



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day1	Month01	Year2018		Day31	Month12	Year2018

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	Mary Aldous	Booking secretary Assistant secretary		Martlesham Brass Members
2	Matthew Aldous	Chair		Martlesham Brass members
3	Christopher Howard	Treasurer/ Fund raising rep	Fund raising 09/03/2018 to date	Martlesham Brass members
4	Jean Freeman	Secretary/Parent rep	01/01/2018 to 09/03/2018	Martlesham Brass Members
5	Louise Boardman	Secretary	09/03/2018 to date	Martlesham Brass members
6	Sean Marnier	Fund raising rep	01/01/2018 to 09/03/2018	Martlesham Brass members
7	Elizabeth Howard	Publicity		Martlesham Brass members
8	Paul Benyon	Bandleader		Martlesham Brass members
9	Michael Brierley	Bandleader		Martlesham Brass members
10	Adam Cable	Bandleader		Martlesham Brass members
11	Mark Chalklen	Bandleader		Martlesham Brass members
12	Dianne Russ	Bandleader		Martlesham Brass members
13	Judith Shelley	Parent rep		Martlesham Brass members
14	Geraldine Armes	Player rep		Martlesham Brass members
15	Bryony Hill	Player rep		Martlesham Brass members
16	Rachael George	Player rep	09/03/2018 to date	Martlesham Brass members
17	Timandra Howell	Parent rep	09/03/2018 to date	Martlesham Brass members
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)

--

Section B Structure, governance and management

Description of the charity's trusts

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

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>The band is run by its main committee, made up of all the Trustees, supported by the social and fundraising committee made up of some of the Trustees and ordinary band members. Both committees are elected by the members at the Annual General Meeting held in March each year. The band operates four bands within the charity being</p> <ol style="list-style-type: none"> Beginners band Preliminary band Intermediate band Main band

Summary of the objects of the charity set out in its governing document

The charities objects are as set out in its constitution:

- (i) To promote the education and training of people of all ages, in the playing of a brass instrument and their appreciation of brass band music.
- (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.
 - in Martlesham and Kesgrave areas, and
 - in localities and to audiences where access to brass band music would normally be precluded

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 include a St Georges Day parade and two Remembrance Day parades.

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 a small group of the Trustees reviewed the effect of the introduction of GDPR and its effect on the bands record keeping. As a result of of this review record keeping was revised to provide a greater level of security for the information held. All information about members was updated and permission to retain the information required to run the charity was obtained from all members

The Trustees also considered the safeguarding policy and as a result appointed a member of the band, not a current trustee, as safegusrding officer.

Section D

Achievements and performance

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 the spring the band held a day time workshop with performer Paul Duffy to which all band members were invited. Paul gave members the benefit of his knowledge and expertise as a cornet player. He held a one to one short workshop with the bands solo cornet players and during the evening he performed with all the bands in a concert open to the public.

Concerts

The band played two further concerts in 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.

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 amount 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

Signature(s)		
Full name(s)	Matthew Colin Aldous	Christopher Derek Howard
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		