

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2024**

**Charity registration number 1000584**

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

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity name</b>	The Southwell Minster Choir Association
<b>Charity registration number</b>	1000584
<b>Principal Address</b>	47 Easthorpe Southwell NG25 0HY
<b>Clerk to the Trustees</b>	Mr Laurence Cunnington 47 Easthorpe Southwell NG25 0HY
<b>Trustees</b>	Colonel David Rupert Sneath Ms Elizabeth Helen Johnson Mrs Adrienne Pauline Patterson Rev Canon Dr Richard Frith Mr Jonathan Michael Nicholas Allsopp Mr Laurence Clifford Cunnington Mr Paul Anthony Provost Mr Michael Norman Davidson
<b>Independent Examiner</b>	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 2024.

**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.

A revised version of the Constitution was adopted at the charity's AGM on 19<sup>th</sup> November 2023. The reasons for this revision were set out in detail in last year's trustees' report. In summary, the 'objectives and activities' statement was clarified to include formally the Minster Chorale (and any future similar choirs); outdated gender-specific language was removed from the document; and the number of trustees was increased to eight.

The revised Constitution was submitted to the Charity Commission on 14<sup>th</sup> February 2024 - the delay of three months from adoption to submission was caused by implementation problems with the Commission's new online system. On 20<sup>th</sup> June 2024, the Charity Commission advised that the proposed wording of the 'Objects and Beneficiaries' had been rejected and required further clarification, which means that the 'old' Constitution remains in force for the time being. A revised wording will be submitted to the Commission as soon as this has been agreed by the trustees.

**Objectives and activities**

The objects of the charity, as currently filed with the Charity Commission, 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 are:**

1. Concert tours by the lay clerks, choristers, and the Minster Chorale
2. A programme 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 the parents of choristers
6. Other related activities, both educational and social, to develop the choirs of Southwell Minster

In planning their activities, the Trustees keep in mind at all times the Charity Commission's guidance on public benefit.

**Achievements and performance**

**1 Concert tours**

- A concert tour of Normandy by the girls' and boys' choirs; the daily and auxiliary lay clerks; the Rector Chori; and Assistant Director of Music was undertaken from 19<sup>th</sup>-24<sup>th</sup> July 2023, performing at well-attended concerts at Abbaye aux Hommes in Caen, Sées Cathedral, and L'Eglise de Mortagne-au-Perche. In addition, the choirs accompanied Sunday Mass at Sées Cathedral. This was the first time that girls and boys have participated in the same tour.

## THE SOUTHWELL MINSTER CHOIR ASSOCIATION

### TRUSTEES' ANNUAL REPORT

- The tour group took part in educational visits to the Bayeux Tapestry, the Canadian Second World War Museum at Juno Beach, and Mont St Michel.
- Penny Turner, the Deputy Diocesan Safeguarding Advisor, worked with the Rector Chori and the music department in the planning of the tour to ensure the highest standards of safeguarding practice were adhered to throughout. Along with several other choir parent chaperones, Penny also came on tour to act as a chaperone and to provide safeguarding oversight.
- Expenditure relating to the tour is spread across two financial years, so it is not possible to identify its net cost in one set of annual accounts. The total net cost of the Sées tour was £11,872.
- The Association also contributed £4,225 to the cost of the Minster Chorale's tour to Hereford.

#### **2 Concert programme during the year**

- A full programme of six concerts in the 'Music in the State Chamber' series was held.
- The girls' choir performed at the annual 'Carols in the State Chamber' concert.
- In March 2024, a major concert was staged performing J.S. Bach's 'St John Passion'. This gave the choir the opportunity to perform with the Musical & Amicable Society, a professional, full, period orchestra.

#### **3 Involvement of the local community in musical performance**

- The annual Messiah concert was held in December 2023. Conducted by the Assistant Director of Music, Jonny Allsopp, the voices of the Minster Chorale and a singing group from the Minster School were augmented by professional soloists and the concert was accompanied by the Musical & Amicable Society.
- A successful 'Come & Sing' presentation of Haydn's 'The Creation' was held in October 2023, also working with the period orchestra.

#### **4 Educational and team-building events for the choristers**

- The girls' choir accompanied the lay clerks to an event at Lincoln Cathedral in April 2023.
- Initially funded by a community grant of £6,200 received from the Co-op, the 'Melody Makers' group was launched towards the end of 2022. Children from school Years 1 and 2 are introduced to choral singing as a goal in itself but also with the potential to act as a 'feeder' group to the main Minster choirs. The group is led by Lauren Osmond, one of the Lay Clerks, with piano accompanist Stephen Frith, and staged a delightful concert in the State Chamber.

#### **5 Financial support for the parents of choristers**

- Since its inception in 2011, the discretionary travel grant scheme has paid out over £25,000 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 which has been greatly appreciated by the parents who have benefitted from it. Five chorister families made claims under the scheme during the financial year.

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**TRUSTEES' ANNUAL REPORT**

**6 Other related activities**

**Quiz & Curry Night**

- Making a profit of almost £600, this social and fund-raising event was held in the State Chamber in November 2023. Senior lay clerk and professional quiz-question setter, Guy Turner, hosted this enjoyable evening which is now an annual fixture in the Association's calendar.

**Christmas cards**

- Newark artist Sarah Heelis was commissioned to paint the 2023 SMCA Christmas card, which sold over 2000 copies, depicting a Christmas tree next to the Minster font.

**Honours board and prizes**

- The honours board was brought up-to-date with gilt lettering at a cost of £110.
- Six prizes of £50 each were awarded to three girl choristers and three boy choristers at the end of the academic year.

**Choral Outreach Programme**

- The Choral Outreach Programme, which has been running since 2010, 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. Outreach worked continued throughout the financial year.
- As at June 2024, this restricted fund stands at just over £900. The previous donors are no longer in a position to continue funding this programme which will be brought to a close after the final outreach event in July 2024. Special thanks must go to Elizabeth Johnson who has administered the programme for many years.

**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 many years' work by Guy Turner (the senior lay clerk), the project is all but complete and creates a national resource for further academic/doctoral research. The archive comprises more than 1300 pieces and is referenced in the composer's Wikipedia article.

**Financial Review**

- Total net assets as at 31st March 2024 were £30,722 compared to £50,985 as at 31st March 2023.
- Expenditure during the year on charitable activities totalled £73,223 compared to £31,908 the previous year.
- Income during the year totalled £49,500 compared to £27,558 the previous year.
- It is the opinion of the Trustees that the charity remains in a sound financial position. Mindful of the additional planned expenditure during the past year on the Sées tour and on three concerts with full

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**TRUSTEES' ANNUAL REPORT**

orchestra (resulting in a 40% reduction in total assets) they are aware of the need to scale back expenditure and increase fund-raising activity in the coming year.

**Acknowledgements and thanks**

- The Trustees would like to thank the members of the Association for their subscriptions, regular donors, refreshments' team volunteers, and the local community for their generous support of the charity's activities.
- Particular thanks are given to Paul Provost, Jonny Allsopp, Becky Joyner, and George Balfour for their sponsored cycle ride, totalling 1142 miles, which raised £2,367.81 towards the cost of the Sées tour.
- Gratitude is also expressed to the officers and members of the Committee and the staff of the Music Department of Southwell Minster for their work in supporting the activities of the Association.

Approved by the Trustees on 17<sup>th</sup> November 2024 and signed on their behalf by:



Colonel David Rupert Sneath  
Chair

**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 2024 set out on pages 7 to 10.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As the charity's trustees of the Southwell Mister Choir Association, 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 Southwell Mister Choir Association 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.

**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:

1. accounting records were not kept in respect of The Southwell Minster Choir Association 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 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: .....

*19<sup>th</sup> November 2024*

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
Note	£	£	£	£
<b>Receipts</b>				
Donations	7,411	-	7,411	3,303
Fundraising	36,542	-	36,542	19,669
Tour Income	-	-	-	-
Annual subscriptions	2,050	-	2,050	1,680
Bank interest	-	-	-	-
Other income	2,920	577	3,497	2,906
	<u>48,923</u>	<u>577</u>	<u>49,500</u>	<u>27,558</u>
<b>Assets and investment sales</b>				
Receipts from sale of investments	20,000	-	20,000	-
	<u>68,923</u>	<u>577</u>	<u>69,500</u>	<u>27,558</u>
<b>Payments</b>				
Fundraising	36,719	-	36,719	17,545
Tour Activity	23,917	-	23,917	1,507
Choir Activity	1,686	-	1,686	3,240
Administration expenses	1,003	-	1,003	562
Website expenses	-	-	-	-
Miscellaneous expenses	4,701	5,197	9,898	9,054
	<u>68,026</u>	<u>5,197</u>	<u>73,223</u>	<u>31,908</u>
<b>Assets and investment purchases</b>				
Purchase of investments	-	-	-	-
	<u>68,026</u>	<u>5,197</u>	<u>73,223</u>	<u>31,908</u>
Net receipts (payments)	897	-	897	4,350
Transfers between funds		4,620	-	4,350
Cash funds as at 31 March 2023	1,474	6,053	7,527	11,877
Cash funds as at 31 March 2024	<u>2,371</u>	<u>1,433</u>	<u>3,804</u>	<u>7,527</u>

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>Cash Funds</b>				
NatWest current account	2,323	1,443	3,766	7,527
Mansfield Building Society	-	-	-	-
Petty cash	38	-	38	-
	<u>2,361</u>	<u>1,443</u>	<u>3,804</u>	<u>7,527</u>
<b>Investment assets held with CCLA</b>				
Market Value	27,392		27,392	43,920
Cost: £24,721				
	<u>29,753</u>	<u>1,443</u>	<u>31,196</u>	<u>51,447</u>
<b>Total Assets</b>				
<b>Liabilities</b> Examiners fees	474	-	474	462
	<u>474</u>	<u>-</u>	<u>474</u>	<u>462</u>
<b>Net Assets</b>	<u>29,279</u>	<u>1,443</u>	<u>30,722</u>	<u>50,985</u>
	<b>Balance at 1 April 2023 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Balance at 31 March 2024 £</b>
<b>Restricted Funds</b>				
Choral Outreach Project	5,442	-	(4,519)	923
Eric Thiman Collection	294	577	(515)	356
Old Choristers' Association	317	-	(163)	154
	<u>6,053</u>	<u>577</u>	<u>(5,197)</u>	<u>1,433</u>

Signed on behalf of the board of trustees on 17<sup>th</sup> November 2024.



Colonel David Rupert Sneath  
**Chair**

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>1 Income from fundraising</b>				
Christmas card sales	1,082	-	1,082	-
Channel Swim 2022	-	-	-	1,568
Other concerts	20,744	-	20,744	11,620
Refreshments sales	3,845	-	3,845	2,841
Music in the State Chamber	1,869	-	1,869	1,218
Quiz & Curry Night	1,560	-	1,560	1,372
Sées Tour 2023	7,442	-	7,442	1,050
	<u>36,542</u>	<u>-</u>	<u>36,542</u>	<u>19,669</u>
<b>2 Other income</b>				
Choral Outreach Project (Sing Up)	-	-	-	50
Eric Thiman Collection	-	577	577	833
Melody Makers	1,269	-	1,269	270
Gift Aid	1,651	-	1,651	1,503
Miscellaneous Income	-	-	250	250
	<u>2,920</u>	<u>577</u>	<u>3,497</u>	<u>2,906</u>
<b>3 Expenditure on fundraising</b>				
Christmas cards	1,237	-	1,237	764
Refreshment expenses	1,713	-	1,713	1,349
Easter 2022	-	-	-	3,500
Other concerts and expenses	14,439	-	14,439	1,047
Four Choirs Festival 2023	-	-	-	1,220
Music in the State Chamber	503	-	503	713
Quiz & Curry Night	984	-	984	864
Summer Concert	-	-	-	556
Messiah 2023	8,370	-	8,370	7,532
Publicity General	1,038	-	1,038	-
St John Passion 2024	8,214	-	8,214	-
Wine Tasting 2023	221	-	221	-
	<u>36,719</u>	<u>-</u>	<u>36,719</u>	<u>17,545</u>
<b>4 Tour Activity</b>				
Choral tour 2023	4,226	-	4,226	1,507
Sées Tour 2023	19,691	-	19,691	-
	<u>23,917</u>	<u>-</u>	<u>23,917</u>	<u>1,507</u>

**THE SOUTHWELL MINSTER CHOIR ASSOCIATION**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>5 Choir Activities</b>				
BBQ	1,120	-	1,120	1,140
Outing	350	-	350	1,200
Bowling	216	-	216	380
Workshop	-	-	-	600
	<u>1,686</u>	<u>-</u>	<u>1,686</u>	<u>3,320</u>
<b>6 Miscellaneous expenses</b>				
Choral Outreach Project (Sing Up)	-	4,519	4,519	3,463
Eric Thiman Collection	-	515	515	900
Honours Board	110	-	110	150
Minster Chorale	-	-	-	27
Travel Grants	1,787	-	1,787	1,951
Prizes	350	-	350	300
Music Commissions	-	-	-	192
Music Folders	-	-	-	-
Insurance	212	-	212	765
Melody Makers Expenses	1,214	-	1,214	500
Other	1,028	163	1,028	806
	<u>4,701</u>	<u>5,197</u>	<u>9,898</u>	<u>9,054</u>