MEL PRODUCTIONS (MUSIC EDUCATION LANGUAGE PRODUCTIONS) CIO

Trustees' Annual Report — 1 March 2025 to 28 February 2026

Registered charity number: 1201393

Purpose and public benefit

MEL Productions CIO exists to advance education, promote social inclusion and support community development in West London. The trustees have continued to consider the Charity Commission's public benefit guidance when planning activities. The charity seeks to make learning and practical support accessible to people of different ages and backgrounds, particularly those who face barriers to participation.

Although the charity received no programme or grant funding during the reporting year, its work has not stood still. The CIO received £25.64 in non-repayable support from the associated CIC towards bank charges. With the help of volunteers and local contacts, it maintained limited community support, developed skills and relationships, and prepared for broader activity when resources allow.

Community activity and volunteer contribution

During the year, community members approached the charity for practical, informal support with everyday challenges. Volunteer assistance included basic computer skills, understanding new digital and AI-based services, navigating online forms and finding information about council services and household matters. The support was small-scale and responsive to individual needs rather than a fully funded programme.

People of different generations contributed to this work. Some younger volunteers helped older residents become more confident using technology, while other volunteers assisted with general activities and administration. This exchange of skills helped reduce isolation and encouraged participation across age groups.

Volunteering has also offered a useful opportunity to local people who have found paid employment difficult to obtain. By helping with administrative tasks, community support and learning activities, volunteers could build confidence, practise transferable skills and gain experience relevant to future employment or further education. Where appropriate, the charity may be able to provide references based on work actually undertaken.

The trustees estimate that nine non-trustee volunteers contributed during the reporting year. This is an estimate of individuals involved over the year, not the number present at any one time.

Community relationships and learning

The charity has continued to build connections with other organisations and community networks in Ealing, including contact with the Young Ealing Foundation. These relationships provide opportunities to exchange experiences, learn about local needs and explore practical ways of supporting people and

strengthening voluntary-sector activity. The charity does not present these contacts as funded partnerships or financial support.

Trustees and those involved in the charity have attended relevant meetings and learning opportunities, including discussions about employment practices, volunteer support and safeguarding. They have also sought to keep their knowledge and working arrangements under review. This preparatory work matters because the charity wishes to expand responsibly, with suitable policies, safeguarding arrangements and checks in place before undertaking activities that require them.

Governance and management

MEL Productions CIO is a Charitable Incorporated Organisation governed by its constitution. The trustees identified in the preceding report are Yusuf Chadun (Chair), Ashley Dublin and Jonathan Staples. Trustees serve voluntarily, and no trustee remuneration was recorded for the reporting year.

Regular meetings have been used to review the charity's position, discuss financial sustainability, consider possible income sources and plan future activity. The trustees recognise that limited resources restrict the scale and regularity of services. Their priority remains to develop the charity carefully without committing it to expenditure it cannot meet.

Financial position and sustainability

For the year ended 28 February 2026, the CIO recorded cash receipts of £25.64 from the associated CIC as non-repayable financial support, and cash payments of £42.92 comprising £42.50 bank commission charges and £0.42 bank interest charged. The Barclays account was £17.28 overdrawn at the year-end. The annual return records these receipts and payments rounded to whole pounds as £26 income and £43 spending. The CIO had no employees. Unpaid volunteer time and non-cash support are not included in those cash totals.

The absence of funding has been the principal obstacle to expanding activity. Trustees have continued seeking grants, considering applications and discussing opportunities with other organisations. Competition for charitable funding has been significant, and applications or enquiries must not be described as awards until confirmed.

In addition to grant funding, trustees have held meetings to consider other appropriate and lawful sources of income that could support the charity's charitable purposes and ongoing costs. These remain exploratory possibilities, not income already earned. The trustees will consider affordability, legal requirements and financial controls before any new activity is introduced.

Risk, safeguarding and readiness

The principal risks identified by trustees are financial sustainability, limited delivery capacity and the need to maintain appropriate governance and safeguarding arrangements as services develop. The charity has sought to improve awareness through meetings and training and to review the steps needed

before expansion. Training attendance does not, by itself, establish that every policy or DBS check has been completed.

The annual return records “No” against several governance policies, including safeguarding, and records no services to children or adults at risk during the reporting year. Trustees recognise the need to develop and formally adopt appropriate policies and procedures as the charity’s activities expand.

Looking ahead

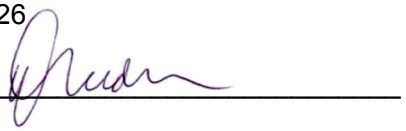
The charity aims to increase community volunteer involvement across age groups, giving more people opportunities to contribute, learn and build confidence. It also intends to continue exploring funding and other sustainable income options, strengthening local connections, and developing educational, digital, music and employability activities when suitable premises, resources and safeguards are available.

The trustees recognise that the value of the charity’s work is not measured solely by financial income. Within its limited capacity, the CIO has sought to provide practical help and social contact for residents who may otherwise feel isolated or face difficulties accessing everyday services. Volunteering has also been a two-way opportunity: local people have contributed their time while gaining experience, confidence and skills that may support future employment or learning. These modest achievements provide a foundation for further development, subject to funding, appropriate safeguards and trustee oversight.

The trustees remain committed to practical progress at a scale the charity can sustain. Their aim is to turn the groundwork and community relationships developed so far into more regular opportunities for local people, without overstating what has already been achieved.

Approval

Approved by the trustees on: 10/11/2026

Signed on behalf of the trustees: 

Name and role: Yusuf Chadun, Chair

MEL PRODUCTIONS (MUSIC EDUCATION LANGUAGE PRODUCTIONS) CIO

Registered charity 1201393 | Year ended 28 February 2026

Receipts and payments accounts

Prepared from the CIO Barclays bank statements and the August 2026 accounts working paper. The £25.64 received from the associated CIC was non-repayable financial support.

Receipts and payments

Description	2024–25 (£)	2025–26 (£)
CIC transfers received — non-repayable support	0.00	25.64
Total cash receipts	0.00	25.64
Bank commission charges	0.00	42.50
Bank interest charged	0.00	0.42
Total cash payments	0.00	42.92
Net movement	0.00	(17.28)
Opening bank balance	0.00	0.00
Closing bank balance	0.00	(17.28)

Statement of assets and liabilities at 28 February 2026

Description	28 Feb 2025 (£)	28 Feb 2026 (£)
Cash and bank assets	0.00	0.00
Bank overdraft	0.00	17.28
Total identified liabilities	0.00	17.28

The £17.28 bank overdraft is recorded as a liability rather than a negative cash asset. The £25.64 received from the CIC was non-repayable support and is not a liability.

Explanatory notes

1. The 2025–26 bank account receipts (£25.64) and payments (£42.92) are from the August accounts reconstruction. They are not zero, even though the CIO had no programme income or programme expenditure through this account.

2. The £25.64 received from the associated CIC in the year ended 28 February 2026 was non-repayable financial support to cover CIO bank charges. The CIO has no obligation to repay it. Transfers relating to other financial periods are not included in these accounts.

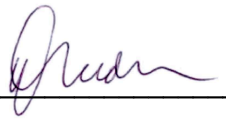
3. The associated CIC directly met certain premises costs. The August working paper disclosed £7,907 of 2025–26 non-cash support, based on landlord confirmation and trustee explanations. These payments did not pass through the CIO bank account and are not included as CIO cash receipts or payments. The detailed property-cost and lease notes remain in the August source accounts and should be retained with the supporting records.

4. The CIO holds a leasehold interest, which is recorded as a non-monetary memorandum item without an assigned valuation in the August accounts working paper. Supporting lease documentation and related obligations should be retained with the charity records.

Trustee approval

- These accounts were approved by the trustees on: 10/11/2026
- Signed on behalf of the trustees below.

Name: Yusuf Chadun (Chair)

Signature:  Date: 10/11/2026

Name: Jonathan Staples (Trustee)

Signature:  Date: 10/11/2026