



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
08/12/2023

To

Period end date  
31/03/2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
	2,000	-	-	2,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	2,000	-	-	2,000	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	2,000	-	-	2,000	-
<b>A3 Payments</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-
<b>Net of receipts/(payments)</b>	2,000	-	-	2,000	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	2,000	-	-	2,000	-



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### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Nat West Charity Line Account	2,000		
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>2,000</b>		
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Nil	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Nil		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Nil		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Nil		-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>M R Groves-Williams</i>	Martyn Robert Groves-Williams	09/05/2025	

## **Independent examiner's report to the trustees of the City of York Brass Bands CIO**

I report to the trustees on my examination of the accounts of the City of York Brass Bands CIO (the CIO) for the period ended 31 March 2025.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Trevor Billard ACA

9 May 2025

# **City of York Brass Bands CIO**

## **Trustees Annual Report 2025**

The City of York Brass Bands CIO was established on the 8th December 2023 with the founding Trustees being Clive Marshall, Les Johnson, Vince Mitchell and Martyn Groves-Williams. Sadly Clive passed away on the 11th March 2025 and we pay tribute to his work as a Trustee and Chairperson and his memory will live on in the new charity through our music making when this begins.

The constitution of the charity requires that the first AGM should take place within 18 months of its founding date. Whilst this report is titled as the Annual Report it is in fact for the period 8th December 2023 to date. It will summarise the work of the Trustees in that period and highlight any key issues going forward.

When the charity was established it was anticipated that matters relating to the provision of a new bandroom and the transfer of the assets of the current York Railway Institute Band Section to the new charity would be completed within the timeframe of 12 months or so. Unfortunately this has not been the case and whilst progress has been made it is looking likely that the new bandroom and the transfer of assets may not take place until early Summer 2026. The Trustees will update members on the latest status of the new bandroom project at the AGM.

Despite there being no music making activities since the inception of the charity the Trustees have met on 10 occasions to undertake preparatory work to develop and agree necessary administrative processes and policies. These will be required for the charity to exercise good governance and comply with any legal requirements when it becomes fully operational.

The following processes and policies have been agreed by the Trustees thus far -

1. Membership Application Process
2. Members Code of Conduct
3. Subscription Fee Payments Process
4. Disciplinary & Appeals Process for Members
5. Equality, Diversity & Inclusion Policy
6. Process for Selection and Appointment of Co-opted Trustees
7. Financial Policy & Regulations
8. Health & Safety Policy

- 9. Data Protection Policy
- 10. Loan of Instruments Policy
- 11. Tuition Policy

In due course all policies and administrative policies will be accessible to members on the charity's website. In the meantime if any member would like to receive a copy of any policy or process listed please email [martynwilliams1964@gmail.com](mailto:martynwilliams1964@gmail.com) and it will be sent to you.

The Trustees agreed to open a community bank account in the name of City of York Brass Bands CIO at Nat West and this is the account through which all financial transactions of the charity's bands will be transacted when they become operational.

The Trustees set up a Website Project Team to start work on ideas development for the charity's new website. Work on this project has been paused by the Trustees for now and will resume as soon as there is more certainty on the new bandroom project and an actual timescale for the charity to become fully operational with musical activities.

It is a requirement of the constitution that the founding Trustees retire at the date of the first AGM. The current Trustees considered whether it was in the charity's best interest to elect up to 12 new Trustees at this time as the constitution allows but concluded that because the charity was not yet fully operational there would be an election for 4 Trustees only.

Following a notice of elections communication to members there were 4 self nominations namely Les Johnson, Vince Mitchell, James Lolley and Martyn Groves-Williams and they were duly elected to serve from the date of the AGM on the 18th May. The Trustees will have a further election for the remaining 8 vacancy Trustee positions when the charity becomes fully operational which can be a date earlier than the AGM in 2026 unless the effective operational date is less than 4 months before the date of the next AGM.

The key issues and areas of work for the Trustees for the coming twelve months will be -

1. Network Rail securing the funding required for the new band room project to proceed.
2. The agreement of lease terms with Network Rail for the new bandroom which are financially sustainable for the charity.
3. The smooth and complete legal transfer of assets from York Railway Institute to the charity.
4. Completion and Trustee agreement to other policies and processes required by the charity to function efficiently and safely.
5. The development of a fundraising and income generation strategy for the charity.

6. The development of a website and other communication channels for the charity and its constituent bands.
7. The development of a publicity and promotional 'launch plan' for the charity
8. Developing an operational plan and strategy to make the most efficient use of the space provided by the new bandroom.

The charity is grateful for ongoing financial support of Rowley & Sons Family Funeral Services for donations made to the charity since its inception.

**The Board of Trustees**  
**City of York Brass Bands CIO**

May 2025