

**AVON WIND BAND ASSOCIATION**  
**ANNUAL GENERAL MEETING 11TH NOVEMBER 2025**  
**ST PAULS PRIMARY SCHOOL, SUNDRIDGE PARK, YATE BS37 4EP**

**MINUTES**

**Present:** Steve Spooner, Ken Spreadborough, Martyn Walker, Judy Eke, Shan Stock, Rachel Sinister, Eve Jenkins, Katharine Gonzales, Josie Load, Sandra Sawmill, Sharon Reid, Lynn Edwards, Elaine Reeves, Richard McGill, Steve Beale, Matt Hook, Martin Portergill, Kathryn Robinson, Darwin Noel, Jo Lawrence, Helen Bowker, Emma Davis, Dinah Woolley, Ailsa Collins, Melissa Rush, Jenny Harris, Ann Williams, Rita Noel, Mary Pegler, Jeanette Brooks, Penny Hazelwood, Jo Rogers, Will Strang, Lisa Thomas, Martyn Walker, Andy Street, Catherine Herring, Laura Walker

**Apologies:** Jo Cole, Emma Heelis-Adams

**Meeting Chair:** Steve Spooner

**1. Minutes of the meeting of 25th November 2024**

The minutes of the 2024 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 Davis

Seconded: Jo Rogers

**2. Chairs Report**

Presented by Chair Steve Spooner. Attached to the end of this document.

**3. Annual Accounts**

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

Sharon Reid asked what the Treasurer thought was a reasonable amount for the Charity to hold in its Reserve Account. Ken Spreadborough replied that he felt the label 'Reserve' was a bit of a misnomer. Our Reserve Account is a Deposit Account where we earn interest; we earn nothing on our Current Account. As we can transfer money between the two accounts freely, it makes sense to keep the balance of our funds in the Reserve Account. In terms of our actual reserve requirement, Ken advised that the Charity only has one major standing commitment, namely the payment of our annual Making Music membership and Insurance; everything else is discretionary. Provided we maintain sufficient funds between both accounts to cover this commitment, he is content.

Zoe Williams Chair of the Winterbourne Wind Band, confirmed that her band had intentionally reduced their financial balance over the 24/25 year. Having achieved their objective, Zoe reported the band has now increased the members subscription rate, which is expected to balance income against expenditure over the year ahead.

Proposed: Steve Spooner

Seconded: Martyn Walker

Agreed unanimously, no abstentions

#### **4. Elected Officers and Trustees**

All Trustees expressed (either at the meeting or beforehand) a willingness to stand for a further year and remain in their current roles - Steve Spooner, Sharon Reid, Andy Street, Judy Eke, Ken Spreadborough and Martyn Walker.

Chair - Steve Spooner

Treasurer - Ken Spreadborough

Secretary - Judy Eke

Proposed: Catherine Herring

Seconded: Kathryn Walker

Agreed unanimously

#### **5. Amendments to the AWBA Constitution**

The Constitution with minor changes had been circulated before the AGM.

Proposed: Jo Rogers

Seconded: Laura Walker

Agreed unanimously

#### **6. AWBA Member Bands Document**

The document had been circulated before the AGM. Its aim is to help current bands and any potential new bands joining AWBA to understand the charity's aims and to make explicit its operation

#### **7. AWBA Policy updates**

AWBA's Equality, Diversity and Inclusion Policy, GDPR Policy and the Safeguarding Policy have been reviewed, with no updates needed.

#### **8. Consideration of Motions**

None proposed

**9. Any Other Business**

None received

**10. Date of next meeting**

To be decided by the Trustees at a later date.

Meeting closed

## **AWBA AGM, 11 November 2025, Chair's Report**

The charity continues to operate successfully and it is perhaps worth reminding ourselves of the purposes of the charity which are:

*To promote, improve, develop and maintain public education and appreciation of wind band music through public events; to provide financial and administrative aid to Member Bands and a musical instrument loan scheme for members.*

Throughout the year the trustees have endeavoured to deliver on the purposes through:

1. The organisation of the play day, led by Joe Galuszka where we played Juba Dance, Tom and Jerry, and Pirates of the Caribbean. The choice of the music is always difficult and it was felt that these three pieces provided the opportunity for everyone to join in whilst also providing a challenge. Thanks go to the section leads who helped make the event a success and to Catherine Herring and Andy Christie for the recording of Tom and Jerry and subsequent video.
2. The co-ordination of carol playing at Tesco in Yate on two occasions leading up to Christmas. At both events we collected for St. Peter's Hospice and raised an incredible £1277.82. This year we will play from 12 – 2pm on the 21<sup>st</sup> and 24<sup>th</sup> December. Our charities will be Music Space on the 21<sup>st</sup> and St Peter's Hospice on the 24<sup>th</sup>. Volunteers to conduct would be very welcome.
3. The management of the AWBA owned instruments. The charity owns a total of 30 instruments of which 13 are out on loan. During the year the charity donated a number of surplus instruments that were in poor condition to Oasis Hub North Bristol and West of England Music Hub. The second E flat tuba was serviced and returned to a playable condition, a suitable case purchased and the instrument is now out on loan.
4. The purchase of an E flat clarinet to add to the range of instruments available. Unfortunately, the instrument purchased proved faulty, as did its replacement, so the charity will now be looking to buy a different brand.

In addition, this year's bandstand event was replaced by an outdoor event at Blaise Castle, kindly arranged by Darwin Noel. All bands played a 30 minute set on a bright but rather breezy day. Thanks go to Darwin for arranging this due to the unavailability of Page Park or Keynsham on suitable dates.

Keeping the charity running requires quite a bit of work behind the scenes. My thanks go to all the trustees for the time they devote to this. The main items that have required attention during the year have been a revision to the constitution, looking for a new platform for the website, ensuring an accurate register of

instruments (with instruments kindly stored by members at no cost), generation of the Member Bands document and the members' survey.

Looking forward to next year, and taking into account the feedback from the survey, we are looking to arrange a number of opportunities for band members from across the bands to come together exploring different music with different conductors.

The first event is to take place on 1<sup>st</sup> February led by Tom Milford, who is an accomplished conductor, performer, arranger and composer in the military and concert band world (more information is available on his website [Captured in Music](#)). Please take the opportunity to join in.

In addition, the trustees have asked each of the band MD's about running workshops with certain instruments or looking at certain styles of music. These are likely to be half day sessions and we are keen to hear about what people would like.

My final point is that the charity is in a strong financial position, but the point of the charity is to meet its purposes. To help us achieve these we need ideas on how to use the money and also help with organising events.

# **Avon Wind Band Association AGM – 11 November 2025**

**FY24/25 – 1 September 2024 to 31 August 2025**

## **Treasurer's Report**

### Introduction

This report covers the activities of the Avon Wind Band Association Charity for the period 1 Sep 24 to 31 Aug 25. The Charity comprises the AWBA Trustees and the four member bands. The 24/25 accounts for all areas of the Charity are set out in the attached spreadsheets. The spreadsheets compare our 24/25 figures with those reported in 22/23. They also show our position (balance) at the start and end of the reporting period.

The Charity's central resources are identified under the heading 'AWBA'. This is the income and expenditure managed by the AWBA trustees. The member bands maintain separate accounts, which are identified here by band name, viz. Phoenix Wind Band ('PWB'), Apollo Wind Band ('AWB'), Westerly Winds Staple Hill ('WWSH') and Winterbourne Wind Band ('WWB'). The term 'Charity' is used to mean the full financial scope of the Avon Wind Band Association Charity (i.e. AWBA+PWB+AWB+WWSH+WWB).

### Overview

2024/25 was another successful year for the Charity with similar levels of income/expenditure to 23/24. We returned a small profit of £2,183 on a turnover of £42,913. However, our 23/24 Gift Aid claim (£3648) wasn't received until Oct 24, so it appears in these accounts in addition to our claim for 24/25 (£3851). Without the delayed 23/24 Gift Aid payment the Charity would be reporting a small in-year loss.

### AWBA

AWBA's main source of income is the Gift Aid claim we claim on qualifying member's band subscriptions. Gift Aid is important to the charity and all eligible members are encouraged to register for the scheme through their band treasurers. This year we had two sets of Gift Aid payments because our 23/24 claim wasn't paid until Oct 24, appearing in this year's account alongside our 24/25 claim.

The main items of AWBA expenditure this year were:

- Membership of Making Music plus 'Silver' level insurance for AWBA and all bands (£1234).
- Funding of our annual AWBA Play/Fun Day (£1879, less £480 contributed by attendees),
- The procurement of an Eb clarinet (£518)<sup>1</sup>.

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<sup>1</sup> Unfortunately, the clarinet was faulty, and a refund has been obtained. The refund will be shown in next year's accounts. The trustees are investigating the purchase of a better-quality instrument.

- Responding to band funding applications (PWB Workshop £299, WWB Banner & Sectionals £250)

At the end of the reporting period the AWBA closing balance was £7139.

### Member Bands

The band accounts are prepared by the band Treasurer's and have been presented and accepted at the respective band AGMs.

The bands all have relatively high standing costs associated with their 'Conductor Fees' and 'Hall Hire' expenditure. This provides a predictable basis for forecasting a large part of their expenditure and setting the level of subs. AWB potentially had the most challenging year, facing significant increases in their 'Conductor' and 'Hall Hire' costs, but they successfully increased their income and returned a small profit on the year. PWB also reporting a profit on the year. WWSH and WWB, are both reporting losses, but both bands have adequate reserves, with sufficient flexibility in their income/expenditure to balance their accounts going forward.

I would like to record my thanks to the Band Treasurers for their work on the band accounts and for the support they provide to me throughout the year. Without this, neither I, nor the Charity, would be able to function.

### Summary and Forward Look

The Charity ended the 2024/25 year in a good financial position. There was an increase in our Total Balance (from £23, 060 to £25,244). This would have been a small loss but for the double Gift Aid payments discussed above. The individual member bands are all in good financial health with no causes for concern. AWBA is also in a good position with expenditure broadly matching income. That said, I would be content to see some of the balance held in the AWBA accounts spent to the benefit of the Charity.

Looking forward, I anticipate next year will be very similar to this. Our costs will rise with inflation, but I'm comfortable we will continue to generate sufficient income to cover our standing and discretionary expenditure.

## Charity No. 1165352

### Income and Expenditure for the Year Ending 31 August 2025

#### AWBA

	2024/2025	2023/2024		2024/2025	2023/2024
Income	£	£	Expenditure	£	£
Gift Aid from HMRC	7500.01	1051.56	Making Music Subscriptions	651	585
			Making Music Insurance	583	567
AWBA Funday Contributions	480	560	Making Music Web Site	115.14	108.82
Bank interest	70.13	71.5	AWBA Funday Event	1878.5	1549.11
Charities Trust		2.37	Page Park BandStand Fee		38.92
Bucket collections		702.7			
			Instrument Purchase (Eb Clari.)	518.48	
			Instrument Repair	168.7	172.41
			Carol Music Books	9.95	375.37
			Hearing Protection Subsidies		280
			Phoenix - Workshop Grant	299.24	
			Winterbourne - Banner	140	
			Winterbourne - Sectionals	110.8	
			Account Examination Fees	150	140
			Hire of Pop Inn Trustees Meeting	106.5	82.6
			Bank charges	8	9.2
			Zettle (Card reader) Charge		0.06
<b>AWBA Income</b>	<b>8050.14</b>	<b>2388.13</b>	<b>AWBA Expenditure</b>	<b>4739.31</b>	<b>3908.49</b>
<b>AWBA Income-Expenditure</b>	<b>3310.83</b>	<b>-1520.36</b>			

#### Phoenix Wind Band (PWB)

	2024/2025	2023/2024		2024/2025	2023/2024
Income	£	£	Expenditure	£	£
Subscriptions	6810	5960	Conductor fees	3330	3060
Performances	1473.4	1661	PPL/PRS (For 2 yrs)	97.01	94.19
Bandstand income	487.5	337.5	Room hire	1340	2010
Misc.		60	Concert expenses	927.9	1040.93
			Misc. expenses	181.61	462.53
			Music	1946.28	1537.16
			Anniversary costs		94
AWBA Funday Event	120	130	AWBA Funday Event	130	130
			Website	315.28	219.45
AWBA Workshop Grant	299.24		Workshop*	240.69	
			*Room hire & refreshments in other lines		
<b>PWB Income</b>	<b>9190.14</b>	<b>8148.5</b>	<b>PWB Expenditure</b>	<b>8508.77</b>	<b>8648.26</b>
<b>PWB Income-Expenditure</b>	<b>681.37</b>	<b>-499.76</b>			



**Apollo Wind Band (AWB)**

	2024/2025	2023/2024		2024/2025	2023/2024
Income	£	£	Expenditure	£	£
Subs	6306	3810	Conductor's Fees inc. expenses	3975	260
Concert Income	2001.28	525.43	Hire of Hall	2593	1009
Bath concert (2024)	187.5		Music	291.39	695.5
			Dep for Bath gig	25	
			Xmas & Paul's Leaving Event		23.92
			Drinks, biscuits - concerts & xmas	169.25	
			Payment for singers - concert	400	
			Band tops	63	
			Bow Ties		23.94
			Printing and Postage	53.1	80
			First Aid Kits		26.58
			Gifts	104.25	91.83
			Drinks licence	21	
			Hampers/wrap & raffle tickets	45.22	23.96
			Kazoos	13.99	
			AWBA Day	150	145
			Banners	139.09	50
			Bank charges	25.5	
			Donations		357.62
<b>AWB Income</b>	<b>8494.78</b>	<b>4335.43</b>	<b>AWB Expenditure</b>	<b>8068.79</b>	<b>2787.35</b>
<b>AWB Income-Expenditure</b>	<b>425.99</b>	<b>1548.08</b>			

**Westerly Winds Staple Hill (WWSH)**

	2024/2025	2023/2024		2024/2025	2023/2024
Income	£	£	Expenditure	£	£
Subscriptions	6604.6	7840.5	Equipment	28.95	23.78
Bucket Collections	271.97	168.72	Hall hire	1715	1600
Performance Payments	1417.13	1918.44	Conductor Fees	4533.33	4760
Sundry Income	273.26	235	Music	1389.18	818.58
			Concert Expenses	1200.71	
			Print and Stationary		25
			PPL/PRS	181.14	175.86
			Sundry	575.08	3483.17
			Deps Fees	190	160
<b>WWSH Income</b>	<b>8566.96</b>	<b>10162.66</b>	<b>WWSH Expenditure</b>	<b>9813.39</b>	<b>11046.39</b>
<b>WWSH Income-Expenditure</b>	<b>-1246.43</b>	<b>-883.73</b>			

**Winterbourne Wind Band (WWB)**

	2024/2025	2023/2024		2024/2025	2023/2024
Income	£	£	Expenditure	£	£
Subscriptions	6992	7632	Music	691.07	536.55
Event Income	1335	1616.71	Hall hire	2822.75	1906
Bank Interest	33.2	48.19	MD Services	4040	3176.75
			Office	24.39	220.55
			Other	50	77.28
			Concert Expenses	1573.37	2133.26
			Stand Banners		2650.5
			Ties & Scarves		790.2
AWBA Banner Grant	140		WW Banner	286.8	
AWBA Sectional Grant	110.8		WW Sectionals	110.8	
<b>WWB Income</b>	<b>8611</b>	<b>9296.9</b>	<b>WWB Expenditure</b>	<b>9599.18</b>	<b>11491.09</b>
<b>WWB Income-Expenditure</b>	<b>-988.18</b>	<b>-2194.19</b>			

**Totals**

	2024/2025	2023/2024		2024/2025	2023/2024
	£	£		£	£
<b>Total Charity Income</b>	<b>42913.02</b>	<b>34331.62</b>	<b>Total Charity Expenditure</b>	<b>40729.44</b>	<b>37881.58</b>
<b>Charity Income-Expenditure</b>	<b>2183.58</b>	<b>-3549.96</b>			

**Charity Balance as of 31 August 2025**

	AWBA £	PWB £	AWB £	WWSH £	WWB £	Total £
Income exceeds expenditure 2024-25	3,310.83	681.37	425.99	-1,246.43	-988.18	2,183.58
Balance b/f 1 September 2024	7,139.77	1,438.37	4,069.04	7,131.51	3,282.04	23,060.73
Balance b/f 31 August 2025	10,450.60	2,119.74	4,495.03	5,885.08	2,293.86	25,244.31

**AWBA Reconciliation as of 31 August 2025**

Current Account (17643716)	4761.28
Reserve Account (17643724)	5686.24
Cash	3.08

Total	<u>10450.60</u>
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## Charity No. 1165352

### Income and Expenditure for the Year Ending 31 August 2025

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Charities Trust		2.37	AWBA Funday Event	1878.5	1549.11
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			Kazoos	13.99	
			AWBA Day	150	145
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			Bank charges	25.5	
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<b>AWB Income-Expenditure</b>	<b>425.99</b>	<b>1548.08</b>			

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Bucket Collections	271.97	168.72	Hall hire	1715	1600
Performance Payments	1417.13	1918.44	Conductor Fees	4533.33	4760
Sundry Income	273.26	235	Music	1389.18	818.58
			Concert Expenses	1200.71	
			Print and Stationary		25
			PPL/PRS	181.14	175.86
			Sundry	575.08	3483.17
			Deps Fees	190	160
<b>WWSH Income</b>	<b>8566.96</b>	<b>10162.66</b>	<b>WWSH Expenditure</b>	<b>9813.39</b>	<b>11046.39</b>
<b>WWSH Income-Expenditure</b>	<b>-1246.43</b>	<b>-883.73</b>			

**Winterbourne Wind Band (WWB)**

	2024/2025	2023/2024		2024/2025	2023/2024
<b>Income</b>	<b>£</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>	<b>£</b>
Subscriptions	6992	7632	Music	691.07	536.55
Event Income	1335	1616.71	Hall hire	2822.75	1906
Bank Interest	33.2	48.19	MD Services	4040	3176.75
			Office	24.39	220.55
			Other	50	77.28
			Concert Expenses	1573.37	2133.26
			Stand Banners		2650.5
			Ties & Scarves		790.2
AWBA Banner Grant	140		WW Banner	286.8	
AWBA Sectional Grant	110.8		WW Sectionals	110.8	
<b>WWB Income</b>	<b>8611</b>	<b>9296.9</b>	<b>WWB Expenditure</b>	<b>9599.18</b>	<b>11491.09</b>
<b>WWB Income-Expenditure</b>	<b>-988.18</b>	<b>-2194.19</b>			

**Totals**

	2024/2025	2023/2024		2024/2025	2023/2024
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>
<b>Total Charity Income</b>	<b>42913.02</b>	<b>34331.62</b>	<b>Total Charity Expenditure</b>	<b>40729.44</b>	<b>37881.58</b>
<b>Charity Income-Expenditure</b>	<b>2183.58</b>	<b>-3549.96</b>			

## Independent Examiner's Report

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

On the accounts for the year ended 31 August 2025 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 Allison Marshall

Date 9 February 2026

Name MRS ALLISON MARSHALL

Relevant professional qualifications or body FCCA 0214319

Address KELER & CO, 367B CHURCH ROAD,  
FRAMPTON COTTERELL, BRISTOL,  
BS36 2AQ.