

WOODBIDGE EXCELSIOR BAND

Registered Charity No: 1193770

Trustees' Annual Report & Statement of Financial Activity for the Year Ended 28th February 2023

Trustees

Louise Liddell

Jennifer Lynch

Sarah Skilton

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Contents

1	Reference and Administration Details	3
1.1	Charity Name & Registration	3
1.2	Charity's Address	3
1.3	Names of the Trustees Who Manage the Charity	3
2	Structure, Governance & Management	3
2.1	Type of Governing Document.....	3
2.2	Trustee Selection Methods	4
3	Activities	4
3.1	Statutory Declaration	4
4	Achievements & Performance	4
4.1	Trustee Development.....	5
5	Financial Review	6
5.1	Details of Any Funds Materially in Deficit	6
5.2	Policy on Reserves.....	6
5.3	Principal Sources of Funding and Outgoings.....	6
5.4	Financial Status	6
5.5	Statutory Statements on Liabilities	7
6	Statement of Financial Activity	8
6.1	Income & Expense Account for the year ended 28 th February 2023.....	8
6.2	Notes to the Accounts.....	9
6.3	Approval of Trustees	

Trustees Annual Report & Statement of Financial Activity

for the Year Ended 28th February 2023

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 10th March 2021

The charity is registered with HM Revenue & Customs

1.2 Charity's Address

Kentmere
The Street
Bredfield
Woodbridge
Suffolk
IP13 6AZ

1.3 Names of the Trustees Who Manage the Charity

	<i>Role</i>	<i>Initially Appointed</i>
Louise Liddell	Chair	16 th June 2020
Jennifer Lynch	Treasurer	16 th June 2020
Sarah Skilton		16 th June 2020

Trustees have been re-appointed in accordance with the Constitution.

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

At the beginning of 2022, having finished 8th in the 4th Section London & Southern Counties Regional Band Contest at Stevenage, we were busy preparing for various Platinum Jubilee events, including a large-scale event held at Kingston Fields, and a free concert that we gave on Market Hill. We had a busy summer, playing at various local fetes, such as Bedfield and Rendham, and of course the annual Yachtsman's Service at Waldringfield. We also played for a band member at her wedding, and at also spent a lovely afternoon in the grounds of a local country house celebrating the owner's 80th Birthday at the end of August. The summer was splendid, although at times rather too hot, but the storm was coming in the most sad and unexpected way.

At 6.30pm on 8th September 2022, it was announced that our dear Queen Elizabeth had passed away. This news shocked the nation and the world. Weeks early, the nation was celebrating the Platinum Jubilee and now we were in a period of national mourning. However, now we have a new King, Charles III. Given the long reign of Queen Elizabeth II, very few people had any direct knowledge of the necessary ceremony that would ensue. Charles was proclaimed King at the Principal Proclamation Ceremony at St James' Palace, on 10th September 2022, the Proclamation was then sent out, and towns across the nation, repeated the Proclamation, affirming that Charles was now our King. Woodbridge Excelsior Band was very privileged to be involved in the historic Proclamation Ceremony at Market Hill on 11th September 2022.

The Nation continued to mourn; The Remembrance Sunday Parade and Service at Framlingham was especially poignant this year. Nevertheless, as soon as the Coronation Day was announced, we began to plan music for this important weekend.

Then we were into the Christmas season, where the Band played at several Carol Services such as Orford and Boyton. We played at the local street fair in Woodbridge, and as usual could be seen at various times playing outside the local Tesco supermarket, helping to raise money for the local Hospice. We also performed our usual Christmas concert in the local Community Hall. This year we were delighted to share our concert with local choir, Love to Sing.

January and February tend to be quiet months, where The Band knuckle down to rehearsing the test piece, ready for the annual contest in March. In February our Musical Director, Chris Lewis-Garnham tendered his resignation. Given that Chris had been with the Band for over 13 years, this would cause significant upheaval. The contest performance at

Stevenage, where we came 10th was the last MD duty performed by Chris. Thank you to Chris for all his help over the last few years.

The end of another financial year; going forward 2023 will clearly be a year of change. At the time of writing this report, the Band have celebrated the Coronation with several events in Woodbridge, including a marvellous concert performed in the Bandstand in Elmhurst Park. We have already performed music at another wedding, and various fetes. We are actively looking for a new permanent Musical Director to conduct the Band. However, we have been extremely lucky that over the summer, our assistant & deputy MDs, Jackie Walker and Tom Morris have taken over and shared baton duties in a very able and effective manner. Band morale was considerably low after the Contest, and there was much worry and uncertainty. It would have been easy for the Band to fall into decay, and dwindle away, but this has not happened. Jackie and Tom have breathed life back into the Band, and confidence now abounds. At recent concerts and events, we have received fantastic praise, and comments that the Band seems fresh and vital. Since both Jackie and Tom have to step back from playing to enable them to conduct, this inevitably leaves a gap in the Band. Whilst this is unfortunate, it is a compromise that we are prepared to make, and usually can organise a deputy to fill the seat at our performances. Thank you to all our deputies who stand in.

The Trustees extend their sincere thanks to Jackie and Tom for all their help over the past few months. Thank you to you both.

We would also like to thank Sara Norris for all her help with the Band, both as tenor horn player, and previously as Band Secretary. Sara has been with the Band for many years, and has decided to 'retire' to enable new interests to flourish.

Whilst change can be difficult to accommodate, The Band has gone from strength to strength, and is confident, as evidenced from comments from the recent Brass on the Grass concert held at the end of July. There is no hurry to engage a new MD, but whoever he or she is will have a strong foundation on which to take the Band forward.

The Band have various events already booked for the rest of 2023, and indeed also into 2024.

Once again we would like to thank Woodbridge Rugby Club for all their hospitality and help.

Contributing to Activities Run by Other Organisations

The Band attend local events, many of these are annual events. The Band opened the Platinum Jubilee celebrations at Kingston Field, Woodbridge, and performed the following day at Woodbridge Market Hill. Many hundreds of people enjoyed the celebrations throughout the town over the long Jubilee Weekend. Many people gathered at the Market Hill to hear the Proclamation for our new King, and to enjoy music played by The Band.

The Band played at various local fetes throughout the summer.

We were re-invited to perform in Christchurch Park, Ipswich as part of the annual 'Brass on the Grass' concerts. The concerts are hosted by 'The Friends of Christchurch Park' who help support and raise funds for the Grade II listed park.

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

At Christmas we played at three Community carol services in our local area.

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.

The donations received from members, and various fee-paid engagements, such as fetes, Church Services together with the income from the Christmas Concert and carolling in the town centre, enabled The Band to make a small surplus, which will help negate the cost of living rises. 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; this year the entry fee and cost of the purchasing the music was £210. Performing Rights are also repeat annual payments. The Band pays for courses to ensure we maintain up to date Safeguarding practices. Bell covers were a one-off purchase to help restore confidence amongst players and public alike after the pandemic.

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 surplus of £1,998.54 for the year ending 28th February 2023. The accounts were examined and certified by a qualified auditor. 2022 felt like a return to normality, following the difficulties that everyone had faced during the Covid pandemic and consequent lockdowns. Unsurprisingly, with a full calendar of events, income for the 2022-23 year was around twice that of the 2021-2022 year. Some of the increased 2022-2023 expenditure, such as Musical Director fees and hall rental merely reflects that we were able to rehearse and put on events across the whole year. However, we correctly anticipated that with the ever-rising cost of living, our hall rental would be increased. We have been able to meet these additional costs by savings due to changing our insurers, and through increased numbers of members who all regularly donate.

The Band is currently advertising for a new Musical Director. We have had some auditions, but no suitable candidate has yet come forward. The amount of fees we pay is not large, but we are mindful that we may need to review this amount.

In the past we have not charged for our concerts. However, in 2023 we have begun to charge for our indoor concerts. This allows us more flexibility in venues, increased revenue, and the ability to use ticket sales to fundraise for other charities.

The Band has already completed, and been paid for engagements booked for the 2023-2024 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: 19th December 2023

6 Statement of Financial Activity

6.1 Income & Expense Account for the year ended 28th February 2023

	28th Feb 2023	28th Feb 2022
INCOME		
Carols	2217.69	1338.67
Concerts	335.82	166.43
Customer Contracts	1850.00	150.00
Instrument Sale	230.00	0.00
Raffle/Sweep Stake	187.00	0.00
Regular Donations	2470.00	2420.00
Donations	501.00	31.98
Gift Aid HMRC Refund	501.17	0.00
Savings a/c Interest	0.00	0.34
Total Income	8292.68	4107.42
EXPENSES		
Audit Fees	30.00	30.00
Musical Director Fees	2215.00	1240.00
Card Reader Charges	0.39	17.43
Contest Expenses	210.00	335.00
Concert Expenses	16.23	0.00
Guest Player Expenses	20.00	0.00
Hall Rental	1707.50	677.00
Instrument Insurance	699.15	909.31
Instrument Repairs	88.95	
Music/music bags/mutes/bell covers	201.54	164.55
Performing Rights		98.65
SAFE Child Protection	50.00	103.98
Storage Fees	225.00	225.00
Subscriptions BBE/Safe/Zoom	283.73	196.25
Stationery & Miscellaneous	95.11	62.85
Web Hosting	108.00	74.25
Total Expenses	5950.60	4134.27
Application of Funds		
Donation to St Elizabeth Hospice	353.54	199.00
Total Surplus/Deficit	£1,988.54	-£225.85
Bank & Cash Balances		
Current Account	5957.58	3929.55
Deposit Account	0.00	0.00
Cash in hand	65.46	104.95
Instrument Deposits Held	885.00	885.00
Surplus for 2022/2023		1988.54
	£6,908.04	£6,908.04

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: 19th December 2023