

**TRADITIONAL MUSIC FORUM**  
**(A Scottish Charitable Incorporated Organisation)**

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*Traditional Music forum*

Charity No. SC042867

**TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2019**

The Trustees are pleased to present their report together with the financial statements of the Traditional Music Forum (TMF) for the year to 31<sup>st</sup> MARCH 2019.

**Objectives and Activities**

## **TRADITIONAL MUSIC FORUM**

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The principal objective of the Traditional Music Forum is the advancement of education through:

1. Promoting the public's interest in Scottish traditional music by means of advocacy, partnership and networking
2. Presenting, promoting, organising, managing and producing performances or broadcasts, lectures, exhibitions, and literature
3. Promoting companies whose activities may further the objects of the Forum, or may generate income to support those activities

#### **General Activity**

On the policy front the Director continues to be active in traditional arts policy, community arts, music education, cultural policy, social enterprise, and intangible cultural heritage. The TMF was voted into the secretariat for the Cross Party Group on Music at the Scottish Parliament. The TMF also sits on the panel for Tasgadh, the traditional arts small grants fund, on the Advisory Council of the national Music Education Partnership Group, Heads of Instrumental Teaching Scotland, and sits on the Artworks Scotland Forum, the Cultural Social Enterprise Round Table, and on the steering group of Culture Counts. The Director also served on the steering group for What's Going On Now, a major piece of research into young people's music making in Scotland, and has taken on the role of Chair of the revived European Folk Network. The TMF was actively involved in planning the inaugural conference of the Network, due to take place in Brussels in late 2019.

The TMF launched its survey on working conditions for musicians working in the traditional music sector, and signed off and published the Code of Practice and Quality Framework for the non-formal education sector. The Director did presentations on the use of the resource at tutor training meetings of member organisations, and continued to work on the development of a mentoring programme for which funds were received from the Youth Music Initiative. We launched and completed the Wayfarers' Project for young musicians in Islay and Kirriemuir, with filmed documentation and online resources as part of the project. There were two editions of our Trad Talk programme, one in April and one in November, the latter targeted at young people, early career professionals in this instance.

On the performance front, the Forum has taken on the running of The World's Room, a monthly club devoted to unaccompanied traditional song, and supported the Stewart Cruickshank Songwriting Bursary for which we hold the funds.

The TMF staff continue to develop the membership of the Forum and to support its members in their work.

#### **Financial review**

The surplus for the year was £5836 (2018: surplus £6499). The financial statements have been prepared in accordance with current statutory requirements and the charity's governing documents.

## **TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2019 (cont'd)**

### **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular to those related to the operations and financing, and are satisfied that systems are in place to mitigate its exposure to major risks. The procedures and safeguards are reviewed regularly to ensure systems are still operational and to amend for any new activities.

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**Reserves policy and going concern**

The reserves as at 31 March were £. The Trustees seek to maintain sufficient reserves to meet the working capital requirements of the charity. In the opinion of the Trustees the charity's assets are sufficient for it to fulfil the obligations of the charity.

**Future Plans**

The TMF aims to continue its pursuit of the long-term goals of promoting connectivity in the traditional music field and supporting the development of an infrastructure for access to information, learning and performance; to advocate and demonstrate its value to the public policy environment; and to promote access and participation by the public at home and internationally.

The TMF will continue to do this by producing and disseminating information through its newsletters and social media, and by supporting individuals and organisations in the sector in the fields of archiving, formal and non-formal education and live and recorded performance. Future projects include implementing the Code of Practice, Quality Framework and Professional Development Framework; launching a mentoring scheme; carrying out the recommendations of the research on the economic structure of the traditional music sector; exploring the establishment of a Scottish Traditional Music Archive; working with the National Youth Orchestras of Scotland on the establishment of a national folk orchestra.

The Forum will continue to provide support for and represent its members through our presence in various public policy forums including the Music Education Partnership Group, Culture Counts, the Senscot culture network. We will continue our close relationship with Traditional Arts and Culture Scotland (TRACS) of which the TMF is a key member.

**Structure, governance and management**

**Governing document**

The Traditional Music Forum was incorporated as a company limited by guarantee, governed by its Memorandum and Articles of Association, on 14 May 2009 and became a registered Scottish charity on 17 January 2012. The Traditional Music Forum changed its legal form to a Scottish Charitable Incorporated Organisation on 4 February 2015.

**Appointment of Trustees**

The management of the charity is the responsibility of the Trustees who are appointed under the terms of the Articles. The Articles provide for a maximum of fifteen and a minimum of two Trustees.

A person is eligible for election or re-appointment only where they are an individual member or a representative of an organisation which is a member of the Forum. Trustees are appointed for a maximum of three consecutive years, with one third of the Trustees retiring at each AGM.

**Trustee induction and training**

All Trustees receive an information pack that contains the Memorandum and Articles of Association and background information on the charity.

**Reference and administrative information**

Charity registration number	SC042867
Registered office	214 Portobello High St, Edinburgh, EH15 2AU
Principal operational address	43-45 High St, Edinburgh, EH1 1SR

**Advisors**

Independent Examiner

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Bankers

Royal Bank of Scotland plc, 142-144 Princes St,  
Edinburgh, EH2 4EQ

**TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2019 (cont'd)**

**The Board of Trustees**

David Taylor	Chair, resigned February 2019
Lori Watson	Elected Chair, February 2019
Carol Main	Vice Chair
Katharine Thomson	Treasurer, resigned May 2018
Richard Ward	Secretary
Andrew Bachell	

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Prof. Joshua Dickson  
Iain Fraser  
Iona Fyfe  
Katherine Holmes  
Christine Kydd  
Eilidh Mackenzie      Resigned October 2018  
Grant McFarlane  
Prof. Ian Russell  
Pia Walker  
Trevor Buck              Treasurer, Appointed October 2018  
Rachael Duff             Appointed February 2019

**Key management personnel**

David Francis             Director  
Tina Rees                 Membership and Communications Officer

**Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- ! Select suitable accounting policies and then apply them consistently
- ! Make judgements and estimates that are reasonable and prudent
- ! State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- ! Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law, regulations and the trust deed. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Approved by the Trustees and signed on their behalf**

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INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE TRADITIONAL DANCE FORUM OF SCOTLAND

**TRADITIONAL MUSIC FORUM**  
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I report on the accounts of the Charity for the year ended 31 MARCH 2019, which are set out on pages 7-9.

**Respective responsibilities of trustees and examiner**

The Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations, and they consider that the audit requirement does not apply. It is my responsibility to examine the accounts as required under the Act and to state whether particular matters have come to my attention.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:-

- a) which gives me reasonable cause to believe that in any material respect of the requirements:-
  - (i) to keep accounting records in accordance with Section 44 (1)(a) of the 2005 Act and the Accounts Regulations, and
  - (ii) to prepare accounts which accord with the accounting records and comply with the Accounts Regulationsthey have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DAVID LESLIE

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**TRADITIONAL MUSIC FORUM**  
**BALANCES**  
**YEAR ENDED 31 MARCH 2019**

	<b>2019</b>	<b>2018</b>
<b>Fixed Assets</b>		
<b>Current Assets</b>		
Debtors	-	-
Cash at Bank and in hand	20042	14185
Total Assets	20042	14185
<b>Liabilities</b>	-	
<b>Net Assets</b>	<b>20042</b>	<b>14185</b>
<b>Restricted</b>	<b>16448</b>	
<b>Unrestricted</b>	<b>3594</b>	
<b>Total Funds</b>	<b>20042</b>	<b>14185</b>

These financial statements were approved by the Trustees on and signed on their behalf by

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**Statement of financial activities**  
**YEAR ENDED 31 MARCH 2019**

<b>Incoming Resource</b>	<b>2019</b>	<b>2018</b>
<u>Restricted Funds</u>		
Burnsong	750	
Scottish Music Centre YMI (Mentoring)	7470	260
TRACS Mentoring	3000	3500
Creative Scotland (Wayfarers)	8749	
Creative Scotland (Economic Survey)		8766
Tasgadh (European Folk Network)	891	
World's Room	2353.83	
	<b>23213.8</b>	<b>12526</b>
	<b>3</b>	
<u>Unrestricted</u>		
Membership Subscriptions	2180	1305
Trad Talk	213.5	-
TRACS travel reimbursement	1061.5	1197.44
Refunds	917.81	192
	<b>4372.81</b>	<b>2694.44</b>
<b>Total income</b>	<b>27586.6</b>	<b>15220.4</b>
	<b>4</b>	<b>4</b>
<b>Resources Expended</b>		
Accountant		1380
Board meetings	553.46	1036.62
Training	272.75	
Trad Talks	3267.69	
Marketing	228.59	318.33
Memberships	259.8	250.75
Wayfarers	9323	
World's Room	168.68	
Economic Survey	4905	
Mentoring Project	600	
European Folk Network	359.28	
Events	315	3486.26
Travel	1230.91	1007.81
Postage	5.5	9.85
Bank charges		53.82
Error (Heart Internet)	191.95	

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Books, CDs, Gigs	48	
<b>Total expenditure</b>	21729.6 1	<b>7543.44</b>
<b>Net Incoming Resources</b>	5857.03	<b>7686</b>
<b>Total Funds Brought Forward</b>	<b>14185</b>	<b>6499</b>
<b>Total Funds Carried Forward</b>	20042.0 3	<b>14185</b>