

# **WOODBIDGE EXCELSIOR BAND**

**Registered Charity No: 1193770**

## **Trustees' Annual Report & Statement of Financial Activity for the Year Ended 28<sup>th</sup> February 2022**

### **Trustees**

**Louise Liddell**

**Jennifer Lynch**

**Sarah Skilton**

# Trustees' Annual Report & Statement of Financial Activity for the Year Ended 28<sup>th</sup> February 2022

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# Trustees Annual Report & Statement of Financial Activity for the Year Ended 28<sup>th</sup> February 2022

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# 1 Reference and Administration Details

## 1.1 Charity Name & Registration

The charity is a Charitable Incorporated Organisation, registration no:1193770, registered with the Charity Commission on 10<sup>th</sup> March 2021

The charity is registered with HM Revenue & Customs

## 1.2 Charity's Address

C/O Woodbridge Rugby Club  
2 ORFORD ROAD  
BROMESWELL  
WOODBIDGE  
IP12 2PP

## 1.3 Names of the Trustees Who Manage the Charity

|                | <i>Role</i> | <i>Appointed</i>           | <i>Resigned</i> |
|----------------|-------------|----------------------------|-----------------|
| Louise Liddell | Chair       | 16 <sup>th</sup> June 2020 |                 |
| Jennifer Lynch | Treasurer   | 16 <sup>th</sup> June 2020 |                 |
| Sarah Skilton  |             | 16 <sup>th</sup> June 2020 |                 |

# 2 Structure, Governance & Management

## 2.1 Type of Governing Document

Constitution –Member Organisation - Charitable Incorporated Organisation

### Objects

(1) to promote, improve, develop and maintain public education in, and appreciation of the art of music, particularly brass band music, in and around Woodbridge and the UK more generally, through:

- a) the operation of an amateur brass band;
- b) facilitating the musical education of band members;
- c) the presentation of public performances;
- d) entering into affiliation, association or membership with organisations for the promotion of brass band music as the trustees shall determine.

(2) to further such exclusively charitable purposes for the public benefit as the trustees in their absolute discretion shall think fit from time to time, in particular through the making of grants and donations.

## 2.2 Trustee Selection Methods

There must be at least three charity trustees. The maximum number of trustees is 12. In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

## 3 Activities

### 3.1 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

## 4 Achievements & Performance

This year has been another year of consolidation following all the difficulties of the previous couple of years due to Covid-19. Little by little the Covid-restrictions were lifted, and in May 2021 full outdoor rehearsals were able to recommence. It soon became clear that rehearsing outdoors was not ideal, particularly due the shape of the area available, and need for social distancing. By September, the Band felt confident enough to return to indoor banding. This was a major step, and it felt like everything was beginning to get back to normal, after all the upheaval.

Although we had several bookings over the summer in 2021, these were all cancelled due to a surge of Covid cases in the local area. The Annual Waldringfield Yachtsman's Service was the only non-cancelled event. A small group of players attended this, and as usual were complimented on the playing.

Unfortunately, the annual London and South East Counties Band Contest at Stevenage in March 2021 was once again cancelled. However, the Band received a letter from the Contest Organisers asking if we would wish to attend the National Finals, due to be held in Cheltenham in September. This was due to our current placing in the grading table. This was a difficult decision, as it was an exciting prospect, however, after much consideration we felt that this would be very expensive, there were still extensive restrictions due to the pandemic, and at the time we were asked, we hadn't returned to indoor rehearsing hence everyone agreed that the general uncertainty, logistics and expense precluding going.

As usual, the Band led the Remembrance Day Parade in Framlingham, and on the way back to Woodbridge, performed a short service of Remembrance outside a local care home. Given all the restrictions of the previous year, and the ensuing lack of any formal acts of Remembrance in 2020, the residents and carers were delighted to see members of the Band in their bright scarlet jackets, and join in with the hymns and prayers.

In December, we normally play carols outside supermarkets to raise vital funds for the Band and other local charities; none of the supermarkets were prepared to have carolling this year. We did perform carols outside a couple of care homes in Woodbridge, and came together to play carols in the Throughfare in Woodbridge, as well as entertaining a small but appreciative audience at our Christmas Concert.

So another difficult year, with considerable challenges, but we have managed to continue, and there are signs of a return to normality. The end of the Band Year saw us back indoors, in normal formation, earnestly rehearsing for the Contest due in the middle of March 2022.

Since the Charity registration in March 2021, we have also registered for Gift Aid. Already we are seeing the benefits of being a Charity. Despite the lack of opportunity for Carolling at Christmas, the Gift Aid scheme helped boost our finances, ensuring that we maintained our financial security despite all the challenges of the year. Many of our 'regular' bookings have already asked the Band to play at the 2022 event, and this is also very encouraging. In early 2022, the Band were also looking forward to joining in with several local events to celebrate the Platinum Jubilee of Queen Elizabeth.

At the time of writing this report, the Band has already played at various local events over the past few months. It is good to see the Band out and playing again after the last couple of years. It is also thrilling to hear very positive feedback from the organisers and attendees at these events. We have some bookings already for 2023, and we look forward to another year making music.

Once again we thank Woodbridge Rugby Club for their hospitality and help.

## **Contributing to Activities Run by Other Organisations**

The Band attend local events, many of these are annual events. The main feature of the year was planning and subsequently playing at several events to celebrate the Platinum Jubilee of the late Queen Elizabeth 2<sup>nd</sup>. Members of the Band liaised with the organisers of the various local events to provide fitting music for such an important occasion. The Band opened the town celebrations at Kingston Field, and performed the following day at Woodbridge Market Hill. Many hundreds of people enjoyed the celebrations throughout the town over the long Jubilee Weekend.

In addition to the Yachtsman's Service at Waldringfield, we also played at the Remembrance Day Parade held in Framlingham. The Band head the parade through the town centre, play hymns in the church, and perform the 'Last Post' at the War Memorial. The band has performed at the Framlingham Remembrance Day Parade for many years.

Unfortunately many other scheduled events run by other organisations were cancelled due to Covid.

### **4.1 Trustee Development**

Trustees are encouraged to participate in development opportunities as and when appropriate.

## **5 Financial Review**

### **5.1 Details of Any Funds Materially in Deficit**

The Charity has no funds which are materially in deficit.

### **5.2 Policy on Reserves**

The Trustees have a set policy to ensure that £2,500 reserve is kept in the current account. This is to ensure that the annual insurance renewal can be met, together with other major outgoings such as Musical Director fees and hall hire for at least 6 months.

### **5.3 Principal Sources of Funding and Outgoings**

Woodbridge Excelsior Band usually relies on donations from the public, and from members, as well as fee income from private hirers of the Band. This year has been somewhat different due the lockdown. Outdoor rehearsals recommenced in May, but no fee was charged for use of the outdoor space at Woodbridge Rugby Club. Hall hire charges recommenced in September 2021 when indoor rehearsals started. The donations received from members, and the two fee-paid engagements at Waldringfield and Framlingham, together with the income from the Christmas Concert and carolling in the town centre, was sufficient to keep the Band solvent. Hall hire, fees for the Musical Director, insurance and upkeep for our instruments and equipment, storage, and purchase of music comprise our main outgoings. The Band enters the London & South East Counties Regional contest each year; the entry fee and cost of the purchasing the music was £335. Performing Rights are

also repeat annual payments. The Band pays for courses to ensure we maintain up to date Safeguarding practices.

## **Remuneration of Trustees**

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

## **5.4 Financial Status**

The accounts show a small loss of £225-85 for the year ending 28<sup>th</sup> February 2022. The accounts were examined and certified by a qualified auditor. Several paid engagements were cancelled by the hirers due to an upsurge of Covid in the local area over the summer. This affected our earnings. We normally perform carols at local supermarkets, collecting money for ourselves and the local Hospice. Unfortunately in 2021 supermarkets were not permitting carolling due to Covid.

The Band has already completed, and been paid for engagements booked for the 2022-2023 financial year, and further engagements are pending. Gift Aid payments have also been made.

There are currently no uncertainties about the Charity continuing as a going concern. All the indications are that this will remain the case for the foreseeable future.

## **5.5 Statutory Statements on Liabilities**

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement
- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO

Approved by the Trustees and signed on their behalf,

**Louise Liddell**

Chairman  
Woodbridge Excelsior Band

Date: 20.11.2022

## 6 Statement of Financial Activity

### 6.1 Income & Expense Account for the year ended 28<sup>th</sup> February 2022

|                                                                 |  |                      |                      |
|-----------------------------------------------------------------|--|----------------------|----------------------|
| Woodbridge Excelsior Brass Band CIO 1193770                     |  |                      |                      |
| Income & Expense Account for the Year ending 28th February 2022 |  |                      |                      |
|                                                                 |  | <b>28th Feb 2022</b> | <b>28th Feb 2021</b> |
| <b>INCOME</b>                                                   |  |                      |                      |
| Carols                                                          |  | 1338.67              |                      |
| Concerts                                                        |  | 166.43               |                      |
| Customer Contracts                                              |  | 150.00               |                      |
| Regular Donations                                               |  | 2420.00              | 2580.00              |
| Donations                                                       |  | 31.98                |                      |
| Savings a/c Interest                                            |  | 0.34                 | 0.74                 |
| Instrument Deposits received                                    |  | 0.00                 | 0.00                 |
| <b>Total Income</b>                                             |  | <b>4107.42</b>       | <b>2580.74</b>       |
| <b>EXPENSES</b>                                                 |  |                      |                      |
| Audit Fees                                                      |  | 30.00                | 30.00                |
| Band Master Fees                                                |  | 1240.00              | 270.00               |
| Card Reader Charges                                             |  | 17.43                |                      |
| Contest Expenses                                                |  | 335.00               | -185.00              |
| Guest Player Expenses                                           |  |                      |                      |
| Hall Rental                                                     |  | 677.00               | 25.00                |
| Instrument Insurance                                            |  | 909.31               | 917.17               |
| Instrument Repairs                                              |  |                      |                      |
| Music/music bags/mutes/bell cover:                              |  | 164.55               | 24.90                |
| Performing Rights                                               |  | 98.65                |                      |
| SAFE Child Protection                                           |  | 103.98               | 50.00                |
| Storage Fees                                                    |  | 225.00               | 300.00               |
| Subscriptions BBE/Safe/Zoom                                     |  | 196.25               | 460.11               |
| Stationery & Miscellaneous                                      |  | 62.85                | 94.89                |
| Web Hosting                                                     |  | 74.25                | 74.25                |
| <b>Total Expenses</b>                                           |  | <b>4134.27</b>       | <b>2061.32</b>       |
| <b>Application of Funds</b>                                     |  |                      |                      |
| Donation to St Elizabeth Hospice                                |  | 199.00               |                      |
| <b>Total Surplus/Deficit</b>                                    |  | <b>-£225.85</b>      | <b>£519.42</b>       |
| <b>Bank &amp; Cash Balances</b>                                 |  |                      |                      |
| Current Account                                                 |  | 3929.55              | 3281.97              |
| Deposit Account                                                 |  | 0                    | 863.43               |
| Cash in hand                                                    |  | 104.95               | 114.95               |
| Instrument Deposits Held                                        |  | 885.00               | 885.00               |
| Surplus for 2021/2022                                           |  |                      | -225.85              |
|                                                                 |  | <b>£4,919.50</b>     | <b>£4,919.50</b>     |

## 6.2 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own Simple Accounts Spreadsheet.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

No Trustees received any reimbursement of out-of-pocket expenses in the financial year.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

In the current financial year the charity employed no staff or external contractors;

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.

f) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.

## 6.3 Approval of the Board of Trustees

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

**Louise Liddell**

Chairman

Woodbridge Excelsior Band

Date: 20.11.2022