



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 01/01/2021 **Period start date** **To** 31/12/2021  
**Period end date**

**Charity name: The City of Lichfield Concert Band**

**Charity registration number: 1170801**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the arts and science of music through the provision and promotion of a concert band in Lichfield and surrounding areas.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We are a community concert band providing opportunities for local players to develop their skills through weekly rehearsals leading to regular concerts for the wider community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the Charity Commission information regarding public benefit.

## **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A

Other		N/A

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> <li>• The City of Lichfield Concert Band has sadly, like all music societies, been widely affected by the Covid-19 pandemic and during the first 6 months of 2021 was unable to operate. We resumed rehearsals in June 2021 and worked hard to establish a safe environment for our members working towards our first concert for nearly 2 years in October 2021. This was a sell-out and a great occasion for both the charity's members and the local community after a long time of live music being silenced.</li> <li>• Despite the pandemic, membership of the band remained stable at around 45 involving a wide age range. Rehearsals continued weekly in the later part of 2021, and a working committee met regularly to plan activities for the band to move forward post pandemic, in addition to the trustees who oversaw the administrative work.</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
		N/A

Other		
-------	--	--

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See attached accounts for the period. Healthy financial position with assets of approx £15,913 in a current and deposit account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have a reserves policy defined to financially cover a period of 12 months expenditure. The current reserve amount necessary is £7,500, which would be the amount required for the band to function for a year assuming no income.
Amount of reserves held	Para 1.22	£7,500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are voted in by the membership at the AGM following a proposal and seconded nomination. Chair, secretary and treasurer appointed internally by the trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The City of Lichfield Concert Band
Other name the charity uses	N/A
Registered charity number	1170801

Charity's principal address	c/o 53 Broad Lane Lichfield Staffs WS14 9SU

## 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	Samantha Tranchant	Chair		
2	John Wharton	Treasurer		
3	Liz Athey	Secretary		
4	Carol Bache			
5	Stephen Smith			
6	Alison Trimmer			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### Additional information (optional)

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

Type of adviser	Name	Address

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

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

--



## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

S C Smith

S J Tranchant

**Full name(s)**

Stephen Christopher Smith

Samantha Tranchant

**Position (eg  
Secretary, Chair, etc)**

Trustee

Chair

**Date**

05/10/2022

City Of Lichfield Concert Band - Accounts year end Dec 2021

INCOME	Current account £	Dep 2021 £	Dep 2020
Subs	£120.00		
LCC Grant	£500.00		
HSBC			
Community Fund			
HMRC-Gift aid	£116.39		
Concerts	£2,240.00		
Bucket collections			
^Carolling	£299.31		
Guildhall hire refund			
Raffle			
Refunds	£20.00		
other-Friends of band			
donations	£360.00		
TOTAL	3,655.70	0.60	£6.06
EXPENDITURE			
HONORARIUM	£1,170.00		
GUILDHALL REHEARSALS	£567.00		
CONCERTS VENUE HIRE	£696.23		
WADE STREET CHURCH REHEARSALS	£27.00		
DEPS	£150.00		
INSURANCE/making music	£235.00		
PRS	£122.06		
MUSIC	£1,072.64		
Donation			
OTHER-	£186.76		
PRINTING	£113.70		
%OTHER-website,	£204.12		
Buxton refunds	£660.00		
REFUNDS	£140.00		
equipment-	£523.99		
	5,868.50		£0.00
Cashbook balance at start of year	£12,159.03	£5,966.76	£5,960.70
plus receipts since then	£3,655.70	£0.60	£6.06
less total payments	£5,868.50		
Cashbook balance at end of year	9,946.23	5,967.36	£5,966.76
Bank balance at end of year	£9,946.23	£5,967.36	£5,966.76
minus payments not yet cleared			
adjusted balance at end of year	9,946.23	5,967.36	

john wharton Jan 2022

^

Current A 2020

£

380.00  
500.00

94.00

300.00

660.00  
30.00

---

1,964.00

858.00  
120.36  
100.00  
108.00

341.00

262.85  
57.20

21.12  
24.80

---

110.00  
561.92  
2,565.25

12,760.28  
1,964.00  
2,565.25  
12,159.03  
  
12,159.03