

Trustees' Annual Report for the period						
	Period start date				Period end date	
From	17	03	2021	To	04	04 2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	Christopher Henshall	Chair of Trustees and Secretary		
2	John Gwinnell	Treasurer		
3	Crispin Flower	Head of ICT and Communications		
4	Peter Marchbank			
5	Helen Nicholson		From 22.06.21	
6	Mark Purcell		From 22.06.21	

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Community Interest Organisation (Foundation model)
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by existing Trustees

Additional governance issues (Optional information)

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

- 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.

Section C Objectives and activities

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

To advance education for the benefit of the public through the promotion of the life and work of the British composer Peter Tranchell, in particular but not exclusively through:

- promoting awareness of and access to his music and writings
- promoting understanding of his music through study of the music itself and of his life, including its social, economic and cultural context
- promoting performance of his music by bringing relevant works to the attention of musicians and of concert, broadcast and recording producers, and by promoting the availability of performing editions and scores
- promoting communication and coordination between those interested in, and working on, his music and life

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)

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The main activities undertaken for the public benefit in relation to the Foundation's objects are promoting and sharing research, scholarship and performance to add to the collective awareness, knowledge and appreciation of the music of Peter Tranchell. The Foundation makes its educational materials and activities available to the public through the Foundation's website, social media, awareness raising with relevant groups of musicians and professional societies, and public performances. To deliver these benefits to the public, the Foundation works in partnership with academic and professional institutions and libraries, publishers, musicians and scholars, and those with expertise in producing recordings of music and making them available to the public.

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.

Summary of the main achievements of the charity during the year

The Foundation was registered with the Charity Commission as a CIO on 17th March 2021. This report therefore covers the Foundation's first year of operation. The Foundation's main achievements in this year have been:

- Developing systems and infrastructure to support its operations:
 - The **website** peter-tranchell.uk was developed to make the Foundation's educational materials and information on its activities available to the public
 - A Foundation **twitter account** was set up to supplement postings on the existing Facebook Group
 - A **Microsoft Non-Profit Account** was set up for email, communications and web hosting
 - A **charity bank account** was opened with Metro Bank
- Establishing roles, operating routines and policies
 - The **roles** of Chair, Secretary, Treasurer, and Head of ICT and Communications were allocated amongst Trustees
 - Three full **meetings of Trustees** were held via Microsoft Teams, with weekly or more frequent discussions between the Chair and Secretary, Treasurer and Head of ICT and Communications held by Teams and email
 - A **policy** for Financial Control was established
- Developing access to expertise and advice
 - Two **new Trustees** were appointed, bringing expertise in libraries and archives and in classical music broadcasting and concert promotion
 - **Working relationships**, or initial contacts, were developed with
 - Cambridge University Library
 - Gonville and Caius College, Cambridge (Tranchell's former place of work)
 - BBC Radio 3
 - Various professional musical bodies
 - Various individual musicians and academics
 - Various publishers and recording engineers and companies
- Developing and implementing a **Centenary Workplan** (Peter Tranchell was born in 1922), with achievements including:
 - Lunch of a **Centenary Appeal** for funds: £19,890 was raised by 4th April 2022 with further donations expected in the first part of 2022-23
 - **Promotion of specific Tranchell compositions** to musicians most likely to be interested in them: emails and printed letters were sent to cathedral and church organists and choirmasters and related professional associations in December 2021, enclosing printed packages of sample scores and links to an on-line package of complete scores; personalised letters and emails were sent to selected musicians to promote orchestral and other pieces which were thought likely to be of interest to them
 - Launch of an ongoing **programme of typesetting and publication (on open access) all Tranchell's major musical compositions** and others likely to be of interest to musical scholars, performers and the public (typeset editions are much

more easily read, studied and performed than the composer's manuscripts): editions completed and published for open access on the Foundation's website during 2021-22 were:

- 100-fold Amen
- A seal named Celia, from In a Sunday Paper
- Fitzwilliam Communion Service
- Twist me a crown of wind-flowers
- Spring Rondo
- Peace be with you
- Silentium
- A Tribute to the Grave of Professor Staggins
- The Dog that Sat
- A Day in the Garden
- Ye Shall Be Holy
- O that out faith
- Jesus said: in the world you shall have tribulation
- Agreement on arrangements for a **composition competition** for a new work for organ, in memory of Peter Tranchell
- Agreement on arrangements for a **commission for a new choral work**, in memory of Peter Tranchell
- Agreement on arrangements for a **Centenary Concert** to promote Tranchell's music (together with the new commission and competition entries) to musicians and members of the public not yet familiar with it (as well as those who are)
- **Recordings** of works by Tranchell: an invitation was posted on the Foundation's website for proposals for recording projects, and the Foundation began discussing possible projects with performers and ensembles who might be interested
- Agreement on arrangements for a **Centenary Networking Reception** for those interested in Peter Tranchell's life and music

Overall, the Foundation has succeeded in its first year in establishing itself and its operations, in mounting a successful appeal for funds, in defining a programme of work for Peter Tranchell's centenary year and beyond, and for getting work in that programme underway and on schedule for delivery in the remainder of 2022 and beyond.

Brief statement of the charity's policy on reserves

Policy:

The Foundation's policy is to hold £500 in reserve to cover unforeseen commitments.

Explanation:

The Foundation is run entirely by volunteers working in their own homes with their own equipment. The Foundation has used its charitable status to set up free banking and web services. It employs no staff, owns no property or equipment, and has no forward financial commitments for any of these. There are therefore no liabilities other than those arising directly from planned programmes of work deliver the Foundation's charitable objectives. Programme commitments are strictly managed to be within programme budgets, and programme budgets are set so that collectively they never exceed the Foundation's available cash on account.

The Foundation planned to end the year of this report with significant cash on account, and expects to end the next year with cash on account. This is because:

- Having assessed the availability of volunteers and professionals charging affordable fees who have the skills required to undertake the work required to achieve the Foundation's objectives, the Foundation has planned on the basis that it will take a number of years to deliver some of the programmes that are key to its Objects (eg producing typeset editions of all the major compositions)
- Peter Tranchell was born in 1922. In 2021-22 the Foundation launched a Centenary Fund-Raising Campaign for unrestricted funds. The response has been encouraging, but discussions with donors and potential donors indicate that fundraising will be considerably more challenging after the Centenary, and will probably need to focus on those areas of the Foundation's work that are most attractive to donors. So the Foundation is planning to use some of the funds raised in 2022 to fund work in years to come in programme areas for which it is less likely to be able to raise funds in the future.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

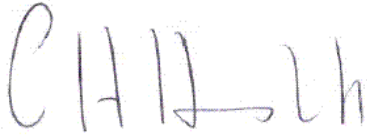
- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

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)	Christopher Harry Henshall	
Position (eg Secretary, Chair, etc)	Chair and Secretary	
Date	3 February 2023	