



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	05	April	2020		04	April	2021

Section A Reference and administration details

Charity name Dunston Silver Band

Other names charity is known by N/A

Registered charity number (if any) 1160462

Charity's principal address 49 Leicester Close

Wallsend

Postcode NE28 9YX

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	David Jakeman	Chair		
2	Louise Irvine	Secretary		
3	Stephen Hill	Treasurer		
4	John Keith Lee			
5	Kay Wilkinson			
6	Lisa Hill			
7				
8				
9				
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

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution, dated 02/02/2015
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by the Management Committee through democratic majority voting process which is ratified by the CIO Chair.

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 must read and adopt our organisation policies, including: Data Protection, Data Retention, Equality and Diversity, Social Media, and Safeguarding Children and Young People Policy and Procedures.

The CIO consists of: six trustees, who delegate all general powers and functions to the Management Committee; the Management Committee consists of eight elected members who are nominated and seconded at the Annual General Meeting and manage the day-to-day running of the Band; and approximately 40 voluntary members, all of whom are 'playing members' of the Band. The Band itself is a member of the Making Music infrastructure body and of the Durham County Brass Band Association.

Identified risks are managed by Management Committee portfolio holders who are accountable for specific aspects of the CIO's activities e.g. property warden (care and proper usage of all instruments, uniform and other equipment), librarian (care, proper usage and loan of all music), treasurer (financial viability, oversight for all expenditure) etc. Risks are then managed and monitored through standing item agendas at monthly committee meetings, with time-bound, measurable actions agreed on an ongoing or ad-hoc basis to mitigate risks and ensure appropriate contingencies are put in place. These are recorded in monthly

meeting minutes and reviewed on a minimum monthly basis until the risk is ascertained to no longer be an issue to the organisation, when it is recorded as closed.

Section C Objectives and activities

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

The object of the CIO is to advance the education, appreciation and public benefit of the art of music and in particular, brass band music by promoting the study, practice and enjoyment of brass band music in all forms through education, public performance and other musical activities across the North East of England and further afield.

Our normal activities have mostly been suspended for the whole period of FY2021 due to government mandated nationwide lockdowns to prevent the spread of coronavirus (in addition to complying with recommendations by Brass Bands England organisation). Therefore, we have been unable to take part in our normal rehearsals, concerts, competitions or regular management committee meetings for the whole year.

However, the band has:

- maintained contact between members via occasional online connections including social events and musical events, in order to offer members a positive social activity during a time which is tough on everyone's mental health
- maintained occasional contact with the public via social media updates and memory sharing to maintain some level of exposure/interest for when restrictions lift
- held the AGM in August 2020 (only held once restrictions lifted adequately) which allowed members to meet up in person, even if not for music making

All trustees and Management Committee have had regard to the guidance issued by the Charity Commission on public benefit.

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)

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Achievements during 2019/20 have been severely limited due to government mandated nationwide lockdown. All amateur music making has not been legally allowed since March 2020 so the band (including youth band) have been unable to rehearse or perform concerts.

However, the band has:

- ☐ maintained contact between members via occasional online connections including social events and musical events, in order to offer members a positive social activity during a time which is tough on everyone's mental health
- ☐ maintained occasional contact with the public via social media updates and memory sharing to maintain some level of exposure/interest for when restrictions lift
- ☐ held the AGM in August 2020 (only held once restrictions lifted adequately) which allowed members to meet up in person, even if not for music making

Section E

Financial review

Brief statement of the charity's policy on reserves

Our Reserves Policy ensures the band can operate for a minimum of one year at a basic level without any additional income should the need arise:
This figure is based on the following essential outlays:
o Bandroom Rent from Dunston Community Centre
o Self-Employed Musical Director's Fees
o Insurance Costs
o Membership and Registration Fees
For full details, see attached CC16a report.

Details of any funds materially in deficit

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 (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The CIO's principal sources of funds including: charitable donation by one regular corporate supporter (amount varies each year), paid band engagements (typically average £6,000/year – but now at £0 for 2020/21), and smaller and more variable amounts including voluntary members' subscriptions (£1,000), small grants, and contest prize money (£0 for 2020/21).

Expenditure has also been limited this year due to not being able to carry out our normal range of performances, competitions, rehearsals and Youth Band development activities and performances over the year. Expenditure for the year has been limited to the band's essential outgoings listed above (rent, insurance and registration fees).

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)		L Irvine
Full name(s)	David Jakeman	Louise Irvine
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	28/09/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Dunston Silver Band

No (if any)
1160462

CC16a

Receipts and payments accounts

For the period
from

Period start date
05/04/2020

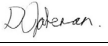
To

Period end date
04/04/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Payments for Performances	250	-	-	250	4,500
Players' Subscriptions Contributions	835	-	-	835	960
Players' Contributions - Contest Exp	-	-	-	-	-
Support Payment - Vertu Motors	-	-	-	-	3,500
Other Misc Income	-	-	-	-	410
Contest Prize Monies	-	-	-	-	-
Lawson Endowment - Transfer	-	-	-	-	5,000
Donation - Masons	-	-	-	-	1,000
Donation - Love Dunston	-	-	-	-	500
Grant - Carr Ellison Family Trust	-	-	-	-	-
Grant - Community Foundation	-	-	-	-	600
Sub total (Gross income for AR)	1,085	-	-	1,085	16,470
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,085	-	-	1,085	16,470
A3 Payments					
Musical Director's Expenses	160	-	-	160	1,260
Bandroom Rent - Dunston CC	900	-	-	900	2,730
Visiting Player's Expenses	-	-	-	-	360
Instrument Repairs	-	-	-	-	2,428
Insurance	175	-	-	175	175
Membership and Registration Fees	257	-	-	257	197
Bandroom Refurbishment Costs	-	-	-	-	-
Other Miscellaneous Payments	418	-	-	418	1,383
Contest Entry Fees	-	-	-	-	275
Travel Expense (Bus/Van Hire)	-	-	-	-	310
Contest Other Payments	-	-	-	-	1,315
Music Project Expenses	-	-	-	-	1,265
Development Grant Expenditure	-	-	-	-	192
Sub total	1,911	-	-	1,911	11,890
A4 Asset and investment purchases, (see table)					
Music Stands and Cases	-	-	-	-	329
Percussion Equipment	-	-	-	-	2,600
Music Parts and Scores	36	-	-	36	708
Uniform	-	-	-	-	740
Instruments & Accessories	84	-	-	84	781
Promotional Materials	-	-	-	-	-
Sub total	119	-	-	119	5,158
Total payments	2,030	-	-	2,030	17,048
Net of receipts/(payments)	- 945	-	-	- 945	- 578
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,049	6,242	386	13,677	14,255
Cash funds this year end	6,104	6,242	386	12,732	13,677

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	General Accounts	1,104	-	386
	Project Reserves and Grants	-	6,242	-
	Operational Reserve	5,000	-	-
	Total cash funds	6,104	6,242	386
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Lawson Endowment Reserve	-	-	7,629
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A		-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Contest Uniforms	Unrestricted	-	-
	Concert Uniforms	Unrestricted	-	-
	Instruments	Unrestricted	-	-
	Music Library	Unrestricted	-	-
	Website	Unrestricted	-	-
	Other Equipment e.g. stands and cases	Unrestricted	-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	N/A		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		David Jakeman	04/09/2021	
		Stephen Hill	04/09/2021	