



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month April	Year 2016		Day 31	Month December	Year 2016

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Postcode

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	Peter Horsfield	Chair		
2	Elisabeth Barnes	Treasurer		
3	Peter Steadman	Secretary & Concert Manager		
4	John Burrows-Watson	Founding Trustee		
5	Leslie Prescott			
6	Anthony Cairns	Programme Director		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution adopted 06 April 2013 as amended on 25 February 2016
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected from Membership

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>LCAS is a member of Making Music (the National Federation of Music Societies).</p> <p>The principal risk to the activities of the Society would be the loss of a performance space. The Trustees aim to retain a sum in reserves to cover the additional costs of renting alternative venues at commercial rates.</p> <p>The Trustees hold insurance to cover loss arising from the failure of an artiste to appear.</p> <p>Surplus funds are divided between the churches that host events during the year on a basis agreed by a vote of the members at the Annual General Meeting.</p>
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Section C Objectives and activities

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

<p>Leatherhead Concert and Arts Society is a Christian organisation which aims to advance, promote and encourage the study and practice of the arts of music, dance, speech, literature and drama, in particular through the organisation of concerts, recitals and other events in Leatherhead Surrey and surrounding areas.</p>

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)

In furtherance of these objectives LCAS organises lunchtime chamber concerts and organ concerts, with occasional introductions of other musical styles. Performers are current students and recent graduates of London's music conservatoires, working organists from across the South-East of England, and local musicians of a similar standard.

Students and other performers benefit by gaining experience of putting together an ensemble, devising a programme, and giving and presenting their performance.

Audience members benefit from access to high quality performance across different musical styles, eras, instruments, and ensembles.

Lunchtime concerts make quality musical performance accessible to the disabled and to older people who cannot travel to London or further afield, who are dependent on the daytime provision of public or community transport, or who prefer not to leave home in the evenings.

Open access: Concerts are free with a retiring collection, enabling those of limited means to enjoy quality performance without worrying about their personal budget. Non-members are admitted to concerts on the same basis as members of LCAS. The Churches which host the concerts have level access throughout, including toilet facilities.

During the concerts members of Leatherhead Art Club take up the challenge of sketching the artistes as they perform. The Society's members include a poet who produces work inspired by the concerts.

After each concert there is an opportunity for audience members to socialize together, and with the musicians, over free tea, coffee and biscuits.

In the furtherance of the Charity's aims the Trustees have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the Public Benefit requirement under the Act.

Additional details of objectives and activities (Optional information)

LCAS does not make grants to individuals, groups or organisations.

LCAS/Leatherhead Trinity School Project: Funds raised at the concerts, direct donations, and commercial sponsorship enable LCAS to take musicians into the town's main primary school. This important outreach project ensures that through a child's career at the School they will experience live professional performance of a variety of musical instruments.

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

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

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

From Easter 2016 to the end of November LCAS ran 33 lunchtime concerts, comprising 23 chamber concerts, 1 musical theatre concert, and 1 jazz concert in Leatherhead Methodist Church (LMC), 7 organ concerts in Christ Church (United Reformed), and 1 organ concert in the Anglican Chapel of St John's School, Leatherhead.

A total of 58 musicians performed, including 27 music students and 9 organists.

The concert at St John's was given by two organists of Rennes and St Malo cathedrals in Brittany, France. The jazz concert was given by a trio lead by a finalist in the 2016 BBC Young Musician of the Year Jazz Awards.

Questionnaires issued by Mole Valley District Council's Arts Alive Festival showed 92.8% of 143 respondents giving the Society's concerts a rating of Excellent.

Average audiences have been 24 for concerts at Christ Church, 53 at LMC, and 84 at St John's, an overall average of 46 people at each concert. Previous season averages have been 45 in 2015, 33 in 2014 and 32 in 2013.

As well as the predominantly 55 to 96 year olds who regularly attend the concerts, the Society has welcomed a number of accompanied children, and has been host to an assistance dog undergoing training.

In June 2016 we launched the LCAS/Leatherhead Trinity School Project to put live professional performance in front of the School's pupils once a term. Leatherhead Trinity has representatives of the Anglican, Methodist and United Reformed Churches on its governing body. The opening concert in June was given by a brass quintet, and in November pupils heard a concert by a flute and guitar duo. In 2017 this work continues with a piano duo in February, a wind quintet in June, and a harpist in November.

Section E

Financial review

Brief statement of the charity's policy on reserves

In the event of total loss of either hosting Church premises the Society would be competing with other organisations for use of the town's remaining suitable venues. The Trustees therefore aim to bring reserves to a level to fund the additional rental costs this would incur by adding £500 a year to the reserve fund until an appropriate level is reached.

At the year end reserves stood at approximately £6,000, out of which Members at the AGM voted to donate a total of £50 per concert hosted to Christ Church (United Reformed) and Leatherhead Methodist Church.

The Trustees voted to donate £100 to the Cavaille-Coll Organ Restoration Fund, Quarr Abbey, Isle of Wight.

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.

For the 9 month 2016 financial year receipts were:
Individual donations: £8136 (74.9%); membership: £425 (3.9%); commercial sponsorship: £200 (1.8%); Gift Aid: £2102 (19.4%).

Artiste expenses represented 71% of costs, the remaining 29% covered overheads including performing rights, insurances (including public liability), printing and copying, postage, internet charges, piano tuning, and trustee expenses.

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

Signature(s)		
Full name(s)	Elisabeth Barnes	Peter Glyn Steadman
Position (eg Secretary, Chair, etc)	Treasurer	Secretary

Date 23rd February 2017