



# 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	

**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 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)**

<p>charge, and the provision of rehearsal facilities.</p> <p>-To compete as and when appropriate, thus providing further opportunities for band members to develop.</p> <p>-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.</p>
<p>-Encouraging new membership, and progression through the bands. The Band has continued to do this through lockdown by offering virtual rehearsals using electronic media.</p> <p>-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.</p> <p>Tuition for beginners has continued through lockdown, but subsidised tuition for all levels of players has been withdrawn during lockdown.</p> <p>-Holding free concerts in the band hall.</p> <p>Due to lockdown and covid restriction, no concerts were held in 2020.</p> <p>-A busy programme of playing at fetes, concerts and other events, offering opportunities for players of differing levels to participate depending on the event.</p> <p>Due to lockdown and covid restrictions, this did not take place in 2020.</p> <p>Trustees have had regard to the guidance issued by the Charities Commission on public benefit.</p>

**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>	<b>58,999</b>		<b>58,999</b>	<b>49,151</b>
<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



A.J. SAWYER

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