



Church
Music
Society

Registered Charity
No 290309

2021 Report of the Trustees

Receipts and Payments Accounts
for the year ended
31 March 2021
and
Statement of Assets and Liabilities
as at that date

Minutes of the 114th Annual General Meeting 24 September 2020

The Annual General Meeting of the Society was hosted by Patrick Russill on Zoom

Present

The President,	The Very Reverend Michael Tavinor
Vice-Presidents	Ian Curror, Richard Lyne, Dr Alan Thurlow
Honorary Member:	Jeanne Roberts
Trustees	Patrick Russill [Chairman], Tim Byram-Wigfield Immediate Past Chairman, Tansy Castledine, David Condry, Séan Farrell, Robert Gower, Michael Harris, Dr Peter Horton
Officers	Dr Simon Lindley Honorary Secretary John Roch Honorary Treasurer Dr Geoffrey Webber General Editor
Members	Professor John Morehen, Dr David Parry-Smith Messrs Carl Jackson, Norman Harper, Garry Humphreys, David McConnell, David Patrick

Apologies for absence had been received from:

Vice-Presidents Geraint Bowen and Dr Harry Bramma

Messages of goodwill had been received from:

Vice-Presidents	Judith Bingham, Dr Francis Jackson, Dr Martin Neary, Dr Michael Nicholas, Dr James O'Donnell
Trustees	Trevor Ford, Dr Chris Ouvry-Johns, The Reverend Canon Dr Victoria Johnson
Honorary Life Members	Anne Fleming, Anne Langley
and members	Miss Shirley Dex, The Lord Glenarthur, Dr Gladys Hosken, Dr John Hukku, Graham Matthews, and John Rippin

Welcome

Patrick Russill, Chairman, welcomed all present.

In memoriam

The Honorary Secretary read the names of members, news of whose deaths had arrived since the last Annual General Meeting:

Sir Stephen Cleobury, Vice-President	Dr Raymond Leppard
The Reverend Dr Brian Findlay	Beal Thomas
The Very Reverend Arthur Grimshaw	Ian Tyler

Saturday 3 October is also the year's mind and fifth anniversary of the death of Christopher Tambling formerly of Downside Abbey and School, whose creative spirit enriched so many liturgies in both the Catholic and Anglican traditions.

At the Chairman's invitation a period of silence in tribute and remembrance was observed.

Minutes of the 2019 Annual General Meeting

The minutes of the 2019 Annual General Meeting were presented for adoption on the proposal of Miss Shirley Dex, seconded by David Patrick. This was carried unanimously.

A couple of minor lacunae were noted and would be corrected within the published version.

Trustees' Report and Financial Statements for the Year Ending 31 March 2020

Mr Roch presented the Report and Financial Statement to be received by the meeting.

On an enquiry from Dr David Parry-Smith, it was agreed that our Reserves Policy should be available in writing. The Honorary Secretary undertook to contact Mr Ford for his advice on the matter.

Subscriptions for the coming year

Mr Roch reported that there would be no change in the present year. The Chairman reported that the Trustees were considering the matter of levels and structure of subscriptions and would report either at the next Annual General Meeting or at an Extraordinary General Meeting to be called specifically for the purpose. All were in agreement with these outline plans.

Publications Report including future editorial and origination arrangements

The General Editor reported changes in the membership of the Publications Sub-Committee, paying tribute in particular to Richard Lyne for his long and distinguished service as former General Editor, and welcoming two new people to the sub-committee: Tansy Castledine (a new Trustee and member of the Executive Committee), and Dr Henry Parkes of the University of Nottingham. [The full committee comprises the Chairman, General Editor, Timothy Byram-Wigfield, Tansy Castledine and Henry Parkes.]

As reported last year, Jackie Leigh has now begun her work as our new music originator, following on from many years of excellent work by Jeanne Roberts.

Since the last AGM five new publications had appeared:

J. P. Sweelinck	Ab oriente venerunt Magi, ed. Patrick Russill
John Taverner	Dum transisset Sabbatum, ed. Sally Dunkley
John Sheppard	Verbum caro, ed. Sally Dunkley
Henry Walford Davies	The Souls of the Righteous, ed. Peter Horton
Henry Walford Davies	Father of heaven, in whom our hopes confide, ed. Peter Horton

Dr Webber reported that the sub-committee has been concerned about the effects of the pandemic, which have meant a (hopefully) temporary collapse in sales, and that the sub-committee has therefore altered its plans somewhat to consider what material should be published in relation to the need for music for smaller and flexible ensembles. This concern will be reflected in the next items to be published, which include Charles Gounod's Noël, Jane Savage's Whilst shepherds watch'd, and the Short Evening Service (including the Deus misereatur) by Nicholas Strogers.

Efforts have been made to keep regular operational costs down, and new publications are being made available for downloading direct from third-party websites as arranged with OUP; the cost to the consumer is the same as for hard copies.

Elections

Honorary Life Members

On the proposal of Richard Lyne, seconded Dr David Parry-Smith it was agreed unanimously that Jeanne Roberts be added to their number,

Mr Lyne spoke warmly of Jeanne Roberts's long contribution to the Society as its typographer par excellence since the early/mid 1990s. In reply, Jeanne Roberts expressed her delight at becoming an Honorary Member.

President

Dr Alan Thurlow proposed The Very Reverend Michael Tavinor as President;

The President replied in generous terms to his friend of long-standing from Durham days and expressed the warmest pleasure that his work for CMS had given him. He was to retire as Dean of Hereford early in 2021 and reported that the Trustees would be welcome to appoint a serving clergy person in his stead should they consider it appropriate so to do. The Chairman replied suitably.

Immediate Past Chairman, Tim Byram-Wigfield, seconded the proposal, which was put and carried unanimously.

Vice-Presidents

On the proposal of Tansy Castledine, seconded by Norman Harper it was agreed unanimously that Dr Harry Brama, Ian Curror, Dr Francis Jackson CBE, Richard Lyne, Dr Martin Neary LVO, Dr Michael Nicholas, Dr James O'Donnell KCSG and Dr Alan Thurlow be re-elected and that Judith Bingham OBE and Geraint Bowen be added to their number.

Chair

Dr Lindley (Hon Secretary) then took the chair to propose the re-election of Mr Russill as Chairman. This was seconded by the Mr Roch (Hon Treasurer) and Mr Russill was re-elected.

Mr Russill then resumed the Chair, proposing the re-election of Dr Lindley as Honorary Secretary and Mr Roch as Honorary Treasurer. This was agreed unanimously.

Trustees

The Honorary Secretary proposed the re-election of all the existing Trustees with the addition of Tansy Castledine, David Condry, Dr Christopher Ouvry-Johns and The Reverend Canon Dr Victoria Johnson, who had all been co-opted to the Executive Committee since the last AGM, and with the addition of Trevor Ford, who had been co-opted to the Committee in August 2020. This was seconded by Mr Roch and agreed unanimously.

Other Business

The Chairman outlined the Trustees' priorities for the coming year: fiscal prudence combined with a positive strategic approach to the future; collaboration with other organisations in the field; encouraging increased participation and membership especially amongst younger musicians, scholars and composers; exploiting the social media accounts already set up; and working towards a new website which would present an enlivened outward face of the Society, and would offer new possibilities to support church music and those involved in it.

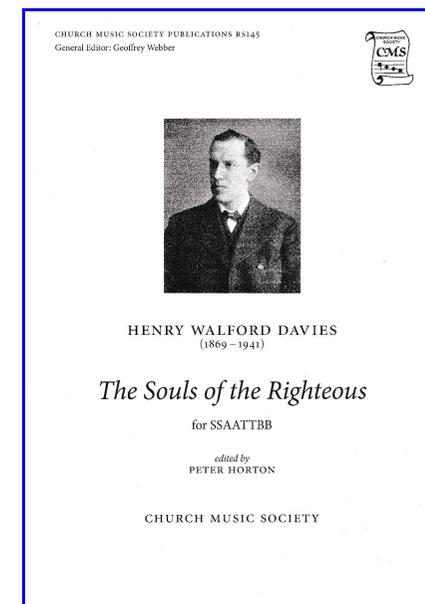
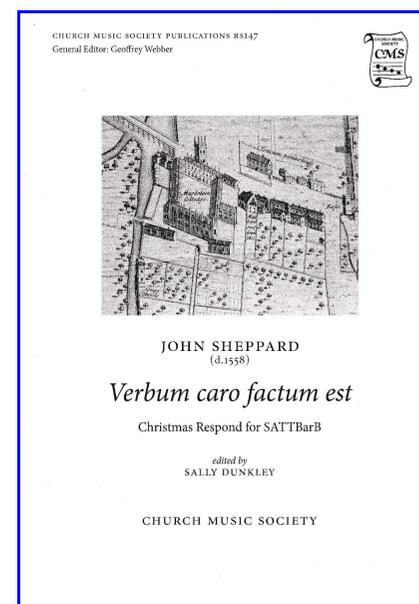
He invited the General Editor to expand on this last point. Dr Webber described the intent to make more music and literature available by free download from the new website, particularly compositions and editions from members that, for whatever reason, might not be suitable for hard-copy publication. Agreement had been reached in principle with our hard-copy publishers, Oxford University Press, and would be enshrined in our written agreement with them when wording had been mutually agreed. Such downloadable material, curated by the General Editor and Publications Sub-Committee, would not carry the CMS logo, and all rights would remain with the composer or editor. The idea was received with general acclaim.

The Chairman graciously thanked all for their "attendance", Members, fellow Trustees, Officers, Vice-Presidents and President for all that they do for the Society.

In conclusion the Chairman invited the President to address the meeting. The Dean thanked Mr Russill very warmly, saluting the work that the Society does. The Dean described the glory days he had first experienced forty-five years ago as being still self-evident today in the extremely high quality of the publications. He described what the Society offers as of inestimable value and as 'a small and perfectly formed jewel' in the ecclesiastical and cultural life of the country.

Closure

The Chairman then declared the meeting closed.



2021 Report of the Trustees

introduction

This Report is being prepared in the midst of the continuing uncertainties of the Covid-19 Pandemic. With the consequent difficulties for choirs and choral societies our royalty income from copy sales, public performances and on-line streaming has in each case fallen sharply.

Quarterly royalty receipts in normal times have been of the order of £2000: for the June 2021 Quarter we have only received £1090.

The value of our investments has recovered.

Meanwhile, a careful Executive Committee is meeting digitally on a regular basis, as is the Publications Sub-Committee. Arrangements are well in hand to hold a on-line Annual Meeting on Thursday 14 October at 1.30.

Our grateful thanks go to our retiring President, the Very Reverend Michael Taviner, Dean Emeritus of Hereford, for his long and faithful work for the society.

Structure and Governance

The Trustees believe that the Society should take advantage of the new legal structure which is available to charities, and transfer its undertakings to a Charitable Incorporated Organisation, which will make it a legal 'person' as distinct from its Trustees.

The forthcoming Annual Meeting will be followed by a Special General Meeting for the approval this move.

At present the Society is administered by its Executive Committee, whose members are elected annually by the Annual General Meeting and serve as its Trustees. The Honorary Officers attend the meetings of the Trustees.

Banking arrangements

As reported last year, during the course of 2020, our bank accounts were moved to Virgin Money.

Subscriptions

Following our move to Virgin Money we were not able to collect the 2021 subscription Direct Debits when they were due. We have now registered with CAF Donate, which offers a single contact point for Members for making one-off donations and with simpler setting-up of new Direct Debits. Following a successful series of test transactions we are now in the process of transferring all the existing Direct Debit subscriptions across to CAF Donate.

As we have noted in previous years, unfortunately, several members are in arrears with their subscriptions.

Trustees

There have been no changes with regard to the personnel of the Trustees during the year.

Publications

Since our last Report we have issued

New Publications

Walford Davies	The Souls of the Righteous
Walford Davies	Father of heaven, in whom our hopes confide
John Sheppard	Verbum caro factum est
Charles Gounod	Noël SSAA
	Noël adapted for SATB
Jane Savage	Whilst Shepherds watch'd their flocks by night
Francis Jackson	Most glorious Lord of life
Thomas Tallis	Honor, virtus et potestas

Reprinted titles

There were none

To be issued shortly

Nicholas Stogers	Evening Service (Magnificat, Nunc dimittis & Deus misereatur)
Christopher Ouvry-Johns	Litany to the Holy Spirit
Robert Ramsey	How are the mighty fallen

To be reprinted

Kenneth Leighton	Communion Service in D
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We are grateful for two substantial donations received towards the production and distribution costs of Dr Jackson's anthem.

Music downloads

This year the Society started making music submitted by members of the Society – original works, editions and arrangements – available on its website for downloading, free of charge, for liturgical use only. The first tranche included contributions by Chris Ouvry-Johns, Patrick Russill, Geoffrey Webber, Norman Harper and Simon Lindley, and the complete Roman Catholic Year B cycle of Responsorial Psalms by Robert Gower.

The Society's Lectures and Papers resource on its website was expanded by the addition of scans of several CMS lectures and papers from the last forty years and a paper by Geoffrey Webber - Psalms and Hymns in the early nineteenth century: the collections of Jane Clarke and Theophania Cecil.

General Data Protection Regulation

2019 saw the introduction of the General Data Protection Regulation: we believe that we are fully GDPR compliant.

Risk policy

Our Risk Policy is reviewed every year, and the implications of the present uncertainties have been borne in mind.

The Society does not have a great exposure to direct risk. The main commercial risk is from inadvertent use of images or the reproduction of music for which permission is needed from copyright holders. The Committee is careful in its review of these matters.

Reserves and Investment Policy

The Committee has concentrated most of its investments in the Charities Official Investment Fund for income, and M&G Charifund for capital growth. This is considered to be the most appropriate policy to maintain income and protect capital.

The charity does not aim to have an excess of receipts over payments on an annual basis: general cash reserves are kept low, but at a sufficient level to meet six months' worth of normal expenditure. General unrestricted cash reserves at 31 March 2021 stood at £20941.

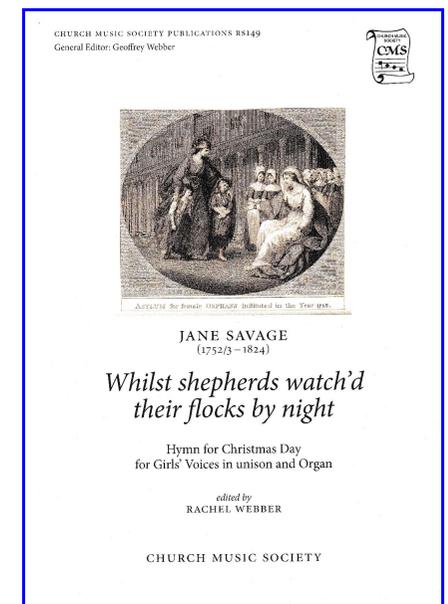
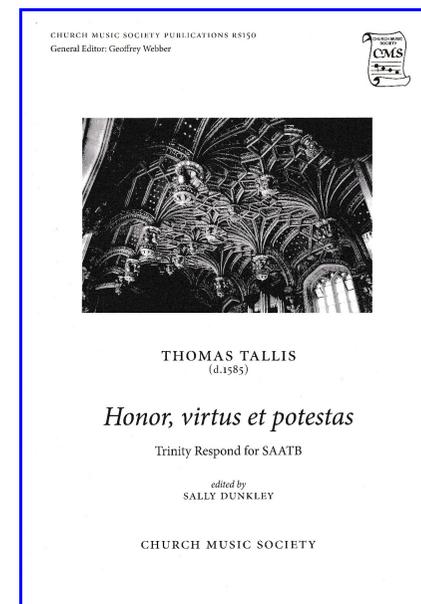
Details of the Society's investments are shown in Notes 5 and 6 to the accounts.

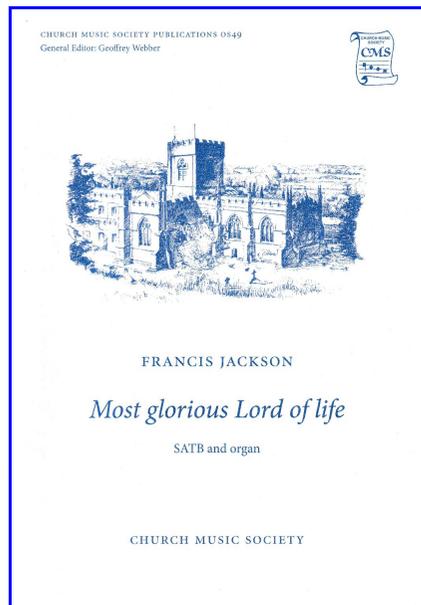
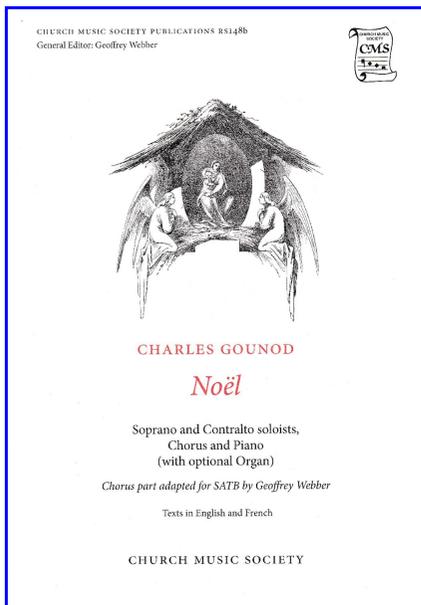
Accounts

The receipts and payments account attached to this report has been prepared in accordance with statutory requirements and the Charities Statement of Recommended Practice; it also complies with the charity's governing document, the Rules of the Church Music Society 1984.

P Russill signed

31 August 2021





Receipts and payments account for the year ended 31 March 2021

General Account

Receipts	Note	2021	2021	2020	2020
		£	£	£	£
Royalties					
Copy sales	1	3192		7987	
Recording, streaming		164		167	
Performing		657		140	
Collections		437		663	
			4450		8957
Investment income					
Dividends		5478		7096	
Interest		20		42	
			5498		7138
Banking bonus on transfer of accounts					
			1600		0
Donations, legacies and similar receipts					
Subscriptions		56		1501	
Donations		500		41	
Legacies		0		200	
			556		1742
Total receipts			£12104		£17837

Payments	Note	2021	2021	2020	2020
		£	£	£	£
Publishing					
Editorial costs		917		325	
Origination costs		3148		620	
Printing		2217		2615	
General Editor's fee		4750		4375	
			11032		7935
Lectures and Presentations					
Lectures			60		558
Governance					
Annual meeting		0		260	
Committee meetings		0		50	
Travel expenses					
Trustees		0		153	
Officers		139		2116	
Independent examination		0		600	
Officers' fees		3500		3500	
			3639		6679
Administration					
Bank charges		174		436	
Website		743		30	
Postages		747		201	
Stationery		85		0	
Publicity		0		0	
			1749		667
Total payments			£16480		£15839
Excess of payments over receipts for the year					
			4376		-
Excess of receipts over payments for the year					
			-		1998
Cash at bank 1 April	2020 / 2019		£25317		£23319
Cash at bank 31 March	2021 / 2020		£20941		£25317

Permanent Endowment Fund

Note	2021	2020
	£	£
There were no receipts or payments during the year		
Cash at bank 31 March 2020 and 2021	£187	£187

Statement of assets and liabilities at 31 March 2021

	General Purpose	Permanent Endowment	2021 Total	2020 Total
	£	£	£	£
Assets				
Monetary assets				
Royal Bank of Scotland	-	-	0	24529
Virgin Money	19991	187	20178	0
NS&I	950	-	950	950
PayPal	0	-	0	25
	20941	187	21128	25504
Investments at valuation: note 5	25752	98453	124205	105592
Debtors	3	351	2700	3051
Total assets	£47044	£101340	£148384	£133001
Liabilities				
Creditors	4	£235	—	£235
Total assets less liabilities	£46809	£101340	£148149	£131185

Other assets

The Society has stocks of music and copyrights which are not included, as valuation has been considered impracticable.

Valuation

The investments are stated on the basis of market value as 31 March 2021 for a better understanding of the situation as at that date. Historical cost details are shown in note 5.

Notes to the accounts for the year ended 31 March 2021

1 Royalties and fees

Oxford University Press have been granted exclusive rights under royalties agreements.

	2021	2021	2020	2020
	£	£	£	£
Copy sales				
UK	1790		4029	
Rest of the World	1402	3192	3958	7987
Recording and streaming				
UK	75		108	
Rest of the World	89	164	59	167
Performance				
UK	609		87	
Rest of the World	48	657	53	140
Print permissions			356	483
Items included in anthologies			81	180
			£4450	£8957
Gross values of copies sold				
UK	3255		7325	
Rest of the World	2550	£5805	7195	£14520

2 Related party transactions

- a The trustees are not remunerated
 b Fees have been paid to Officers in accordance with paragraph III of the Rules.

		2021	2020
G Webber	Editor	£4750	£4375
S Lindley	Secretary	£1750	£1750
J D Roch	Treasurer	£1750	£1750

- c Authorised expenses were reimbursed to officers totalling £472 in the year, and £10 was reimbursed after the year end.

3 Debtors

	2021	2020
Oxford University Press Royalties Jan-Mar 2021	£351	£1905

4 Creditors

	2021	2020
Origination costs	£0	£1288
Reprint permission	£225	£225
Room hire	£0	£60
Reimbursements Fares, postage, website	£10	£243
	£235	£1816

5 Permanent Endowment Fund

The Permanent Endowment Fund was set up to maintain the capital of the Charity equating to funds in the Charity on its reconstitution in 1984. The income is available for the general purposes of the Charity while the capital is maintained.

	acquisition date	cost £	value 31.3.20 £	change in value £	value 31.3.21 £	
COIF Charities Fixed Interest Fund						
Income units						
	7424	31.08.93	10000	10171	-166	10005
M&G Equities Investment Fund for Charities (Charifund)						
Charifund units						
	2874	09.08.93	20000			
	1342	05.03.02	15000			
	888	14.08.01	10000			
	903	07.10.01	10000			
	6007		55000	71812	16636	88448
Balfour Beatty plc						
Cum conv red pref shares						
	2700	17.08.93	3964	2700	-2700	-
Redeemed at 100p on 1 July 2021						
			68964	84683	13770	98453
Cash at bank						
			187	187	-	187
Proceeds not yet received						
			-	-	2700	2700
			£69151	£84870	£16470	£101340

6 General Fund

M&G Equities Investment Fund for Charities (Charifund)						
Charifund units						
	1383	31.03.02	10707			
	366	03.06.04	4000			
	1749		£14707	£20909	£4843	£25752

John D Roch signed

P Russill signed

31 August 2021

Rules of the Church Music Society

A Registered Charity, No 290309

At the Annual General Meeting of the Society held at 10 Stratford Place, London W1N 9AE on 18 September, 1984, the following Rules were adopted on a proposal of Dr Watkins Shaw, seconded by Dr Peter le Huray and carried nem con

- I The Society shall be called the Church Music Society.
- II The object of the Society is to advance the education of the public in the Art and Science of Church Music by facilitating the selection and performance of the music which is most suitable for different occasions of Divine Worship and for different types of choir, without partisanship for any particular style of composition and without adopting any one ecclesiastical standpoint. In furtherance of this object, it may, through its Executive Committee:
 - a) publish music not otherwise accessible in suitable form;
 - b) undertake studies in the history and practice of Church Music;
 - c) co-operate with other bodies;
 - d) raise funds and invite and receive subscriptions from any person or persons whatsoever by way of subscriptions and otherwise;
 - e) establish or assist in the establishment of similar charitable bodies
 - f) do all such other things as may further the object of the Society.
- III The income and property of the Society whencesoever derived shall be applied solely toward the promotion of the object of the Society provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Society or to any member of the Society in return for such services actually rendered to the Society, provided that no such payment shall be made to any member of the Executive Committee, but provided also that any member of the Executive Committee being a solicitor or other person engaged in any profession shall be entitled to charge and be paid all usual professional and other charges for work done by him or his firm in connection with the execution of the trusts hereof.
- IV In addition to those who paid a Life Membership subscription before 1st January 1976 to the Church Music Society as then constituted, membership is open to all interested in the object of the Society and who pay an annual subscription the amount of which will be decided at each Annual Meeting of the Society. Subscriptions are due on the 1st day of January within the Society's financial year running from 1st April to 31st March.

A member whose annual subscription remains unpaid after a reminder at the end of the financial year and which is still unpaid by the following October (after a second reminder) shall cease to be a member from the end of that financial year. The Annual General Meeting may elect Honorary Life Members who shall not exceed ten in number at any one time and who shall have the same status as subscribing members.

- V The Society shall be administered by its Executive Committee which shall also be responsible for the publications of the Society and which also appoint an Honorary General Editor.
- VI The Society shall at its Annual General Meeting
 - i) receive the annual report of the Executive Committee
 - ii) receive the annual accounts of the preceding financial year
 - iii) elect a President, Vice-Presidents, Chairman (who shall, ex officio, be a member of the Executive Committee and preside at its meetings) and the following officers, namely Honorary Secretary, and Honorary Treasurer (which two posts may be held by one and the same person)
 - iv) elect not fewer than eight or more than twenty members of the Executive Committee. Vacancies either among members of the Committee or among the Officers occurring during any year may be filled by the Committee.
- VII Alterations to this Constitution may be made by an absolute majority of the members present and voting at a Special General Meeting called for the purpose of which notice has been served on every then member of the Society at his last known address in the United Kingdom and presided over by the Chairman of the Society who shall have a second, or casting vote.

At least twenty-eight days notice of such meeting and of the alteration(s) proposed must be given.

Always provided that no alteration to Clause II (Object), Clause VIII (Dissolution), and the present clause may be made without the approval of the Charity Commission for England and Wales and that no alteration shall be made which may affect the charitable status of the Society.
- VIII The dissolution of the Society may be effected only by the resolution passed by a three-fourths majority of the members of the Society present in person or by proxy at a Special General Meeting convened for that purpose and of which at least twenty-eight days' notice has been served on every then member of the Society at his last known address in the United Kingdom.

If a motion to dissolve the Society is carried by the said majority the Society's surplus funds and assets (if any) shall not be distributable among the members but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society and if and insofar as effect cannot be given to this provision then to some other charitable purpose.

Subscribing and donating online

CAF Donate

You may easily

pay your annual subscription;
set up your Direct Debit arrangement;
make a donation

through CAF Donate

Note : CAF refer to everything as a 'Donation'

Our CAF Donate link is

Church Music Society membership

<https://cafdonate.cafonline.org/17389>

QR code



When the site opens there are three one-off 'donation' options

£15 [Concession] £25 [full subscription] £Amount [Make a donation]

There are further options to make a regular payment by Direct Debit and to apply Gift Aid.

By cheque -

payable to
Church Music Society

and sent to our Treasurer

John Roch
39 Pine Croft
Chapelton
Sheffield
S35 1EB

On-line transfer -

to our account at Virgin Money

Account name
Church Music Society

Sort Code
05-08-23

Account number
71960123

if you make payment this way, please send
an email to
jdrpinus@gmail.com

"Confirmation of payee unavailable"

The six largest banking groups in the UK (Barclays, HSBC including First Direct, Lloyds Banking Group, Nationwide Building Society, Royal Bank of Scotland Group and Santander UK) have introduced Confirmation of Payee as part of the process of setting-up on-line payments: this checks the destination account name and type (personal or business) against the sort code and account number details.

Virgin Money is one of the many other banks which have yet to introduce this, which means that when setting up Church Music Society as a payee the message Confirmation of Payee is unavailable may appear. [This indicates that the new check cannot be carried out, not that it has failed.](#) (The results of a check open a completely different screen.)

In this case, double-check the details

Sort code	0 5 - 0 8 - 2 3
Account	7 1 9 6 0 1 2 3

and continue.

Church Music Society

Charitable objectives

The Church Music Society is a national charity, founded in 1906: the current Constitution was adopted in 1984.

The Church Music Society exists to advance the education of the public in the Art and Science of church music primarily by publishing music of the highest quality, both in context and presentation, for the diverse needs of the Christian Church. It also seeks to promote the cause of church music by disseminating information and co-operating with like-minded organisations. Its non-partisanship and insistence on high standards is supported by a strong body of professional and amateur musicians whose aim is to enhance the quality of worship by the provision of suitable compositions from all periods for a wide variety of resources.

Public benefit

The Trustees consider that the Charity Commission's guidance on public benefit is met by the production of high quality music available to all interested parties of any denomination or those with a general musical interest, and is not otherwise generally obtainable through commercial publishers. The Church Music Society relies on investments and the income from music sales through the Oxford University Press to cover its operating costs.

Membership

Membership is open to all interested in the objects of the Society on payment of an annual subscription.

