

Royal Leamington Spa Brass & The Band Factory Annual Trustees Report 2024-2025

January 2026

Aims and Purposes

Royal Leamington Spa Brass and The Band Factory (the Charity) have a responsibility to promote community music-making in Leamington Spa through involvement in Royal Leamington Spa's town band and/or development bands, or through the use of the rehearsal facilities at The Band Factory.

The charitable objects as stated in the Charity's constitution are:

- *To provide musical education and activities for the community, with particular emphasis on (but not limited to) Royal Leamington Spa and the surrounding area.*
- *To provide rehearsal, meeting, workshop and performance facilities for community groups, with a special emphasis on music and arts groups.*
- *To encourage the enjoyment of music and the arts by all people irrespective of ethnicity, disability, gender, age, sexual orientation or religious beliefs.*

Objectives and Activities

In furtherance of its charitable objects, the charity has undertaken detailed planning during the year on the Charity's direction of travel, having due regard to the Charity Commission's guidance on public benefit and the objectives detailed in the Charity's Constitution. These considerations have informed both the strategic direction of the charity and the delivery of its activities.

The charity's purposes fall within the advancement of the arts, culture, heritage, and (to a lesser extent) science, as well as the advancement of community development. In particular, the charity seeks to promote access to music education and participation by providing opportunities for individuals of all ages, abilities, and backgrounds to engage in music-making.

The charity delivers public benefit by supporting and facilitating a range of musical activities, including the direct delivery of three brass bands (Senior Band, Buddin' Brass and Brass Roots), and working with other community arts groups (such as LeamProv, Cubbington Silver Band and Sambassadors of Groove), who rehearse, perform, and call The Band Factory home.

Through the provision of affordable rehearsal, workshop, and performance facilities, the charity removes barriers to participation and enables community groups to develop musical skills, confidence, and social connections.

A key objective of the charity is to encourage broad engagement from the local community of Royal Leamington Spa, to support inclusion, lifelong learning, and personal development through music. The charity seeks to create a welcoming and supportive environment for members and users of our facilities, the charity also promotes cultural enrichment, community cohesion, and the enjoyment of music for both participants and audiences.

The Band Factory

Following the purchase of the freehold in 2023, the charity was able to secure planning permission for the proposed improvements to The Band Factory, aimed at enhancing the venue's suitability for the delivery of its charitable purposes as outlined above (Warwick District Council Planning Reference: W/24/0054). Planning permission was granted in June 2024.

The planning permission included two conditions: the installation of a bat box and the completion of an acoustic report to ensure that neighbouring properties are not adversely affected by noise generated by the charity's activities. Both conditions are due to be satisfied by the end of the third quarter of the 2025/26 reporting period.

Despite the current and evident need for facility upgrades, The Band Factory continues to attract a strong and growing base of users.

To support the delivery of the project and to secure the necessary funding, the Trustees appointed Julie Crawshaw as a freelance consultant to assist with fundraising and grant applications.

Band Reports and Events

In April 2024, the Trustees confirmed Jon Lambdon as Musical Director of the Senior Band. Jon had been undertaking the role on an interim basis since July 2023, following the resignation of the previous Musical Director.

Towards the end of the reporting year in March 2025, Emily Stewart-White resigned from her role as Musical Director of the Development Bands in order to pursue her work in

schools and the wider local area. The Trustees wish to formally place on record a thank you to Emily for her significant contribution to the Development Bands over more than a decade of service.

Following Emily's resignation, Mark Scott was appointed as Interim Musical Director of the Development Bands.

Events and Public Appearances

It was a particularly busy and productive year for all three bands in the organisation, with a full programme of performances and community appearances. Highlights included the annual Carols at Warwick Castle, a prestigious seasonal engagement which in 2024 was also filmed for inclusion in a documentary titled Christmas at Warwick Castle, scheduled for broadcast during the Christmas 2025 season.

The traditional Christmas period remained especially active, with the bands delivering a wide range of performances across the local area. These included appearances at shopping centres, Christmas markets, and supermarkets, enabling the charity to bring live music to a broad and diverse audience. These performances not only provided festive entertainment but also supported the charity's objective of increasing public access to music and strengthening its presence within the local community.

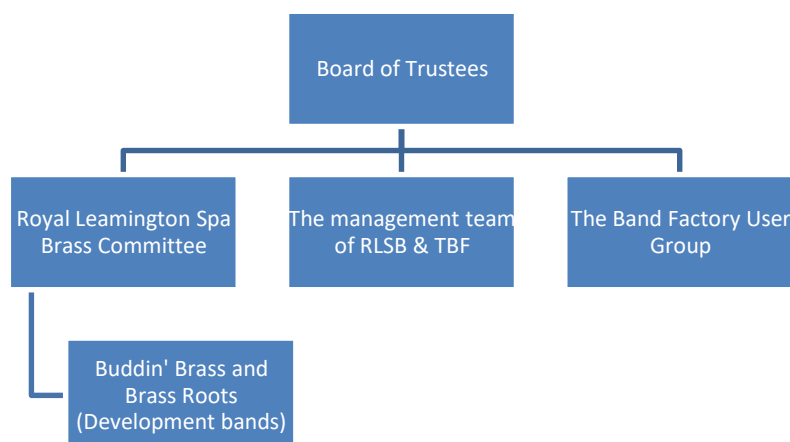
All bands in the organisation also made use of the facilities at The Band Factory And performed concerts there which were open to the wider community.

New Members

All bands are continuing to attract new members, and the bands continue to thrive.

Structure, Governance and Management

The Charity is structured and governed as follows:



RLSB = Royal Leamington Spa Brass, TBF = The Band Factory

Members of the Trustee Board are all active members of RLSB or users of TBF. They were appointed at the AGM in February 2023. They are responsible for the governance and strategic overview of the charity. They met four times in 2024-25.

The current Trustee Board comprises of:

- Annette Cairns (Chair)
- Andrew Webber (Treasurer)
- Andy Stevenson (Secretary)
- Kirsty Hooper
- Mark Scott

The RLSB committee reports to the Trustee Board and is made up from members of the senior band. All are volunteers. The RLSB committee is responsible for making decisions on all matters of general concern and importance to the band including deciding how finances are to be spent, the maintenance of instruments and equipment, events, membership, safeguarding and data protection of members. They met four times last year and report to the Trustee Board.

The management team of RLSB is responsible for all day-to-day matters arising from the band. They meet regularly after band practice to discuss matters regarding music, events and attendance at events.

The Band Factory has a User Group made up from volunteers from all groups using the Band Factory. Day to day running is managed by Trustees with help from members of the user group

Skedda continues to be used for booking rooms by all members and users.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Royal Leamington Spa Brass & The Band Factory

No (if any)
1169205

CC16a

Receipts and payments accounts

For the period
from

Period start date
5th April 2024

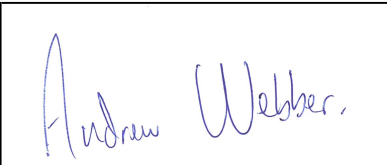
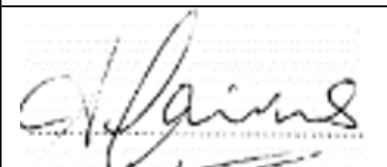
To

Period end date
4th April 2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Bank Charges	6	-	-	6	-
Bank Interest	321	-	-	321	458
Donations	1,602	-	-	1,602	2,092
Events	6,012	-	-	6,012	7,887
Gift Aid	2,291	-	-	2,291	-
Grants	-	-	-	-	20,000
Instrument Hire	1,170	-	-	1,170	1,080
Membership	7,782	-	-	7,782	8,511
Parking Rental	-	-	-	-	1,250
Room Hire	12,356	-	-	12,356	10,764
Uniforms	-	-	-	-	645
Sub total (Gross income for AR)	31,540	-	-	31,540	52,687
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,540	-	-	31,540	52,687
A3 Payments					
Bank Charges	96	-	-	96	86
Council Tax	2,977	-	-	2,977	2,466
Events	-	-	-	-	603
Instrument Repair	1,306	-	-	1,306	384
Insurance	1,184	-	-	1,184	1,151
Library	81	-	-	81	773
Maintenance & Cleaning	3,736	-	-	3,736	55,390
MD & Musician Fees	5,915	-	-	5,915	4,538
Office & Marketing	1,084	-	-	1,084	1,011
Professional Fees	1,415	-	-	1,415	9,639
Room Hire	-	-	-	-	18
Subscriptions	140	-	-	140	140
Telephone & Internet	578	-	-	578	509
Uniforms	-	-	-	-	1,795
Utilities	3,251	-	-	3,251	4,416
Sub total	21,764	-	-	21,764	82,920
A4 Asset and investment purchases, (see table)					
The Band Factory - Freehold	-	-	-	-	7,895
Sub total	-	-	-	-	7,895
Total payments	21,764	-	-	21,764	90,815
Net of receipts/(payments)	9,776	-	-	9,776	- 38,127
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,253	-	-	21,253	59,380
Cash funds this year end	31,029	-	-	31,029	21,253

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	<div> <div>HSBC Charitable Account</div> <div>13343</div> </div> <div> <div>HSBC Savings Account - Membership</div> <div>10606</div> </div> <div> <div>HSBC Savings Account - The Band Factory</div> <div>5877</div> </div> <div> <div>HSBC Savings Account - Project Account</div> <div>1203</div> </div> <div> <div>Total cash funds</div> <div>31,029</div> </div> <div> <div>(agree balances with receipts and payments account(s))</div> <div>OK</div> </div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>	
B2 Other monetary assets	<div>Details</div> <div></div> <div></div>	<div>-</div> <div>-</div>	<div>-</div> <div>-</div>	<div>-</div> <div>-</div>
B3 Investment assets	<div>Details</div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div></div>	<div>Cost (optional)</div> <div>-</div> <div>-</div>	<div>Current value (optional)</div> <div>-</div> <div>-</div>
B4 Assets retained for the charity's own use	<div>Details</div> <div>The Band Factory, Althorpe Street, Leamington Spa</div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div>Restricted funds</div> <div></div> <div></div>	<div>Cost (optional)</div> <div>-</div> <div>-</div> <div>-</div>	<div>Current value (optional)</div> <div>330,000</div> <div>-</div> <div>-</div>
B5 Liabilities	<div>Details</div> <div></div> <div></div>	<div>Fund to which liability relates</div> <div></div>	<div>Amount due (optional)</div> <div>-</div> <div>-</div>	<div>When due (optional)</div> <div></div> <div></div>
Signed by one or two trustees on behalf of all the trustees	<div>Signature</div> <div>   </div>	<div>Print Name</div> <div> <div>Andrew Webber - Treasurer</div> <div>Annette Cairns - Chair</div> </div>	<div>Date of approval</div> <div> <div>04/07/2025</div> <div>04/07/2025</div> </div>	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Royal Leamington Spa Brass & The Band Factory

**On accounts for the year
ended**

4 April 2025

**Charity no
(if any)**

1169205

Set out on pages

One and Two

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 04 / 04 / 2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 4 November 2025

Name:

Sue Bluteau

**Relevant professional
qualification(s) or body
(if any):**

CIMA (Retired)

Address:

4 Charles Street

Warwick

CV34 5LE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.