



# Trustees' Annual Report for the period

|                   |         |      |    |                 |          |      |  |
|-------------------|---------|------|----|-----------------|----------|------|--|
| Period start date |         |      |    | Period end date |          |      |  |
| 1st               | January | 2022 |    | 31st            | December | 2022 |  |
| From              |         |      | To |                 |          |      |  |

## Section A

## Reference and administration details

|   |  |  |
|---|--|--|
| <b>Charity name</b>                       | The City of Cardiff (Melingriffith) Brass Band |  |
| <b>Other names charity is known by</b>    |  |  |
| <b>Registered charity number (if any)</b> | 1083583  |  |
| <b>Charity's principal address</b>        | Odd Acres                                      |  |
|   | Graig Penllyn                                  |  |
|   | Cowbridge, South Glamorgan                     |  |
| <b>Postcode</b>                           | CF71 7RT                                       |  |

### 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  | Lee Swallow      | Chair            |                                   | Members of the charity  |
| 2  | Rebecca Cate     | Treasurer        |                                   | Members of the charity  |
| 3  | Alexandra James  | Band Manager     |                                   | Members of the charity  |
| 4  | Claire Foster    | Band Manager     |                                   | Members of the charity  |
| 5  | Roger Hampton    | Band Manager     |                                   | Members of the charity  |
| 6  | Helen Phipps     | Band Manager     | January to September              | Members of the charity  |
| 7  | Shirley Hockaday | Secretary        |                                   | Members of the charity  |
| 8  | Martin Davies    | Committee Member |                                   | Members of the charity  |
| 9  | Kieran Richards  | Committee Member |                                   | Members of the charity  |
| 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 |
|------|-----------------------------------|
| None |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None            |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

None

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution   |
| How the charity is constituted<br>(eg. trust, association, company) | Society (unincorporated association)                         |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by members at the Annual General Meeting in February |

### 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.

All trustees are volunteers and are members of the Executive Committee.

The Executive Committee meets regularly to discuss organisational issues and to agree strategy, activities and expenditure. All meetings have an agenda and minutes.

The organisation has a child protection/safeguarding policy and operates DBS checks for conductors and band managers.

The society holds an Annual General Meeting each February, at which members elect trustees and vote on other matters proposed by the Executive Committee or the membership.

## Section C Objectives and activities

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

The overall objective of the organisation shall be to promote, improve and develop public education and appreciation of the art and science of music, in particular, brass band playing, by performances at both public and private engagements; and for such other purposes as shall be exclusively charitable, as the trustees may from time to time decide.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Brass Band society which provides brass and percussion instrument tuition and performance opportunities to members of all ages (8 to 80+ years) and abilities.

Members are provided with an opportunity to participate in musical activities including concerts, contests and community events.

The society comprises of two senior bands (M1 and M2), a youth band (M3), a beginners band (M4) and a Community Band. All bands rehearse weekly and are led by experienced conductors. Instruments are provided on loan free-of-charge to members who do not have their own instrument. The organisation also offers a smaller ensemble of players for performances requiring such a group.

With regard to the Charity Commission guidance, the trustees are satisfied that the public benefit requirement was consistently met in 2022.

**Additional details of objectives and activities (Optional information)**

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

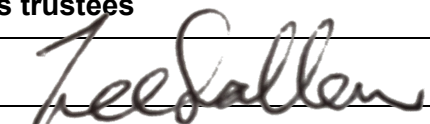

None

**Summary of the main achievements of the charity during the year**

2022 saw the charity's activities return to normal after the previous years changing circumstances due to the ongoing Covid-19 pandemic. Community brass held several successful concerts, M1 had lots of success on the contesting stage, including an appearance at the National Finals, whilst our beginner band M4 continued to attract new young people to playing. M3, our youth band, joined forces with another local youth band to form the 'South Wales Youth Band' who competed at the European Youth Brass Band competition held in Birmingham. We were incredibly proud to support our young members who took part in this experience by providing financial support and rehearsal spaces. It was an inspiring, once-in-a-lifetime event for our young members. Our other competing adult band, M2, reformed this year after losing members over the lockdowns. The band are growing in number, bringing new members to the organisation and representing the organisation in local concerts and in competition at the Wychavon festival of Brass. The year ended with a successful Christmas carolling season, involving all members of the organisation coming together to play Christmas carols in public to raise money for the organisation and it's chosen charity for 2022, Velindre cancer centre.

| Section E Financial review   |   |
|--|---|
| Brief statement of the charity's policy on reserves  | The charity will always keep at least £3,000 in reserves, held in the deposit account                           |
|  |   |
|  |   |
| Details of any funds materially in deficit   | None  |
|  |   |
| Further financial review details   | (Optional information)  |
| <p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul> | The organisation chose to invest in its equipment in 2022, purchasing and improving its percussion instruments. |
|  |   |
|  |   |

| Section F Other optional information |  |
|--------------------------------------|--|
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |

| Section G 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)   | Lee Swallow Rebecca Cale  |
| Position (eg Secretary, Chair, etc)                                      | Chair Treasurer   |
| Date   |   |
|  |   |
|  |   |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
City of Cardiff (Melingriffith) Brass Band

**On accounts for the year  
ended**

31<sup>st</sup> December 2022

**Charity no  
(if any)**

1083583

**Set out on pages**

3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2022**.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Robert Hugh*

**Date:**

24/08/23

**Name:**

Robert Hugh

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

**Address:**

15 Dan y Bryn Avenue

|                  |
|------------------|
| Radyr            |
| Cardiff CF15 8DD |

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None

**City of Cardiff (Melingriffith) Band**  
**Charity No: 1083583**  
**Receipts and Payments accounts**  
**Year ended 31 December 2022**

|                                      | 2022          | 2022             | 2022          | 2021          | 2021             | 2021          |
|--------------------------------------|---------------|------------------|---------------|---------------|------------------|---------------|
|                                      | Unrestricted  | Restricted Funds | Total Funds   | Unrestricted  | Restricted Funds | Total Funds   |
| RECEIPTS                             | Funds         |                  |               | Funds         |                  |               |
|                                      | £             | £                | £             | £             | £                | £             |
| Grants, donations and membership     | 13,493        | 3,250            | 16,743        | 9,208         | 6,108            | 15,316        |
| Contest Prizes                       | 800           | 0                | 800           | 650           | 0                | 650           |
| Concerts and Performances            | 10,209        | 0                | 10,209        | 2,029         | 0                | 2,029         |
| Other income                         | 655           | 0                | 655           | 264           | 0                | 264           |
| <b>TOTAL:</b>                        | <b>25,157</b> | <b>3,250</b>     | <b>28,407</b> | <b>12,151</b> | <b>6,108</b>     | <b>18,259</b> |
| <b>PAYMENTS</b>                      |               |                  |               |               |                  |               |
| Conductor fees                       | 12607         | 180              | 12787         | 2927          | 2550             | 5477          |
| Contest entry and related costs      | 1492          | 0                | 1492          | 100           | 0                | 100           |
| Concert & Performance costs          | 2119          | 0                | 2119          | 2604          | 170              | 2774          |
| Insurance and Building related costs | 1472          | 0                | 1472          | 5046          | 6808             | 11854         |
| Rent                                 | 3760          | 0                | 3760          | 1350          | 1350             | 2700          |
| Hotel, transport and travel costs    | 5163          | 1637             | 6800          | 0             | 0                | 0             |
| Charitable donation                  | 744           | 0                | 744           | 622           | 0                | 622           |
| Administration & Marketing costs     | 883           | 0                | 883           | 844           | 0                | 844           |
| Others                               | 93            | 0                | 93            | 178           | 0                | 178           |
| Instrument and music purchase        | 3554          | 1250             | 4804          | 285           | 0                | 285           |
| Uniforms                             | 396           | 0                | 396           | 20            | 0                | 20            |
| <b>TOTAL:</b>                        | <b>32283</b>  | <b>3067</b>      | <b>35350</b>  | <b>13976</b>  | <b>10878</b>     | <b>24854</b>  |
| <b>Surplus/ deficit for year</b>     | <b>-7,126</b> | <b>183</b>       | <b>-6,943</b> | <b>-1,825</b> | <b>-4,770</b>    | <b>-6,595</b> |

|  | 2022         | 2021         |
|--|--------------|--------------|
| <b>Unrestricted Funds</b>              |              |              |
| Opening balance b/fwd                  | 19854        | 21679        |
| Net Surplus/ (Deficit) in Year         | -7126        | -1825        |
| <b>Unrestricted funds carried f/wd</b> | <b>12728</b> | <b>19854</b> |
| <b>Restricted Funds</b>                |              |              |
| Opening balance b/fwd                  | 0            | 4770         |
| Net movement on restricted funds       | 183          | -4770        |
| <b>Restricted funds carried f/wd</b>   | <b>183</b>   | <b>0</b>     |
| <b>Total funds</b>                     | <b>12911</b> | <b>19854</b> |
| <b>Represented by:</b>                 |              |              |
| Current Account                        | 8892         | 11838        |
| Deposit Account                        | 4019         | 8016         |
| Cash in Hand                           | 0            | 0            |
| <b>Total Cash Balance</b>              | <b>12911</b> | <b>19854</b> |
| <b>Net Assets</b>                      | <b>12911</b> | <b>19854</b> |

The Band also holds tangible assets retained for the charity's own use, with estimated current replacement values as follows:

|               |         |
|---------------|---------|
| Instruments   | 205,712 |
| Music Library | 7,500   |
| Others        | 8,500   |



Rebecca Cale  
Treasurer  
24/08/2023





**Section A**

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