

Registered Charity Number

1100878

Registered Company Number

04653409

**Plymouth Music Zone Ltd**

**Report and Accounts**

**for the year ended**

**31 March 2023**

**Plymouth Music Zone Ltd**

**Report and accounts**

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## **Plymouth Music Zone Ltd**

### **Company Information**

#### **Directors**

Paul Courtney -

Chair of Trustees

Christopher Hunt

Vice-Chair of Trustees

Hilary Cragg

Elizabeth Hill

Clare Pettinger

Nicholas Warren

#### **Leadership Team**

Debbie Geraghty

Chief Executive

Karl Meyer

Music Programme Director

Glyn Fuge

Finance and Impact Director

Anna Batson

Creativity and Learning Director

#### **Registered Office**

Ragland Road

Brickfields

Devonport

Plymouth

Devon

PL1 4NQ

**Trustees' Report**  
**For the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a) Constitution**

Plymouth Music Zone is registered as a charitable company limited by guarantee and was formed on 31 January 2003.

The company is constituted under a Trust deed and is a registered charity, number 1100878.

The principal objects of the company are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

**b) Method of Appointment or Election of Trustees**

Appointment and election of trustees is the responsibility of the Trustees who are elected or co-opted under the terms of the Articles of Association.

**c) Policies adopted for the induction and training of Trustees**

All Trustees receive an induction to Plymouth Music Zone from both the Trustees and the Chief Executive. Regular updates from the Charities Commission and other organisations are sent to the Trustees and Trustees are offered training on a regular basis to help them with their duties and to maximise their learning and development.

**d) Pay policy for Senior Staff**

Our pay policy reflects the ethos of the charity in attempting to attract the highest calibre of staff to maximise the depth of the impact of the challenging and diverse work we do in reaching out to engage the most vulnerable or marginalised groups across the education, health and social care sectors.

While we recognise that Plymouth Music Zone staff are not motivated or attracted solely by pay, we do want to ensure that the pay of all our staff remains fair and attractive enough to recruit and retain the necessary expertise, skills and passion required to operate successfully.

All pay rates and any benefits are agreed by the Board of Trustees. Pay rates take account of job roles and responsibilities, comparisons to other similar charities and similar arts organisations as well as the pay ratios between different roles within the charity. Any benefits offered are aimed at ensuring the ongoing wellbeing and commitment of our team (including paid training, holiday, flexible working and health breaks).

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Senior Manager Pay

External benchmarking data is considered each year. Annual pay rises are only offered if the financial reports show that the charity has performed well and only if the pay rises are sustainable. Pay rises are also subject to satisfactory performance of all staff which is monitored through tailored performance development processes throughout the year. The Leadership Team is subject to the same criteria as all other staff within the charity.

Plymouth Music Zone retained its Gold Investors in People (IIP) accreditation. We were the first arts organisation in the country to achieve the internationally benchmarked 'IIP6 level'. This reflects our ongoing commitment to invest highly in our staff at all levels as we are fully aware of the direct effect it has on quality and the impact on our beneficiaries. This further deepens our mission.

**e) Organisational, Structure and Decision Making**

The Board of Trustees administers the charity and meets quarterly. A Chief Executive is appointed by the Trustees to oversee the day-to-day operations of the charity including finance, employment and operational related activity. A Leadership Team of Plymouth Music Zone employees assists the Chief Executive in this process.

**f) Risk Management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate exposure to the major risks and monitor the organisational risk register at all trustee meetings.

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**OBJECTIVES AND ACTIVITIES**

**a) Policies and Objectives**

Plymouth Music Zone (PMZ) is a multi-award winning community music charity with an outstanding track record developed since being first set up in 1999. Its 'Music Making a Difference' tagline describes a passionate mission that focuses on transforming lives through music.

Plymouth Music Zone is recognised as a model of socially engaged excellence both locally and nationally and even further afield contributing to international research. To date, on average, it has worked with up to 100 partner organisations annually using music as a tool to reduce social isolation and develop the emotional wellbeing and personal and social skills of the participants. It employs highly skilled Music Leaders who deliver a diverse range of interactive music-making workshops and high profile progression projects, performances and events that engage people in their own musical and social development. It also delivers bespoke training for musicians, teachers, community leaders and anyone else who shares its mission of using music to work with others to empower and bring hope and happiness to a diverse range of individuals and communities.

PMZ aims to work with those people most at risk of being marginalised in Plymouth, reaching an average of 600 children and adults every week through the delivery of nearly 30 music activities across the city. The work mostly focuses on wherever and whenever there is identified need. As such, the charity has worked with a wide range of education, health and social care settings such as nurseries, children's centres, special schools, a domestic abuse refuge, psychiatric units, a local hospital and hospice and many other places in the community including residential homes and sheltered housing schemes and with charities supporting groups living with the impact of neurological conditions. PMZ then creates opportunities to bring those people from its more targeted work together with others for a series of events and special projects through its 'Open Zone' strand. This happens at its community music centre located in Devonport, one of Plymouth's main areas of multiple deprivation.

95% of PMZ's music provision targets children and adults defined as being in 'challenging circumstances' with more than half of that delivery involving people with a disability. The charity is also disabled-led and houses one of the only specialist multi-sensory music studios of its kind in the region. PMZ has won a number of national awards recognising the excellent and innovative nature of the work. It also previously received an 'Outstanding' Rating from Arts Council England for its approach to diversity.

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Since its inception, the charity has opened its doors to 6 Independent Evaluations and a research project with Plymouth University that has had international reach. It was also involved in a multi-disciplinary research pilot exploring singing for people with aphasia with the University of Exeter Medical School and was lead community partner in a 2 year "knowledge Exchange" programme with Plymouth University, enabling music students to experience the power of music, community and diversity in action. All of this has provided powerful evidence of the deep impact of the work in developing and improving a broad range of areas such as self-confidence/self-esteem, self-expression, communication and interpersonal skills as well as contributing to increased resilience and overall emotional wellbeing and the creation of what evaluators refer to as 'social and bridging community capital'.

Plymouth Music Zone is known as a flagship example of using the power of music and diversity to connect people to build a richer sense of self and community.

**b) Strategies for Achieving Objectives**

Plymouth Music Zone's overall strategy is to use music to make a difference to people's lives and to do so in the most effective way possible to maximise the positive impact on participants. As such, the majority of PMZ's delivery is targeted through working in partnership with other organisations to reach out to some of the most isolated or disadvantaged and vulnerable children and adults across Plymouth and beyond. By working in collaboration, PMZ succeeds in complementing existing provision to achieve more powerful outcomes for the beneficiaries, in line with identified local needs and strategic objectives within the city. The added value and strong evidence base created by this work allows PMZ to access higher levels of strategic funding and income from private and public funders and donors through proving the profound impact of the PMZ approach in helping people to navigate or overcome some of their most challenging circumstances.

Increasingly, the charity also attracts young people and adults alike, who have chosen to learn music within the context of a leading community music organisation offering richer musical and social experiences that also promote kindness, tolerance, diversity and equality. This allows opportunities for people to be connected to PMZ's other strands of work through the many performance and other platforms that bring its targeted and open strands of provision together. This deepens the charity's social mission even further and strengthens its added value as an example of music learning within a diverse and socially inclusive environment.

PMZ's overall vision and strategy is backed up by a financial strategy that aims to continue diversifying PMZ's income and supporter base. This is done through maintaining a fundraising pipeline that sets out to develop further income in the areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income/Commissioning.

**Trustees' Report**  
**For the year ended 31 March 2023**

**1.0 ACHIEVEMENTS AND PERFORMANCE**

**a) Key Financial Performance Indicators**

- Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned/Commissioned income with the aim of securing an annual income of £343,751.
- Against a target of £343,751, PMZ ended the year with a total of £213,059 with a deficit of £139,685. This was not unexpected and reserves have covered the deficit. The increasing competition in all areas of fundraising together with the ending of the Arts Council Cultural Recovery Fund and the downturn in world finance and rising costs of living have all had their impacts.
- Our income target for 2023/2024 is £350,000
- For the year to March 2023, unrestricted cash funds stood at £172,054

**b) Review of Activities**

To date, Plymouth Music Zone has delivered tailored interactive music activities on both a weekly and more concentrated basis in the form of group and one-to-one workshops, special projects, events and commissioned work. In addition to a smaller programme of open access activities via 'PMZ's Open Zone', PMZ's more targeted needs-led work focuses delivery to a diverse range of children and adults who may be experiencing disadvantage or marginalisation or be from underserved communities. This is done in collaboration with a network of other health and social care organisations as well as arts organisations, education and statutory authorities.

PMZ also trains, employs and increasingly supports a growing hub of community Music Leaders dedicated to a socially engaged practice that uses music to reduce social isolation and improve the skills and health and wellbeing of participants within their diverse communities. As a charity and social enterprise, the organisation also provides bespoke training for a range of music educators and partner organisations to share the use of music as a tool to reinforce skills development in many areas, particularly as a support for participants during difficult transitional times.

Plymouth Music Zone delivers these life-enhancing opportunities on a weekly and ongoing basis to individuals and communities facing challenging circumstances. The charity reaches out to a diverse range of people of all ages in a broad variety of community settings, as seen further down in the diagram in the Vision, Mission and Values section 4.1

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Examples include:

- Early Years Music
- After School Activities / Outreach
- Disabled music making delivery – children and adults
- Youth Offending / Youth Services
- 'At Risk' young people
- Young people not in education, employment or training (NEETs)
- Music Industry and Careers Advice
- Signposting and Progression Routes
- Young people and families facing difficult transitions
- Families suffering bereavement
- Women and children who've experienced historic trauma or abuse including domestic or sexual violence
- Isolated carers and those they care for
- Children and young people with serious illnesses
- Schools and FE Colleges
- Work Experience/Training for musicians & others
- Adults and children experiencing mental health issues
- Black and Minority Ethnic Groups at risk of marginalisation
- Older people living with complex needs including those living with dementia and neurological conditions
- People living with homelessness
- Drug and Alcohol recovery and wellbeing for mums and babies
- Building communities for isolated groups eg refugees and asylum seekers including creating Plymouth's first LGBT+ choir
- Progression projects for talented music makers
- Intergenerational events
- Learning Partnerships with national organisations to share inclusive approaches

**Trustees' Report**  
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**2.0 LOOKING BACK - Key achievements from 2022/2023 include:**

PMZ aimed to start the journey back to its pre-COVID life, where PMZ sets out to work with a diverse range of participants including work with children and families who've experienced traumatic events and circumstances including domestic abuse, sexual violence, addiction and those navigating health challenges including dementia, brain injury, neurological conditions and life-limiting illnesses. There has been a year on year increase of participants living with a mental health condition ranging from low mood, depression through to schizophrenia and psychosis.

PMZ co-creates solutions with partner organisations to achieve change with participant consultation. Participants from targeted work then come together for events/special projects with others through an 'Open Zone' strand at PMZ's community music centre located in one of Plymouth's most deprived areas.

PMZ's commitment to working with a diverse range of participants is also reflected in its diverse workforce.

In 2022/2023, achievements include:

- PMZ had face to face contact with nearly 1,000 participants.
- Resources, short films, poetry and photography – were hosted on PMZ's website and social media reaching over 7,000 contacts
- The weekly PMZ Music Quiz continued by popular demand, reaching approximately 300 people a week across the world.
- Over 95% of PMZ participants reached were considered to be 'in challenging circumstances' (eg living with health issues or disabled or residing in areas that are high on the indices of multiple deprivation etc).
- PMZ employed 15 staff of which:
  - 53% women, 47% men;
  - 60% have a disability
  - 80% white and 20% Mixed/Black.

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**A Selection of Musical Achievements for 2022-2023:**

The Musical Misfits named themselves in recognition of their diverse skills, musical abilities, and other interests. They are a caring and energetic group of adults over the age of 55 who have played music in the past and want to return to it or play with like-minded people. They share a love of life and a great sense of fun.



Ray, one of the drummers in the group said: *"I believe music is so good for everyone, whether listening or playing, and when life has put you through all kinds of difficulties, music has such an amazing healing effect. The joy and support to be found at PMZ is truly amazing, and I can't speak highly enough of the work it does, and that's only the small part I know about! I look forward to continuing to enjoy listening to music and playing music for many years to come, and with PMZ I know there will be a warm and friendly environment to do so."*

Moving Sounds is a music and movement group for adults with disabilities. This group is led by PMZ music leader, Jodie and dance practitioner, Winnie from [Far Flung Dance Theatre](#). A new film made by the group in November 2022 "I Can Be Any Shape I Want", can be seen here. [https://youtu.be/NsVnC48rC\\_Y](https://youtu.be/NsVnC48rC_Y)



The participants said *"It's been brilliant - we made the film, the recording AND all the songs. The effects were SO GOOD! I would like to make another one." "In terms of making a music video, I've not done that before - learning about the apps to use and whatnot was good. I'd done the dance side of things before but not the technological bits. It's really good because not one person is saying 'do this'. It's fab because everyone gets to have their own input"*

## Trustees' Report For the year ended 31 March 2023

PMZ holds at least two key events each year where everyone who attends can join in and also the groups we work with can perform as well. Each group has regular "showbacks" which are relaxed performances after one of the workshops attended by families and friends.

The Christmas event called Tea, Tinsel and Tinsels in December 2022 was the first one since the pandemic and was understandably emotional and joyful. Some groups were unable to attend because of COVID and flu outbreaks in their care homes – an unwelcome reminder – but those who were able to attend had a great time.



PMZ works with many partners and an example of this is Friends and Families, a charity which supports and empowers families with children living with a disability to do activities



together. Families came to a holiday music workshop at PMZ where everyone took part in making music and singing. Here is a short film of a version of the song "Kookaburra Sits in the Old Gum Tree", featuring the didgeridoo, banjo, percussion, music technology, sensory lights, voices and much laughter

<https://youtube/Fn7p2OeJPA4>

PMZ continues to work in nurseries and children's centres for children aged 0-4 years. The groups are much larger than they used to be – up to 30 children. The music leader, Josie, takes a range of instruments, image cards and other aids to help children to make music, take turns, share and have fun. An evaluation from one settings, a manager said "*Josie is a crucial part of our curriculum. Having Josie visit once a week enhances the children's opportunities for developing learning, listening and concentration skills. Josie brings lots of smiles, joy and laughs on every session. Josie and her guitar rock. We love her and she is part of our preschool family.*"

## Trustees' Report

For the year ended 31 March 2023

The 'International Music Group' is a collaborative project run in partnership with Devon and Cornwall Refugee Support. It's a welcoming place for individuals from various backgrounds to come together and engage in music making, sharing songs with each other and forging a sense of connection and community.



Recently, Hussain shared 'Lorke Lorke' with the group, which is a traditional song that can be found widely in Southwest Asia. Hussain shared the version he knows which is from Kurdistan. Cheese is mentioned in the song "Cut the cheese into small pieces Mrs Lorke". Hussain shared how it's about admiring the subject of the song, how they move, how beautiful their hair is, it's about love.

So far this year, the music leader, Rob, said that they had learned songs in Eritrean, Brazilian Portuguese, Arabic, Kurdish, Pashto, Spanish, and a Cornish folk song for good measure. Please click here to hear a recording of the group learning and performing the song <https://plymouthmusiczone.org.uk/lorke-lorke-music-and-cheese/>

And finally, here is a link to a whistle stop flavour of PMZ – a short film showcasing the work in 60 seconds. <https://www.youtube.com/watch?v=NRdfP4RXI-g>

### 2.1 LOOKING BACK – past year's progress against 2022/2023 annual aims.

2022/2023 enabled PMZ to gradually return to in-person contact. This was done in a paced manner to take account of still existing health needs of both participants and staff, as well as allowing anxieties to take time to lessen.

PMZ also wanted to learn from the pandemic. Hybrid options for workshops and meetings have been made available. Although difficult to navigate a workshop sometimes in its hybrid form, it has been gratefully received by participants who have been unable to attend in-person, whether that was through ill health, lack of their support care staff or transport.

PMZ also trialled a Flexible Working programme for staff. This will continue as a trial for 2023/2024 to monitor home working's impact on presence in the building where workshops are held. For some staff, an element of working from home has always been essential for detailed and confidential tasks. Certainly for those staff living an hour away from the building, the issue of long commutes resulted in less stress for some staff, higher productivity and a greener option. However, it was important to try and strike a balance to include in-person attendance at the building to build on the social side and connection to PMZ's work.

## Trustees' Report

### For the year ended 31 March 2023

In response to the shifting picture throughout the year, PMZ continued with some digital options whilst slowly introducing in-person work and remaining flexible in response to COVID outbreaks, particularly in older peoples' settings.

It was with great sadness that PMZ learned in November 2022 that it was no longer to be a part of the Arts Council England's National Portfolio Organisations from 1 April 2023. PMZ had been a successful NPO since 2018. The decisions made by ACE were taken in a difficult situation including less funding available and a heavy commitment to the Levelling Out agenda where less money was focussed within the London area. This was a blow to PMZ in an increasingly competitive fundraising environment amid the cost of living crisis that was disproportionately impacting the majority of participants we engage with. PMZ was offered funding from ACE to 31 October 2023 to help the transition away from the portfolio.

#### (1) PROGRAMME & PARTICIPANTS: Wider and Deeper

##### **IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REAHING OUT TO THOSE WHO NEED IT MOST**

- 1.1 Deliver hybrid (in-person and digital workshops) and a diverse range of creative music making activities to engage the most isolated groups with least arts provision ensuring timely and impactful delivery across all programmes by March 2023. Deliver an average of 35 in-person creative music making activities to approximately 350 participants per week by March 2023. **Achieved.**
- 1.2 Continue to build on performance & progression opportunities by March 2023 to more publicly promote and celebrate the value of a diverse range of voices and partnerships offering at least one opportunity per term for participants to perform including via music sessions and PMZ's special projects. **Achieved.**
- 1.3 Design more effective and explicit ways of working with care and support staff within sessions and external settings to improve our inclusive practice, including exploring the idea of using 'Creative Enablers' to maximise participation. **Part achieved.**
- 1.4 Work with PMZ Trustee and Creative Technologist Chris Hunt to continue the next stage of the iterative R&D development process with a local social tech firm analysing the international potential to engage the most isolated participants via an online music-making platform that employs VR and livestreaming etc. Livestream one event for a diverse audience by March 2023. **Part achieved. Restate.**

## Trustees' Report

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### (2) PEOPLE: Capacity and Skill

#### **GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION**

- 2.1 Ensure ongoing peer support, capacity building and skills sharing activities for sessional Music Leaders and all staff to enable stretch, challenge and learning, embedding the principles of ACE 10 year strategy, Let's Create. This will be through shadowing, the PMZ Peer Pick programme, 3 tailored PMZ Skills Pods by March 2023 as well as 3 Team Days by March 2023. **Achieved.**
- 2.2 Redevelop existing partnerships with stakeholders and incorporate more effective feedback cycles between stakeholders, PMZ's Music Programme Director and Music Leaders by Dec 2022 to deepen stakeholder reflection and engagement and to ensure appropriate risk management in particularly challenging settings. **Achieved.**
- 2.3 Continue to increase development and sessional opportunities for existing and new Music Leaders to improve PMZ's diverse workforce pipeline as part of our artist development work via the Arts Council England's 'Creative Case' and Let's Create (10 year strategy) - to include more targeted opportunities for skills development of People of Colour, disabled and LGBT+ Music Leaders as well as those from underrepresented socio-economic backgrounds. **Achieved.**
- 2.4 Creation of an organisational Digital Strategy and completion of individual 'Digital MOTs' by Jan 2023 to improve effectiveness and confidence. **Part achieved. Restate.**

### (3) PERFORMANCE: Quality and Impact

#### **IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED**

- 3.1 Redevelop and improve the format of TEMPO youth forum to better match young people's patterns of engagement by March 2023. **Not achieved. Restate.**
- 3.2 Redevelop and improve the format of the ENGAGE forum for adults and announce 3 new 'Music Advocates by March 2023 to raise the profile of a diverse range of people and the impact of music on wellbeing. **Part achieved. Restate.**

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- 3.3 Hold hybrid learning exchange event by March 2023 to reflect on the learning from the shutdown and the ongoing effects of the pandemic. To be held at PMZ or local venue and/or digital event to allow ease of inclusion for all, overcoming barriers of health and distance. **Part achieved.**

**(4) PROMINENCE: Distinctive & Sustainable**

**DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE**

- 4.1 Maintain a fundraising pipeline throughout the year in the 4 areas of Public Grants, Trusts and Foundations, Individual Giving and Earned Income as described in the Fundraising Plan to secure £343,751 income by 31 March 2023. **Not achieved.**
- 4.2 Begin re-exploration of Individual Giving pathways, with specific focus on Community fundraising, Legacy fundraising, developing stewardship materials and delivering a High Net Worth Individual (HNWI) giving programme. Consult externally to explore the best ways to achieve this and investigate new CRM system by 31 March 2023. **Achieved.**
- 4.3 Recruit a further 3 Trustees and additional Special Advisors by March 2023 through targeted and open recruitment, where needed, to ensure no fewer than 8 or 10 on Board to increase expertise around any identified gaps and broaden diversity of Board. **Not achieved. Restate.**
- 4.4 Deliver marketing strategy focussed on rebuilding the Open Zone workshops to increase participation levels by March 2023. Also aim to achieve increased creation and distribution of high-quality creative content to support participant sharing especially around the Arts Council England's 'Creative Case' and 'Let's Create'. **Achieved.**
- 4.5 Define systems required to support the diversification of income generation and increased marketing impact by March 2023. This includes, but is not limited to, the CRM system, digital asset management, Google Analytics, reporting dashboards, etc. **Achieved.**

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**(5) PRODUCTS: Training and Enterprise**

**FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS**

- 5.1 Increase opportunities for Leadership Team members to deliver at least 2 funded 'sharing learning' experiences by March 2023 to build in-house confidence and capacity for mentoring/consultancy that could increase PMZ's earned income. **Achieved.**
- 5.2 Create and pilot new digital creative resource by March 2023 to support a wide range of music making that can be shared with the wider sector to increase PMZ's profile and the number of approaches for consultancy and tailored shared learning opportunities. **Part achieved. Restate.**
- 5.3 Be more explicit and enterprising about publicising PMZ's many partnerships across sectors and develop at least one new innovative corporate partnership by March 2023 that combines CSR and charitable mission. **Achieved.**
- 5.4 Work with Plymouth City Council to develop the exploration of extending the building lease and exploration of capital build fundraising options with Trustees/PMZ team by March 2023. **Part achieved. Restate.**

**2.2 LOOKING BACK - Key challenges for Plymouth Music Zone in 2022/2023 included:**

**Fundraising capacity**

The CEO and Fundraising Manager are the key staff for fundraising staff. This is less than pre-COVID times. Other members of staff also helped where they could with fundraising.

Applications to public bodies and Trusts & Foundations continue to be made within a competitive market.

**Income diversification**

With reduced fundraising capacity the focus remained on increasing funding from both Public funds and Trusts & Foundations whilst aiming for an increase in earned income back to pre-COVID levels.

**Trustees' Report**  
**For the year ended 31 March 2023**

**Changing Circumstances**

Inevitably, the pandemic impacted on PMZ staff and participants, particularly those with pre-existing health needs. It was clear that some had worsening health conditions due to the difficulty in receiving treatment. This translated very quickly into a period of high anxiety relating to going back to "normal life". It became evident that the pandemic was far from over for our team and many of our communities who were still having to navigate the considerable impact of it.

**3.0 FINANCIAL REVIEW**

The staff and Trustees expected 2022/2023 to be a difficult year and anticipated that PMZ would have to dip into reserves to cover any deficit, which proved to be the case.

Plymouth Music Zone continues to use a business model based on full cost recovery principles and will continue to diversify the income base. This business model uses an hourly rate system and has been fully supported by all our major funders. The Trustees will consider a rise in the hourly rate during 2023/2024, the first in over 6 years. PMZ's extensive partnership work ensures we are maximising our opportunities to develop new strategic stakeholders vital to our future sustainability.

In summary, at the end of the 2022/2023 financial year, the Statement of Financial Activities shows our reserves standing at £223,224 (2021/2022 £362,909)

**Reserves Policy**

The charity has a number of projects that span financial years and are funded by various sources for specific activities. These funds are Restricted Funds, the projects and fund balances are shown in Note 17 - Statement of Funds, in the accounts.

The Trustees are aware of the need to retain general unrestricted funds wherever possible. Considering current needs and following an extensive risk analysis of the organisation and the present economic climate, the Trustees have agreed to continue with an approach that unrestricted reserves should be designated in order to cover any of the following eventualities:

- **Development Fund** - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding, the Charity considers it prudent to establish reserves to support 3-6 months trading against average anticipated annual expenditure of £450,000 (to be revised annually).

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- **Buildings and Repair** - To meet major items of unforeseen expenditure including repairs or renewals of the building and equipment.
- **Redundancy and Staff Costs** - To meet any exceptional staff related costs such as redundancies and legal costs.
- **Innovation Fund** - To enable the Charity to develop new cutting-edge projects or help secure funding to do so.
- **Unrestricted Fixed Asset Fund** - To hold a fund for unrestricted assets purchased so as not to burden future funding with the depreciation costs.

The Trustees consider the level of designated funds to be achieved should be £225,000 allocated as follows:

	<b>Target figures</b>	<b>2022/2023 figures</b>
• Development Fund	£100,000	£73,995
• Buildings and repair	£20,000	£30,000
• Redundancy and Staff costs	£70,000	£62,000
• Innovation fund	£20,000	£6,060
• Unrestricted fixed asset fund	£10,000	£40,794

The current levels of Designated Reserves are detailed in the Statement of Funds, in the accounts and currently stand at £212,849 (£172,054 cash reserves)

The trustees are acutely aware of the need to grow reserves after a challenging year and are working with the CEO and Leadership Team to put maximum effort in to fundraising and sustainable income generation for the future. Progress is being reviewed regularly to assess progress against this strategic focus.

**Principal Funding**

**Arts Council England National Portfolio 2018 – 2022, Extension Year 2022-2023**

Funding to encourage a diverse range of people to engage with music both as staff and participants to be inspired and creative. This funding also supports the growth of different income pathways and increased sharing and dissemination with the aim of developing Plymouth Music Zone as an International Centre of Excellence for Community Music and wellbeing.

**National Foundation for Youth Music**

Funding for 0-18 years (25 years with special needs/in challenging circumstances/transition) to access music making to develop self-confidence, communication skills, social skills and musical skills. Our 'Break Through Music' funding offers musical respite activities within the health and social care sector as well as investing in our Music Leader workforce to increase the quality and impact of the work while also supporting their wellbeing.

## **Trustees' Report**

### **For the year ended 31 March 2023**

#### University of Plymouth – Knowledge Exchange Project

The University of Plymouth was awarded almost half a million pounds in 2020 to fund an innovative partnership project, enhancing support for students to develop and share valuable skills across the city's business and community sectors.

PMZ has been a key community partner in the 'Knowledge Exchange' project. The charity has hosted a number of University students over the project period (including throughout the pandemic) to help broaden their perspectives on working with a diverse range of individuals and communities. The project finished at the end of May 2022.

#### Plymouth City Council Children's Services

This targets children in Plymouth with disabilities and those on the autistic range with particular emphasis on out-of-school opportunities to allow families some respite time.

#### Trusts and Foundations

A range of Trusts and Foundations support PMZ across the whole range of ages and varying groups of people that PMZ aims to work with.

### **Material Investments Policy**

The majority of funds are placed in high interest accounts.

## **4.0 LOOKING FORWARD - Future Developments**

This coming year will be one of our most significant ones to date as the full impact of the pandemic plays out its last refrain. We need to ensure the organisation can adapt and remain sustainable through protecting, maximising, and leveraging its biggest assets.

### **Including:**

- **OUR PARTICIPANTS:** the vast majority who wouldn't otherwise access the arts
- **OUR DIVERSE, DISABLED-LED TEAM:** representing years of investment in professional and lived experience and sustainable practice that translates directly to impact
- **OUR OUTSTANDING TRACK RECORD OF INCLUSIVE, COLLABORATIVE PRACTICE:** that creatively engages with both breadth and depth via place-based partnership working that brings considerable public benefit working annually alongside 50-100 cross sectoral organisations

## Trustees' Report

For the year ended 31 March 2023

- **OUR FUTURE POTENTIAL:** to build on our legacy of work with academic partners evidencing how PMZ has created wide ranging impact that evaluators and researchers say creates 'social and bridging community capital' across Plymouth
- **OUR POWER AS ADVOCATES:** to be a living, breathing example of the Arts Council's 'Let's Create' agenda successfully in action. Combined with a strong desire to protect inclusive ecosystems of creativity so that vital 'EDI' momentum achieved in the arts sector to date is not lost

PMZ has always been passionate about genuinely acknowledging and respecting the true value of the deep, creative and cultural potential in the width and wonder of lived experience and expertise. We have always sought to look through a twinned lens of community and social justice to combine musical creativity with care and compassion at its core. To develop and share a practice that listens and responds to what is right there in front of us.

Yet, we are keenly aware we will only ever secure a sustainable enough foundation for that work with the necessary level of investment in our organisational capacity. We will continue to need key funding relationships with those strategic funders who strongly share our mission. We will need support to rebuild and maintain our inclusive workforce to keep investing in the value of that lived expertise. And we will need to recognise that, as a sector, we cannot hope to preserve the recent important advances in the area of diversity without full acknowledgement of the additional and ongoing financial investment it will certainly require to make it a sustainable proposition.

**This means Plymouth Music Zone will be focusing on 4 principal areas of need and public benefit that will frame all our work moving forward.**

- (1) **NEED:** to immediately increase fundraising efforts to source alternative funds with high level funders who value our outstanding track record of expertise and proven social impact in reaching those least engaged in the arts.

**BENEFIT:** marginalised and underrepresented groups will continue to have access to music in Plymouth and PMZ's commitment to addressing social inequity through the creation of cultural communities can be shared more widely to meaningfully advocate for wider inclusive and social equity agendas - including the Arts Council's 'Let's Create' agenda that we continue to adhere to.

**Trustees' Report**  
**For the year ended 31 March 2023**

- (2) **NEED: to increase marketing and communication activity to manage stakeholder and public expectations** to combat any destabilising fall out from news of loss of NPO status which has impacted many people we work with. We need to ensure ongoing confidence in the high quality of our work. PMZ doesn't have the same level of resource or influence as larger arts organisations who have been able to be more vocal to lobby for further support.

**BENEFIT: participants we work with will feel clearer, and less fearful, about any potential wind-up threat to their musical communities.** People will be more aware of the potential implications of losing such activities. Participants and supporters will feel more empowered to feed in to help PMZ navigate these changes.

- (3) **NEED: to increase awareness of PMZ's inclusive ecosystem and powerful 'ripple effect' that evaluators say PMZ has across the city as a locally embedded key player.** Our cross sectoral partnership model levers in funding to directly work with health, social care or other smaller arts organisations and practitioners. Knock-on effects extend well beyond PMZ. People risk losing their only access to the creative, person-centred, community asset that PMZ is. Access that has taken considerable investment to build up.

**BENEFIT: protecting the expertise and momentum gained in area of inclusive practice and extending reach of the arts.** Access with a multiplier effect that provides real value for money. Loss of NPO funding risks becoming the 'multiplier effect' in reverse and would take years to regain if lost. There is public benefit in further investment.

- (4) **NEED: to protect the value arising from having such a highly skilled, disabled-led team with lived experience that directly informs the quality of our reach and impact.** A diverse team that has taken years to build with the necessary professional skills for inclusive and co-creational practice. Evaluators say that a strong core is what allows PMZ to fully flex to the needs of such a broad range of participants - over 95% of whom face disabling barriers. We need to protect team wellbeing through this transition to retain the expertise of those 'inclusion assets'.

**BENEFIT: Protecting that core is what sets PMZ apart. It means more work can happen alongside the most marginalised individuals and communities.** It's what drives our diverse team. What judges noted in several recent national awards we have won. What was proven in the impact elucidated in our previous and ongoing academic relationships. That core is what creates quality. Without it, PMZ would be a very different beast

## **Trustees' Report**

### **For the year ended 31 March 2023**

To deliver on all of the above, we will also continue to value being a strong voice for the wellbeing of Music Leaders - and indeed all those who work within socially engaged practice. We are regularly approached to share nationally how we pastorally support staff having been described by the UK Culture Health and Wellbeing Alliance Award judges as being "leaders in the sector" in this area when we won the national "Practising Well" Award in 2020, our second national award that year.

Moving forward, we will retain the same valuable lens of our 5 Key Strategic Priority Areas and will flex accordingly across the next 12 months so we remain agile enough to adapt. We remain more passionate than ever about the Vision, Mission and Values that all consultations show we as a team still sign up to. Wholeheartedly.

#### **4.1 LOOKING FORWARD - Vision, Mission and Values: April 2023 – March 2024**

The Summary for 2023-2024 is as follows:

##### **INTRO TO VISION AND MISSION**

Plymouth Music Zone's vision and mission are straight from the heart. We love music. We love people. We love making a difference. Our real passion is combining all three – bringing extraordinary people together through extraordinary musical experiences to enable extraordinary things to happen...

##### **'Music Making a Difference'.**

##### **VISION**

Quite simply, Plymouth Music Zone's vision is of a world where no one feels left out or lonely. A world where the transforming power of music can play its part in developing kind, happy, supportive and creative communities. A world where PMZ works with others to bring hope and joy through music to those who need it most.

##### **MISSION**

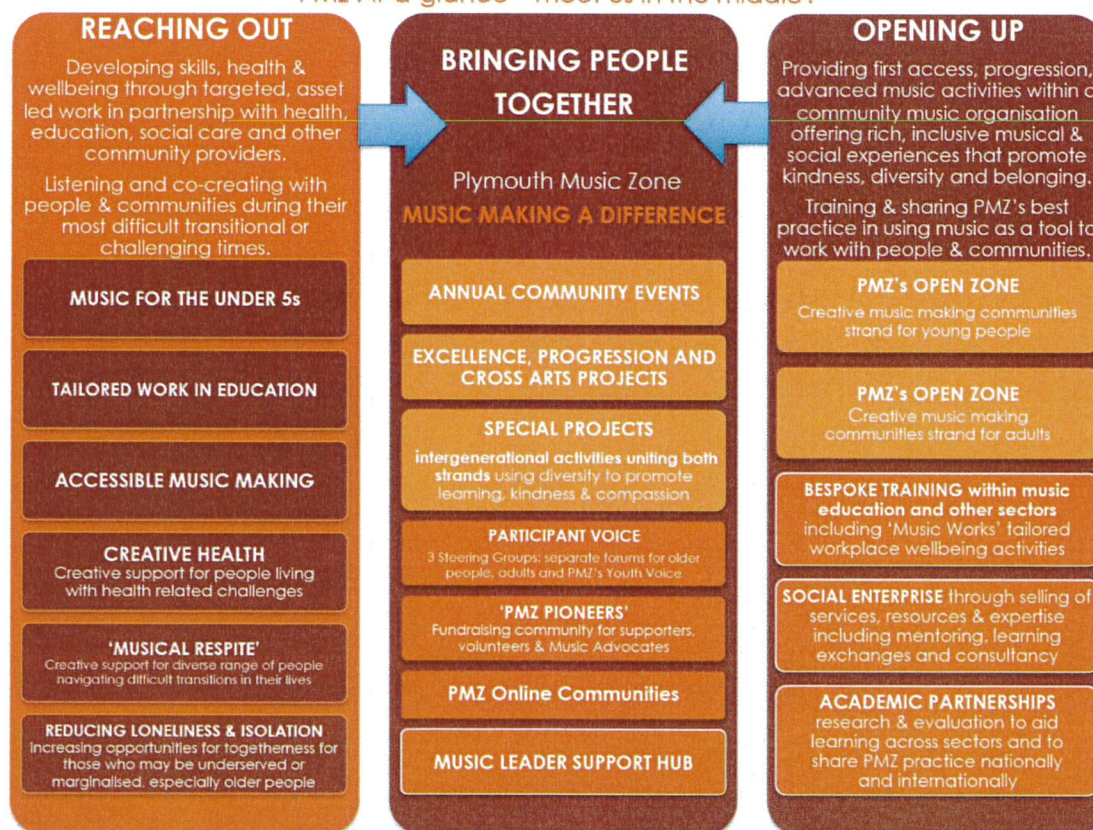
Plymouth Music Zone is a compassionate community music charity that believes everyone should have the chance to have a voice to develop & grow - whoever they are & whatever they're going through. We do what matters most and use highly skilled Music Leaders who deliver a diverse range of innovative & tailored creative music-making activities that inspire togetherness & belonging.

**Trustees' Report**  
**For the year ended 31 March 2023**

**We achieve our mission by:**

- (1) REACHING OUT:** We target our work in partnership with other organisations who share our desire to develop the skills & health and wellbeing of the most underserved individuals & communities during their most difficult or transitional times.
- (2) OPENING UP:** We improve access to music through our “Open Zone” that expands the musical & social horizons for those who wish to learn within a leading community music organisation offering rich musical & social experiences that promote artistic excellence as well as kindness, equality & diversity. We also deliver specialised training for music educators and other professionals.
- (3) BRINGING PEOPLE TOGETHER:** Our targeted & open strands of work meet in the middle through a series of performances, celebration events and special progression and advanced cross arts projects. People are brought together to grow a richer sense of self and community - including the Music Leaders working or training across the different areas of our delivery.

PMZ At-a-glance – meet us in the middle?



**Trustees' Report**  
**For the year ended 31 March 2023**

**VALUES**

**PMZ's WORK IS DRIVEN BY SIX KEY VALUES. WE CARE DEEPLY ABOUT:**

- (1) **INSPIRING AND EMPOWERING** people in their most difficult or challenging times and ensuring their needs and voices remain at the centre of everything we do.
- (2) **DEVELOPING AND GROWING** individuals, families and diverse communities using the life-changing power of music to improve skills, enrich lives and bring people together.
- (3) Using **CREATIVITY AND DIVERSITY** as driving forces guiding our dedication to a musically inclusive and socially engaged way of working.
- (4) Being **POWERED BY PARTNERSHIP** and part of the bigger picture reaching where we're needed most with the biggest chance of transforming lives and sharing our approach.
- (5) Promoting **KINDNESS AND COMPASSION** with a generosity of heart at the root of how we work and how we feel the world should be.
- (6) Valuing **HAPPINESS AND WELLBEING** by putting fun and connection at the heart of innovative and inspiring music-making activities that help people feel part of something different and special. Because they are.

Our core values capture the essence of who we are as a charity and will infuse everything we do over the next period of the plan as we continue to move forward with our development as an emerging international centre of inclusive excellence for Community Music and Wellbeing - open to everyone

**4.2 LOOKING FORWARD - PMZ's OVERALL STRATEGIC PRIORITIES: 2023-2024**

Over the next year, PMZ will continue to focus on achieving and deepening our aims in 5 identified strategic priority areas driven by our underlying key values, as shown in the diagram below:

- (1) PROGRAMME & PARTICIPANTS
- (2) PEOPLE
- (3) PERFORMANCE
- (4) PROMINENCE
- (5) PRODUCTS



## Trustees' Report

For the year ended 31 March 2023

### **4.3 LOOKING FORWARD – PLYMOUTH MUSIC ZONE WILL ACHIEVE THE FOLLOWING OVERALL AIMS WITHIN EACH OF THE 5 IDENTIFIED KEY STRATEGIC PRIORITY AREAS, REMAINING AGINE ENOUGH TO DERIVE THE 2023/24 ANNUAL AIMS ACCORDINGLY:**

#### **(1) PROGRAMME & PARTICIPANTS: Wider and Deeper**

##### **IMPACT A BROAD RANGE OF PARTICIPANTS AND PARTNERS IN MORE TARGETED WAYS THROUGH INCREASED DEPTH & QUALITY OF MUSIC DELIVERY TO FURTHER DEVELOP AS A SOCIALLY ENGAGED COMMUNITY MUSIC ORGANISATION REACHING OUT TO THOSE WHO NEED IT MOST**

- 1.1 Support more people at difficult or critical points in their lives by extending our partnerships with other organisations and service providers in the health, social care, education and arts sectors to maximise our reach and impact on the most underserved or marginalised individuals and groups.
- 1.2 Increase the depth of our work across all strands through a responsive, person-centred and sustained approach that includes more one-to-one and focused group work to enable meaningful and longer lasting change.
- 1.3 Raise aspirations and artistic quality by providing more access to excellent musical opportunities through offering enhanced progression routes for advanced PMZ participants via ongoing mentoring, cross arts partnership projects and events and performance opportunities with regional and national arts organisations.
- 1.4 Continue targeted use of digital technologies to develop creative content and further engage participants and supporters both locally and further afield. Grow our online communities with the voice and stories of our diverse participants taking centre stage.
- 1.5 Become a cutting-edge example of creativity and diversity in action through innovating programmes that offer an experiential approach to music learning through the lens of a diverse, socially engaged community music organisation that uses the arts to promote kindness, tolerance and compassion - listening to its community and acting on what is heard.

#### **(2) PEOPLE: Capacity and Skill**

##### **GROW A DIVERSE, HIGHLY SKILLED AND SUPPORTED WORKFORCE DEDICATED TO USING THE EMPOWERING NATURE OF MUSIC TO ENHANCE SKILLS, HEALTH & WELLBEING AND SOCIAL INCLUSION**

- 2.1 Develop and maintain a highly skilled and committed workforce for PMZ through the provision of clear progression routes and tailored programmes of workforce development for established music leaders to ensure quality and performance management at every level.

## Trustees' Report

For the year ended 31 March 2023

- 2.2 Obtain sustainable investment to open up and consolidate workforce development routes within PMZ for new emerging or high potential music leaders.
- 2.3 Invest in ongoing professional development for core staff and Trustees to effectively progress, run and advocate for the charity.
- 2.4 Continue and further develop a strong music leader support network and 'communities of practice' within PMZ based on peer learning, skills sharing and pastoral support to increase quality of artistic practice and reduce feelings of isolation among music leaders working alone or unsupported in the community.
- 2.5 Maintain Gold Investor in People and commit to investing in people at all levels to role model the importance of self-care and robust, compassionate leadership within the arts sector.

### **(3) PERFORMANCE: Quality and Impact**

#### **IMPROVE QUALITY AND IMPACT TO ENSURE PMZ BUILDS SECTOR LEADERSHIP AS A PASSIONATE 'LEARNING ORGANISATION' THAT WIDELY CONSULTS ON WHAT IS NEEDED, ACTS ON WHAT IT FINDS AND SHARES WHAT IT HAS LEARNED**

- 3.1 Further develop Plymouth Music Zone as a 'learning organisation' through ensuring effective organisational processes that support and encourage the embedding of learning and ongoing improvement and quality of programmes.
- 3.2 Increase engagement within PMZ's user forums covering all ages and abilities, to ensure consultation and beneficiary needs remain a driving force at the centre of the organisation.
- 3.3 Utilise ongoing evidence of need and participant data to inform and evaluate programmes of work and ensure the impact of all work is effectively assessed and demonstrated to stakeholders.
- 3.4 Further strengthen the evidence base for Plymouth Music Zone's work through ongoing independent evaluation and research including deepening links with Universities and others contributing to the 'Creative Health' sector.
- 3.5 Demonstrate sector leadership by improving the sharing of best practice within PMZ and across the wider sector including increased research and development of national and international learning partnerships.

**(4) PROMINENCE: Distinctive & Sustainable**

**DEVELOP FURTHER AS A DISTINCTIVE & SUSTAINABLE ORGANISATION THAT BECOMES A FLAGSHIP INTERNATIONAL CENTRE OF EXCELLENCE FOR COMMUNITY MUSIC AND WELLBEING – OPEN TO EVERYONE**

- 4.1 Develop the targeted income generation strategy that ensures a diversified income base to ensure financial sustainability.
- 4.2 Develop the marketing strategy including a range of tools delivering increased focus on developing and engaging a strong supporter base including increased sharing of creative media that showcases diverse voices and work.
- 4.3 Build on existing international links to maximise our growing national reputation as a flagship community music organisation specialising in using music to promote wellbeing through kindness, compassion and social inclusion.
- 4.4 Develop a diverse, highly engaged and passionate Trustee Board that increases the reputation, credibility and sustainability of the organisation which reflects and enhances the diversity of our participants.
- 4.5 Assess capital fundraising opportunities to improve and extend the PMZ building to enable us to adapt to our vision of becoming an international centre of excellence for Community Music and Wellbeing.

**(5) PRODUCTS: Training and Enterprise**

**FURTHER DEVELOP PMZ'S TRAINING AND ENTERPRISE INNOVATION STRAND TO LEAD TO THE SUSTAINED CREATION OF MISSION LED INCOME GENERATING PRODUCTS**

- 5.1 Develop the capacity and expertise of the workforce to encourage innovation and contribute to mission led income generating products.
- 5.2 Use in-house expertise and best practice to develop bespoke training products and music resources that both generate income and advance PMZ's mission.
- 5.3 Further leverage PMZ's intangible assets to earn income.
- 5.4 Explore potential enterprise routes to maintain a diversified income base and inspire and excite the workforce to contribute to its growth.


**Plymouth Music Zone Limited**  
**Statement of Directors and Trustees Responsibilities**

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act.2006 and comply with regulations made under the Charities Act. They are also responsible for the contents of the trustee's report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

**This report was approved by the board of trustees on 7 December 2023**



**Mr P J Courtney**  
**Director and Chair of the Trustees**

## **Plymouth Music Zone Limited**

### **Independent Examiner's Report to the Trustees of Plymouth Music Zone Limited**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 31 to 47.

#### **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2001 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2001 Act.

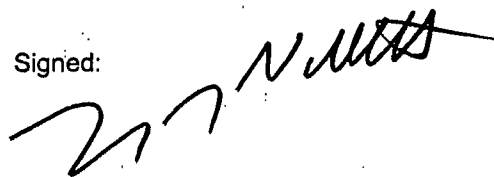
#### **Independent examiner's statement**

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:



Guy Ian Northcott  
FCA Bsc(Econ)Hons, DChA  
For and on behalf of Northcott Trumfield  
Chartered Accountants

Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

**Plymouth Music Zone Limited**

**Year ended 31 March 2023**

**Statement of Financial Activities (including Income and Expenditure Account)**

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	2	9,074	-	9,074	7,848
Charitable activities	3	-	182,138	182,138	435,983
Other trading activities	4	7,932	2,850	10,782	4,990
Investment income	5	3,415	-	3,415	80
Other income	6	7,650	-	7,650	-
<b>Total income and endowments</b>		<u>28,071</u>	<u>184,988</u>	<u>213,059</u>	<u>448,901</u>
<b>Expenditure on:</b>					
Charitable activities	7	8,616	340,743	349,359	343,586
Other	7	3,385	-	3,385	2,807
<b>Total expenditure</b>		<u>12,001</u>	<u>340,743</u>	<u>352,744</u>	<u>346,393</u>
<b>Net income/(expenditure)</b>		16,070	(155,755)	(139,685)	102,508
<b>Transfers between funds</b>	17	(87,335)	87,335	-	-
<b>Net movement in funds</b>		<u>(71,265)</u>	<u>(68,420)</u>	<u>(139,685)</u>	<u>102,508</u>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	17	284,114	78,795	362,909	260,401
<b>Total funds carried forward</b>	17	<u>212,849</u>	<u>10,375</u>	<u>223,224</u>	<u>362,909</u>

**All income and expenditure is derived from continuing activities**

**Plymouth Music Zone Limited**  
**Year ended 31 March 2023**  
**Statement of Financial Position**

		2023		2022	
	Note	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	12		40,794		44,746
<b>Current Assets</b>					
Debtors	13	3,443		28,658	
Cash at bank and in hand		193,940		307,295	
		<u>197,383</u>		<u>335,953</u>	
<b>Creditors falling due inside one year</b>	14	<u>14,953</u>		<u>17,790</u>	
<b>Net current assets</b>			<u>182,430</u>		<u>318,163</u>
			<u>223,224</u>		<u>362,909</u>
<b>Creditors falling due after more than one year</b>			-		-
<b>Provisions for liabilities and charges</b>			-		-
<b>Total Net Assets</b>			<u>223,224</u>		<u>362,909</u>
<b>Charity Funds</b>					
<b>Unrestricted funds</b>		17	212,849		284,114
<b>Restricted funds</b>		17	10,375		78,795
			<u>223,224</u>		<u>362,909</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Financial Statements were approved and authorised for issue by the Trustees on 7 December 2023 and signed on their behalf by:



Chair of Trustees

P J Courtney

Company registration number 004653409

The notes on pages 33 to 47 form part of these accounts.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**1 Accounting policies**

**(a) Basis of preparation of the accounts**

Plymouth Music Zone Limited is a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention as there are no material uncertainties existing. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(b) Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**(c) Incoming Resources**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the company has control over the item, and conditions associated with the donated item have been met, receipt of economic benefit for the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities in expenditure in the period of receipt.

**(d) Investment Income**

Income from investments is included in the year which it is receivable.

**(e) Deferred income**

In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

**(f) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**(g) Tangible fixed assets and depreciation**

All assets costing more than £250 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities in incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Short-term leasehold property- Straight line over the life of the lease

Plant and machinery- 15 years straight line

Motor vehicles - 25% reducing balance

Fixtures, fittings and equipment- 25% straight line

**(h) Debtors**

Trade debtors and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**(i) Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of that year.

**(j) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**(k) Recognition of liabilities**

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**(1)Critical accounting estimates and area of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below. Depreciation rates of fixed assets and the calculation of certain year end accruals.

**(m)Financial instruments**

The company only has financial assets and liabilities of a kind that qualify as basic financial instruments, Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**(n)Taxation**

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

**2 Donations and legacies**

	Unrestricted Funds	
	2023	2022
	£	£
Donations	9,074	7,303
Gift Aid	-	545
	<u>9,074</u>	<u>7,848</u>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**3 Charitable activities**

	Unrestricted Funds	
	2023	2022
	£	£
Grants and contracts		
PCC Small Business Grant Covid 19	-	16,000
HMRC CJRS	-	36,331
	<u>-</u>	<u>52,331</u>

**Contracts and grants**

	Restricted Funds	
	2023	2022
	£	£
Youth Music Zone Grant	13,671	61,518
Arts Council England Grant	132,392	263,967
Knowledge Exchange	5,000	30,000
National Lottery Community Fund	9,400	-
Other funders	21,675	28,167
	<u>182,138</u>	<u>383,652</u>

**4 Other trading activities**

	Unrestricted Funds	
	2023	2022
	£	£
Music sessions	<u>7,932</u>	<u>2,140</u>
	Restricted Funds	
	2023	2022
	£	£
Music sessions	<u>2,850</u>	<u>2,850</u>

**5 Investment income**

	Unrestricted Funds	
	2023	2022
	£	£
Bank interest	<u>3,415</u>	<u>80</u>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**6 Other income**

	Unrestricted Funds	
	2023	2022
	£	£
Gain on disposal of a tangible fixed asset held for charity's own use	7,500	-
Other	150	-
	<u>7,650</u>	<u>-</u>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**7 Expenditure**

Charitable activities	Unrestricted		Youth Music		Arts Council England		Knowledge Exchange		Big Lottery		Sensory		Trusts and Foundations		Total Restricted	
	£		£		£		£		£		£		£		£	
Direct labour	724		13,208		62,594		4,706		2,441		622		7,735		91,306	
Direct costs	-		1,127		11,922		-		71		-		3,766		16,886	
Equipment	-		-		-		-		-		-		-		-	
Depreciation	3,952		-		-		-		-		-		-		-	
Wages and salaries	-		59,025		62,528		1,345		21,505		5,251		52,005		201,659	
Pension contributions	-		-		-		-		-		-		-		-	
National Insurance contributions	-		-		-		-		-		-		-		-	
Other staff costs	-		1,738		1,264		1		2,274		344		1,475		7,096	
Office costs	3,940		2,719		2,684		66		1,065		264		2,525		9,323	
Premises	-		4,180		3,939		90		1,575		426		4,263		14,473	
	<b>8,616</b>		<b>81,997</b>		<b>144,931</b>		<b>6,208</b>		<b>28,931</b>		<b>6,907</b>		<b>71,769</b>		<b>340,743</b>	
<b>Other</b>																
Independent Examination	3,385															
	<b>12,001</b>		<b>81,997</b>		<b>144,931</b>		<b>6,208</b>		<b>28,931</b>		<b>6,907</b>		<b>71,769</b>		<b>340,743</b>	

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**7 Expenditure continued**

Charitable activities	Unrestricted	Youth Music	Arts Council England	Knowledge Exchange	The National Lottery Community Fund	Sensory	SMS Refurb	Trusts and Foundations	Total Restricted
Direct labour	36,373	12,097	149,438	20,350	2,000	492	-	4,401	188,778
Direct costs	-	97	8,335	-	-	-	-	-	8,432
Equipment	-	-	-	-	-	-	-	-	-
Depreciation	4,426	-	-	-	-	-	-	-	-
Wages and salaries	-	9,210	44,061	4,714	-	532	-	5,932	64,449
Pension contributions	-	-	-	-	-	-	-	-	-
National Insurance contributions	-	-	-	-	-	-	-	-	-
Other staff costs	-	218	464	80	-	-	-	47	809
Office costs	4	957	3,016	346	-	38	-	446	4,803
Premises	13,124	553	12,907	195	-	27	-	626	14,308
Support	-	-	8,080	-	-	-	-	-	8,080
Professional fees	-	-	-	-	-	-	-	-	-
	<b>53,927</b>	<b>23,132</b>	<b>226,301</b>	<b>25,685</b>	<b>2,000</b>	<b>1,089</b>	<b>-</b>	<b>11,452</b>	<b>289,659</b>

**Other**

Independent Examination

2,807

56,734

23,132

226,301

25,685

2,000

1,089

-

11,452

289,659

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**8 Net income for the financial year**

	2023	2022
	£	£
This is stated after charging		
Depreciation	3,952	4,671
Independent Examiner's Fees	2,400	2,400

**9 Governance costs**

	2023	2022
	£	£
Independent Examination	2,400	2,400
Administrative costs	985	407
	<u>3,385</u>	<u>2,807</u>

**10 Trustees' and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during the year (2022 £nil).

The trustees did not have any expenses reimbursed during the year (2022 £nil).

The total amounts of employee benefits received by key management personnel is £170,516 (2022 £161,605).

The charity considers its senior management team as its key management personnel.

**11 Staff costs and employee benefits**

	2023	2022
	£	£
Salaries and wages	248,770	248,180
Social security	16,476	15,635
Defined contribution pension costs	8,974	8,492
Accountancy services	19,469	17,293
	<u>293,689</u>	<u>289,600</u>

The average monthly number of employees and full-time equivalent (FTE) during the year was:-

	2023	2022
	Number	Number
Charitable activities	12	14

No employees received total employee benefits (excluding employer pension costs) or more than £60,000.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**12 Tangible fixed assets**

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Instruments £	Motor Vehicles £	Total £
<b>Cost</b>					
Balance brought down	25,845	39,129	130,113	26,385	221,472
Additions	-	-	-	-	-
Disposals	-	-	-	26,385	26,385
Balance carried down	25,845	39,129	130,113	-	195,087
<b>Depreciation</b>					
Balance brought down	8,864	16,973	124,504	26,385	176,726
Depreciation	1,723	1,863	366	-	3,952
Disposals	-	-	-	26,385	26,385
Balance carried down	10,587	18,836	124,870	-	154,293
<b>Net Book Value 31 March 2023</b>	<b>15,258</b>	<b>20,293</b>	<b>5,243</b>	<b>-</b>	<b>40,794</b>
<b>Net Book Value 31 March 2022</b>	<b>16,981</b>	<b>22,156</b>	<b>5,609</b>	<b>-</b>	<b>44,746</b>

**13 Debtors**

	2023 £	2022 £
Trade debtors	228	7,500
Prepayments	2,381	2,352
Accrued income	834	18,806
	<b>3,443</b>	<b>28,658</b>

**14 Creditors falling due inside one year**

	2023 £	2022 £
Trade creditors	3,351	3,199
Accruals	4,439	2,521
Other taxes and social security	5,268	5,150
Deferred income	-	5,000
Other creditors	1,895	1,920
	<b>14,953</b>	<b>17,790</b>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**15 Related Party Transactions**

During the year trustees in aggregate made donations of £- (2022 £480). There were no other related party transactions.

**16 Deferred income**

	£
1 April 2022	5,000
Additions during the year	-
Amounts released to income in the year	5,000
At 31 March 2023	<u>-</u>

Income has been deferred for timing reasons.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**17 Fund reconciliation**

<b>Funds of the charity</b>	<b>Balance Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer In</b>	<b>Transfer Out</b>	<b>Balance Carried Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>	-	28,071	12,001	-	16,070	-
<b>Designated funds</b>						
Development	139,368	-	-	-	65,373	73,995
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	2,000	-	62,000
Innovation fund	10,000	-	-	-	3,940	6,060
Fixed asset	44,746	-	-	-	3,952	40,794
	<b>284,114</b>	<b>28,071</b>	<b>12,001</b>	<b>2,000</b>	<b>89,335</b>	<b>212,849</b>
<b>Restricted funds</b>						
Youth Music	47,944	13,671	81,997	20,382	-	-
Arts Council England	1,462	132,392	144,931	11,077	-	-
National Lottery Community Fund	-	9,400	28,931	19,531	-	-
Sensory	855	2,850	6,907	3,202	-	-
Knowledge Exchange	287	5,000	6,208	921	-	-
Other Donors	28,247	21,675	71,769	32,222	-	10,375
	<b>78,795</b>	<b>184,988</b>	<b>340,743</b>	<b>87,335</b>	<b>-</b>	<b>10,375</b>
<b>Total</b>	<b>362,909</b>	<b>213,059</b>	<b>352,744</b>	<b>89,335</b>	<b>89,335</b>	<b>223,224</b>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**17 Fund reconciliation continued**

<b>Funds of the charity</b>	<b>Balance Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer In</b>	<b>Transfer Out</b>	<b>Balance Carried Forward</b>
<b>2022</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>	-	62,399	56,734	48,510	54,175	-
<b>Designated funds</b>						
Development	85,193	-	-	54,175	-	139,368
Building and repair	30,000	-	-	-	-	30,000
Redundancy and staff costs	60,000	-	-	-	-	60,000
Innovation fund	10,000	-	-	-	-	10,000
Fixed asset	48,797	-	-	-	4,051	44,746
	<b>233,990</b>	<b>-</b>	<b>-</b>	<b>54,175</b>	<b>4,051</b>	<b>284,114</b>
<b>Restricted funds</b>						
Youth Music	15,390	61,518	23,132	-	5,832	47,944
Arts Council England	(5,464)	263,967	226,301	-	30,740	1,462
The National Lottery Community Fund	2,000	-	2,000	-	-	-
Sensory	-	2,850	1,089	-	906	855
Knowledge Exchange	(3,870)	30,000	25,685	-	158	287
Other Donors	18,355	28,167	11,452	-	6,823	28,247
	<b>26,411</b>	<b>386,502</b>	<b>289,659</b>	<b>-</b>	<b>44,459</b>	<b>78,795</b>
<b>Total</b>	<b>260,401</b>	<b>448,901</b>	<b>346,393</b>	<b>102,685</b>	<b>102,685</b>	<b>362,909</b>

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**17 Fund reconciliation continued**

**Purpose of Unrestricted funds**

Development fund - To meet any deficits not covered by income in any one year and to enable the Charity to continue its operations in the event of major withdrawal of external funding The Charity considers it prudent to establish reserves to support 3-6 months trading.

Building and repairs is to cover possible repairs to the building, sound studios and other related expenditure.

Redundancy and staff related costs is to cover any exceptional staff related costs, such as redundancy, legal expense and any reward/bonus schemes should they occur.

Innovation fund is to cover the costs to develop new cutting edge projects.

The unrestricted fixed asset fund is to hold a fund for unrestricted assets purchased so as not to burden future funding with depreciation costs.

The general fund represents funds not restricted or designated for any specific purpose.

**Transfers to/from Unrestricted funds**

Surplus general funds have been transferred to the Charity's designated reserves.

**Purpose of Restricted funds**

Arts Council England National Portfolio 2019 - 2022. Funding to encourage a diverse range of people to engage with music both as staff and participants, be inspired and creative.

The National Lottery Community Fund - Changing Tunes which uses the power of music to reduce isolation by breaking down barriers to interaction and understanding between the generations.

Youth Music Breakthrough Music - funding for 0 - 18 years (25 years with special needs/at risk) to access music making.

National Lottery Community Fund -

Trusts and Foundations

Work to support older people, adults with neurological conditions, families at domestic abuse refuges, children with complex and multiple disabilities, and an exchanging learning project is invested in by a number of private funders.

**Transfers to/from Restricted Funds**

Where finished projects have generated a surplus, these funds are transferred to unrestricted funds once restrictions have been met.

Where a project generates a deficit, a transfer of funds is made from unrestricted funds to cover the funding gap.

**Plymouth Music Zone Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**18 Analysis of net assets between funds**

**2023**

	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	40,794	-	40,794	-
Net current assets	182,430	-	172,055	10,375
	<u>223,224</u>	<u>-</u>	<u>212,849</u>	<u>10,375</u>

**2022**

	£	Unrestricted funds £	Designated funds £	Restricted funds £
Fixed Assets	44,746	-	44,746	-
Net current assets	318,163	-	239,368	78,795
	<u>344,103</u>	<u>-</u>	<u>284,114</u>	<u>78,795</u>

**19 Pensions**

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £8,974 (2022 £8,492).