



Trustees' Annual Report for the period

From 1st January 2020 to 31st December 2020

Charity name: **Martlesham Brass**

Charity registration number: **1100922**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Martlesham Brass was set up with the aim to promote the education and training of people of all ages in the playing of brass instruments and the appreciation of music arranged for brass instruments.
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	Martlesham Brass has continued wherever possible, subject to the restrictions of both national and local government as a result of the Covid-19 pandemic, to promote its aim. See Achievements and Performance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The charity is run entirely by the trustees and volunteers and has no paid employees. All share the charities aims and objectives. They work together to provide administrative and fundraising support to enable the bandleaders to

		teach, train and encourage all the playing members.
Other		

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	<p>The band commenced the year continuing its weekly rehearsals for all the bands, main, intermediate, preliminary and beginners. At the end of March it ceased its rehearsals as recommended by Brass Bands England ahead of the Covid-19 pandemic national lockdown.</p> <p>At the beginning of January the main band played in a joint concert with Gippeswyk Singers held in Martlesham Heath.</p> <p>The Trustees monitored the government relaxation of the lockdown restrictions in England and following the guidance of Brass Bands England undertook a rigorous review of the bands operation ahead of any return to weekly rehearsals. In line with Brass Bands England guidance risk assessments were produced and followed to reduce the risks posed by Covid-19. Subject to strict adherence to the restrictions and the risk assessments rehearsals restarted on 2nd October for main band and two weeks later for the remaining band, renamed Training band.</p> <p>Rehearsals were suspended following advice from Brass Bands England and remained suspended at the year end.</p> <p>The band is used to playing carols at various supermarket locations and collecting funds to distribute to three charities chosen by the bands. This proved not to be this year.</p> <p>Arrangements were put in place to play carols in two local locations over three Saturdays in December. Risk Assessments were created to minimise the risks to both the players, up to a maximum of six, and the public. This include inspecting the locations for size and suitability.</p> <p>Two charities were chosen by the two operating bands and the funds raised will be distributed equally between them next year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charities financial position as at 31/12/2020 is sound.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	No less than £3000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	Weekly/monthly subscriptions from playing members, profits from public concerts, engagement fees and fundraising events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	None at this time other than the ongoing Covid-19 pandemic.
Other		

Structure, Governance and Management

Description of charity's trusts:		Constitution first adopted on 19th September 2003
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Association
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	Trustees are elected by the members at the annual meeting or co-opted by the Trustees during the year.

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	The charity is run by a committee of members who are the Trustees of the charity. In addition the charity has a fundraising committee, one of the Trustees is a member of that committee.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Martlesham Brass
Other name the charity uses	
Registered charity number	1100922
Charity's principal address	3 Park Close, Martlesham Heath, Ipswich, Suffolk 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 & Fundraising 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	1/1/2020 to 29/9/2020	Martlesham Brass members
8	Adam Cable	Bandleader		Martlesham Brass members
9	Mark Chalklen	Bandleader		Martlesham Brass members
10	Dianne Russ	Bandleader	1/1/2020 to 29/9/2020	Martlesham Brass members
11	Geraldine Armes	Player rep		Martlesham Brass members
12	Bryony Hill	Player rep		Martlesham Brass members
13	Tamsin Tate	Player rep		Martlesham Brass members
14	Judith Shelley	Parent rep		Martlesham Brass members
15	Timandra Howell	Parent rep		Martlesham Brass members
16	Melissa Hawkins	Bandleader	6/10/2020 to 31/12/2020	Co-opted by Trustees
17	Suzanne Lovie	Bandleader	6/10/2020 to 31/12/2020	Co-opted by Trustees
18				
19				
20				

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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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)	M C Aldous	C D Howard
Full name(s)	Matthew Colin Aldous	Christopher Derek Howard
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	12 th February 2021	

MARTLESHAM BRASS
Registered Charity No. 1100922

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2020

2019	<u>CASH FUNDS</u>	2020
£		£
	Barclays Bank plc	
9027.26	Business Saver Account	10259.13
244.80	Current Account	289.59
66.37	Cash in Hand	34.92
<u>£ 9,338.43</u>		<u>£10,583.64</u>

ASSETS RETAINED FOR THE CHARITY'S OWN USE

Instruments	
Additions since 2010	37642.86
No additions in 2020	

Total Additions since 2010 **£ 37,642.86**

The band owns over 100 other instruments purchased before December 2010.

The Trustees have valued all of these at approximately £139,751

For insurance purposes the value of all instruments on an 'old for new' basis is £191470.

The activities of the band during the year have been severely curtailed by the restrictions introduced by the government as a result of the Covid-19 pandemic.

£1,063.70 Uniforms

£1,042.60

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
Matthew Aldous

on 5th April 2021

MARTLESHAM BRASS
Registered Charity No. 1100922

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

2019	<u>RECEIPTS</u>	2020
£		£
5903.24	Subscriptions	5633.64
2157.99	Carolling Collections/Donations/Christmas Card/ Hamper Raffle	847.28
325.10	Donations	472.00
0.00	Grant from Martlesham Parish Council	500.00
2890.83	Concerts & Raffle/Refreshments	0.00
970.00	Engagement Fees	354.00
575.00	49 Club/Bonus Ball	365.00
1086.10	HM Revenue & Customs - Gift Aid Tax Refund	1157.37
239.50	Tea and Tunes	0.00
331.45	Coffee and Carols	0.00
16.36	Bank Interest	6.87
200.26	New Moon - Band Aid Insurance Refund and Instrument Repair Allowance	50.71
2499.25	New Trailer Fundraising/Trailer Sale/Donations	0.00
143.00	Games Night	0.00
0.00	Collections for Specific Gifts/Purposes	415.00
0.00	Quiz Nights	869.00
0.00	Online Bingo	120.00
<u>£ 17,338.08</u>		<u>£ 10,790.87</u>

MARTLESHAM BRASS
Registered Charity No. 1100922

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

2019 £	<u>PAYMENTS</u>	2020 £
2603.00	Hire of Rehearsal/Concert Halls	755.00
1145.92	New Moon - Insurance Premium	1135.92
941.14	Music	1106.15
2460.00	Donations	2250.00
326.23	Instrument Repairs	32.90
519.42	Equipment (Excluding for Covid-19)	477.49
528.93	Safeguarding/BBE Membership/Subscriptions/ Training/Zoom Subscription	394.94
201.48	Performing Rights Society Fees	0.00
1872.11	Storage Charges for Music, Instruments & Trailer	1892.11
140.36	Other Expenses/ Rehearsal Refreshments/Sundries	20.00
7.00	Postage/Stationery	0.00
89.59	Fund Raising Expenses/PayPal Charges	509.42
257.45	Instrument Purchases	0.00
83.56	Credit Card Terminal & Charges	1.18
2760.00	New Trailer	0.00
800.00	Katrina Marzella Workshop	0.00
0.00	Covid-19 Equipment - Hand Sanitizer etc.	416.06
0.00	Brett Baker Online Workshop	40.00
0.00	Gifts	514.49
<u>£ 14,736.19</u>		<u>£ 9,545.66</u>
2601.89	SURPLUS	1245.21
4878.99	Purchase of New Instruments	0.00
<u>-2277.10</u>	NET RECEIPTS/PAYMENTS	<u>1245.21</u>
11615.53	Cash Funds at 1st January 2019/20	9338.43
<u>£ 9,338.43</u>	Cash funds as at 31st December 2019/20	<u>£ 10,583.64</u>