

York Music Hub

(Charity number: 1172491)

Trustees annual report & financial statements for the year ended

31st March 2019

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Charity accounts preparation &
independent examination service

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 Masheder	(Appointed 5/9/2017)

Registered Charity number 1172491

Constitutional form Charitable Incorporated Organisation (CIO)

Principal and registered office York Music Hub
c/o Pathfinder Teaching School
Hull Road
York
N Yorks
YO10 5ZA

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

Bankers CAF

Report of the Trustees for the period ended 31 March 2019

The Trustees present their report and the accounts for the period ended 31 March 2019.

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 is 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.

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

Although the Hub was only a year old in April 2018, the year that followed turned into a period of significant change. In September, the arrangement with YAE for the provision of professional services came to an end and Molly Newton was appointed as Hub Manager, with Craig Brown as her assistant. The Hub Manager is now directly employed, and plans have been agreed for the Asst Manager to join the payroll from September 2019. The new management team were faced almost immediately with the requirement to complete the annual data return to the Arts Council, to find new office premises, to familiarise themselves with new systems and procedures and to build relationships across the sector. 2018/19 was also the first full year during which the Hub has been directly in receipt of the Arts Council grant.

Amongst the key achievements during this period were the overhaul of safeguarding arrangements (including DBS checks for all approved tutors), a significant improvement in the relationship with schools, tighter financial management and continuity of provision for YAE. New office accommodation was found with Tribe York, but the Hub has now been offered more appropriate office accommodation at Archbishop Holgate's school.

The data return, which identified some weaknesses in provision, informed the annual feedback letter from the Arts Council. Strengths included the operation of the 'new lead organisation' (YMH) which is 'now established and working strategically', the partnership launch event, and the commissioning model which 'has led to significant investment in the sector'. However, ACE also noted that 'YMH's school engagement during the review year was well below national averages', and that the singing strategy had not engaged with secondary schools. In commenting on the resilience of the Hub, ACE noted that 'the hub lead organisation does not have significant reserves' and that 'the capacity of the hub lead organisation is limited'. As a consequence of this, the Hub was moved from 'low risk' to 'medium risk' and was required to produce an action plan demonstrating how the areas for development would be addressed.

Many of the issues identified by the Arts Council reflected the performance of the Hub during previous years and were already being addressed by the new leadership team. Particular achievements during the course of the year include:

- A highly successful charity concert series on behalf of the Lord Mayor's Charities which significantly raised the profile of the hub,
- The establishment of the Merchant Taylor's bursary scheme and confirmation that it would continue to be supported for a further three years,
- Support for a number of commissions, including '100 years, 1,000 voices' (sponsored in part by the Sylvia and Colin Shepherd Trust), the Rock God academy, and the York Youth Orchestra (supported by an anonymous donation),
- The continuation through 'Music4U' of projects for young people 'living in challenging circumstances',
- Workshop and performance by 'Sons of Pitches' as an integral part of the Singing Strategy designed to encourage boys to be involved in singing,
- Overhaul of the arrangements for free tickets to be available to children and young people for concerts by the Guildhall Orchestra,
- The annual Choral concert and 'Best of Bands' event,

Support was also provided for the YMS Jazz Orchestra at the Youth Music Proms in November and the Rotary Club Young Musician of the Year competition was revived in York with a young person from York achieving third place in the national finals.

In addition, the Hub renegotiated the contract with YAE for 2019 – 2021. This released additional funds which allowed the Hub to build capacity, begin work on an ambitious youth music festival in June 2019, produce a monthly newsletter, improve its profile on social media, and enhance its arrangements for contract monitoring with YAE and other partners.

Plans for the future

The Hub is managing to deliver most of the plans for 2019/20 that were identified in the last annual report. The two key objectives were to build capacity and to enhance the profile of youth music in the city.

In response to the recommendations of the Arts Council, the Hub submitted a bid to the Two Ridings Foundation for a grant from the Vital York: Step Change Fund to appoint an administrative assistant and release the Hub Managers to explore potential fundraising opportunities, and prepare for the next submission to the Arts Council which is likely to be required for April 2021. This was successful, and, during 2019/20, the Hub will be developing a set of options for establishing a supporters club. The additional funding raised in this way will allow the leadership team to become more strategic and focus on 'making a difference', particularly in delivering the three priorities identified in the action plan agreed with ACE:

- Engagement with schools
- Widening participation

- Improving quality

As part of this work, the Hub will be reviewing the bursary scheme for children and young people who are unable to afford music tuition, consulting with children and young people as part of the 2019 data return to ACE and looking again at the way in which the Advisory Panel operates.

By renegotiating the funding agreement with York Arts Education and raising significant additional funds through sponsorship, it has been possible to double the amount of management time available from 2 to 4 days and to build up a small financial reserve as recommended by the Arts Council.

The Hub is also making a number of important changes to its commissioning strategy in order to align its use of resources more closely to its strategic objectives. Following a 'Providers Event' in February, two new Invitations to Tender (ITT) were issued, which have attracted a number of expressions of interest:

- 'Music for All' invites proposals to pilot an outreach programme in the city with the aim of engaging more children and young people in making and enjoying music,
- 'Increasing Choice' invites proposals to increase the range and variety of opportunities available to aspiring young musicians in the city.

In addition to this, the Hub is maintaining the existing commissioning fund which disburses smaller sums of money for innovative projects that can be shown to reflect the strategic priorities in the current business plan.

The Hub is seeking to raise the profile of youth music in the city with an ambitious youth music festival in June (Hubfest 2019). Young musicians will be taking over the city for a weekend in June, a gala concert and a Sunday showcase for 4 secondary schools at the University of York. A challenge for future years will be to use the event as a springboard for future concerts and an incentive for potential sponsors. Already, the Ed de Nunzio Trust has agreed to support future plans for Music4U.

Financial review

The Hub entered 2019 with a small operating surplus of £16,106 of which £7,201 is unrestricted, 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 both the Hub Manager and Asst Manager is 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.

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 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

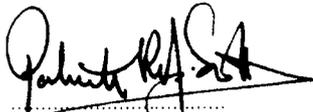
Progress has already been made in addressing all of these risks, and the plans for 2019/20 should allow further progress to be made.

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 17 June 2019 and signed on its behalf:



.....
Patrick Scott
Chair of the Board

Independent examiner's report to the trustees of York Music Hub

I report on the accounts of: **York Music Hub**
for the year ended: **31 March 2019** which are set out on pages 7 to 10.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

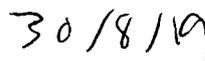
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Jeff Todd (FCA)

Outsource independent examination
service

The Hiscox Building
Peasholme Green
York YO1 7PR



Date:

York Music Hub
(Charity number: 1172491)

Receipts & payments accounts for the year ended:		31st March 2019		
	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
Receipts				
ACE Hub Grant	-	226,846	226,846	127,959
CYC Grant	-	-	-	1,000
Music4U	-	11,250	11,250	6,000
Sponsorship	5,000	-	5,000	-
Donations	525	-	525	5,060
Masterclass income	660	-	660	420
Other income	1,016	-	1,016	-
Total receipts	7,201	238,096	245,297	140,439
Payments				
Lead Partner Commission	-	167,800	167,800	83,900
Commissioning Fund	-	14,886	14,886	6,436
Bursaries (Instrument/vocal tuition)	-	6,816	6,816	5,875
Singing strategy	-	2,001	2,001	-
Music4U Projects	-	7,045	7,045	8,765
Concerts and Events	-	6,284	6,284	5,566
Subscriptions	-	146	146	1,692
Match Funding	-	6,000	6,000	6,000
CPD	-	604	604	420
Communications and promotion	-	980	980	2,057
Meetings	-	131	131	608
Professional services & hub mgt	-	17,757	17,757	10,266
Administration support	-	3,432	3,432	-
Accountancy	-	190	190	60
Insurance	-	1,414	1,414	-
Legal	-	-	-	720
Bank charges	-	60	60	40
DBS	-	340	340	260
Office costs	-	972	972	197
Total payments	-	236,858	236,858	132,862
Net of receipts/(payments)	7,201	1,238	8,439	7,577
Transfers between funds	-	-	-	-
Balance brought forward	-	7,577	7,577	-
Balance carried forward	7,201	8,815	16,016	7,577

York Music Hub
(Charity number: 1172491)

Statement of Assets and Liabilities at:	31st March 2019
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	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
Assets	£	£	£	£
Cash at bank and in hand				
Current bank account	7,201	8,815	16,016	7,577
	<u>7,201</u>	<u>8,815</u>	<u>16,016</u>	<u>7,577</u>

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
Liabilities	£	£	£	£
Independent examiner's fee	270	-	270	190
	<u>270</u>	<u>-</u>	<u>270</u>	<u>190</u>

York Music Hub
(Charity number: 1172491)

Notes to the accounts for the year ended:

31st March 2019

1. Basis of accounts

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

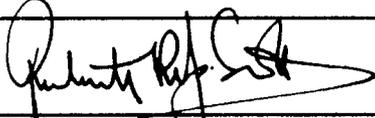
	Brought forward	Receipts	Payments	Carried forward
	£	£	£	£
Restricted funds				
ACE Hub Grant	2,577	226,846	224,963	4,460
Music4U	-	11,250	6,895	4,355
Donation	5,000	-	5,000	-
	<u>7,577</u>	<u>238,096</u>	<u>236,858</u>	<u>8,815</u>
Unrestricted funds	<u>-</u>	<u>7,201</u>	<u>-</u>	<u>7,201</u>
Total	<u>7,577</u>	<u>245,297</u>	<u>236,858</u>	<u>16,016</u>

Approval of accounts for the year ended: 31st March 2019

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

27th June 2019

Date



Signed for and on behalf of the trustees

29/8/2019

Date

PATRICK SCOTT

Print name

Chair of the Board

Position (e.g. Chair etc)