



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day01	Month01	Year2017		Day31	Month12	Year2017

## 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	Treasurer	1/01/2017 to 10/03/2017	Martlesham Brass Members
2	Mary Aldous	Booking Secretary/Assistant secretary	10/03/2017 to date	Martlesham Brass Members
3	Elizabeth Benyon	Booking Secretary	1/01/2017 to 10/03/2017	Martlesham Brass Members
4	Simon Chalklen	Chair	1/01/2017 to 10/03/2017	Martlesham Brass Members
5	Matthew Aldous	Player Rep-Main band	1/01/2017 to 10/03/2017	Martlesham Brass Members
6	Matthew Aldous	Chair	10/03/2017 to date	Martlesham Brass Members
7	Christopher Howard	Treasurer	10/03/2017 to date	Martlesham Brass Members
8	Christopher Beale	Fundraising rep	1/01/2017 to 10/03/2017	Martlesham Brass Members
9	Sean Marner	Fundraising rep	10/03/2017 to date	Martlesham Brass Members
10	Fred Ixer	Bandleader	1/01/2017 to 10/03/2017	Martlesham Brass Members
11	Elizabeth Howard	Publicity Officer		Martlesham Brass Members
12	Paul Benyon	Bandleader		Martlesham Brass Members
13	Michael Brierley	Bandleader		Martlesham Brass Members
14	Adam Cable	Bandleader		Martlesham Brass Members
15	Mark Chalklen	Bandleader		Martlesham Brass Members
16	Dianne Russ	Bandleader		Martlesham Brass Members
17	Jean Freeman	Secretary/Parent rep		Martlesham Brass Members
18	Judith Shelley	Parent rep		Martlesham Brass Members
19	Geraldine Armes	Player rep		Martlesham Brass Members
20	Bryony Hill	Player rep	10/03/2017 to date	Martlesham Brass Members

### Charity trustees who manage the charity continued

Name and office	Dates acted if not for whole year –Who appoints
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Helen Arthur Parent rep	10/03/2017 to date Martlesham Brass Members

**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 (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 or co-opted by the Trustees

**Additional governance issues (Optional information)**

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

- 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.

The band is run by its main committee supported by the social and fundraising committee. Both committees are elected by the members at the Annual General Meeting held in March each year.  
The band operates for bands within the charity being

- Beginners band
- Preliminary band
- Intermediate band
- Main band

**Section C Objectives and activities**

**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 promote public appreciation and understanding of brass band music and to stimulate interest in the art of brass band playing for the benefit of the public generally:
  - in the 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 bands when they join based on their age and ability and will move 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 have continued to hold regular practices throughout the year and have performed at several concerts open to the general public. The bands have played at a number of public events including a St Georges Day parade and a Remembrance Day parade and service followed by a further Remembrance Day service.

### 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 run entirely by volunteers who act as the trustees and work tirelessly to promote the charities aims and objectives. The band leaders are all highly motivated musicians who work hard to pass on their knowledge and experience to band members and to provide an environment which is both enjoyable and instructive in which to learn about and to play 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 train, instruct and encourage all the players of all ages.

## Section D

## Achievements and performance

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

In March the Preliminary Band gave a free concert 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 in solo performance.

In December the more experienced Intermediate Band gave a free Saturday morning concert called Coffee and Carols. This gave the members a chance to play as a band, in ensembles and solo performance.

Both these concerts gave the public a chance to see and hear these bands.

In the spring the band held a day time workshop for all the bands at which the composer/arranger Alan Fernie, who had composed a piece of music for the band, gave members the benefit of his knowledge and experience. In the evening Alan performed with all the bands in a concert open to the public.

Alan Fernie supports Brass in Africa and the band made a donation to that charity from the sale of tickets to the May concert.

The band celebrated its 21<sup>st</sup> anniversary in September with an all band concert followed by a celebration lunch the following day.

Concert tickets are priced to cover the cost of hiring the venue but additional funds are raised by means of the sale of refreshments and a raffle.

Towards the end of the year the bands are very busy playing for Christmas concerts for local organisations and playing to the public at local supermarkets collecting funds for three local charities nominated by band members.

The band provided music for three Remembrance Day services in Woodbridge, Martlesham and Martlesham Heath.

## 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, in the absence of income

### 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>		