



Annual General Meeting of the Friends and Volunteers of Sheffield Music Hub

Mondy 28 April 2025 at 6pm

Venue: Red tape studios and online

Attendees: Julie Justice, Audrey Foster, Sue Tinson (online), Anna Turner (online), Nick Stokes, Rory Evans (SMH rep), Hannah Freeman.

Apologies: Gillian Hulme, Sarah Briggs, Rhianna Taylor-Birch, Gwen Francis, Heather Walker, Eleanor Farnsworth, David Willington, Zeena Rasheed, Rosie Lockwood.

MINUTES

Item
Welcome and Introductions by Julie Justice (Chair) Welcome everyone and thank you for attending this year's AGM. We are so pleased to see everybody.
Annual Chair's Report (March 2024 – February 2025) This is my sixth report as Chair of the Friends and Volunteers of the Sheffield Music Hub. Another year has passed, and it has been busy supporting the Hub staff working to ensure music is available to young people. We have regularly met this year to discuss ideas and what fundraising we can do. We remain committed to the core purpose of the group, which aims to support Sheffield Music Hub both practically and financially, in their endeavours to offer more of Sheffield's children and young people the very best musical education possible. Going forward, we need to strengthen the Committee to distribute the workload and develop new ideas. What has happened this year? • Fund raising meetings We have had several meetings to discuss fundraising options, but we have been unable to proceed due to a lack of people to implement them. Listed below are the activities that we have supported this year: • Supporting concerts by scanning tickets, collecting donations, supplying and serving refreshments Our services were required: In the summer 24 term: • Spring Musical Showcases – Victoria Hall • End of year winds performances – All Saints School • Wind Bands – Western Park Band Stand • The leavers concert –The Octagon • Jazz Collective –Foundry Studios • End of Term Performances –The Octagon • Rock and pop –Foundry Studios, and • Voice with voice – The Sheffield Cathedral In the Autumn 24 Term: • Free sample lessons weekend –Foundry Studios • The South Orchestra Collective Showcase – Kelham Island Museum • Red Tape Sessions – guitars – Red Tape Studio • Octagon Spectacular – The Octagon • End of Term Concerts - Foundry Studios, All Saints School and the Octagon Centre • Christmas Extravaganza –Sheffield Cathedral.

- **Grant applications:**

No applications were made. We have some applications in progress.

- **Hoodies**

We have still sold hoodies at events. They have been a great success. We now have limited stock

- **Pre – loved Music**

Thank you to everyone who has donated music books so we can recycle them and let other musicians enjoy them. Also, to those who have purchased them.

- **Showcase Brochures**

We successfully managed the production of the showcase brochure once again. This included coordinating with printers, liaising with advertisers, ensuring payments were processed, and meeting the printer's deadline. Congratulations to everyone involved for their hard work and dedication.

Donations

This year we have been very fortunate to have received some donations from:

- UHY WIngfield Slater
- Gregg & Gregg
- Upper Chapel

A big thank you to all those who have donated. It is very much appreciated.

Patrons

We are lucky to have two patrons who generously give a monthly amount to us through Just Giving. We extend our sincere gratitude to you for your generosity.

How the money we have raised has been used

- **Music Group Bursaries**

The hub offers a free or subsidised bursary scheme. Bursaries of 50% off a 20- minute shared lesson are available and FREE music group membership. This year we have paid for young people who are in receipt of free school meals and those who require a 'financial needs' discount (student pay a flat fee)

- **Purchases / Funding**

We have purchased / funded:

- Music for the Children's orchestra Christmas music and Festival Band
- Junior Ambassadors for Music t shirts
- Young Sounds UK – Connect programme – match funding
- Yorkshire Wind Orchestra and Festival Band workshop day
- Intermediate & Senior brass – Contribution to coach travel to Youth Brass Band Champions Cheltenham.
- Samba Equipment. Drum equipment was purchased for this all-inclusive group. This group is popular enough to raise their own funds to buy what they need. Well-done Samba!

Thank You

I would like to thank Audrey for her work as Treasurer. This year, she successfully transferred our bank account to The Co-operative Bank and navigated the banking app. She also introduced coding when using the sum-up machine, which will assist in linking income sources.

I would also like to thank Sue for her role as secretary. Sue keeps us organised and informed through the WhatsApp Groups, responds to emails, and organises meetings. Additionally, due to Sue's efforts, the Spring Showcase brochure was created seamlessly.

I would like to thank Anna Turner, our other trustee who has produced newsletters and narrative in the spring brochure, amongst other things.

We extend our thanks to Rosie Lockwood for her work as trustee, upon her resignation this year. Her contributions and support have been invaluable and will be greatly missed. Fortunately, she will continue to volunteer with us, which we are very grateful for.

A big thank you to the dedicated volunteers (Sarah, David, Zeena, Heather, Kirsty, Matt, Brian, Eleanor, Sophie, Rosie and Nick to name a few) for your contribution of time and effort to assist with events. Whether attending meetings or actively participating in event planning, your invaluable contributions enable us to raise the substantial funds we do. You are all truly amazing!

A big thank you to Gillian and Rory, our Music Hub's representatives, for their support, help and invaluable knowledge, which has been brilliant. Ian and his entire staff also deserve our thanks for their consistent support throughout the year.

Treasurer Report re Finances (1 August 2023 – 31 July 2024)

Financial Summary 2023–2024

At the start of the financial year on 1st August 2023, we carried forward a balance of £22,575.74 from the previous year. By 31st July 2024, our closing balance stood at £18,979.07.

To fund the bursary request (£7,605) we had to transfer money out of our savings account.

Just Giving Campaigns

Throughout 2023/24, we ran several campaigns via Just Giving. However, a decision was made to consolidate these efforts into a single campaign focused on Inclusivity.

There are currently two primary income streams through Just Giving:

- Donations made directly to the Inclusivity campaign.
- Regular donations from individual supporters, whose ongoing contributions are deeply appreciated. These regular donations cover the £18 monthly fee for using the Just Giving platform.

Balance Sheet Highlights

Upon review of the 2023/24 balance sheet, the following key points are noted:

- Expenditure included a £560 cost for brochures. Income from brochure advertisers amounted to £470.
- Due to limitations with the previous cash collection template, it was challenging to differentiate income from brochures, refreshments, hoodies, and card reader (SumUp) transactions. A new template has now been implemented for improved transparency, and this will be reflected in next year's AGM reporting.
- At the end of July 2024, we moved our banking services from HSBC to the Co-Operative Bank in response to HSBC introducing charges for charity accounts. Co-Operative Bank currently remains free of charge. Transfers from the savings to the current account were necessary to maintain operational liquidity due to reduced income.

Current Financial Position and Actions

As of today, our account balances stand at £3,942.27 current and £5,084.61 savings, with further monies taken during the showcase to be banked. This reduced financial position, considering the balances in July 2024, means we are no longer able to commit to previous levels of contributions for bursaries or furthering talent programmes. However, as the fundraisers we are committed to ongoing support to these programmes, even at lower value until our position changes.

Action: Audrey to communicate this position to SMH via email.

Outstanding Matters

- £752 ring-fenced from Gift Aid income for the last Hub Fest event is not yet been spent and not included in the expenditure. We await guidance from Ian on how to proceed.

Action: Audrey to email SMH to clarify this.

- Donations made by parents for the Birmingham trip were processed through Just Giving. Although not reflected in this year's balance sheet, they will appear in our financial records for 2024–2025.
- Samba Band continues to work independently towards its fundraising goals. As of the end of 2023–2024, it held an available balance of £88.60.
- A £45 float has been deposited into the bank. Given the limited need for cash floats at supported events, it is proposed that the float is discontinued for 2024/25. If circumstances change, this decision will be revisited.

Challenges and Future Considerations

Despite our commitment to increase income, the lack of available volunteers remains a significant barrier. While we benefit from excellent event-based volunteer support, creating new fundraising opportunities beyond music events requires substantial planning and manpower, which was in short supply throughout 2023–2024. Given the ongoing depletion of funds, it is recommended that we agree on a minimum reserve ("Buffer") to be maintained in the accounts. *A proposed figure of £3,000 to be held in both the Current and Saving account was voted upon and carried unanimously.*

Finally, any remaining funds from the Furthering Talents project and free music places will be merged into the "Inclusivity" campaign fund, along with proceeds from the Help Friends general campaign. Moving forward, there will be two funding streams – the inclusivity campaign and general fund (direct donations).

Vote of office holders and Trustee members

Office holders:

Chair Julie Justice

- Proposed by Audrey Foster
- Seconded by Sue Tinson

Secretary Sue Tinson

- Proposed by Julie Justice
- Seconded by Anna Turner

Treasurer Audrey Foster

- Proposed by Sue Tinson
- Seconded by Julie Justice

Trustees

Anna Turner

- Proposed by Julie Justice
- Seconded by Audrey Foster

AOB

Constitution

JJ wanted to make members aware that if the Hub changes its name, this will impact the wording of our constitution. Reviewing and amending our constitution has to be carried out at a special meeting.

7:30pm meeting closed