



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

Charity name **Bedford Town Band**

Other names charity is known by **BTB**

Registered charity number (if any) **1173181**

Charity's principal address **40 Willoughby Close**  
**Gt Barford**  
**Bedford**  
**Postcode** **MK44 3LD**

### 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	Mr Paul Riggett	Chairperson		
2	Mrs Rachel Litchfield	Vice-Chair	01/01/2020 – 09/09/2020	
3	Mrs Victoria Fernand	Treasurer		
4	Mr Geoffrey Gaylor			
5	Mr Mark Glover			
6	Miss Karen Nutting			
7	Mrs Fiona Cartwright		01/01/2020 – 09/09/2020	
8	Mrs Tracey Foster		01/01/2020 – 09/09/2020	
9	Mr Gerard Atkins			
10	Mr Graeme Down			
11	Mr Steve Gadsden			
12	Ms Alice Muzzlewhite			
13	Mr Alistair Staddon			
14	Mr Peter Berrington			
15	Mr Graham Young			
16	Mr David Abrahams		09/09/2020 - 31/12/2020	
17	Mr Gary Summerfield		09/09/2020 - 31/12/2020	
18	Mrs Rosemary Fisher		09/09/2020 - 31/12/2020	
19	Mr Martin Orr		09/09/2020 - 31/12/2020	
20	Ms Mollie Sawford		09/09/2020 - 31/12/2020	

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address
Bank	Lloyds Bank plc	34 High St, Bedford, MK40 1SB

### 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 Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by member vote or Trustee vote and confirmed at AGM.

### 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.

Bedford Town band has in place and regularly reviews the following policy:

Policy for Safeguarding Children and Vulnerable Adults in the Brass Bands.

## Section C Objectives and activities

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

1. To promote and educate members and the general public in the musical arts with particular reference to music presented by brass bands, by means of concerts, contests and other related activities, keeping the traditions of brass banding in England.
2. To educate members and prospective musicians of all ages in the skills, art and science of music as performed by traditional brass bands.



**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)**

Appropriately qualified and experienced music professionals are appointed to act as Musical Directors of the bands within the organisation. They educate members in the art of playing brass instruments in regular group training sessions and rehearsals, organised to reflect members playing ability.

In conjunction with Castle Newnham School the Band has started an Academy to introduce pupils from local schools to playing brass instruments. Members, all complete beginners, are helped to understand musical notation, play an instrument, follow a conductor and play as part of a group. They are classed as Associate Members.

Entering contests gives the main band practical experience of high-pressure performance conditions as well as assessing their progress with independent adjudicator's remarks for feedback. Other public performances allow all members a chance to perform, in a variety of conditions, and allow the general public to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bedford Town band supports some charitable organisations by either making no charge or by charging a reduced fee. Instruments are loaned free of charge to members and associate members as required to support their training sessions and performances.

**Statutory Declaration**

The Trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

**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.

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

In the period covered by this report, BTB had 65 registered members plus 7 members of the Academy. A number of members played in both Town Band and Concert Brass and some played in both Concert Brass and Progress Brass.

Like all Bands the Coronavirus Pandemic caused all banding activities to cease for much of the year. The number of rehearsals for all bands was minimal, only 16 weeks of rehearsals achieved for the entire calendar year. The last rehearsal before the first national lockdown was a Concert Brass rehearsal on March 16<sup>th</sup>.

Prior to the first lockdown, the Town Band competed at the Mineworkers Open National Brass Band Festival in Skegness in January, and members of Concert Brass combined with members of 2 other local bands to play at the funeral of a local bandsman in early March.

Despite the playing side of the organisation having to temporarily cease in March, the move to a new "home" at Castle Newnham School Bedford, alongside the Bedford Music Hub, was successfully completed. A Service Level Agreement was agreed and signed by the Trustees and the Governing Body of the school.

In July work started in the school grounds to prepare and construct a base for a 30ft storage container to house the band's library of music, brass instruments, percussion equipment and various other items. In August the storage cabin was delivered to site and all the band's instruments, equipment and music library was moved in.

The Committee held virtual meetings when required using Zoom and the 2020 AGM, postponed from April, was held via Zoom in September.

Following a 31-week break, rehearsals recommenced for all 3 bands during October. Using the Brass Bands England Risk Assessment, the Trustees agreed a set of COVID-19 secure rules which enabled members to return to rehearsals in a safe way. After only 3 weeks of rehearsals the 2<sup>nd</sup> national lockdown of 4 weeks started. Following this 2<sup>nd</sup> lockdown, just a further 2 weeks of rehearsals were achieved. During this period, ensembles consisting of 6 players completed 3 outdoor carol playing sessions before the Bedford area was put into Tier 4 and all further playing activity ceased to the year end.



## Section E

## Financial review

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

Income is heavily weighted towards the end of each financial year and the start of the next. A reserve of £10,000 from unrestricted funds is required to cover income fluctuations and any unexpected expenditure items.

### Details of any funds materially in deficit

### 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.

BTB obtains the bulk of its income from member subscriptions, performances commissioned by other organisations and from a small number of concerts organised by the band itself. Some online funding facilities have been established since 2017 in support of the relocation project. The bulk of expenditure relates to paying for the Musical Directors to conduct the bands, supporting the Town Band in entering a number of major contests and the rental of the premises used for the bands' rehearsals and storage of their music and equipment prior to relocating to Castle Newnham school. Rental payments will not apply at the school. To maximise the number of public performances undertaken by the various bands some engagements for other charities are undertaken either free of charge or with a significantly reduced fee.

## Section F

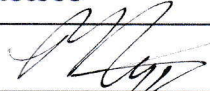

## Other optional information

## 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)	PAUL RIGGOTT	VICTORIA FERNAND
Position (e.g., Secretary, Chair, etc)	CHAIR	
Date	14-10-2021	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Bedford Town Band

No (if any)  
1173181

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01/01/2020		31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Members subscriptions	6,532	-	-	6,532	8,190
Engagements and public events	1,758	-	-	1,758	10,842
CD's	-	-	-	-	119
Sundry Income	-	-	-	-	416
Donations	1,013	-	-	1,013	817
Gift Aid	-	-	-	-	2,041
Instrument Hire	-	-	-	-	24
Bank Interest received	356	-	-	356	633
<b>Sub total (Gross income for AR)</b>	<b>9,660</b>	<b>-</b>	<b>-</b>	<b>9,660</b>	<b>23,082</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>9,660</b>	<b>-</b>	<b>-</b>	<b>9,660</b>	<b>23,082</b>
<b>A3 Payments</b>					
MD Fees	3,679	-	-	3,679	12,776
Contest Expenditure	450	-	-	450	3,745
Concert Expenditure	-	-	-	-	332
Guest Players	-	-	-	-	2,032
Rent	2,100	-	-	2,100	4,200
Insurance	956	-	-	956	881
Printing & Stationery	-	-	-	-	366
Sundry	441	-	-	441	931
Internet and Website	245	-	-	245	884
COVID related	316	-	-	316	-
<b>Sub total</b>	<b>8,186</b>	<b>-</b>	<b>-</b>	<b>8,186</b>	<b>26,147</b>
<b>Total payments</b>	<b>16,043</b>	<b>-</b>	<b>-</b>	<b>16,043</b>	<b>26,756</b>
<b>Net of receipts/(payments)</b>	<b>- 6,384</b>	<b>-</b>	<b>-</b>	<b>- 6,384</b>	<b>- 3,674</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>45,039</b>	<b>-</b>	<b>-</b>	<b>45,039</b>	<b>48,713</b>
<b>Cash funds this year end</b>	<b>38,655</b>	<b>-</b>	<b>-</b>	<b>38,655</b>	<b>45,039</b>

### 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 £
<b>B1 Cash funds</b>				
	Cash at Bank - Current Account	4,540	-	-
	Cash at Bank - Deposit Account	669	-	-
	Cash at Bank - 45 day account	31,050	-	-
	Cash at Hand	2,396	-	-



<b>Total cash funds</b>	<b>38,655</b>	<b>-</b>	<b>-</b>
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(agree balances with receipts and payments account(s))

## B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Gift Aid	1,041	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

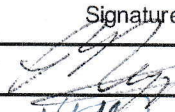

## B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Instruments	Unrestricted	-	60,396
Music	Unrestricted	-	15,052
Equipment	Unrestricted	-	4,559
Cabin	Unrestricted	-	7,568
		-	-
		-	-
		-	-
		-	-

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Paul Piggett	14/10/21
	VICTORIA FERNAND	14/10/21