

Minutes of the Hampshire County Youth Band Association (HCYBA)
Annual General Meeting (Perins School)
Held on Saturday 12 October 2024 10:15am

1. Present

Andy Smith (AS), Donna Matteucci, David Wicks (DW), Dave Wilds, Marie Wilds (MW), Kathryn Boyles, Kate Shepherd, Ish Sawyer, Robert Vickery, Andrew Fenwick, Helen Howell, Alex Howell, Adam Fussey, Rebecca Reid, Jo Davage, Jenny Ambler, Humphrey Sheppard, Amada Spice, Clive Fortune, Kinga Budzynska, Lukasz Augustyniak, Kay Easdown, Pip Inche

2. Apologies

Sonia Zakrzewski, Harry Rudkin, Jo Douthwaite, Rachel Fussey, Gary Sawyer, Jennifer Riddalls, Jen Flatman

3. Minutes of the last AGM

Minutes of the AGM held on 7 October 2023 were approved as an accurate record.

4. Matters arising

MW talked about what the Association pays for; Endangered Species, pre-tour trip, tour financial assistance, the proms trip, instrument repairs, stands and new instruments.

5. Chairman's Annual Report

MW presented her report (attached as Appendix 1). She

- introduced the purpose of the Association, supporting staff, helping financially as well as running events (kit, refreshments, raffle, set up etc). Financial support
- thanked conductors and staff, volunteers, and committee members who have left at or since the last AGM. Particularly Donna Matteucci for her role as a brilliant secretary, including her work on setting up the website, facebook pages and running the sign up for event volunteers. Thanked the staff (Jon, Matt, Kiri, George, Jamie and Gary) for their time, especially their volunteered time, tours, music choices, creating community
- thanked the Junior Band for their incredible fundraising event Practice Makes Perfect, raising over £2000 for music stands
- asked for further ideas for fundraising
- thanked all those that manage refreshments every week, run the library and all the van drivers
- talked about succession planning for the committee when the current members leave within the next two years
- introduced those joining the committee at this AGM
- invited all parents to attend future committee meetings
- talked about the committee's current priorities: succession planning, inviting new members, fundraising (as currently there are more outgoings than incoming), strengthening the policy framework and adding merchandise and memorabilia online
- looked ahead to this year, particularly the Royal Albert Hall youth prom for the HCYB

The Chairman's report was unanimously approved.

6. Musical Director's report

Jon Cranston joined the meeting at 11am and presented his report (attached as Appendix 2):

- highlighted that the current band numbers and quality is strong and has improved since the pandemic
- highlighted how important Endangered Species is to the numbers in the bands, with thanks to the Association for funding this.
- highlighted the success of the 3 ensemble tour to Belgium organised by Matt Watling.
- thanks to the team of staff who are passionate, talented and enthusiastic. He noted that they all came through the HCYB system.
- Thanks to all parents and the committee members for their support, and the HMS support team.
- highlighted the need to come up with creative ways of raising funds.

MW thanked Jon for his commitment.

Questions and comments from the floor:

- could there be a sliding scale for ensemble membership? Currently children only pay one annual membership fee even if they are in multiple ensembles. It was felt that parents should, and would be willing to, pay something for each ensemble, even if it was discounted.
- are there options for reducing the pre-tour cost, or other costs. Although it was mentioned that parents may be willing to donate to a fundraiser to fund the pre-tour trip.
- whether sponsorship is allowed for events and tour clothing

The Musical Director's report was unanimously approved.

Jon left the meeting at 11:20am.

7. Treasurer's report for the year ending 31 August 2024

Kathryn Boyles presented the Treasurer's report and accounts (attached as Appendix 3). Highlights include:

- there was a £7600 decrease in total amount in the bank
- good sources of income have been the raffles and tuck shop, also easyfundraising and gift aid.
- explained where the income goes, HMS vs HCYBA. All tickets, busking goes to HMS, uniform is non-profit.
- HMS has been slow at sending invoices for tours, endangered species etc so this can come out of the wrong financial year's expenditure

The Treasurer's report was unanimously approved.

8. Other officer reports

- AS has been producing and uploading videos of the band's performances, MW thanked him for all his work on this. These have had over 500 hours of viewing, with 8,600 views. This

also was a key factor in the HCYB being invited to perform at the Music for Youth proms.

Any ideas as to how these can be used for fundraising people are asked to talk to AS

- David Wick presented a summary of the management of band uniforms. Orders are now coming in via google with online payment, and the focus being around the Fairthorne weekend. There is a good uniform stock, and a decision was taken to sell it new at cost price, and preloved at 25% (£5 for JB, and £10 for TB and CB). Currently tour uniform is provided as part of tour costs, but there was a suggestion that this is charged to parent's separately. David would like a volunteer to take over the uniform going forward.
- Ish Sawyer gave an update on merchandise. There is a need to set up an online shop as there is a lot of stock currently not selling at events. She welcomed any ideas for selling more.
- David Wilds updated on his role. He arranges the van booking, driving and volunteers. He is also currently sorting the instrument stock, of over 200 instruments. He is checking, sorting and fixing them. Some are being professionally repaired, but some are simple repairs and can be done ourselves (currently by DW and AS). Volunteers are welcome to clean up and do basic repairs. Clive fortune and Jo Davage both volunteered to help with this.

9. Election of Committee members

The election of Association members to be Trustees of HCYBA and members of the Executive Committee are as follows:

- Chair: Marie Wilds – proposer Ish Sawyer, seconder Kate Shepherd, all agreed
- Treasurer: Kathryn Boyles – proposer Andy Smith, seconder Kate Shepherd, all agreed
- Secretary: Kate Shepherd - proposer Marie Wilds, seconder Donna Matteucci, all agreed
- Ishbel Sawyer – proposer Kate Shepherd, seconder Marie Wilds, all agreed
- David Wicks – proposer Kate Shepherd, seconder Marie Wilds, all agreed
- Andy Smith - proposer Kate Shepherd, seconder Marie Wilds, all agreed
- David Wilds - proposer Kate Shepherd, seconder Marie Wilds, all agreed
- Andy Fenwick - proposer Marie Wilds, seconder David Wilds, all agreed
- Kay Easdown - proposer David Wilds, seconder Ish Sawyer
- Helen Howell - proposer Kate Shepherd, seconder Ish Sawyer
- Jo Davage - proposer Marie Wilds, seconder David Wilds

There were no other persons standing to be elected.

Roles assigned to current committee members:

- Uniform Officer - David Wicks
- Merchandise - Ish Sawyer
- Instrument Library & Repairs - Andy Smith & David Wilds
- Van drivers & logistics - David Wilds
- HCYBA website, social media, media - Andy Smith

10. Open discussion

- **HCYBA role:** it was suggested that the HCYBA should be more vocal about everything it does and funds

- **Van unloading:** unloading vans after a concert is still an issue, after Fairthorne there were only the 2 van drivers and Matt. It was noted that some parents may assume that if a previous unload was busy then there would be plenty of people at the next one. More clarity is needed over who signs up [**Action:** publish sign up numbers well in advance]
- **Communication:** Email is preferable. It was suggested that the committee produce a flyer plus QR code to direct to introduction to HCYBA and how to sign up for information from the Association. This could also be added to concert programmes. [**ACTION:** Alex Howell has kindly offered to look into this]
- **Parent help:** it was suggested that at the first rehearsal of each year there could be a welcome event with uniform collection, and parents could be approached to sign up for help throughout the year. It was also suggested that there could be a team of 5 or 6 parents in each band tasked with talking to their band's parents to ask for help when needed. It was felt a direct approach from people they know may be more effective.
- **Finances:** it is clear that the Association will be asked to pay for more things in the future. Clarity needs to be sought on what is spent by who.
- **Tour:** It was suggested that parents would like the idea of a member of HMS staff doing a pretour assessment and would be willing to donate money to ensure this still happens. Also, currently the Association funds any Financial assistance cases for tours. This is not a fixed number of places and could change each year.

The AGM closed at 12 noon.

Appendix 1



Hampshire County Youth Band Association

Chairman's Annual Report for the 2024 AGM

The 2023/24 academic year was another great year for the County Bands and the Association and Jon will share some of the musical highlights when he joins us.

So I will just focus on the work of the Association (the registered Charity set up by the parents of the Bands to provide practical support to and assist in the provision of facilities for their musical education, in addition to those provided by Hampshire Music Services) was involved in supporting all of that activity.

Before I do that, I want to formally record the Association's thanks to the whole of the HMS team: Jon, Matt, Kiri, Mark and George (and also to Jamie and Gary who have both moved on to other things at the end of the summer term).

The staff team turn up week in and week out to teach, make music and enthuse our young people. They might get paid for their time on a Saturday but there is so much more they do besides that. They think about what music best suits and challenges the bands. They take our young people on tours and are always working hard to ensure that they love both music and their musical families. We are so thankful to every member of the team and particularly thank Jon for his leadership.

Our purpose, as the Association, is to support the three Bands and Endangered Species financially and logistically. Kathryn will talk more about the financial support we've provided over the year so I want to spend a bit of time talking about the other things we do.

Before I do that, however, I just want to remind people that the Junior Band and their supporters have been busily practising and fundraising for us over the last few weeks since Fairthorne. At the time of writing, they have raised over £755 and are due to perform one piece for us at the end of today's rehearsal. Please do come along to support them. It's events like this that really bolster our Association funds, as well as inspiring our youngsters to continually improve. Any ideas that you have for future fundraising events are most welcome, and even better, if you offer to organise/oversee them, that would be fantastic.

As well as the financial support provided to the Bands, the Association, which includes all of you as parents, has supported the bands logistically at each end of term concert by getting the kit to and from events (which includes van loading and unloading) providing refreshments, selling raffle tickets and merchandise, helping with set up and pack down at the venues, acting as ushers, ticket checkers, welcomers etc.

However, the Association isn't just about events and the AGM seems a good opportunity to celebrate those people who support the bands every week by helping with behind the scenes work or by helping to raise funds. These include:

- the tuck team; Chloe Wooles and Katie. This team turn up week in week out to make sure all our youngsters are fed and watered!

- the team of ladies who maintain the music library and work hard sorting the music for rehearsals and events. Thank you to Margaret, Debbie, Amanda and Jeanette.
- the people who have regularly driven the vans in the last year, including Andy Fenwick, Karl Drover, Clive Fortune & Dave Wilds.

And finally, on to the committee. Today we are saying goodbye to Donna Mattecui. Donna has been an invaluable member of the committee. Her official title is Secretary which includes taking the minutes at all of our meetings and ensuring these are more widely accessible on our website. But she also developed our website, updated our public facing HCYBA facebook page, managed event volunteers and any provided so much support the rest of us needed. Thank you Donna, for your hard work and contribution to the team.

Kate Shepherd, who joined us last year on the committee, has offered to take on the Secretary role from now (subject to being elected of course) and we are so appreciative that we have someone lined up to fill that important role.

We start this academic year with a committee that now has three years experience of working together to support the HMS music team. That is a good platform from which to build and plan for the future.

We have two main 'to dos' for this year. All bar one of the current committee leave this or next year as our young people move on to life beyond the bands so our first priority is to start a succession planning process. Today is a good start as we have 3 potential new members to the committee who also have the option to become charity trustees should you elect them. They are:

- Andy Fenwick - dad of Euan in the County Band and someone who regularly drives a van and supports loading and unloading
- Helen Howells - mum of Thomas (County) and Phoebe (Junior), and someone who always helps on the raffle table at events and manages to encourage guests to part with a lot of money, and
- Kay Easdown - mum of Alice in the JB and a former HCYBA alumni herself. Kay understands well how bands work and what has to happen behind the scenes to ensure that all works seamlessly.

We understand entirely what it's like to pick up as a whole new committee as we all (bar one) had to do that following COVID. And we don't want that to be the case for those that come after us. So we don't mind how large the committee is this year. You could join us as a committee member as opposed to a trustee and it will give you an idea just about the scale of jobs that need to be covered.

Our second big priority will be fundraising. The last few years have been very exciting, with events, tours, 60th anniversary celebrations, new instruments etc, but these have impacted our funding position significantly. Kathryn will talk more about that when she presents the numbers for this last year, but suffice to say, we need to have a focus this year on doing more in that sphere. But none of us are experts and we really need some others' who have the energy and time to lead on, or support in, this task.

Our other priorities for this year are to strengthen the policy framework that underpins our work and we're a bit behind that on that work at the moment. In the near future, we plan to share some links to some draft policies on our private 'parents' Facebook page. We will obtain feedback and then finalise and sign off in committee. BTW, if you're not on that already, talk to one of the committee today and we can send you the link.

We also have a number of outstanding 'to do's' on the list we presented to you last year, so those are still things we'd like to progress, time and resource constraints permitting:

- looking at how we can make merchandise available throughout the year
- starting to create a digital catalogue of our rich store of memorabilia

One thing we are clear on is that this is all of our Association. We might coordinate some of the activities but we need the support of all parents to support our young people and their leaders in their musical journeys.

There are always lots of opportunities to help out in the year; particularly with things like loading/unloading at Perins and driving vans. These activities come with their own particular challenges. We know that those jobs are difficult for us all, because it's often a late afternoon when we have other activities to get our kids to, or the time of day and because not many people live particularly near.

After Fairthorne a couple of weeks ago, only the two van drivers and Matt went back to Perins to unload and it took almost an hour to do it. I know it's out of the way for a number of you and this story is not to make people feel bad, but to illustrate that this is something we all need to support the HMS team in. They all spend a lot of time working with our young people musically, so they deserve our support in these less exciting, but necessary, tasks. If we all commit to being at Perins at least once in this academic year, it will take the pressure off a few.

Together, we can look forward to an exciting and memorable 2024/2025 academic year, including the County Band performing in the Royal Albert Hall at the end of November, and the Christmas events, which will be on us sooner than we think.

Please keep your eyes peeled for information about how you can support the costs of getting the band to RAH and how you can help with the running of the Christmas events.

For now, a big thank you for your continuing support, and please do come and speak to us if you'd like to get more involved in the running of the Association. Perhaps you want to lead on a particular project that we haven't thought of. Great!

Appendix 2

[Chairman's Report](#)

Appendix 3

HAMPSHIRE COUNTY YOUTH BAND ASSOCIATION Annual General Meeting 12th October 2024

Treasurer's Report for the Year Ending 31st August 2024

I have presented the accounts here for the year 1st September 2023 to 31st August 2024. 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 and uniform purchases are paid in August ahead of the start of the school year so although they relate to the coming band year they will appear in the accounts for the previous year and we're still expecting an invoice for a payment relating to last financial year which will be made from the current year 2024/2025.

Income

The income this year was £7,704.41 (£7690.63 in 2022/23) with expenditure of £15,380.15 (£25,595.78 in 2022/23). This gave a total decrease to the funds of around £7,600.

Although we know what money we take at concerts, it can sometimes be difficult to assign the money to a particular item as some people pay for refreshments, raffle and merchandise all at the same time.

The raffles at the Christmas and Summer concerts and the tombola at the Easter concert were popular and raised over £2,000. Refreshments sold via the Tuck Shop and at concerts are another large source of income, bringing in over £2,000. Online shopping donations via Easy fundraising bring in regular amounts over the year – please sign up to it if you can – it doesn't cost you anything, but we benefit from the donations.

The gift aid claimed on voluntary contributions hasn't been done for the last couple of years, but it is an important source of funding which will help increase the funds when it is claimed over the next few months. The gift aid form is available via our Facebook page, and I'd encourage all parents to fill it in if possible.

Expenditure

The expenditure this year has been higher than in previous years, but lower than the 60th anniversary year last year. Some of the expenditure is because of invoices being paid in September 2023, but they related to payments agreed in the previous financial year. For example, over £4,700 was paid for the 60th anniversary tour and £2,280 for the 60th anniversary event at the Anvil, both of which took place in 2022/23. The Association has supported the Endangered Species programme for many years and during the 2023/24 financial year we received the invoice for two years' worth of support (for 2022/23 and 2023/24) which came to over £5,600. County band were invited to play at the Music for Youth proms in Birmingham and the Association agreed to underwrite half the cost of the

coach – parents generously donated towards the event, so the cost to the Association was around £250.

Although the clothing and band stall makes up a large amount of expenditure, most of this money is gained back when parents pay for tour hoodies or new uniform, and we currently have a big stock of uniform.

Reserves

As at the end of August 2024, the Association had £21,205.07 in the bank accounts. A couple of invoices are due to be paid soon, so we know this figure will reduce. However, it is hoped recent fundraising will boost the reserves and keep them healthy.

Banking and Fundraising

Most parents are now making payments online which is very helpful. At concerts we have been using a card payment machine which is popular, infact we purchased another one before the summer concert. A small percentage of 0.69% is charged for each transaction, but it is thought this is better than people not being able to buy anything because they have no cash. The card payment machine was used for the Busking at Christmas - money taken in this way was paid back to Hampshire Music Service.

We have recently set the Association up as a charity with JustGiving which enables us to create fundraising campaigns, for example the Practice makes Perfect junior band project. It is hoped we can reach out to a wider audience by using this method of fundraising and it has the added advantage of the Gift Aid being collected for us, rather than having to fill in the long, claims form.

Summary

The Association's financial situation, although not as healthy as it was enables us to agree to the majority of requests for support that are submitted. However, it is 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 always welcome any fundraising ideas that people have. Donations to the band can be made at any time during the year, using the bank details or QR code on the website, or ask a committee member for details.

Kathryn Boyles
Treasurer