



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	03	March	2020		02	March	2021

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Band & Community Hall,	
Avon Road, Blaenavon, Torfaen	
(For postal address please see Panel F below)	
<b>Postcode</b>	<b>NP4 9AT</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	Lynn Davies	Chair		
2	Angela Langley	Treasurer		
3	Paul Miles	Secretary		
4	Jane Davies	Librarian		
5	Joanne Knight			
6	Kale Church			
7	Alan Styles			
8	Alisa Rogers			
9				
10				
11				
12				
13				
14				
15				
16				
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
Lynn Davies	
Alan Styles	
Paul Miles	

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

Type of adviser	Name	Address
<b>Independent examiner of financial records</b>	Torfaen Voluntary Alliance	Portland Buildings, Commercial Street, Pontypool, Torfaen, NP4 6JS

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

Not applicable

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted, 19 <sup>th</sup> September, 1991, amended on 3 <sup>rd</sup> December, 1992 and 28 <sup>th</sup> March, 2011
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Annually at the Annual General Meeting

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> 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>Trustees are appointed at the Annual General Meeting or if there are vacancies during the year by the Management Committee. The Trustees come from playing and non-playing members of the Band.</p> <p>All new Trustees are providing with the Charity Commission Guidance: <i>'The essential trustee: what you need to know, what you need to do (CC3)'</i></p> <p>The Management structure of the Band is as follows:</p> <ol style="list-style-type: none"> <li>1. Chair</li> <li>2. Vice Chair</li> <li>3. Secretary</li> <li>4. Treasurer</li> <li>5. Librarian</li> <li>6. Six Committee Members</li> <li>7. Musical Director, responsible for the musical affairs and development of the Band</li> <li>8. Youth Band Tutor, responsible for the development of the learner members.</li> <li>9. A President and Vice-Presidents may be appointed by the Band in Annual General Meeting</li> </ol> <p>As a result of the worldwide Covid-19 pandemic Band activities were suspended on Monday 16<sup>th</sup> March, 2020.</p> <p>The Annual General Meeting of the Band scheduled for March 19<sup>th</sup> 2020 was cancelled and will be re-arranged when circumstances surrounding the pandemic allow.</p>
--	---

The Band's Management Committee has continued to meet through the year via the online Zoom platform to manage the Band and the challenges of the Covid-19 pandemic.

The Trustees consider the main risk to deliver the organisations objectives over the period have been the Covid-19 pandemic and in particular the health and safety issues of reintroducing Band activities safely and in line with relevant guidance.

The post pandemic situation is a risk to the organisations future as inevitably players and members will have moved on, the pre-pandemic recruitment drive of the Band was curtailed and when normal activities resume, the situation with players will be assessed and plans prepared to respond to the situation.

Other risks are falling numbers of young people interested in playing a brass instrument, music tuition not being funded by Local Authorities in all schools, reduction in activities by the County Music Service and diminishing activities.

These risk factors are taken into account by the Trustees in planning the day today activities of the Band.

Fully operable safeguarding and equal opportunity policies and robust building management and statutory testing procedures are in place.

The Band was able to access the Government led Covid-19 related support packages which helped secure its situation financially when limited or no income was being received. This helped regular expenditure such as building related costs being met when limited or no income was being received.

## Section C

## Objectives and activities

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

The objects of the Band are to educate the public in the art of Brass Band playing, to further the development of public appreciation and taste in the said art by the presentation of concerts and similar activities and, subject to the agreement of the Committee of Management, to assist other charitable institutions.

**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)**

This Trustee's Annual Report covers one of the most challenging periods in the Bands history as it managed operations in the Covid-19 Pandemic.

In March 2020, all in person Band activities were suspended whilst the UK entered protective lockdown.

In these challenging circumstances the Trustees have had regard to the duty on public benefit of the organisation over the year but this has been limited due to the limit on in person activities.

Charity Trustees met regularly through the Zoom platform to manage the Band and it's response to the pandemic.

Regular Zoom events such as quizzes and music competitions were arranged to ensure Band members kept in contact with each other.

The Youth Tutor moved tuition to the Zoom platform so that leaner members could continue with their tuition and playing.

Updates were regularly provided to all Members through the Bands social media platforms.

Outdoor rehearsals were reintroduced in September 2020 In line with Government guidance and health recommendations, these carried on while the weather was favourable until the Covid-19 circuit breakers and lockdowns of the autumn and winter were introduced.

On line activities are continuing with the hope that in person Band activities can be re-introduced when Covid-19 restrictions ease, with Trustees preparing Covid-19 Risk Assessments to deal with this.

The Band's Secretary took the role of the person responsible for Covid-19 planning.

The year has also been one of investment in the Band's equipment and premises, grant aid has been secured to complete a programme of refurbishment of instruments, to replace emergency and general lighting with energy efficient lighting and deal with issues raised through regular risk assessments.

All work at the Band's premises has been carried out in a Covid-19 secure manner.

**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.

The Band is supported by many volunteers who help run and support the organisation and their contribution is essential to its future.

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

During the 2020-2021 year the main achievements have been managing the constantly changing Covid-19 situation, moving to digital channels to continue with Band activities, ensuring the financial sustainability of the Organisation, reintroducing in person outdoor Band activities in a Covid-19 secure way and planning for an uncertain future post the pandemic.

Other achievements have been the investment in refurbishing instruments and premises.

## Section E Financial review

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

The Band has been fortunate to secure Covid-19 related financial support from government schemes, this will ensure it's sustainability for a number of years.

The year has been a year of investment in instruments and it's building, all of which have been funded using specific grant assistance.

Within it's general account, sufficient reserves are available to meet future liabilities and eventualities, the financial situation of the Band is managed by the Band's Treasurer and monitored by the Management Committee.

**Details of any funds materially in deficit**

None

### 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.

Normally the Bands' main sources of funding include monies raised at Christmas playing carols at various locations, collecting donations.

Member contributions and fees for engagements also contribute a proportion of the Bands' income.

As mentioned earlier in this report a number of Covid-19 grants have been received to help secure the Bands' future financially.

## Section F Other optional information

The Band's postal address is different to the principal address given above (the Bandhall does not have a means of accepting post)

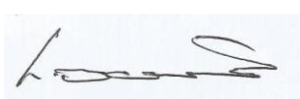

All hard copy mail should be sent to te band Secretary's home address.

4, Greenfield Place,  
Blaenavon,  
Torfaen,  
NP4 9LA

## 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>	Lynn Davies	Paul John Miles

<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary
--	-------	-----------

<b>Date</b>	23 <sup>rd</sup> December, 2021,
-------------	----------------------------------



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Blaenavon Town Band

No (if any)  
1016635

## Receipts and payments accounts



CC16a

For the period from	Period start date 03/03/2020	To	Period end date 02/03/2021
---------------------	---------------------------------	----	-------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants, Grant Aid & Awards	21,267	5,099	-	26,366	6,967
Contributions	659	-	-	659	1,650
HMRC	420	-	-	420	606
Donations	100	-	-	100	435
Miscellaneous Receipts (under £100)	81	-	-	81	2,792
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>22,527</b>	<b>5,099</b>	<b>-</b>	<b>27,626</b>	<b>12,450</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>22,527</b>	<b>5,099</b>	<b>-</b>	<b>27,626</b>	<b>12,450</b>
<b>A3 Payments</b>					
Equipment & Maintenance	-	2,641	-	2,641	4,104
Insurance	1,313	-	-	1,313	1,631
Conductor's Expense	660	-	-	660	2,000
Energy	573	-	-	573	515
Music and Accessories	-	316	-	316	95
Water	75	-	-	75	142
Fund Raising/Social Events	50	-	-	50	-
Miscellaneous Payments (under £50)	118	-	-	118	2,065
	-	-	-	-	-
<b>Sub total</b>	<b>2,789</b>	<b>2,957</b>	<b>-</b>	<b>5,747</b>	<b>10,551</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,789</b>	<b>2,957</b>	<b>-</b>	<b>5,747</b>	<b>10,551</b>
<b>Net of receipts/(payments)</b>	<b>19,738</b>	<b>2,142</b>	<b>-</b>	<b>21,880</b>	<b>1,898</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>19,738</b>	<b>2,142</b>	<b>-</b>	<b>21,880</b>	<b>1,898</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC	28,004	2,142	-
	Cash in hand	14	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,018</b>	<b>2,142</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Property - Avon Road, Blaenavon		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Lynn Davies	21.02.2022	
		Paul Miles	21.02.2022	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Blaenavon Town Band

**On accounts for the year  
ended**

2<sup>nd</sup> March 2021

**Charity no  
(if any)**

1016635

**Set out on pages**

1 and 2 of Form CC16a

Remember to include the page numbers of additional sheets!

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 02/03/2021.

**Responsibilities and  
basis of report**

As the charity's 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 (other than that disclosed below \*) 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 this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

18/02/2022

**Name:**

David Burden

**Relevant professional  
qualification(s) or body  
(if any):**

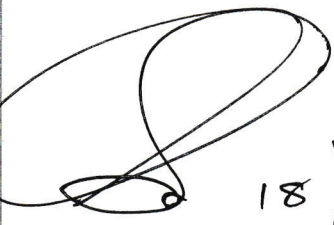
Address: 26 Lodgewood Estate  
New Inn  
Pontypool, NP4 8EQ

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I can confirm that there is nothing extra to report and that I have no significant matters of concern regarding these accounts.



18/2/22