



Trustees' Annual Report for the period

| | | | |
|-------------------|------------------------------|-----------------|--------------------------------|
| Period start date | | Period end date | |
| From | 1 st January 2023 | To | 31 st December 2023 |

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 | | 01/01/2023 | 20/07/2023 |
| 18 | Mr Darren Smith | | 20/07/2023 | 31/12/2023 |
| 19 | Mr David Barlow | | 20/07/2023 | 31/12/2023 |
| 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)

| |
|--|
| |
|--|

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". This was reviewed during the year. It also has a Bullying and Harassment Policy and an "Equal Opportunities Policy" in place.

The Organisation has a Risk Assessment that applies to all rehearsals, engagements and functions.

The Organisation is a member of Brass Bands England and a partner of the Bedford Music Hub.

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 Town 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

During the year of this report, a total of 30 public performances was given by the various bands of the Organisation.

The first concert of the year was an "All Bands Memorial Concert" including the Academy Band. The concert was held in the memory of two players and one loyal supporter/fundraiser lost to the bands previously.

Town Band rehearsals were held twice a week on Tuesday and Thursday evenings and Concert Brass rehearsals held on Monday evenings.

Progress Brass, which was mothballed following the pandemic, was re-instigated during the year and now rehearses on Wednesday evenings.

Bedford Town Band competed in 2 contests during the year, coming 2nd in Section 1 of Wychavon Entertainment Contest in Evesham. In addition, percussionist Louvier Lau was awarded Best soloist and the Baritones picked up best Baritone section. Traditional bandstand performances were given in Leighton Buzzard, Bedford and Northampton.

Bedford Town Concert Brass performed at Leighton Buzzard bandstand and at the Bedford Kite Festival. They also performed a concert for the Bedfordshire Federation of Women's Institutes.

Progress Brass. This group came into being to cater for those wishing to continue playing, who had previously been members of the Progress Band. Whilst the Progress Band ceased to function around the time of the pandemic, a few continued to meet between the pandemic lockdowns. Progress Brass has now been formally reinstated as a band within the BTB organisation and membership continues to increase. Progress Brass provides an ideal progression for those who are learning to play via the training groups and is also attracting those wishing to return to brass playing after a break. A number of more established players, who enjoy mentoring those who are less experienced, have also joined the group. In December, Progress Brass played Christmas Carols at the local Tesco supermarket in aid of the Tesco national charities.

Brass Academy. Numbers of Academy students have stabilised at twenty-five and the youngsters continue to make good progress. Groups have performed at two Town Band concerts during the autumn 2023 term, which gave them excellent experience of public performance with their playing well received by enthusiastic audiences. We are planning to hold a 'Brass Assembly' at Brickhill Primary School Bedford shortly, and being local to our base at Castle Newnham School, the children will be invited to attend the Academy sessions, on a Tuesday and Thursday, at Castle Newnham. The Head of Music at Castle Newnham is sending a notice to all primary school pupils and parents, which we hope will result in an increase in numbers of Castle Newnham pupils engaging with brass playing.

Wellbeing Brass. We have continued our partnership with the Bedfordshire & Luton Recovery College, which is an initiative led by the local NHS Mental Health Trust. Our Wellbeing Brass academy meets on a Monday evening during term time, and we provide brass lessons to any adult living or working in Bedfordshire. We are particularly keen to provide a safe, supportive, and enjoyable experience for those who are experiencing mental ill-health or their carers; however, we are keen that this is an inclusive group for all who have an interest in learning to play a brass instrument.

The group is great fun, and its members are making good progress. We are very keen to increase numbers and we are actively seeking new

learners.

Training Group. The older 'beginners' meet at various times during the week and come from backgrounds ranging from those with some musical knowledge, having played non-brass instruments, to those starting from scratch. Group and one to one sessions are held on Tuesdays and Thursdays and, by demand, an additional group now meets on a Wednesday, prior to the Progress Brass rehearsal. The group continues to thrive, with some members 'stepping up' and joining Progress Brass.

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

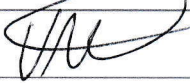

Other optional information

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) | VICTORIA FERNAND | GRAEME RICHARD DOWD |
| Position (eg Secretary, Chair, etc) | TREASURER | VICE CHAIRMAN |
| Date | 17/7/24 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Madford Town Hall
173171

Receipts and payments accounts

CC16a

| | | | |
|------------------------|------------|----|------------|
| For the period from | 01/01/2023 | To | 31/12/2023 |
|------------------------|------------|----|------------|

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Member Subscriptions | 8,324 | - | - | 8,324 | 6,375 |
| Engagements and Public Events | 6,563 | - | - | 6,563 | 5,315 |
| Donations | 2,318 | - | - | 2,318 | 961 |
| Gift Aid | 3,103 | - | - | 3,103 | - |
| Bank Interest Received | 2 | - | - | 2 | 346 |
| Sundry Income | 1,986 | - | - | 1,986 | 12,000 |
| Instrument Hire | - | - | - | - | 570 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 22,297 | - | - | 22,297 | 25,567 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 22,297 | - | - | 22,297 | 25,567 |
| A3 Payments | | | | | |
| MD Fees | 16,414 | - | - | 16,414 | 13,934 |
| Contest Expenditure | 770 | - | - | 770 | 1,031 |
| Concert Expenditure | 744 | - | - | 744 | 191 |
| Insurance | 913 | - | - | 913 | 956 |
| Sundry | 15 | - | - | 15 | 1,352 |
| Internet and Website | 459 | - | - | 459 | 205 |
| Professional Fees | 444 | - | - | 444 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 19,760 | - | - | 19,760 | 17,669 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Instrument Music Equipment | 2,254 | - | - | 2,254 | 13,600 |
| | - | - | - | - | - |
| Sub total | 2,254 | - | - | 2,254 | 13,600 |
| Total payments | 22,014 | - | - | 22,014 | 31,269 |
| Net of receipts/(payments) | 283 | - | - | 283 | - 5,702 |
| A5 Transfers between funds | | | | | |
| A6 Cash funds last year end | 32,389 | - | - | 32,389 | 38,091 |
| Cash funds this year end | 32,672 | - | - | 32,672 | 32,389 |

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 | Cash at Bank -treasurers account | 29,693 | - | 30,308 |
| | Cash at Bank - deposit account | 272 | - | 269 |
| | Cash at hand | 2,707 | - | 1,811 |
| | Total cash funds | 32,672 | - | 32,389 |
| | (agree balances with receipts and payments account(s)) | | | |

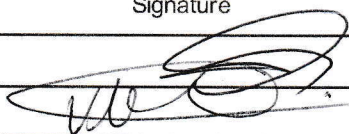
| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|-------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | Gift Aid | 1,375 | - | - |
| | St Marks (Car Park and Candlelight) | 280 | - | - |
| | Bedford Bid | 550 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-------------|--------------------------------|-----------------|-----------------------------|
| B3 Investment assets | Instruments | | - | 54,299 |
| | Music | | - | 14,965 |
| | Equipment | | - | 4,400 |
| | Cabin | | - | 5,752 |
| | Uniform | | - | 7,253 |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|--------------------------------|-----------------|-----------------------------|
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|------------------------------------|--------------------------|------------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|---|---------------------|------------------|
|  | GRAEME RICHARD DOWN | 18/07/2024 |
| | VICTORIA FERNAND | 18/7/24 |