

# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1st	May	2019	<b>To</b>	30th	April	2020

## Section A Reference and administration details

**Charity name** ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

**Other names charity is known by** RTWSO

**Registered charity number (if any)** 295781

**Charity's principal address**

Kynance,	
Clarence Road	
Tunbridge Wells, Kent	
<b>Postcode</b>	<b>TN1 1HE</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Giles Clarke	Chairman		
2	Mr Andrew Muir	Deputy Chairman		
3	Mrs Gale Smith	General Secretary		
4	Dr Peter Mansfield	Treasurer		
5	Mrs Anne Parker	Orchestra Manager		
6	Miss Miriam Kuikman	Concert Day Manager		
7	Mrs Helen Pye	Fundraising Coordinator		
8	Ms Frances Armstrong	News Editor	July 2019	AGM of RTWSO
9	Mrs Libby Summers	Librarian		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

### Name of chief executive or names of senior staff members (Optional information)

None

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Constitution adopted at an AGM on 4th July 2014.

(eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	The charity comprises Honorary Officers, Annual Subscribers and Playing Members. Nine Trustees manage its affairs, retire annually but may be re-elected. New Trustees are inducted and trained by existing Trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the members at a duly constituted General Meeting

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant.

None

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The Charity exists to promote the musical education of the inhabitants of Royal Tunbridge Wells through the study and practice of orchestral music, in order to foster public knowledge and appreciation of such music by means of public performance.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Charity chose six programmes of orchestral music, assembled amateur players and rehearsed them to play with support from some professional players, and performed each programme at a concert open to the public.

The Charity's Education Officer chose one of the pieces in one concert, devised a workshop programme to make this piece accessible to primary schoolchildren, and conducted two of these workshops for pupils from four local primary schools. Many of those pupils then attended the Orchestra's performance of that piece, along with their parents.

Player-members of the Orchestra devised three informal chamber music recitals that took place on summer Sundays out of the concert season, and were open to the public to attend free of charge.

Our Trustees are always mindful of Charity Commission guidance on what constitutes public benefit, and are actively diversifying our programme to provide more.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Trustees and player-members are volunteers, some acting in a professional capacity – for example, negotiating with soloists for performance contracts, or managing players for specific concerts.

Three Trustees also serve as Directors of RTWSO Productions Ltd, a company established in 2018 to administer production expenses and enable us to benefit from Orchestra Tax Relief.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

We presented four full-length amateur orchestral concerts attended by the public. Concessionary tickets were available to children and students. Two further concerts were planned but cancelled because of the Covid-19 lockdown.

We devised and conducted two workshops involving pupils from four local primary schools, introducing them to one piece from a forthcoming concert, which many of them then attended with their parents.

We presented three informal chamber music recitals free of charge to the public. These attracted an audience of around 100 on each occasion.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity does not hold reserves

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funds is season ticket subscriptions. Some Patrons and Trusts make generous additional donations. We benefit from Orchestra Tax Relief. The Friends of Royal Tunbridge Wells Symphony Orchestra are our largest single supporter, though it was not necessary to call on them this year because two concerts had to be cancelled. We receive revenue from the sale of single tickets by the venue staff. Additional sums derive from the sale of programmes, advertising in them. A fund-raising quiz was planned, but cancelled because of the Covid-19 lockdown.

Refunds were offered to subscribers equal to the cost of their seats at the two cancelled concerts. Many subscribers chose to donate their refunds back to the Orchestra, to help ensure its survival to present subsequent seasons of music.

## Section F

## Other optional information

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## **Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Giles Colin Scott CLARKE	Peter John MANSFIELD
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Treasurer
<b>Date</b>		