

# **York Music Hub**

(Charity number: 1172491)

## **Trustees annual report & financial statements for the year ended**

**31st March 2018**

# **outsourc**

Charity accounts preparation &  
independent examination service

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# **York Music Hub**

(Charity number: 1172491)

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## **Charity Information**

### **Trustees**

Mr Patrick Richard Dehany Scott	(Appointed 23/9/2016)
Mr Patrick Kelly	(Appointed 7/12/2016)
Mrs Elizabeth Raper	(Appointed 7/12/2016)
Mrs Rachelle Laisnez	(Appointed 21/9/2017)
Mr David John Hugh Croft	(Appointed 7/12/2016)
Mrs Laura Elizabeth Mashedor	(Appointed 5/9/2017)

**Registered Charity number** 1172491

**Constitutional form** Charitable Incorporated Organisation (CIO)

**Principal and registered office** York Music Hub  
Tribe York  
15, Priory Street  
York  
N Yorks  
YO1 6ET

**Independent Examiner** Jeff Todd  
Outsource  
29 Millfield Road  
York  
YO23 1NH

**Bankers** CAF

## **Report of the Trustees for the period ended 31 March 2018**

The Trustees present their report and the accounts for the period ended 31 March 2018.

Charity information forms part of this report. The accounts have been prepared on the receipts and payments basis.

### **Structure, governance and management**

The CIO is a registered charity, number 1172491, with the registration dated 7 April 2017.

York Music Hub is a Charitable Incorporated Organisation (CIO) governed by a constitution registered with the Charity Commission on 7 April 2017.

York Music Hub has adopted the Foundation model of the CIO constitution, voting members are therefore the charity Trustees only. In accordance with the constitution Trustees may be appointed for an unlimited period of time and appointments are approved by the incumbent Trustees by way of a majority decision.

The Board of Trustees meets 4 times a year and are responsible for meeting the aims and objectives, ongoing viability, strategic development and legal obligations of the charity. The Board of Trustees holds overall responsibility for the charity's continued success; it is vital that its Trustees have the necessary skills and knowledge to enable them to carry out this function.

During the period the charity had no paid employees and the Trustees performed the day to day management of the organisation.

The Board of Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

### **Reference and administrative details**

Reference and administrative details are included within Charity Information, which constitutes part of the Report of the Trustees.

### **Objectives and activities**

The primary objective of the CIO (as defined by its constitution) are:

For the public benefit, to advance the musical education of all children and young people in the city of York and surrounding area, in such ways that the charity trustees think fit, including by:

- Developing sustainable, high quality, diverse and accessible musical experiences to enable all children and young people in York to have at least some experience of making music, and the opportunity to develop their skills further if they wish to;
- Enhancing the education, life experiences and self-confidence of all children and young people through music within and beyond their school experience;
- Fostering a life-long love of music for all;
- Working with partners in promoting a varied range of music opportunities for children and young people.

### **Achievements and performance**

The York Music Hub was established as an independent charity in April 2017, and started to receive the Arts Council (ACE) funding for music hubs part way through the financial year (in June 2017) via an SLA with York City Council. In January 2018, ACE approved the Hub as an appropriate body to receive the grant directly, with effect from April 2018.

During that time, our main concern was to ensure continuity of provision for York Arts Education (YAE), our main delivery partner, whilst establishing the Hub as an effective organisation in its own right. Both of these objectives were achieved. YAE has not only maintained provision, but attracted an increasing number of young people to the music centres that it runs on Wednesdays and Saturdays every week during term time. At the same time, the Hub drew up a Business Plan for 2018/20 and an activity plan, both of which were accepted by ACE as a basis for continuing to

be responsible for the delivery of the National Plan for Music Education In York. Both of these plans were informed by an analysis of the available data, and consultation with a newly established Advisory Panel representing the interests of all the main providers in the city. The Advisory Panel has provided an important platform for establishing positive relationships with a number of providers, such as the York Music Service, that have in the past, tended to operate in isolation. The first few meetings have included full discussions on the state of music education in secondary schools, the singing strategy and inclusion.

The new Hub was formally launched in November 2017 at an event attended by over 100 people which included performances by a number of individual young musicians and ensembles supported by the Hub. In the audience were supporters, young people, partners and potential sponsors. Following this event, the Hub turned its attention to the challenge of attracting sponsorship. By the end of the year, agreement had been reached on a £5K grant towards the establishment of a York Youth Orchestra, and support from the Company of Merchant Taylors for a £3Kpa bursary scheme for talented young musicians who would benefit from but are unable to afford 1:1 tuition. The Hub was also named as one of the three charities to be adopted by the Lord Mayor of York during 2018/19.

In addition to this, we made grants from the commissioning fund to Songwires, the YAE intergenerational choir, the Archbishop Holgate's School Community Orchestra, the Fulford MAT orchestra and the Explora York 9-bit orchestra. In March, we revived the 'Best of the Bands' at the Grand Opera House in York after an absence of 8 years. Whilst the size of the audience was disappointing, the event suggested that it would be possible to re-establish a brand that had proved to be very successful in the past.

At the end of 2017/18, the Hub started to prepare for the next stage in its development by making arrangements to become more independent from York Arts Education on which it had relied for 'professional services' since the beginning of the year. The post of Hub Manager was advertised and an appointment, Molly Newton, was made. We also began the process of establishing a new office and becoming an employer in our own right.

#### **Plans for future periods**

An important priority for 2018/19 is to maintain the Hub as a stable and effective funding organisation during a further period of transition, with new leadership, and a new approach to the challenge of building capacity. At the same time, we want to do more than maintain the status quo. We aim to become more entrepreneurial, doing more than simply distributing funding to others. We want to find ways of increasing income, expanding our reach and, ultimately, being able to create a more robust organisation with the capacity to promote events, and raise the profile of youth music in the city.

This has significant implications for our partners. We believe that if we can discourage providers from treating us as simply a grant awarding body, and invite them to see us as a guarantor of funding and a source of practical support, they will become more active in seeking sponsorship themselves and taking a more commercial approach. We are also planning to take a fresh approach to the Best of the Bands, the annual Music Festival and the choral concert which, we hope, will encourage more schools to become involved and widen our audience appeal.

Sponsorship will continue to be at the heart of this new approach, whether it is as one of the Lord Mayor's Charities (by mounting series of fund raising concerts showcasing the best of youth music), working with business to adopt city centre venues for the music festival or funding particular projects such as the event being planned by the Creative Learning Partnership to commemorate the end of the 1<sup>st</sup> World War.

We will be working closely with YAE and schools to provide more whole class instrumental teaching, and increase the scope and scale of the Music Centres. In order to achieve this, we will be introducing dedicated meetings for primary music co-ordinators and secondary music teachers, and we are planning to review the operation of the 'Approved Tutor' scheme.

The Hub will also be taking responsibility for the delivery of Music4U in the area, making provision for young people 'living in challenging circumstances', which includes support for the Danesgate Community Pupil Referral Unit, for Applefields special school, for providers specialising in SEND, and by making awards for families that cannot afford holiday or out of school provision.

Finally, the Hub has identified a number of priorities that will be supported subject to the availability of resources, these include early years provision, work with the local authority on inclusion and the singing strategy.

#### **Financial review**

The Hub entered 2018 with a small operating surplus of £7,577, and a limited number of liabilities largely associated with funds committed to commissioning fund projects extending over the end of the financial year. The risks associated with this are slight as, being a commissioning body, the Hub has few structural liabilities. However, the decision to employ the Hub Manager directly and to enter into contracts for office space, and to engage additional managerial support are significant and the Board is aware of the need to keep its liabilities under review.

#### **Policy on Reserves**

The Trustees have identified the need to build reserves but recognise that this is a long term project given that the Hub is predominantly a commissioning organisation and has a responsibility to ensure that grant funding is spent on the purposes for which it is intended. The board is committed to the aspiration for the Hub to become more entrepreneurial, involved in, for example, trading services more widely and promoting income generating events (such as 'Sons of Pitches') and recognises the importance of building reserves as part of this strategy.

#### **Risk management**

The Board has paid particular attention to a range of risks faced by the charity and has implemented measures to reduce or mitigate these risks. The main risks identified by the Board during 2017/2018 are listed in the Business Plan for 2018/20 and include:

- Schools reluctant to engage with the Hub
- Failure to attract sponsorship
- Insufficient managerial and administrative capacity
- Reluctance of teachers and tutors to engage with CPD
- Lack of enthusiasm for the commissioning fund
- Poor safeguarding procedures

#### **Statement of the Trustees' Responsibilities**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011 and the charity's constitution.

#### **Declaration**

The Trustees approved the Trustees' Report and financial statements on 11 June 2018 and signed on its behalf:

  
Patrick Scott  
Chair of the Board

## Independent examiner's report on the accounts

I report on the accounts of: **York Music Hub**  
for the year ended: **31st March 2018** which are set out on pages 7 to 10.

### 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 year under section 144 (2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

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 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 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

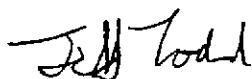
In connection with my examination, no matter has come to my attention

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 comply with the accounting requirements of the 2011 Act

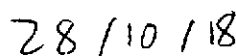
have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Jeff Todd (FCA)**

Outsource charity accounts preparation &  
independent examination service  
29 Millfield Road,  
York YO1 6ET



**Date:**

**York Music Hub**  
(Charity number: 1172491)

<b>Receipts &amp; payments accounts for the year ended:</b>	<b>31st March 2018</b>
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	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018 Total funds</b>
	£	£	£
<b>Receipts</b>			
ACE Hub Grant	-	127,959	127,959
CYC Grant	1,000	-	1,000
Music4U	-	6,000	6,000
Donations	60	5,000	5,060
Masterclass income	420	-	420
<b>Total receipts</b>	<b>1,480</b>	<b>138,959</b>	<b>140,439</b>
<b>Payments</b>			
Lead Partner Commission	-	83,900	83,900
Commissioning Fund	-	6,436	6,436
Bursaries (Instrument/vocal tuition)	-	5,875	5,875
Music4U Projects	-	8,765	8,765
Concerts and Events	-	5,566	5,566
Subscriptions	-	1,692	1,692
Match Funding	-	6,000	6,000
CPD	420	-	420
Communications and promotion	-	2,057	2,057
Meetings	-	608	608
Professional services	1,000	9,266	10,266
Accountancy	60	-	60
Legal	-	720	720
Bank charges	-	40	40
DBS	-	260	260
Office costs	-	197	197
<b>Total payments</b>	<b>1,480</b>	<b>131,382</b>	<b>132,862</b>
<b>Net of receipts/(payments)</b>	<b>-</b>	<b>7,577</b>	<b>7,577</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance carried forward</b>	<b>-</b>	<b>7,577</b>	<b>7,577</b>



**York Music Hub**  
(Charity number: 1172491)

<b>Statement of Assets and Liabilities at:</b>	<b>31st March 2018</b>
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	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018 Total funds</b>
<b>Assets</b>	£	£	£
<b>Cash at bank and in hand</b>			
Current bank account	7,577	-	7,577
	<u>7,577</u>	<u>-</u>	<u>7,577</u>

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018 Total funds</b>
<b>Liabilities</b>	£	£	£
Independent examiner's fee	190	-	190
	<u>190</u>	<u>-</u>	<u>190</u>

**York Music Hub**  
(Charity number: 1172491)

**Notes to the accounts for the year ended:**

**31st March 2018**

**1. Basis of accounts**

The Charity was registered on 7 April 2017 and these are the first accounts, accordingly there are no comparative figures.

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

**3. Funds analysis**

**Unrestricted funds**

Unrestricted funds are funds that can be used in accordance with the objects of the charity at the discretion of the trustees

**Restricted Funds**

Restricted funds are subject to specific conditions by donors as to how they can be used.

**Movement of funds**

	<b>Receipts</b>	<b>Payments</b>	<b>Carried forward</b>
	£	£	£
<b>Restricted funds</b>			
ACE Hub Grant	127,959	125,382	2,577
Music4U	6,000	6,000	-
Donation	5,000	-	5,000
	<u>138,959</u>	<u>131,382</u>	<u>7,577</u>
 Unrestricted funds	 <u>1,480</u>	 <u>1,480</u>	 <u>-</u>
 Total	 <u>140,439</u>	 <u>132,862</u>	 <u>7,577</u>

Approval of accounts for the year ended: 31st March 2018

The report and accounts were approved at a meeting of the trustees held on:

11<sup>th</sup> June 2018

Date



Signed for and on behalf of the trustees

3<sup>rd</sup> October 2018

Date

PATRICK SCOTT

Print name

CHAIR

Position (e.g. Chair etc)