

# BIDEFORD TOWN BAND

England & Wales · Charity number 1183817

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-06-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

**Phone** 01237475653

**Email** [bandsecretary@bidefordtownband.co.uk](mailto:bandsecretary@bidefordtownband.co.uk)

**Website** [www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Activities

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**Objects:** TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE THE EDUCATION OF THE PUBLIC IN THE ART OF MUSIC MAKING AND, IN PARTICULAR, THE ART AND SCIENCE OF BRASS BAND MUSIC, THROUGH THE PROMOTION AND PRACTICE OF BRASS BAND MUSIC, BY THE PRESENTATION OF, AND PARTICIPATION IN, CONCERTS, CONTESTS AND SIMILAR ACTIVITIES, AND TO ENCOURAGE THE MUSICAL EDUCATION OF YOUNG AND NOVICE PLAYERS BY THE PROVISION OF TUITION AND TRAINING FACILITIES.

**Activities:** Presenting and participating in the provision of Brass Band Music to the public and encouraging the musical education of young and novice players in the Torridge area

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Devon

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£19,553	£28,780	-	-
2023-12-31	£14,213	£38,638	-	-
2022-12-31	£11,559	£41,713	-	-
2021-12-31	£2,611	£25,773	-	-
2020-12-31	£15,831	£10,770	-	-

## Trustees

Name	Role	Appointed
Becky Frisby		2019-03-18
Christopher Marshall		2020-12-15
Christopher Northey-Youngs		2023-11-09
Gary Taylor		2022-01-10
Geoffrey Philip Boardman		2023-01-09
Janet Yvonne Marshall		2024-11-04
Joanne Legge		2024-11-04
Jonathan Taylor		2024-11-04
Mark Leslie Durham B Eng Hons		2019-03-18
Simon Inch		2023-05-23

**BIDEFORD TOWN BAND**

England & Wales - Charity number 1183817

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# Accounts

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# **BIDEFORD TOWN BAND**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2024**

Charity Number 1183817

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

# Trustees' Report

## Introduction

Bideford Town Band is a registered Charity. The activities and assets of Bideford Town Band were transferred from the previous legal entity, an association, to the current legal entity, the Charitable Incorporated Organisation, on 10 June 2019.

This report summarises the activities and governance of the organisation for the year ended 31 December 2024. The Trustees would like to thank everyone who has helped Bideford Town Band, in whatever capacity – as a player, a funder and members of the public, during the year.

## Activities and Achievements

Members of Bideford Town Band comprise long-standing players as well as beginners of all ages. Players are helped to understand musical notation, practice their instrument, follow a conductor and play as part of a group. Instruments are loaned free of charge to members and young people for the purpose of practice, training and performances.

Bideford Town Band rehearses at the Band room, Riverside Studios, Kingsley Road, Bideford, North Devon EX39 2QQ.

Entering contests gives the band practical experience of high-pressure performance conditions as well as assessing their progress. Other public performances allow all members a chance to perform, in a variety of conditions, and provide the public with the opportunity to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bideford Town Band supports some charitable organisations by either making no charge or by charging a reduced fee.

During the year, the band had approximately 30 playing members, with 10-15 young people in the Academy Band. This figure fluctuated throughout the year due to some players leaving and some joining the Band.

During 2024, the Trustees met in the Band room to plan for the future of Bideford Town Band. In 2021 the Trustees had agreed to invest some of Bob Rendle's legacy in 30 Apple iPads plus accessories. The iPads enable music to be downloaded for rehearsals and playing at engagements and contests. The devices were brought into use during 2022 and have been easy to use, with some tuition, and proved very successful for rehearsals and concerts. Wi-fi is now enabled in the Band room to facilitate their use. A new percussion instrument, (Tubular Bells and mallets) and second hand bass trombone were also purchased, as agreed by the Trustees.

## Rehearsals

The Band rehearses under the direction of Mark Durham, Musical Director, a very experienced player who has directed and taught the Band since 2014. Rehearsals take place twice a week on Monday and Thursday evenings from 7.45pm – 9.30pm with additional rehearsals, as required, before a Contest.

## Concerts and engagements

The Band took part in Bideford Manor Court and the Mayor's Introduction Ceremony, providing music for the guests of the Town Council, as well as the annual Remembrance Services and Carnival for the Town. A Concert was held with Denton College, a visiting school, in June to entertain and educate the pupils studying brass music. During the summer, the Band performed at outdoor Concerts at Westward Ho! on Thursday evenings, which were very popular, despite several being cancelled due to inclement weather. Bideford Rotary Club and Classic Car Club organised a second Festival of Transport, and the Band performed music for people looking around the vehicles. A successful autumn Concert was held, with guests Two Rivers Wind Ensemble, at Bideford Pannier Market, to raise funds for both Bands and entertain the public. The popular Christmas Concert was held at Bideford Baptist Church, with the Academy Band included, playing some of their music, which was very much appreciated and one of the best with the Band dressing up in nativity costumes for the second half. Carol playing took place in Mill Street, at Morrisons and Asda and at the 'Westward Ho! Big Sing', as well as at a care home for the residents to enjoy. Collections were taken during most of these events to raise funds for the Band.

## Contests

The Band was promoted to the third section in 2023 following their success in winning the fourth section, at the West of England Regional Championships and coming 2nd in the National Finals in 2022. They came 6th in the 2024 West of England Regional Championships in March. The Bugle West of England Bandmen's Festival Contest was entered in June, for the second time and the Band was delighted to come 1st in the third section. In November, the Band entered the Wychavon Festival of Brass, a national entertainment contest, for the first time and came 4th in the third section with very positive remarks about the programme and soloists.

The Band has experienced a highly positive year, with members demonstrating strong teamwork under Mark's leadership. Their collaborative efforts have effectively built upon prior achievements, resulting in continued success following their promotion. Special thanks to our sponsors and donors, including Torridge District Councillors and Bideford Town Council for their support with funding to attend these Contests.

## Bideford Town Band Academy

Rehearsals are scheduled on Monday evenings at 6pm during school terms, with dedicated groups for beginners and improvers to facilitate more rapid progress in their musical

development. They have been taught by Paul Moulton, an experienced music teacher, with assistance from members of the Band. In accordance with the Band's Child Protection Policy, individuals that teach and assist with teaching the children in the Band room and at any Schools are all DBS checked.

Kingsley Preparatory School has some Bideford Town Band instruments on loan for some of their pupils to be taught by their head teacher. Players are encouraged, as part of this free tuition, to attend rehearsals in the Band room and practice at home. Several players from Kingsley School are coming to the Band Academy on Mondays. The Band Academy participated in the Christmas concert giving them experience of playing in public. Awards were also given to encourage them and reward their achievements. It is hoped that they may perform more as the group develops their playing standard. Several players have progressed to attending the senior band rehearsal for an hour.

### Supporters and volunteers

The Band has a small but dedicated group of non-playing volunteers who provide much needed help at events such as concerts organised by the Band. Players are also involved in a variety of voluntary roles including Trustees, Secretary, Treasurer, music librarian and assisting with publicity. New supporters are needed and very welcome.

Cllr Simon Inch is the Bideford Town Council representative and is a non-elected Trustee.

Bideford Town Band is very grateful to all its supporters and volunteers for all their help during 2024.

### Fundraising

Fundraising events were able to take place during 2024. These focused on raising money towards the Band expenses and running costs. Donations from collections at the summer concerts were put towards the general band funds. A coffee morning was held in the Band room, as well as 2 successful bingo evenings at Northam Hall.

The Band was very grateful to receive the following grants:

- The Balsdon Trust (Music) £1000
- Torridge District Councillor Community Grants (Jude Gubb/Music) £300
- Torridge District Councillor Community Grants (Trevor Johns/Academy) £500
- Bideford Town Council (Contest Expenses) £2,000
- Bideford Bridge Trust (Sound proofing band room) £2,500
- Bideford Rotary Club (Lyres and accessories) £250

## Plans for the future

The Trustees will continue to use the services of music teacher, Paul Moulton, to teach the Academy Band and encourage new players to the Senior Band to ensure all parts are covered in the future.

The Band needs to raise more income to cover its running expenses and outgoings, as planned by the Trustees. Fees and donations for engagements will be reviewed as well as some of the expenses such as insurance and utility bills.

The rolling programme of instrument care and replacement was accelerated in 2022 to replace more instruments in time for rehearsing for the National Finals to maximise the chance of success and now the Band has a good set of instruments and percussion. The new instruments will be looked after to ensure a long life and the older instruments are now able to be used by more Academy Band players. The iPads will continue to be used and new music is being added as it is bought.

Rehearsals are taking place twice a week in the Band room and the Band will work towards a full engagement and contest calendar in 2025. The Band is looking forward to building on the success of 2024, with its positive results in the 3rd Section, at the West of England Contest in March and the Bugle West of England Festival in June, and either the SWBBA or Wychavon Entertainment Festival in November.

The Trustees are satisfied that there are sufficient unrestricted general reserves for the charity to draw upon for the foreseeable future. The Band will continue its engagements and fundraising to generate further income.

## Financial Review

The results for the year ended 31<sup>st</sup> December 2024 are shown in the Statement of Financial Activities on page 12.

Income for the year was £19,553 (2023: £14,213), including income of £6,550 in grants from local councils (2023: £4,592). Prior to the pandemic the Band's anticipated annual income was approximately £20,000, excluding any legacy income. This is broadly equivalent to the annual running costs for the Band excluding depreciation. The Band was fortunate to be able to weather the difficulties of the pandemic through the receipt of a Covid relief grant from the local authorities and also due to the receipt of the large legacy in 2020 from the estate of Bob Rendle. Income has now increased to pre-pandemic levels, largely through further fundraising efforts and additional grant income.

Expenditure for the year ended 31<sup>st</sup> December 2024 amounted to £28,780 (2023: £38,638). Depreciation expenditure is now reducing as amounts paid for the iPads

and computer equipment purchased during 2021 and 2022 has been fully depreciated.

A deficit arose for the year ended 31 December 2024 of £9,227 (2023: deficit of £24,425).

The band has a healthy balance sheet with reserves at 31<sup>st</sup> December 2024 totalling £226,141 (2023: £235,368).

### Going concern

The Charity received a legacy of £134,222 in 2019 which bolstered general reserves. The trustees made the decision to invest much of this legacy in new instruments and iPads. This has had the effect of increasing levels of annual expenditure due to the higher depreciation being charged.

Whilst the Covid-19 pandemic led to very much depleted income in 2021 and 2020, the Trustees have reviewed the financial position of the Charity and believe that there are adequate resources to continue in operation for the foreseeable future, and for at least 12 months from

the date of signing of the accounts.

These Accounts have consequently been prepared on a going concern basis.

### Reserves

#### Reserves policy

The Trustees believe the level of free reserves (that is those funds not tied up in fixed assets, designated and restricted funds) should be more than one year's maintenance and upkeep costs for the Band room and other administrative costs, assuming reduced engagements and concerts. This level has been set, in light of the coronavirus, to ensure that the Band can continue even if there is risk of lack of income for a whole year.

The level of annual expenditure, before depreciation of fixed assets, is estimated to be in the region of £20,000. Therefore, the level of general unrestricted reserves should be no less than £20,000.

#### Unrestricted funds

At 31<sup>st</sup> December 2024 the total unrestricted reserves were £224,077 (2023: £235,368). The Trustees have set aside an amount equivalent

to the net book value of fixed assets as explained below in the section on Designated Funds. Free reserves were £45,066 (2023: £47,990). The Trustees are satisfied that there is a sufficient level of free reserves.

The reserves policy is reviewed on an annual basis.

### Restricted funds

Grants are received for specific purposes, such as for instrument repair, uniforms or to contribute towards the costs of particular workshops and contests.

Details of the grants received and expended during the previous year are shown in note 9 on pages 21 and 22.

### Designated funds

£179,011 (2023: £187,378) has been designated as the 'Fixed Asset Fund', reflecting the Net Book Value of Fixed Assets. This reflects the value of the Net Assets which cannot, by the nature of fixed assets, be used for other purposes.

### Risk Management

The Charity maintains a risk register which is brought to Trustees for review periodically, with key risks

highlighted at meetings of the Board of Trustees.

Risk assessment is an ongoing process, embedded in the day-to-day operations of the Charity. A risk assessment is undertaken for each contest and engagement and an annual health and safety assessment is made of the Band room. The Band Trustees review possible risks when a new project or activity is considered.

Principal risks and uncertainties, and mitigations against these are as follows:

The social distancing measures and other restrictions arising from the global coronavirus pandemic resulted in the Band not being able to play. This presented a newly recognised risk that income may be significantly reduced resulting from the inability to play at engagements due to external factors, howsoever caused. This risk is mitigated through the prudent reserves policy.

There is a risk that there may be insufficient numbers of players available for an engagement, whether due to sickness or holidays or for

any other reason. This could cause reputational risk to the Band if the quality of music suffers from insufficient numbers of players. The Band endeavours to mitigate this by encouraging new players to join and by developing its existing players to maintain commitment and interest.

# Structure, Governance and management

Bideford Town Band is a charitable incorporated organisation (CIO) which was registered with the Charity Commission in England and Wales on 10 June 2019. It is governed by the Constitution and its governing body is the Board of Trustees.

## Registered office

Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

Registered Charity number:  
1183817

## Website:

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Charitable objects

The Charity's objects are:  
To promote, maintain, improve and advance the education of the public in the art of music making and, in particular, the art and science of brass band music, by the presentation of, and participation in, concerts, contests and similar activities, and to encourage the musical education of young and novice players by the provision of tuition and training facilities.

## Trustees appointment

The Board of Trustees consists of a chairman and ten trustees. The constitution

allows for not less than seven and no more than ten elected trustees; and one nominated trustee.

At each annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

An induction programme is provided for Trustees on appointment. Members of the Board have individual areas of expertise and share information on relevant changes in legislation affecting the charity and best practice.

## Members

Membership of the CIO is open to anyone who is interested in furthering its purposes.

All members in the Senior band over 18 are eligible to vote, on a resolution, after being a member for 6 months.

There are currently five Life Members. Life members are able to attend any meeting of the charity trustees if they so desire provided that they give notice to the Chairperson of their intention to be present. Their entitlement to vote will remain restricted to general meetings only.

There must be an annual general meeting (AGM) of the members of the CIO. AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the Trustees' Annual Report.

Other general meetings of the members of the CIO may be held at any time.

## Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. The Trustees ensure that these purposes are carried out for the public benefit by membership being open to all and by playing to the public, often at free-to-attend venues such as the green at Westward Ho! and the bandstand in Ilfracombe. All Trustees give their time voluntarily and receive no benefit from the charity in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 5 to the financial statements on page 19.

## Charity Governance Code

The Board of Trustees considers the Charity to have sound governance arrangements in place. The Trustees will use the Charity Governance Code as a helpful tool to self-assess Board performance over the coming year.

## Data Protection and Information Governance

Bideford Town Band is committed to ensuring

compliance with privacy legislation, working to safeguard our supporters' information and respecting their preferences. The personal information obtained is held, used, transferred and processed in accordance with the Data Protection Act 2018 and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679) and the Privacy and Electronic Communication Regulations 2003.

## Fundraising Governance

The Charity's Trustees are aware of their obligations under the Charity Commission guidance on Charity Fundraising (CC20).

The Charity received no complaints during the year, and no sign ups to the Fundraising Preference Service. The Trustees will respond appropriately to all issues raised.

The Charity takes seriously the protection of vulnerable people and other members of the public from inappropriate fundraising behaviour. In order to protect against unreasonable intrusion, persistence and undue pressure to give, the Band ensures communications to supporters are relevant to their targeted audience and

there is a clear opportunity for supporters to opt out of receiving communications.

# Statement of Trustees' Responsibilities

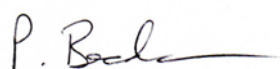
The charity Trustees are responsible for preparing a Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity Trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 15/10/2025  
and signed on their behalf by Philip Boardman:



Treasurer of the Board of Trustees

## Board of Trustees

The following Trustees served throughout the year:

Mark Pearce (Chair) resigned July 2024

Rebecca Frisby (Secretary)

Philip Boardman (Treasurer)

Mark Durham

Cllr Simon Inch \*

Chris Marshall

Gary Taylor

Chris Northey Youngs

Geoffrey Brown (retired November 2024 AGM)

Julie Brown (retired November 2024 AGM)

Joanna Boardman (appointed Chairperson November 2024 AGM - resigned October 2025)

Joanne Legge (appointed November 2024 AGM)

Janet Marshall (appointed November 2024 AGM)

Jonathan Taylor (appointed November 2024 AGM)

*\* Nominated by Bideford Town Council*

**Musical Director:** Mark Durham (resigned as MD June 2025 but remains a trustee)

## Advisors

### Bankers

Barclays Bank UK Plc  
Barnstaple Branch  
Leicestershire  
LE87 2BB  
Leicester

### Solicitors

Brewer Harding and Rowe  
29 Bridgeland Street  
Bideford  
Devon EX39 2PT

## Statement of Financial Activities for the year ended 31 December 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.12.2024 £	Year ended 31.12.2023 £
<b>Income</b>					
Donations, grants & legacies	2.1	4,749	6,550	<b>11,299</b>	8,155
Charitable activities	2.2	6,058	-	<b>6,058</b>	4,423
Other income		440	-	<b>440</b>	32
Investment income - Interest received		586	-	<b>586</b>	433
Other Trading activity – Hire of Band room		1,170	-	<b>1,170</b>	1,170
<b>Total income</b>		<b>13,003</b>	<b>6,550</b>	<b>19,553</b>	14,213
<b>Expenditure</b>					
Raising funds	3.1	(681)	-	<b>(681)</b>	(407)
Charitable activities	3.2	(23,613)	(4,486)	<b>(28,099)</b>	(38,231)
<b>Total expenditure</b>		<b>(24,294)</b>	<b>(4,486)</b>	<b>(28,780)</b>	(38,638)
<b>Net (expenditure)/income</b>		<b>(11,291)</b>	<b>2,064</b>	<b>(9,227)</b>	(24,425)
Transfers		-	-	-	-
<b>Net movement in funds</b>		<b>(11,291)</b>	<b>2,064</b>	<b>(9,227)</b>	(24,425)
Fund balances brought forward at 1 January		235,368	-	235,368	259,793
<b>Fund balances carried forward at 31 December</b>		<b>224,077</b>	<b>2,064</b>	<b>226,141</b>	235,368

Notes 1 to 11 form part of the financial statements.

All income relates to continuing activities.

There is no material difference between the net income of the period and the historical cost equivalents.

All gains and losses recognised in the period are included in the Statement of Financial Activities.

## Balance Sheet at 31 December 2024

	Notes	31 December 2024 £	31 December 2023 £
<b>Fixed assets</b>			
Tangible assets	6	<b>179,011</b>	187,378
<b>Current assets</b>			
Debtors: amounts falling due within one year	7	565	543
Stock of CDs		2,118	2,141
Cash at bank and in hand		44,597	45,516
<b>Total Current Assets</b>		<b>47,280</b>	48,200
<b>Current liabilities</b>			
Creditors – due in less than 1 year		(150)	(210)
<b>Total Current Liabilities</b>		<b>(150)</b>	(210)
<b>Net Current Assets</b>		<b>47,130</b>	47,990
<b>Total Net Assets</b>		<b>226,141</b>	235,368
<b>The Funds of the Charity</b>			
Restricted	9.1	2,064	-
Unrestricted			
General	9.2	45,066	47,990
Designated	9.3	179,011	187,378
<b>Total Funds</b>		<b>226,141</b>	235,368

Approved by the Board of Trustees on 15/10/2025 and signed on its behalf by Philip Boardman



Treasurer of the Board of Trustees

## Notes to the Accounts

### 1.1 Nature of reporting entity

Bideford Town Band is a Charitable Incorporated Organisation registered with the Charities Commission in England and Wales (charity number 1183817).

#### Basis of preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice 2015' ('Charities SORP') published in July 2014, applicable accounting and reporting standards in the United Kingdom, including Financial Reporting Standard 102.

The Charitable Incorporated Organisation (CIO), Charity Number 1183817 was registered on 10<sup>th</sup> June 2019, to take forward the work of the unincorporated association known as Bideford Town Band. All the assets, liabilities and funds were transferred with effect from 10<sup>th</sup> June 2019.

The charity meets the definition of a public benefit entity under FRS 102.

The accounts have been presented in pounds sterling.

#### Going concern

As noted in the Financial Review on page 6, the Trustees consider the Charity to be a going concern, that there are no material uncertainties around its status as a going concern, and these Accounts have been prepared on that basis.

#### Previous legal entity

Bideford Town Band since its registration as a CIO on 10 June 2019. The assets and liabilities of the previous unincorporated association were transferred on that date. Net assets totalled £304,483.

### 1.2 Incoming resources

All incoming resources are recognised once the Charity has entitlement to the resources, they can be reliably measured and receipt is probable.

#### A. Donations, grants and legacies

This includes incoming resources generated from gifts, donations, grants, legacies, gifts in kind, intangible income and donated services and facilities:

- Donations are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Grants are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Legacies are recognised once there is sufficient evidence that a receipt is probable and the amount of the legacy can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

#### B. Interest receivable

Interest receivable is accounted for as it is received.

### **c. Other incoming resources**

These are incoming resources generated by the Charity which will be used to undertake its charitable activities. Income is recognised when the CIO has entitlement to the income, it is probable that it will be received, and the amount can be reliably measured.

## **1.3 Expenditure**

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

### **A. Raising funds**

The costs of raising funds are the costs associated with generating income for the funds held on trust. This will include the costs associated with investment and property management, certain legal fees, consultancy and other direct costs. The costs of raising funds include an apportionment of overhead, support and governance costs.

### **B. Charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of overhead, support and governance costs. The analysis of overhead and support costs and the bases of apportionment are set out at note 4. to the Accounts.

### **c. Allocation of overhead and support costs:**

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room.

### **D. Irrecoverable VAT:**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## **1.4 Structure of funds**

### **A. Restricted income funds:**

Restricted funds are funds subject to specific restrictions imposed by the donor.

### **B. Unrestricted income funds:**

Unrestricted funds are available for application at the discretion of the Trustees in furtherance of the charitable objects of the Charity. The Trustees may earmark an element of the unrestricted funds separately for a particular project and these are identified as designated funds. This designation does not legally restrict the Trustees' discretion to apply the fund.

### **c. Designated funds:**

Designated funds are set aside by the trustees. The fixed asset fund represents the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 1.5 Fixed assets

### A. Capitalisation

All assets falling into the following categories are capitalised:

- a. Tangible assets which are capable of being used for more than one year and have a cost equal to or greater than £1,000.
- b. Groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value of more than £1,000 and an individual value of £250 or more.

### B. Valuation

Tangible fixed assets except land and buildings are stated at the lower of cost and recoverable amount. On initial recognition they are measured at cost including costs such as installation directly attributable to bringing them into working condition. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Equipment is valued at the lower of cost or estimated recoverable amount.

### C. Depreciation, amortisation and impairment

- a. Depreciation is charged on each main class of tangible assets as follows:
  - Charitable buildings (the Band room) are depreciated over 50 years on a straight-line basis.
  - Computer equipment and office fixtures and fittings are depreciated over three years on a straight-line basis.
  - The oldest instruments (purchased before December 2019) are depreciated over five years on a straight-line basis.
  - New instruments (from 2021) are depreciated over ten years on a straight-line basis.
- b. Each equipment asset is depreciated over its expected useful life.
  - Impairment losses resulting from short-term changes in price that are considered to be recoverable in the long term are taken in full to the Statement of Financial Activities in the year when the impairment was recognised. The Trustees do not consider the residual value of the fixed assets to be lower than the current carrying value in the accounts.

## 1.6 Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (or date of purchase if later).

## 1.7 Financial instruments disclosure

### a. Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term deposits with a maturity date of three months or less.

### b. Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payments discounted at a market rate of interest.

### **1.8 Critical accounting estimates and areas of judgement**

In the application of the charitable accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the Accounts nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**2. Income**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2024 £	Year ended 31 December 2023 £
<b>2.1 Donations, grants &amp; legacies</b>				
Donations and Grants	2,554	6,550	9,104	4,592
Contest sponsorship	-	-	-	128
Community fundraising	2,195	-	2,195	3,435
<b>Total</b>	<b>4,749</b>	<b>6,550</b>	<b>11,299</b>	<b>8,155</b>
<b>2.2 Charitable activities</b>				
Engagements, Contests and CD Sales	6,058	-	6,058	4,079
<b>Total</b>	<b>6,058</b>	<b>-</b>	<b>6,058</b>	<b>4,423</b>
<b>Other income</b>				
Sundry income	440	-	440	32
<b>Total</b>	<b>440</b>	<b>-</b>	<b>440</b>	<b>32</b>
<b>Investment income – interest received</b>	<b>586</b>	<b>-</b>	<b>586</b>	<b>433</b>
<b>Other Trading activity – Hire of Band room</b>	<b>1,170</b>	<b>-</b>	<b>1,170</b>	<b>1,170</b>
<b>Total income</b>	<b>13,003</b>	<b>6,550</b>	<b>19,553</b>	<b>14,213</b>

**2.3 Legacies**

In accordance with the accounting policy (Note 1.2 above) legacies are recognised as income once payment has been agreed with the Executors of the Will prior to the Balance Sheet date and the payment is either received before the Accounts are approved, or is notified as receivable, and receipt is considered probable.

**3. Expenditure**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2024 £	Year ended 31 December 2023 £
<b>3.1 Cost of raising funds</b>				
Costs of fundraising events and raffles	681	-	681	407
<b>Total cost of generating voluntary income</b>	<b>681</b>	<b>-</b>	<b>681</b>	<b>407</b>
<b>3.2 Charitable activities</b>				
Fees and expenses for contests and engagements	20,189	3,497	23,686	34,417
Music and maintenance of	3,332	989	4,321	3,773
Cost of CD production (adjusted for	92	-	92	41
<b>Total cost of charitable activity</b>	<b>23,613</b>	<b>4,486</b>	<b>28,099</b>	<b>38,231</b>
<b>Total Expenditure</b>	<b>24,294</b>	<b>4,486</b>	<b>28,780</b>	<b>38,638</b>

**4. Resources Expended**

Year ended 31.12.2024	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	681	-	<b>681</b>
<b>Total cost of generating voluntary income</b>	<b>681</b>	<b>-</b>	<b>681</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	5,893	17,793	<b>23,686</b>
Music and maintenance of instruments	1,075	3,246	<b>4,321</b>
Cost of CD production (adjusted for stock)	23	69	<b>92</b>
<b>Total cost of charitable activity</b>	<b>6,991</b>	<b>21,108</b>	<b>28,099</b>
<b>Total Expenditure</b>	<b>7,672</b>	<b>21,108</b>	<b>28,780</b>

**4. Resources Expended**

Year ended 31.12.2023	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	407	-	<b>407</b>
<b>Total cost of generating voluntary income</b>	<b>407</b>	<b>-</b>	<b>407</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	6,705	27,712	<b>34,417</b>
Music and maintenance of instruments	735	3,038	<b>3,773</b>
Cost of CD production (adjusted for stock)	8	33	<b>41</b>
<b>Total cost of charitable activity</b>	<b>7,448</b>	<b>30,783</b>	<b>38,231</b>
<b>Total Expenditure</b>	<b>7,855</b>	<b>30,783</b>	<b>38,638</b>

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room. Fundraising activity has been estimated to be 0% of usage (2023: 0%) and Charitable activities estimated at 100% of the usage during 2024 (2023: 100%).

**5. Trustees expenses and remuneration**

None of the Trustees received any remuneration from the Charity during the current or previous financial year.

## 6. Tangible fixed assets

	Building	Computer equipment	Instruments	Total £
<b>Cost</b>				
Balance as at 1 January 2024	145,000	41,643	81,022	260,665
Additions	-	-	5,699	5,699
<b>Balance as at 31 December 2024</b>	<b>145,000</b>	<b>41,643</b>	<b>86,721</b>	<b>266,364</b>
<b>Depreciation</b>				
Balance as at 1 January 2024	14,500	37,964	20,823	73,287
Depreciation charge for the period	2,900	3,679	7,487	14,066
<b>Balance as at 31 December 2024</b>	<b>17,400</b>	<b>41,643</b>	<b>28,310</b>	<b>87,353</b>
<b>Net Book Value</b>				
<b>At 31 December 2024</b>	<b>127,600</b>	<b>-</b>	<b>51,411</b>	<b>179,011</b>
<b>At 31 December 2023</b>	<b>130,500</b>	<b>3,679</b>	<b>60,199</b>	<b>187,378</b>

The building (the Band room) was purchased in 2011 for £145,000. The legal title to the property was previously held by four nominee trustees but has now been transferred to the registered charity (completed May 2023).

The purchase of the property was partly funded by a grant of £50,000 from Bideford Bridge Trust, which was provided subject to a charge being provided over the property of £50,000 and is repayable if certain events occur, such as the dissolution of the Bideford Town Band. More information is provided in Note 10 below.

## 7. Debtors

	Total at 31 December 2024 £	Total at 31 December 2023 £
Trade Debtors (Engagements)	97	75
Prepayments	468	468
Other Debtors	-	-
<b>Total debtors falling due within one year</b>	<b>565</b>	<b>543</b>

## 8. Analysis of net assets between funds

	Unrestricted		Restricted	2024 Total Funds	2023 Total Funds
	General	Designated			
	£	£	£	£	£
<b>Fund balances at 31 December 2024 are represented by:</b>					
Tangible fixed assets	-	179,011	-	179,011	187,378
Current assets and liabilities	45,066	-	2,064	47,130	47,990
<b>Total net assets</b>	<b>45,066</b>	<b>179,011</b>	<b>2,064</b>	<b>226,141</b>	<b>235,368</b>

## 9. Charity funds

## Movement for the year ended 31 December 2024

	Balance 1 January 2024 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2024 £
<b>9.1 Restricted funds</b>					
Bideford Town Council Grant	-	2,000	(2,000)	-	-
Bideford Rotary Club	-	250	-	-	250
Balsdon Trust Grant	-	1,000	(689)	-	311
Torridge District Council - Cllr Gubb Community Grant	-	300	(300)	-	-
Torridge District Council - Cllr Johns Community Grant	-	500	(500)	-	-
Bideford Bridge Trust	-	2,500	(997)	-	1,503
<b>Total Restricted Funds</b>	-	<b>6,550</b>	<b>(4,486)</b>	-	<b>2,064</b>
<b>9.2 Unrestricted funds</b>					
General funds	47,990	13,003	(10,228)	(5,699)	45,066
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	187,378	-	(14,066)	5,699	179,011
<b>Total unrestricted funds</b>	235,368	<b>13,003</b>	<b>(24,294)</b>	-	<b>224,077</b>
<b>Total funds</b>	235,368	<b>19,553</b>	<b>(28,780)</b>	-	<b>226,141</b>

## Movement for the year ended 31 December 2023

	Balance 1 January 2023 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2023 £
<b>9.1 Restricted funds</b>					
Bideford Town Council Grant	-	2,000	(2,000)	-	-
Torridge District Council Grant	-	592	(592)	-	-
Bideford Bridge Trust	-	2,000	(2,000)	-	-
<b>Total Restricted Funds</b>	-	<b>4,592</b>	<b>(4,592)</b>	-	-
<b>9.2 Unrestricted funds</b>					
General funds	54,861	9,621	(9,236)	(7,256)	47,990
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	204,932	-	(24,810)	7,256	187,378
<b>Total unrestricted funds</b>	259,793	<b>9,621</b>	<b>(34,046)</b>	-	<b>235,368</b>
<b>Total funds</b>	<b>259,793</b>	<b>14,213</b>	<b>(38,638)</b>	-	<b>235,368</b>

**Designated Fixed Asset Fund**

The fixed asset fund includes the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 9. Charity funds (continued)

### Restricted grants received during the year ended 31.12.2024:

Restricted funds	Amount	
Fund Name	£	Description of the nature and purpose of each fund
Bideford Town Council Grant	2,000	Towards Contest expenditure
Bideford Rotary Club	250	Towards Lyres and accessories
Balsdon Trust Grant	1,000	Towards music
Torrige District Council - Cllr Gubb Community Grant	300	Towards music
Torrige District Council - Cllr Johns Community Grant	500	Towards Academy tuition
Bideford Bridge Trust	2,500	Towards soundproofing of band room
	<b>6,550</b>	

## 10. Commitments, liabilities and provisions

### Contingent liability

The property (the Band room) is registered with the Land Registry as Title No. DN582009, and is registered as Screen House, Victoria Park, Kingsley Road, Bideford. This property was purchased in March 2011, in part with a grant from Bideford Bridge Trust of £50,000 which was subject to a charge being provided over the property. The grant is repayable if any of the following events occur:

- Bideford Town Band is dissolved
- The constitution of the Bideford Town Band is amended so that its primary purpose is no longer to provide a Town Band for Bideford
- Bideford Town Band ceases to use the property
- Any property of Bideford Town Band becomes subject to forfeiture or execution, distress, bankruptcy or other form of process
- A mortgagee takes possession of, or exercises or seeks to exercise any power of sale or other appointment of a receiver in relation to the property charged or any other property of Bideford Town Band
- Bideford Town Band ceases or proposes to cease to carry on as a Town Band for Bideford
- Bideford Town Band becomes insolvent.

The Trustees do not have any other commitments, liabilities or provisions requiring disclosure other than those included in the financial statements (2023: none).

## 11. Related-party transactions

During the year none of the Trustees or parties related to them have been involved in any material transactions with Bideford Town Band (2023 - £nil).

There were no transactions with other entities in which Trustees of the Charity hold positions of authority.

**BIDEFORD TOWN BAND**

**Address for correspondence:**

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**Telephone:** 01237 475653

**Email:** [bandsecretary@bidefordtownband.co.uk](mailto:bandsecretary@bidefordtownband.co.uk)

**BIDEFORD TOWN BAND**

England & Wales - Charity number 1183817

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# Accounts

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# **BIDEFORD TOWN BAND**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2023**

Charity Number 1183817

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

# Trustees' Report

## Introduction

This is the fourth complete year in which Bideford Town Band has operated as a registered Charity.

The activities and assets of Bideford Town Band transferred from the previous legal entity, an association, to the current legal entity, the Charitable Incorporated Organisation, on 10 June 2019.

This report summarises the activities and governance of the organisation for the year ended 31 December 2023. The Trustees would like to thank everyone who has helped Bideford Town Band, in whatever capacity – as a player, a funder and members of the public, during the year.

## Activities and Achievements

Members of Bideford Town Band comprise long-standing players as well as beginners of all ages. Players are helped to understand musical notation, practice their instrument, follow a conductor and play as part of a group. Instruments are loaned free of charge to members and young people for the purpose of practice, training and performances.

Bideford Town Band rehearses at the Band room, Riverside Studios, Kingsley Road, Bideford, North Devon EX39 2QQ.

Entering contests gives the band practical experience of high-pressure performance conditions as well as assessing their progress. Other public performances allow all members a chance to perform, in a variety of conditions, and provide the public with the opportunity to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bideford Town Band supports some charitable organisations by either making no charge or by charging a reduced fee.

During the year, the band had approximately 30 playing members, with 10-15 young people in the Academy Band. This figure fluctuated throughout the year due to some players leaving and some joining the Band.

During 2023, the Trustees met in the Band room to plan for the future of Bideford Town Band. In 2021 the Trustees had agreed to invest some of Bob Rendle's legacy in 30 Apple iPads plus accessories. A further 5 ipads were purchased during 2023, to allow for extra players and parts to be covered. The iPads enable music to be downloaded for rehearsals and playing at engagements and contests. The devices were brought into use during 2022 and have been easy to use, with some tuition, and proved very successful for rehearsals and concerts. Wi-fi is now enabled in the Bandroom to facilitate their use. A new percussion instrument, (Tam Tam and stand) was also purchased, as agreed by the Trustees.

## Rehearsals

The Band rehearses under the direction of Mark Durham, Musical Director, a very experienced player who has directed and taught the Band since 2014. Rehearsals take place twice a week on Monday and Thursday evenings from 7.45pm – 9.30pm with additional rehearsals, as required, before a Contest.

## Concerts and engagements

The Band took part in Bideford Manor Court and the Mayor's Introduction Ceremony, providing music for the guests of the Town Council, as well as the annual Remembrance Services and Carnival for the Town. A Concert was held at West Buckland School in May to entertain and educate the pupils studying brass music. During the summer, the Band performed at outdoor Concerts at Westward Ho! on Thursday evenings, which were very popular, helped by the good weather. Bideford Rotary Club and Classic Car Club organised a new event, a Festival of Transport, and the Band performed music for people looking around the vehicles. A successful autumn Concert was held, with guests Barnstaple Male Voice Choir, at Bideford Pannier Market, to raise funds for the Band and entertain the public. The Band supported, free of charge, the Methodist Church, performing at a concert to raise money for the Northern Devon Foodbank. The popular Christmas Concert was held at the Pannier Market, with the Academy Band included, playing some of their music, which was very much appreciated. Carol playing took place in Mill Street, at Morrisons and Asda and at the 'Westward Ho! Big Sing', as well as a small group playing at the Children's Hospice and a care home for the residents to enjoy. Collections were taken during most of these events to raise funds for the Band.

## Contests

The Band was promoted to the third section following their success in winning the 4<sup>th</sup> section, at the West of England Regional Championships and coming 2<sup>nd</sup> in the National Finals in 2022. They came 9<sup>th</sup> in the 2023 West of England Regional Championships in March. The Bugle West of England Bandmen's Festival Contest was entered in June, for the first time since the 1980's and the Band was delighted to come 2<sup>nd</sup> in the third section. At the South-West Brass Band Association Contest, in November, the Band came 5<sup>th</sup> in the third section.

It has been a very positive year for the Band and the players have enjoyed working as a team, led by Mark, to build on their successful promotion and achieve these results. Special thanks to our sponsors and donors, including Torridge District Councillors and Bideford Town Council for their support with funding to attend these Contests.

## Bideford Town Band Academy

Rehearsals have been held on Monday evenings from 6.30pm, during school term times, for the beginners and improvers. They have been taught by Paul Moulton, an experienced music teacher, with assistance from members of the Band. In accordance with the Band's Child

Protection Policy, individuals that teach and assist with teaching the children in the Band room and at any Schools are all DBS checked.

Kingsley Preparatory School has some Bideford Town Band instruments on loan for some of their pupils to be taught by their head teacher. Players are encouraged, as part of this free tuition, to attend rehearsals in the Band room and practice at home. Several players from Kingsley are coming to the Band Academy on Mondays. The Band Academy participated in the concert at the Pannier Market in December, giving them experience of playing in public. Awards were also given to encourage them and reward their achievements. It is hoped that they may perform more as the group develops their playing standard.

### Supporters and volunteers

The Band has a small but dedicated group of non-playing volunteers who provide much needed help at events such as concerts organised by the Band. Players are also involved in a variety of voluntary roles including Trustees, Secretary, Treasurer, music librarian and assisting with publicity. New supporters are very welcome.

The Band would like to give a special mention and thanks to Cllr Trevor Johns, who has served on the Board of Trustees, as the Bideford Town Council representative for many years, including before it became a registered charity. His support to the band has been invaluable. Cllr Simon Inch has replaced Cllr Trevor Johns as the Bideford Town Council representative and becomes a non-elected Trustee.

Bideford Town Band is very grateful to all its supporters and volunteers for all their help during 2023.

### Fundraising

Fundraising events were able to take place during 2023. These focused on raising money towards the Band expenses and running costs. Donations from collections at the summer concerts were put towards the general band funds. Several coffee mornings were held in the Band room. Sponsorship was obtained from a local business with their logo on sweatshirts for the Academy band to be worn at concerts.

The Band was very grateful to receive the following grants:

Torrige District Councillor Community Grants (Jude Gubb) £400

Bideford Town Council (Contest Expenses) £2,000

Torrige District Council (Beautification Scheme matched funding to paint exterior and new sign) £191.79

Bideford Bridge Trust (Academy Band) £2,000

## Plans for the future

The Trustees will continue to use the services of music teacher, Paul Moulton, to teach the Academy Band and encourage new members. It is hoped a new beginners' group could be started so that the more experienced can continue to progress more quickly.

The Band needs to raise more income to cover its running expenses and outgoings, as the money from the legacy from Bob Rendle has been used as planned by the Trustees. Fees and donations for engagements will be reviewed as well as some of the expenses such as insurance and utility bills.

The rolling programme of instrument care and replacement was accelerated in 2022 to replace more instruments in time for rehearsing for the National Finals to maximise the chance of success. The new instruments will be looked after to ensure a long life and the older instruments are now able to be used by more Academy Band players. The iPads will continue to be used and new music is being scanned as it is bought.

Rehearsals are taking place twice a week in the Band room and the Band will work towards a full engagement and contest calendar in 2024. The Band is looking forward to building on the success of 2023, with its positive results in the 3rd Section, at the West of England Contest in March and the Bugle West of England Festival in June, and the Whychavon Entertainment Festival in November (Evesham), which is to be entered for the first time.

The Trustees are satisfied that there are sufficient unrestricted general reserves for the charity to draw upon for the foreseeable future. The Band will continue its engagements and fundraising to generate further income.

## Financial Review

The results for the year ended 31<sup>st</sup> December 2023 are shown in the Statement of Financial Activities on page 12.

Income for the year was £14,213 (2022: £11,559), including income of £4,592 in grants from local councils (2022: £2,000). Prior to the pandemic the Band's anticipated annual income was approximately £20,000, excluding any legacy income. This is broadly equivalent to the annual running costs for the Band excluding depreciation. The Band has been fortunate to be able to weather the difficulties of the pandemic through the receipt of a Covid relief grant from the local authorities and also due to the receipt of the large legacy in 2020 from the estate of Bob Rendle. Although income increased in 2023 it is still lower than pre-pandemic levels and further fundraising efforts will be undertaken in future to re-establish the pre-pandemic income levels.

Expenditure for the year ended 31<sup>st</sup> December 2023 amounted to £38,638 (2022: £41,713). The increased expenditure since 2021 is due to higher depreciation charged on new iPads and instruments purchased during 2021 and 2022.

A deficit arose for the year ended 31 December 2022 of £24,425 (2022: deficit of £30,154).

The band has a healthy balance sheet with reserves at 31<sup>st</sup> December 2023 totalling £235,368 (2022: £259,793).

### Going concern

The Charity received a legacy of £134,222 in 2019 which bolstered general reserves. The trustees made the decision to invest much of this legacy in new instruments and iPads. This has had the effect of increasing levels of annual expenditure due to the higher depreciation being charged.

Whilst the Covid-19 pandemic led to very much depleted income in 2021 and 2020, the Trustees have reviewed the financial position of the Charity and believe that there are adequate resources to continue in operation for the foreseeable future, and for at least 12 months from the date of signing of the accounts.

These Accounts have consequently been prepared on a going concern basis.

### Reserves

#### Reserves policy

The Trustees believe the level of free reserves (that is those funds not tied up in fixed assets, designated and

restricted funds) should be more than one year's maintenance and upkeep costs for the Band room and other administrative costs, assuming reduced engagements and concerts. This level has been set, in light of the coronavirus, to ensure that the Band can continue even if there is risk of lack of income for a whole year.

The level of annual expenditure, before depreciation of fixed assets, is estimated to be in the region of £20,000. Therefore, the level of general unrestricted reserves should be no less than £20,000.

### Unrestricted funds

At 31<sup>st</sup> December 2023 the total unrestricted reserves were £235,368 (2022: £259,793). The Trustees have set aside an amount equivalent to the net book value of fixed assets as explained below in the section on Designated Funds. Free reserves were £47,990 (2022: £54,861). The Trustees are satisfied that there is a sufficient level of free reserves.

The reserves policy is reviewed on an annual basis.

### Restricted funds

Grants are received for specific purposes, such as for instrument repair, uniforms or to contribute towards the costs of particular workshops and contests.

Details of the grants received and expended during the previous year are shown in the note on page 22.

### Designated funds

£187,378 (2022: £204,932) has been designated as the 'Fixed Asset Fund', reflecting the Net Book Value of Fixed Assets. This reflects the value of the Net Assets which cannot, by the nature of fixed assets, be used for other purposes.

### Risk Management

The Charity maintains a risk register which is brought to Trustees for review periodically, with key risks highlighted at meetings of the Board of Trustees.

Risk assessment is an ongoing process, embedded in the day-to-day operations of the Charity. A risk assessment is undertaken for each contest and engagement and an annual health and safety assessment is made of the Band room. The Band Trustees review possible risks when a new project or activity is considered.

Principal risks and uncertainties, and mitigations against these are as follows:

The social distancing measures and other restrictions arising from the global coronavirus pandemic resulted in the Band not being

able to play. This presented a newly recognised risk that income may be significantly reduced resulting from the inability to play at engagements due to external factors, howsoever caused. This risk is mitigated through the prudent reserves policy.

There is a risk that there may be insufficient numbers of players available for an engagement, whether due to sickness or holidays or for any other reason. This could cause reputational risk to the Band if the quality of music suffers from insufficient numbers of players. The Band endeavours to mitigate this by encouraging new players to join and by developing its existing players to maintain commitment and interest.

# Structure, Governance and management

Bideford Town Band is a charitable incorporated organisation (CIO) which was registered with the Charity Commission in England and Wales on 10 June 2019. It is governed by the Constitution and its governing body is the Board of Trustees.

## Registered office

Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

Registered Charity number:  
1183817

## Website:

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Charitable objects

The Charity's objects are:

To promote, maintain, improve and advance the education of the public in the art of music making and, in particular, the art and science of brass band music, by the presentation of, and participation in, concerts, contests and similar activities, and to encourage the musical education of young and novice players by the provision of tuition and training facilities.

## Trustees appointment

The Board of Trustees consists of a chairman and ten trustees. The constitution allows for not less than seven and no more than

ten elected trustees; and one nominated trustee.

At each annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

An induction programme is provided for Trustees on appointment. Members of the Board have individual areas of expertise and share information on relevant changes in legislation affecting the charity and best practice.

## Members

Membership of the CIO is open to anyone who is interested in furthering its purposes.

All members in the Senior band over 18 are eligible to vote, on a

resolution, after being a member for 6 months.

There are currently five Life Members. Life members are able to attend any meeting of the charity trustees if they so desire provided that they give notice to the Chairperson of their intention to be present. Their entitlement to vote will remain restricted to general meetings only.

There must be an annual general meeting (AGM) of the members of the CIO. AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the Trustees' Annual Report.

Other general meetings of the members of the CIO may be held at any time.

## Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustees ensure that these purposes are carried out for the public benefit by membership being open to all and by playing to the public, often at free-to-attend venues such as the green at Westward Ho! and the bandstand in Ilfracombe.

All Trustees give their time voluntarily and receive no benefit from the charity in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 5 to the financial statements on page 19.

## Charity Governance Code

The Board of Trustees considers the Charity to have sound governance arrangements in place.

The Trustees will use the Charity Governance Code as a helpful tool to self-assess Board performance over the coming year.

## Data Protection and Information Governance

Bideford Town Band is committed to ensuring

compliance with privacy legislation, working to safeguard our supporters' information and respecting their preferences. The personal information obtained is held, used, transferred and processed in accordance with the Data Protection Act 2018 and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679) and the Privacy and Electronic Communication Regulations 2003.

## Fundraising Governance

The Charity's Trustees are aware of their obligations under the Charity Commission guidance on Charity Fundraising (CC20).

The Charity received no complaints during the year, and no sign ups to the Fundraising Preference Service. The Trustees will respond appropriately to all issues raised.

The Charity takes seriously the protection of vulnerable people and other members of the public from inappropriate fundraising behaviour. In order to protect against unreasonable intrusion, persistence and undue pressure to give, the Band ensures communications to supporters are relevant to their targeted audience and there is a clear opportunity for supporters to opt out of receiving communications.

# Statement of Trustees' Responsibilities


The charity Trustees are responsible for preparing a Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity Trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 02/07/2024  
and signed on their behalf by:



M. PEARCE

Chair of the Board of Trustees

## Board of Trustees

The following Trustees served throughout the year:

Mark Pearce (Chair)

Rebecca Frisby (Secretary)

Barbara Darch (Treasurer) (Resigned 9 January 2023)

Philip Boardman (Treasurer) (Appointed 9 January 2023)

Geoffrey Brown

Julie Brown

Mark Durham

Cllr Trevor Johns \* (Resigned 23 May 2023)

Cllr Simon Inch \* (Appointed 23 May 2023)

Chris Marshall

Kimberley Sherborne (Resigned 9 January 2023)

Tim Watts (Resigned 9 November 2023)

Gary Taylor

Joanna Boardman (Appointed 9 January 2023, Resigned 9 November 2023)

Chris Northey Youngs (Appointed 9 November 2023)

*\* Nominated by Bideford Town Council*

**Musical Director:** Mark Durham

## Advisors

### Bankers

Barclays Bank UK Plc  
Barnstaple Branch  
Leicestershire  
LE87 2BB  
Leicester

### Solicitors

Brewer Harding and Rowe  
29 Bridgeland Street  
Bideford  
Devon EX39 2PT

## Statement of Financial Activities for the year ended 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.12.2023 £	Year ended 31.12.2022 £
<b>Income</b>					
Donations, grants & legacies	2.1	3,463	4,592	<b>8,155</b>	5,597
Charitable activities	2.2	4,423	-	<b>4,423</b>	4,079
Other income		32	-	<b>32</b>	950
Investment income - Interest received		433	-	<b>433</b>	55
Other Trading activity – Hire of Band room		1,170	-	<b>1,170</b>	878
<b>Total income</b>		<b>9,621</b>	<b>4,592</b>	<b>14,213</b>	11,559
<b>Expenditure</b>					
Raising funds	3.1	407	-	<b>407</b>	(400)
Charitable activities	3.2	33,639	4,592	<b>38,231</b>	(41,313)
<b>Total expenditure</b>		<b>34,046</b>	<b>4,592</b>	<b>38,638</b>	(41,713)
<b>Net (expenditure)/income</b>		<b>(24,425)</b>	-	<b>(24,425)</b>	(30,154)
Transfers		-	-	-	-
<b>Net movement in funds</b>		<b>(24,425)</b>	-	<b>(24,425)</b>	(30,154)
Fund balances brought forward at 1 January		259,793	-	259,793	289,947
<b>Fund balances carried forward at 31 December</b>		<b>235,368</b>	-	<b>235,368</b>	259,793

Notes 1 to 11 form part of the financial statements.

All income relates to continuing activities.

There is no material difference between the net income of the period and the historical cost equivalents.

All gains and losses recognised in the period are included in the Statement of Financial Activities.


## Balance Sheet at 31 December 2023

	Notes	31 December 2023 £	31 December 2022 £
<b>Fixed assets</b>			
Tangible assets	6	<b>187,378</b>	204,932
<b>Current assets</b>			
Debtors: amounts falling due within one year	7	543	469
Stock of CDs		2,141	2,149
Cash at bank and in hand		45,516	52,333
<b>Total Current Assets</b>		<b>48,200</b>	54,951
<b>Current liabilities</b>			
Creditors – due in less than 1 year		(210)	(90)
<b>Total Current Liabilities</b>		<b>(210)</b>	(90)
<b>Net Current Assets</b>		<b>47,990</b>	54,861
<b>Total Net Assets</b>		<b>235,368</b>	259,793

### The Funds of the Charity

Restricted	9.1		-
Unrestricted			
General	9.2	47,990	54,861
Designated	9.3	187,378	204,932
<b>Total Funds</b>		<b>235,368</b>	259,793

Approved by the Board of Trustees on 02/07/2024 and signed on its behalf by



M. Pearce

Chair

## Notes to the Accounts

### 1.1 Nature of reporting entity

Bideford Town Band is a Charitable Incorporated Organisation registered with the Charities Commission in England and Wales (charity number 1183817).

#### Basis of preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice 2015' ('Charities SORP') published in July 2014, applicable accounting and reporting standards in the United Kingdom, including Financial Reporting Standard 102.

The Charitable Incorporated Organisation (CIO), Charity Number 1183817 was registered on 10<sup>th</sup> June 2019, to take forward the work of the unincorporated association known as Bideford Town Band. All the assets, liabilities and funds were transferred with effect from 10<sup>th</sup> June 2019.

The charity meets the definition of a public benefit entity under FRS 102.

The accounts have been presented in pounds sterling.

#### Going concern

As noted in the Financial Review on page 6, the Trustees consider the Charity to be a going concern, that there are no material uncertainties around its status as a going concern, and these Accounts have been prepared on that basis.

#### Previous legal entity

Bideford Town Band since its registration as a CIO on 10 June 2019. The assets and liabilities of the previous unincorporated association were transferred on that date. Net assets totalled £304,483.

### 1.2 Incoming resources

All incoming resources are recognised once the Charity has entitlement to the resources, they can be reliably measured and receipt is probable.

#### A. Donations, grants and legacies

This includes incoming resources generated from gifts, donations, grants, legacies, gifts in kind, intangible income and donated services and facilities:

- Donations are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Grants are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Legacies are recognised once there is sufficient evidence that a receipt is probable and the amount of the legacy can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

#### B. Interest receivable

Interest receivable is accounted for as it is received.

### **c. Other incoming resources**

These are incoming resources generated by the Charity which will be used to undertake its charitable activities. Income is recognised when the CIO has entitlement to the income, it is probable that it will be received, and the amount can be reliably measured.

## **1.3 Expenditure**

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

### **A. Raising funds**

The costs of raising funds are the costs associated with generating income for the funds held on trust. This will include the costs associated with investment and property management, certain legal fees, consultancy and other direct costs. The costs of raising funds include an apportionment of overhead, support and governance costs.

### **B. Charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of overhead, support and governance costs. The analysis of overhead and support costs and the bases of apportionment are set out at note 4. to the Accounts.

### **c. Allocation of overhead and support costs:**

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room.

### **D. Irrecoverable VAT:**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## **1.4 Structure of funds**

### **A. Restricted income funds:**

Restricted funds are funds subject to specific restrictions imposed by the donor.

### **B. Unrestricted income funds:**

Unrestricted funds are available for application at the discretion of the Trustees in furtherance of the charitable objects of the Charity. The Trustees may earmark an element of the unrestricted funds separately for a particular project and these are identified as designated funds. This designation does not legally restrict the Trustees' discretion to apply the fund.

### **c. Designated funds:**

Designated funds are set aside by the trustees. The fixed asset fund represents the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 1.5 Fixed assets

### A. Capitalisation

All assets falling into the following categories are capitalised:

- a. Tangible assets which are capable of being used for more than one year and have a cost equal to or greater than £1,000.
- b. Groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value of more than £1,000 and an individual value of £250 or more.

### B. Valuation

Tangible fixed assets except land and buildings are stated at the lower of cost and recoverable amount. On initial recognition they are measured at cost including costs such as installation directly attributable to bringing them into working condition. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Equipment is valued at the lower of cost or estimated recoverable amount.

### C. Depreciation, amortisation and impairment

- a. Depreciation is charged on each main class of tangible assets as follows:
  - Charitable buildings (the Band room) are depreciated over 50 years on a straight-line basis.
  - Computer equipment and office fixtures and fittings are depreciated over three years on a straight-line basis.
  - The oldest instruments (purchased before December 2019) are depreciated over five years on a straight-line basis.
  - New instruments (from 2021) are depreciated over ten years on a straight-line basis.
- b. Each equipment asset is depreciated over its expected useful life.
  - Impairment losses resulting from short-term changes in price that are considered to be recoverable in the long term are taken in full to the Statement of Financial Activities in the year when the impairment was recognised. The Trustees do not consider the residual value of the fixed assets to be lower than the current carrying value in the accounts.

## 1.6 Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (or date of purchase if later).

## 1.7 Financial instruments disclosure

### a. Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term deposits with a maturity date of three months or less.

### b. Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payments discounted at a market rate of interest.

### **1.8 Critical accounting estimates and areas of judgement**

In the application of the charitable accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the Accounts nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**2. Income**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2023 £	Year ended 31 December 2022 £
<b>2.1 Donations, grants &amp; legacies</b>				
Donations and Grants	-	4,592	4,592	2,151
Contest sponsorship	128	-	128	2,150
Legacies	-	-	-	-
Community fundraising	3,435	-	3,435	1,296
<b>Total</b>	<b>3,563</b>	<b>4,592</b>	<b>8,155</b>	<b>5,597</b>
<b>2.2 Charitable activities</b>				
Engagements, Contests and CD Sales	4,423	-	4,423	4,079
<b>Total</b>	<b>4,423</b>	<b>-</b>	<b>4,423</b>	<b>4,079</b>
<b>Other income</b>				
Sundry income	32	-	32	950
Sale of instruments	-	-	-	-
<b>Total</b>	<b>32</b>	<b>-</b>	<b>32</b>	<b>950</b>
<b>Investment income – interest received</b>	<b>433</b>	<b>-</b>	<b>433</b>	<b>55</b>
<b>Other Trading activity – Hire of Band room</b>	<b>1,170</b>	<b>-</b>	<b>1,170</b>	<b>878</b>
<b>Total income</b>	<b>9,621</b>	<b>4,592</b>	<b>14,213</b>	<b>11,559</b>

**2.3 Legacies**

In accordance with the accounting policy (Note 1.2 above) legacies are recognised as income once payment has been agreed with the Executors of the Will prior to the Balance Sheet date and the payment is either received before the Accounts are approved, or is notified as receivable, and receipt is considered probable.

**3. Expenditure**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2023 £	Year ended 31 December 2022 £
<b>3.1 Cost of raising funds</b>				
Costs of fundraising events and raffles	407	-	407	400
<b>Total cost of generating voluntary income</b>	<b>407</b>	<b>-</b>	<b>407</b>	<b>400</b>
<b>3.2 Charitable activities</b>				
Fees and expenses for contests and engagements	29,825	4,592	34,417	32,133
Music and maintenance of instruments	3,773	-	3,773	8,926
Cost of CD production (adjusted for stock)	41	-	41	254
<b>Total cost of charitable activity</b>	<b>33,639</b>	<b>4,592</b>	<b>38,231</b>	<b>41,313</b>
<b>Total Expenditure</b>	<b>34,046</b>	<b>4,592</b>	<b>38,638</b>	<b>41,713</b>

**4. Resources Expended**

Year ended 31.12.2023	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	£	£	£
Costs of fundraising events and raffles	407	-	<b>407</b>
<b>Total cost of generating voluntary income</b>	<b>407</b>	<b>-</b>	<b>407</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	6,705	27,712	<b>34,417</b>
Music and maintenance of instruments	735	3,038	<b>3,773</b>
Cost of CD production (adjusted for stock)	8	33	<b>41</b>
<b>Total cost of charitable activity</b>	<b>7,448</b>	<b>30,783</b>	<b>38,231</b>
<b>Total Expenditure</b>	<b>7,855</b>	<b>30,783</b>	<b>38,638</b>

**4. Resources Expended**

Year ended 31.12.2022	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	£	£	£
Costs of fundraising events and raffles	400	-	<b>400</b>
<b>Total cost of generating voluntary income</b>	<b>400</b>	<b>-</b>	<b>400</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	10,228	21,905	<b>32,133</b>
Music and maintenance of instruments	2,841	6,085	<b>8,926</b>
Cost of CD production (adjusted for stock)	81	173	<b>254</b>
<b>Total cost of charitable activity</b>	<b>13,150</b>	<b>28,163</b>	<b>41,313</b>
<b>Total Expenditure</b>	<b>13,550</b>	<b>28,163</b>	<b>41,713</b>

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room. Fundraising activity has been estimated to be 0% of usage (2021: 0%) and Charitable activities estimated at 100% (2022: 100%) of the usage during 2023.

**5. Trustees expenses and remuneration**

None of the Trustees received any remuneration from the Charity during the current or previous financial year.

## 6. Tangible fixed assets

	Building	Computer equipment	Instruments	Total £
<b>Cost</b>				
Balance as at 1 January 2023	145,000	35,487	79,922	253,409
Additions	-	6,156	1,100	<b>7,256</b>
<b>Balance as at 31 December 2023</b>	<b>145,000</b>	<b>41,643</b>	<b>81,022</b>	<b>260,665</b>
<b>Depreciation</b>				
Balance as at 1 January 2023	11,600	24,083	12,794	48,477
Depreciation charge for the period	2,900	13,881	8,029	<b>24,810</b>
<b>Balance as at 31 December 2023</b>	<b>14,500</b>	<b>37,964</b>	<b>20,823</b>	<b>73,287</b>
<b>Net Book Value</b>				
<b>At 31 December 2023</b>	<b>130,500</b>	<b>3,679</b>	<b>60,199</b>	<b>187,378</b>
<b>At 31 December 2022</b>	<b>133,400</b>	<b>11,404</b>	<b>60,128</b>	<b>204,932</b>

The building (the Band room) was purchased in 2011 for £145,000. The legal title to the property was previously held by four nominee trustees but has now been transferred to the registered charity (completed May 2023).

The purchase of the property was partly funded by a grant of £50,000 from Bideford Bridge Trust, which was provided subject to a charge being provided over the property of £50,000 and is repayable if certain events occur, such as the dissolution of the Bideford Town Band. More information is provided in Note 10 below.

## 7. Debtors

	Total at 31 December £	Total at 31 December £
Trade Debtors (Engagements)	75	-
Prepayments	468	469
Other Debtors	-	-
<b>Total debtors falling due within one year</b>	<b>543</b>	<b>469</b>

## 8. Analysis of net assets between funds

	Unrestricted		Restricted	2023 Total Funds	2022 Total Funds
	General	Designated			
	£	£	£	£	£
<b>Fund balances at 31 December 2022 are represented by:</b>					
Tangible fixed assets	-	187,378	-	-	213,743
Current assets and liabilities	47,990	-	-	<b>47,990</b>	54,861
<b>Total net assets</b>	<b>47,990</b>	<b>187,378</b>	<b>-</b>	<b>235,368</b>	259,793

## 9. Charity funds

## Movement for the year ended 31 December 2023

	Balance 1 January 2023 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2023 £
<b>9.1 Restricted funds</b>					
Bideford Town Council Grant	-	2,000	(2,000)	-	-
Torrige District Council Grant	-	592	(592)	-	-
Bideford Bridge Trust		2,000	(2,000)	-	-
<b>Total Restricted Funds</b>	-	<b>4,592</b>	<b>(4,592)</b>	-	-
<b>9.2 Unrestricted funds</b>					
General funds	54,861	9,621	(9,236)	(7,256)	<b>47,990</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	204,932	-	(24,810)	7,256	<b>187,378</b>
<b>Total unrestricted funds</b>	<b>259,793</b>	<b>9,621</b>	<b>(34,046)</b>	-	<b>235,368</b>
<b>Total funds</b>	<b>259,793</b>	<b>14,213</b>	<b>(38,638)</b>	-	<b>235,368</b>

## Movement for the year ended 31 December 2022

	Balance 1 January 2022 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2022 £
<b>9.1 Restricted funds</b>					
Bideford Town Council Grant	-	1,000	(1,000)	-	-
Torrige District Council Grant	-	1,000	(1,000)	-	-
Contest sponsorship:		2,150	(2,150)	-	-
<b>Total Restricted Funds</b>	-	<b>4,150</b>	<b>(4,150)</b>	-	-
<b>9.2 Unrestricted funds</b>					
General funds	76,204	7,409	(37,563)	8,811	<b>54,861</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	213,743	-	-	(8,811)	<b>204,932</b>
<b>Total unrestricted funds</b>	<b>289,547</b>	<b>7,409</b>	<b>(37,563)</b>	-	<b>259,793</b>
<b>Total funds</b>	<b>289,947</b>	<b>11,559</b>	<b>(41,713)</b>	-	<b>259,793</b>

**Designated Fixed Asset Fund**

The fixed asset fund includes the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 9. Charity funds (continued)

Restricted funds	Amount	
Fund Name		Description of the nature and purpose of each fund
Bideford Town Council Grant	2,000	Towards Contest expenditure
Torrige District Council Grant	400	Towards Contest expenditure
Bideford Bridge Trust	2,000	Towards Academy tuition
Torrige District Council	192	Towards Sign/exterior work to Band room
	<u>4,592</u>	

## 10. Commitments, liabilities and provisions

### Contingent liability

The property (the Band room) is registered with the Land Registry as Title No. DN582009, and is registered as Screen House, Victoria Park, Kingsley Road, Bideford. This property was purchased in March 2011, in part with a grant from Bideford Bridge Trust of £50,000 which was subject to a charge being provided over the property. The grant is repayable if any of the following events occur:

- Bideford Town Band is dissolved
- The constitution of the Bideford Town Band is amended so that its primary purpose is no longer to provide a Town Band for Bideford
- Bideford Town Band ceases to use the property
- Any property of Bideford Town Band becomes subject to forfeiture or execution, distress, bankruptcy or other form of process
- A mortgagee takes possession of, or exercises or seeks to exercise any power of sale or other appointment of a receiver in relation to the property charged or any other property of Bideford Town Band
- Bideford Town Band ceases or proposes to cease to carry on as a Town Band for Bideford
- Bideford Town Band becomes insolvent.

The Trustees do not have any other commitments, liabilities or provisions requiring disclosure other than those included in the financial statements (2022: none).

## 11. Related-party transactions

During the year none of the Trustees or parties related to them has been involved in any material transactions with Bideford Town Band (2022 - £nil).

There were no transactions with other entities in which Trustees of the Charity hold positions of authority.

**BIDEFORD TOWN BAND**

**Address for correspondence:**

The Secretary, 6 Victoria Grove, Bideford, North Devon, EX39 2DN

**Telephone:** 01237 475653

**Email:** [bandsecretary@bidefordtownband.co.uk](mailto:bandsecretary@bidefordtownband.co.uk)

**BIDEFORD TOWN BAND**

England & Wales - Charity number 1183817

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# Accounts

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# **BIDEFORD TOWN BAND**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS FOR  
THE YEAR ENDED  
31st December 2022**

**Charity Number 1183817**

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

# Trustees' Report

## Introduction

This is the third complete year in which Bideford Town Band has operated as a registered Charity.

The activities and assets of Bideford Town Band transferred from the previous legal entity, an association, to the current legal entity, the Charitable Incorporated Organisation, on 10 June 2019.

This report summarises the activities and governance of the organisation for the year ended 31 December 2022. The Trustees would like to thank everyone who has helped Bideford Town Band, in whatever capacity – as a player, a funder and members of the public, during the year.

## Activities and Achievements

Members of Bideford Town Band comprise long-standing players as well as beginners of all ages. Players are helped to understand musical notation, practice their instrument, follow a conductor and play as part of a group. Instruments are loaned free of charge to members and young people for the purpose of practice, training and performances.

Bideford Town Band rehearses at the Band room, Riverside Studios, Kingsley Road, Bideford, North Devon EX39 2QQ.

Entering contests gives the band practical experience of high-pressure performance conditions as well as assessing their progress. Other public performances allow all members a chance to perform, in a variety of conditions, and provide the public with the opportunity to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bideford Town Band supports some charitable organisations by either making no charge or by charging a reduced fee.

During the year, the band had approximately 30 playing members, with 10-15 young people in the Academy Band. This figure fluctuated throughout the year due to some players leaving and some joining the Band.

During 2022, the Trustees met in the Band room to plan for the future of Bideford Town Band. In 2021 the Trustees had agreed to invest some of Bob Rendle's legacy in 30 Apple iPads plus accessories. The iPads enable music to be downloaded for rehearsals and playing at engagements and contests. The devices were brought into use during 2022 and have been easy to use, with some tuition, and proved very successful for rehearsals and concerts. New instruments (bass, trombones, and cymbals as well as new music stands) were also purchased to add to those bought in 2021 using some of this legacy, as agreed by the Trustees.

## Rehearsals

The Band rehearses under the direction of Mark Durham, Musical Director, a very experienced player who has directed and taught the Band since 2014.

Rehearsals take place twice a week on Monday and Thursday evenings from 7.45pm – 9.30pm with additional rehearsals, as required, before a Contest.

Following the Covid-19 restrictions in 2020/21, rehearsals returned to normal during 2022.

## Concerts and engagements

It was decided not to take on too many engagements as players would need time off for activities that they had missed during the last two years. A Spring Concert was held at Kingsley School Theatre in March. During the summer, the Band performed outdoor Concerts at Westward Ho! on Thursday evenings and three Concerts in Victoria Park on Sunday afternoons, which were very successful, helped by the good weather. Two cornet players performed a special bugle tune for the Queen's Platinum Jubilee celebration event in June. The Band played during a player's wedding in July at Tapeley Park. The popular Christmas Concert was held at the Royal Hotel, with the Academy Band included, playing some of their music, which was very much appreciated. Carol playing took place in Mill Street, at Morrisons, Asda and the Thatched Inn, Abbotsham, as well as small groups playing at some care homes for the residents to enjoy. Collections were taken during most of these events to raise funds for the Band.

## Contests

The West of England Regional Championships were held on 2nd April 2022, following postponement and a change of venue to Cheltenham Racecourse, causing extra expense for the Band. The Band was very pleased to win the 4th Section, resulting in them going on to compete in the National Finals on 18th September, at the same venue. This is the first contest win in many years and a great achievement as the Band players have worked hard to progress up from the bottom of the section, when Mark Durham took over as Musical Director in 2014. The Band came 2nd in the National Finals 4th section and will be promoted to the 3rd section for 2023. At the South-West Brass Band Contest in November the Band came 1st in the 4th section. It has been a very successful year for the Band and the players have enjoyed working as a team led by Mark, to achieve these results. Special thanks to our sponsors and donors, including Torrridge District Councillors and Bideford Town Council for their support with funding to attend these Contests.

## Bideford Town Band Academy

Rehearsals have been held on Monday evenings from 6.30pm, during school term times, for the beginners and improvers. They have been taught by Paul Moulton, an experienced music teacher, with assistance from members of the Band. In accordance with the Band's Child Protection Policy, individuals that teach and assist with teaching the children in the Band room and at any Schools are all DBS checked.

Kingsley Preparatory School has some Bideford Town Band instruments on loan for some of their pupils to be taught by their head teacher. Players are encouraged, as part of this free tuition, to attend rehearsal in the Band room and practice at home. Several players from Kingsley are coming to the Band Academy on Mondays. Lessons at Westcroft School have not yet restarted but it is hoped this will happen next year. The Band Academy participated in the concert at the Royal Hotel in December, giving them experience of playing in public. It is hoped that they may perform more as the group develops their playing standard.

## Supporters and volunteers

The Band has a small but dedicated group of non-playing volunteers who provide much needed help at events such as concerts organised by the Band. Band players are involved in a variety of roles including Trustees, Secretary, Treasurer, music librarian and assisting with publicity. New supporters are very welcome. Bideford Town Band is very grateful to all its supporters and volunteers for all their help during 2022.

## Fundraising

Fundraising events were able to take place again during 2022. These focused on raising money towards the Band attending the National Finals Contest in September. Donations from collections at the summer concerts were put towards this and there were several extra donations especially for this purpose. Several coffee mornings were held in the Band room. Sponsorship was obtained from local businesses with their logos on polo shirts worn at concerts and at the Contest after playing (total £2,150). Several Torrington District Councillors from the Bideford area gave part of their Community grant towards this, as we were representing the town.

The Band was very grateful to receive the following grants:

Torrington District Councillors Community Grants (as above) £1,000  
Bideford Town Council £1,000

## Plans for the future

The Trustees will continue to use the services of music teacher, Paul Moulton, to teach the Academy Band. It is hoped that lessons can resume at a local school as well as ensuring the links with Kingsley School continue. However, currently there aren't enough volunteers with skills and time to carry this forward or fulfil requests to run workshops that have been received from other organisations. Lessons would be funded from unrestricted funds and grants sought to fund this activity thereafter.

The rolling programme of instrument care and replacement was accelerated in 2022 to replace more instruments in time for rehearsing for the National Finals to maximise the chance of success. The new instruments will be looked after to ensure a long life and the older instruments are now able to be used by more Academy Band players.

The iPads will continue to be used and new music is being scanned as it is bought, and there is still a small amount of the previously held music to be scanned.

Rehearsals are taking place twice a week in the Band room and the Band will work towards a more usual engagement and contest calendar in 2023. The Band is looking forward to building on the success of 2022, with its entry into the 3rd

Section for the West of England Contest in March and the Bugle West of England Festival in June, which is to be entered for the first time in many years.

The Trustees are satisfied that there are sufficient unrestricted general reserves for the charity to draw upon for the foreseeable future. The Band will continue its engagements and fundraising to generate further income.

## Financial Review

The results for the year ended 31<sup>st</sup> December 2022 are shown in the Statement of Financial Activities on page 14.

Income for the year was £11,559 (2021: £2,611), including income of £2,000 in grants from local councils (2021: £nil). Activity was significantly curtailed during 2020 and 2021 due to the pandemic. This resulted in reduced income in 2021. Prior to the pandemic the Band's anticipated annual income was approximately £20,000, excluding any legacy income. This is broadly equivalent to the annual running costs for the Band excluding depreciation. The Band has been fortunate to be able to weather the difficulties of the pandemic through the receipt of a Covid relief grant from the local authorities and also due to the receipt of the large legacy in 2020 from the estate of Bob Rendle. Further fundraising events will be undertaken to re-establish the pre-pandemic income levels over the next couple of years.

Expenditure for the year ended 31<sup>st</sup> December 2022 amounted to £30,154 (2021: £25,773). The increased expenditure is due to higher depreciation charged on new iPads and instruments purchased during 2021 and 2022.

A deficit arose for the year ended 31 December 2022 of £30,154 (2021: deficit of £23,162).

The band has a healthy balance sheet with reserves at 31<sup>st</sup> December 2022 totalling £259,793 (2021: £289,947).

### Going concern

The Charity received a legacy of £134,222 in 2019 which bolstered general reserves.

Whilst the Covid-19 pandemic has led to very much depleted income in 2021 and 2020, the Trustees have reviewed the financial position of the Charity and believe that there are adequate resources to continue in operation for the foreseeable future, and for at least 12 months from the date of signing of the accounts.

These Accounts have consequently been prepared on a going concern basis.

## Reserves

### Reserves policy

The Trustees believe the level of free reserves (that is those funds not tied up in fixed assets, designated and restricted funds) should be more than one year's maintenance and upkeep costs for the Band room and other administrative costs, assuming reduced engagements and concerts. This level has been set, in light of the coronavirus, to ensure that the Band can continue even if there is risk of lack of income for a whole year.

The level of annual administrative and maintenance expenditure is estimated to be in the region of £20,000, including depreciation of fixed assets. Therefore, the level of general unrestricted reserves should be no less than £20,000.

### Unrestricted funds

At 31<sup>st</sup> December 2022 the total unrestricted reserves were £259,793 (2021: £289,547). The Trustees have set aside an amount

equivalent to the net book value of fixed assets as explained below in the section on Designated Funds. Free reserves were £54,861 (2021: £76,204). The Trustees are satisfied that there is a sufficient level of free reserves.

The reserves policy is reviewed on an annual basis.

### **Restricted funds**

Grants are received for specific purposes, such as for instrument repair, uniforms or to contribute towards the costs of particular workshops and contests.

Details of the grants received and expended during the previous year are shown in the note on page 26.

### **Designated funds**

£204,932 (2021: £213,743) has been designated as the 'Fixed Asset Fund', reflecting the

Net Book Value of Fixed Assets. This reflects the value of the Net Assets which cannot, by the nature of fixed assets, be used for other purposes.

### **Risk Management**

The Charity maintains a risk register which is brought to Trustees for review periodically, with key risks highlighted at meetings of the Board of Trustees.

Risk assessment is an ongoing process, embedded in the day-to-day operations of the Charity. A risk assessment is undertaken for each contest and engagement and an annual health and safety assessment is made of the Band room. The Band Trustees review possible risks when a new project or activity is considered.

Principal risks and uncertainties, and mitigations against these are as follows:

The social distancing measures and other restrictions arising from the global coronavirus pandemic resulted in the Band not being able to play. This presented a newly recognised risk that income may be significantly reduced resulting from the inability to play at engagements due to external factors, howsoever caused. This risk is mitigated through the prudent reserves policy.

There is a risk that there may be insufficient numbers of players available for an engagement, whether due to sickness or holidays or for any other reason. This could cause reputational risk to the Band if the quality of music suffers from insufficient numbers of players. The Band endeavours to mitigate this by encouraging new players to join and by developing its existing players to maintain commitment and interest.

# Structure, Governance and management

Bideford Town Band is a charitable incorporated organisation (CIO) which was registered with the Charity Commission in England and Wales on 10 June 2019. It is governed by the Constitution and its governing body is the Board of Trustees.

## Registered office

Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

Registered Charity number:  
1183817

## Website:

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Charitable objects

The Charity's objects are:

To promote, maintain, improve and advance the education of the public in the art of music making and, in particular, the art and science of brass band music, by the presentation of, and participation in, concerts, contests and similar activities, and to encourage the musical education of young and novice players by the provision of tuition and training facilities.

## Trustees appointment

The Board of Trustees consists of a chairman and ten trustees. The constitution allows for not less than seven and no more than ten elected trustees; and one nominated trustee.

At each annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

An induction programme is provided for Trustees on appointment. Members of the Board have individual areas of expertise and share information on relevant changes in legislation affecting the charity and best practice.

## Members

Membership of the CIO is open to anyone who is interested in furthering its purposes.

All members in the Senior band over 18 are eligible to vote, on a resolution, after being a member for 6 months.

There are currently five Life Members. Life members are able to attend any meeting of the charity trustees if they so desire provided that they give notice to the Chairperson of their intention to be present. Their entitlement to vote will remain restricted to general meetings only.

There must be an annual general meeting (AGM) of the members of the CIO. AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the Trustees' Annual Report.

Other general meetings of the members of the CIO

## **Public Benefit Statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustees ensure that these purposes are carried out for the public benefit by membership being open to all and by playing to the public, often at free-to-attend venues such as the green at Westward Ho! and the bandstand in Ilfracombe.

All Trustees give their time voluntarily and receive no benefit from the charity in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 5 to the financial statements on page 22.

## **Charity Governance Code**

may be held at any time.

The Board of Trustees considers the Charity to have sound governance arrangements in place.

The Trustees will use the Charity Governance Code as a helpful tool to self-assess Board performance over the coming year.

## **Data Protection and Information Governance**

Bideford Town Band is committed to ensuring compliance with privacy legislation, working to safeguard our supporters' information and respecting their preferences. The personal information obtained is held, used, transferred and processed in accordance with the Data Protection Act 2018 and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679) and the Privacy and Electronic Communication Regulations 2003.

## **Fundraising Governance**

The Charity's Trustees are aware of their obligations under the Charity Commission guidance on Charity Fundraising (CC20).

The Charity received no complaints during the year, and no sign ups to the Fundraising Preference Service. The Trustees will respond appropriately to all issues raised.

The Charity takes seriously the protection of vulnerable people and other members of the public from inappropriate fundraising behaviour. In order to protect against unreasonable intrusion, persistence and undue pressure to give, the Band ensures communications to supporters are relevant to their targeted audience and there is a clear opportunity for supporters to opt out of receiving communications.

# Statement of Trustees' Responsibilities

The charity Trustees are responsible for preparing a Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity Trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 18/07/2023  
and signed on their behalf by:



M. Pearce

Chair of the Board of Trustees

## **Board of Trustees**

The following Trustees served throughout the year:

Mark Pearce (Chair)

Rebecca Frisby (Secretary)

Barbara Darch (Treasurer)

Geoffrey Brown

Julie Brown

Mark Durham

Trevor Johns \*

Chris Marshall

Kimberley Sherborne

Tim Watts

Gary Taylor

*\* Nominated by Bideford Town Council*

**Musical Director:** Mark Durham

## **Advisors**

### **Bankers**

Barclays Bank UK Plc

Barnstaple Branch

Leicestershire

LE87 2BB

Leicester

### **Solicitors**

Brewer Harding and Rowe

29 Bridgeland Street

Bideford

Devon EX39 2PT

# Statement of Financial Activities for the year ended 31 December 2022

		Unrestric ted Funds	Restrict ed Funds	Year ended 31.12.2 022	Year ended 31.12.20 21
	Not es	£	£	£	£
<b>Income</b>					
Donations, grants & legacies	2.1	1,447	4,150	<b>5,597</b>	1,145
Charitable activities	2.2	4,079	-	<b>4,079</b>	1,119
Other income		950	-	<b>950</b>	310
Investment income - Interest received		55	-	<b>55</b>	7
Other Trading activity - Hire of Band room		878	-	<b>878</b>	30
<b>Total income</b>		<b>7,409</b>	<b>4,150</b>	<b>11,559</b>	2,611
<b>Expenditure</b>					
Raising funds	3.1	(400)	-	<b>(400)</b>	(448)
Charitable activities	3.2	(37,163)	(4,150)	<b>(41,313)</b>	(25,325)
<b>Total expenditure</b>		<b>(37,563)</b>	<b>(4,150)</b>	<b>(41,713)</b>	(25,773)
<b>Net (expenditure)/income</b>		<b>(30,154)</b>	-	<b>(30,154)</b>	(23,162)
Transfers		-	-	-	-
<b>Net movement in funds</b>		<b>(30,154)</b>	-	<b>(30,154)</b>	(23,162)
Fund balances brought forward at 1 January		289,947	-	289,947	313,109
<b>Fund balances carried forward at 31 December</b>		<b>259,793</b>	-	<b>259,793</b>	289,947

Notes 1 to 11 form part of the financial statements.

All income relates to continuing activities.

There is no material difference between the net income of the period and the historical cost equivalents.

All gains and losses recognised in the period are included in the Statement of Financial Activities.


# Balance Sheet at 31 December 2022

	Notes	31 December 2022 £	31 December 2021 £
<b>Fixed assets</b>			
Tangible assets	6	<b>204,932</b>	213,743
<b>Current assets</b>			
Debtors: amounts falling due within one year	7	469	414
Stock of CDs		2,149	2,230
Cash at bank and in hand		52,333	73,560
<b>Total Current Assets</b>		<b>54,951</b>	76,204
<b>Current liabilities</b>			
Creditors - due in less than 1 year		(90)	-
<b>Total Current Liabilities</b>		<b>(90)</b>	-
<b>Net Current Assets</b>		<b>54,861</b>	<b>76,204</b>
<b>Total Net Assets</b>		<b>259,793</b>	289,947

## The Funds of the Charity

Restricted	9.1	-	-
Unrestricted			
General	9.2	54,861	76,204
Designated	9.3	204,932	213,743
<b>Total Funds</b>		<b>259,793</b>	289,947

Approved by the Board of Trustees on 19/07/2023 and signed on its behalf by



M. Pearce

Chair

# Notes to the Accounts

## 1.1 Nature of reporting entity

Bideford Town Band is a Charitable Incorporated Organisation registered with the Charities Commission in England and Wales (charity number 1183817).

### Basis of preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice 2015' ('Charities SORP') published in July 2014, applicable accounting and reporting standards in the United Kingdom, including Financial Reporting Standard 102.

The Charitable Incorporated Organisation (CIO), Charity Number 1183817 was registered on 10<sup>th</sup> June 2019, to take forward the work of the unincorporated association known as Bideford Town Band. All the assets, liabilities and funds were transferred with effect from 10<sup>th</sup> June 2019.

The charity meets the definition of a public benefit entity under FRS 102.

The accounts have been presented in pounds sterling.

### Going concern

As noted in the Financial Review on page 8, the Trustees consider the Charity to be a going concern, that there are no material uncertainties around its status as a going concern, and these Accounts have been prepared on that basis.

### Previous legal entity

Bideford Town Band since its registration as a CIO on 10 June 2019. The assets and liabilities of the previous unincorporated association were transferred on that date. Net assets totalled £304,483.

## 1.2 Incoming resources

All incoming resources are recognised once the Charity has entitlement to the resources, they can be reliably measured and receipt is probable.

### A. Donations, grants and legacies

This includes incoming resources generated from gifts, donations, grants, legacies, gifts in kind, intangible income and donated services and facilities:

- Donations are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Grants are accounted for when receivable, measurable, entitled and there is probability of receipt.

- Legacies are recognised once there is sufficient evidence that a receipt is probable and the amount of the legacy can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

#### **b. Interest receivable**

Interest receivable is accounted for as it is received.

#### **c. Other incoming resources**

These are incoming resources generated by the Charity which will be used to undertake its charitable activities. Income is recognised when the CIO has entitlement to the income, it is probable that it will be received, and the amount can be reliably measured.

### **1.3 Expenditure**

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

#### **a. Raising funds**

The costs of raising funds are the costs associated with generating income for the funds held on trust. This will include the costs associated with investment and property management, certain legal fees, consultancy and other direct costs. The costs of raising funds include an apportionment of overhead, support and governance costs.

#### **b. Charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of overhead, support and governance costs. The analysis of overhead and support costs and the bases of apportionment are set out at note 4. to the Accounts.

#### **c. Allocation of overhead and support costs:**

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room.

#### **d. Irrecoverable VAT:**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## **1.4 Structure of funds**

### **A. Restricted income funds:**

Restricted funds are funds subject to specific restrictions imposed by the donor.

### **B. Unrestricted income funds:**

Unrestricted funds are available for application at the discretion of the Trustees in furtherance of the charitable objects of the Charity. The Trustees may earmark an element of the unrestricted funds separately for a particular project and these are identified as designated funds. This designation does not legally restrict the Trustees' discretion to apply the fund.

### **C. Designated funds:**

Designated funds are set aside by the trustees. The fixed asset fund represents the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## **1.5 Fixed assets**

### **A. Capitalisation**

All assets falling into the following categories are capitalised:

- a. Tangible assets which are capable of being used for more than one year and have a cost equal to or greater than £1,000.
- b. Groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value of more than £1,000 and an individual value of £250 or more.

### **B. Valuation**

Tangible fixed assets except land and buildings are stated at the lower of cost and recoverable amount. On initial recognition they are measured at cost including costs such as installation directly attributable to bringing them into working condition. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Equipment is valued at the lower of cost or estimated recoverable amount.

### **C. Depreciation, amortisation and impairment**

- a. Depreciation is charged on each main class of tangible assets as follows:
  - Charitable buildings (the Band room) are depreciated over 50 years on a straight-line basis.
  - Computer equipment and office fixtures and fittings are depreciated over three years on a straight-line basis.
  - The oldest instruments (purchased before December 2019) are depreciated over five years on a straight-line basis.
  - New instruments (from 2021) are depreciated over ten years on a straight-line basis.
- b. Each equipment asset is depreciated over its expected useful life.
  - Impairment losses resulting from short-term changes in price that are considered to be recoverable in the long term are taken in full to the Statement of Financial Activities in the year when the impairment was recognised. The Trustees do not consider the residual value of the fixed assets to be lower than the current carrying value in the accounts.

## **1.6 Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (or date of purchase if later).

## **1.7 Financial instruments disclosure**

### **a. Cash and cash equivalents**

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term deposits with a maturity date of three months or less.

### **b. Debtors and creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payments discounted at a market rate of interest.

## **1.8 Critical accounting estimates and areas of judgement**

In the application of the charitable accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the Accounts nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. Income

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2022 £	Year ended 31 December 2021 £
<b>2.1 Donations, grants &amp; legacies</b>				
Donations and Grants	151	2,000	2,151	147
Contest sponsorship	-	2,150	2,150	-
Legacies	-	-	-	86
Community fundraising	1,296	-	1,296	912
<b>Total</b>	<b>1,447</b>	<b>4,150</b>	<b>5,597</b>	<b>1,145</b>
<b>2.2 Charitable activities</b>				
Engagements, Contests and CD Sales	4,079	-	4,079	1,119
<b>Total</b>	<b>4,079</b>	<b>-</b>	<b>4,079</b>	<b>1,119</b>
<b>Other income</b>				
Sundry income	950	-	950	-
Sale of instruments	-	-	-	310
<b>Total</b>	<b>950</b>	<b>-</b>	<b>950</b>	<b>310</b>
<b>Investment income - interest received</b>	<b>55</b>	<b>-</b>	<b>55</b>	<b>7</b>
<b>Other Trading activity - Hire of Band room</b>	<b>878</b>	<b>-</b>	<b>878</b>	<b>30</b>
<b>Total income</b>	<b>7,409</b>	<b>4,150</b>	<b>11,559</b>	<b>2,611</b>

## 2.3 Legacies

In accordance with the accounting policy (Note 1.2 above) legacies are recognised as income once payment has been agreed with the Executors of the Will prior to the Balance Sheet date and the payment is either received before the Accounts are approved, or is notified as receivable, and receipt is considered probable.

## 3. Expenditure

4. Resources Expended Year ended 31.12.2021	Unrestricted Funds	Restricted Funds	Year ended 31 December 2022	Year ended 31 December 2021	
	£	£	Direct costs £	Support costs £	Total £
<b>Cost of raising funds</b>					
Costs of fundraising events and raffles	-	-	448	-	448
<b>Total cost of generating voluntary income</b>	<b>-</b>	<b>-</b>	<b>448</b>	<b>-</b>	<b>448</b>
<b>Charitable activities</b>					
Fees and expenses for contests and	-	1,570	7,598	-	9,168
Music and maintenance of instruments	-	2,752	13,318	-	16,070
Cost of CD production (adjusted for stock)	-	15	72	-	87
<b>Total cost of charitable activity</b>	<b>-</b>	<b>4,337</b>	<b>20,988</b>	<b>-</b>	<b>25,325</b>
<b>Total Expenditure</b>	<b>-</b>	<b>4,785</b>	<b>20,988</b>	<b>-</b>	<b>25,773</b>

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room. Fundraising activity has been estimated to be 0% of usage (2021: 0%) and Charitable activities estimated at 100% (2021: 100%) of the usage during 2022.

#### **5. Trustees expenses and remuneration**

None of the Trustees received any remuneration from the Charity during the current or previous financial year.

## 6. Tangible fixed assets

	Buildin g	Comput er	Instrume nts	Total £
<b>Cost</b>				
Balance as at 1 January 2022	145,000	35,487	59,479	<b>239,96</b>
Additions	-	-	13,443	<b>13,443</b>
<b>Balance as at 31 December 2022</b>	<b>145,000</b>	<b>35,487</b>	<b>72,922</b>	<b>253,409</b>
<b>Depreciation</b>				
Balance as at 1 January 2022	8,700	12,254	5,269	26,223
Depreciation charge for the period	2,900	11,829	7,525	<b>22,254</b>
<b>Balance as at 31 December 2022</b>	<b>11,600</b>	<b>24,083</b>	<b>12,794</b>	<b>48,477</b>
<b>Net Book Value</b>				
<b>At 31 December 2022</b>	<b>133,400</b>	<b>11,404</b>	<b>60,128</b>	<b>204,932</b>
<b>At 31 December 2021</b>	<b>136,300</b>	<b>23,233</b>	<b>54,210</b>	<b>213,743</b>

Prior to 2019 the fixed assets were not depreciated. A depreciation policy was introduced in 2020.

The building (the Band room) was purchased in 2011 for £145,000. The legal title to the property was previously held by four nominee trustees but has now been transferred to the registered charity (completed May 2023).

The purchase of the property was partly funded by a grant of £50,000 from Bideford Bridge Trust, which was provided subject to a charge being provided over the property of £50,000 and is repayable if certain events occur, such as the dissolution of the Bideford Town Band. More information is provided in Note 10 below.

## 7. Debtors

	Total at 31 December £	Total at 31 December £
Accrued Income - legacies notified and due to be received	-	-
Prepayments	469	414
Other Debtors	-	-
<b>Total debtors falling due within one year</b>	<b>469</b>	<b>414</b>

## 8. Analysis of net assets between funds

	Unrestricted General £	Designat ed £	Restrict ed £	2022 Total Funds £	2021 Total Funds £
<b>Fund balances at 31 December 2022 are represented by:</b>					
Tangible fixed assets	-	204,932	-	<b>204,932</b>	<b>213,743</b>
Current assets and liabilities	54,861	-	-	<b>54,861</b>	<b>76,204</b>

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<b>Total net assets</b>	<b>54,861</b>	<b>204,932</b>	<b>- 259,793</b>	<b>289,947</b>
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## 9. Charity funds

### A. Movement for the year ended 31 December 2022

	Balanc e 1 Januar y 2022 £	Incomi ng Resour ces £	Resour ces Expen ded £	Transf ers betwe en Funds £	Balance 31 Decemb er 2022 £
<b>9.1 Restricted funds</b>					
Bideford Town Council Grant	-	1,000	(1,000)	-	-
Torr ridge District Council Grant	-	1,000	(1,000)	-	-
Contest sponsorship:		2,150	(2,150)	-	-
<b>Total Restricted Funds</b>	-	<b>4,150</b>	<b>(4,150)</b>	-	-
<b>9.2 Unrestricted funds</b>					
General funds	76,204	7,409	(37,563)	8,811	<b>54,861</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	213,743	-	-	(8,811)	<b>204,932</b>
<b>Total unrestricted funds</b>	289,547	<b>7,409</b>	<b>(37,563)</b>	-	<b>259,793</b>
<b>Total funds</b>	289,947	<b>11,559</b>	<b>(41,713)</b>	-	<b>259,793</b>

### A. Movement for the year ended 31 December 2021

	Balanc e 1 Januar y 2021 £	Incomi ng Resour ces £	Resour ces Expen ded £	Transf ers betwe en Funds £	Balance 31 Decemb er 2021 £
<b>9.1 Restricted funds</b>					
Bideford Bridge Trust Grant	4,125	-	-	(4,125)	-
Bideford Council Grant	1,027	-	(1,027)	-	-
Devon County Council Grant	400	-	-	(400)	-
<b>Total Restricted Funds</b>	5,552	-	<b>(1,027)</b>	<b>(4,525)</b>	-
<b>9.2 Unrestricted funds</b>					
General funds	163,576	2,611	(24,746)	(65,237)	<b>76,204</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	143,981	-	-	69,762	<b>213,743</b>
<b>Total unrestricted funds</b>	307,557	<b>2,611</b>	<b>(24,746)</b>	<b>4,525</b>	<b>289,947</b>
<b>Total funds</b>	313,109	<b>2,611</b>	<b>(25,773)</b>	-	<b>289,947</b>

#### Designated Fixed Asset Fund

The fixed asset fund includes the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 9. Charity funds (continued)

Restricted funds	Amount	
Fund Name		Description of the nature and purpose of each fund
<b>Bideford Town Council Grant</b>	<b>1,000</b>	Towards Contest expenditure
<b>Torrige District Council Grant</b>	<b>1,000</b>	Towards Contest expenditure
<b>Contest sponsorship and donations:</b>		Funds were received to pay for the expenses of travel and accommodation and entry fees for contests from the following:
	350	Thatched Inn
	100	Braddicks Leisure
	350	Symons & Son
	200	So Sweet
	350	3 T S Leisure
	500	Brend Hotels
	300	Others
	<b>2,150</b>	

## 10. Commitments, liabilities and provisions

### Contingent liability

The property (the Band room) is registered with the Land Registry as Title No. DN582009, and is registered as Screen House, Victoria Park, Kingsley Road, Bideford. This property was purchased in March 2011, in part with a grant from Bideford Bridge Trust of £50,000 which was subject to a charge being provided over the property. The grant is repayable if any of the following events occur:

- Bideford Town Band is dissolved
- The constitution of the Bideford Town Band is amended so that its primary purpose is no longer to provide a Town Band for Bideford
- Bideford Town Band ceases to use the property
- Any property of Bideford Town Band becomes subject to forfeiture or execution, distress, bankruptcy or other form of process
- A mortgagee takes possession of, or exercises or seeks to exercise any power of sale or other appointment of a receiver in relation to the property charged or any other property of Bideford Town Band
- Bideford Town Band ceases or proposes to cease to carry on as a Town Band for Bideford
- Bideford Town Band becomes insolvent.

The Trustees do not have any other commitments, liabilities or provisions requiring disclosure other than those included in the financial statements (2021: none).

## 11. Related-party transactions

During the year none of the Trustees or parties related to them has been involved in any material transactions with Bideford Town Band (2021 - £nil).

There were no transactions with other entities in which Trustees of the Charity hold positions of authority.

**BIDEFORD TOWN BAND**

**Address for correspondence:**

The Secretary, 6 Victoria Grove, Bideford, North Devon, EX39 2DN

**Telephone:** 01237 475653

**Email:** [bandsecretary@bidefordtownband.co.uk](mailto:bandsecretary@bidefordtownband.co.uk)

**BIDEFORD TOWN BAND**

England & Wales - Charity number 1183817

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# Accounts

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# **BIDEFORD TOWN BAND**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2021**

Charity Number 1183817

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

# Trustees' Report

## Introduction

This is the second complete year in which Bideford Town Band has operated as a registered Charity.

The activities and assets of Bideford Town Band transferred from the previous legal entity, an association, to the current legal entity, the Charitable Incorporated Organisation, on 10 June 2019.

This report summarises the activities and governance of the organisation for the year ended 31 December 2021. The Trustees would like to thank everyone who has helped Bideford Town Band, in whatever capacity – as a player, a funder and members of the public, during another difficult year due to the Covid-19 pandemic.

## Activities and Achievements

During the year the Covid-19 pandemic continued to severely impact the Band's activities. Government guidance and restrictions prevented any playing activity for the Band from 16<sup>th</sup> March 2020 until June 2021. There were no rehearsals or band engagements during this time. The Band was able to rehearse once a week in the Pannier Market from June until November 2021 and in the Band room once a week from September, subject to following social distancing guidelines and undertaking risk assessments and additional cleaning and hygiene measures.

Members of Bideford Town Band comprise long-standing players as well as beginners of all ages. Players are helped to understand musical notation, practice their instrument, follow a conductor and play as part of a group. Instruments are loaned free of charge to members and young people for the purpose of practice, training and performances.

Bideford Town Band rehearses at the Band room, Riverside Studios, Kingsley Road, Bideford, North Devon EX39 2QQ.

Entering contests gives the band practical experience of high-pressure performance conditions as well as assessing their progress. Other public performances allow all members a chance to perform, in a variety of conditions, and provide the public with the opportunity to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bideford Town Band supports some charitable organisations by either making no charge or by charging a reduced fee.

During the year, the band had approximately 30 playing members, with 10 who were training or beginners. This figure fluctuated throughout the year due to some players leaving and some joining the Band.

During 2021, the Trustees met online via Zoom and in the Band room to plan for the future of Bideford Town Band.

The Trustees had agreed in 2020 to invest some of Bob Rendle's legacy in 30 Apple iPads plus accessories. The devices arrived during 2021 and were demonstrated but not yet brought into use.

The contents of the music library were (mostly) scanned to enable the pieces of music to be downloaded to the iPads for rehearsals and playing at engagements and contests.

The Band trustees also agreed to purchase new instruments totalling £52,470 during 2021, again using funds from the legacy received from Bob Rendle.

### Rehearsals

The Band rehearses under the direction of Mark Durham, Musical Director, a very experienced player who has directed and taught the Band since 2014. Normally, rehearsals take place twice a week on Monday and Thursday evenings from 7.45pm – 9.30pm with additional rehearsals, as required, before a Contest. Due to the Covid-19 restrictions, rehearsals were stopped in March 2020 and did not recommence until June 2021.

### Concerts and engagements

No band engagements were able to take place, due to the Covid-19 restrictions, until a Remembrance concert in November at the Pannier Market, which has plenty of space, with a retiring collection for the Royal British Legion. Tamsin Ball was the guest singer. During December, a Christmas Concert was held in St Mary's Church and carol playing outdoors in Mill Street and outside Morrisons supermarket were undertaken to raise funds for the Band.

### Contests

All live contests were cancelled during 2021.

### Training Academy

These had to stop from March 2020. Members of the Training Academy returned to rehearsals in the Pannier Market in June 2021 and then in the band room from September. In accordance with the Band's Child Protection Policy, individuals that teach and assist with teaching the children in the band room and at any Schools are all DBS checked. Kingsley Prep School has some Bideford Town Band instruments on loan for some of their pupils to be taught by their head teacher. Several players from Kingsley are coming to the Training Academy on Mondays. Lessons at Westcroft School have not restarted but it is hoped they can next year.

The Training Academy is held on Monday evenings from 6.30pm during the school term. Young players are encouraged, as part of this free tuition, to attend rehearsal in the Band room and practice at home. The Academy participated in the concert at St Mary's Church in December, giving them experience of playing in public. It is hoped that they may perform more as the groups develop their playing standard.

### Supporters and volunteers

The Band has a small but dedicated group of non-playing volunteers who provide much needed help at events such as concerts organised by the Band. Band players are involved in a variety of roles including Trustees, Secretary, Treasurer, music librarian and assisting with publicity. New supporters are very welcome. Bideford Town Band is very grateful to all its supporters and volunteers for all their help during 2021.

## Fundraising

Due to the Pandemic, limited fundraising events for the Band took place during 2021. The 100 Club raised £912. Collections during December raised £1,089. No Grants were received during 2021.

## Plans for the future

The Trustees have been using the services of music teacher, Paul Moulton, to teach the Training Academy from June 2021, with help from members of the Band and this will continue. Lessons at Westcroft School from September 2021 are planned to resume when possible. This will be funded for 2 years from unrestricted funds and grants will be sought to fund this activity thereafter.

A rolling programme of instrument care and replacement has been set up with the first new purchases in this programme being made in August 2021 and will be continued during 2022.

The new iPads will be brought into use, using the scanned music. There have been some issues causing delay, but these should be overcome. A small second batch is still to be sorted and this will be completed in 2022.

Rehearsals are taking place twice a week in the Band room and the Band will work towards a more usual engagement and Contest calendar in 2022, although some events involving groups of people, are still being cancelled due to Covid-19 and it was decided not to overcommit the Band as players will need time for other activities they have been unable to do during the past two years.

The Trustees are satisfied that there are sufficient unrestricted general reserves for the charity to draw upon for the foreseeable future. It is hoped some fundraising activities can take place in 2022 to generate further income.

Bideford Town Band is looking forward to returning to a 'normal' year of performing concerts and participating in Contests in 2022, following a return to rehearsals after such a long break.

## Financial Review

The results for the year ended 31<sup>st</sup> December 2021 are shown in the Statement of Financial Activities on page 11.

Income for the year was £2,611 (2020: £15,831). No grants were received in 2021. Income for 2020 included Covid-19 Business Support grant funding from Torridge District Council of £11,334, which was hugely welcome during a time when the Band was unable to raise funds through normal events and concerts.

Expenditure for the year ended 31<sup>st</sup> December 2021 amounted to £25,773 (2020: £10,770). The increased expenditure is due to higher depreciation charged on new iPads and instruments purchased during the year.

Activity was significantly curtailed during 2020 and 2021 due to the pandemic. This resulted in reduced income leading to a deficit for the year of £23,162 (2020: surplus of £5,061).

The band has a healthy balance sheet with reserves at 31<sup>st</sup> December 2021 totalling £289,947 (2020: £313,109).

### Going concern

The Charity received a legacy of £134,222 in 2019 which has bolstered general reserves.

Whilst the current Covid-19 pandemic has led to very much depleted income in 2021 and 2020, the Trustees have reviewed the financial position of the Charity and believe that there are adequate resources to continue in operation for the foreseeable future, and for at least 12 months from the date of signing of the accounts.

These Accounts have consequently been prepared on a going concern basis.

## Reserves

### Reserves policy

The Trustees believe the level of free reserves (that is those funds not tied up in fixed assets, designated and restricted funds) should be more than one year's maintenance and upkeep costs for the Band room and other administrative costs, assuming reduced engagements and concerts. This level has been set, in light of the coronavirus, to ensure that the Band can continue even if there is risk of lack of income for a whole year.

The level of annual administrative and maintenance expenditure is estimated to be in the region of £20,000, including depreciation of fixed assets. Therefore, the level of general

unrestricted reserves should be £20,000.

### Unrestricted funds

At 31<sup>st</sup> December 2021 the total unrestricted reserves were £289,547 (2020: £307,557). The Trustees have set aside an amount equivalent to the net book value of fixed assets as explained below in the section on Designated Funds. Free reserves were £75,804 (2020: £163,576). The Trustees are satisfied that there is a sufficient level of free reserves.

The reserves policy is reviewed on an annual basis.

### Restricted funds

Grants are received for specific purposes, such as for instrument repair, uniforms or to contribute towards the costs of particular workshops and contests.

Details of the grants received and expended during the previous year are shown in the note on page 22.

### Designated funds

£213,743 has been designated as the 'Fixed Asset Fund', reflecting the Net Book Value of Fixed Assets. This reflects the value of the Net Assets which cannot, by the nature of fixed assets, be used for other purposes.

## Risk Management

The Charity maintains a risk register which is brought to Trustees for review periodically, with key risks highlighted at meetings of the Board of Trustees.

Risk assessment is an ongoing process, embedded in the day-to-day operations of the Charity. A risk assessment is undertaken for each contest and engagement and an annual health and safety assessment is made of the Band room. The Band Trustees review possible risks when a new project or activity is considered.

Principal risks and uncertainties, and mitigations against these are as follows:

The social distancing measures and other restrictions arising from the global coronavirus pandemic have resulted in the Band not being able to play. This presented a newly recognised risk that income may be significantly reduced resulting from the inability to play at engagements due to external factors, howsoever caused. This risk is mitigated through the prudent reserves policy.

There is a risk that there may be insufficient numbers of players available for an engagement, whether due to sickness or holidays or for any other reason. This could cause reputational risk to the Band if the quality of music

suffers from insufficient numbers of players. The Band endeavours to mitigate this by encouraging new players to join and by developing its existing players to maintain commitment and interest.

# Structure, Governance and management

Bideford Town Band is a charitable incorporated organisation (CIO) which was registered with the Charity Commission in England and Wales on 10 June 2019. It is governed by the Constitution and its governing body is the Board of Trustees.

## Registered office

Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

Registered Charity number:  
1183817

## Website:

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Charitable objects

The Charity's objects are:

To promote, maintain, improve and advance the education of the public in the art of music making and, in particular, the art and science of brass band music, by the presentation of, and participation in, concerts, contests and similar activities, and to encourage the musical education of young and novice players by the provision of tuition and training facilities.

## Trustees appointment

The Board of Trustees consists of a chairman and ten trustees. The constitution allows for not less than seven and no more than

ten elected trustees; and one nominated trustee.

At each annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

An induction programme is provided for Trustees on appointment. Members of the Board have individual areas of expertise and share information on relevant changes in legislation affecting the charity and best practice.

## Members

Membership of the CIO is open to anyone who is interested in furthering its purposes.

All members in the Senior band over 18 are eligible to vote, on a

resolution, after being a member for 6 months.

There are currently five Life Members. Life members are able to attend any meeting of the charity trustees if they so desire provided that they give notice to the Chairperson of their intention to be present. Their entitlement to vote will remain restricted to general meetings only.

There must be an annual general meeting (AGM) of the members of the CIO. AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the Trustees' Annual Report.

Other general meetings of the members of the CIO may be held at any time.

## Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustees ensure that these purposes are carried out for the public benefit by membership being open to all and by playing to the public, often at free-to-attend venues such as the green at Westward Ho! and the bandstand in Ilfracombe.

All Trustees give their time voluntarily and receive no benefit from the charity in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 5 to the financial statements on page 19.

## Charity Governance Code

The Board of Trustees considers the Charity to have sound governance arrangements in place.

The Trustees will use the Charity Governance Code as a helpful tool to self-assess Board performance over the coming year.

## Data Protection and Information Governance

Bideford Town Band is committed to ensuring

compliance with privacy legislation, working to safeguard our supporters' information and respecting their preferences. The personal information obtained is held, used, transferred and processed in accordance with the Data Protection Act 2018 and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679) and the Privacy and Electronic Communication Regulations 2003.

## Fundraising Governance

The Charity's Trustees are aware of their obligations under the Charity Commission guidance on Charity Fundraising (CC20).

The Charity received no complaints during the year, and no sign ups to the Fundraising Preference Service. The Trustees will respond appropriately to all issues raised.

The Charity takes seriously the protection of vulnerable people and other members of the public from inappropriate fundraising behaviour. In order to protect against unreasonable intrusion, persistence and undue pressure to give, the Band ensures communications to supporters are relevant to their targeted audience and there is a clear opportunity for supporters to opt out of receiving communications.

# Statement of Trustees' Responsibilities


The charity Trustees are responsible for preparing a Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity Trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 08/10/2022  
and signed on their behalf by:



M. PEARCE

Chair of the Board of Trustees

## Board of Trustees

The following Trustees served throughout the year:

Mark Pearce (Chair)

Rebecca Frisby (Secretary)

Barbara Darch (Treasurer)

Geoffrey Brown

Julie Brown

Mark Durham

Trevor Johns \*

Chris Marshall

Kimberley Sherborne

Tim Watts

Gary Taylor

*\* Nominated by Bideford Town Council*

**Musical Director:** Mark Durham

## Advisors

### Bankers

Barclays Bank UK Plc

Barnstaple Branch

Leicestershire

LE87 2BB

Leicester

### Solicitors

Brewer Harding and Rowe

29 Bridgeland Street

Bideford

Devon EX39 2PT

## Statement of Financial Activities for the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.12.2021 £	Year ended 31.12.2020 £
<b>Income</b>					
Donations, grants & legacies	2.1	1,145	-	<b>1,145</b>	15,363
Charitable activities	2.2	1,119	-	<b>1,119</b>	137
Other income		310	-	<b>310</b>	-
Investment income - Interest received		7	-	<b>7</b>	13
Other Trading activity – Hire of Band room		30	-	<b>30</b>	318
<b>Total income</b>		<b>2,611</b>	-	<b>2,611</b>	15,831
<b>Expenditure</b>					
Raising funds	3.1	448	-	<b>448</b>	500
Charitable activities	3.2	24,298	1,027	<b>25,325</b>	10,270
<b>Total expenditure</b>		<b>24,746</b>	<b>1,027</b>	<b>25,773</b>	10,770
<b>Net (expenditure)/income</b>		<b>(22,135)</b>	<b>(1,027)</b>	<b>(23,162)</b>	5,061
Transfers		4,525	(4,525)	-	-
<b>Net movement in funds</b>		<b>(17,610)</b>	<b>(5,552)</b>	<b>(23,162)</b>	5,061
Fund balances brought forward at 1 January		307,557	5,552	313,109	308,048
<b>Fund balances carried forward at 31 December 2021</b>		<b>289,947</b>	-	<b>289,947</b>	313,109

Notes 1 to 11 form part of the financial statements.

All income relates to continuing activities.

There is no material difference between the net income of the period and the historical cost equivalents.

All gains and losses recognised in the period are included in the Statement of Financial Activities.

## Balance Sheet as at 31 December 2021

	Notes	31 December 2021 £	31 December 2020 £
<b>Fixed assets</b>			
Tangible assets	6	<b>213,743</b>	143,981
<b>Current assets</b>			
Debtors: amounts falling due within one year	7	414	48
Stock of CDs		2,230	2,245
Cash at bank and in hand		73,560	166,835
<b>Total Current Assets</b>		<b>76,204</b>	169,128
<b>Total Net Assets</b>		<b>289,947</b>	313,109
<b>The Funds of the Charity</b>			
Restricted	9.1	-	5,552
Unrestricted			
General	9.2	76,204	163,576
Designated	9.3	213,743	143,981
<b>Total Funds</b>		<b>289,947</b>	313,109

Approved by the Board of Trustees on 08/10/2022 and signed on its behalf by



M. Pearce

Chair

## Notes to the Accounts

### 1.1 Nature of reporting entity

Bideford Town Band is a Charitable Incorporated Organisation registered with the Charities Commission in England and Wales (charity number 1183817).

#### Basis of preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice 2015' ('Charities SORP') published in July 2014, applicable accounting and reporting standards in the United Kingdom, including Financial Reporting Standard 102.

The Charitable Incorporated Organisation (CIO), Charity Number 1183817 was registered on 10<sup>th</sup> June 2019, to take forward the work of the unincorporated association known as Bideford Town Band. All the assets, liabilities and funds were transferred with effect from 10<sup>th</sup> June 2019.

The charity meets the definition of a public benefit entity under FRS 102.

The accounts have been presented in pounds sterling.

#### Going concern

As noted in the Financial Review on page 5, the Trustees consider the Charity to be a going concern, that there are no material uncertainties around its status as a going concern, and these Accounts have been prepared on that basis.

#### Previous legal entity

Bideford Town Band since its registration as a CIO on 10 June 2019. The assets and liabilities of the previous unincorporated association were transferred on that date. Net assets totalled £304,483.

### 1.2 Incoming resources

All incoming resources are recognised once the Charity has entitlement to the resources, they can be reliably measured and receipt is probable.

#### A. Donations, grants and legacies

This includes incoming resources generated from gifts, donations, grants, legacies, gifts in kind, intangible income and donated services and facilities:

- Donations are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Grants are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Legacies are recognised once there is sufficient evidence that a receipt is probable and the amount of the legacy can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

#### B. Interest receivable

Interest receivable is accounted for as it is received.

### **c. Other incoming resources**

These are incoming resources generated by the Charity which will be used to undertake its charitable activities. Income is recognised when the CIO has entitlement to the income, it is probable that it will be received, and the amount can be reliably measured.

## **1.3 Expenditure**

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

### **A. Raising funds**

The costs of raising funds are the costs associated with generating income for the funds held on trust. This will include the costs associated with investment and property management, certain legal fees, consultancy and other direct costs. The costs of raising funds include an apportionment of overhead, support and governance costs.

### **B. Charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of overhead, support and governance costs. The analysis of overhead and support costs and the bases of apportionment are set out at note 4. to the Accounts.

### **c. Allocation of overhead and support costs:**

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room.

### **d. Irrecoverable VAT:**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## **1.4 Structure of funds**

### **A. Restricted income funds:**

Restricted funds are funds subject to specific restrictions imposed by the donor.

### **B. Unrestricted income funds:**

Unrestricted funds are available for application at the discretion of the Trustees in furtherance of the charitable objects of the Charity. The Trustees may earmark an element of the unrestricted funds separately for a particular project and these are identified as designated funds. This designation does not legally restrict the Trustees' discretion to apply the fund.

### **c. Designated funds:**

Designated funds are set aside by the trustees. The fixed asset fund represents the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 1.5 Fixed assets

### A. Capitalisation

All assets falling into the following categories are capitalised:

- a. Tangible assets which are capable of being used for more than one year and have a cost equal to or greater than £1,000.
- b. Groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value of more than £1,000 and an individual value of £250 or more.

### B. Valuation

Tangible fixed assets except land and buildings are stated at the lower of cost and recoverable amount. On initial recognition they are measured at cost including costs such as installation directly attributable to bringing them into working condition. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Equipment is valued at the lower of cost or estimated recoverable amount.

### C. Depreciation, amortisation and impairment

- a. Depreciation is charged on each main class of tangible assets as follows:
  - Charitable buildings (the Band room) are depreciated over 50 years on a straight-line basis.
  - Computer equipment and office fixtures and fittings are depreciated over three years on a straight-line basis.
  - The oldest instruments (purchased before December 2019) are depreciated over five years on a straight-line basis.
  - New instruments (from 2021) are depreciated over ten years on a straight-line basis.
- b. Each equipment asset is depreciated over its expected useful life.
  - Impairment losses resulting from short-term changes in price that are considered to be recoverable in the long term are taken in full to the Statement of Financial Activities in the year when the impairment was recognised. The Trustees do not consider the residual value of the fixed assets to be lower than the current carrying value in the accounts.

## 1.6 Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (or date of purchase if later).

## 1.7 Financial instruments disclosure

### a. Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term deposits with a maturity date of three months or less.

### b. Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payments discounted at a market rate of interest.

#### **1.8 Critical accounting estimates and areas of judgement**

In the application of the charitable accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the Accounts nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**2. Income**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2021 £	Year ended 31 December 2020 £
<b>2.1 Donations, grants &amp; legacies</b>				
Donations and Grants	147	-	147	14,321
Legacies	86	-	86	-
Community fundraising	912	-	912	1,042
<b>Total</b>	<b>1,145</b>	<b>-</b>	<b>1,145</b>	<b>15,363</b>
<b>2.2 Charitable activities</b>				
Engagements, Contests and CD Sales	1,119	-	1,119	137
<b>Total</b>	<b>1,119</b>	<b>-</b>	<b>1,119</b>	<b>137</b>
<b>Other income</b>				
Sundry income	-	-	-	-
Sale of instruments	310	-	310	-
<b>Total</b>	<b>310</b>	<b>-</b>	<b>310</b>	<b>-</b>
<b>Investment income – interest received</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>13</b>
<b>Other Trading activity – Hire of Band room</b>	<b>30</b>	<b>-</b>	<b>30</b>	<b>318</b>
<b>Total income</b>	<b>2,611</b>	<b>-</b>	<b>2,611</b>	<b>15,831</b>

**2.3 Legacies**

In accordance with the accounting policy (Note 1.2 above) legacies are recognised as income once payment has been agreed with the Executors of the Will prior to the Balance Sheet date and the payment is either received before the Accounts are approved, or is notified as receivable, and receipt is considered probable. The Charity was notified prior to 10 June 2019 of one legacy with a value to the Charity of £134,221. This income was recognised in the period ended 10 June 2019 and included in the amount transferred from the previous association.

**3. Expenditure**

	Unrestricted Funds	Restricted Funds	Year ended 31 December 2021	Year ended 31 December 2020
<b>3.1 Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	448	-	448	500
<b>Total cost of generating voluntary income</b>	<b>448</b>	<b>-</b>	<b>448</b>	<b>500</b>
<b>3.2 Charitable activities</b>				
Fees and expenses for contests and engagements	8,141	1,027	9,168	7,606
Music and maintenance of instruments	16,070	-	16,070	2,644
Cost of CD production (adjusted for stock)	87	-	87	20
<b>Total cost of charitable activity</b>	<b>24,298</b>	<b>1,027</b>	<b>25,325</b>	<b>10,270</b>
<b>Total Expenditure</b>	<b>24,746</b>	<b>1,027</b>	<b>25,773</b>	<b>10,770</b>

**4. Resources Expended**

Year ended 31.12.2021	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	£	£	£
Costs of fundraising events and raffles	448	-	448
<b>Total cost of generating voluntary income</b>	<b>448</b>	<b>-</b>	<b>448</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	1,570	7,598	9,168
Music and maintenance of instruments	2,752	13,318	16,070
Cost of CD production (adjusted for stock)	15	72	87
<b>Total cost of charitable activity</b>	<b>4,337</b>	<b>20,988</b>	<b>25,325</b>
<b>Total Expenditure</b>	<b>4,785</b>	<b>20,988</b>	<b>25,773</b>

**4. Resources Expended**

Year ended 31.12.2020	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	£	£	£
Costs of fundraising events and raffles	500	-	500
<b>Total cost of generating voluntary income</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	1,323	6,283	7,606
Music and maintenance of instruments	460	2,184	2,644
Cost of CD production (adjusted for stock)	20	-	20
<b>Total cost of charitable activity</b>	<b>1,803</b>	<b>8,467</b>	<b>10,270</b>
<b>Total Expenditure</b>	<b>2,303</b>	<b>8,467</b>	<b>10,570</b>

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room. Fundraising activity has been estimated be 0% of usage (2020: 0%) and Charitable activities estimated at 100% (2020: 100%) of the usage during 2021.

**5. Trustees expenses and remuneration**

None of the Trustees received any remuneration from the Charity during the current or previous financial year. One Trustee, Mark Durham, the Musical Director, was reimbursed for Childcare expenses incurred while carrying out his responsibilities for the Charity during the year totalling £nil (2020 - £600).

## 6. Tangible fixed assets

	Building	Computer equipment	Instruments	Total £
<b>Cost</b>				
Balance as at 1 January 2021	145,000	640	7,009	152,649
Additions	-	34,847	52,470	87,317
<b>Balance as at 31 December 2021</b>	<b>145,000</b>	<b>35,487</b>	<b>59,479</b>	<b>239,966</b>
<b>Depreciation</b>				
Balance as at 1 January 2021	5,800	425	2,443	8,668
Depreciation charge for the period	2,900	11,829	2,826	17,555
<b>Balance as at 31 December 2021</b>	<b>8,700</b>	<b>12,254</b>	<b>5,269</b>	<b>26,223</b>
<b>Net Book Value</b>				
<b>At 31 December 2021</b>	<b>136,300</b>	<b>23,233</b>	<b>54,210</b>	<b>213,743</b>
<b>At 31 December 2020</b>	<b>139,200</b>	<b>215</b>	<b>4,566</b>	<b>143,981</b>

Prior to 2019 the fixed assets were not depreciated. A depreciation policy was introduced in 2020.

The building (the Band room) was purchased in 2011 for £145,000. The legal title to the buildings is currently held under a Deed of Trust for Bideford Town Band by four nominee Trustees. The title to the property is in the process of being transferred to the registered charity.

The purchase of the property was partly funded by a grant of £50,000 from Bideford Bridge Trust, which was provided subject to a charge being provided over the property of £50,000 and is repayable if certain events occur, such as the dissolution of the Bideford Town Band. More information is provided in Note 10 below.

## 7. Debtors

	Total at 31 December 2021 £	Total at 31 December 2020 £
Accrued Income – legacies notified and due to be received	-	-
Prepayments	414	48
Other Debtors	-	-
<b>Total debtors falling due within one year</b>	<b>414</b>	<b>48</b>

## 8. Analysis of net assets between funds

	Unrestricted		Restricted	2021 Total Funds	2020 Total Funds
	General	Designated			
	£	£	£	£	£
<b>Fund balances at 31 December 2021 are represented by:</b>					
Tangible fixed assets	-	213,743	-	213,743	143,981
Current assets and liabilities	76,204	-	-	76,204	169,128
Creditors: amounts falling due after more than one year	-	-	-	-	-
<b>Total net assets</b>	<b>76,204</b>	<b>213,743</b>	<b>-</b>	<b>289,947</b>	<b>313,109</b>

## 9. Charity funds

## A. Movement for the year ended 31 December 2021

	Balance 1 January 2021 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2021 £
<b>9.1 Restricted funds</b>					
Bideford Bridge Trust Grant	4,125	-	-	(4,125)	-
Bideford Council Grant	1,027	-	(1,027)	-	-
Devon County Council Grant	400	-	-	(400)	-
<b>Total Restricted Funds</b>	<b>5,552</b>	<b>-</b>	<b>(1,027)</b>	<b>(4,525)</b>	<b>-</b>
<b>9.2 Unrestricted funds</b>					
General funds	163,576	2,611	(24,746)	(65,237)	<b>76,204</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	143,981	-	-	69,762	<b>213,743</b>
<b>Total unrestricted funds</b>	<b>307,557</b>	<b>2,611</b>	<b>(24,746)</b>	<b>4,525</b>	<b>289,547</b>
<b>Total funds</b>	<b>313,109</b>	<b>2,611</b>	<b>(25,773)</b>	<b>-</b>	<b>289,947</b>

## B. Movement for the year ended 31 December 2020

	Balance 1 January 2020 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2020 £
<b>9.1 Restricted funds</b>					
Bideford Bridge Trust Grant	2,625	1,500	-	-	<b>4,125</b>
Bideford Council Grant		1,487	(460)	-	<b>1,027</b>
Devon County Council Grant	400	-	-	-	<b>400</b>
<b>Total Restricted Funds</b>	<b>3,025</b>	<b>2,987</b>	<b>(460)</b>	<b>-</b>	<b>5,552</b>
<b>9.2 Unrestricted funds</b>					
General funds	156,528	12,844	(10,310)	4,514	<b>163,576</b>
<b>9.3 Designated fund:</b>					
Fixed Asset Fund	148,495	-	-	(4,514)	<b>143,981</b>
<b>Total unrestricted funds</b>	<b>305,023</b>	<b>12,844</b>	<b>(10,310)</b>	<b>-</b>	<b>307,557</b>
<b>Total funds</b>	<b>308,048</b>	<b>15,831</b>	<b>(10,770)</b>	<b>-</b>	<b>313,109</b>

**Designated Fixed Asset Fund**

The fixed asset fund includes the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

## 9. Charity funds (continued)

### Restricted funds

Fund Name	Description of the nature and purpose of each fund
Bideford Council Grant	Towards Contest expenditure, music and music stands
Bideford Bridge Trust Grant	For new instruments, reconditioning of old instruments and trophies for solo contest
Devon County Council Grant	For a Children's workshop

## 10. Commitments, liabilities and provisions

### Contingent liability

The property (the Band room) is registered with the Land Registry as Title No. DN582009, and is registered as Screen House, Victoria Park, Kingsley Road, Bideford. This property was purchased in March 2011, in part with a grant from Bideford Bridge Trust of £50,000 which was subject to a charge being provided over the property. The grant is repayable if any of the following events occur:

- Bideford Town Band is dissolved
- The constitution of the Bideford Town Band is amended so that its primary purpose is no longer to provide a Town Band for Bideford
- Bideford Town Band ceases to use the property
- Any property of Bideford Town Band becomes subject to forfeiture or execution, distress, bankruptcy or other form of process
- A mortgagee takes possession of, or exercises or seeks to exercise any power of sale or other appointment of a receiver in relation to the property charged or any other property of Bideford Town Band
- Bideford Town Band ceases or proposes to cease to carry on as a Town Band for Bideford
- Bideford Town Band becomes insolvent.

The Trustees do not have any other commitments, liabilities or provisions requiring disclosure other than those included in the financial statements (2020: none).

## 11. Related-party transactions

During the year none of the Trustees or parties related to them has been involved in any material transactions with Bideford Town Band, except as disclosed in Note 5 above whereby one Trustee, Mark Durham, the Musical Director, was reimbursed for Childcare expenses incurred while carrying out his responsibilities for the Charity during the year totalling £nil (2020 - £600).

There were no transactions with other entities in which Trustees of the Charity hold positions of authority.

**BIDEFORD TOWN BAND**

**Address for correspondence:**

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**Telephone:** 01237 475653

**Email:** [bandsecretary@bidefordtownband.co.uk](mailto:bandsecretary@bidefordtownband.co.uk)

**BIDEFORD TOWN BAND**

England & Wales - Charity number 1183817

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# Accounts

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# **BIDEFORD TOWN BAND**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2020**

Charity Number 1183817

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

# Trustees' Report

## Introduction

This is the first complete year in which Bideford Town Band has operated as a registered Charity.

The activities and assets of Bideford Town Band transferred from the previous legal entity, an association, to the current legal entity, the Charitable Incorporated Organisation, on 10 June 2019.

This report summarises the activities and governance of the organisation for the year ended 31 December 2020. The Trustees would like to thank everyone who has helped Bideford Town Band, in whatever capacity – as a player, a funder and members of the public, during this difficult year due to the Covid-19 pandemic.

## Activities and Achievements

During the year the Covid-19 Pandemic severely impacted the Band's activities. Government guidance and restrictions prevented any playing activity for the Band from 16<sup>th</sup> March 2020 until June 2021. There were no rehearsals or band engagements during this time and only recently have the Trustees agreed that they could take place subject to following social distancing guidelines and undertaking risk assessments and additional cleaning and hygiene measures.

Members of Bideford Town Band comprise long-standing players as well as beginners of all ages. Players are helped to understand musical notation, practice their instrument, follow a conductor and play as part of a group. Instruments are loaned free of charge to members and young people for the purpose of practice, training and performances.

Bideford Town Band rehearses at the Band room, Riverside Studios, Kingsley Road, Bideford, North Devon EX39 2QQ.

Entering contests gives the band practical experience of high-pressure performance conditions as well as assessing their progress. Other public performances allow all members a chance to perform, in a variety of conditions, and provide the public with the opportunity to experience brass band music. To maximise performance opportunities and to reach more members of the public, Bideford Town Band supports some charitable organisations by either making no charge or by charging a reduced fee.

During the year, the band had approximately 30 playing members, with 17 who were training or beginners. This figure has fluctuated throughout the year due to some players leaving and some joining the Band.

During 2020, the Trustees mostly met via internet Zoom meetings to plan for the future of Bideford Town Band.

The Trustees agreed to invest some of Bob Rendle's legacy in 30 Apple iPads plus accessories. The iPads will enable music to be downloaded for rehearsals and playing at engagements and contests. The devices have been ordered but not yet brought in to use.

To prepare for use of these devices, and whilst the Band was unable to meet, the opportunity was seized to sort the music library. Over 1600 pieces of music were sorted and prepared ready for scanning.

## Rehearsals

The Band rehearses under the direction of Mark Durham, Musical Director, a very experienced player who has directed and taught the Band since 2014. Normally, rehearsals take place twice a week on Monday and Thursday evenings from 7.45pm – 9.30pm with additional rehearsals, as required, before a Contest. Due to the Covid-19 restrictions, rehearsals were stopped in March 2020 and did not recommence until 2021.

## Concerts and engagements

On the 6<sup>th</sup> March 2020, The Band held a very successful concert, at St Mary's Church Bideford, raising funds for the "Over and Above" hospital charity, featuring music from films and shows. No further engagements took place during 2020.

## Contests

The Band took part in one contest during 2020. This was the West of England Brass Bands Association (WEBBA) (nationals) on 14<sup>th</sup> March coming sixth out of 17 bands in the 4<sup>th</sup> section. All other live contests were cancelled.

## Youth Band and Beginners' Groups

These had to stop from March 2020, apart from a few weeks for the groups taught at Westcroft School during September and October. Members of the Youth Band returned to rehearsals in the Pannier Market in June 2021. In accordance with the Band's Child Protection Policy, individuals that teach and assist with teaching the children in the Band room and at Westcroft and Kingsley Schools are all DBS checked. Kingsley Prep School has some Bideford Town Band instruments on loan for some of their pupils to be taught by their head teacher with some help from a member of the Band.

The Beginner's and Youth groups have previously been held on Monday evenings from 6.30pm during the school term. Under the direction of the Musical Director, three band members taught the children in small groups until March 2020. Some children at Westcroft School were taught on Friday afternoons, in groups of five, by the same band members for 30 minutes per group. Young players are encouraged, as part of this free tuition, to attend rehearsal in the Band room and practice at home. The youth band and beginners' groups participate in both concerts at the Royal Hotel in December, giving them experience of playing in public. It is hoped that they may perform more as the groups develop their playing standard.

## Supporters and volunteers

The Band has a small but dedicated group of non-playing volunteers who provide much needed help at events such as concerts organised by the Band. Band players are involved in a variety of roles including Trustees, Secretary, Treasurer, music librarian and assisting with publicity. New supporters are very welcome. Bideford Town Band is very grateful to all its supporters and volunteers for all their help during 2020.

## Fundraising

Due to the Pandemic, no fundraising events took place. The Band was very grateful to receive the following grants:

Torrige District Council	£11,334 "Covid Business Support grant"
Bideford Bridge Trust	£1,500
Bideford Town Council	£1,487

## Plans for the future

The Trustees have agreed to use the services of music teacher, Paul Moulton, to teach the Youth Band from June 2021 and at Westcroft School from September 2021. This will be funded for 2 years from unrestricted funds and grants will be sought to fund this activity thereafter.

A rolling programme of instrument care and replacement has been set up with the first new purchases in this programme being made in August 2021.

Now that the music has been sorted, a local company, Documentscan, will now scan and save soft copies of the music so that it can be accessed on the new iPad tablets. Documentscan will also store the originals securely, to save space in the Band room and reduce any risk from fire. A small second batch is still to be sorted and this will be completed in 2021.

Rehearsals were started again once a week at Bideford Pannier Market to allow more space for distancing, in June 2021. Most players were happy to come back after such a long break. Some left but new players have come forward to fill most vacancies.

The Trustees are satisfied that there are sufficient unrestricted general reserves for the charity to draw upon for the foreseeable future, until such time as the Band can continue its engagements and fundraising to generate further income.

Bideford Town Band is looking forward to returning to a 'normal' year of performing concerts and participating in Contests in 2022, following a return to rehearsals after such a long break.

## Financial Review

The results for the year ended 31<sup>st</sup> December 2020 are shown in the Statement of Financial Activities on page 11. To assist comparison with the previous year, the results for the whole year ended 31<sup>st</sup> December 2019 have been shown on page 19.

Income for the year was £15,831 (2019: £161,570). The income in 2019 included a legacy of £134,222. Excluding this legacy, the previous year's income was £27,340. Income for 2020 included Covid-19 Business Support grant funding from Torridge District Council of £11,334, which was hugely welcome during a time when the Band was unable to raise funds through normal events and concerts.

Expenditure for the year ended 31<sup>st</sup> December 2020 amounted to £10,770 (2019: £24,607). The reduced expenditure from 2019 reflects the reduction in the number of contests the band members took part in.

Whilst activity was significantly curtailed due to the pandemic, the Band was able to generate a small surplus for the year was £5,061 (2019: £136,963).

There is, therefore, a healthy balance sheet with reserves at 31<sup>st</sup> December 2020 totalling £313,109 (2019: £308,048).

## Going concern

As mentioned above and on page 4, the Charity received a legacy of £134,222 in 2019 which has bolstered general reserves.

Whilst the current Covid-19 pandemic has led to very much depleted income in 2020, the Trustees have reviewed the financial position of the Charity and believe that there are adequate resources to continue in operation for the foreseeable future, and for at least 12 months from the date of signing of the accounts.

These Accounts have consequently been prepared on a going concern basis.

## Reserves

### Reserves policy

The Trustees believe the level of free reserves (that is those funds not tied up in fixed assets, designated and restricted funds) should be more than one year's maintenance and upkeep costs for the Band room and other administrative costs, assuming reduced engagements and concerts. This level has been set, in light of the coronavirus, to ensure that The Band can continue even if there is risk of lack of income for a whole year.

The level of annual administrative and maintenance expenditure is estimated to be in the region of £20,000, including depreciation of fixed assets. Therefore, the level of general unrestricted reserves should be £20,000.

## Unrestricted funds

At 31<sup>st</sup> December 2020 the total unrestricted reserves were £307,557. The Trustees have set aside an amount equivalent to the net book value of fixed assets as explained below in the section on Designated Funds. Free reserves were £163,576 which include the legacy received in 2019 of nearly £135k. Excluding this legacy, the general reserves total £29,354. The Trustees intend to set aside the legacy for specific purposes, outside the day-to-day expenses of the charity. The Trustees are satisfied that there is a sufficient level of free reserves to continue for the next twelve months without having to draw upon the legacy funding to fund day to day costs.

The reserves policy is reviewed on an annual basis.

## Restricted funds

Grants are received for specific purposes, such as for instrument repair, uniforms or to contribute towards the costs of particular workshops and contests.

Details of the grants received and expended during the period are shown in the note on pages 24.

### Designated funds

£143,981 has been designated as the 'Fixed Asset Fund', reflecting the Net Book Value of Fixed Assets. This reflects the value of the Net Assets which cannot, by the nature of fixed assets, be used for other purposes.

### Risk Management

The Charity maintains a risk register which is brought to Trustees for review periodically, with key risks highlighted at meetings of the Board of Trustees.

Risk assessment is an ongoing process, embedded in the day-to-day operations of the Charity. A risk assessment is undertaken for each contest and engagement and an annual health and safety assessment is made of the Band room. The Band Trustees review possible risks when a new project or activity is considered.

Principal risks and uncertainties, and mitigations against these are as follows:

The social distancing measures and other restrictions arising from the global coronavirus pandemic have resulted in the Band not being able to play. This presented a newly recognised risk that

income may be significantly reduced resulting from the inability to play at engagements due to external factors, howsoever caused. This risk is mitigated through the prudent reserves policy.

There is a risk that there may be insufficient numbers of players available for an engagement, whether due to sickness or holidays or for any other reason. This could cause reputational risk to the Band if the quality of music suffers from insufficient numbers of players. The Band endeavours to mitigate this by encouraging new players to join and by developing its existing players to maintain commitment and interest.

# Structure, Governance and management

Bideford Town Band is a charitable incorporated organisation (CIO) which was registered with the Charity Commission in England and Wales on 10 June 2019. It is governed by the Constitution and its governing body is the Board of Trustees.

## Registered office

Riverside Studio  
Kingsley Road  
Bideford  
EX39 2QQ

Registered Charity number:  
1183817

## Website:

[www.bidefordtownband.co.uk](http://www.bidefordtownband.co.uk)

## Charitable objects

The Charity's objects are:

To promote, maintain, improve and advance the education of the public in the art of music making and, in particular, the art and science of brass band music, by the presentation of, and participation in, concerts, contests and similar activities, and to encourage the musical education of young and novice players by the provision of tuition and training facilities.

## Trustees appointment

The Board of Trustees consists of a chairman and eight trustees. The constitution allows for not less than seven and no more

than ten elected trustees; and one nominated trustee.

At each annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

An induction programme is provided for Trustees on appointment. Members of the Board have individual areas of expertise and share information on relevant changes in legislation affecting the charity and best practice.

## Members

Membership of the CIO is open to anyone who is interested in furthering its purposes.

All members in the Senior band over 18 are eligible to vote, on a

resolution, after being a member for 6 months.

There are currently five Life Members. Life members are able to attend any meeting of the charity trustees if they so desire provided that they give notice to the Chairperson of their intention to be present. Their entitlement to vote will remain restricted to general meetings only.

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the Trustees' Annual Report.

Other general meetings of the members of the CIO may be held at any time.

## Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustees ensure that these purposes are carried out for the public benefit by membership being open to all and by playing to the public, often at free-to-attend venues such as the green at Westward Ho! and the bandstand in Ilfracombe.

All Trustees give their time voluntarily and receive no benefit from the charity in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 5 to the financial statements on page 20.

## Charity Governance Code

The Board of Trustees considers the Charity to have sound governance arrangements in place.

The Trustees will use the Charity Governance Code as a helpful tool to self-assess Board performance over the coming year.

## Data Protection and Information Governance

Bideford Town Band is committed to ensuring

compliance with privacy legislation, working to safeguard our supporters' information and respecting their preferences. The personal information obtained is held, used, transferred and processed in accordance with the Data Protection Act 2018 and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679) and the Privacy and Electronic Communication Regulations 2003.

## Fundraising Governance

The Charity's Trustees are aware of their obligations under the Charity Commission guidance on Charity Fundraising (CC20).

The Charity received no complaints during the year, and no sign ups to the Fundraising Preference Service. The Trustees will respond appropriately to all issues raised.

The Charity takes seriously the protection of vulnerable people and other members of the public from inappropriate fundraising behaviour. In order to protect against unreasonable intrusion, persistence and undue pressure to give, the Band ensures communications to supporters are relevant to their targeted audience and there is a clear opportunity for supporters to opt out of receiving communications.

# Statement of Trustees' Responsibilities


The charity Trustees are responsible for preparing a Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity Trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 15/09/2021  
and signed on their behalf by:



M. PEARCE

Chair of the Board of Trustees

## Board of Trustees

The following Trustees served during the year:

Mark Pearce (Chair from 3 January 2020, trustee throughout the year)

Rebecca Frisby (Secretary)

Barbara Darch (Treasurer)

Geoffrey Brown

Julie Brown

Mark Durham

Trevor Johns \*

Claire Leach (Chair until 2 January 2020, resigned as trustee on 2 January 2020)

Chris Marshall (appointed 15 December 2020)

Kimberley Sherborne

Tim Watts (appointed 15 December 2020)

*\* Nominated by Bideford Town Council*

**Musical Director:** Mark Durham

## Advisors

### Bankers

Barclays Bank UK Plc

Barnstaple Branch

Leicestershire

LE87 2BB

Leicester

### Independent Examiner (For prior year accounts for year ended 31 December 2019)

Tim Sanders

39 Clifton Street

BIDEFORD

Devon

EX39 4EU

### Solicitors

Brewer Harding and Rowe

29 Bridgeland Street

Bideford

Devon EX39 2PT

## Statement of Financial Activities for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.12.2020 £	Year ended 31.12.2019 £
<b>Income</b>					
Donations, grants & Legacies	2.1	12,376	2,987	<b>15,363</b>	144,382
Charitable activities	2.2	137	-	<b>137</b>	13,984
Other income		-	-	-	1,998
Investment income - Interest received		13	-	<b>13</b>	36
Other Trading activity – Hire of Band room		318	-	<b>318</b>	1,170
<b>Total income</b>		<b>12,844</b>	<b>2,987</b>	<b>15,831</b>	161,570
<b>Expenditure</b>					
Raising funds	3.1	500	-	<b>500</b>	1,784
Charitable activities	3.2	9,810	460	<b>10,270</b>	22,823
<b>Total expenditure</b>		<b>10,310</b>	<b>460</b>	<b>10,770</b>	24,607
<b>Net (expenditure)/income</b>		<b>2,534</b>	<b>2,527</b>	<b>5,061</b>	136,963
Transfers		-	-	-	-
<b>Net movement in funds</b>		<b>2,534</b>	<b>2,527</b>	<b>5,061</b>	136,963
Fund balances brought forward at 1 January		305,023	3,025	308,048	171,085
<b>Fund balances carried forward at 31 December 2020</b>		<b>307,557</b>	<b>5,552</b>	<b>313,109</b>	308,048

Notes 1 to 14 form part of the financial statements.

All income relates to continuing activities.

There is no material difference between the net income of the period and the historical cost equivalents.

All gains and losses recognised in the period are included in the Statement of Financial Activities.

## Balance Sheet as at 31 December 2020

	Notes	31 December 2020 £	31 December 2019 £
<b>Fixed assets</b>			
Tangible assets	7	<b>143,981</b>	148,495
<b>Current assets</b>			
Debtors: amounts falling due within one year	8	48	134,914
Stock of CDs		2,245	2,265
Cash at bank and in hand		166,835	27,374
<b>Total Current Assets</b>		<b>169,128</b>	164,553
<b>Creditors</b>			
Creditors: amounts falling due within one year	9	-	2,500
<b>Net current Assets</b>		<b>169,128</b>	162,053
<b>Total assets less current liabilities</b>			
Creditors: amounts falling due after more than one year	10	-	2,500
<b>Total Net Assets</b>		<b>313,109</b>	308,048
<b>The Funds of the Charity</b>			
Restricted	12.1	5,552	3,025
Unrestricted			
General	12.2	163,576	156,528
Designated	12.3	143,981	148,495
<b>Total Funds</b>		<b>313,109</b>	308,048

Approved by the Board of Trustees on 15/09/2021 and signed on its behalf by



M. Pearce

Chair

## Notes to the Accounts

### 1.1 Nature of reporting entity

Bideford Town Band is a Charitable Incorporated Organisation registered with the Charities Commission in England and Wales (charity number 1183817).

#### Basis of preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice 2015' ('Charities SORP') published in July 2014, applicable accounting and reporting standards in the United Kingdom, including Financial Reporting Standard 102.

The Charitable Incorporated Organisation (CIO), Charity Number 1183817 was registered on 10<sup>th</sup> June 2019, to take forward the work of the unincorporated association known as Bideford Town Band. All the assets, liabilities and funds were transferred with effect from 10<sup>th</sup> June 2019.

The charity meets the definition of a public benefit entity under FRS 102.

The accounts have been presented in pounds sterling.

#### Going concern

As noted in the Financial Review on page 5, the Trustees consider the Charity to be a going concern, that there are no material uncertainties around its status as a going concern, and these Accounts have been prepared on that basis.

#### Previous legal entity: comparatives and transfer

This is the first full financial year of the Bideford Town Band since its registration as a CIO on 10 June 2019. Comparatives for the year ended 31 December 2019 are the combined totals of the period for the previous unincorporated association from 1<sup>st</sup> January 2019 to 9 June 2019 and the period from 10 June to 31 December 2019. Details of the results of each are shown in note 4.1.

### 1.2 Incoming resources

All incoming resources are recognised once the Charity has entitlement to the resources, they can be reliably measured and receipt is probable.

#### A. Donations, grants and legacies

This includes incoming resources generated from gifts, donations, grants, legacies, gifts in kind, intangible income and donated services and facilities:

- Donations are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Grants are accounted for when receivable, measurable, entitled and there is probability of receipt.
- Legacies are recognised once there is sufficient evidence that a receipt is probable and the amount of the legacy can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

**B. Interest receivable is accounted for as it is received.****C. Other incoming resources**

These are incoming resources generated by the Charity which will be used to undertake its charitable activities. Income is recognised when the CIO has entitlement to the income, it is probable that it will be received, and the amount can be reliably measured.

**1.3 Expenditure**

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

**A. Raising funds**

The costs of raising funds are the costs associated with generating income for the funds held on trust. This will include the costs associated with investment and property management, certain legal fees, consultancy and other direct costs. The costs of raising funds include an apportionment of overhead, support and governance costs.

**B. Charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of overhead, support and governance costs. The analysis of overhead and support costs and the bases of apportionment are set out at note 4.2 to the Accounts.

**C. Allocation of overhead and support costs:**

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room.

**D. Irrecoverable VAT:**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.4 Structure of funds****A. Restricted income funds:**

Restricted funds are funds subject to specific restrictions imposed by the donor.

**B. Unrestricted income funds:**

Unrestricted funds are available for application at the discretion of the Trustees in furtherance of the charitable objects of the Charity. The Trustees may earmark an element of the unrestricted funds separately for a particular project and these are identified as designated funds. This designation does not legally restrict the Trustees' discretion to apply the fund.

## 1.5 Fixed assets

### A. Capitalisation

All assets falling into the following categories are capitalised:

- a. Tangible assets which are capable of being used for more than one year and have a cost equal to or greater than £1,000.
- b. Groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value of more than £1,000 and an individual value of £250 or more.

### B. Valuation

Tangible fixed assets except land and buildings are stated at the lower of cost and recoverable amount. On initial recognition they are measured at cost including costs such as installation directly attributable to bringing them into working condition. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Equipment is valued at the lower of cost or estimated recoverable amount.

### C. Depreciation, amortisation and impairment

- a. Depreciation is charged on each main class of tangible assets as follows:
  - Charitable buildings (the Band room) are depreciated over 50 years on a straight-line basis.
  - Computer equipment and office fixtures and fittings are depreciated over three years on a straight-line basis.
  - Instruments are depreciated over five years on a straight-line basis.
- b. Each equipment asset is depreciated over its expected useful life.
  - Impairment losses resulting from short-term changes in price that are considered to be recoverable in the long term are taken in full to the Statement of Financial Activities in the year when the impairment was recognised. The Trustees do not consider the residual value of the fixed assets to be lower than the current carrying value in the accounts.

## 1.6 Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (or date of purchase if later).

## 1.7 Financial instruments disclosure

### a. Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term deposits with a maturity date of three months or less.

### b. Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payments discounted at a market rate of interest.

The concessionary loans (interest free) received from Bideford Town Council and Bideford Bridge Trust have been initially recognised and measured at the amounts received, with the carrying amount adjusted in subsequent years to reflect repayments and any accrued interest and adjusted if necessary for any impairment.

#### **1.8 Critical accounting estimates and areas of judgement**

In the application of the charitable accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the Accounts nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**2. Income**

	Unrestricted Funds £	Restricted Funds £	Year ended 31 December 2020 £	Year ended 31 December 2019 £
<b>2.1 Donations, grants &amp; legacies</b>				
Donations and Grants	11,334	2,987	<b>14,321</b>	8,425
Legacies	-	-	-	134,222
Community fundraising	1,042	-	<b>1,042</b>	1,735
<b>Total</b>	<b>12,376</b>	<b>2,987</b>	<b>15,363</b>	<b>144,382</b>
<b>2.2 Charitable activities</b>				
Engagements, Contests and CD Sales	137	-	<b>137</b>	13,984
<b>Total</b>	<b>137</b>	-	<b>137</b>	<b>13,984</b>
<b>Other income</b>				
Sundry income	-	-	-	1,148
Sale of instruments	-	-	-	850
<b>Total</b>				<b>1,998</b>
<b>Investment income – interest received</b>	<b>13</b>	-	<b>13</b>	<b>36</b>
<b>Other Trading activity – Hire of Band room</b>	<b>318</b>	-	<b>318</b>	<b>1,170</b>
<b>Total income</b>	<b>12,844</b>	<b>2,987</b>	<b>15,831</b>	<b>161,570</b>

**2.3 Legacies**

In accordance with the accounting policy (Note 1.2 above) legacies are recognised as income once payment has been agreed with the Executors of the Will prior to the Balance Sheet date and the payment is either received before the Accounts are approved, or is notified as receivable, and receipt is considered probable. The Charity was notified prior to 10 June 2019 of one legacy with a value to the Charity of £134,221. This income was recognised in the period ended 10 June 2019 and included in the amount transferred from the previous association (see Note 4.1).

**3. Expenditure**

	Unrestricted Funds	Restricted Funds	Year ended 31 December 2020	Year ended 31 December 2019
<b>3.1 Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	500	-	500	1,784
<b>Total cost of generating voluntary income</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>1,784</b>
<b>3.2 Charitable activities</b>				
Fees and expenses for contests and engagements	7,606	-	7,606	19,397
Music and maintenance of instruments	2,184	460	2,644	2,497
Cost of CD production (adjusted for stock)	20	-	20	929
<b>Total cost of charitable activity</b>	<b>9,810</b>	<b>460</b>	<b>10,270</b>	<b>22,823</b>
<b>Total Expenditure</b>	<b>10,310</b>	<b>460</b>	<b>10,770</b>	<b>24,607</b>

#### 4.1 Consolidation of Bideford Town Band CIO accounts for 2019 with those of the prior association and comparison with 2018

	Note	CIO From 10 June 2019 to 31 December 2019	Pre-CIO 1 January to 9 June 2019	Total year ended 31 December 2019	Total year ended 31 December 2018
		£	£	£	£
<b>Income</b>					
<b>Donations, grants &amp; legacies</b>					
Donations and Grants		3,900	4,525	8,425	9,799
Legacies		-	134,222	134,222	-
Community fundraising		405	1,330	1,735	4,786
<b>Total</b>		<b>4,305</b>	<b>140,077</b>	<b>144,382</b>	<b>14,585</b>
<b>Charitable activities</b>					
Engagements, Contests and CD Sales		10,261	3,723	13,984	5,554
<b>Total</b>		<b>10,261</b>	<b>3,723</b>	<b>13,984</b>	<b>5,554</b>
<b>Other income</b>					
Sundry income		1,038	110	1,148	814
Sale of instruments		850	-	850	-
<b>Total</b>		<b>1,888</b>	<b>110</b>	<b>1,998</b>	<b>814</b>
<b>Investment Income</b> - Interest received		18	18	36	36
<b>Other trading activity</b> – Hire of Band room		585	585	1,170	-
<b>Total income</b>		<b>17,057</b>	<b>144,513</b>	<b>161,570</b>	<b>20,989</b>
<b>Expenditure</b>					
<b>Raising funds</b>					
	4.2				
Costs of fundraising events and raffles		1,167	617	1,784	1,857
		<b>1,167</b>	<b>617</b>	<b>1,784</b>	<b>1,857</b>
<b>Charitable activities</b>					
	4.				
Fees and expenses for contests and engagements		10,168	9,229	19,397	10,651
Music and maintenance of instruments		1,228	1,269	2,497	2,735
Cost of CD production (adjusted for stock)		929	-	929	-
		<b>12,325</b>	<b>10,498</b>	<b>22,823</b>	<b>13,386</b>
<b>Total Expenditure</b>		<b>13,492</b>	<b>11,115</b>	<b>24,607</b>	<b>15,243</b>
<b>Net (expenditure)/income</b>		<b>3,565</b>	<b>133,398</b>	<b>136,963</b>	<b>5,746</b>
<b>Reconciliation of funds carried forward</b>					
				£	£
Funds b/f at 1 January				171,085	165,339
Add surplus for the year ended 31 December 2018				-	5,746
Add surplus for the period to 9 June 2019				133,398	-
<b>Total transferred to new charity on 10 June 2019</b>				<b>304,483</b>	-
Add surplus for the period to 31 December 2019				3,565	-
<b>Total Funds at 31 December</b>				<b>308,048</b>	<b>171,085</b>

**4.2. Resources Expended**

Year ended 31.12.2020	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	500	-	500
<b>Total cost of generating voluntary income</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	1,323	6,283	7,606
Music and maintenance of instruments	460	2,184	2,644
Cost of CD production (adjusted for stock)	20	-	20
<b>Total cost of charitable activity</b>	<b>1,803</b>	<b>8,467</b>	<b>10,270</b>
<b>Total Expenditure</b>	<b>2,303</b>	<b>8,467</b>	<b>10,570</b>

**4.2. Resources Expended**

Year ended 31.12.2019	Direct costs	Support costs	Total
<b>Cost of raising funds</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of fundraising events and raffles	414	1,370	1,784
<b>Total cost of generating voluntary income</b>	<b>414</b>	<b>1,370</b>	<b>1,784</b>
<b>Charitable activities</b>			
Fees and expenses for contests and engagements	12,812	6,585	19,397
Music and maintenance of instruments	1,651	846	2,497
Cost of CD production (adjusted for stock)	602	327	929
<b>Total cost of charitable activity</b>	<b>15,065</b>	<b>7,758</b>	<b>22,823</b>
<b>Total Expenditure</b>	<b>15,479</b>	<b>9,128</b>	<b>24,607</b>

Support costs are allocated between the cost of raising funds and cost of charitable activities as a proportion of the estimated use of the Band room. Fundraising activity has been estimated be 0% of usage (2019: 15%) and Charitable activities estimated at 100% (2019: 85%) of the usage during 2019.

**5. Trustees expenses and remuneration**

None of the Trustees received any remuneration from the Charity during the current or previous financial year. One Trustee, Mark Durham, the Musical Director, was reimbursed for Childcare expenses incurred while carrying out his responsibilities for the Charity during the year totalling £600 (2019 - £1,200).

**6. Balance Sheet net assets transferred from previous association to new registered Charity at 10th June 2019**

	Notes	10 June 2019 £
<b>Fixed assets</b>		
Tangible assets	7	<b>148,237</b>
<b>Current assets</b>		
Debtors: amounts falling due within one year	8	135,193
Cash at bank and in hand		26,053
<b>Total Current Assets</b>		<b>161,246</b>
<b>Creditors</b>		
Creditors: amounts falling due within one year	9	2,500
<b>Net current Assets</b>		<b>128,746</b>
<b>Total assets less current liabilities</b>		
Creditors: amounts falling due after more than one year	10	<b>2,500</b>
<b>Total Net Assets</b>		<b>304,483</b>
<b>The Funds of the Charity</b>		
Restricted	12.1	-
Unrestricted		
General	12.2	<b>156,246</b>
Designated	12.3	<b>148,237</b>
<b>Total Funds Transferred on 10 June 2019</b>		<b>304,483</b>

## 7. Tangible fixed assets

	Building	Computer equipment	Instruments	Total £
<b>Cost</b>				
Balance as at 1 January 2020	145,000	640	7,009	152,649
Additions	-	-	-	-
<b>Balance as at 31 December 2020</b>	<b>145,000</b>	<b>640</b>	<b>7,009</b>	<b>152,649</b>
<b>Depreciation</b>				
Balance as at 1 January 2020	2,900	212	1,042	4,154
Depreciation charge for the period	2,900	213	1,401	4,514
<b>Balance as at 31 December 2020</b>	<b>5,800</b>	<b>425</b>	<b>2,443</b>	<b>8,668</b>
<b>Net Book Value</b>				
<b>At 31 December 2020</b>	<b>139,200</b>	<b>215</b>	<b>4,566</b>	<b>143,981</b>
<b>At 31 December 2019</b>	<b>142,100</b>	<b>428</b>	<b>5,967</b>	<b>148,495</b>

Prior to 2019 the fixed assets were not depreciated. A new depreciation policy has been introduced this year.

The building (the Band room) was purchased in 2011 for £145,000. The legal title to the buildings is currently held under a Deed of Trust for Bideford Town Band by four nominee Trustees. The title to the property is in the process of being transferred to the new registered charity.

The purchase of the property was partly funded by loans of £25,000 from Bideford Town Council and a grant of £50,000 from Bideford Bridge Trust. The loan from Bideford Town Council is interest free and repayable over 10 years at £2,500 per annum. The grant from Bideford Bridge Trust was provided subject to a charge being provided over the property of £50,000 and is repayable if certain events occur, such as the dissolution of the Bideford Town Band. More information is provided in Notes 10 and 13 below.

## 8. Debtors

	Total at 31 December 2020 £	Total at 31 December 2019 £
Accrued Income – legacies notified and due to be received	-	134,221
Prepayments	48	663
Other Debtors	-	30
<b>Total debtors falling due within one year</b>	<b>48</b>	<b>134,914</b>

## 9. Creditors: amounts falling due within one year

	Total 31 December 2020 £	Total 31 December 2019 £
Loan from Bideford Town Council	-	2,500
Other Creditors	-	-
<b>Total Creditors falling due within one year</b>	<b>-</b>	<b>2,500</b>

**10. Creditors: amounts falling due after more than one year**

	Total 31 December 2020 £	Total 31 December 2019 £
Loan from Bideford Town Council	-	2,500
<b>Total Creditors falling due after more than one year</b>	<b>-</b>	<b>2,500</b>

The purchase of the property in 2011 was partly funded by a loan of £25,000 from Bideford Town Council. The loan was interest free and repayable over 10 years at £2,500 per annum. The loan was repaid during the year and therefore the balance owing at 31 December 2020 was £nil (2019: £5,000).

**11. Analysis of net assets between funds**

	Unrestricted		Restricted	2020 Total Funds £	2019 Total Funds £
	General £	Designated £	£	£	£
<b>Fund balances at 31 December 2020 are represented by:</b>					
Tangible fixed assets	-	143,981	-	143,981	148,495
Current assets and liabilities	163,576	-	5,552	169,128	162,053
Creditors: amounts falling due after more than one year	-	-	-	-	(2,500)
<b>Total net assets</b>	<b>163,576</b>	<b>143,981</b>	<b>5,552</b>	<b>313,109</b>	<b>308,048</b>

**12. Charity funds****A. Movement for the year ended 31 December 2020**

	Balance 1 January 2020 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Balance 31 December 2020 £
<b>12.1 Restricted funds</b>					
Bideford Bridge Trust Grant	2,625	1,500	-	-	4,125
Bideford Council Grant		1,487	(460)	-	1,027
Devon County Council Grant	400	-	-	-	400
<b>Total Restricted Funds</b>	<b>3,025</b>	<b>2,987</b>	<b>(460)</b>	<b>-</b>	<b>5,552</b>
<b>12.2 Unrestricted funds</b>					
General funds	156,528	12,844	(10,310)	4,514	163,576
<b>12.3 Designated fund:</b>					
Fixed Asset Fund	148,495	-	-	(4,514)	143,981
<b>Total unrestricted funds</b>	<b>305,023</b>	<b>12,844</b>	<b>(10,310)</b>	<b>-</b>	<b>307,557</b>
<b>Total funds</b>	<b>308,048</b>	<b>15,831</b>	<b>(10,770)</b>	<b>-</b>	<b>313,109</b>

## 12. Charity funds (continued)

## B. Movement for the period before registration as a CIO and Balances at 10 June 2019

	Balance 1 January 2019 £	Incoming Resources £	Resources Expended £	Transfer s between Funds £	Balance 10 June 2019 £
<b>12.1 Restricted funds</b>					
Cllr T Johns Community Grant	-	500	(500)	-	-
Balsdon Trust Grant	-	600	(600)	-	-
Bideford Council Grant	-	3,425	(3,425)	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>4,525</b>	<b>(4,525)</b>	<b>-</b>	<b>-</b>
<b>12.2 Unrestricted funds</b>					
General funds	20,831	139,988	(6,590)	2,017	<b>156,246</b>
<b>12.3 Designated fund:</b>					
Fixed Asset Fund	150,254	-	-	(2,017)	<b>148,237</b>
<b>Total unrestricted funds</b>	<b>171,085</b>	<b>139,988</b>	<b>(6,590)</b>	<b>-</b>	<b>304,483</b>
<b>Total funds</b>	<b>171,085</b>	<b>144,513</b>	<b>(11,115)</b>	<b>-</b>	<b>304,483</b>

## C. Movement for the period after registration as a CIO and Balances at 31 December 2019

	Balance 10 June 2019 £	Incoming Resources £	Resources Expended £	Transfers between Funds £	Gains and losses £	Balance 31 December 2019 £
<b>12.1 Restricted funds</b>						
Bideford Bridge Trust Grant	-	3,500	(875)	-	-	<b>2,625</b>
Devon County Council Grant	-	400	-	-	-	<b>400</b>
<b>Total Restricted Funds</b>	<b>-</b>	<b>3,900</b>	<b>(875)</b>	<b>-</b>	<b>-</b>	<b>3,025</b>
<b>12.2 Unrestricted funds</b>						
General funds	-	13,157	(12,617)	(258)	156,246	<b>156,528</b>
<b>12.3 Designated fund:</b>						
Fixed Asset Fund	-	-	-	258	148,237	<b>148,495</b>
<b>Total unrestricted funds</b>	<b>-</b>	<b>13,157</b>	<b>(12,617)</b>	<b>-</b>	<b>304,483</b>	<b>305,023</b>
<b>Total funds</b>	<b>-</b>	<b>17,057</b>	<b>(13,492)</b>	<b>-</b>	<b>304,483</b>	<b>308,048</b>

**Designated Fixed Asset Fund**

The fixed asset fund includes the value of general funds invested in the Band Room building, and other fixed assets which are not, by nature of fixed assets, readily available for use for other purposes.

**Restricted funds**

Fund Name	Description of the nature and purpose of each fund
Cllr T Johns Community Grant	For Uniforms
Balsdon Trust Grant	For Uniforms
Bideford Council Grant	Towards Contest expenditure, music and music stands
Bideford Bridge Trust Grant	For new instruments, reconditioning of old instruments and trophies for solo contest
Devon County Council Grant	For a Children's workshop

### 13. Commitments, liabilities and provisions

#### Contingent liability

The property (the Band room) is registered with the Land Registry as Title No. DN582009, and is registered as Screen House, Victoria Park, Kingsley Road, Bideford. This property was purchased in March 2011, in part with a grant from Bideford Bridge Trust of £50,000 which was subject to a charge being provided over the property. The grant is repayable if any of the following events occur:

- Bideford Town Band is dissolved
- The constitution of the Bideford Town Band is amended so that its primary purpose is no longer to provide a Town Band for Bideford
- Bideford Town Band ceases to use the property
- Any property of Bideford Town Band becomes subject to forfeiture or execution, distress, bankruptcy or other form of process
- A mortgagee takes possession of, or exercises or seeks to exercise any power of sale or other appointment of a receiver in relation to the property charged or any other property of Bideford Town Band
- Bideford Town Band ceases or proposes to cease to carry on as a Town Band for Bideford
- Bideford Town Band becomes insolvent.

The Trustees do not have any other commitments, liabilities or provisions requiring disclosure other than those included in the financial statements (2019: none).

### 14. Related-party transactions

During the year none of the Trustees or parties related to them has been involved in any material transactions with Bideford Town Band, except as disclosed in Note 5 above whereby one Trustee, Mark Durham, the Musical Director, was reimbursed for Childcare expenses incurred while carrying out his responsibilities for the Charity during the year totalling £600 (2019 - £1,200).

There were no transactions with other entities in which Trustees of the Charity hold positions of authority.

**BIDEFORD TOWN BAND**

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