



# Trustees' Annual Report for the period

	Period start date			Period end date			
	01st	January	2022		31st	December	2022
From				To			

## 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	Miss Karen Nutting			
5	Mr Gerard Atkins			
6	Mr Graeme Down			
7	Mr Steve Gadsden			
8	Ms Alice Muzzlewhite			
9	Mr Alistair Staddon			
10	Mr Peter Berrington			
11	Mr Graham Young			
12	Mr Gary Summerfield			
13	Mrs Rosemary Fisher			
14	Mr Martin Orr			
15	Ms Mollie Muzzlewhite			
16	Ms Avril Reeves			
17	Mr Benjamin Orr		28/07/2022 – 31/12/2022	
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

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

Associate members, all complete beginners, are helped to understand musical notation, play an instrument, follow a conductor and play as part of a group.

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 to members as required to support their rehearsals 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 2 years interrupted by the Covid pandemic, 2022 gave rise to uninterrupted activities for Bedford Town Band and Bedford Town Concert Brass. Town Band rehearsals were held twice a week on Tuesday and Thursday evenings and Concert Brass rehearsals held on Mondays.

Town Band competed in 4 contests during the year, winning Section 2 of the Butlins Contest in Skegness. They also competed in contests in Stevenage Herts, Wakefield Yorkshire and Leicester. Traditional bandstand performances were given in Bedford and Northampton. The band also gave performances to celebrate the Queens Platinum Jubilee and the Kings proclamation Service in Bedford.

Concert Brass gave 2 concerts during the year in aid of the local Hospice raising over £1900 in total. They also performed at Leighton Buzzard bandstand and 2 concerts for Wilstead Women's Institute.

A total of 36 public engagements were performed during the year between the 2 bands, including a number of mixed ensemble groups carol playing in the lead up to Christmas. Other charity performances in the year were given at the Kings Proclamation Service in Bedford, Bedford Remembrance Day parade and for Tesco's national charities.

The Brass Academy is now a well-established BTB initiative. A series of assembly demonstrations held towards the end of the summer term had a significant impact on numbers and resulted in the Academy register increasing to thirty-five students at the beginning of the Autumn term in 2022. The capacity, at present, would allow this number to increase to around fifty and we look forward to its continued success as it progresses towards the forming of a full Academy Brass Band. The majority of students attend Castle Newnham School, with others drawn from across schools within Bedford Borough.

During the year, Bedford Town Band launched a new initiative, partnering with the Bedfordshire and Luton Recovery College to offer free adult brass lessons in our new Wellbeing Brass group.

The Bedfordshire and Luton Recovery College is part of the Bedfordshire Mental Health Academy, which is a formal partnership with ELFT (East London NHS Foundation Trust) and the University of Bedfordshire. The college is open to any adults who live or work in Bedfordshire and Luton. Their courses and workshops focus on mental health wellbeing and recovery. The Wellbeing Brass lessons are aimed towards people with lived experience of mental ill-health, their family, friends or carers. The Band is keen to work with anyone who has the enthusiasm for learning music and to use music to help enhance their mental wellbeing. Thanks to a grant from the Bedfordshire, Luton & Milton Keynes Integrated Care Board, Bedford Town Band are able to offer group brass lessons completely free of charge, providing all tuition, loan of instruments and music. No prior musical knowledge or experience is required. Group lessons have started with 7 people. They are either complete beginners or returning to brass music after a long absence.



## 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

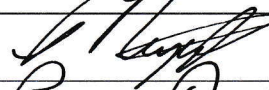

## Other optional information

## 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 RIGGEM	VICTORIA FERNAND
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/7/23	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Name  
Bedford Town Band

No (if any)  
1173171

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/01/2022		31/12/2022

### 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	6,375	-	-	6,375	3,932
Engagements and Public events	5,315	-	-	5,315	2,664
Donations	961	-	-	961	16
Gift Aid	-	-	-	-	1,308
Bank Interest received	346	-	-	346	281
Sundry income	12,000	-	-	12,000	-
Instrument hire	570	-	-	570	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>25,567</b>	<b>-</b>	<b>-</b>	<b>25,567</b>	<b>8,201</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>25,567</b>	<b>-</b>	<b>-</b>	<b>25,567</b>	<b>8,201</b>
<b>A3 Payments</b>					
MD fees	13,934	-	-	13,934	6,451
Contest Expenditure	1,031	-	-	1,031	449
Concert Expenditure	191	-	-	191	-
Rent	-	-	-	-	2
Insurance	956	-	-	956	892
Printing and Stationery	-	-	-	-	60
Sundry	1,352	-	-	1,352	339
Internet and website	205	-	-	205	213
COVID related	-	-	-	-	84
<b>Sub total</b>	<b>17,669</b>	<b>-</b>	<b>-</b>	<b>17,669</b>	<b>8,486</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Instrument, Music, Equi	13,600	-	-	13,600	279
<b>Sub total</b>	<b>13,600</b>	<b>-</b>	<b>-</b>	<b>13,600</b>	<b>279</b>
<b>Total payments</b>	<b>31,269</b>	<b>-</b>	<b>-</b>	<b>31,269</b>	<b>8,765</b>
<b>Net of receipts/(payments)</b>	<b>- 5,702</b>	<b>-</b>	<b>-</b>	<b>- 5,702</b>	<b>- 564</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>38,091</b>	<b>-</b>	<b>-</b>	<b>38,091</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>32,389</b>	<b>-</b>	<b>-</b>	<b>32,389</b>	<b>564</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 - treasurers account	30,308	-	-
	Cash at bank - deposit account	269	-	-
	Cash at bank - 45 day notice account	-	-	-
	Cash at hand	1,811	-	-
	<b>Total cash funds</b>	<b>32,389</b>	<b>-</b>	<b>-</b>



(agree balances with receipts and payments account(s))

## B2 Other monetary assets

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
Gift Aid	1,445	-	-
		-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Instruments		-	55,349
Music		-	15,188
Equipment		-	4,631
Cabin		-	6,054
Uniform		-	9,066

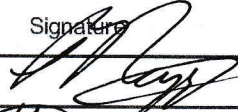

## B4 Assets retained for the charity's own use

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 RIGGERT	20/7/23
	VICTORIA FERNAND	20/7/23