

# Trustees' Annual Report for the period

**From** **Period start date** **To** **Period end date**  
 Day1 Month101 Year2010 Day31 Month12 Year2010

## Section A Reference and administration details

**Charity name** MARTLESHAM BRASS

**Other names charity is known by**

**Registered charity number (if any)** 1100922

**Charity's principal address** 3 Park Close, Martlesham Heath, Ipswich,

Suffolk

**Postcode**

IP5 3UJ

### 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	Matthew Aldous	Chair		Martlesham Brass members
2	Louise Boardman	Secretary		Martlesham Brass members
3	Christopher Howard	Treasurer/Social & Funding raising rep		Martlesham Brass members
4	Mary Aldous	Booking/Assistant secretary		Martlesham Brass Members
5	Elizabeth Howard	Publicity secretary		Martlesham Brass members
6	Paul Benyon	Bandleader		Martlesham Brass members
7	Michael Brierley	Bandleader		Martlesham Brass members
8	Adam Cable	Bandleader		Martlesham Brass members
9	Mark Chalklen	Bandleader		Martlesham Brass members
10	Dianne Russ	Bandleader		Martlesham Brass members
11	Geraldine Armes	Player rep		Martlesham Brass members
12	Bryony Hill	Player rep		Martlesham Brass members
13	Rachael George	Player rep	01/01/2019 to 02/10/2019	Martlesham Brass members
14	Tamsin Tate	Player rep	08/03/2019 to date	
15	Judith Shelley	Parent rep		Martlesham Brass members
16	Timandra Howell	Parent rep		Martlesham Brass members
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**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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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Association
Trustee selection methods <i>(eg. appointed or elected by)</i>	Trustees are elected by the members at the annual meeting or co-opted by the Trustees during the year

**Additional governance issues (Optional information)**

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The charity is run by its main committee made up of all the Trustees. The main committee is supported by the social and fundraising committee made up of at least one Trustees and ordinary band members. The social and fundraising committee is elected at the annual meeting. The bandleaders, all of whom bar two, are Trustees of the band organise the four sections of the band being:</p> <p>A: Beginners band          B: Preliminary band          C: Intermediate band          D: Main band</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The charities objects are as set out in its constitution:</p> <ul style="list-style-type: none"> <li>(i) To promote the education and training of people of all ages in the playing of s brass instrument and their appreciation of bras band music.</li> <li>(ii) To continue to promote public appreciation, education and understanding of brass band music and to stimulate interest in the art of brass band playing for the benefit of the public in general.</li> </ul>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Martlesham Brass has continued to promote the education and training of people of all ages and abilities in the playing of brass instruments. Members will be placed in one of the four bands upon joining based on their age and ability and will move on from one band to another as they become more proficient.

The charity trustees confirm that they have had due regard to the guidance issued by The Charity Commission on public benefit, and have followed this in planning and undertaking the bands activities.

The bands continue to hold regular weekly practices throughout the year, with a short summer break, and have performed at several concerts open to the general public. Public events at which one of the bands have played included and three Remembrance Day parades/services.

The charity is run entirely by volunteers who act as the trustees and work tirelessly to promote its aims and objectives. The band leaders, who are members of the main committee and as such trustees, are highly motivated and talented musicians who work hard to pass on their knowledge and experience to band members. They also work to provide an environment which is both enjoyable and instructive in which to learn about and how play a brass instrument and brass band music.

The trustees and other volunteers who share the charities aims and objectives work together to provide administrative and fundraising support to enable the bandleaders to teach, train and encourage all the players.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

During the year the bandleaders together with other members of the main committee completed a full review of the charities policies and procedures relating to safeguarding and first aid provision. As a result of this review a rolling programme of training and accreditation using the procedures and guidance of Brass Band England, who the band became a member of during the year, was implemented to cover all safeguarding issues. In addition suitably First Aid qualified members were identified and appointed to that role within the band

**Summary of the main achievements of the charity during the year**

In May the Preliminary Band gave a free concert performance on a Saturday morning called Tea and Tunes. This gave the members of that band the chance to perform in public both as a band, in small ensembles and solo performances.

In December the more experienced Intermediate Band gave a free Saturday morning concert called Coffee and Carols. This is along the lines of the Tea and Tunes concert.

In February the band held a day time workshop with Katrina Marcella the solo baritone player with Black Dyke Band to which all band members were invited. Katrina shared with members the benefit of her knowledge and expertise as a baritone player. She played with the main band during the evening in a concert open to the public. This was well attended particularly by members of other local brass bands.

The band played further concerts in April, September and December where all the bands perform. Concert ticket prices are set at a level to cover the cost of hiring the concert venue. Additional funds are raised at concerts by the sale of refreshments and a raffle.

Throughout December the bands perform at Christmas concerts for various organisations and also play in public carols to raise funds for three charitable organisations chosen by band members.

In June the main band played at Suffolk Remembers at Felixstowe, took part in July at Ipswich Music Day and Brass on the Grass. In June the intermediate band played at Kirton Church Fete which, because of the weather on the day, was held in the church and village hall.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

The policy of the Trustees is to maintain a reserve of £3000. This is considered by the Trustees to be a sufficient sum to cover the basic costs of running the charity ie: Insurance of assets and their storage and maintenance, in the absence of an income stream.

**Details of any funds materially in deficit**

N/A

**Further financial review details (Optional information)**



You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Matthew Colin Aldous	Christopher Derek Howard
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	4-2-2020	

**Independent examiner's report to the trustees of Martlesham Brass  
On accounts for the year ended 31 December 2019  
Charity no 1100922**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2019.

**Responsibilities and basis of report**

As the charity trustees 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Name: Celia Comber

Address: 7 Quantock Close, Rushmere St Andrew, Ipswich, IP5 1AS

Date: 9 February 2020

**MARTLESHAM BRASS**  
Registered Charity No. 1100922

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2019**

<b>2018</b>	<b>CASH FUNDS</b>	<b>2019</b>
<b>£</b>		<b>£</b>
	Barclays Bank plc	
10345.90	Business Saver Account	9027.26
1195.06	Current Account	244.8
74.57	Cash in Hand	66.37
		<u>£ 9,338.43</u>
<u>£11,615.53</u>		

**ASSETS RETAINED FOR THE CHARITY'S OWN USE**

Instruments		
Additions since 2010		32763.87
Additions in 2019		
Besson Sovereign Euphonium 968-65-808703	1750.00	
Besson BE120 Standard Series Cornet	359.00	
Besson Sovereign Tenor Horn 950-785995	1150.00	
Besson Sovereign BE950-2 Eb Tenor Horn 805333	<u>1619.99</u>	
		4878.99
<b>Total Additions since 2010</b>		<u>£ 37,642.86</u>

The band owns over 100 other instruments purchased before December 2010. The Trustees have valued all of these at approximately £141251.00. For insurance purposes the value of all instruments on an 'old for new' basis is £204670.00. During the year the band donated a number of surplus/redundant instruments to Brass for Africa. Also during the year the band purchased a new trailer for the storage and transportation of instruments, music stands etc. The previous trailer, sold after the purchase of the replacement, was unservicable and not large enough to carry the amount of equipment needed to be stored and transported.

£1,346.50 Uniforms

£1,063.70

This is a stock of new and second-hand uniform held by the band and has been valued at the figure shown above.

Approved by

M ALOON *M ALOON*  
CHAIR

on

3rd March

2020

**MARTLESHAM BRASS**  
Registered Charity No. 1100922

**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2019**

<b>2018</b>	<b><u>RECEIPTS</u></b>	<b>2019</b>
<b>£</b>		<b>£</b>
5560.04	Subscriptions	5903.24
2447.74	Collections - Carolling/Giant Christmas card	2157.99
2660.40	Donations/Grants	325.10
1609.59	Concerts & Raffle/Refreshments	2890.83
1050.00	Engagement Fees	970.00
620.00	49 Club/Bonus Ball	575.00
1307.53	HM Revenue & Customs - Gift Aid Tax Refund	1086.10
229.71	Tea and Tunes	239.50
391.19	Coffee and Carols	331.45
16.64	Bank Interest	16.36
61.94	New Moon - Band Aid Insurance Refund and Instrument Repair Allowance	200.26
240.50	Quiz Night	0.00
25.00	CD Sales	0.00
147.32	Bingo/Beetle Night	0.00
151.72	Village Fete	0.00
0.00	New Trailer Fundraising/Trailer Sale/Donations	2499.25
0.00	Games Night	143.00
<b><u>£ 16,519.32</u></b>		<b><u>£ 17,338.08</u></b>



**MARTLESHAM BRASS**  
Registered Charity No. 1100922

**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2019**

<b>2018</b>	<b><u>PAYMENTS</u></b>	<b>2019</b>
<b>£</b>		<b>£</b>
2553.00	Hire of Rehearsal/Concert Halls	2603.00
1412.48	New Moon - Insurance Premium	1145.92
1384.61	Music	941.14
2200.00	Donations	2460.00
270.73	Purchase of Uniforms	0.00
208.02	Instrument Repairs	326.23
193.86	Equipment	519.42
71.00	Safeguarding/BBE Membership/Subscriptions/Training	528.93
195.61	Performing Rights Society Fees	201.48
1699.75	Storage Charges for Music, Instruments & Trailer	1872.11
210.71	Other Expenses/ Rehearsal Refreshments	140.36
0.00	Postage/Stationery	7.00
67.75	Fund Raising Expenses	89.59
91.29	Instrument Purchases (other than shown elsewhere)	257.45
450.00	Paul Duffy Workshop	0.00
0.00	Credit Card Terminal & Charges	83.56
0.00	New Trailer	2760.00
0.00	Katrina Marzella Workshop	800.00
<b><u>£ 11,008.81</u></b>		<b><u>£ 14,736.19</u></b>
5510.51	SURPLUS	2601.89
4404.74	Purchase of New Instruments	4878.99
1105.77	NET RECEIPTS/PAYMENTS	-2277.10
10509.76	Cash Funds at 1st January 2018/19	11615.53
<b><u>£ 11,615.53</u></b>	Cash funds as at 31st December 2018/19	<b><u>£ 9,338.43</u></b>