



# Trustees' Annual Report for the period

Period start date  
From 1<sup>st</sup> January 2021 To 31<sup>st</sup> December 2021

## 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 Victoria Fernand	Treasurer		
3	Mr Geoffrey Gaylor			
4	Mr Mark Glover		01/01/2021 – 14/10/2021	
5	Miss Karen Nutting			
6	Mr Gerard Atkins			
7	Mr Graeme Down			
8	Mr Steve Gadsden			
9	Ms Alice Muzzlewhite	Secretary		
10	Mr Alistair Staddon			
11	Mr Peter Berrington			
12	Mr Graham Young			
13	Mr David Abrahams		01/01/2021 – 14/10/2021	
14	Mr Gary Summerfield			
15	Mrs Rosemary Fisher			
16	Mr Martin Orr			
17	Ms Mollie Muzzlewhite			
18	Ms Avril Reeves		14/10/2021 – 31/12/2021	
19				
20				

### 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.

The Trustees approved during this year an "Equal Opportunities Policy"

## 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 and Conductors 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 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**

Following the 3<sup>rd</sup> national covid lockdown, indoor rehearsals under the Brass Band England guidelines resumed in mid-May for the Bedford Town Band and Bedford Town Concert Brass bands. Unfortunately, after the various lockdowns, there were not enough players to resume any activity for Progress Brass, and the decision was made to mothball this band until enough players become available to resume.

Band activities continued uninterrupted for the rest of the year, with Town Band rehearsing twice a week and Concert Brass once a week.

Bedford Town Band qualified for the National Brass Band Championships of GB held at Cheltenham Racecourse finishing in a creditable 12<sup>th</sup> place.

Some members of the bands took part in the Brass Band England initiative "Proms in the Playground" at Westfield Primary School Bedford. After a year of limited musical activity, with particular limitations on brass playing in many schools, this national initiative was to re-engage with the local community. Community bands connect with their local schools by offering a performance in their playground, getting young people excited about brass banding and help bands forge and strengthen relationships with organisations around them.

A total of 20 public engagements were performed during the rest of the year between the 2 bands, including a number of mixed ensembles carol playing in the lead up to Christmas.

Bedford Town Band held a concert to promote the Academy at Castle Newnham School in late 2019. The Academy's primary role is to promote brass playing for the pupils of Castle Newnham School and also to cater for provision of tuition for the children of band members. Although the various lockdowns, due to pandemic restrictions, greatly affected the development of the academy, tuition for a small number of students continued during 2020 when allowed. The structure of the academy was refined during this time and the process of appointing a professional Director of Music to take the lead on delivery of tuition and development is in progress. The role of the Academy Manager, who is already in place, includes school liaison, fundraising and administration. The school now has a team in place, drawn from its music department staff, to promote the initiative within the school.

We are expecting the Academy to have sufficient capacity to enable it to attract students from other schools within Bedford Borough once the uptake at Castle Newnham has been maximised.

Two performances were given free of charge, in support of local charities. The annual Bedford Remembrance Day Parade and Christmas Carols in aid of Tesco's national charities.



## 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. The bulk of expenditure relates to the paying for the musical instructors to conduct the bands and supporting the Town Band in entering a number of major contests. 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

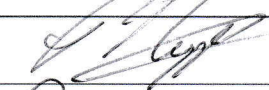
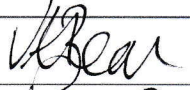
## Other optional information

## 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	V.A. Bean
Position (eg Secretary, Chair, etc)	CHAIR	Treasurer
Date	28-07-22	





## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2021

To

Period end date  
31/12/2021

### 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>					
Member Subscriptions	3,932	-	-	3,932	6,533
Engagements & Public events	2,664	-	-	2,664	1,758
Donations	16	-	-	16	1,013
Gift Aid	1,308	-	-	1,308	-
Bank Interest received	281	-	-	281	356
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>8,201</b>	<b>-</b>	<b>-</b>	<b>8,201</b>	<b>9,660</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>8,201</b>	<b>-</b>	<b>-</b>	<b>8,201</b>	<b>9,660</b>
<b>A3 Payments</b>					
MD Fees	6,451	-	-	6,451	3,678
Contest Expenditure	449	-	-	449	450
Concert Expenditure	-	-	-	-	-
Rent	1	-	-	1	2,100
Insurance	892	-	-	892	956
Printing & Stationery	60	-	-	60	-
Sundry	339	-	-	339	441
Internet & website	213	-	-	213	245
COVID related	84	-	-	84	316
<b>Sub total</b>	<b>8,486</b>	<b>-</b>	<b>-</b>	<b>8,486</b>	<b>8,186</b>
<b>Total payments</b>	<b>8,765</b>	<b>-</b>	<b>-</b>	<b>8,765</b>	<b>16,043</b>
<b>Net of receipts/(payments)</b>	<b>- 564</b>	<b>-</b>	<b>-</b>	<b>- 564</b>	<b>- 6,383</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>38,655</b>	<b>-</b>	<b>-</b>	<b>38,655</b>	<b>45,039</b>
<b>Cash funds this year end</b>	<b>38,091</b>	<b>-</b>	<b>-</b>	<b>38,091</b>	<b>38,656</b>

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

#### Categories

#### Details

#### B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash at Bank - Treasurers account	2,223	-	-
Cash at Bank - Deposit account	669	-	-
Cash at Bank - 45 day account	31,331	-	-
Cash at hand	3,868	-	-
<b>Total cash funds</b>	<b>38,091</b>	<b>-</b>	<b>-</b>



(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 £
Bedford Bid (carolling job)	100	-	-
Gift Aid	514	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

### Details

	Fund to which asset belongs	Cost (optional)	Current value (optional)
Instruments	Unrestricted	-	60,396
Music	Unrestricted	-	15,331
Equipment	Unrestricted	-	4,559
Cabin	Unrestricted	-	7,568
		-	-

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

### Details


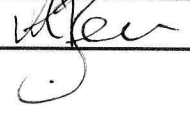
	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

## 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 Riggall	28-07-22
	Vikki Bean	28/7/22