

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED**

31 MARCH 2019

Charity registration number 1000584

RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

SIGNED COPY

THE SOUTHWELL MINSTER CHOIR ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	The Southwell Minster Choir Association
Charity registration number	1000584
Principal Address	47 Easthorpe Southwell NG25 0HY
Clerk to the Trustees	Mr Laurence Cunnington 47 Easthorpe Southwell NG25 0HY
Trustees	The Venerable Peter Robin Turner CB AKC BA Mth FRSA DL The Reverend Jeremy Charles Baring Pemberton Mrs Adrienne Pauline Patterson
Independent Examiner	Neil Coupland FCA RWB Chartered Accountants Northgate House North Gate New Basford Nottingham NG7 7BQ

THE SOUTHWELL MINSTER CHOIR ASSOCIATION

TRUSTEES' ANNUAL REPORT

The trustees are pleased to present their report for year ended 31 March 2019.

Reference and administrative details

Reference and administrative details are shown on page 1, the trustees whose names are shown on page 1 served throughout the year unless otherwise noted.

Structure, Governance and Management

The Trust was created by Constitution, adopted 21st July 1989.

The Trustees have examined the principal areas of the Trust's operations and considered the major risks faced. In the opinion of the Trustees, the Trust has established systems to mitigate those risks to an acceptable level.

Objectives and activities

The objects of the charity are the study and practice of choral music, in particular church music in order to foster the public knowledge and appreciation of such music by means of public performance and to promote the development of the choir of Southwell Minster.

The principal activities of the Trust during the financial year were:

1. A concert tour of the Netherlands
2. A range of concerts throughout the year
3. Involvement of the local community in musical performance
4. Educational and team-building events for the choristers
5. Financial support for parents of choristers
6. Other related activities, both educational and social, to develop the choirs of Southwell Minster

In planning their activities for the year, the Trustees kept in mind the Charity Commission's guidance on public benefit.

Achievements and performance

1. Concert Tour of the Netherlands 25th-30th May 2018

- The Rector Chori, the Assistant Director of Music, the twelve Lay Clerks (including auxiliaries), eleven of the boy choristers, together with four choir parents who acted as chaperones and group leaders, travelled to Loosdrecht in the Netherlands on 25th May.
- The parents/carers of the boys were asked to make a contribution towards the cost of their chorister's attendance on the tour, the remainder of the cost being met from SMCA funds. All boys were able to benefit from the tour regardless of their parents' financial contribution.
- Concerts were held in St Catherine's Cathedral Utrecht, Lebuinuskkerk Deventer, and St Bavo Basilica Haarlem.
- The boys also enjoyed visits to the Speelklok Museum Utrecht, and the NEMO Science Museum in Haarlem as well as a number of recreational activities between the rehearsals and concerts.
- A tour along similar lines is planned for the Lay Clerks and Girls' Choir to Sées, France in 2019.

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TRUSTEES' ANNUAL REPORT

2 Concert programme during the year

Music in the Great Hall

- This popular series of Sunday night concerts is held in the State Chamber of The Archbishop's Palace, restored five years ago with funding from the Heritage Lottery Fund.
- Seven concerts were held during the year, including performances by The Southwell String Quartet; the winner of the 2017 Nottingham Young Musician of the year, Konya Kanneh Mason; a showcase opportunity for young musicians from The Minster School; and a Carol concert performed by the Girls' Choir. Local musicians Mark Hacking, Luke Green, and Stephen Cooper also performed as part of the series.

St Cecilia Concert

- The St Cecilia Concert has, for many years, been the highlight of the SMCA's musical and fund-raising calendar and the concert held on 12th October 2018 continued this tradition established by the former Rector Chori
- The Southwell Minster Choir, conducted by Paul Provost, and with soloists Simon Hogan (Organ), Richard Laing (Violin), Ruth Provost (Cello), and Thea Butterworth (Harp) performed Parry's Blest Pair of Sirens, and Songs of Farewell, together with Fauré's Requiem.

Lay Clerks' Concerts

- As part of the fund-raising activity for the Tour, the Lay Clerks performed two concerts in Southwell Minster and St Mary Magdalene, Newark.

Four Choirs

- The choir participated in the 'Four Choirs' event at Leicester Cathedral.

3 Involvement of the local community in musical performance

- The Minster Chorale performed Handel's Messiah to an audience of over 350 people in December 2018.
- A 'Come and Sing' event in February 2019 attracted over one hundred local people to perform Haydn's Creation.

4 Educational and team-building events for the choristers

- The Boys' Choir enjoyed outings to Thorpe Lake, 'Clip and Climb', and a bush skills training day.
- The Girls' Choir went on a skating outing, a golf training day, and a trip to Coventry Cathedral.
- These events were funded entirely by SMCA.

5 Financial support for parents/carers of choristers

- Since its inception in 2011, the discretionary travel grant scheme has paid out almost £20,000 to the parents/carers of choristers with a home address more than seven miles from the Minster.
- The scheme, which is not means-tested, is a valuable recruitment and retention tool and has been greatly appreciated by the parents who have benefitted from it.

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6 Other related activities

Choral Outreach Programme

- The Choral Outreach Programme, which has been running since 2010 (initially known as 'Sing Up'), is administered by SMCA and has been funded by the Chapter of Southwell Minster, The Heritage Lottery Fund, The Pilling Trust, and an anonymous private donor.
- Using the strapline 'Singing is fun! Singing is inclusive!', outreach activity into local schools has continued throughout the year encouraging children in the enjoyment of singing, both listening and performing.

The Thiman Collection

- Funded by a member of the Thiman family, the objective of this project is to create a physical archive of every known piece of music by the prolific composer, Eric Harding Thiman (1900-1975).
- After five years' work by Guy Turner (one of the Lay Clerks), the project is nearing completion and creates a national resource for further academic/doctoral research. The archive will comprise in excess of 1300 pieces and is referenced in the composer's Wikipedia article.

Southwell Minster Website

- SMCA contributed £1,000 to the development of a new Minster website.

Refreshments team

- The team provided refreshments to concert-goers at the Minster throughout the year, not just at those concerts staged by SMCA. The profits are a valuable source of funds for the Choir Association as well as being appreciated by the local community.

Old Choristers' Association

- It is intended to re-launch the Old Choristers' Association during 2019. The funds of the Association had been held in a dormant account for many years and were transferred to SMCA as a restricted fund in March 2019.

Financial review

- Total net assets as at 31st March 2019 were £35,528 compared to £34,912 as at 31st March 2018.
- Expenditure during the year on charitable activities, including tours, totalled £35,709 indicating a healthy turnover of funds i.e. the charity is spending its money on the purposes for which it was established.
- Funds surplus to short-term requirements are held in The Church of England Fixed Interest Securities Fund (Accumulation Shares), a holding in line with Church of England ethical investment policy. The shares performed well and increased in value by 3.6% during the year. The Treasurer monitors the value of the shares on a weekly basis and would alert the Trustees to any significant fall in value in order that they make an appropriate decision to sell some or all of the holding.
- The income and expenditure relating to the Utrecht Tour was spread over two accounting years so its net cost is not immediately apparent from the accounts. The net cost of the Tour was £13,564 after receipt of £8,042 in donations and other directly related fundraising activity.
- It is the opinion of the Trustees that the charity remains in a robust financial condition.

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TRUSTEES' ANNUAL REPORT

Acknowledgements

- The Trustees would like to thank the members of the Association for their subscriptions and the local community for their generous donations and support of the charity's activities.
- Gratitude is also expressed to the officers and members of the Committee, the staff of the Music Department of Southwell Minster, and the many volunteers for their hard work throughout the year.

Approved by the Trustees on 14 September 2019 and signed on their behalf by:



The Venerable Peter Robin Turner CB AKC BC Mth FRSA DL
Chair

14 Sep 19

THE SOUTHWELL MINSTER CHOIR ASSOCIATION
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE SOUTHWELL MINSTER CHOIR ASSOCIATION

I report to the trustees on my examination of the accounts of The Southwell Minster Choir Association for the year ended 31 March 2019 set out on pages 4 and 5.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charities 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 the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N COUPLAND FCA DChA
RWB Chartered Accountants
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

Date: 14th September 2019

THE SOUTHWELL MINSTER CHOIR ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 £
Receipts					
Donations		3,451	-	3,451	3,993
Fundraising	1	16,618	-	16,618	12,093
Tour Income	2	5,443	-	5,443	-
Annual subscriptions		1,995	-	1,995	1,880
Bank interest		-	-	-	-
Other income	3	1,923	6,887	8,810	7,276
		<u>29,430</u>	<u>6,887</u>	<u>36,317</u>	<u>25,242</u>
Assets and investment sales					
Receipts from sale of investments		<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>
Total receipts		<u>39,430</u>	<u>6,887</u>	<u>46,317</u>	<u>25,242</u>
Payments					
Fundraising	4	8,883	-	8,883	6,650
Tour Activity	5	17,802	-	17,802	4,189
Choir Activity	6	1,815	-	1,815	1,587
Administration expenses		211	-	211	88
Website expenses		1,000	-	1,000	-
Miscellaneous expenses	7	1,990	4,008	5,998	10,188
		<u>31,701</u>	<u>4,008</u>	<u>35,709</u>	<u>22,702</u>
Total payments		<u>31,701</u>	<u>4,008</u>	<u>35,709</u>	<u>22,702</u>
Net receipts (payments)		7,729	2,879	10,608	2,540
Transfers between funds		-	-	-	-
Cash funds as at 31 March 2018		<u>3,295</u>	<u>3,660</u>	<u>6,955</u>	<u>4,415</u>
Cash funds as at 31 March 2019		<u>11,024</u>	<u>6,539</u>	<u>17,563</u>	<u>6,955</u>

THE SOUTHWELL MINSTER CHOIR ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 £
Cash Funds				
NatWest current account	11,024	6,539	17,563	6,937
Other cash balances	-	-	-	18
Petty cash	-	-	-	-
	<u>11,024</u>	<u>6,539</u>	<u>17,563</u>	<u>6,955</u>
Investment assets held with CCLA				
Market Value				
Cost: £17,881 (2017: £28,037)	<u>18,385</u>	<u>-</u>	<u>18,385</u>	<u>27,957</u>
Total Assets	<u>29,409</u>	<u>6,539</u>	<u>35,948</u>	<u>34,912</u>
Liabilities Examiners fees	420	-	420	-
	<u>420</u>	<u>-</u>	<u>420</u>	<u>-</u>
Net Assets	<u>28,989</u>	<u>6,539</u>	<u>35,528</u>	<u>34,912</u>

	Balance at 1 April 2018 £	Incoming Resources £	Resources Expended £	Balance at 31 March 2019 £
Restricted Funds				
Choral Outreach Project	3,102	6,000	(3,539)	5,563
Eric Thiman Collection	558	115	(469)	204
Old Choristers' Association	-	772	-	772
	<u>3,660</u>	<u>6,887</u>	<u>(4,008)</u>	<u>6,539</u>

Signed on behalf of the board of trustees on 14 September 2019

 14 Sep 19

The Venerable Peter Robin Turner CB AKC BC Mth FRSA DL
Chair

THE SOUTHWELL MINSTER CHOIR ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 £
1 Income from fundraising				
Christmas card sales	617	-	617	-
Music in the Great Hall	2,374	-	2,374	1,652
Other concerts	7,132	-	7,132	7,024
Refreshments sales	4,141	-	4,141	2,259
St. Cecilia concert	2,354	-	2,354	1,158
	<u>16,618</u>	<u>-</u>	<u>16,618</u>	<u>12,093</u>
2 Tour income				
Utrecht tour 2018	<u>5,443</u>	<u>-</u>	<u>5,443</u>	<u>-</u>
3 Other income				
Choral Outreach Project (Sing Up)	-	6,000	6,000	6,000
Eric Thiman Collection	-	115	115	148
Old Choristers Association	-	772	772	-
Gift Aid	1,923	-	1,923	1,128
	<u>1,923</u>	<u>6,887</u>	<u>8,810</u>	<u>7,276</u>
4 Expenditure on fundraising				
Christmas cards	908	-	908	-
Refreshment expenses	1,978	-	1,978	1,162
Music in the Great Hall	347	-	347	542
Other concerts and expenses	4,777	-	4,777	4,218
St. Cecilia concert	873	-	873	728
	<u>8,883</u>	<u>-</u>	<u>8,883</u>	<u>6,650</u>
5 Tour Activity				
Utrecht tour	17,321	-	17,321	4,189
Sees tour	481	-	481	-
	<u>17,802</u>	<u>-</u>	<u>17,802</u>	<u>4,189</u>
6 Choir Activities				
BBQ	791	-	791	520
Outings	1,024	-	1,024	587
Bonfire	-	-	-	165
Bowling & football	-	-	-	315
	<u>1,815</u>	<u>-</u>	<u>1,815</u>	<u>1,587</u>

THE SOUTHWELL MINSTER CHOIR ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 £
7 Miscellaneous expenses				
Girls' choir expenses	988	-	988	527
Choral Outreach Project (Sing Up)	-	3,539	3,539	4,837
Eric Thiman Collection	-	469	469	762
Travel grants	902	-	902	2,594
Cathedral Chapter – Organ Scholar	-	-	-	1,000
Other	100	-	100	468
	<u>1,990</u>	<u>4,008</u>	<u>5,998</u>	<u>10,188</u>