

**AVON WIND BAND ASSOCIATION**  
**ANNUAL GENERAL MEETING 19TH NOVEMBER 2023**  
**VIA ZOOM**

**MINUTES**

**Present:** Emma Heelis Adams, Judy Eke, Sharon Reid, Caitlin Reeves, Jo Cole, Zoe Williams, Liz Palfrey, Chris Everett, Liz Wilson, Dom Milner, Elaine Reeves, Natasha Leeper, Darwin Noel, Andy Street, Dinah Woolley, Ken Spreadborough, Ruth Pigott, Lauren Reeves, Dan Fedigan, Ben (?)

Not all attendees were present for the entire meeting, but the meeting was quorate at all times

**Apologies:** Rachel Colman

**Meeting Chair:** Emma Heelis-Adams

**1. Minutes of the meeting of 27th November 2022**

The minutes of the 2022 AGM were circulated before the meeting and no comments had been received. It was unanimously agreed that the Minutes of the last AGM be signed as a correct record.

Proposed: Emma Heelis-Adams

Seconded: Caitlin Reeves

**2. Chairs Report**

Presented by Chair Emma Heelis-Adams. Attached to the end of this document.

**3. Annual Accounts**

Presented by Treasurer Ken Spreadborough. Attached to the end of this document.

Proposed: Judy Eke

Seconded: Caitlin Reeves

Agreed unanimously, no abstentions

**4. Elected Officers and Trustees**

Chris Hotchin stepped down as a trustee during 2023. Rachel Colman has decided to step down as a Trustee. Everyone present at the meeting extended their thanks to them for their work as Trustees.

All other Trustees expressed (either at the meeting or beforehand) a willingness to stand for a further year in their current roles:

Chair - Emma Heelis- Adams

Secretary - Judy Eke

Treasurer - Ken Spreadborough

Trustees - Dominc Milner, Sharon Reid

One volunteer was received to become a Trustee - Andy Street

One person has also expressed a willingness to become a Trustee - Steve Spooner. As Emma Heelis-Adams has not had the opportunity to confirm this with him prior to this AGM and as he was not present at the meeting, it was agreed that she will speak to him before the next Trustees meeting, and if he is willing to stand, he can be co-opted as a Trustee under the terms of the constitution.

Proposed: Zoe Williams

Seconded: Dan Fedigan

Agreed unanimously

## **5. Review of Safeguarding Policy**

The current Safeguarding Policy was discussed. Judy Eke and Chris Hotchin have confirmed that there have been no significant changes to legislation for either adults or childrens safeguarding and so no amendments are required.

Judy Eke to reissue Safeguarding Policy to all bands with the revised date.

## **6. Consideration of Motions**

None proposed

## **7. Any Other Business**

None

## **8. Date of next meeting**

To be decided by the Trustees at a later date.

Meeting closed

## **AWBA AGM, 19 November 2023 Chair's Report**

I think it has, on the whole, been another successful year for AWBA.

In terms of trustees, we welcomed two new trustees this year, Ken and Sharon, and it has been great to have them onboard bringing new ideas and enthusiasm. Rachel is stepping down this evening and I want to thank her for all her help in recent years.

Each of the bands is also doing well. Westerly welcomed a new MD this year, Rog Sampson, and he will be taking the lead for the all-band day in February 2024. Rog has a huge amount of experience and it's great to have him on board. The other three bands have retained their existing MDs and have all run a variety of fantastic events throughout the year. As always, it's great to see the bands helping each other out, with deps and helping to be on the door, sell tea/coffee etc at each other's events. One of the big reasons for AWBA existing is to create a community between the member bands and it's good to see those ongoing links becoming stronger.

Since the last AGM, AWBA has organised three events.

We had our Christmas carols fundraiser, which was held at the Willowbrook Centre last December. This raised just over £500, which is in line with the previous year. This year we will be playing at Tesco in Yate, at the slightly later time of 12-4pm on Saturday 16 December. This is where we used to perform pre-Covid and prior to Covid we raised more money in Yate than we have for the last couple of years at the Willowbrook Centre, so it will be interesting to see what raise this year. Thank you to Sharon who has managed to re-open communications with Tesco Yate to secure the slot for us. I will be sending out sign-up sheets to the bands shortly.

Our next event was the all-band day in February, where we performed and recorded music from my Fair Lady. This year we were led by Richard Jones, Phoenix's MD. Numbers were slightly lower than last year, with just over 60 attending. It was a very successful day and although there has been a bit of a delay in getting the recording published, I'm pleased to announce that this should be live on our YouTube site in the next week or so. I will email more detail on this to the bands very shortly. Many thanks to Andy Christie and Catherine Herring for the recording and video – a huge amount of work has gone into the video and we are very grateful for this. And a big thank you to all the MDs who helped on the day, in particular Richard for leading the event.

We are already planning next year's event, which will be on Sunday 25 February, at the same venue. As mentioned earlier, Rog Sampson will be leading the day and we will be playing a piece called "King Across the Water".

Unfortunately, our third planned event of the year, at Keynsham Memorial Park, had to be cancelled due to bad weather. This was a bit of a theme over the summer, with many of the AWBA bands also having to cancel their own events. Ironically, we had moved the date from September to July to try to increase the chances of good weather. We hope to reschedule this event for summer 2024 and fingers crossed that summer 2024 is better than summer 2023!

You'll be aware that the trustees have decided that AWBA has some excess funds that should be made available to bands. We are aware that we need a fair approach in distributing these funds and we need to comply with our charitable aims. This is a new process that we have started in recent months and as we have moved through that process, we have realised that it needs to be slightly more formal and we are working on a funding application form. We aim to finalise this in January and will then ask bands to resubmit funding requests.

In relation to instruments, Quentin is no longer able to store these at his house. A huge thank you to Quentin for storing them for some many years. The trustees are in the process of auditing the instruments with a view to rationalising what we hold. A decision has already been taken to dispose of the drum kit, as we are no longer able to store it. We did look into

commercial storage but this was going to cost around £800 per year, which we do not think is a sensible use of AWBA funds. A few other instruments which are in poor condition and which have not been used for some time are also likely to be disposed of.

As always, there is a lot going on in the background by the AWBA trustees to keep the charity running and to make sure we comply with all of our regulatory requirements. One of our aims for the next year is to review and amend a number of our policies, including our Data Protection Policy and the Constitution. These documents have not been fully reviewed for several years and are out of date in some ways. The trustees will be working on updated documents over the coming months and there will be more communication on this in due course.

Finally, I want to say a couple of thank you's:

1. To the committees and the MDs of each of the AWBA bands for all of the hard work they put in keeping the four bands running and organising the fantastic concerts that the bands put on.
2. To all of the other trustees for their continuing work and the work that they've undertaken over the last year for the charity.

## **Treasurer's Report**

This report covers the activities of the Avon Wind Band Association Charity for the period 1 Sep 22 to 31 Aug 23. The Charity comprises the AWBA Trustees and the four member bands. The Trustees maintain their own finances, which, in the attached accounts, are identified under the heading 'AWBA'. The member bands maintain separate accounts, which are identified under band names, viz. Phoenix Wind Band ('PWB'), Apollo Wind Band ('AWB'), Westerly Winds Staple Hill ('WWSH') and Winterbourne Wind Band ('WWB'). The heading 'Charity' is used in the accounts to mean the full financial scope of the Avon Wind Band Association Charity (i.e. AWBA+PWB+AWB+WWSH+WWB).

## **AWBA Accounts**

Unfortunately, I have to report a significant issue with the Gift Aid payment we received In Year, which only came to light when I drew up the AWBA account for the AGM. The AWBA account shows we received exactly the same amount of Gift Aid in 2022/23 as we did in 2021/22. The figures in the account are correct, but it's not credible that our Gift Aid should be the same in two consecutive years. I will investigate with HMRC. Any financial implications of this investigation will be reflected in next year's accounts.

Overall, 2022/23 was a successful year financially for AWBA. We are reporting an in-year loss of £621, but this needs to be set against our healthy balance and the loss being the result of discretionary spending, notably on our Fun Day subsidy, and our purchases of a French Horn, banner and a PA system.

## **Band Accounts**

The band accounts have been presented and accepted at the individual band AGMs, so comment here is restricted to points of general interest, or anything that might have a bearing on the future operation or development of the Charity. Before commentng, I would

like to record my personal thanks to all of the Band Treasurers for their hard work and support throughout the year. I particularly appreciated the timely submission of their accounts that has enabled me to complete this Finance report in time for our AGM. The Band Treasurers also carried out sterling work on our Gift Aid returns, which are so important to the funding of the Charity.

All four bands are reporting healthy financial positions. While the Apollo Wind Band recorded a loss over the year, like AWBA, this was entirely due to discretionary expenditure. Of note, Apollo donated over £1000 to charity and they made a substantial investment in new music (as did Phoenix). All of the bands have reported an increase in their subscription income, which is indicative of our healthy and growing band membership. The bands have also reported significant income from performances, which I take as a positive indicator of public engagement.

### Summary and Forward Look

Overall, the Charity has ended the 2022/23 year in a good financial position with an increase in our Total Balance (from £24,195 to £26,610). The individual member bands are all in good financial health with no causes for concern.

The bands have relatively high standing costs associated with 'Conductor Fees' and 'Hall Hire', but they all generate sufficient income to cover these costs. The main AWBA standing costs arise from our Making Music subscriptions and insurances, but again we have sufficient income to cover them. Looking forward, I expect our costs to rise in line with inflation, but I'm comfortable we will continue to generate sufficient income to cover both our standing and discretionary expenditure. Next year I anticipate the Charity will maintain a similar Total Balance to this year. That said, I would be content to see the resource held in the AWBA accounts continue to reduce as the Trustees support the bands in delivering the objectives of the Charity.

# Charity No. 1165352

## Income and Expenditure for the Year Ending 31 August 2023

### AWBA

Income	2022/2023 £	2021/2022 £	Expenditure	2022/2023 £	2021/2022 £
Bucket collections	504.12	513.29	Goods and Services		91.24
AWBA Events	570	780	Hall Hire		240
Donations		11.63	Instrument Purchase/Repair	950	148
Extra Insurance (PWB, AWB, WWSH)	159	156	Office materials and services		95.35
Gift Aid from HMRC	2401.09	2401.09	Making Music subscriptions	581.22	351
Bank interest	22.54	0.96	Making Music Web Site	94.75	
Amazon	13.41		Professional services		1473.5
			Banner	276	
			Insurance	418	423
			Account Examination Fees	130	
			AWBA Fun Sunday 26 Feb 23	1543.83	
			Labels/QR Code /iZettle	45.49	
			Page Park BandStand Fee	61.62	
			PA Purchase	183.98	
			Bank charges	6.4	6.8
<b>AWBA Income</b>	<b>3670.16</b>	<b>3862.97</b>	<b>AWBA Expenditure</b>	<b>4291.29</b>	<b>2828.89</b>
<b>AWBA Income-Expenditure</b>	<b>-621.13</b>	<b>1034.08</b>			

### Phoenix Wind Band (PWB)

Income	2022/2023 £	2021/2022 £	Expenditure	2022/2023 £	2021/2022 £
Subscriptions	5264	4851	Conductor fees	2780	2710
Performances	1845.83	1856.04	Insurance	138.62	52
Bandstand income	150		PPL/PRS (For 2 yrs)		170.36
Misc.		64.77	Room hire	1879.5	1721.4
AWBA Funday Event	140	190	Concert expenses	690.14	943.86
Leaving Collection		155	Misc. expenses	351.65	215.86
			Music	1213.55	762.48
			Charitable donations		70
			AWBA Funday Event	140	180
			Leaving Present		155
<b>PWB Income</b>	<b>7399.83</b>	<b>7116.81</b>	<b>PWB Expenditure</b>	<b>7193.46</b>	<b>6980.96</b>
<b>PWB Income-Expenditure</b>	<b>206.37</b>	<b>135.85</b>			

**Apollo Wind Band (AWB)**

Income	2022/2023 £	2021/2022 £	Expenditure	2022/2023 £	2021/2022 £
Performances	1201.02	396.5	Conductor's Fees	250	
Subscriptions	3764	3067.01	Hire of Hall	2235	1217.5
Tea/Coffee Contributions	41.2		Music	1129.73	805.61
Polo Shirt payment received	15		Overpayment of subs returned	88	91
AWBA monies received	110	18	Xmas Meal Subsidy & Gifts		12.99
			Music Folders	201.6	662.58
			Band Polo Shirts		458.4
			Sum Up Machine	46.8	
			Guest MDs		200
			Polo shirts	282	
			Printing and Postage	86.8	28.84
			Silver Level Music Insurance	53	52
			Zoom calls		14.39
			Gifts	34.48	23.78
			Chimes	64.48	
			Misc Expenses		21.76
			PA System with insurance	190.29	
			AWBA Day	110	180
			Banners	784.8	
Tea/Coffee contribution			Mince Pies	21.77	
			Donations	1016.35	
<b>AWB Income</b>	<b>5131.22</b>	<b>3481.51</b>	<b>AWB Expenditure</b>	<b>6595.1</b>	<b>3768.85</b>
<b>AWB Income-Expenditure</b>	<b>-1463.88</b>	<b>-287.34</b>			

**Westerly Winds Staple Hill (WWSH)**

Income	2022/2023 £	2021/2022 £	Expenditure	2022/2023 £	2021/2022 £
Subscriptions	8836.91	7412.71	Advertisement		64.95
Bucket Collections	91.57	131.24	Equipment		959.5
Performance Payments	3330.51		Insurance	53	52
Sundry Income		1734.85	Hall hire	1379	1455
			Conductor Fees	3653	3660.75
			Music	488.63	1057.51
			Print and Stationary		91.82
			PPL/PRS	159.88	279.75
			Sundry	3631.08	2688.91
			Deps Fees	280	40
<b>WWSH Income</b>	<b>12258.99</b>	<b>9278.8</b>	<b>WWSH Expenditure</b>	<b>9644.59</b>	<b>10350.19</b>
<b>WWSH Income-Expenditure</b>	<b>2614.4</b>	<b>-1071.39</b>			



**Winterbourne Wind Band (WWB)**

	2022/2023	2021/2022		2022/2023	2021/2022
Income	£	£	Expenditure	£	£
Subscriptions	7366.01	6335	Music	620.15	780.39
Event Income	1730.47	877.27	Hall hire	2087	1776
AWBA Funday Event		180	MD Services	2864	2646.5
Bank Interest	17.28		Office	396.25	137.42
			Other	124.38	
			Concert Expenses	1302.8	847.4
			Charity Donation	40	180
<b>WWB Income</b>	<b>9113.76</b>	<b>7392.27</b>	<b>WWB Expenditure</b>	<b>7434.58</b>	<b>6367.71</b>
<b>WWB Income-Expenditure</b>	<b>1679.18</b>	<b>1024.56</b>			

**Totals**

	2022/2023	2021/2022		2022/2023	2021/2022
	£	£		£	£
<b>Total Charity Income</b>	<b>37573.96</b>	<b>31132.36</b>	<b>Total Charity Expenditure</b>	<b>35159.02</b>	<b>30296.6</b>
<b>Charity Income-Expenditure</b>	<b>2414.94</b>	<b>835.76</b>			



### Charity Balance as of 31 August 2023

	AWBA £	PWB £	AWB £	WWSH £	WWB £	Total £
Income exceeds expenditure 2022-23	-621.13	206.37	-1,463.88	2,614.40	1,679.18	2,414.94
Balance b/f 1 September 2022	9,281.26	1,731.76	3,984.84	5,400.84	3,797.05	24,195.75
Balance b/f 31 August 2023	8,660.13	1,938.13	2,520.96	8,015.24	5,476.23	26,610.69

Note: The 31 Aug 22 b/f figure for PWB, reported at the 2022 AWBA AGM was £1715.76; this was understated by £16.00. The correct figure was £1731.76 as shown above

### AWBA Reconciliation as of 31 August 2023

Current Account (17643716)	6109.44
Reserve Account (17643724)	2544.61
Training Account (17648769) - closed	0
Cash	6.08
<b>Total</b>	<b>8660.13</b>

## Independent Examiner's Report

### Report to the trustees/members of Avon Wind Band Association

On the accounts for the year ended 31 August 2023 Charity No. 1165352

**Respective responsibilities of trustees and examiner** The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- To state whether particular matters have come to my attention.

**Basis of Independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed AMarshall

Date 27/2/24

Name ALLISON MARSHALL

Relevant professional qualifications or body FCCA

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