



The Bristol Reggae Orchestra

Charity registration number: 1180167
Annual report and Unaudited Financial Statements

For the year ended 30 September 2022

The Bristol Reggae Orchestra Contents

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**The Bristol Reggae Orchestra
Reference and Administrative Details**

Charity Registration Number	1180167
Patron	Gary Crosby OBE
Chair	Arden Tomison
Leader	Rebecca Scott (appointed February 2022)
Trustees	Adam Wilson Arden Tomison Barrington Chambers Kat Branch Kevin Millwood Mark Spence Norma Daykin
Treasurer	Sue Lamble
Musical Director	Ben Jenkins
Principal Address	Malcolm X Community Centre 141 City Road St Pauls Bristol BS2 8YH
Bankers	Lloyds
Independent Examiner	Natalie Binstead-Wey, BW Business Advisers
Charity Website	https://www.bristolreggaeorchestra.com/

The Bristol Reggae Orchestra Orchestra Lead Report

It has been a busy time for Bristol Reggae Orchestra and one of the most exciting I've known. Reporting on the period following my appointment in February 2022, BRO have continued to run regular rehearsals, progressed work with schools and community groups and performed at several events. We also secured significant funding from the Windrush Grant scheme that has enabled the introduction of a reggae choir.

Community

We continued the Reaching Out programme through the summer of 2022. As well as workshops with schools in Lawrence Weston and Hartcliffe, the orchestra performed at local community centres and partnered with the Bristol Recovery Orchestra.

Choir

A Reaching Out review meeting held in April 2022 identified the Windrush grant scheme as a potential avenue to continue our community programme. The aim was to create a vocal ensemble, visual record and a series of events that celebrated the achievements of the Windrush generation alongside community partners. We were delighted to be successful in this application and were awarded a grant of £21,998, the third highest grant in the Southwest.

The year following has seen the Orchestra go from strength to strength. The newly titled Bristol Windrush Reggae Choir has been incredibly successful in bringing in new members, raising the profile of the Orchestra and leading to performances on Windrush Day, at St Pauls Carnival picnic, Bristol Beacon and TedX in Bath. The choir hopes to continue into 2023.

Operations

We appointed a Digital Marketing Officer whose online documentation of the orchestra more than doubled our following on social media platforms and kept us prominent in the public domain. We had an excellent Windrush Choir Coordinator who delivered on all aims and we brought an Administrator on-board to support our filing systems and comms.

The Management Committee has been reinstated and meet on a 6-weekly basis. There are also several sub-committees who oversee key-areas of the organisation such as music development and asset management. I am grateful to the extremely dedicated team of member volunteers who support these operations.

We have made updates to the website to streamline booking processes, introducing an integrated booking form, publicising rates and a new FAQs section. We plan to dedicate time on improving this platform later in 2023.

Looking forward.

We are in consultation with our members about a proposed structure of governance that would see new, paid roles for the orchestra, skills development for members, a youth music / outreach programme and support for the choir. We aim to submit an application to Arts Council England in 2023 to fund this work.

**Rebecca Scott
Orchestra Lead**

The Bristol Reggae Orchestra Trustee Report

The Trustees present the annual report together with the financial statements of the charity for the year ended 30 September 2022.

Objectives and activities

Objects and aims

The objects of the charity are to advance the art of music, particularly reggae and music of Jamaican origin for the benefit of the public by performing such music to the public and providing opportunities to develop musical skills.

Public benefit

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

This reporting period still required us to adapt to overcome continuing problems arising from the Covid pandemic. Most Board meetings continued to be held remotely and although live rehearsals had recommenced, many members were cautious about returning. We focussed on internal housekeeping to update our asset register, scope the need for self-sufficiency in sound equipment and re-establish the committee structure. This last issue highlighted the need for a formal Leader's role with paid administrative support which was agreed at AGM in February 2022. Member Becky Scott was appointed to the Leader role and has made a palpable difference to the running of the Orchestra with her energy, enthusiasm and skills. Finally, the Board recognised the need to appoint more Trustees and commenced a recruitment drive which came to fruition towards the end of this period and which will be reported on next year.

In addition to the internal focus we concentrated on making connections with organisations and neighbours to help build the return to performing, partnered with St George's Bristol to deliver a sell-out concert, concluded the Real Photography Company's Windrush project with a world premiere performance of their commissioned piece and delivered 3 invited schools workshops as well as a series of summer workshops for the Malcolm X Centre Youth projects.

Our "Reaching Out" programme of musical workshops from the award of £5,000 funding from Bristol City Council's Arts and Culture Fund was a major focus throughout the year and delivered a total of 12 workshops and performances involving over 220 participants before concluding in June 2022 having over-delivered on the original plan.

We have applied for a 3 year Imagination Fund grant from Bristol City Council to expand and develop this outreach programme further but await the outcome of that bid.

A bid to the Windrush Fund of The Department of Levelling Up, Housing and Communities resulted in the award of £21,998 to establish a Community Choir over a short 6 month window. Under Becky Scott's guidance with support from the Trustees, Project Co-ordinator Suzi McKenzie delivered a highly successful programme recruiting over 40 members to the choir under the professional direction of Orgena Rose. The Choir delivered a gala performance including new compositions at The Bristol Beacon in October and has since become established as an ongoing entity.

The Bristol Reggae Orchestra Trustee Report

In summary, a necessary period of consolidation has resulted in a confident return to business as usual but with funding successes we have been able to build positively on our brand, establishing ourselves more solidly in the cultural fabric of the city. The new structure of Leadership with freelance admin and marketing support is paying dividends and the end of this period with its attendant successes has allowed us to think more strategically about our future and concluded with the prospect of undertaking a significant organisational development programme in the coming years.

Thanks are due to all Trustees who have steered the Orchestra through some difficult times, to Leader Becky Scott and the freelance team in particular our project co-ordinators and especially our Music Director, Ben Jenkins.

Financial review

The total cash fund position at the end of the period was £25,922 (Unrestricted funds: £6,805, restricted funds £19,117). The Charity reports a surplus during the period of £17,520 (Unrestricted funds: £2,725, restricted funds £14,795).

Income

Income from members subscriptions totalled £3,009 (2021: £2,500). Members continue to remain committed to paying their subscription fees and it is recognised that these fees enable the Charity to meet its minimum annual operating costs, as reflected in the Statement of Receipts of Payments.

During the period the Charity received a restricted grant from Windrush Choir Fund, £21,998, and the Co-op Community Fund £3,582. A breakdown the grant expenditure can be seen at **note 1** to the statement of receipts and payments. A significant part of the Windrush grant was required to be spent by December 2022. Both projects have been an extremely busy time yet rewarding part of the past year.

The Orchestra was able to attend and play at 4 gigs and host 2 school workshops which generated an income of £4,225 (2021: £813). This has partly been a result of the “reopening” of the music scene since the easing of the pandemic in 2021/2022.

Expenditure

The Charity’s core operating costs were £4,692 (2021: £2,716), an increase partly due to the return to “normal” day to day activities. The Charity incurred costs of £1,380 (2021: £548) in relation to the hire of rehearsal spaces, a significant increase, however this was due to a bill received in the year ended 30 September 2022, which in fact related to the previous financial year.

Musical Director’s fees were £1,635 (2021: £830) an increase which is a result of the increase in activities throughout the year, as described above. The Charity recognises the significant commitment and key role of the Musical Director. The orchestra committee and Board of Trustees have agreed that the Musical Director’s fees are increased in line with the Musician Union rates from February 2023.

Investment in assets

The Charity would like to become self-sufficient particularly in sound set-up for small gigs and only call on ‘sound tech’ input for major performances. This will reduce musical project costs and upskill members. It will require the Charity to however to invest in a certain amount of sound equipment, a

The Bristol Reggae Orchestra Trustee Report

correct storage set-up and a user workshop to understand the operation and impact. It is proposed to set-aside provision of £1,000 to enable this future investment.

In addition, an extensive stock take of the musical equipment held by the Charity was carried out and a number of items had previously been omitted from the register of assets. The Charity has updated the level of assets, which is reflected in the Statement of Assets and Liabilities.

Plans for future periods

As noted earlier, our successes in the latter part of this period, in particular the successful establishment of The Windrush Choir, has allowed us to develop a strategic vision for the future which under an enhanced Board will provide the opportunity significant organisational development. We will be applying for Arts Council England funding to help with the process and will report on that next time.

Structure, governance and management

The Bristol Reggae Orchestra is a registered charitable incorporated organisation (CIO) and is governed by its constitution dated 2 October 2018. The CIO was registered with the Charity Commission on 2 October 2018.

The CIO is administered by the Board of Trustees. The Board has begun to meet more frequently than its original quarterly basis to accommodate the additional work arising from the projects. A management committee and formal action groups are appointed to assist with orchestral section management, planning, development, communications and finance who meet every 6 weeks.

The Board recognises The Bristol Reggae Orchestra members are the integral part of the orchestra and the Board continually seeks to listen to the important voice of its members in order to meet the charity aims and objectives.

The action groups consist of the following:

Finances and income: responsible for managing the money, generating income, pursuing funding opportunities, sales and merchandising

Membership: responsible for managing recruitment, keeping a balance of musicians, involving members and volunteers, running rehearsals with refreshments

Musical development: responsible for working closely with the Musical Director to define our repertoire, manage the music library, commission new works and arrangements, seek educational and funded projects.

Media and Marketing: responsible for publicity, recruitment strategies, managing social media and web-based activity, marketing and point of contact for bookings.

Performance logistics: responsible for maintenance and storage of all equipment, managing all aspects of performances including contracts, liaison, logistics (including transport), set-ups and take-downs.

The Bristol Reggae Orchestra Trustee Report

Recruitment and appointment of Trustees

Trustees are appointed at the Annual General Meeting and are appointed on the basis of their skills and relevant experience to meet the objects of the charity. Trustees are elected by the membership to serve terms of one year and are eligible for re-election at the next Annual General Meeting.

Induction and training of trustees

Once appointed, new trustees are fully briefed by the Board with regard to:


- their obligations as members of the Board of Trustees, including relevant publications from the Charity Commission;
- relevant documentation regarding the legal framework of the charity, e.g. Constitution;
- relevant financial information as set out in the most recent published annual accounts;
- strategic plans and objectives.

Reserves Policy

The Charity recognises that it requires a certain level of funding in order to meet its core operational activities. The Charity anticipates holding one year's operating costs in reserve which will be monitored by the Treasurer and Board of Trustees on a regular basis.

Declaration

The Trustees declare that they have approved the Trustee report above. Signed on behalf of the charity's trustees:



.....
Arden Tomison

Trustee

18 July 2023

The Bristol Reggae Orchestra
Statement of Receipts and Payments

		2022	2022	2022	2021	2021	2021
		Unrestricted funds	Restricted funds	Total Funds	Unrestricted funds	Restricted funds	Total Funds
		£	£	£	£	£	£
RECEIPTS							
Donations, legacies, grants	Note 1	183	25,580	25,763	797	4,500	5,297
Membership subscriptions		3,009	-	3,009	2,500	-	2,500
Performance income		4,225	-	4,225	813	-	813
Merchandise sales		-	-	-	-	-	-
Asset and investment sales		-	-	-	-	-	-
Total receipts		7,417	25,580	32,997	4,110	4,500	8,610
PAYMENTS							
Musical director		1,635	-	1,635	830	-	830
Musical project costs	Note 1	440	10,337	10,777	950	143	
Musician fees (non-members)		370	-	370	30	-	30
Rent / Hire of rooms		1,380	-	1,380	548	-	548
Advertising		-	-	-	-	35	35
Insurance		193	-	193	180	-	180
Website maintenance / Digital media		207	-	207	178	-	178
Merchandise		378	-	378	-	-	-
Sundry		89	-	89	-	-	-
Asset and investment purchases		-	448	448	-	-	-
Total payments		4,692	10,785	15,477	2,716	178	1,801
Net of receipts/(payments)		2,725	14,795	17,520	1,394	4,322	6,809
Transfer between funds		-	-	-	-	-	-
Cash funds last year end		4,080	4,322	4,080	2,686	-	2,686
Cash funds this year end		6,805	19,117	25,922	4,080	4,322	8,402

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Statement of Assets and Liabilities

	Details	2022 Unrestricted £	2022 Restricted £	2022 Total £
Cash funds	Cash at bank	6,805	19,117	25,922
Other monetary assets		-	-	-
Investment assets		-	-	-
Assets retained for the charity's own use	Merchandise	1,730	-	1,730
	Musical equipment	7,903	-	7,903
Liabilities	Creditors	-	-	-
	Details	2021 Unrestricted £	2021 Restricted £	2021 Total £
Cash funds	Cash at bank	8,402	-	8,402
Other monetary assets		-	-	-
Investment assets		-	-	-
Assets retained for the charity's own use	Merchandise	2,283	-	2,283
	Musical equipment	3,858	-	3,858
Liabilities	Creditors	-	-	-

The Bristol Reggae Orchestra
Note to the Statement of Receipts and Payments

Note 1

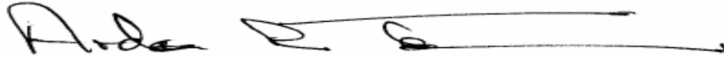
Restricted funds

	BCC - Reaching Out	Windrush Choir	Co-Op Community Fund	Total
	£	£	£	£
Balance Brought Forward 1 October 2021	4,322	-	-	4,322
Total receipts during year:	-	21,998	3,582	25,580
Payment:				
Musical Project Costs:				
Project co-ordination	(755)	(2,350)	-	(3,105)
Workshop lead	(1,388)	-	-	(1,388)
Workshop musicians	(459)	-	-	(459)
Launch events - musical director	-	(240)	-	(240)
Launch Events - sound engineer	-	(100)	-	(100)
Launch Events - publicity	-	(242)	-	(242)
Launch Events - photography	-	(150)	-	(150)
Choir development	-	(1,450)	-	(1,450)
Photographic record	-	(1,500)	-	(1,500)
New composition	-	(1,125)	-	(1,125)
Other project expenses	(230)	(257)	(91)	(578)
Subtotal	(2,832)	(7,414)	(91)	(10,338)
Asset purchase (bass amplifier)	-	-	(448)	(448)
Total payment during year	(2,832)	(7,414)	(539)	(10,786)
Balance Carried Forward 30 September 2022	1,490	14,584	3,043	19,117

	BCC - Reaching Out	Windrush Choir	Co-Op Community Fund	Total
	£	£	£	£
Balance Brought Forward 1 October 2020	-	-	-	-
Receipt	4,500	-	-	4,500
Payment:				
Musical Project Costs	(143)	-	-	(143)
Advertising	(35)	-	-	(35)
Balance Carried Forward 30 September 2021	4,322	-	-	4,322

The Bristol Reggae Orchestra

The financial statements were approved by the trustees, and authorised for issue on 18 July 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Arden Tomison', followed by a long horizontal line.

.....
Arden Tomison
Trustee



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Bristol Reggae Orchestra

**On accounts for the year
ended**

30 September 2022

**Charity no
(if any)**

1180167

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

14 July 2023

Name:

Natalie Binstead-Wey on behalf of BW Business Accountants and Advisers Limited

**Relevant professional
qualification(s) or body
(if any):**

ICAEW
CIOT

Address:

Henleaze Business Centre
Harbury Road
Bristol BS9 4PN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.