

WOODBIDGE EXCELSIOR BAND

Registered Charity No: 1193770

Trustees' Annual Report & Statement of Financial Activity for the Year Ended 29th February 2024

Trustees

Louise Liddell

Jennifer Lynch

Sarah Skilton

Trustees' Annual Report & Statement of Financial Activity for the Year Ended 29th February 2024

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	6
6	Statement of Financial Activity	8
6.1	Income & Expense Account for the year ended 29 th February 2024.....	8
6.2	Notes to the Accounts.....	9
6.3	Approval of Trustees	

Trustees Annual Report & Statement of Financial Activity

for the Year Ended 29th February 2024

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 all 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

The Band continues to perform in the local area; we performed concerts again at Burstall, St Audry's Golf Club, Melton and in Framlingham, as well as playing at local fetes and events where we attend each year. The Band also performed music at a wedding.

Naturally the Band celebrated the Coronation of King Charles III with a concert in the Bandstand in Elmhurst Park, Woodbridge. The nice weather added to the occasion, and many local people attended, bringing picnics to enjoy as they listened to the music.

Once again, we performed a concert for the 'Brass on the Grass' series of concerts in Christchurch Park in Ipswich. Sadly, the weather was not on our side, but many people braved the elements to hear our music.

We held a Disney themed movie concert at St Augustine's Church, Ipswich, in October. The concert raised £567.91 for East Anglian Children's Hospice.

We returned to Framlingham for the second time this year to lead the annual Remembrance Parade in November. The first occasion had been in June where we performed a concert on the Market Hill to celebrate Armed Forces Day. Many local residents took advantage of the sunny weather to come and listen to our music.

In December the band performed at over 10 carolling events. This included 3 carol services, 2 concerts, and various carolling at Tescos or in the Thoroughfare in Woodbridge where we collected money to raise money for ourselves and St Elizabeth's Hospice in nearby Ipswich. In addition, we attended 3 local Care Homes and played carols for the staff and residents. We were delighted that local choir Love2Sing were able to join us at our March concert, held in the local Community Hall.

Since the 2023 Contest in March, and leading up to the 2024 Contest, the Band have performed on 25 occasions.

We held a couple of successful workshops with Alan Duguid, a London based conductor and adjudicator who had agreed to conduct the Band at the Regional Contest in Stevenage. Although the Band played very well, our 14th place was disappointing.

Alan Duguid has agreed to be our Contesting Musical Director, and will lead the Band at Stevenage in 2025.

We would like to thank Alan Duguid, and our other Musical Directors Jackie Walker & Tom Morris.

We would also like to thank Woodbridge Rugby Club for their ongoing assistance in providing our rehearsal space.

The 2023-2024 year was another successful year. Although we had a net gain of players, we need to fill key positions in the cornet section and in percussion. This will likely to be our biggest challenge over the coming year. We have already completed most of the events for Summer 2024, and we already have bookings for 2025 - most of these comprise repeat bookings for annual events.

We initially thought that the beginning of the year would be very challenging given that our long-standing Musical Director had recently decided to retire from the Band. However, Tom Morris and Jackie Walker each agreed to become co-MD whilst the Band searched for a permanent replacement. Several auditions were held, but it was very clear that our temporary MDs out shone all the other candidates, and the Band agreed that Tom and Jackie should continue permanently in the shared role. Both relished the challenge and with new leadership came new ideas, and the Band strengthened in both sound and numbers. Since last year's Annual Report was published we have gained new 8 players. Over the year there is always a natural churn of players, and after the Contest in March 2024, 4 players left the Band, due to work commitments or moving away. We have regular guest players to help us out to cover holidays etc when we do not have a full Band. Similar help is reciprocated back as required.

At the time of writing this Report, we look forward to our Christmas season, and performing various concerts and of course playing carols in and around Woodbridge. Seeing members of the public purposefully stop and listen to our music, with a huge smile on their faces, shows that we have made a positive difference.

Contributing to Activities Run by Other Organisations

The Band attend local events, such as fetes, many of these are annual events.

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. This year we also celebrated Armed Forces' Day by performing a concert in Framlingham on the Market Hill.

We held a Disney-themed concert to support East Anglian Children's Hospice, in Ipswich. Whereas most of our concerts have free admission, this concert was a ticketed fundraising event for the East Anglian Children's Hospice. The venue was chosen as it is just across the road from the Hospice. The Church was full and we were delighted to see some of the Hospice patients who had been brought along and were clearly enjoying the music. We raised £567.91 for EACH.

We made collections during our Christmas carolling sessions in and around Woodbridge - £256.36 was donated to St Elizabeth Hospice in Ipswich.

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 profit 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 £707, including workshops. Performing Rights are also repeat annual payments. The Band pays for courses to ensure we maintain up to date Safeguarding practices. This year, the Band purchased a second-hand trombone costing £1,600 as the previous one was beyond repair.

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 £223.91 for the year ending 29th February 2024. The accounts were examined and certified by a qualified auditor.

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 several 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: 17th December 2024

6 Statement of Financial Activity

6.1 Income & Expense Account for the year ending 29th February 2024

	29th Feb 2024	28th Feb 2023
INCOME		
Carols	1731.30	2217.69
Concerts	1186.99	335.82
Disney Concert	639.73	
Customer Contracts	1400.00	1850.00
Instrument Sale		230.00
Raffle/Sweep Stake	102.00	187.00
Regular Donations	2810.00	2470.00
Donations	804.72	501.00
Gift Aid HMRC Refund	1018.27	501.17
Savings a/c Interest		
Instrument Deposits received		
Total Income	9693.01	8292.68
EXPENSES		
Audit Fees	30.00	30.00
Band Master Fees	1210.00	2215.00
Card Reader Charges	0.02	0.39
Contest Expenses	707.00	210.00
Concert Expenses	444.47	16.23
Guest Player Expenses	60.00	20.00
Hall Rental	1587.00	1707.50
Instrument Insurance	767.52	699.15
Instrument Repairs	55.00	88.95
Instrument Purchase	1600.00	
Music/music bags/mutes/bell covers	931.41	201.54
Performing Rights	179.81	
SAFE Child Protection	50.00	50.00
Storage Fees	324.00	225.00
Subscriptions BBE/Safe/Zoom	255.91	283.73
Stationery & Miscellaneous	334.69	95.11
Web Hosting	108.00	108.00
Total Expenses	8644.83	5950.60
Application of Funds		
Donation to St Elizabeth Hospice	256.36	353.54
East Anglia's Children's Hospice Donation from Disney Concert	567.91	
Total Surplus/Deficit	£223.91	£1,988.54

Bank & Cash Balances

Current Account	6179.67	5957.58
Deposit Account		0
Cash in hand	67.28	65.46
Instrument Deposits Held	885.00	885.00
Surplus for 2023/2024		223.91
	£7,131.95	£7,131.95

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: 17th December 2024