

The Uckfield Band. Registered Charity no. 274823, known as “Uckfield Concert Brass”.

Notice of the 2026 Annual General meeting to be held on Tuesday 3rd November 2026 at 8.0pm in the band room at the Alma Arms, Framfield Road, Uckfield.

Proposals for agenda items must be submitted to the Secretary (Uckfieldconcertbrass@gmail.com) prior to the meeting in accordance with section 9 (a) of the Constitution. At the start of the meeting, a large number of items to confirm and in some cases, bring the Constitution up to date are proposed – these changes also preserve the intent of the original Trust Deed.

These changes have all been unanimously proposed by the Management Committee and the Band Committee.

The meeting will also be asked to ratify the 2 additional Trustee appointments made by the Committee during the year: Robin Creffeld and Andrew Wooler.

The following Officers and Ex-Officio positions will be subject to a vote during the AGM. Duly seconded proposals for the following positions should be sent to the Secretary (Uckfieldconcertbrass@gmail.com) :

The Band President
Vice Presidents
Any additional Trustees
Chair
Vice Chair
Treasurer
Secretary
Engagement Secretary

As one of the Constitution changes is to move the AGM date to January, when it will interfere less with concert rehearsal schedules, these appointments will carry forward into 2027.

The proposed constitution changes/restatements are listed below:

1. The title header of page 1 is removed to remove the list of current officers from the document and so avoid having to submit to the Charities Commission when that is the only post AGM change.
2. All references to an obsolete role of “Resident Conductor” throughout the Constitution and Rules are replaced with “Deputy Conductor”.

3. All references to the role of “Business Manager” throughout the Constitution and Rules are replaced with “Engagement Secretary”.
4. In section 5b, the wording is amended to “A minimum of three Members of the Band of whom one shall fulfil the role of Property Manager.” To reflect the wording of the original Trust Deed.
5. In section 7, references to Resident Conductor and Business Manager have been amended as in proposal 1 above.
6. A new role of Vice Chair is added to ensure continuity in the event of the incapacity of the Chair.
7. A new clause to confirm the appointment of a safeguarding officer.
“The Band Committee will appoint a Safeguarding Officer who will be responsible for ensuring compliance with current and evolving regulations relating to the safety of children, young people and adults“
8. The role of Band Sergeant has not been used in over 20 years and is proposed to delete this paragraph: “In addition, a Band Sergeant may be appointed either at the Annual General Meeting or by the band Committee at their discretion (to be confirmed at the next Band meeting), such appointments not being automatically members of the Band Committee.”
9. A new paragraph inserted to reflect the appointment of the Junior Band Musical Director to be a member of the Band Committee.
10. In the role description for Musical Director, the reference to Resident Conductor has been changed as previously noted.

The final paragraph is amended to: “The Deputy Conductor will have overall responsibility for a 10 piece band as and when required.” To reflect the wishes of the then Chair and the Musical Director.

11. In the treasurer role, small change to paragraph 2 to now read: “The Treasurer will prepare Accounts for Independent Examination if required by The Charities Commission and presentation to the membership at the Annual General Meeting.”
12. Payment of expenses to the Musical Director is at the discretion of the committee and will be managed by the Treasurer. This appeared in a 2025 version draft and is added now.
13. The Treasurer will have responsibility for the finances of the Junior Band in collaboration with the Junior Band Musical Director. This was also in the 2025 draft constitution. With the proposal to not have a Junior Band Treasurer, this was agreed by the current band treasurer.
14. The Secretary role was updated in 2026 with the following text replacing paragraph 1:
“ It is the responsibility of the secretary to maintain the on-line diary scheduling

(Muzodo) and update with band engagements.

The secretary will arrange deputy players for all engagements with the assistance of the committee.

The Secretary will be responsible for all matters relating to emails and general correspondence and will bring to the attention of the Band Committee all matters arising from such correspondence as will require specific action. Personnel matters such as the placement of advertisements for players and correspondence with prospective/former members will be dealt with.

The Secretary will be responsible for the accurate recording of the minutes of all Band Committee meetings and the production of the meeting agenda.

The secretary will provide minutes and agenda for the annual general meeting.

15. The role title of Chairman is replaced with Chair to reflect common practice.
16. The role description of Band Sergeant is removed as per point 5 above.
17. The role description for Youth Band Treasurer is removed as per point 13 above.
18. The role description for Youth Band Secretary is removed following the decision not to have a Junior Band Committee.
19. In 10c, the following wording to be reinstated: “True written accounts shall be kept of all moneys received and spent by the band. and the correctness of the balance sheet certified by duly appointed Independent Examiners annually when required by The Charities Commission or other legal requirement. “
20. In 12, Dissolution, the original text to be reinstated as this reflects what was in the original constitution which itself is derived from the Trust Deed:

“If it appears to the Trustees for the time being of the Trust Deed that The Uckfield Band has disbanded or the membership of the band has been reduced to less than six members or if the band committee shall fail to meet for a period of six months or if the band committee shall so decide then the powers of the band committee shall be suspended and the Trust Fund shall become the sole responsibility of the Trustees. The Trustees shall hold and maintain the trust Fund for a period of not less than seven years from the date of suspension of the powers of the band committee, and if during that time there shall be no demand made to them by not less than ten persons willing and able to re-establish The Uckfield Band then thereafter they may dispose of the Trust Fund in such a manner and for such consideration as they shall think best to the intent that such moneys raised thereby or such parts of the Trust Fund as shall not be sold shall be applied to and for the benefit of any other similar charitable purpose determined by the Trustees in accordance with a scheme to be settled by the Trustees or on application thereto by the Charity Commissioners for England and Wales.”
21. Rule 2 to be amended to reflect the move many years ago to one rehearsal per week on a Tuesday and to remove the reference to a register of attendance.

22. In Section 9 (a), the date of the AGM is changed to January.

Changes to Junior Band rules:

Revised rule 2: “2) Full band practices will be held once a week on Tuesday evenings at the band room, and a register of attendance kept. Extra full band and sectional rehearsals may be held at the request of the Youth Band Musical Director at any time.”

Revised rule 3: 3) Members will be expected to attend practices as regularly as possible and failure to attend for four consecutive weeks may, in the absence of satisfactory explanation, be taken to imply resignation. Members are required to notify the Youth Band Musical Director when it is not possible to attend practices or engagements, preferably in advance.

Revised rule 4: “4) The Youth Band Musical Directors decision as to the allocation of instruments and the playing position in the band of each player should be accepted”

Revised rule 5: “5) Members will be required to sign for instruments, uniforms and other equipment and will be held responsible for proper care of same and will be liable for any damage caused by carelessness or improper use. Damage from any cause must immediately be reported to the Youth Band Musical Director. Members resigning from the band must immediately return all band property and may be called to pay for any damage not due to wear and tear.

Revised rule 6: 6) The Youth Band Musical Director shall have supreme control of the band at rehearsals and engagements, or in his/her absence, a suitable deputy, and in the selection of programme content. Any member showing insubordination or misconduct may be reported to the Youth Band Musical Director who have the power to expel the member concerned or take such action as appears to them to be necessary. Similar action may be taken if in his considered opinion any member shows insufficient musical ability”

Revised rule 7: “7) Members assisting other bands must not thereby inconvenience their own band, nor use the band instruments for this purpose without prior permission of the Youth Band Musical Director.”

Revised rule 8: 8) Applications for the services of the band, and quotations for the same will be dealt with by the Youth Band Musical Director after approval by the Band Committee. “

Revised rule 10: “10) At all performances where the band is required to appear in uniform, all members must wear the full uniform provided. Members must provide their own black trousers, black socks and black shoes.”

The deletion of rule 11 as not relevant.

The deletion of rule 13 as not applicable.

Issued on behalf of the Trustees of The Uckfield Band, Registered Charity no. 274823, known as “Uckfield Concert Brass”

