

TRADITIONAL MUSIC FORUM
(A Scottish Charitable Incorporated Organisation)

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Traditional Music forum

Charity No. SC042867

TRADITIONAL MUSIC FORUM (A Scottish Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2020

The Trustees are pleased to present their report together with the financial statements of the Traditional Music Forum (TMF) for the year to 31st MARCH 2020.

Objectives and Activities

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

The Forum's work in 19-20 was a continuation, and in some cases a culmination, of work begun in the previous year. Three significant strands of work were the Economic Survey, the TradMentoring programme, and the European Folk Network.

The survey and report '**Working as a Traditional Musician in Scotland**' was published, and well received by industry bodies, the Musicians Union and the Scottish Music Industry Association, as well as by Creative Scotland, who funded it. Forum Director, David Francis, gave presentations on the report's findings to the AGM of the TMF and to the Cross-Party Group on Music at the Scottish Parliament. Follow ups from the report addressed professional development gaps which had been identified in the research. We programmed a series of workshops on Performance Skills, Intellectual Property Rights, and Negotiating Skills which were well attended, and the Director conducted in-depth interviews with a number of early-career professionals.

The **TradMentor** scheme is led by the Forum's mentoring co-ordinator, Jo Miller, and aims to support musicians teaching in the non-formal education sector. The project saw a cohort of six mentors receiving training from the Scottish Mentoring Network. We advertised for and recruited a pool of mentees, who were subsequently matched with mentors by Jo Miller, who has produced a Mentors' Handbook.

The Forum Director is also Chair of the **European Folk Network**, which held its inaugural conference in Brussels in November. One of the priorities identified by the conference was the need for a mapping project, to identify key areas of traditional music activity throughout Europe. EFN was fortunate to gain funding, applied for by the TMF, for this project from British Council Scotland and Wales Arts International.

The TMF continued to run the **World's Room**, the monthly traditional singing club, and made funds available to the TMSA's Aberdeen branch to run the World's Room Aberdeen quarterly. Unfortunately, this had to be postponed due to the Covid-19 emergency, as have the monthly sessions in Edinburgh.

Networking and partnerships are a key part of the Forum's work. Examples of this work in 19-20 include partnerships with:

- Burnsong on the **Stewart Cruickshank Bursary**, a prize fund for emerging songwriters
- **Newcastle University** on the AHRC funded report on 'Facilitating Music Tourism for the Scotland's Creative Economy'

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- **Performing Rights Society** on workshops
- **Making Music UK** on the annual Making Music Day
- **Music Education Partnership Group** on the Play to Learn day at Glasgow Royal Concert Hall
- **Luminate Festival** online debate
- **National Youth Orchestra of Scotland** on plans for a youth trad ensemble
- **National Library of Scotland** on a Scottish National Discography
- **Cross Party Group on Music** as secretariat
- **Fèisean nan Gàidheal** on the Tasgadh Trad Arts Small Grants panel

The Forum's networking for advocacy included Scotland Australia 2020, Arts and Business Scotland, Creative Europe, Artworks Scotland, Culture Counts (the director sits on its Steering Group), Creative Scotland, Scottish Government (on visas). The American magazine *Scottish Life* featured an article on the TMF's work, and interviewed the Director and board members.

Membership stands at 108, with a small increase in the number of individual members joining. The TMF continues to communicate with members and the world at large through a monthly newsletter and to commission blogs for the website. A new feature has been a weekly bulletin from the Director for members only.

The TMF is one of the constituent members of TRACS, Traditional Arts and Culture Scotland, and continues to shape and contribute to its work.

Lori Watson
Chair
June 2020

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.

Reserves policy and going concern

The reserves as at 31 March were £2431. 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

Covid-19 began to make its presence felt just at the end of the period covered by the report, necessitating home working for the foreseeable future. Forum staff are employed through TRACS, which did not put any of its staff on furlough, enabling the TMF to continue with the key elements of its work, although face to face meetings and live events would have to be curtailed.

However, 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.

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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; continuing the TradMentor 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.

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 Sencot 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	David Leslie
Bankers	Royal Bank of Scotland plc, 142-144 Princes St, Edinburgh, EH2 4EQ

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TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2020 (cont'd)

The Board of Trustees

Lori Watson	Elected Chair, February 2019
Carol Main	Vice Chair
Trevor Buck	Treasurer
Richard Ward	Secretary
Andrew Bachell	
Linda Campbell	Elected June 2019
Prof. Joshua Dickson	
Rachael Duff	
Iain Fraser	Resigned March, 2020
Iona Fyfe	
Martin Hadden	Co-opted March 2020
Katherine Holmes	Resigned March 2020
Christine Kydd	
Grant McFarlane	
Prof. Ian Russell	Resigned March 2020
Pia Walker	

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

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preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees and signed on their behalf

Carol Main

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

I report on the accounts of the Charity for the year ended 31 MARCH 2020, which are set out on pages 7-9, taken together with the notes on page 10.

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

TRADITIONAL MUSIC FORUM
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**TRADITIONAL MUSIC FORUM
BALANCES**

YEAR ENDED 31 MARCH 2020

	Unrestricted funds	Restricted funds	2020	2019
SUMMARY				
Fixed Assets	-	-	-	-
Current Assets				
Debtors	-	-	-	-
Cash at Bank and in hand	2431	9726	12157	20042
Total Assets	2431	9726	12157	20042
Liabilities	-	-	-	-
Net Assets	2431	9726	12157	20042
Total Funds	2431	9726	12157	20042

**Detail of Balances - As at 31 March
2020**

Opening cash at bank and in hand	3594	16448	20042	14185
Surplus/(Deficit) for the year	-1163	-6722	-7885	5857
Closing cash at bank and in hand	2431	9726	12157	20042

Bank and Cash Balances

Bank deposit account	2149	9706	11855	20021
Paypal account	282		282	
Cash		20	20	21
	2431	9726	12157	20042

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

Chris Main

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Statement of financial activities
YEAR ENDED 31 MARCH 2020

	Unrestricted funds	Restricted funds	2020	2019
Incoming Resource				
<u>Restricted Funds</u>				
Burnsong		310	310	750
Scottish Music Centre YMI (Mentoring)		830	830	7470
TRACS Mentoring		3000	3000	3000
Creative Scotland (Wayfarers)				8749
Creative Scotland (Economic Survey)				
Tasgadh (European Folk Network)		99	99	891
World's Room		1371.87	1371.87	2353.83
<u>Unrestricted</u>				
Membership Subscriptions	1289		1289	2180
Trad Talk				213.5
Fees	150		150	
TRACS travel reimbursement	859.49		859.49	1061.5
Refunds	0		0	917.81
Total income	2298.49	5610.87	7909.36	27586.64
Resources Expended				
<u>Restricted Funds</u>				
Burnsong		920.1	920.1	
Mentoring Project		6435.47	6435.47	600
Wayfarers				9323
Economic Survey		3669.1	3669.1	4905
European Folk Network		751	751	359.28
World's Room		1427.83	1427.83	168.68
<u>Unrestricted</u>				
Board meetings	613.88		613.88	553.46
Training	410		410	272.75
Trad Talks				3267.69
Marketing	162.27		162.27	228.59
Memberships	383.8		383.8	259.8
Events				315

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Travel	799.63		799.63	1230.91
Postage				5.5
HMRC	200		200	
Errors and refunds	19		19	191.95
Books, CDs, Gigs				48
Paypal expenses	2.47		2.47	
Total expenditure	2591.05	13203.5	15794.55	21729.61
Net Incoming Resources	-292.56	-7592.63	-7885.19	5857.03
Transfers between funds	-870.28	870.28	-	-
Surplus/(Deficit) for the year	-1162.84	-6722.35	-7885.19	5857.03
Total Funds Brought Forward	3594	16447.87	20042.03	14185
Total Funds Carried Forward	2431.16	9725.52	12156.84	20042.03