

Minutes of the Hampshire County Youth Band Association (HCYBA)
Annual General Meeting (Perins School)
Held on Saturday 5 November 2022 10:15am

1. Present

David Wilds, David Wicks, Marie Wilds, Amanda Spice, Sonia Zakrzewski, Ishbel Sawyer, Sharon Duke, Kathryn Boyles, Donna Matteucci, Brian Stoker, Humphrey Sheppard, Clive Fortune, Andy Smith, Emma Milne, Karen Grevitt

Brian introduced the purpose of the Association.

2. Apologies

Apologies were received from Joanna Douthwaite and Lorna Leather.

3. Minutes of last AGM

Minutes of the AGM held on 13 November 2021 were approved as an accurate record.

4. Matters arising

There are no outstanding actions from the previous AGM and no matters arising.

5. Chairman's annual report

Brian Stoker presented his report (Appendix 1). Brian noted the financial and logistical support provided by the Association, the recovery of the bands following Covid, and also noted his thanks to Lorna Leather who is stepping down from vice chair (although will continue as a co-opted committee member) and Marie Wilds who was shadow chair over the past year. Brian will be stepping down after this AGM.

All those present approved the Chairman's report.

6. Treasurer's report

Kathryn Boyles presented her report (Appendix 2). Kathryn highlighted that total funds increased by almost £3,000 over the past year; however, large expected expenditure is expected this coming year including the 60th anniversary concerts and the anniversary tour. The Endangered Species programme is also subsidised by the Association.

Questions were raised by those present:

- a. How much loss of revenue was there from not being able to sell bacon baps? [outstanding]
- b. Should band members be asked what they may like as fundraising activities? [action]
- c. Should the suggested donation of £50 be pushed out to parents again? Ideas raised include timing in future years (after Fairthorne) and sent as a standalone email. Marie confirmed that the Association has received a list of parent contacts (those who agreed to share their information) from HMS earlier this week and the Association can now use it to make donation / gift aid requests, as well as more targeted requests for help at events. [action]
- d. What is the difference between HMS and the Association? This was explained, and a webpage will be set up explaining the Association's finances. [action]

The Treasurer's report was unanimously approved.

7. Election of committee members

Marie explained the roles and non-role specific committee positions. The results are as follows:

- Chair: Marie Wilds – proposer Ishbel Sawyer, seconder Sonia Zakrzewski, all agreed
- Treasurer: Kathryn Boyles – proposer David Wicks, seconder Sonia Zakrzewski, all agreed
- Secretary: Donna Matteucci – proposer Ishbel Sawyer, seconder Kathryn Boyles, all agreed
- Uniform: David Wicks – proposer Dave Wilds, seconder Ishbel Sawyer, all agreed
- Fundraising: no candidate
- Merchandise: Ishbel Sawyer – proposer Kathryn Boyles, seconder Donna Matteucci, all agreed
- Non-role specific committee members: Dave Wilds, Andy Smith; all agreed

8. Musical director's report

Jon Cranston joined the meeting at 11:15am and presented his report (Appendix 3).

Jon proposed that the Association consider an annual commission of a “composer in residence” which may be attractive to final year university composition students with strong links to HCYB.
[action: further discussions]

Jon answered questions from the floor. He was thanked for his work on bringing the bands to such high standards following lockdown. He presented a gift to Brian and thanked him for chairing the Association for close to a decade. Jon left the meeting after his report.

9. Constitution – proposed amendments

Marie explained the changes (Appendix 4) to the proposed amended Constitution (Appendix 5). All those present agreed to the proposed changes.

10. Any other business

Marie and Dave Wilds were thanked for organising refreshments at the AGM. The use of Facebook and website is encouraged. The meeting was closed at 11:40am.

Hampshire County Youth Band Association
Chairman's Annual Report 2021/2022
Presented at the Annual General Meeting 5 November 2022

I am pleased to report that after a couple of years of disruption caused by Covid and Staff changes to HMS and your Association all is now well. In fact the Association has been able to regroup and reorganise our individual roles to give a clear management structure for the years ahead. The Bands have also grown in numbers and are now reaching their full potential thanks to the work undertaken by Jon Cranston and his team.

The Association has over the last year been able to support the three Bands with financial and logistical support. The team has worked extremely hard this year to understand and define the roles required by our Constitution.

The Association, I should emphasise, is a registered Charity set up by the parents of the Bands to support Hampshire Music Services, particularly with financial support, logistical support and catering support. The Association, in addition, provides at cost uniforms for all three Bands. As a county Hampshire is a leading provider of musical education for children at from primary level to secondary education. Thanks to the inspiration provided by HMS, the County Brass Bands have a reputation for the highest musical ability. The Association is proud to be able to support this endeavour.

Thanks to a healthy bank balance we have been able to meet the many financial requests from Jon Cranston to the tune of around £4200. This contribution has allowed instruments to be repaired, purchase of sheet music, and support for overseas trips and home concerts.

This year the Association has been active at the Easter concert at Thornden in March 2022 and at the Summer concert at St Swithins school in May 2022. The Christmas event at the Buttercross/ Winchester is also a major fundraising exercise. This year we have raised over £6000 which allows us to meet the needs of the three Bands, including Endangered Species, a key component in the Band Structures.

We were able also to give a financial contribution to the successful overseas trip to Austria this year by the County and Training Bands.

Next year 2023 is an important milestone for the Bands as they celebrate 60 years of music making. The Association is working closely with HMS to ensure a successful celebration at the Anvil in April. The event is a key activity for the Association in 2023 as well as all ex-members of the Bands contributing to the festivities.

As Chair, I say goodbye this year and thank all for their support and encouragement over the last few years. It has been a privilege to work with such inspired people.

The Vice Chair and Secretary Lorna Leather is also stepping down. Thank you Lorna for your hard work and contribution to the team.

A big thank you also to Marie Wilds for her contribution this year. Your hard work has given the Association the foundation to move forward with a great team and clear job roles. Thank You.

We continue to seek the support of parents to continue the work so necessary to support our children and their music teachers on their musical journey.

We look forward to an exciting and memorable 2022/2023.

Hampshire County Youth Band Association
Treasurer's Report for the Year Ended 31st August 2022
Presented at the Annual General Meeting 5 November 2022

I took over the role of Treasurer from Lee Farley after the 2021 AGM. With changes to the Band Director and the secretary who had both been in post for a long time it has been a steep learning curve.

I have presented the accounts here for the year 1st September 2021 to 31st August 2022. In an ideal world all income and expenditure would take place within that time period, but in reality that doesn't happen. For example, some voluntary contributions are paid in August ahead of the start of the school year so they will appear in the accounts for the previous year.

Income

The income this year was £8,823 (£295 in 2020/21) with expenditure of £5,911 (£4,136 in 2020/21). This gave a total increase to the funds of almost £3,000.

The biggest individual income came from raffle money at the three concerts – they were popular and raised over £1,200. Refreshments sold via the Tuck Shop and at concerts are another large source of income, bringing in over £950. The gift aid claimed on voluntary contributions brought in £970 and it is an important source of funding. The gift aid form is available via our Facebook page and I'd encourage all parents to fill it in if possible. Online shopping donations via Amazon smile and Easyfundraising brought in over £200.

Expenditure

The expenditure relating to this year was just under £6,000. As mentioned earlier, payments don't always relate to the year in which they took place. The biggest expenditures related to paying for extra staff due to Covid, the contribution to Fairthorne and the regular payments to the Endangered Species programme. The Association also paid the expenses for the pre-tour to Austria. Although uniform also makes up a large amount of expenditure, most of this money is gained back when parents pay for tour hoodies or new uniform.

Reserves

The Association currently have a healthy reserve of £45,767. However, 2023 is a big year for the bands as they celebrate their 60th Anniversary. There will be two concerts taking place at The Anvil in Basingstoke. The band have commissioned Paul Lovatt-Cooper to write a piece of music for them and there will be a concert with Cory band. The Association have agreed to help with the financial side of the celebrations, so the reserves are likely to be used more heavily than in previous years. The Association will also be assisting with costs for the Anniversary Tour to Germany and Italy. Even with these anticipated liabilities, the Reserves remain healthy.

Banking

Many parents are now making payments online which is very helpful as it is easy to track items like uniform and tour hoodie payments. It also reduces the chance of the Association being charged for bulk cheque deposits.

We recently had some positive news from CAF bank in that they have reduced the monthly bank fee from £8 to £5 and they have also increased the interest rate in the Deposit (Gold) account.

Summary

The Association's financial situation continues to be healthy and we are able to agree to the majority of requests for support that are submitted. This strong financial situation is mainly down to a couple

of large, one-off donations that the Association received a few years ago. Now that things are beginning to return to normal it will be important to continue fundraising so children across all bands get the most out of their time as members. All band members and their families are encouraged to play an active role in fundraising events and the committee welcome any fundraising ideas that people have.

Kathryn Boyles
Treasurer

Hampshire County Youth Band Association Statement of accounts 1st September 2021 to 31st August 2022

	Income	Expenditure
Clothing/Band Stall	1,945.10	1,478.33
Donations	3,516.62	
Endangered Species		785.28
Fairthorne		1,150.00
Fees (banking)		85.00
Fund Raising (inc Gift Aid)	1,173.87	
Covid extra staff		2,036.14
Pre tour expenses		232.78
Raffle	1,230.41	28.00
Refreshments	957.15	
Refreshments - VIP and summer rehearsal		67.80
Sundries		48.11
Grand Total	8,823.15	5,911.44

Current holdings

CAF current account	2,711.02
CAF deposit account	43,026.26
Cash	30.00
Total holdings	45,767.28

Reserve holdings	2,000.00
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Hampshire County Youth Bands Directors Report, September 2022



Appendix 3

The bands have made a very strong start to the beginning of the year and all three bands are performing at a higher standard compared to September 2021. During the pandemic, although the remote band rehearsals over the previous two years kept band members engaged and was essential in supporting the wellbeing of young members (and conductors), the lack of live, in-person rehearsing did have musical impact on the bands.

Under Kiri MacDonald-Jones' leadership, the Junior Band started with 18 members in September 2021, and grew to 30 by June 2021. The Endangered Species project, which saw many players move into the Junior Band, was certainly a contributing factor to this success. At the start of this year, there are now 28 members, so we are in a stronger position than a year ago.

Across the three bands, membership is up from 12 months ago. The recent Open Days (June and October) have been productive for each of the three bands, too. There are currently 105 members across the pyramid. Our Endangered Species project is re-launching, and we have had 37 expressions of interest. This scheme, which has been running continuously since 2005, will be led by Gary Chong and Jamie Langridge. Gary's time is funded by HMS, and Jamie's time is funded by the Association. Gary also runs a Tuba Club for the previous cohort of Endangered Species tuba players who are not able to access tuition in their school. This club will only run until July.

The plans for the 60th Anniversary celebrations are moving along nicely. 148 alumni have registered to play at the alumni band on the Saturday. Conductors for this group are going to represent the past, present, and future conductor of HCYBs (Tony Knight, David Rich, Jock McKenzie, Kiri MacDonald-Jones, Matt Watling, Mark Streather, and Jon Cranston).

I have set up an online library where former members can access their music in advance, with permission from all the publishers. One publisher has charged HCYB £150 for the license.

Free tickets are given to Junior and Training band members on Sunday when the Cory Band and County Band perform. The underwriting from the HCYB Association will subsidise (if required) the £3 booking fees charged by the Anvil for these free tickets.

Hampshire videographers have been booked to film the event. A digital download will be made available after the event.

Future ideas:

Composer in Residence

I am keen to investigate the possibility of a "composer in residence". This might be a good opportunity for a final-year university composition student with strong links to HCYB to write for the bands, see the bands rehearse and perform their music, and receive feedback from the conducting team.

Tour plans

HCTB will be touring with the Gosport and Fareham Youth Orchestra next summer and I hope that the Junior Band will also go on tour.

The next HCYB tour will be in 2025, and initial discussion about this are already taking place. It is hoped that it will be a fly-tour.

Thanks go to Brian, Jo, and everyone on the HCYBA for their support, encouragement, and hard work over the last year. It has certainly been a team effort to restart the HCYBS after COVID, and we have come a long way in a short space of time. Thanks also to Matt, Kiri, Mark, Jamie, Gary, and Emma at Hampshire Music Service for their excellent work and commitment to the bands over the last 12 months.

HCYBA Constitution – Proposed Amendments

Introduction

The HCYBA Constitution was adopted in 2003, and amended in 2007 and 2013.

In July 2022, the outgoing committee reviewed the Constitution and our ways of working. This review highlighted there were some areas where our current ways of working deviate from the constitution. We had two options:

- change our ways of working to align them with the constitution; or
- amend the constitution to reflect current practice and ways of working.

We decided to do both. Our Constitution requires us to:

- Share proposed changes with all members in advance of any discussion about amendment, and
- Present to AGM for agreement (requires the agreement of 2/3rds of the members present at the meeting).

Proposed Changes

Former Section F - Honorary Officers.

This section has been removed to reflect one Executive Committee, with all members as Trustees, and some have specific roles as required by the Charity Commission.

New Section F

1. Bring last point to become first point: clarify all members of the Executive Committee are Trustees
2. Para F1
 - a. FROM “and should show they accept their responsibilities and duties.” TO “should show they are not disqualified from serving as trustees, and accept their responsibilities and duties.”
3. Para F2
 - i. Add in recommended Charity Commission roles of Chair/ Secretary/Treasurer (previously Honorary Officers but now Committee members with specific roles)
 - ii. Change numbers to add up (aside from specific roles, we can have up to 10 other Executive Committee members)
4. Para F3: clarify that the Hampshire Music Service nominated individual (normally the MD) is a co-opted member of the Executive Committee and not a trustee member.
5. Section G3 amend:
 - a. FROM “at a special meeting of the Executive Committee called under clause J (1)” TO “at the Annual General Meeting or a special meeting of the Executive Committee called under clause J (1)”

Section I

Para 5: AMEND FROM “The Executive Committee shall keep minutes, in books kept for the purpose” TO “The Executive Committee shall keep minutes for the purpose of documenting the proceedings at meetings of the Executive Committee and any sub-committee”



Hampshire County Youth Band Association Constitution

A. Name

The name of the Association is the Hampshire County Youth Band Association ("the Charity").

B. Administration

Subject to the matters set out below, the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause H of this constitution ("the Executive Committee").

C. Objects

The Charity's objects ("the objects") are to advance the musical education of the members of the Hampshire County Youth Band, the Hampshire County Youth Training Band, the Hampshire County Youth Junior Band and the Hampshire County Youth Bands Endangered Species Project (hereinafter called "the Bands") by providing and assisting in the provision of facilities for their musical education, in addition to those provided by Hampshire Music Service.

The Executive Committee shall consult with the membership of the charity and then prepare a detailed list of objectives for the coming year to present at the Annual General Meeting.

D. Powers

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the powers to:

1. advance relationships and communications between the Director of the Bands, the Conductors, Parents, Band Members, Hampshire Music Service and all stakeholders
2. engage in activities to advance the Bands and provide for the social enrichment of the band members
3. advance the musical education of the band members by providing practical help, financial assistance and administrative assistance
4. raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
5. cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
6. establish or support any charitable trusts, associations or institutions formed for all or



any of the objects

7. appoint and constitute such advisory committees as the Executive Committee may think fit, and
8. do all such other lawful things as is necessary for the achievement of the objects.

E. Membership

Membership of the Charity shall be open to The Director of the Bands (hereinafter called "the Director"), the Conductors, and all parents or guardians of members of the Bands.

1. The committee may appoint others as members at their discretion. Such appointments will be reviewed annually.
2. Every member shall have one vote.
3. The Executive Committee may, by unanimous vote, and for good reason, terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F. Executive Committee

1. Members of the Executive Committee are legal trustees of the Association and should show they are not disqualified from serving as trustees, and accept their responsibilities and duties, by signing the required trustee declarations at the first meeting of the committee.
2. The Executive Committee shall consist of not less than six members nor more than thirteen members including:
 - a. Specific roles recommended by the Charity Commission: Chair, Secretary and Treasurer
 - b. not less than three and not more than ten members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.
3. A representative from Hampshire Music Service is invited to be co-opted to the Executive Committee as a non-trustee member. This is normally the Musical Director but can be other members of the Music Service if required.
4. In addition, the Executive Committee may appoint up to two other co-opted members as non-trustee members. There must not be more than one third of the Executive Committee as co-opted members.
5. Each appointment of a co-opted member shall be made at the Annual General Meeting or at a special meeting of the Executive Committee called under clause I (1) and shall



take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

6. All the members of the Executive Committee shall retire from office together at the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.
7. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number, or by any failure to appoint, or any defect in the appointment or qualification of a member.
8. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would, if appointed, be disqualified under the provisions of the following clause.
9. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing the appropriate trustee declaration of acceptance and of willingness to act in the trusts of the Charity.

G. Determination of Membership of Executive Committee

A member of the Executive Committee shall cease to hold office if he/she:

- is disqualified from acting as a member of the Executive Committee by virtue of the Charities Act 2011 and 2022 (or any statutory re-enactment or modification of that provision);
- becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- notifies the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

H. Executive Committee Members not to be Personally Interested

Except with the prior written approval of the Commissioners, no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as



a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

I. Meetings and Proceedings of the Executive Committee

1. The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairperson or by any two members of the Executive Committee upon not less than *7 days' notice* being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than *21 days' notice* must be given.
2. The chairperson shall act as chairperson at meetings of the Executive Committee. If the chairperson is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairperson of the meeting before any other business is transacted.
3. There shall be a quorum when at least one half of the number of members of the Executive Committee, for the time being, or three members of the Executive Committee, whichever is the greater, are present at a meeting.
4. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
5. The Executive Committee shall keep minutes for the purpose of documenting the proceedings at meetings of the Executive Committee and any sub-committee.
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
7. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.
8. The association recognises that decisions regarding musical matters and the health and safety of band members during band events are the responsibility of the Musical Director,



as the representative of the Hampshire Music Service.

J. Receipts and Expenditure

The funds of the Charity, including all donations, contributions and bequests, shall be paid into accounts operated by the Executive Committee in the name of the Charity at such bank or other financial institution as the Executive Committee shall from time to time decide. All cheques drawn on the accounts must be signed by at least two members of the Executive Committee.

The funds belonging to the Charity shall be applied only in furthering the objects.

K. Accounts

The Executive Committee shall comply with their obligations under the Charities Act 2011 and 2022 (or any statutory re-enactment or modification of that Act) with regard to:

1. the keeping of accounting records for the Charity;
2. the preparation of annual statements of account for the charity;
3. the auditing or independent examination of the statements of account of the Charity;
4. the transmission of the statements of account of the Charity to the Commission.

The financial year should run from 01st September to 31st August.

L. Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 2011 and 2022 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

M. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 2011 and 2022 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

N. Annual General Meeting (AGM)

There shall be an annual general meeting of the Charity which shall be held in the month of October in each year or as soon as practicable thereafter.

Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least *21 days' notice* of the Annual General Meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.

Before any other business is transacted at the first AGM the persons present shall appoint a chairperson of the meeting. The chairperson shall be the chairperson of subsequent annual



general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of the meeting.

The Executive Committee shall present to each AGM the report and accounts of the Charity for the preceding year.

Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least *7 days before* the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

O. Special General Meetings

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least *21 days' notice* must be given. The notice must state the business to be discussed.

P. Procedure at General Meetings

1. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
2. There shall be a quorum when at least one tenth of the number of members of the Charity, for the time being, or ten members of the Charity, whichever is the greater, are present at any general meeting.

Q. Notices

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom and any letter so sent shall be deemed to have been received within *10 days of posting*.

R. Alterations to the Constitution

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A (the name of charity clause), clause C (the objects clause), clause H (Executive Committee members not to be personally interested clause), clause S (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.



3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
4. The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

S. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than *21 days' notice* (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.



Constitution Amendments

Adopted on the Twenty Second day of the month of November in the year Two Thousand and Three.

01st Amendment Para C. inclusion of the Endangered Species Project members. Adopted at the AGM on the Thirteenth day of the month of October in the year Two Thousand and Seven.

02nd Amendment TO BE COMPLETED ONCE AGREED AT 2022 AGM