

# CITY OF OXFORD SILVER BAND

England & Wales · Charity number 1168043

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-07-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** City Of Oxford Silver Band  
The Bandhall  
Sher Afzal Close  
Oxford  
OX4 2FA

**Phone** 07786098151

**Email** [info@cosb.co.uk](mailto:info@cosb.co.uk)

**Website** [www.cosb.co.uk](http://www.cosb.co.uk)

## Activities

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**Objects:** 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 ITS FORMS THROUGH EDUCATION, PUBLIC PERFORMANCE AND OTHER MUSICAL ACTIVITIES ACROSS OXFORD AND THE SURROUNDING AREA.

**Activities:** RUNNING BANDS AT DIFFERENT LEVELS (SENIOR, TRAINING, BEGINNERS AND RECEPTION) TO PROVIDE THE OPPORTUNITY TO PLAY MUSIC, PROVIDING TUITION AND GUIDANCE TO HELP PLAYERS DEVELOP. ENCOURAGING NEW MEMBERSHIP, PROVIDING A WELCOMING AND SUPPORTIVE ENVIRONMENT. PERFORMING AT CONCERTS AND LOCAL EVENTS.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People

## Geography

- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£32,516	£83,864	-	-
2023-12-31	£24,442	£18,948	-	-
2022-12-31	£18,399	£15,000	-	-
2021-12-31	£30,540	£16,790	-	-
2020-12-31	£30,223	£18,319	-	-

## Trustees

Name	Role	Appointed
Alan John Sawyer		2020-01-18
David Maitland		2026-03-25
PAUL CROSS		2016-07-05
Susan Polywka		2026-03-25

**CITY OF OXFORD SILVER BAND**

England & Wales - Charity number 1168043

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# Accounts

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## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves are retained to maintain the liquidity of the Band, and for use when required on major expenditure items such as maintenance and improvement of the Band Hall.

**Details of any funds materially in deficit**

None

### 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.



As planned and referred to on the 2023 Trustees Report, major works to upgrade the band hall were carried out in 2024. These addressed a number of issues with the building including heating, plumbing and lighting. Further works are planned for future years subject to there being adequate funding.  
This work supports the objectives of the band in providing adequate facilities for concerts and band practices.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	JULIE SUMMERSBEE	ALAN SAWYER
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Trustee.
<b>Date</b>	10/6/2025.	16/6/2025.

**Summary of the main achievements of the charity during the year**

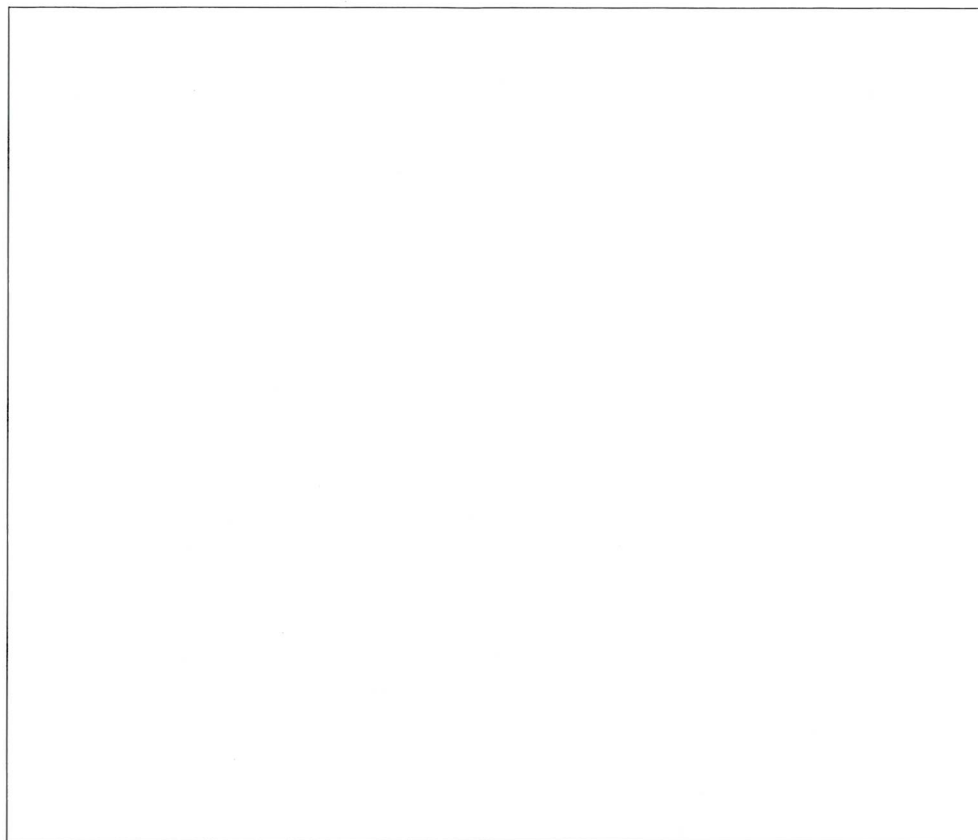
During the year the Concert & Contest Band held two public concerts, took part in a number of contests, and played at remembrance day and civic events.

The Community and Training bands played at a wide variety of fetes, paid engagements and community and fundraising events including the Oxford Half-Marathon and Oxford Open Doors events.

All bands also took part in very well attended family concerts at the Band hall.

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

charge, and the provision of rehearsal facilities.

-To compete as and when appropriate, thus providing further opportunities for band members to develop.

-To act as public ambassadors for Oxford, and to put in to practice the band's motto of "Friendship through Music". This includes playing at fetes and concerts in the local area, and seeking to develop links with other musical organisations in Oxfordshire.

-Encouraging new membership, and progression through the bands.

-Provision of guidance and tuition for all players during regular rehearsals, and free tuition for beginners. Additional opportunities may be provided through masterclasses and subsidised lessons for players at all levels.

-Holding free concerts in the band hall.

-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.

Trustees have had regard to the guidance issued by the Charities 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)**

**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
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Association
Trustee selection methods (eg. appointed by, elected by)	By appointment

**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.

The Band has further reviewed and updated its policy on safeguarding and continues to regularly review and update where required. The Band also reviewed policies on Health and Safety.

**Section C Objectives and activities**

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

- To offer musicians regardless of age, gender or race to play in a band
- To encourage new members and beginners and to provide the opportunity and support for players to progress through the levels of reception, beginners band, training band and senior band.
- To perform at a variety of events and venues throughout the year, including free concerts in the band hall for friends and families of players.
- To provide facilities to members including loans of instruments free of



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2024		31st	December	2024

## Section A Reference and administration details

Charity name

City of Oxford Silver Band

Other names charity is known by

COSB

Registered charity number (if any)

1168043

Charity's principal address

The Band Hall  
 Sher Afzal Close  
 Oxford  
 Postcode OX4 2FA

### 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				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Julie Summersbee	
Paul Cross	
Alan Sawyer	

Charity Name:  
Charity number:

City of Oxford Silver Band  
1168043

Period start date:

01 January 2024

Year end date:

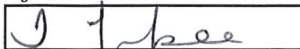
31 December 2024

Section A		Receipts and Payments		
	Unrestricted funds to the nearest £		Total funds to the nearest £	Year ended 31 December 2023
<b>A1 Receipts</b>				
Hire of hall	13,016		13,016	11,961
Concert income	4,305		4,305	4,869
Subscriptions	7,119		7,119	6,277
Grant income	0		0	0
Donations	7,163		7,163	217
				Significant donation received to fund band hall decoration
Sales of instruments and clothing	0		0	767
Sundry income	913		913	351
<b>sub total</b>	<b>32,516</b>		<b>32,516</b>	<b>24,442</b>
<b>A2 Asset investment sales</b>				
<b>Total receipts</b>	<b>32,516</b>		<b>32,516</b>	<b>24,442</b>
<b>A3 Payments</b>				
Conducting	7,971		7,971	4,531
Music	902		902	686
Music lessons	0		0	0
Contest fees and other costs	2,572		2,572	1,315
Concert costs	119		119	262
Instruments	819		819	0
Repairs - instruments	0		0	487
Building improvements	50,039		50,039	
Building repairs, Grounds Maintenance, etc	12,833		12,833	293
Equipment, furniture	0		0	0
Rent, rates, water	535		535	392
Heat & lighting	3,000		3,000	1,763
Cleaning	1,395		1,395	1,511
Insurance	2,395		2,395	2,362
Fees & Licences	935		935	2,218
Band clothing	0		0	1,329
Stationery	186		186	478
Donations and gifts	0		0	1,065
Training	130		130	50
Miscellaneous	33		33	206
<b>sub total</b>	<b>83,864</b>		<b>83,864</b>	<b>18,948</b>
<b>A4 Repayment of loans</b>				
<b>Total payments</b>	<b>83,864</b>		<b>83,864</b>	<b>18,948</b>
<b>Net of receipts/ payments</b>	<b>-51,348</b>		<b>-51,348</b>	<b>5,494</b>
<b>A6 Cash funds last year end</b>				
	93,547		93,547	88,052
<b>Cash funds this year end</b>	<b>42,199</b>		<b>42,199</b>	<b>93,546</b>

Section B		Statement of assets and liabilities at the end of the period		
	Unrestricted funds to the nearest £			
<b>B1 Cash funds</b>	42,199			93,547
<b>B2 Other monetary assets</b>	0			0
<b>B3 Investment assets</b>	0			0
<b>B4 Assets retained for the charity's own use</b>				
Instruments	2,600	Estimate		2,800
Music	600	Estimate		400
Other				
	3,200			3,200
<b>B5 Liabilities</b>	0			0

Signature by one or two trustees on behalf of all trustees

Signature



Print name

JULIE SUMMERS-BETT

Date of approval

10/6/2025



ALAN SAWYER

16/6/2025

36 Barwell,  
Wantage, Oxon, OX12 9AZ

29<sup>th</sup> August 2025

City of Oxford Silver Band  
The Band Hall  
Temple Road  
Oxford  
OX4 2EZ

Dear Committee:

This is to confirm that I have examined the transactions and bank statements and compared them with the accounting records presented to me for the City of Oxford Silver Band for the period 1<sup>st</sup> January 2024 to 31st December 2024. From my independent audit I can confirm that the receipt and payment accounts correctly show income of £32,425.83 and expenditure of £83,864.24 giving a closing deficit balance of (£51,438.41) for the year and a closing cash balance of £42,109.00. I can confirm that the bank account reconciles to the accounts with a closing balance as at 31<sup>st</sup> December 2024 of £42,199.00.

With regards

Louise Lipsham CIMA  
07827089576  
llipsham22@gmail.com

**CITY OF OXFORD SILVER BAND**

England & Wales - Charity number 1168043

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1st	January	2023		31st	December	2023

## Section A Reference and administration details

**Charity name**

City of Oxford Silver Band

**Other names charity is known by**

COSB

**Registered charity number (if any)**

1168043

**Charity's principal address**

The Band Hall

Sher Afzal Close

Oxford

**Postcode**

OX4 2FA

### 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)
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Julie Summersbee	
Paul Cross	
Alan Sawyer	

**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 <i>(eg trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg trust, association, company)</i>	Charitable Incorporated Association
Trustee selection methods <i>(eg appointed by, elected by)</i>	By appointment

**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.

The Band has further reviewed and updated its policy on safeguarding and continues to regularly review and update where required. The Band also reviewed policies on Health and Safety.

**Section C Objectives and activities**

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

-To offer musicians regardless of age, gender or race to play in a band  
 -To encourage new members and beginners and to provide the opportunity and support for players to progress through the levels of reception, beginners band, training band and senior band.  
 -To perform at a variety of events and venues throughout the year, including free concerts in the band hall for friends and families of players.  
 -To provide facilities to members including loans of instruments free of

charge, and the provision of rehearsal facilities.  
-To compete as and when appropriate, thus providing further opportunities for band members to develop.  
-To act as public ambassadors for Oxford, and to put in to practice the band's motto of "Friendship through Music". This includes playing at fetes and concerts in the local area, and seeking to develop links with other musical organisations in Oxfordshire.

-Encouraging new membership, and progression through the bands.  
-Provision of guidance and tuition for all players during regular rehearsals, and free tuition for beginners. Additional opportunities may be provided through masterclasses and subsidised lessons for players at all levels.  
-Holding free concerts in the band hall.  
-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.

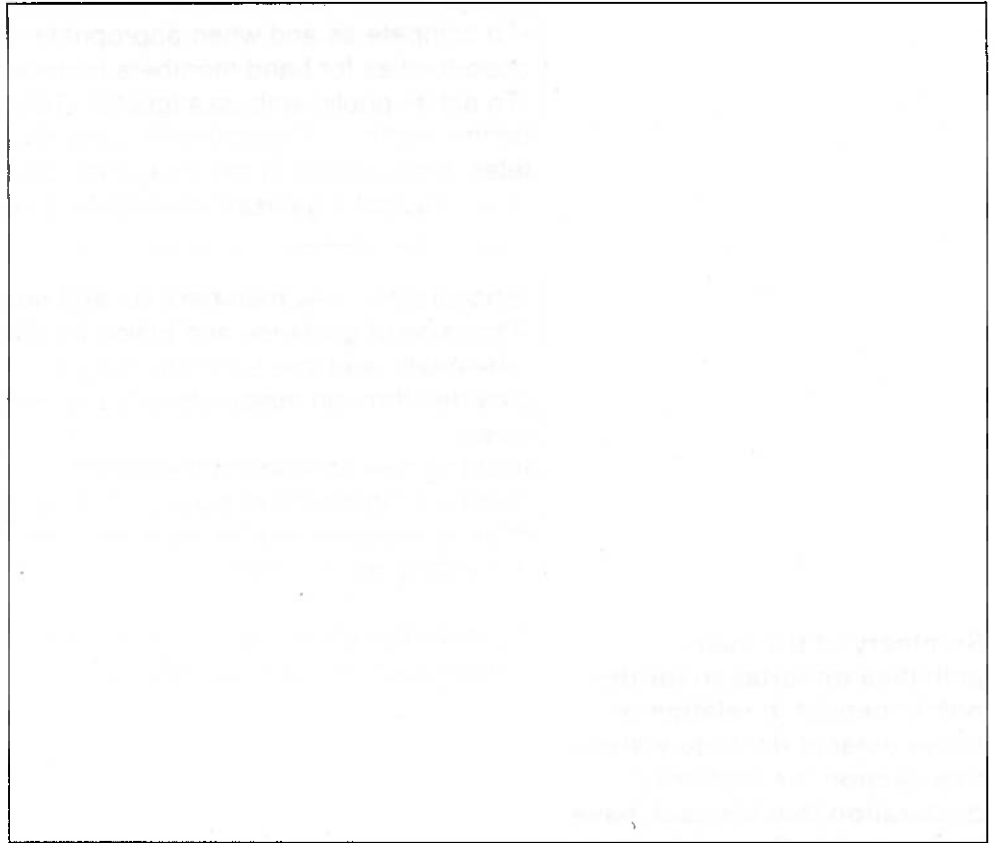
Trustees have had regard to the guidance issued by the Charities Commission on public benefit.

**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**

During the year the Concert & Contest Band held two public concerts, took part in two contests, and played at remembrance day and civic events.

The Community and Training bands played at a wide variety of fetes, paid engagements and community and fundraising events including the Oxford Half-Marathon and Oxford Open Doors events.

All bands also took part in very well attended family concerts at the Band hall.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Reserves are retained to maintain the liquidity of the Band, and for use when required on major expenditure items such as maintenance and improvement of the Band Hall.

Details of any funds materially in deficit

None

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 income from hall hire increased significantly in 2023, although it is still below pre-covid levels. Grant income mitigated lost hall income in 2021 and 2022, but this ceased in 2023. There are plans to carry out works to repair and improve the band hall in the next year. This will include upgrading the heating system (increasing effectiveness and efficiency), upgrading toilets (including disabled access) and upgrading electrics and hot water supply.

## Section F


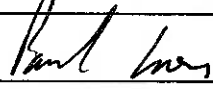
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JULIE SUMMERSBEE	PAUL CROSS
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE 2/7/24
Date	27/01/2024	

Signature by one or two trustees on behalf of all trustees

Paul Cross  
 Julie Summers

Print name

2/7/24  
 07/0/24

Date of approval

Section B		Statement of assets and liabilities at the end of the period	
B1 Cash funds	93,547	Unrestricted funds to the nearest £	88,053
B2 Other monetary assets	0		0
B3 Investment assets	0		0
B4 Assets retained for the charity's own use	2,600	Estimate	2,800
Instruments	500		400
Music			
Other			
B5 Liabilities	3,100		3,200
	0		0

Section A		Receipts and Payments	
A1 Receipts	11,961	Total funds to the nearest £	93,546
Hire of hall	4,869		84,653
Concert income	4,869		3,399
Subscriptions	6,277		15,000
Grant income	0		
Donations	217		
Sales of instruments and clothing	767		
Sundry income	351		
A2 Asset investment sales	24,442		
sub total	24,442		
A3 Payments	4,531		
Music	686		
Music lessons	0		
Concert fees and other costs	1,315		
Coach hire	0		
Concert costs	262		
Instruments	487		
Repairs - instruments	0		
Building repairs etc	293		
Equipment, furniture	392		
Rent, rates, water	392		
Heat & lighting	1,763		
Cleaning	1,511		
Fees & Licences	2,362		
Band clothing	1,329		
Stationery	478		
Donations and gifts	1,065		
Training	50		
Gardening & miscellaneous	206		
A4 Repayment of loans	18,948		
sub total	18,948		
A5 Cash funds last year end	88,052		
Cash funds this year end	93,546		
A6 Net of receipts/ payments	5,494		
Total payments	18,948		
Total receipts	24,442		
sub total	24,442		
Total receipts	24,442		
Total payments	18,948		
Net of receipts/ payments	5,494		
Cash funds last year end	88,052		
Cash funds this year end	93,546		

Charity Name: City of Oxford Silver Band  
 Charity number: 1168043  
 Period start date: 01 January 2023  
 Year end date: 31 December 2023

**CITY OF OXFORD SILVER BAND**

England & Wales - Charity number 1168043

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# Accounts

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# Trustees' Annual Report for the period

Period start date

Period end date

From

1st January 2012

To

31st December 2012

## Section A

## Reference and administration details

Charity name

City of Oxford Silver Band

Other names charity is known by

COSB

Registered charity number (if any)

1168043

Charity's principal address

The Band Hall

Sher Afzal Close

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Postcode

OX4 2FA

### 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)
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Julie Summersbee	
Paul Cross	
Alan Sawyer	

**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	Constitution
How the charity is constituted	Charitable Incorporated Association
Trustee selection methods	By appointment

**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.

The Band has further reviewed and updated its policy on safeguarding and continues to regularly review and update where required.

**Section C Objectives and activities**

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

- To offer musicians regardless of age, gender or race to play in a band
- To encourage new members and beginners and to provide the opportunity and support for players to progress through the levels of reception, beginners band, training band and senior band.
- To perform at a variety of events and venues throughout the year, including free concerts in the band hall for friends and families of players.
- To provide facilities to members including loans of instruments free of

charge, and the provision of rehearsal facilities.  
-To compete as and when appropriate, thus providing further opportunities for band members to develop.  
-To act as public ambassadors for Oxford, and to put in to practice the band's motto of "Friendship through Music". This includes playing at fetes and concerts in the local area, and seeking to develop links with other musical organisations in Oxfordshire.

-Encouraging new membership, and progression through the bands.  
-Provision of free tuition for beginners, and subsidised tuition for all levels of players, in addition to the guidance and tuition provided in regular band rehearsals. The subsidised tuition for all levels has not re-commenced following covid restrictions, but there are plans to do so.  
-Holding free concerts in the band hall.  
-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.

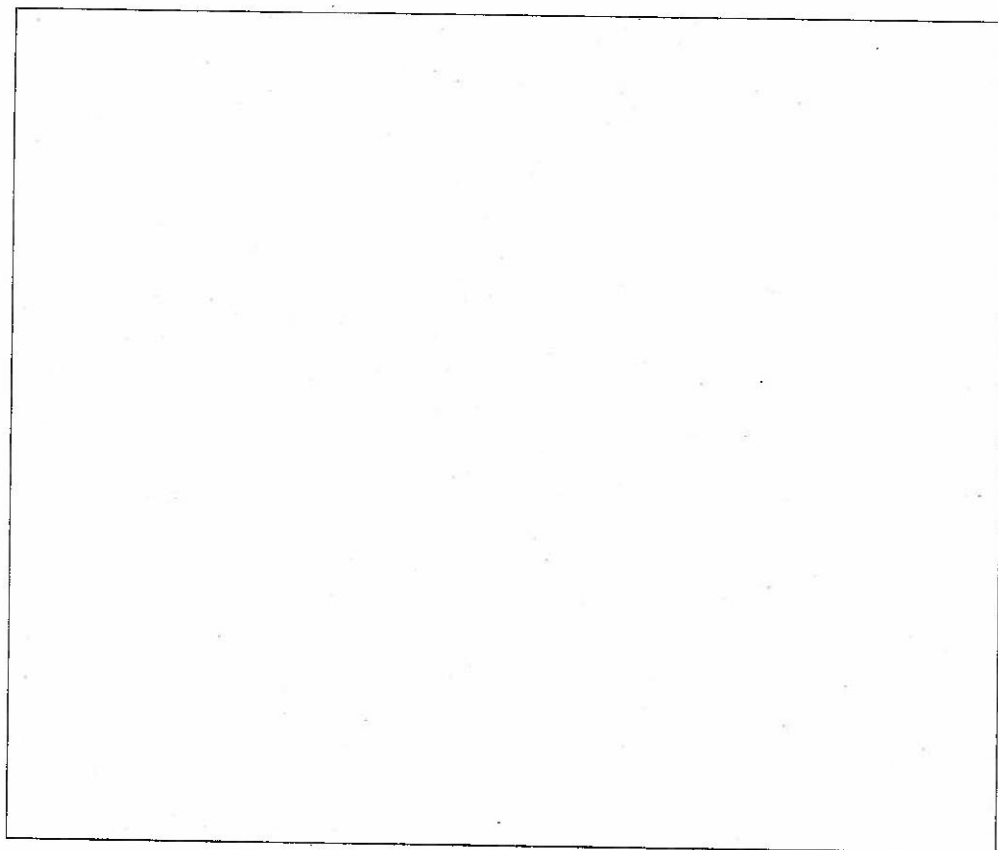
Trustees have had regard to the guidance issued by the Charities Commission on public benefit.

**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**

During 2022, the band returned to normal activities, following the disruptions caused by COVID restrictions in the preceding years.

The bands were re-organised in to four levels: Contesting Band; Community/ fete Band; Training Band and Beginners Band.

The Contesting Band entered the National Brass Band Championships, finishing a creditable third in the Regional Section in 2023.

The band continued its return to performing following the years of covid restrictions, and held a successful concert in December 2022.

Band membership numbers are being maintained.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Reserves are retained to maintain the liquidity of the Band, and for use when required on major expenditure items such as maintenance and improvement of the Band Hall.

Details of any funds materially in deficit

None

### 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 income from hall hire is significantly below pre-covid levels. Grant income has mitigated this lost income in the last two years (grant income in 2022 was £3,037 (£17,093 in 2021)). There are significant financial pressures from increased energy costs. There are plans to reduce energy usage, by making improvements to the Band Hall, including upgrading the heating system and insulating the building.

## Section F

## Other optional information


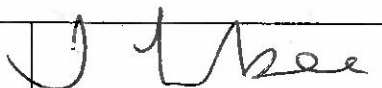
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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ALAN JOHN SAWYER	JULIE SUMMERSBEE
Position (eg Secretary, Chair, etc)	Trustee	Trustee

Date 17/8/23.

Charity Name:  
Charity number:

City of Oxford Silver Band  
1168043

Period start date:

01 January 2022



Year end date:

31 December 2022

Section A Receipts and Payments					
	Unrestricted funds to the nearest £		Total funds to the nearest £		Year ended 31 December 2021
<b>A1 Receipts</b>					
Hire of hall	6,501		6,501		5,460
Concert income	2,490		2,490		1,300
Subscriptions	5,251		5,251		5,595
Grant income	2,667		2,667		17,093
Donations	1,458		1,458		1,092
Sales of instruments and clothing	32		32		0
Sundry income			0		0
<b>sub total</b>	<b>18,399</b>		<b>18,399</b>		<b>30,540</b>
<b>A2 Asset investment sales</b>					
<b>Total receipts</b>	<b>18,399</b>		<b>18,399</b>		<b>30,540</b>
<b>A3 Payments</b>					
Conducting	4,502		4,502		2,982
Music	740		740		321
Music lessons			0		0
Contest fees	155		155		-155
Coach hire			0		0
Instruments			0		141
Repairs - instruments	538		538		0
Building repairs etc	682		682		6,164
Equipment, furniture	477		477		306
Rent, rates, water	415		415		933
Heat & lighting	1,152		1,152		1,245
Cleaning	1,110		1,110		1,110
Insurance	2,144		2,144		1,966
Fees & Licences	876		876		263
Band clothing			0		0
Stationery	253		253		16
Donations and gifts	1,304		1,304		0
Training	280		280		0
Gardening & miscellaneous	372		372		1,498
<b>sub total</b>	<b>15,000</b>		<b>15,000</b>		<b>16,790</b>
<b>A4 Repayment of loans</b>					
<b>Total payments</b>	<b>15,000</b>		<b>15,000</b>		<b>16,790</b>
<b>Net of receipts/ payments</b>	<b>3,399</b>		<b>3,399</b>		<b>13,750</b>
<b>A6 Cash funds last year end</b>					
	84,653		84,653		70,903
<b>Cash funds this year end</b>	<b>88,052</b>		<b>88,052</b>		<b>84,653</b>

Section B Statement of assets and liabilities at the end of the period					
	Unrestricted funds to the nearest £				
<b>B1 Cash funds</b>	88,052				70,903
<b>B2 Other monetary assets</b>	0				0
<b>B3 Investment assets</b>	0				0
<b>B4 Assets retained for the charity's own use</b>					
Instruments	2,800	Estimate			3,000
Music	400	Estimate			400
Other					
	3,200				3,400
<b>B5 Liabilities</b>	0				0

Signature by one or two trustees on behalf of all trustees

Signature:   


Print name  
A.J. SAWYER

Julie Summerbee

Date of approval  
17/8/23

17/8/23

**CITY OF OXFORD SILVER BAND**

England & Wales - Charity number 1168043

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# Accounts

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# Trustees' Annual Report for the period

Period start date: 1st January 2021  
 Period end date: 31st December 2021  
 From To

## Section A Reference and administration details

**Charity name** City of Oxford Silver Band

**Other names charity is known by** COSB

**Registered charity number (if any)** 1168043

**Charity's principal address**

The Band Hall
Sher Afzal Close
Oxford
<b>Postcode</b> OX4 2FA

### 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				
2				
3				
4				
5				
6				
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
Julie Summersbee	
Paul Cross	
Alan Sawyer	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Association
Trustee selection methods (eg. appointed by, elected by)	By appointment

**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.

The Band has further reviewed and updated its policy on safeguarding and continues to regularly review and update where required.

**Section C Objectives and activities**

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

-To offer musicians regardless of age, gender or race to play in a band  
 -To encourage new members and beginners and to provide the opportunity and support for players to progress through the levels of reception, beginners band, training band and senior band.  
 -To perform at a variety of events and venues throughout the year, including free concerts in the band hall for friends and families of players.  
 -To provide facilities to members including loans of instruments free of

**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)**

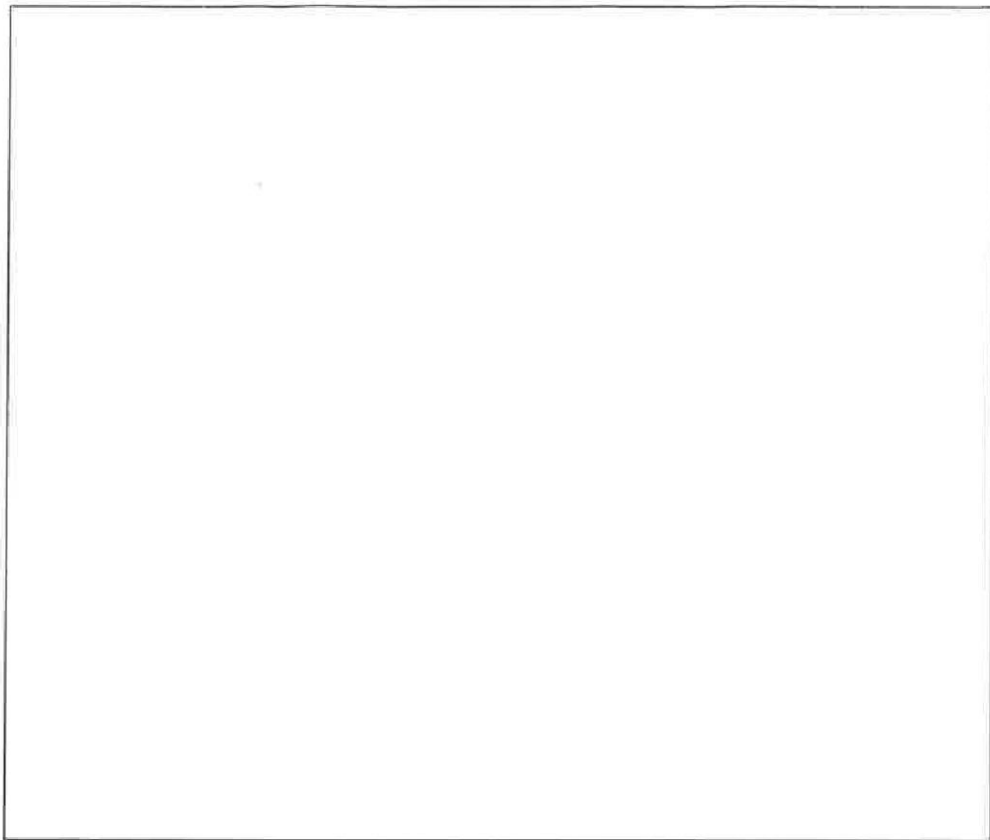
charge, and the provision of rehearsal facilities.  
-To compete as and when appropriate, thus providing further opportunities for band members to develop.  
-To act as public ambassadors for Oxford, and to put in to practice the band's motto of "Friendship through Music". This includes playing at fetes and concerts in the local area, and seeking to develop links with other musical organisations in Oxfordshire.

-Encouraging new membership, and progression through the bands. The Band did this during lockdowns by offering virtual rehearsals using electronic media, but has now returned to in-person rehearsals.  
-Provision of free tuition for beginners, and subsidised tuition for all levels of players, in addition to the guidance and tuition provided in regular band rehearsals. The subsidised tuition for all levels has not re-commenced following covid restrictions, but there are plans to do so.  
-Holding free concerts in the band hall.  
Due to lockdown and covid restriction, no concerts were held in 2021. When these events re-commence, appropriate safety measures will be put in place, including Covid precautions.  
-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.  
Due to lockdown and covid restrictions, there were few events in 2021.  
  
Trustees have had regard to the guidance issued by the Charities 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**

2021 was another extremely difficult year due to the covid pandemic, and this significantly affected what the Band was able to achieve. The band did not enter any competitions in 2021, and there were only a few public performances.

The year started with rehearsals being run online, but in the year there was a return to in-person rehearsals, ensuring adequate safety precautions, ventilation, cleaning, etc.

Membership levels were maintained during the year, with some people leaving and some joining.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves are retained to maintain the liquidity of the Band, and for use when required on major expenditure items such as maintenance and improvement of the Band Hall.

**Details of any funds materially in deficit**

None

### 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 covid pandemic resulted insignificant disruption to activities, reduction in membership, and loss of income, in particular hall hire income, subscriptions and concert income. There is a risk that further outbreaks and variants may cause disruption in future. During the year the Band received £17,093 in government grants to assist with the financial pressures caused by Covid, and this significantly mitigated the losses.

## Section F

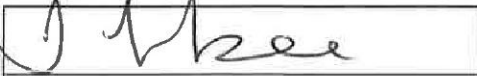

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JULIE SUMMERSBEE	PAUL CROSS
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	22/9/22	

Charity Name:  
Charity number:

City of Oxford Silver Band  
1168043

Period start date:

01 January 2021


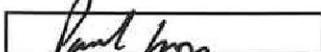
Year end date:

31 December 2021

Section A		Receipts and Payments		
	Unrestricted funds to the nearest £		Total funds to the nearest £	Year ended 31 December 2020
<b>A1 Receipts</b>				
Hire of hall	5,460		5,460	11,316
Concert income	1,300		1,300	1,185
Subscriptions	5,595		5,595	4,841
Grant income	17,093		17,093	10,000
Donations	1,092		1,092	1,267
Sales of instruments and clothing			0	1,086
Sundry income			0	528
<b>sub total</b>	<b>30,540</b>		<b>30,540</b>	<b>30,223</b>
<b>A2 Asset investment sales</b>				
<b>Total receipts</b>	<b>30,540</b>		<b>30,540</b>	<b>30,223</b>
<b>A3 Payments</b>				
Conducting	2,982		2,982	2,296
Music	321		321	374
Music lessons			0	558
Contest fees	-155		-155	285
Coach hire			0	0
Instruments	141		141	466
Repairs - instruments			0	43
Building repairs etc	6,164		6,164	856
Equipment, furniture	306		306	0
Rent, rates, water	933		933	1,804
Heat & lighting	1,245		1,245	1,139
Cleaning	1,110		1,110	982
Insurance	1,966		1,966	1,946
Fees & Licences	263		263	2,406
Band clothing			0	1,608
Stationery	16		16	36
Donations and gifts			0	3,340
Gardening & miscellaneous	1,498		1,498	180
<b>sub total</b>	<b>16,790</b>		<b>16,790</b>	<b>18,319</b>
<b>A4 Repayment of loans</b>				
<b>Total payments</b>	<b>16,790</b>		<b>16,790</b>	<b>18,319</b>
<b>Net of receipts/ payments</b>	<b>13,750</b>		<b>13,750</b>	<b>11,904</b>
<b>A6 Cash funds last year end</b>				
	70,903		70,903	58,999
<b>Cash funds this year end</b>	<b>84,653</b>		<b>84,653</b>	<b>70,903</b>

Section B		Statement of assets and liabilities at the end of the period		
	Unrestricted funds to the nearest £			
<b>B1 Cash funds</b>	84,653			70,903
<b>B2 Other monetary assets</b>	0			0
<b>B3 Investment assets</b>	0			0
<b>B4 Assets retained for the charity's own use</b>				
Instruments	3,000	Estimate		3,000
Music	400	Estimate		400
Other				
	3,400			3,400
<b>B5 Liabilities</b>	0			0

Signature by one or two trustees on behalf of all trustees:

Signature  
  


Print name  
 JULIE SUMMERSBEE  
 PAUL CROSS  
 Date of approval  
 13/9/22  
 22/9/22

10 Smiths Wharf,  
Wantage, Oxon, OX12 9GQ

10th September 2022

City of Oxford Silver Band  
The Band Hall  
Temple Road  
Oxford  
OX4 2EZ

Dear Committee:

This is to confirm that I have examined the transactions and bank statements and compared them with the accounting records presented to me for the City of Oxford Silver Band for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021. From my independent audit I can confirm that the receipt and payment accounts correctly show income of £30,540 and expenditure of £16,790 giving a closing surplus balance of £13,750 and closing cash balance of £84,653. I can confirm that the bank account reconciles to the accounts with a closing balance as at 31<sup>st</sup> December 2021 of £84,653.55.

With regards

A handwritten signature in black ink, appearing to read 'Louise Stratton'.

Louise Stratton CIMA  
07827089576  
Stratton2207@gmail.com

**CITY OF OXFORD SILVER BAND**

England & Wales - Charity number 1168043

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# Accounts

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# Trustees' Annual Report for the period

Period start date **1st January 2020** Period end date **31st December 2020**  
**From** **To**

## Section A Reference and administration details

Charity name

City of Oxford Silver Band

Other names charity is known by

COSB

Registered charity number (if any)

1168043

Charity's principal address

The Band Hall  
 Sher Afzal Close  
 Oxford  
 Postcode **OX4 2FA**

### 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				
2				
3				
4				
5				
6				
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
Brian Westbury	1 January to 30 September
Julie Summersbee	
Paul Cross	

Alan Sawyer

18 January to 31 December

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Association
Trustee selection methods (eg. appointed by, elected by)	By appointment

**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.

The Band has reviewed and updated its policy on safeguarding, and continues to regularly review and update where required.

The covid pandemic and lockdown is a major risk for the Band. It has resulted insignificant disruption to activities, reduction in membership, and loss of income, in particular hall hire income, subscriptions and concert income.

During the year the Band received a £10,000 government grant to assist with the financial pressures caused by Covid, and this significantly mitigated the losses.

**Section C Objectives and activities**

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

- To offer musicians regardless of age, gender or race to play in a band
- To encourage new members and beginners and to provide the opportunity and support for players to progress through the levels of reception, beginners band, training band and senior band.
- To perform at a variety of events and venues throughout the year, including free concerts in the band hall for friends and families of players.
- To provide facilities to members including loans of instruments free of

**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)**

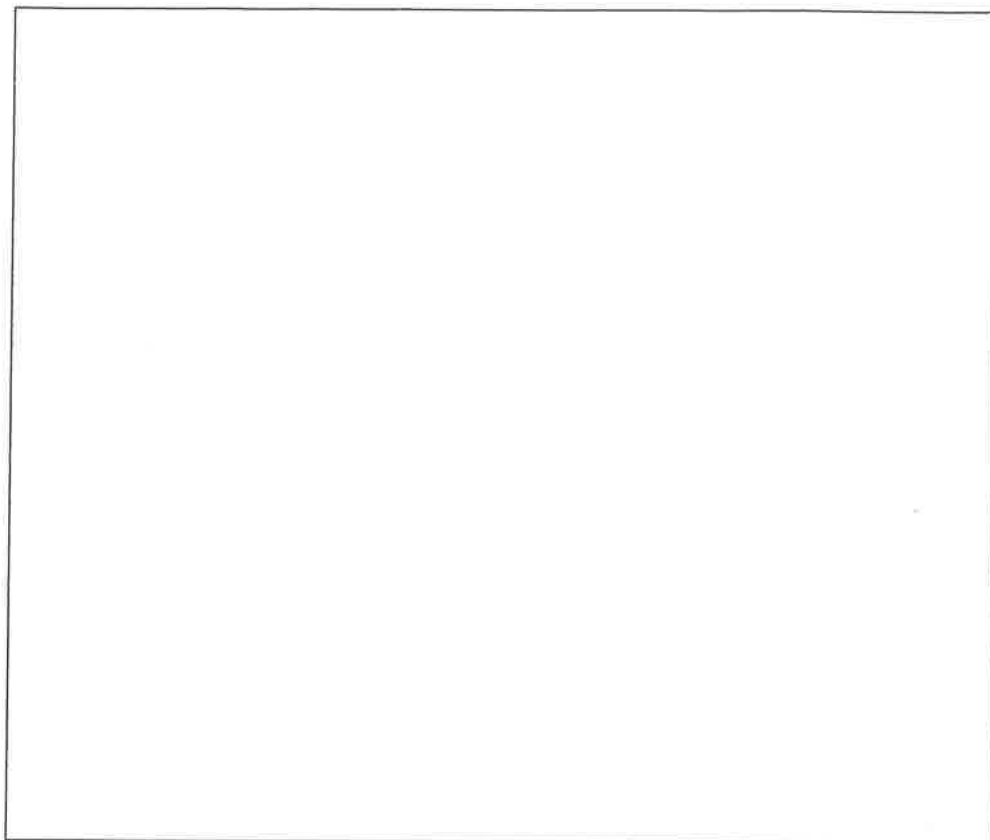
charge, and the provision of rehearsal facilities.  
-To compete as and when appropriate, thus providing further opportunities for band members to develop.  
-To act as public ambassadors for Oxford, and to put in to practice the band's motto of "Friendship through Music". This includes playing at fetes and concerts in the local area, and seeking to develop links with other musical organisations in Oxfordshire.

-Encouraging new membership, and progression through the bands. The Band has continued to do this through lockdown by offering virtual rehearsals using electronic media.  
-Provision of free tuition for beginners, and subsidised tuition for all levels of players, in addition to the guidance and tuition provided in regular band rehearsals.  
Tuition for beginners has continued through lockdown, but subsidised tuition for all levels of players has been withdrawn during lockdown.  
-Holding free concerts in the band hall.  
Due to lockdown and covid restriction, no concerts were held in 2020.  
-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.  
Due to lockdown and covid restrictions, this did not take place in 2020.  
  
Trustees have had regard to the guidance issued by the Charities 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**

2020 was an extremely difficult year due to the covid pandemic, and this significantly affected what the Band was able to achieve. There hve been no public performances, no competitions, and no face to face rehearsals since March 2020.

However, the band as maintained weekly rehearsals using electronic media, and these have in general been well attended, and have enabled band members to keep in touch, and to maintain or improve on their playing.

Social meetings have also been held using electronic media.

Although there has been a reduction in membership, there have been some people who have joined during the period,

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves are retained to maintain the liquidity of the Band, and for use when required on major expenditure items such as maintenance and improvement of the Band Hall.

**Details of any funds materially in deficit**

None

**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.

## Section F Other optional information



When lockdown restrictions are sufficiently eased, the Band plans to recommence activities in a planned way, with a strong emphasis on safety and control of risk.

This will include protocols and procedures for people attending the Band Hall (Band members, hires and visiting contractors).

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)	JULIE SUMMERSBEE	A.J. SAWYER.
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	5/10/21	

Charity Name:  
Charity number:

City of Oxford Silver Band  
1168043

Period start date:

01 January 2020

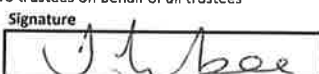
Period end date:

31 December 2020

Section A		Receipts and Payments		
	Unrestricted funds to the nearest £		Total funds to the nearest £	Year ended 31 December 2019
<b>A1 Receipts</b>				
Hire of hall	11,316		11,316	20,721
Concert income	1,185		1,185	3,135
Subscriptions	4,841		4,841	6,657
Grant income	10,000		10,000	
Donations	1,267		1,267	2,414
Sales of instruments and clothing	1,086		1,086	1,560
Sundry income	528		528	982
<b>sub total</b>	<b>30,223</b>		<b>30,223</b>	<b>35,469</b>
<b>A2 Asset investment sales</b>				
<b>Total receipts</b>	<b>30,223</b>		<b>30,223</b>	<b>35,469</b>
<b>A3 Payments</b>				
Conducting	2,296		2,296	5,922
Music	374		374	825
Music lessons	558		558	1,454
Contest fees	285		285	637
Coach hire	0		0	525
Instruments	466		466	4,203
Repairs - instruments	43		43	282
Building repairs etc	856		856	709
Equipment, furniture	0		0	64
Rent, rates, water	1,804		1,804	994
Heat & lighting	1,139		1,139	1,409
Cleaning	982		982	1,506
Insurance	1,946		1,946	1,926
Fees & Licences	2,406		2,406	1,429
Band clothing	1,608		1,608	1,180
Stationery	36		36	541
Donations and gifts	3,340		3,340	1,661
Gardening & miscellaneous	180		180	354
<b>sub total</b>	<b>18,319</b>		<b>18,319</b>	<b>25,621</b>
<b>A4 Repayment of loans</b>				
<b>Total payments</b>	<b>18,319</b>		<b>18,319</b>	<b>25,621</b>
<b>Net of receipts/ payments</b>	<b>11,904</b>		<b>11,904</b>	<b>9,848</b>
<b>A6 Cash funds last year end</b>				
	58,999		58,999	49,151
<b>Cash funds this year end</b>	<b>70,903</b>		<b>70,903</b>	<b>58,999</b>

Section B		Statement of assets and liabilities at the end of the period		
	Unrestricted funds to the nearest £			
<b>B1 Cash funds</b>	70,903			58,998
<b>B2 Other monetary assets</b>	0			0
<b>B3 Investment assets</b>	0			0
<b>B4 Assets retained for the charity's own use</b>				
Instruments	3,000	Estimate		3,000
Music	400	Estimate		400
Other				
	3,400			3,400
<b>B5 Liabilities</b>	0			0

Signature by one or two trustees on behalf of all trustees

Signature 

Print name **J. SUMMERSBEE**

Date of approval **5/10/21**



Print name **A.J. SAWYER**

Date of approval **5/10/21**

10 Smiths Wharf,  
Wantage, Oxon, OX12 9GQ

5th September 2021

City of Oxford Silver Band  
The Band Hall  
Temple Road  
Oxford  
OX4 2EZ

Dear Committee:

This is to confirm that I have examined the transactions and bank statements and compared them with the accounting records presented to me for the City of Oxford Silver Band for the period 1<sup>st</sup> January 2020 to 31st December 2020. From my independent audit I can confirm that the receipt and payment accounts correctly show income of £30,223 and expenditure of £18,319 giving a closing surplus balance of £11,904 and closing bank balance of £70,903.

With regards

Louise Stratton CIMA  
07827089576  
Stratton2207@gmail.com