



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> April 2020** To **31<sup>st</sup> March 2021**

Charity name: **Menai Bridge Band Porthaethwy**

Charity registration number: **507457**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To promote the education of the public in appreciation and understanding of music. Co-operate with the local authorities, educational institutions and cultural societies relating to study, practice and presentation of music. Offer musical training to people of all ages. Perform music in various functions and charities as a service to the public.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The Charity has continued wherever possible, and subject to the restrictions of both national and local government as a result of the Covid-19 pandemic, to promote its purpose as listed above.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees confirm that they have had due regard to the guidance issued by The Charity Commission on public benefit and continue to follow this in planning and undertaking the bands activities.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not applicable</b>
		<b>Not applicable</b>

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>During the period covered by this report volunteers have been contributing to online recordings of music. They have also been carrying out necessary maintenance and improvement works to the Bandroom infrastructure to facilitate a safe return to rehearsals when pandemic regulations allow. There have been no public performances during this period.</b>
Other		<b>Not applicable</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Both the Senior and Training Bands of which this Charity is formed have continued to make music in the form of video recordings by individual members, which have then been combined together by those with the necessary skills and submitted to online contests or used for Charity-specific events such as the Bands' Online Solos Night.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>The main objectives during the Covid-19 pandemic have been to ensure that the Bands have continued to function, albeit online only, and to ensure that the Bandroom is a safe environment in which to rehearse, once restrictions allow. These objectives have been met with the</b>
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		<b>support of the volunteers and the receipt of grants for improvements to the Bandroom infrastructure (e.g., ventilation system, screens, air purifiers etc.).</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>No fundraising activities have taken place during the period due to Covid-19 restrictions, other than the completion of grant applications.</b>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		<b>Not applicable</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charities financial position as at 31/03/2021 is sound. The Charity has benefitted from several Covid-19 related grants during the period.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The policy of the Trustees is to maintain a reserve of no less than £3000 which is considered a sum sufficient to cover the basic costs of running the charity in the absence of any income.</b>
Amount of reserves held	Para 1.22	<b>No less than £3000</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The Charity's main source of income during the period covered by this report has been from Covid-19 related grants, with smaller amounts from member subscriptions and its 'Friends' scheme.</b>
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Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>None currently other than the ongoing Covid-19 pandemic.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>Constitution as adopted on 20 March 1978 and amended 22 January 1996 and 13 April 2000</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees are elected by the members at the annual meeting or co-opted by the Trustees during the year.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charity is run by a committee of members, which includes two of its Trustees.</b>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	<b>Menai Bridge Band Porthaethwy</b>
Other name the charity uses	
Registered charity number	<b>507457</b>

Charity's principal address	<b>Secretary</b> <b>Menai Bridge Band Porthaethwy</b> <b>13 Tan y Graig</b> <b>Bangor</b> <b>LL57 4SD</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brian Mottershead	Chair	12/09/2020 to date	Charity members
2	Ian Ellis	Inventory Officer		Charity members
3	Richard Gwynedd Roberts			Charity members
4	Glyn Jones			Charity members
5	Sheila Adrienne Owen	Secretary		Charity members
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### Corporate trustees - names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<b>Not applicable</b>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<b>Not applicable</b>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<b>Not applicable</b>

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**

(Original signed)

(Original signed)

**Full name(s)**

Brian Mottershead

Sheila Adrienne Owen

**Position (eg  
Secretary, Chair, etc)**

Chair

Secretary

**Date**

11<sup>th</sup> January 2022



# MENAI BRIDGE BAND PORTHAETHWY

## Receipts and Payments Account Year ended 31 March 2021

	Restricted Funds £	Unrestricted Funds £	£	2020 Unrestricted Funds
<b>RECEIPTS</b>				
Covid19-related Grants	11,125	21,000		-
Grants and Donations	385	163		603
Friends of the Band		615		675
HMRC - Gift Aid Tax Repayment		308		657
Membership Subscriptions		1,215		1,375
Engagements and Functions		50		1,823
Christmas Collections		-		1,335
Concerts/Fund Raising/Social Events		432		1,247
Competition Prizes		-		545
Hire of Bandroom		-		100
Band Sales		-		414
Bank Interest		3		7
	<u>11,510</u>	<u>23,786</u>		<u>8,781</u>
<b>Less PAYMENTS</b>				
Covid19 Capital Funding expenditure	8,890			
Band Room				
Insurance		399		399
Electricity		514		573
Water Rates		114		112
General Repairs and Maintenance	385	<u>1,852</u>		<u>779</u>
		2,879		1,863
Insurance - Instruments etc/Public Liability		1,004		1,004
Bandsmens' Expenses		80		1,375
Memberships/Registrations		128		154
Music Scores		-		699
Instrument Purchase		-		149
Instruments Repair		160		85
Contest Expenses		155		801
Accompanists/Guest Conductors		-		40
Items for Resale		-		358
Administration & Sundry		<u>288</u>		<u>218</u>
	<u>9,275</u>	<u>4,694</u>		<u>6,746</u>
Excess Receipts/Payments(-) for the year	2,235	<u>19,092</u>		<u>2,035</u>
Balances at Bank 31 March 2020 brought forward	-	20,403		18,368
<b>Balances at Bank 31 March 2021</b>	<u><b>2,235</b></u>	<u><b>£ 39,495</b></u>		<u><b>£ 20,403</b></u>

Jean Mottershead *Treasurer*

### Examination Report

I have reviewed the accounting records kept by the Menai Bridge Porthaethwy Band and compared the above Receipts and Payments Account for the year ended 31 March 2021 to those records. From my examination I am satisfied that the accounting requirements of the Charities Act 2011 have been met and no matter has come to my attention for report in order to enable the proper understanding of the Account.

Alan Williams  
BANGOR 1 October 2021

## MENAI BRIDGE BAND ACCOUNTS

Year ended 31 March 2021

- a Monies received for specific purposes are classed as “Restricted” hence the new column in the account
- b The transfer of £10,000 to Reserve is not shown in the Receipts and Payments account as a payment or receipt but is reflected in the total bank balances ie

Reserve Account	= 13,278.52 per Bank Statement
Current Account	= <u>28,451.90</u> per Bank Statement
Per Receipts & Payments A/c	<u>41,730.42</u> (ie 2,235 + 39,495)

### INCOME

In your Categorised Income cells J5.K21 the items that do not appear directly in the Receipts & Payments Account have been shown as follows

- 1 The refund of £400 Conductor’s Expenses was netted-off against the payments leaving a net charge of £80

- 2 Self Generated Income (see cells J77.K78)

£30 refund on Instrument Repair was netted-off against the payment leaving a charge of £160.

£62.62 received from the insurers was included in Grants & Donations

- 3 Donations & General Grants (see cells J122.K134)

The narrative in cell J130.K130 was changed to IOACC

The contents of the cells J122.K134 were then shown in the Account as

#### Covid19-related Grants

Arts Council	11,125.00 (restricted column)
IOACC	21,000.00 (unrestricted column)

#### Grants and Donations

Ynys Mon	384.99 (restricted column)
J E Singfield	100.00 (unrestricted column)

#### Concerts/Fund Raising/Social Events

Easy Funding	203.43 (unrestricted column)
PayPal	228.92 (unrestricted column)

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## EXPENDITURE

In your Categorised Expenditure cells I5..J75 the items that do not appear directly in the Receipts & Payments Account have been shown as follows

- 1 The insurance premium £1,402.82 has been apportioned between the Band Room (£399) and Instruments/Public Liability (£1,404) based on the previous insurer's charges a while ago. This is done to identify the running costs of the Band Room in the Account bearing in mind this assumption on insurance.
- 2 The Band Room costs (cells I11..J12) "Upgrade" and Arts Council and Ynys Mon amounts have been amended slightly

	"Upgrade"	"Covid19"	Ynys Mon
Your amount (cells i11..j120)	1,396.88	9,725.98	0.00
Air purifier (cell c28)	286.22	(286.22)	
Carpet Cleaner (cell c56)	165.00	(549.99)	384.99
Cleaning materials (cell c75)	<u>3.98</u>	<u>          </u>	<u>          </u>
	<u>1,852.08</u>	<u>8,889.77</u>	<u>384.99</u>
<i>shown in the Account as</i>	<i>1,852</i>	<i>8,890</i>	<i>385</i>
	<i>unrestricted</i>	<i>restricted</i>	<i>restricted</i>

I understand the air purifier was paid for out of the Band's own funds

Moving the carpet cleaner shows the Ynys Mon restricted monies being fully utilised with the shortfall on the cost being borne by the Band

- 3 Bandsmen Expenses £480 reduced by repayments of £400 (see INCOME para 1 above)=£80
- 4 Instrument Repairs £190 reduced by refund of £30 (see INCOME para 2 above) = £160
- 5 Admin and Sundries £292.22 reduced by £3.98 = £288.24 for Cleaning Materials transferred to Band Room costs (see EXPENDITURE para 2 above)

