



# **The Bristol Reggae Orchestra**

Charity registration number: 1180167  
Annual report and Unaudited Financial Statements

**For the year ended 30 September 2023**

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

<b>Charity Registration Number</b>	1180167
<b>Patron</b>	Gary Crosby OBE
<b>Chair</b>	Arusha McKenzie (since January 2024) Arden Tomison (until January 2024)
<b>Orchestra Leader</b>	Norma Purnell (appointed August 2023)
<b>Choir Leader</b>	Melanie Otto
<b>Trustees during the year</b>	Arusha McKenzie  Barrington Chambers  Kat Branch  Kevin Millwood  Norma Daykin  Sharon Folland  Rebecca Scott  Kristian Sharpe  Wesley Guinchard-Cox  Arden Tomison (resigned January 2024)  Adam Wilson (resigned October 2023)
<b>Treasurers</b>	Sue Lamble (Orchestra) and Marie James (Choir)
<b>Musical Director</b>	Ben Jenkins
<b>Choir Director</b>	Orgena Rose (until February 2024) Kim Samuels (since April 2024)
<b>Principal Address</b>	Malcolm X Community Centre 141 City Road Bristol BS2 8YH
<b>Bankers</b>	Lloyds
<b>Charity Website</b>	<a href="https://www.bristolreggaeorchestra.com/">https://www.bristolreggaeorchestra.com/</a>

## **Report on activities - Orchestra and Choir**

### Bristol Reggae orchestra

What a year we've had! A group of unrelated people playing our individual instruments for the love of music. At times working alongside the now up and (almost) independent Windrush Reggae Choir. We went to Glastonbury Festival, performing on the Pyramid Stage – opening for Sir Elton John himself, alongside Sophie Ellis-Bextor.

### Community

We continued the Reaching Out programme through the summer of 2023. As well as workshops with schools and mid-term youth programmes, the orchestra performed at the local community centre at Filwood in Knowle West and partnered with the Bristol Beacon's grand opening.

### Choir

Although the choir is almost independent of the orchestra in the running and the management committees, the orchestra is still involved for support and guidance. We hold joint committee meetings as and when needed. Amongst other events, the choir performed independently at the SS Great Britain to support their inaugural Windrush celebration event. The choir continues to bring in new members, raising the profile of both the Orchestra and the Choir, thus leading to further performances. The choir continues into 2024 with a new leader Kim Samuels.

### Operations

We are currently recruiting for a 16 hour per month role to assist with administration on the charity.

The Management Committee has been reinstated and meets 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 by introducing an integrated booking form, publicising rates and a new FAQs section. This piece of work is ongoing and there are plans in place to further improve this platform.

We are looking forward to various joint performance events at Valley Festival and others.

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, development of the youth music and outreach programme, and support for the choir.

### Singers

We are planning a pool of singers to support the orchestra on various tracks which will be led by the BRO musical director and WRC music leader.

Overall, we have enjoyed a happy year supporting the communities we live in.

**Norma Purnell**  
**Orchestra Leader**

## **Trustees Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 30 September 2023.

### **Objectives and activities**

#### ***Objectives and aims***

The objectives of the charity are to advance the art of music, particularly reggae and other related music genres of Jamaican origin for the benefit of the public by performing 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***

During the course of the year the Windrush Choir has been incorporated into the charity and a number of successful joint performances have been given. Both the choir and the Orchestra are excited by this new partnership and future joint performances continue to be identified and planned. The orchestra performed for the local community of Montpelier at its annual Guy Fawkes celebrations. The charity also continued to serve the community of St. Paul's in which it was founded and held open sessions of music and singing for its elders and the wider community.

During this year a number of new trustees joined the board whilst Adam Wilson stepped down. Arden Tomison also chose to step down from the board of trustees in January 2024 due to ill health. Arden joined the Orchestra in 2012, became Orchestra Leader in 2017 and joined the board in 2018. He remains a playing member of the orchestra and we look forward to his continued contribution to the charity in a musical capacity.

Arusha McKenzie – appointed 14/02/2023

Kristian Sharpe – appointed 14/02/2023

Sharon Folland – appointed 16/03/2023

Wesley Guinchard-Cox – appointed 15/05/2023

Rebecca Scott – appointed 19/09/2023

Rebecca Scott chose to step down as leader of the orchestra during the year, subsequently joining the board of trustees instead. Norma Purnell assumed the role of leader of the orchestra.

In February 2024 Orgena Rose chose not to accept a renewed contract as choir leader and subsequently left the role. This role was subsequently taken up by Kim Samuels.

During the course of the year board meetings returned to being mainly in person, although remote attendance was maintained as an option for those who found it useful after the pandemic.

The Bristol City Council Imagination Grant applied for in the year ending 2022 was not successful due to administration errors by Bristol City Council resulting in the fund offering being withdrawn.

In summary, the choir has been successfully integrated into the charity and the post year-end task of finding a new Choir Director was handled in a swift and successful fashion, involving a minimal hiatus with Kim Samuels assuming the role just a few weeks later.

Thanks are due to all Trustees, to the Orchestra Leader, Norma Purnell, and especially our Orchestra Music Director, Ben Jenkins, our former Choir Leader, Orgena Rose, and our current Choir Leader, Kim Samuels.

### ***Financial review***

The total cash fund position at the end of the period was £14,826 (Unrestricted funds: £9,792, restricted funds £5,034). The Charity reports a deficit during the period of £11,096 (Unrestricted funds: a surplus of £2,987, restricted funds: a deficit of £14,083).

The Windrush Choir joined the Bristol Reggae Orchestra Organisation during the year. This is the first year that their finances will be reflected in the accounts. The choir does not currently have its own bank account, the choir is in the process of setting one up and will have one in the year ended 2024.

### ***Income***

The Charity received total income of £24,646, meaning that there was no need for an independent examination of the accounts.

Income from members subscriptions to the orchestra and the choir totalled £5,526 (2022: £3,009). 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.

In 2022 the charity received a restricted grant from Windrush Choir Fund, £21,998, at year-beginning the remaining £14,584 of this grant that remained unspent from the prior year was required to be spent during the year and eventually only £303 of this remained unspent and needed to be returned to the Windrush Choir Fund. A breakdown of the grant expenditure can be seen at **note 1** to the statement of receipts and payments.

The charity received performance income which generated £14,011 of income as a result of playing at a number of gigs, the most notable being the joint gigs at Glastonbury Festival and Bristol Harbour Festival from which the charity received fee income of £4,050.

The Charity has begun claiming gift aid this year for the first time and will do so on an ongoing basis going forward.

### ***Expenditure***

The Charity's core operating costs were £4,436 (2022: £4,692), which is roughly consistent with the prior year. The Charity incurred costs of £351 (2022: £1,380) in relation to the hire of rehearsal spaces, a reduction due to the Malcolm X Centre experiencing staffing issues during the year and consequently not invoicing the organisation for the usage of their space. These invoices were issued post year-end and will be reflected in the accounts for the year ended 30/09/2024.

Musical Director's fees were £4,700 for the orchestra and the choir (2022: £1,635), 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 Directors.

The charity spent all but the £303 of the Windrush Choir Grant that was awarded to the charity in 2022, with the remainder being returned to the Church Urban Fund.

### *Plans for future periods*

#### *Grant funding applications*

As noted in last year's report, the organisation applied for a grant from the Arts Council post year-end. This application was sadly unsuccessful, the reasons given being that the application was undeveloped in nature and insufficiently detailed. The trustees will take learnings from this and are assessing the options available for furthering the long-term goals of the organisation. Decisions will be taken on this issue in due course and this matter will be reported on in the 2024 trustees' report.

#### *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.

During the preparation of the annual return, it became clear that the charity did not have policies and procedures for the following areas: safeguarding, serious incident reporting, internal risk management and social media. The trustees are aware of this and are endeavouring to put these policies and procedures in place by the end of the year ended 30/09/2024.

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 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.

#### **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's report above. Signed on behalf of the charity's trustees:



**Arusha McKenzie**

Trustee

26 July 2024



## Statement and Receipts and Payments

		2023	2023	2023	2022	2022	2022
		Unrestricted funds £	Restricted funds £	Total Funds £	Unrestricted funds £	Restricted funds £	Total Funds £
<b>RECEIPTS</b>							
Donations, legacies, grants	<b>Note 1</b>	3,185	500	3,685	183	25,580	25,763
Membership subscriptions		5,526	-	5,526	3,009	-	3,009
Performance income		9,961	-	9,961	4,225	-	4,225
Merchandise sales		-	-	-	-	-	-
Glastonbury income		4,050	-	4,050	-	-	-
Other income		1,425	-	1,425	-	-	-
<b>Asset and investment sales</b>		-	-	-	-	-	-
<b>Total receipts</b>		24,146	500	24,646	7,417	25,580	32,997
<b>PAYMENTS</b>							
Musical director		4,700	-	4,700	1,635	-	1,635
Musical project costs	<b>Note 1</b>	2,161	14,583	16,745	440	10,337	10,777
Musician fees (non- members)		954	-	954	370	-	370
Rent / Hire of rooms		351	-	351	1,380	-	1,380
Advertising		-	-	-	-	-	-
Insurance		239	-	239	193	-	193
Website maintenance / Digital media		152	-	152	207	-	207
Merchandise		-	-	-	378	-	378
Sundry Orchestra administration costs		559	-	559	89	-	89
Sound technician costs		4,357	-	4,357	-	-	-
Sound technician costs		1,587	-	1,587	-	-	-
Musical equipment		-	-	-	-	-	-
Glastonbury costs		5,649	-	5,649	-	-	-

<b>Asset and investment purchases</b>	450	-	450	-	448	448
<b>Total payments</b>	21,159	14,583	35,742	4,692	10,785	15,477
<b>Net of receipts/(payments)</b>	2,987	14,083	11,096	2,725	14,795	17,520
<b>Transfer between funds</b>	-	-	-	-	-	-
<b>Cash funds last year end</b>	6,805	19,117	25,922	4,080	4,322	4,080
<b>Cash funds this year end</b>	9,792	5,034	14,826	6,805	19,117	25,922

### Statement of Assets and Liabilities

	Details	2023 Unrestricted £	2023 Restricted £	2023 Total £
<b>Cash funds</b>	Cash at bank	9,792	5,034	14,826
<b>Other monetary assets</b>	-	-	-	-
<b>Investment assets</b>	-	-	-	-
<b>Assets retained for the charity's own use</b>	Merchandise	1,730	-	1,730
	Musical equipment	7,903	-	7,903
<b>Liabilities</b>	Creditors	-	-	-

	Details	2022 Unrestricted £	2022 Restricted £	2022 Total £
<b>Cash funds</b>	Cash at bank	6,805	19,117	25,922
<b>Other monetary assets</b>	-	-	-	-
<b>Investment assets</b>	-	-	-	-
<b>Assets retained for the charity's own use</b>	Merchandise	1,730	-	1,730
	Musical equipment	7,903	-	7,903
<b>Liabilities</b>	Creditors	-	-	-

## Note to the Statement of Receipts and Payments

### Note 1


#### Restricted funds

##### Breakdown of grant receipts and payments

	BCC - Reaching Out £	Windrush Choir £	Co-Op Community Fund £	Total £
Balance Brought Forward 1 October 2022	1,490	14,584	3,043	19,117
Total receipts during year:	500	-	-	500
Payment:				
Musical project posts:				
Project co-ordination	-	(4,183)	-	
Workshop lead	-	0	-	
Workshop musicians	-	0	-	
Choir room hire	-	(848)	-	
Launch events - musical director	-	0	-	
Launch Events - sound engineer	-	0	-	
Launch Events - publicity	-	0	-	
Launch Events - photography	-	(88)	-	
Choir development	-	(2,475)	-	
Orchestra development	-	(950)	-	
Photographic record	-	(1,850)	-	
New composition	-	(1,000)	-	
Gala performance	-	(1,445)	-	
Gala expenses	-	(1,442)	-	
Other project expenses	-	0	-	
Funds returned to provider	-	(303)	-	
Subtotal	0	(14,584)	0	(14,584)
Asset purchase (bass amplifier)	-	-	(450)	(450)
Total payment during year	0	(14,584)	(450)	(15,034)
Balance Carried Forward 30 September 2023	1,990	0	2,593	4,582

	<b>BCC - Reaching Out £</b>	<b>Windrush Choir £</b>	<b>Co-Op Community Fund £</b>	<b>Total £</b>
Balance Brought Forward <b>1 October 2021</b>	4,322	-	-	4,322
<b>Total receipts during year:</b>	-	21,998	3,582	25,580
<b>Payment:</b>				
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)
<b>Total payment during year</b>	(2,832)	(7,414)	(539)	(10,786)
Balance Carried Forward <b>30 September 2022</b>	<b>1,490</b>	<b>14,584</b>	<b>3,043</b>	<b>19,117</b>

The financial statements were approved by the trustees, and authorised for issue on 26th of July 2024 and signed on their behalf by:



Arusha McKenzie  
Trustee  
26 July 2024