds £
Lifting Spirits- Henry Smith Fund Music in Mind-Henry Smith Fund Heartsong-Family Carer Innovation Musical Memories-Family Carer Innovation Other Wellspring -Pargiter Trust-Unrestricted Stroke Songlines-Stroke Assoc-Unrestricted	1,779 950 1,007 646 321 404 	(984) (394) (751) (646) (1,772) - (114) (4,661)	795 556 256 - (1,451) 404
Restricted funds Music in Mind-D'Oyly Carte Stroke Songlines-Stroke Assoc Stroke Songlines-Comic Relief & Pargoter Trust Sanctuary Singing Wellspring-Pargiter Trust Project Development-Esmee Fairburn Lifting Spirits-Henry Smith Fund-Restricted Music In Mind-Henry Smith Fund-Restricted Heartsong-Family Carer Innovation Restricted Musical Memories-Family Carer Innovation Restricted	4,320 1,820 3,840 440 1,000	(1,515) (440) (1,630) (5,600) (2,400) (2,850) (5,220) (3,573)	4,320 305 3,840 (630) (5,600) (2,400) (2,850) (5,220) (3,573)
TOTAL FUNDS	11,420	(23,228) (27,889)	(11,808) ———————————————————————————————————