

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name	<table border="1"><tr><td colspan="20">City of Cardiff (Melingriffith) Brass Band</td></tr></table>	City of Cardiff (Melingriffith) Brass Band																																																																												
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Other names the charity is known by	<table border="1"><tr><td colspan="20"></td></tr></table>																																																																													
Registered charity number (if any)	<table border="1"><tr><td>1</td><td>0</td><td>8</td><td>3</td><td>5</td><td>8</td><td>3</td></tr></table>	1	0	8	3	5	8	3																																																																						
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HQ registration number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																													
Charity's principal address	<table border="1"><tr><td colspan="20">6 West Rise</td></tr><tr><td colspan="20">Llanishen</td></tr><tr><td colspan="20">Cardiff</td></tr><tr><td colspan="10">Postcode</td><td>C</td><td>F</td><td>1</td><td>4</td><td>0</td><td>R</td><td>E</td></tr></table>	6 West Rise																				Llanishen																				Cardiff																				Postcode										C	F	1	4	0	R	E
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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	01/01/2024 - 19/02/2024
2	Kieran Richards	Chair	18/03/2024 - 31/12/2024
3	Kieran Richards	Vice Chair	01/01/2024 - 19/02/2024
4	Julian Short	Vice Chair	19/02/2024 - 31/12/2024
5	Rebecca Cale	Treasurer	01/01/2024 - 19/02/2024
6	Giles Ballisat	Treasurer	19/02/2024 - 31/12/2024
7	Anna Crosby	General Secretary	
8	Steffan Dawes	Media Officer	19/02/2024 - 31/12/2024
9	Sean Hines	M1 Band Manager	01/01/2024 - 19/02/2024
10	Lowenna Taylor	M1 Band Manager	19/02/2024 - 07/09/2024
11	Shirley Hockaday	M2 Band Manager	01/01/2024 - 19/02/2024
12	Jason Cale	M2 Band Manager	19/02/2024 - 31/12/2024
13	Jenny Weir	M4 Band Manager	01/01/2024 - 07/07/2024
14	Roger Hampton	Community Brass Band Manager	01/01/2024 - 19/02/2024
15	Emma Smith	Community Brass Band Manager	19/02/2024 - 31/12/2024

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
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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;	<p>All trustees are volunteers and are members of the Executive Committee.</p> <p>The Executive Committee meets regularly to discuss organisational issues and to agree strategy, activities and expenditure. All meetings have an agenda and minutes.</p> <p>The organisation has a child protection/safeguarding policy and operates DBS checks for conductors and band managers.</p> <p>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.</p>
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Section C	Objectives and activities
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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.
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Summary of the main activities in relation to these objects	<p>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.</p> <p>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.</p>
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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)



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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Mr Kieran Richards	Mr Giles Ballisat
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

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# City of Cardiff (Melingriffith) Brass Band

## Receipts & Payments Accounts

### 2024

	Year Start Date		Year End Date
For the period from	01/01/2024	To	31/12/2024

## Receipts & Payments

	Unrestricted funds 2024 to the nearest £	Unrestricted funds 2023 to the nearest £
<b>Receipts</b>		
<b>Donations, Legacies &amp; Similar Income</b>		
Membership Fees	11,953	9,662
Membership Fees - Lessons	260	-
Donations	360	225
Legacies	-	-
Gift Aid	-	2,755
Other Similar Income	-	-
<b>Sub total</b>	<b>12,573</b>	<b>12,643</b>
<b>Grants</b>		
All	-	3,600
<b>Sub total</b>	<b>-</b>	<b>3,600</b>
<b>Fundraising</b>		
All	1,391	1,040
<b>Sub total</b>	<b>1,391</b>	<b>1,040</b>
<b>Specified Income</b>		
Carolling	5,335	2,595
Concerts & Performances	7,420	7,328
Contests	-	676
Hire of bandroom	40	-
Uniform/Merchandise	95	577
<b>Sub total</b>	<b>12,890</b>	<b>11,175</b>
<b>Investment Income</b>		
Bank Interest	72	36
Other Investment Income	-	-
<b>Sub total</b>	<b>72</b>	<b>36</b>
<b>Other Income</b>		
Accommodation & Travel	2,450	2,095
Other	441	1,143
<b>Sub total</b>	<b>2,891</b>	<b>3,238</b>
<b>Total Gross Income</b>	<b>29,817</b>	<b>31,732</b>
<b>Asset and Investment Sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total Receipts</b>	<b>29,817</b>	<b>31,732</b>



# City of Cardiff (Melingriffith) Brass Band

## Receipts & Payments Accounts

### 2024

	Year Start Date		Year End Date
For the period from	01/01/2024	To	31/12/2024

### Receipts & Payments

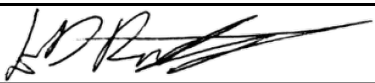

	Unrestricted funds 2024 to the nearest £	Unrestricted funds 2023 to the nearest £
<b>Payments</b>		
<b>Group</b>		
Accommodation & Travel	3,810	3,625
Band Room Rent	2,700	2,700
Concerts & Performances	549	1,237
Conductor Fees	12,261	13,338
Contests	1,887	2,917
Dep Costs	441	1,005
Hall Hire	1,253	1,140
Equipment/Instrument Purchases	117	1,310
Instrument Repairs	40	-
Insurance	716	884
Lessons	189	-
Maintenance	639	582
Other	1,729	3,319
Registry Fees	460	684
Sheet Music	422	199
Sundries	415	418
Training	-	-
Uniform/Merchandise	20	572
Utilities	-	-
Website	165	207
<b>Sub total</b>	<b>27,813</b>	<b>34,136</b>
<b>Total Gross Expenditure</b>	<b>27,813</b>	<b>34,136</b>
<b>Asset &amp; Investment Purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>27,813</b>	<b>34,136</b>
<b>Net of receipts/(payments)</b>	<b>2,005</b>	<b>- 2,404</b>
<b>Cash funds last year end</b>	<b>10,507</b>	<b>12,911</b>
<b>Cash funds this year end</b>	<b>12,512</b>	<b>10,507</b>



## Statement of Assets & Liabilities at the End of the Period

	Unrestricted funds 2024 to the nearest £	Unrestricted funds 2023 to the nearest £
<b>Cash funds</b>		
Main Account	6,435	4,502
Reserve Account	6,077	6,005
<b>Total Cash Funds</b>	<b>12,512</b>	<b>10,507</b>
(agree balances with receipts and payments account)	ok	ok
<b>Other monetary assets</b>		
Tax Claim	-	-
Insurance Claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment Assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Instruments	205,712	205,712
Music Library	7,500	7,500
Other	8,500	8,500
<b>Sub total</b>	<b>221,712</b>	<b>221,712</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other Liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Contingent Liabilities &amp; Future Obligations</b>	N/A	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on  
 .....03 October 2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name	Position
	Kieran Richards	Chair
	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

31<sup>st</sup> December 2024

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 31/12/2024.

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:

02/10/25

Name:

ROBERT HUGH

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

FCA (ICAEW)

Address:

15, DAN-Y-BRYN AVENUE  
RADYR  
CARDIFF CF15 8DD



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.