

Trustees' Annual Report

For the period

From (start date)

0	1	0	1	2	3
---	---	---	---	---	---

 to end date

3	1	1	2	2	3
---	---	---	---	---	---

Section A

Reference and administration details

Charity name

City of Cardiff (Melingriffith) Brass Band

Other names the charity is known by

Registered charity number (if any)

1	0	8	3	5	8	3
---	---	---	---	---	---	---

HQ registration number

--	--	--	--	--	--	--	--

Charity's principal address

6 West Rise

Llanishen

Cardiff

Postcode

C	F	1	4	0	R	E
---	---	---	---	---	---	---

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Lee Swallow	Chair	
2	Kieran Richards	Vice Chair	27/02/2023 - 31/12/2023
3	Rebecca Cale	Treasurer	
4	Shirley Hockaday	General Secretary	01/01/2023 - 27/02/2023
5	Anna Crosby	General Secretary	27/02/2023 - 31/12/2023
6	Alex James	M1 Band Manager	01/01/2023 - 14/05/2023
7	Sean Hines	M1 Band Manager	15/05/2023 - 31/12/2023
8	Shirley Hockaday	M2 Band Manager	27/02/2023 - 31/12/2023
9	Claire Foster	M3 Band Manager	01/01/2023 - 27/02/2023
10	Helen Phipps	M4 Band Manager	01/01/2023 - 27/02/2023
11	Jenny Weir	M4 Band Manager	27/02/2023 - 31/12/2023
12	Roger Hampton	Community Brass Band Manager	
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document
(e.g. trust deed, constitution)

Constitution

How the charity is constituted
(e.g. trust, association, company)

Society (unincorporated association)

Trustee selection methods
(e.g. appointed by, elected by)

Elected by members at the Annual General Meeting in February

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional Policies and procedures adopted for:
a) the induction and training of trustees;

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 in relation to these objects

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.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

The City of Cardiff (Melingriffith) Brass Band is run by volunteers.

Public benefit statement

The city of Cardiff (Melingriffith) Brass Band meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

All bands took part in several successful concerts and other public performances including contests for M1 & M2. As a whole organisation, the highlight of the year as usual was the very well attended Annual Gala Concert at Cardiff University Hall in June, where all 5 bands gave excellent performances to a packed hall. The band's Christmas fund raising activities were very successful this year, with many performances and carol playing sessions by members in the Cardiff area.

Section E

Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

The band's funds and reserves are all unrestricted. The constitution states that the charity must maintain a minimum reserve of £6000 in a deposit account to ensure unexpected costs can be met. Use of reserves in the deposit account for operational or capital expenditure must be approved by a two-thirds majority of the trustees.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

N/A

Further financial review details (optional information)

- You **may choose** to include additional information, where relevant, about:
- the charity’s principal sources of funds
 - how expenditure has supported the key
 - investment policy and objectives;

The organisation continues to rely on the hard work and commitment of its members in generating sufficient funds to cover on-going expenditure commitments. Income is generated from concerts and competitions, other performances, direct contributions and fundraising activities.

Section F **Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

Section G **Declaration**

The trustees declare that they have approved the trustees’ report above

Signed on behalf of the charity’s trustees

Signature(s)	<div></div>	<div></div>
Full name(s)	Mr Kieran Richards	Mr Giles Ballisat
Position (eg Secretary, Chair)	Chair	Treasurer
Date	<div>151024</div>	

City of Cardiff (Melingriffith) Brass Band

Receipts & Payments Accounts

2023

	Year Start Date	Year End Date
For the period from	01/01/2023	To 31/12/2023

Receipts & Payments

	Unrestricted funds 2023 to the nearest £	Unrestricted funds 2022 to the nearest £
Receipts		
Donations, Legacies & Similar Income		
Membership Fees	9,662	9,724
Donations	225	2,119
Legacies	-	-
Gift Aid	2,755	1,424
Other Similar Income	-	-
Sub total	12,643	13,266
Grants		
All	3,600	3,640
Sub total	3,600	3,640
Fundraising		
All	1,040	235
Sub total	1,040	235
Specified Income		
Carolling	2,595	3,805
Concerts & Performances	7,328	6,571
Contests	676	800
Hire of bandroom	-	60
Uniform/Merchandise	577	256
Sub total	11,175	11,493
Investment Income		
Bank Interest	36	3
Other Investment Income	-	-
Sub total	36	3
Other Income		
Other	3,238	5,736
Sub total	3,238	5,736
Total Gross Income	31,732	34,372
Asset and Investment Sales, etc.	-	-
Total Receipts	31,732	34,372



City of Cardiff (Melingriffith) Brass Band

Receipts & Payments Accounts

2023

	Year Start Date		Year End Date
For the period from	01/01/2023	To	31/12/2023

Receipts & Payments



	Unrestricted to the nearest £	Unrestricted to the nearest £
Payments		
Group		
Accommodation & Travel	3,625	11,913
Band Room Rent	2,700	2,700
Concerts & Performances	1,237	1,078
Conductor Fees	13,338	12,387
Contests	2,917	1,022
Dep Costs	1,005	1,223
Hall Hire	1,140	1,230
Equipment/Instrument Purchases	1,310	4,260
Instrument Repairs	-	-
Insurance	884	818
Maintenance	582	648
Other	3,319	1,263
Registry Fees	684	312
Sheet Music	199	544
Sundries	418	1,306
Training	-	-
Uniform/Merchandise	572	396
Utilities	-	-
Website	207	216
Sub total	34,136	41,315
Total Gross Expenditure	34,136	41,315
Asset & Investment Purchases, etc.	-	-
Total Payments	34,136	41,315
Net of receipts/(payments)	- 2,404	- 6,943
Cash funds last year end	12,911	19,854
Cash funds this year end	10,507	12,911



Statement of Assets & Liabilities at the End of the Period

	Unrestricted to the nearest £	Unrestricted to the nearest £
Cash funds		
Main Account	4,502	8,892
Reserve Account	6,005	4,019
Total Cash Funds	10,507	12,911
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax Claim	-	-
Insurance Claim	-	-
Sub total	-	-
Investment Assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Instruments	205,712	205,712
Music Library	7,500	7,500
Other	8,500	8,500
Sub total	221,712	221,712
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other Liabilities	-	-
Sub total	-	-
Contingent Liabilities & Future Obligations	N/A	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on
 ...19th February.. 2024 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name	Position
	Mr Kieran Richards	Chair
	Mr Giles Ballisat	Treasurer



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

31st December 2023

Charity no
(if any)

1083583

Set out on pages

(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 DD/MM/YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Robert Hugh

Date:

22/10/24

Name:

ROBERT HUGH

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

FCA (ICAEW)

Address:

15, DAN Y BRYN AVENUE
RADYR
CARDIFF

Section B**Disclosure**

Only complete if the examiner needs to highlight 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.