



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	08	2016	To	31	07	2017

Reference and administration details

Charity name Chiswick Saturday Music Centre

Other names charity is known by

Registered charity number (if any) 1017022

Charity's principal address 132 Wellesley Road
 London
 Postcode W4 3AP

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	Elizabeth Uwalaka	Chair		
2	Douglas Donaldson	Treasurer		
3	Adelina Romeo	Secretary		
4	David Baker			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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 advisor	Name	Address

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

--

Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg trust, association, company)</small>	Association
Trustee selection methods <small>(eg appointed, elected by)</small>	Elected by members

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.

--

Objectives and activities

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

To improve and advance the education of children in the art of music.

--

Summary of the main activities in relation to these objects

The organisation of weekly tuition classes and ensembles and the organisation of a concert twice yearly at the end of the Autumn and Summer terms.

Additional details of objectives and activities (Optional information)

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

- Policy on grant making
- Policy programme related investment
- Contribution made by Volunteers

All administration is undertaken by unpaid volunteers. This includes manning of the reception area and providing refreshments each Saturday morning and managing the interface with the freelance teachers.

The main source of income is lesson fees. Contributions raised from donations are used to purchase equipment to develop the range of music-making available.

The centre makes a small number of grants each term in the form of reduced student fees.

Achievements and performance

Summary of the main achievements of the charity during the year

CSMC began the year with 41 students. It ended with 49 students and 7 vacancies.

We have stayed at 9 teachers.

Rent remains a major expense and we made a small loss over the year. Student fees and teachers wages were unchanged also.

Publicity consisted mainly of the CSMC website, and mentions in local papers/magazines, school notice boards / newsletters, flyers at school fetes and word of mouth, and has successfully attracted enough new students to fill many of the inevitable vacancies which occur throughout the year.

Concerts were held, as usual, at the end of the Autumn and Summer terms, and were well attended by friends and relatives. Funds were raised at both concerts. Additionally there was carol singing on Chiswick high Road.

During the year CSMC was able to offer lessons in Guitar, Piano, Flute, Saxophone, Clarinet, Percussion and Singing.

Additionally there was a good range of ensembles available – some offering the opportunity for instrument combination

Financial review

Brief statement of the charity's policy on reserves

The aim of the charity is to operate a balanced budget and to match its costs with revenues. A small reserve is kept as a contingency to enable the charity to continue in the event of a temporary decline in student numbers.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

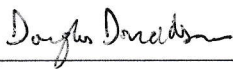

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

Other optional information

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)	Douglas Donaldson	Elizabeth Uwalaka
Position (eg secretary, chair, etc)	Committee Member	Chair
Date	1.12.2017	