

Trustees' Annual Report for the period

From 1st October 2023 To 30th September 2024

Charity name: Spode Music Week

Charity registration number: 1026975

1. Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote, improve, develop and maintain education in (and appreciation of) the art and science of music in all its aspects, especially of the Roman liturgy.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activities comprise the organising and running of an annual residential music week containing lectures, recitals and opportunities for practical music making.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees each confirm that we have had regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

2. Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our main achievements during the period centre around the benefit to our Bursary students.</p> <p>In all cases, the recipient of a Bursary place allows beneficiaries to attend the week and benefit from exposure to a very high standard of music making, both liturgical and secular, offering invaluable experience that the trustees believe it difficult to gain elsewhere.</p>

3. Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Trustees are satisfied that the charity's financial position at the end of a period remains sounds, whilst noting the trend for expenditure to exceed income. In the short term this can be addressed by the charity's reserves, however the Trustees have agreed to monitor the position and examine ways of increasing income if necessary, including wider advertising of the course and assessing course fee levels. We are confident that the charity remains in a sound position, able to continue to manage challenges in terms of greater or smaller attendance, while maintaining the quality of our music making.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	One fund provides funds for commissioning new music thus promoting music for the Roman liturgy in the future. For the other funds we maintain our reserves so that we can provide support for young musicians, especially students, in our specialised area, while also ensuring sustainability into the future.
Amount of reserves held	Para 1.22	£36,345
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

4. Structure, Governance and Management

Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity, standard registration
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Trustee selection methods as set out in the charity's Constitution:</p> <p>Meetings and quorum</p> <ol style="list-style-type: none"> i. At some point during the Music Week, an Annual General Meeting, open to all members of the society, shall be held. ii. At that meeting elections for the committee shall take place and the society shall deal with any business put before it by the committee. Members of the society shall be able to raise for discussion any matter not dealt with in the committee's presentation. iii. There will be a quorum when ten members or one-tenth of the membership is present. iv. In addition to the AGM, the committee shall meet not less than twice every year. v. The committee will be quorate when no fewer than 6 elected members are present. vi. In emergencies the chairman has the authority to make decisions on behalf of the committee and must report these decisions to the committee at their next meeting. <p>Election, Tenure and Resignation <i>[as applicable specifically to Trustees]</i></p> <ol style="list-style-type: none"> ii. Patrons and Trustees can be nominated by any member of the society whereupon the committee shall decide whether to appoint them. There is no fixed term for these roles. iii. The committee reserves the right to remove any Officer, Trustee or Patron from their post. Approval of such an action must be carried by a two thirds majority.

5. Reference and Administrative details

Charity name	Spode Music Week
Other name the charity uses	Not applicable
Registered charity number	1026975
Charity's principal address	13 Pook Lane, East Lavant, West Sussex, PO18 0AR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Jeremy White	Trustee	N/A	Spode Music Week Committee
2	Mrs Jessica Marchant	Trustee	N/A	Spode Music Week Committee
3	Professor John Sloboda	Trustee	N/A	Spode Music Week Committee
4	Mrs Janet Hornby	Trustee	N/A	Spode Music Week Committee

Names of corporate trustees

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name		
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable - no custodian funds held.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Accounts for the period

A summary of the charities accounts for the period is included below.

The accounts will be presented to the members at the AGM which will be held at Nettlecombe Court, Somerset, on 16th August 2025.

The accounts were independently examined by Mr. Steve McGuinness.

Independent Examiners Statement

I have reviewed the accounts which only show a profit and loss account and do not show a balance sheet.

I have compared the spreadsheet of costs and income on a sample basis to the bank statements. I have reviewed the vast majority of the expenses to third party invoices. I have recalculated all totals.

On the basis of the above work I believe the accounts have been properly prepared.

INCOME

WHAT	AMOUNT
MEMBERS COURSE PAYMENTS	£12,948.50
MEMBERS SO PAYMENTS	£6,319.00
BURSARY TRANSFERS	£5,675.00
BAR PROFIT	£374.96
COURSE REFUNDS	£150.62
	£25,468.08

EXPENDITURE

WHAT	AMOUNT
	-
COURSE VENUE HIRE CHARGES	£23,824.00
COURSE EXPENSES	-£2,989.71
REFUNDS	-£868.00
ACCOUNT SERVICE CHARGE	-£72.00
DONATION	-£20.00
	-
	£27,773.71

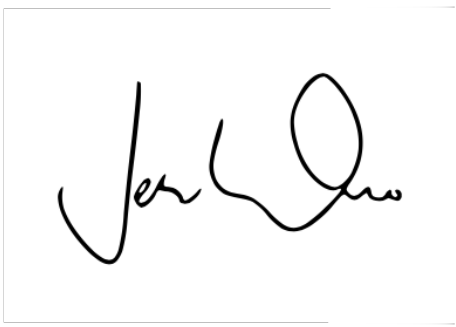
CHANGE **-£2,305.63**

6. Declarations

The trustees declare that they have approved the trustees' report and accounts above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Jessica Mary Ruth Marchant

**Position (eg Secretary,
Chair, etc)**

Trustee

Date

29th July 2025