CHANGING KEY DORSET

Trustees' Annual Report
1 January 2025 to 31 December 2025

Charity Registration Number 1197069

Reference and administrative details

Item	2025 draft detail
Charity name	Changing Key Dorset
Charity registration number	1197069
Financial year	1 January 2025 to 31 December 2025
Governing document	Constitution of Changing Key Dorset, dated 22 November 2021
Principal Address	c/o Dorset Music Service Unit 14, Uplands Industrial Park Blandford Heights Blandford Forum Dorset DT11 7UZ
Bankers	Lloyds Bank plc
Solicitors	Bates Wells 10 Queen Street Place, London, EC4R 1BE
Chair	Clair McColl, Interim Chair during 2025; permanent appointment remained outstanding at year end
Trustees	Clair McColl; Scott Welcomme; Nicky Footer; Sam Ryall; Susie Kibuga
Administrative support	Dorset Music Service provided in-kind administrative support during 2025.

Objectives and activities

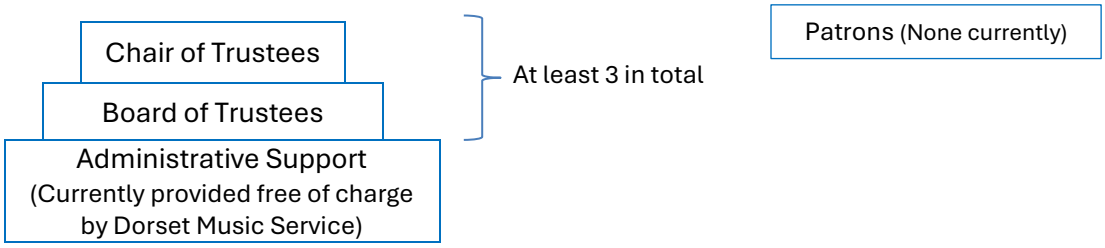
Changing Key Dorset is a Charitable Incorporated Organisation. Its charitable objects are to advance the arts and culture, particularly (but not exclusively), by promoting and facilitating access to performances of music, participation in musical activities and providing access to instruments, scores and other means of performance and study for such purposes; and to provide for the recreation of children and young people by providing equipment, facilities and services to them in the interests of social welfare in particular (but not exclusively) through providing community music programmes, with the object of improving their conditions of life.

During 2025 the charity's principal operating activity was grant-making through the Richard Ely Bursary. Applications and grant administration were supported by Dorset Music Service under the existing Memorandum of Understanding (MOU).

Structure, governance and management

The Trustees govern and manage the charity under its Constitution.

Structure:



Governance and Management:

Changing Key Dorset (CKD) is a Charitable Incorporated Organisation (CIO). Its Trustees govern and manage its affairs as stated in the *Constitution of Changing Key Dorset* (22nd November 2021). Any decision of the Trustees may be taken by means of a resolution passed by a 75% majority of those Members voting at a general meeting. Trustees may make decisions by resolution in writing agreed to by all of the Members of the CIO. All decisions are taken by the
charity's trustees.

Any person who is willing to act as a Trustee, and who would not be disqualified from acting, may be appointed to be a Trustee by a decision of the Trustees. The Trustees will make available to each new Trustee, on or before his or her first appointment, a copy of the Constitution and any amendments made to it, and a copy of the CIO's latest trustees' annual report and statement of accounts.

Dorset Music Service (DMS), currently provides administrative support in kind under the terms of the Memo of Understanding (MOU). A secretary may be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit and may be removed by them.

An MOU exists between DMS and CKD which formalises the relationship between the two organisations.

The purposes of the partnership between CKD and DMS are:
A collaboration between CKD and DMS supports CKD to achieve its goals and optimise the impact of the CIO's work through 'in-kind' administration and communication support, and by connecting CKD with the key cultural, education and community partners that will ensure the CIO's funds can be targeted at the children and young people who need it most.

During 2025 the working relationship with Dorset Music Service was reviewed following Dorset Music Service's change from Music Hub Lead Organisation to a delivery partner within the Octagon Music Hub. The July and September Trustee meetings identified the need to review and revise the MOU, and the December meeting recorded that Dorset Music Service could not sustain the existing in-kind administration beyond the end of 2025.

Trustees therefore began planning a transition to greater trustee involvement in application communications and administration, banking and accounting, website/social media activity, donor relationships and mailbox monitoring.

Grant-making and service development

Grant-making Policy

Funding awards are nominally granted from *The Richard Ely Bursary* part of the charity's finances. During the period of this report, all funds held by the charity were used to support the *Richard Ely Bursary* so this distinction is in name only. In allocating grants, the Trustees will not discriminate for or against any particular kind of music. Grants are considered on a quarterly cycle based around academic terms; the applications received in each application window are considered by the Trustees at their next ordinary meeting and determined in accordance with the Objects of the Charity and the resources available. It is the policy of the Trustees not to commit to any individual grant for a period of more than twelve months. Funding award beneficiaries may however apply for a renewal of support on the expiry of a current grant; any such application will be considered on its own merits alongside other applications, but the Trustees may take into account the fact that the applicant has previously received support. All applications, whether for new or renewed grants, must be supported by an endorsement from an independent referee who has knowledge of the applicant and how funding could benefit them; this referee should be someone who will not benefit financially from any grant funding awarded.

Trustees continued to consider Richard Ely Bursary applications during 2025 and reviewed individual recipient requests where circumstances changed. The July meeting also agreed that late applications should not be accepted in future, and trustees identified a need to simplify the application and referee forms and make applications more child-centred.

Achievements and performance

- The charity continued to provide financial assistance to young musicians through the Richard Ely Bursary. 43 young people benefited from funding from CKD through the Richard Ely bursary. 62 applications were received.
- Trustees considered beneficiary feedback and positive progress feedback during the April meeting.
- Trustees reviewed how bursary support overlaps with Dorset Music Service remissions/subsidies and discussed the relationship with SoundStorm in the BCP area.
- Trustees began work on improving fundraising, donations, communications and organisational resilience.
- A proposed new singing award was developed during 2025 following an offer from Jean Woodall, with a planned 2026 pilot subject to the required arrangements being put in place.

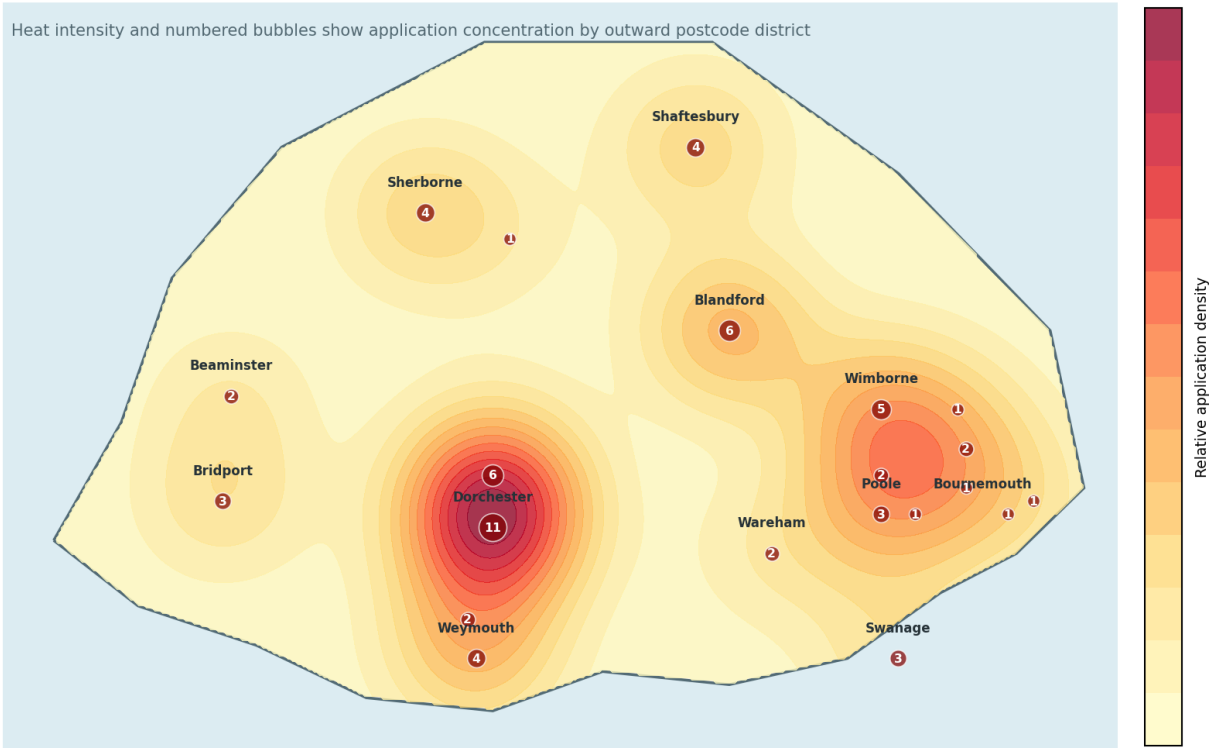
2025 Trustee Meeting Decisions	Applications considered	Approved	Declined / incomplete
Summer Term 2025 (April meeting)	20	13	7
Autumn Term Round 1 2025 (July meeting)	11	9	2
Autumn Term Round 2 2025 (September meeting)	13	8	5
Spring Term 2026 (December meeting)	18	13	5
Total across 4 2025 rounds	**62**	**43**	**19**

Locality of applicants

Applications were also received from a spread of locations across the Dorset and Bournemouth, Christchurch and Poole areas covered by CKD. There was a high concentration from the Dorchester area:

Area	Applications Received
Dorchester	17
BCP (Bournemouth, Christchurch and Poole)	11
North Dorset	11
East Dorset	6
Purbeck	5
Weymouth	6
West Dorset	9
Outside Area (University address)	1

Changing Key Dorset: location of 2025 applications



Age and musical level of bursary applicants

There continued to be a diversity of age and musical level of applicants for the RET Bursary and a significant increase in Beginner musicians applying.

Age of applicants (in years)	Applications Received
6-10	28
11-15	29
16-21	9

Musical Level	Applications Received
Beginner	30
Grade 1 to 3	17
Grade 4 to 6	11
Grade 7 to 8	5
Above Grade 8	2
Unknown	1

Applicants identified a range of challenges affecting access to music provision - applicants could identify more than one barrier

Barriers to Learning	Occurrence in applications
Financial constraints	54
Special Educational Needs	13
Young Carer	13
Rural isolation	5
Physical disability/disabilities	2
Other health condition(s) - physical or mental	10
Other barrier(s) to accessing music	8
Social exclusion	2
Looked After Child in Care / Care Leaver	1

Changing Key Dorset keeps administrative expenditure to a minimum, with help-in-kind provided by Dorset Music Service (DMS) continuing throughout 2025. Therefore, the charity directs as much as possible into its core charitable purpose of supporting young musicians.

While fundraising events are intended to be a larger part of future plans, there were not any CKD fundraising events in this period.

Plans for future periods

Priorities identified for 2026 included completing the revised MOU and handover of administrative processes; developing fundraising and longer-term organisational plans; reviewing applications and referee forms; considering savings options for charity funds; establishing a trustee expenses policy; and developing the proposed Jean Woodall Singing Award pilot. Trustees also discussed possible future partnership opportunities with Dorset Council and the Octagon Music Hub.

Financial review

During 2025, the charity received income of £250.00. New grant commitments of £12,500.00 were recognised, while commitments from previous financial years totalling £1,699.79 were released or written off. This resulted in net grant expenditure of £10,800.21. Together with insurance expenditure of £377.18, total expenditure was £11,177.39 and net expenditure for the year was £10,927.39. At 31 December 2025, the charity held £71,712.42 in cash and had net assets of £59,347.27 after accounting for debtors of £84.15 and outstanding grant commitments of £12,449.30.

Reserves, investment and risk

The Trustees will determine for each financial year a minimum level at which cash reserves should be maintained; this figure might be amended at any time by specific resolution.
Trustees determine a minimum cash-reserve level for each financial year, currently £40,000.
During 2025 Trustees discussed the sustainability of continued expenditure without corresponding income and considered the options of moving funds from the current account to savings products alongside expansion of fundraising activities.

Review of Major Risks

During the period of this report, short-term and long-term risks were considered low. In addition, the Trust holds a Public Liability Policy, with cover of up to £2m for up to 15 events a year, as well as Employers, Professional and Management liability insurance. No claim has yet been made against this policy.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources of the Trust for that period. In preparing the financial statements, Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102)
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public benefit and trustee responsibilities

The existing report includes the Trustees' public-benefit confirmation and the standard statement of responsibilities. These sections should be retained only after confirming that the statutory wording and accounting basis used for the final 2025 accounts remain appropriate.

Approval

Approved by the Trustees on: 30th October 2026

Signed on behalf of the Trustees by: _Clair McColl_____

Name / role: ___Acting Chair_____

Statement of Financial Activity

		Unrestricted Funds	Designated Funds	Total Funds 2025
		£	£	£
Income and endowments				
Donations and Legacies (incl. Gift Aid repayments from HMRC)	2	£250.00	-	£250.00
Charitable Activities	3	-	-	-
Investments	4	-	-	-
Total Income and endowments		**£250.00**	**-**	**£250.00**
Expenditure				
Insurance fees	13	£377.18	-	£377.18
Raising Funds		-	-	-
Charitable Activities (incl. Grants)	8	£10,800.21	-	£10,800.21
Total Expenditure		**£11,177.39**	**-**	**£11,177.39**
Net Income / (Expenditure) before transfers		**-£10,927.39**	**-**	**-£10,927.39**
Gains/Losses on Revaluation of Fixed Assets	1	-	-	-
Net Movement of Funds		**-£10,927.39**	-	**-£10,927.39**
Reconciliation of Funds				
Total Funds brought forward		£70274.66		£70274.66
Total Funds carried forward		**£59,347.27**	**-**	**£59,347.27**

Balance sheet

		2025		2024	
	Note	£	£		
Tangible Fixed Assets					
None	1		-		
Current Assets					
Debtors	9	£84.15		£84.15	
Cash at Bank		£71,712.42		£81,185.59	
		£71,796.57		£81,269.74	
Current Liabilities					
Creditors	11	£12,449.30		£10,995.08	
Net current assets			£59, 347.27		£70,274.66
Net assets			£59, 347.27		£70,274.66
Funds of the Charity (adjusted for debtors and creditors)					
Restricted Funds			-		-
Unrestricted Funds		£59,347.27		£70,274.66	
Total Charity Funds			**£59, 347.27**		**£70,274.66**

NOTES TO THE FINANCIAL STATEMENTS FOR 1ST JANUARY 2025 TO 31ST DECEMBER 2025

Accounting policies

Basis of Preparation

The financial statements have been prepared in accordance with the 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) (effective 1 January 2019) - (Charities SORP (FRS102) (second edition – October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011 and 2022.

CKD is a Charitable Incorporated Organisation established under Constitution in 2022 and is registered as a charity in England and Wales.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The accounts are presented in £ sterling.

Going Concern

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Exemption from Preparing a Cash Flow Statement

As CKD is not a ‘larger charity’ as defined in FRS102 (October 2019) a cash flow statement is therefore not included in these financial statements.

Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose. There are currently no restricted funds.

Income and Endowments

Income is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Expenditure

Liabilities and expenditure are recognised when there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required, and the amount can be measured reliably.

Expenditure on Raising Funds includes all costs associated with fund raising.

Expenditure on Charitable Activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them e.g. insurance.

In accordance with FRS102 (October 2019), this heading also includes Governance Costs, including the costs of insurance, bank charges and legal advice to Trustees on governance or constitutional matters.

Taxation
As a registered charity, the Trust is generally exempt from income tax and capital gains tax, but not from value added tax (VAT). Irrecoverable VAT is included in the cost of the item to which it relates.

1. Tangible Fixed Assets

The Trust does not hold any tangible fixed assets.

2. Donations, Legacies and Bank Transfers

Total donations (including HMRC Gift Aid repayments) received between 01/01/2025 and 31/12/2025 amounted to £250

3. Income from Charitable Activities

There was no income from Charitable Activities between 01/01/2025 and 31/12/2025.

4. Investment Income

No investment income was received in between 01/01/2025 and 31/12/2025.

5. Donated Goods, Facilities or Services

CKD received administrative support ‘in-kind’ from DMS throughout the period of this report as per the partnership formalised through the CKD-DMS MOU.

6. Trustees' Remuneration and Expenses

No trustees received any remuneration or were reimbursed any expenses between 01/01/2025 and 31/12/2025.

7. Expenditure on Raising Funds

There was no expenditure on raising funds between 01/01/2025 and 31/12/2025.

8. Expenditure on Charitable Activities

During 2025, the charity recognised new grant commitments totalling £12,500.00. Commitments originating in previous financial years totalling £1,699.79 were released or written off during the year, resulting in net grant expenditure of £10,800.21. Cash payments made against grant commitments during 2025 totalled £9,345.99.

9. Debtors

HMRC: Unclaimed Gift Aid on donations of £84.15 carried over from 2024. Donations where Gift Aid could be applied from 2025 totalled £0.00.

10. Cash at Bank

Lloyds Bank Current Account £71,712.42

Total Cash at Bank at 31st December 2025 £71,712.42

Total Cash at Bank at 31st December 2024 £81,185.59

11. Creditors

Grant commitments of £10,995.08 were brought forward at 1 January 2025. During the year the charity made new grant commitments of £12,500.00, made payments against grant commitments of £9,345.99, and released or wrote off previous commitments totalling £1,699.79. Grant commitments outstanding at 31 December 2025 therefore amounted to £12,449.30.

12. Related Parties

Controlling Entity

The charity is controlled by the Trustees.

There were no related party transactions between 01/01/2025 and 31/12/2025.

13. Insurance fees

£377.18 was paid to P J Aiken Insurance Services (A-One Insurance Group) on 03/03/2025 for Commercial Liability Insurance.