



Tilford Bach Society

Trustees' Annual Report 2016

(Accompanying Accruals Accounts)

1: Legal and Administrative Information

Charity name: Tilford Bach Society

Registered charity number: 230601

For the financial year 1 January to 31 December 2016

Principal Address:

c/o Mrs Susan Sagun, 1 Adams Drive, Fleet, GU51 3DZ

Trustees:

The Trustees during the year 2016 were:

- R John Horrocks - Chairman
- Peter Hopkins - Deputy Chairman
- Jill Denbigh - Treasurer
- Susan Sagun - Secretary
- Dr Trevor Gray
- Dr Roger Jude
- Richard Punshon
- Francesca Quint

Objects of Charity:

The advancement of musical education by the public performances of:

- (a) works by J S Bach in a manner consistent with the style and demands of his period
- (b) works by other composers at the discretion of the Executive Committee
- (c) works which the Society may commission.

The public performances are held mostly but not exclusively in Tilford and Farnham and include typically a festival in Tilford in early summer, regular monthly concerts from September to May and carols concerts in December.

2: Structure, Government and Management

The governing document is the Constitution and Rules as amended on 5 November 1963, 17 April 1998, 31 March 2001 and 26 September 2014.

The Annual General Meeting of members makes all appointments but the Executive Committee is empowered to fill any vacancy until the following Annual General Meeting. All voting members of the Executive Committee are Trustees.

Members of the Executive Committee in 2016 were:

- R John Horrocks - Chairman
- Professor Adrian Butterfield, Music Director, non-voting
- Peter Hopkins - Deputy Chairman
- Jill Denbigh - Treasurer, trustee
- Susan Sagun - Secretary, trustee
- Rev Canon Heather Humphrey, non-voting
- Richard Punshon

The Executive Committee meets typically two or three times a year to handle major issues that do not require a formal General Meeting. Most decisions are taken by consensus and formal votes are held only for major issues or issues where there is not a clear consensus. A working group of the Chairman, Deputy Chairman, Secretary and Treasurer handle routine administration with discussions and decisions made by telephone and email.

In order to improve efficiency, the working group does not operate according to precise roles for each officer. Instead each officer is able to undertake any function and each person is encouraged to handle whatever is in front of them rather than passing it to another person. Thus the traditional roles of Chairman, Treasurer and Secretary are distributed according to circumstances and availability. The accounting system is Internet based and used by the Chairman, Treasurer and Secretary, who may each pay in cheques and enter receipts and initiate and enter payments. Nearly all payments are made by Internet transfer. Cheque accounts are held at CAF Bank and Lloyds and both operate under dual signature. A PayPal account operated primarily for the receipt of ticket money and donations and works under single signature, with accrued money being transferred to CAF Bank periodically. Priority is given to paying performers promptly. Since the Society does not have credit or bank cards most purchases are made by the officers on private credit cards or cash and reimbursed. The annual accounts (Balance Sheet and Profit and Loss) are calculated by the accounting software. Notes are added as necessary by the chairman. Event Accounts, used for internal management during the year, are generated automatically using an Excel spreadsheet prepared by the Chairman with data copied from the Profit and Loss account.

The chairman and members of the committee and external trustees incur various personal expenses such as travel costs in the course of their work for the Society but none have claimed reimbursement for these expenses. As the Society has no credit/debit cards, the chairman and members of the committee pay for various items on behalf of the Society such as bar and office supplies, temporary licences, musician fees, and venue fees and they are reimbursed.

Nearly all documents are stored on the Internet (Google) and shared.

The Music Director, Professor Adrian Butterfield, is responsible for the overall artistic direction of the Society and organises and leads the Festival. He is paid for his performances and his organization of the festival concerts.

The External Trustees act as advisers to the Chairman and Deputy Chairman over the handling of any difficult or sensitive issues and do not attend the Executive committee regularly nor act in an executive role. They have full access to all documents and participate in those decisions that require formal agreement of trustees such as the approval of the accounts.

The Charity Commission document "The Essential Trustee" is made available for the guidance of trustees.

A new Independent Examiner, Mr Bernard Whelan, has been appointed in an honorary capacity and thanks are due to Mr Malcom Willings for undertaking this task for the last few years.

3: Financial Review

The income of the Society comes from donations, membership fees, ticket sales and the sale of a small number of music related products such as its History Book and CDs of concerts. The Society uses the Gift Aid and Gift Aid Small Donations Scheme where applicable.

The society had an overall surplus of just over £1100 over the year. It is particularly pleasing that some concerts are sponsored by generous individuals and that the carols are now sponsored by a local business.

The financial activities may be subdivided as follows:

Activity	Surplus	Loss
Farnham concerts	£1,325-59	

Festival and related activities in Tilford plus the concert at St John Smith Square		£5,987.72
Other events and concerts		£129.87
Sale of items		£31.90
Support of Farnham Competitive Music Festival		£70.00
Subscriptions, donations and gift aid received	£7,278.47	
Overhead expenses		£1,250.73
Total Surplus after deducting losses	£1,133.84	

At the end of 2016 the Society had an overall balance of £23,539.13.

Policy on Reserves

The Society plans concerts and makes commitments for up to two years ahead. It therefore keeps a Reserve Fund of £4000 against possible future reductions in ticket sales and endeavours to maintain a further average balance of at least £3000.

4: Public Benefit Statement

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. All concerts are open to the public and are priced to be affordable with the Society relying on donations and sponsorship because ticket sales do not cover all the costs. The prices for the Farnham concerts are at the lower end of typical prices for professional concerts in the area and are now probably the lowest in the area.

In particular the Society has provided free carol concerts for the village of Tilford and provided free seats at concerts for young people and in some cases for their parents. It also provides regular free tickets for a person with severe disabilities and gives a significant number of tickets to groups and individuals who would not normally buy tickets in order to advance musical education, make the Society more attractive to newcomers, and promote awareness of the Society.

The Society also provided a baroque music workshop for approximately 40 pupils of Edgeborough School and Waverley Abbey School.

5: Activities and Achievements

A most successful Festival was held in June with three concerts including JS Bach's B Minor Mass, which was repeated at St John Smith Square London.

Eight public concerts were held in Farnham churches. Several of the Farnham concerts were sponsored by generous members.

A MAIASTRA concert was hosted in Farnham and an outreach concert held in Liss.

A scheme of free tickets for 8-25 year olds is running successfully and children can bring a parent or teacher free.

The carol concerts were kindly sponsored by Tilford Woods Lodge Retreat. The collection for charity yielded £516 for the Phyllis Tuckwell Hospice and £465 for Shooting Star Children's Hospice (both not in the TBS accounts and excluding their own Gift Aid).

£150 has been donated for prizes at the Farnham Competitive Music Festival.

A great deal of effort has gone into promoting the society, attracting a younger audience, making use of the Internet and networking with other music societies in the area.

Section 5: Declaration

The trustees have approved the trustees' report above.

Signed

Reginald John Horrocks

Chairman

Date: 20 February 2017.