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**Trustees’ Annual Report for the period**

**From 1st January 2024 To 31st December 2024**

**Charity name: Martlesham Brass**

**Charity registration number:1100922**

**Objectives and Activities**

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| --- | --- | --- |
|  | SORP reference |  |
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | **Martlesham Brass was set up in 1996 with the aim of promoting the training and education of people of all ages in the playing of brass instruments and the appreciation of music both composed for and or arranged for brass instruments.**  **It became a charity in 2003.** |
| 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 continues to promote its aims with regular public concerts, engagements and weekly rehearsals of all band sections.** |
| 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 due regard to the guidance on public benefit issued by The Charity Commission.** |

**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 |  |
| Other |  |  |

**Achievements and Performance**

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| --- | --- | --- |
|  | 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 | |  | | --- | | **The band operates four sections, main, intermediate, preliminary and beginners.**  **A plan to recruit members into the beginners band was implemented during the year to bring new members in to both the beginners and preliminary bands.**  **As members grow in ability and knowledge they move up into the next band.**  **The band held a number of public concerts throughout the year.**  **Individual bands performed at Martlesham Village Fete, Brass on the Grass in Christchurch Park, Ipswich, Suffolk Remembers in Felixstowe, part of Suffolk Day and jointly with Suffolk Singers.**  **The Preliminary band took part in the Celebration of Youth Music at Snape Maltings.**  **It also provided a band for the Remembrance parade in Woodbridge and a small group for the Act of Remembrance at St Marys Church, Martlesham.**  **In December band members play carols in various locations including in The Square, Martlesham Heath collecting funds to be divided between three charities nominated by band members.**  **Also in December the main band played at the Woodbridge Deben Rotary Club Christmas Concert.** | |

**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**

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| Review of the charity’s financial position at the end of the period | Para 1.21 | **The financial position of the charity as at 31/12/2024 remains sound.** |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | **The Trustees consider that the sum of £3000 to be sufficient to cover the basic costs of running the charity in the absence of any regular sources of income.** |
| Amount of reserves held | Para 1.22 | **Not 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 | **Subscriptions paid by playing members weekly/monthly/annually. Regular donations from former members. Gift Aid tax claims made twice a year in respect of subscriptions and donations.**  **Other income from public concerts, engagement fees and fund raising 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 | **N/A** |
| Other |  |  |

**Structure, Governance and Management**

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| --- | --- | --- |
| Description of charity’s trusts: |  | **Constitution first adopted on 19th September 2003 and as subsequently amended. The constitution is reviewed annually by the trustees alongside the various operating policies.** |
| 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 | **The Trustees are elected by the charity membership at the annual general meeting or co-opted by the Trustees as required 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 |  |
| Relationship with any related parties | Para 1.51 |  |
| Other |  |  |

**Reference and Administrative details**

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| --- | --- |
| Charity name | Martlesham Brass |
| Other name the charity uses |  |
| Registered charity number | 1100922 |
| Charity’s principal address | 3 Park Close, Martlesham Heath, Ipswich IP5 3UJ |
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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 | Elizabeth Benyon | Secretary & Membership Secretary | |  | Martlesham Brass Members | |
| 3 | Louise Boardman | Secretary | 1/1/2024 to 8/1/2024 | | Martlesham Brass members | |
| 4 | Mary Aldous | Booking Secretary & Assistant Secretary |  | | Martlesham Brass Members | |
| 5 | Elizabeth Howard | Publicity Secretary |  | | Martlesham Brass Members | |
| 6 | Christopher Howard | Treasurer & Social/Fundraising rep |  | | Martlesham Brass members | |
| 7 | Paul Benyon | Band Leader |  | | Martlesham Brass members | |
| 8 | Adam Cable | Band Leader |  | | Martlesham Brass members | |
| 9 | Mark Chalklen | Band leader |  | | Martlesham Brass members | |
| 10 | Suzanne Lovie | Band leader |  | | Martlesham Brass members | |
| 11 | Melissa Hawkins | Band leader |  | | Martlesham Brass members | |
| 12 | Tamsin Tate | Band leader |  | | Martlesham Brass members | |
| 13 | Geraldine Armes | Player rep |  | | Martlesham Brass members | |
| 14 | Sean Marner | Player rep |  | | Martlesham Brass members | |
| 15 | Emma Benyon | Parent rep |  | | Martlesham Brass members | |
| 16 | Elizabeth Jones | Player rep | 8/3/2024 to 31/12/2024 | | Martlesham Brass members | |
| 17 |  |  |  | |  | |
| 18 |  |  |  | |  | |
| 19 |  |  |  | |  | |
| 20 |  |  |  | |  | |

Corporate trustees – names of the directors at the date the report was approved

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| **Director name** |  |  |
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Name of trustees holding title to property belonging to the charity

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| **Trustee name** | **Dates acted if not for whole year** |  |
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**Funds held as custodian trustees on behalf of others**

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| Description of the assets held in this capacity | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity’s own assets |  |

**Additional information (optional)**

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| --- | --- | --- | --- | --- |
| **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**

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| **The trustees declare that they have approved the trustees’ report above.**  **Signedon 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** | | 10th January 2025 | |  | | | | |