

AVON WIND BAND ASSOCIATION
ANNUAL GENERAL MEETING 25TH NOVEMBER 2024

MINUTES

Present: Emma Heelis Adams, Judy Eke, Sharon Reid, Andy Street, Ken Spreadborough, Stephen Spooner, Georgina Claydon, Angela Cross, Julie Speak, Chloe Walker, Pippa Portwood, Jacqui Dallimore, Martyn Walker, Andy Loveridge, Lee Stephenson, Kate Field, Lesley Sanders, Debbie Bradford, Barbara Carey, Valerie Bentley, Julia Radford, Rachel Colman, Elaine Reeves, Sarah Deliot, Alice Harley, Ruth Jones, Emma Davis, Richard Jones, Andy Graham, Julie Jenkins, Katherine Grice, Noel Horns, Ivor McGillivray, Naomi Rowley, Dom Milner, Alan Edden-Jones

Apologies: Jo Cole, Jo Rogers, Chris Everett and Ailsa Collins

Meeting Chair: Emma Heelis-Adams

1. Minutes of the meeting of 19th November 2023

The minutes of the 2023 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: Elaine Reeves

Seconded: Emma Heelis-Adams

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: Emma Davis

Seconded: Julia Speak

Agreed unanimously, no abstentions

4. Elected Officers and Trustees

Emma Heelis-Adams has decided to step down as a Trustee. Everyone present at the meeting extended their thanks to her for her work as Trustee and Chair.

Trustees

All other Trustees expressed (either at the meeting or beforehand) a willingness to stand for a further year - Steve Spooner, Sharon Reid, Andy Street, Judy Eke and Ken Spreadborough. One volunteer was received to become a Trustee - Martyn Walker.

Proposed: Emma Heelis-Adams

Seconded: Steve Spooner

Agreed unanimously

Chair

Steve Spooner volunteered to take on this role

Proposed: Emma Heelis-Adams

Seconded: Barbara Carey

Agreed with 1 abstention, no votes against

Treasurer

Ken Spreadborough agreed to continue with this role

Proposed: Andy Graham

Seconded: Alan ?

Agreed unanimously

Secretary

Judy Eke agreed to continue with this role

Proposed: Steve Spooner

Seconded: Rachel Colman

Agreed unanimously

5. AWBA Policy updates

AWBA has adopted a new Equality, Diversity and Inclusion Policy this year. The GDPR Policy has been updated and the Safeguarding Policy has been reviewed, with no updates needed.

6. Consideration of Motions

None proposed

7. Any Other Business

None received

8. Date of next meeting

To be decided by the Trustees at a later date.

Date of next trustees meeting (arranged after the AGM closed) 7pm 19th January 2025 at the Pop-in Cafe in Yate

Meeting closed

AWBA AGM, 25 November 2024 Chair's Report

It has been another successful year for AWBA.

Each of the bands is thriving. Paul Brooks stepped down as Apollo MD this year and I wanted to note a thank you to him for all his work over the years. Andy Loveridge has taken on the Apollo MD role and it's fantastic to welcome him back to the AWBA family. Each band has played at many events this year and it's great to see bands helping each other out with deps, helping to be on the door, sell tea/coffee etc. I've said this before, but in my view, one of the main reasons for AWBA's existence is to create a community between the member bands.

Since the last AGM, AWBA has organised three successful events:

1. Christmas carols at Tesco in Yate, which will be repeated this year;
2. All-band day in February superbly led by Rog Sansom, where we played King Across The Water and The Incredibles. The recordings are available on AWBA's YouTube channel (thanks to Catherine Herring and Andy Christie for putting them together) and they sound amazing. Watch out for more news on next year's event coming soon!
3. Page Park bandstand event where each band did a 30-minute set. This was another success and is a great way for the bands to mingle and hear what the other bands have been up to.

As well as the events, there is a lot of work that goes on behind the scenes to make the charity function. This includes Ken making sure our accounts are up-to-date and submitted to the Charity Commission, and this year we have also started refreshing some of the AWBA policies. We have a new Equality, Diversity and Inclusion policy, a new GDPR policy and a new funding application policy under which AWBA bands can apply for funding from AWBA for specific expenditure. We have also carried out an audit of our instruments and rationalised what we hold.

There is still more work to be done. We are aware that the Constitution needs a refresh and that will remain on the agenda for the trustees. If any band wants to make comments on aspects of the Constitution they feel need updating, then please do so in the next few weeks. Linked to the Constitution, the trustees are also putting together a document of what is expected from each member band in terms of commitment to AWBA.

We do need more trustees and volunteers to help with the running of AWBA. Many hands make light work and the more people who volunteer to help, the easier it is for everyone involved. I continue to believe that AWBA has a role to play, not just in administering gift aid with its charity status, but in creating a band community and I hope we can find more volunteers to continue to make that happen.

Finally, as you all hopefully know, I am stepping down as a trustee of AWBA after four years as chair and I want to say thank you to a few people:

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 members of each band – there wouldn't be any bands without them and they continue to contribute to making fabulous music!
3. To all of the other trustees for their continuing work and the work that they've undertaken over the last year for the charity. And also a personal thank you not just to the current trustees, but all those I've worked with over the last 4 years.

And best of luck to the new committee.

Avon Wind Band Association AGM – 19 November 2024

FY23/24 – 1 September 2023 to 31 August 2024

Treasurer's Report

Introduction

This report covers the activities of the Avon Wind Band Association Charity for the period 1 Sep 23 to 31 Aug 24. The Charity comprises the AWBA Trustees and the four member bands; the 23/24 accounts for all areas of the Charity are shown in the attached spreadsheets. The spreadsheets also compare our 23/24 figures with those reported in 22/23 and show our overall balance at the start and end of the reporting period.

The Trustees manage the Charity's central resources; these are identified under the heading 'AWBA' in the finance spreadsheets. The member bands maintain separate accounts, which are identified under the individual 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

Overall, 2023/24 was a successful year for AWBA with similar levels of expenditure to 22/23. I am reporting an AWBA in-year loss of £1520, which is due to an apparent drop in our Gift Aid income (£1051 in 24/23 cf. £2401 in 22/23).

The Gift Aid in our 24/23 accounts is the payment of a shortfall from our claim for 22/23 (arising from an issue I identified in last year's report). Separately, I claimed Gift Aid for 23/24, but this wasn't received until October 24 (£3648), which was too late for inclusion in our 23/24 accounts. Receipt of our 23/24 Gift Aid payment more than covers the loss shown in our 23/24 accounts.

Notable investments during the year were the procurement of new carol books (£375), the provision of hearing protection subsidies (£280), funding of our annual AWBA Play/Fun Day (£1549, less £560 contributed by attendees) and, for the first time, funding of 'Silver' level insurance for all bands (£567).

The AWBA closing balance on 31 August was £7139.

Band Accounts

Before commenting on the band accounts, I would like to record my thanks to the Band Treasurers for their hard work throughout the year in support of their bands and of me the AWBA Treasurer. The band accounts have been presented and accepted at the individual band AGMs.

I'm pleased to report all of the bands appear to be in good financial health. PWB probably has the tightest margins, maintaining the lowest balance (£1538) and reporting a small in-year loss (£499), but they have a healthy turnover with sufficient flexibility in their income/expenditure to balance their accounts going forward. AWB is reporting a significant in-year gain (£1548) with a healthy balance at the close of the year (£4069). This should put them in a good position to manage the increased MD costs they will face in the coming year. WWSH is reporting an in-year loss of £883, but they had a very healthy end of year balance (£7131) so this doesn't give me any concerns. WWB is reporting the biggest in-year loss at £2194. This was largely the result of the band's decision to invest in new stand

banners. Since this was a discretionary expenditure and the band still had a reasonable year-end balance (£3282), this doesn't give me any cause for concern.

Summary and Forward Look

Overall, the Charity has ended the 2023/24 year in a good financial position. There was a reduction in our Total Balance (from £26,610 to £23,060, but this is entirely manageable. 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 these items with sufficient headroom to cover discretionary items (instrument purchase/maintenance, All-band events and responding to band requests for assistance). Looking forward, I expect our costs to rise in line with inflation, but I'm comfortable that we will continue to generate sufficient income to cover both our standing and discretionary expenditure. I anticipate next year will be very similar to this, although I would be content to see the resources held in the AWBA accounts 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 2024

AWBA

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Bucket collections	702.7	504.12	Carol Music Books	375.37	
AWBA Funday Contributions	560	570	Hire of Pop Inn Trustees Meeting	82.6	
			Instrument Purchase/Repair	172.41	950
Extra Insurance (PWB, AWB, WWSH)		159	Zettle (Card reader) Commission	0.06	
Gift Aid from HMRC	1051.56	2401.09	Making Music subscriptions	585	581.22
Bank interest	71.5	22.54	Making Music Web Site	108.82	94.75
Amazon		13.41	Hearing Protection Subsidies	280	
Charities Trust	2.37		Banner		276
			Insurance	567	418
			Account Examination Fees	140	130
			AWBA Funday Event	1549.11	1543.83
			Labels/QR Code /iZettle		45.49
			Page Park BandStand Fee	38.92	61.62
			PA Purchase		183.98
			Bank charges	9.2	6.4
AWBA Income	2388.13	3670.16	AWBA Expenditure	3908.49	4291.29
AWBA Income-Expenditure	-1520.36	-621.13			

Phoenix Wind Band (PWB)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Subscriptions	5960	5264	Conductor fees	3060	2780
Performances	1661	1845.83	Insurance		138.62
Bandstand income	337.5	150	PPL/PRS (For 2 yrs)	94.19	
Misc.	60		Room hire	2010	1879.5
AWBA Funday Event	130	140	Concert expenses	1040.93	690.14
			Misc. expenses	462.53	351.65
			Music	1537.16	1213.55
			Anniversary costs	94	
			AWBA Funday Event	130	140
			Website	219.45	
PWB Income	8148.5	7399.83	PWB Expenditure	8648.26	7193.46
PWB Income-Expenditure	-499.76	206.37			

Apollo Wind Band (AWB)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Performances	525.43	1201.02	Conductor's Fees inc. expenses	260	250
Subscriptions	3810	3764	Hire of Hall	1009	2235
Tea/Coffee Contributions		41.2	Music	695.5	1129.73
Polo Shirt payment received		15	Overpayment of subs returned		88
AWBA monies received		110	Xmas & Paul's Leaving Event	23.92	
			Music Folders		201.6
			Sum Up Machine		46.8
			Polo shirts		282
			Bow Ties	23.94	
			Printing and Postage	80	86.8
			Silver Level Music Insurance		53
			First Aid Kits	26.58	
			Gifts	91.83	34.48
			Chimes		64.48
			Hampers	23.96	
			PA System with insurance		190.29
			AWBA Day	145	110
			Banners	50	784.8
			Mince Pies		21.77
			Donations	357.62	1016.35
AWB Income	4335.43	5131.22	AWB Expenditure	2787.35	6595.1
AWB Income-Expenditure	1548.08	-1463.88			

Westerly Winds Staple Hill (WWSH)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Subscriptions	7840.5	8836.91	Equipment	23.78	
Bucket Collections	168.72	91.57	Insurance		53
Performance Payments	1918.44	3330.51	Hall hire	1600	1379
Sundry Income	235		Conductor Fees	4760	3653
			Music	818.58	488.63
			Print and Stationary	25	
			PPL/PRS	175.86	159.88
			Sundry	3483.17	3631.08
			Deps Fees	160	280
WWSH Income	10162.66	12258.99	WWSH Expenditure	11046.39	9644.59
WWSH Income-Expenditure	-883.73	2614.4			

Winterbourne Wind Band (WWB)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Subscriptions	7632	7366.01	Music	536.55	620.15
Event Income	1616.71	1730.47	Hall hire	1906	2087
Bank Interest	48.19	17.28	MD Services	3176.75	2864
			Office	220.55	396.25
			Other	77.28	124.38
			Concert Expenses	2133.26	1302.8
			Stand Banners	2650.5	
			Ties & Scarves	790.2	
			Charity Donation		40
WWB Income	9296.9	9113.76	WWB Expenditure	11491.09	7434.58
WWB Income-Expenditure	-2194.19	1679.18			

Totals

	2023/2024	2022/2023		2023/2024	2022/2023
	£	£		£	£
Total Charity Income	34331.62	37573.96	Total Charity Expenditure	37881.58	35159.02
Charity Income-Expenditure	-3549.96	2414.94			

Charity Balance as of 31 August 2024

	AWBA £	PWB £	AWB £	WWSH £	WWB £	Total £
Income exceeds expenditure 2023-24	-1,520.36	-499.76	1,548.08	-883.73	-2,194.19	-3,549.96
Balance b/f 1 September 2023	8,660.13	1,938.13	2,520.96	8,015.24	5,476.23	26,610.69
Balance b/f 31 August 2024	7,139.77	1,438.37	4,069.04	7,131.51	3,282.04	23,060.73

AWBA Reconciliation as of 31 August 2024

Current Account (17643716)	1520.58
Reserve Account (17643724)	5616.11
Cash	3.08

Total 7139.77

AVON WIND BAND ASSOCIATION
ANNUAL GENERAL MEETING 25TH NOVEMBER 2024

MINUTES

Present: Emma Heelis Adams, Judy Eke, Sharon Reid, Andy Street, Ken Spreadborough, Stephen Spooner, Georgina Claydon, Angela Cross, Julie Speak, Chloe Walker, Pippa Portwood, Jacqui Dallimore, Martyn Walker, Andy Loveridge, Lee Stephenson, Kate Field, Lesley Sanders, Debbie Bradford, Barbara Carey, Valerie Bentley, Julia Radford, Rachel Colman, Elaine Reeves, Sarah Deliot, Alice Harley, Ruth Jones, Emma Davis, Richard Jones, Andy Graham, Julie Jenkins, Katherine Grice, Noel Horns, Ivor McGillivray, Naomi Rowley, Dom Milner, Alan Edden-Jones

Apologies: Jo Cole, Jo Rogers, Chris Everett and Ailsa Collins

Meeting Chair: Emma Heelis-Adams

1. Minutes of the meeting of 19th November 2023

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Proposed: Elaine Reeves

Seconded: Emma Heelis-Adams

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: Emma Davis

Seconded: Julia Speak

Agreed unanimously, no abstentions

4. Elected Officers and Trustees

Emma Heelis-Adams has decided to step down as a Trustee. Everyone present at the meeting extended their thanks to her for her work as Trustee and Chair.

Trustees

All other Trustees expressed (either at the meeting or beforehand) a willingness to stand for a further year - Steve Spooner, Sharon Reid, Andy Street, Judy Eke and Ken Spreadborough. One volunteer was received to become a Trustee - Martyn Walker.

Proposed: Emma Heelis-Adams

Seconded: Steve Spooner

Agreed unanimously

Chair

Steve Spooner volunteered to take on this role

Proposed: Emma Heelis-Adams

Seconded: Barbara Carey

Agreed with 1 abstention, no votes against

Treasurer

Ken Spreadborough agreed to continue with this role

Proposed: Andy Graham

Seconded: Alan ?

Agreed unanimously

Secretary

Judy Eke agreed to continue with this role

Proposed: Steve Spooner

Seconded: Rachel Colman

Agreed unanimously

5. AWBA Policy updates

AWBA has adopted a new Equality, Diversity and Inclusion Policy this year. The GDPR Policy has been updated and the Safeguarding Policy has been reviewed, with no updates needed.

6. Consideration of Motions

None proposed

7. Any Other Business

None received

8. Date of next meeting

To be decided by the Trustees at a later date.

Date of next trustees meeting (arranged after the AGM closed) 7pm 19th January 2025 at the Pop-in Cafe in Yate

Meeting closed

AWBA AGM, 25 November 2024 Chair's Report

It has been another successful year for AWBA.

Each of the bands is thriving. Paul Brooks stepped down as Apollo MD this year and I wanted to note a thank you to him for all his work over the years. Andy Loveridge has taken on the Apollo MD role and it's fantastic to welcome him back to the AWBA family. Each band has played at many events this year and it's great to see bands helping each other out with deps, helping to be on the door, sell tea/coffee etc. I've said this before, but in my view, one of the main reasons for AWBA's existence is to create a community between the member bands.

Since the last AGM, AWBA has organised three successful events:

1. Christmas carols at Tesco in Yate, which will be repeated this year;
2. All-band day in February superbly led by Rog Sansom, where we played King Across The Water and The Incredibles. The recordings are available on AWBA's YouTube channel (thanks to Catherine Herring and Andy Christie for putting them together) and they sound amazing. Watch out for more news on next year's event coming soon!
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Finally, as you all hopefully know, I am stepping down as a trustee of AWBA after four years as chair and I want to say thank you to a few people:

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 members of each band – there wouldn't be any bands without them and they continue to contribute to making fabulous music!
3. To all of the other trustees for their continuing work and the work that they've undertaken over the last year for the charity. And also a personal thank you not just to the current trustees, but all those I've worked with over the last 4 years.

And best of luck to the new committee.

Avon Wind Band Association AGM – 19 November 2024

FY23/24 – 1 September 2023 to 31 August 2024

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Charity No. 1165352

Income and Expenditure for the Year Ending 31 August 2024

AWBA

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Income	£	£	Expenditure	£	£
Subscriptions	5960	5264	Conductor fees	3060	2780
Performances	1661	1845.83	Insurance		138.62
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Misc.	60		Room hire	2010	1879.5
AWBA Funday Event	130	140	Concert expenses	1040.93	690.14
			Misc. expenses	462.53	351.65
			Music	1537.16	1213.55
			Anniversary costs	94	
			AWBA Funday Event	130	140
			Website	219.45	
PWB Income	8148.5	7399.83	PWB Expenditure	8648.26	7193.46
PWB Income-Expenditure	-499.76	206.37			

Apollo Wind Band (AWB)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Performances	525.43	1201.02	Conductor's Fees inc. expenses	260	250
Subscriptions	3810	3764	Hire of Hall	1009	2235
Tea/Coffee Contributions		41.2	Music	695.5	1129.73
Polo Shirt payment received		15	Overpayment of subs returned		88
AWBA monies received		110	Xmas & Paul's Leaving Event	23.92	
			Music Folders		201.6
			Sum Up Machine		46.8
			Polo shirts		282
			Bow Ties	23.94	
			Printing and Postage	80	86.8
			Silver Level Music Insurance		53
			First Aid Kits	26.58	
			Gifts	91.83	34.48
			Chimes		64.48
			Hampers	23.96	
			PA System with insurance		190.29
			AWBA Day	145	110
			Banners	50	784.8
			Mince Pies		21.77
			Donations	357.62	1016.35
AWB Income	4335.43	5131.22	AWB Expenditure	2787.35	6595.1
AWB Income-Expenditure	1548.08	-1463.88			

Westerly Winds Staple Hill (WWSH)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Subscriptions	7840.5	8836.91	Equipment	23.78	
Bucket Collections	168.72	91.57	Insurance		53
Performance Payments	1918.44	3330.51	Hall hire	1600	1379
Sundry Income	235		Conductor Fees	4760	3653
			Music	818.58	488.63
			Print and Stationary	25	
			PPL/PRS	175.86	159.88
			Sundry	3483.17	3631.08
			Deps Fees	160	280
WWSH Income	10162.66	12258.99	WWSH Expenditure	11046.39	9644.59
WWSH Income-Expenditure	-883.73	2614.4			

Winterbourne Wind Band (WWB)

	2023/2024	2022/2023		2023/2024	2022/2023
Income	£	£	Expenditure	£	£
Subscriptions	7632	7366.01	Music	536.55	620.15
Event Income	1616.71	1730.47	Hall hire	1906	2087
Bank Interest	48.19	17.28	MD Services	3176.75	2864
			Office	220.55	396.25
			Other	77.28	124.38
			Concert Expenses	2133.26	1302.8
			Stand Banners	2650.5	
			Ties & Scarves	790.2	
			Charity Donation		40
WWB Income	9296.9	9113.76	WWB Expenditure	11491.09	7434.58
WWB Income-Expenditure	-2194.19	1679.18			

Totals

	2023/2024	2022/2023		2023/2024	2022/2023
	£	£		£	£
Total Charity Income	34331.62	37573.96	Total Charity Expenditure	37881.58	35159.02
Charity Income-Expenditure	-3549.96	2414.94			

Charity Balance as of 31 August 2024

	AWBA £	PWB £	AWB £	WWSH £	WWB £	Total £
Income exceeds expenditure 2023-24	-1,520.36	-499.76	1,548.08	-883.73	-2,194.19	-3,549.96
Balance b/f 1 September 2023	8,660.13	1,938.13	2,520.96	8,015.24	5,476.23	26,610.69
Balance b/f 31 August 2024	7,139.77	1,438.37	4,069.04	7,131.51	3,282.04	23,060.73

AWBA Reconciliation as of 31 August 2024

Current Account (17643716)	1520.58
Reserve Account (17643724)	5616.11
Cash	3.08

Total 7139.77

Independent Examiner's Report

Report to the trustees/members of Avon Wind Band Association

On the accounts for the year ended 31 August 2024 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 AM Marshall

Date 23/2/25

Name MRS ALLISON MARSHALL

Relevant professional qualifications or body FCCA

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