Make music. Make friends. Make memories.

Registered Charity Number 1213420

Welcome

Welcome to the Colne Endeavour Band! We are delighted to have you as part of our musical community. As a band, we are committed to making the playing and enjoyment of music accessible to all ages, abilities and disabilities by providing a friendly, inclusive, and supportive atmosphere. Our goal is to perform to the best of our abilities while having fun and fostering an environment where musicians of all backgrounds can thrive.This handbook outlines our membership details, expectations, rehearsal schedules and general guidelines to ensure everyone's enjoyment and the smooth running of the band. Please read the whole document to familiarise yourself with its contents.

We encourage all members to participate actively, support one another, and embrace the spirit of teamwork that makes our band special. Thank you for being part of Colne Endeavour Band—we look forward to making music with you!

Happy playing!

Objectives of Colne Endeavour Band

The Band is dedicated to supporting individuals of all abilities and disabilities to develop their skills and confidence through music and social interaction.

To achieve this, the Band provides opportunities for disabled and non-disabled individuals to make music together, learn and practise musical instruments, access instruments and equipment when needed, compose and commission new music, and perform—both in public and within the group.

Through these and any other initiatives identified as helping to further these objectives, the band aims to enhance the enjoyment, understanding, and appreciation of music, as well as promote well-being, improve health, and strengthen social connection among both its members and the wider community.

Management:

The Band is registered with the Charity Commission as a Charitable Incorporated Organisation: Registered Charity Number 1213420. It operates under a formal constitution (which can be found on our website) and is governed in accordance with charitable law by Trustees elected by its members. All trustees - along with the Musical Director - are responsible for adhering to the constitution, upholding regulations, and ensuring ethical practices whilst managing the band's administrative duties and ensuring the smooth day to day running of the band and its activities.

Contact info

Rita Skinner (Chair): 07810 108956 ritaskinner1111@sky.com
Roger Palmer (Treasurer) : 07726425932 ploughandsail@tiscali.com
Heather Lomas (Secretary /Safeguarding Lead): 07835 160437 h.a.lomas@hotmail.com
Ruth Cross (Publicity/ Deputy Safeguarding Lead): 079180450830 ruth.cross@btinternet.com

Please use the above contact details or speak to one of the Trustees directly if you have any questions, queries or concerns. The Trustees will keep members informed of updates, meeting agendas and emergency information via notices given at rehearsals, the band website, emails and by phone.

Musical Director

The Musical Director is appointed by the Trustees following consultation with the full band. Their role is to oversee all musical aspects of the band whilst fostering a positive, supportive environment to help the band achieve its best performance.This includes leading rehearsals and performances, guiding the interpretation and performance of the music, and supporting and encouraging players as they learn their parts in the music played by the band. They work with band members to select the repertoire and new music.
Our current MD is Robert Johnstone: 07958 562041 robert.johnstone@email.com

Band Website

www.colneendeavourband.org

The Band website offers important information on rehearsals, concert dates, social events and meeting details, as well as giving access for members to band documents, including the Band's Constitution, Members Handbook (including the Code of Conduct), and various policies covering Safeguarding, Data Protection, Finance, Health and Safety, and Equal Opportunities.

For those without internet access, printed copies of band documents and meeting minutes can be obtained from the Secretary upon written request.

We also use social media to publicise details of our performances, as well as other information about the band that may be of interest to band members and the public.

Membership

As a community band we warmly welcome anyone to join us. We have no auditions and no restrictions regarding ability, disability, age, gender or ethnicity. Application forms for membership can be obtained from the band secretary.

What members can expect as part of their membership.

- Any music/parts they need in order to take part in any rehearsals and performances
- Support in learning of an instrument and/or band parts
- Loan of instruments as and when necessary and available
- The opportunity to discuss and vote on any key matters affecting the running of the band.
- The right to nomination for the role of Trustee.
- To be treated with respect and equality from all other members.

Expectations of members:

- Attend rehearsals to the best of their ability, bringing instruments, music and stands and other equipment as required.
- Attend performances to the best of their ability, arriving in good time to set up and be ready to play.
- Take music home to practise and improve, ensuring care is taken to keep it in good condition.
- Behave in a way that would be most likely to further the objectives of the band.
- Follow the Code of Conduct (see below) and be respectful to fellow members.

Membership of the band comes to an end if the member dies; or the member sends a notice of resignation to the band chair or secretary; or if the management Trustees decide that it is in the best interests of the Band that the member in question should be removed from membership, and pass a resolution to that effect (following the procedures for removal of band members given in the Band Constitution Section 9.8).

Code of Conduct

This Code of Conduct sets out the expected standards of behaviour for all members, volunteers, and visitors participating in band activities. It aims to foster a safe, inclusive, and supportive environment for everyone, including young people and vulnerable adults.

General Principles

- Treat all members with respect, kindness, and consideration.

- Promote a welcoming and inclusive environment where all individuals, regardless of ability, background, or experience, feel valued and supported, fostering a culture of encouragement, patience, and positive reinforcement.
- Always act in the best interests of everyone, but especially young people and vulnerable adults, ensuring their safety and well-being.
- Avoid any behaviour or communication that could be considered bullying, harassment, or exploitation.
- Use respectful and inclusive language in all interactions, both in person and online, avoiding comments, discussions or jokes that could be understood as offensive or inappropriate.
- Be mindful of the needs and abilities of all members, offering assistance where appropriate.
- Seek consent before taking or sharing photographs or recordings of members, particularly those involving young people or vulnerable adults.
- Report any concerns about the safety or welfare of a vulnerable adult or young person to a designated safeguarding officer or other trustee immediately. (See Safeguarding Policy).

Confidentiality

- Respect the privacy of all members and avoid sharing personal information without consent.
- Keep any sensitive matters discussed within the band confidential unless disclosure is necessary to protect an individual's safety.

Rehearsals and Performances

- Arrive, as far as possible, in good time and be prepared for rehearsals and performances.
- Follow the instructions of the Trustees and the Musical Director.
- Refrain as far as possible from chatting when the Musical Director is speaking to the band.
- Respect fellow musicians by minimizing disruptions and maintaining a cooperative attitude.
- Ensure all instruments and equipment are used safely and stored properly after use.

Commitment and Responsibility

- Regular attendance at rehearsals and performances, as far as is possible, is expected.
- Members should take responsibility for their own learning and improvement while supporting the development of others.
- Any concerns or grievances should be raised respectfully with the Trustees or Designated Safeguarding Lead.

Breach of the Code of Conduct

- Any member found to be in breach of this Code of Conduct may be subject to appropriate action, which could include verbal warnings, formal discussions, or, in serious cases, removal from the band (following the procedures for removal of band members given in the Constitution Section 9.8).
- The Trustees will handle any disputes or concerns in a fair and confidential manner.

Review and Amendments
This Code of Conduct will be reviewed periodically to ensure it remains relevant and effective. Any updates will be communicated to all members accordingly.

Rehearsals and Performances

The band rehearses every Friday evening, starting at 7.30pm.
Venue: St. Margaret's Church Hall, Stansted Road, Colchester.
Rehearsals run until 9.30pm, with a short break with refreshments provided.

All members are eligible to play in concerts and should do so if available. Gig Sheets are available at rehearsals for members to record their availability or otherwise. Please ensure these are kept up to date, as the selection of the musical programme for a performance and the set up required will be affected by which players are able to attend.
Arrival times for performances will be advised by the Trustees and/or Musical Director near to the time of the event. Earlier arrival to assist with setting up marquees and chairs etc may also be requested, as well as help after the event to clear all equipment away.

First Aiders will usually be available at all practices and concerts (identified either by notices and/or armbands).

Band Uniform

- Either white shirt with band logo or Green polo shirt with band logo
  (Members will be notified of which to wear for any particular gig)
- Black trousers, skirt, shorts or similar garment
- Black shoes

Shirts, Polo shirts and also band fleeces are available at no cost to members from the band treasurer.

Instruments

Band members are usually responsible for providing and maintaining their own instruments, equipment, and music stands. The band also has a selection of instruments and some stands available for loan to new or existing members interested in learning a new instrument. In both cases, the instrument remains the property of the Band, and a loan agreement will be established between the Band and the member. Initial inquiries should be directed to the Treasurer or another Trustee.

Return of Band Property

If a member's involvement with the band ends for any reason, all items belonging to the band must be returned promptly. This includes, but is not limited to, sheet music, stands, instruments, uniforms, and any other band property issued to the member.

Finances

The Band Treasurer manages the band's finances and maintains its accounts, which are independently verified annually and submitted to the Charity Commission. The band primarily relies on donations, whether from individuals who wish to support it or from organisations and individuals expressing appreciation for performances at their events. Additionally, a small raffle is usually held during each rehearsal for members who would like to contribute towards the band's ongoing expenses.

Annual General Meeting

All members are encouraged to attend the Annual General Meeting (AGM) (procedures for this and all other meetings can be found in the Band Constitution: Paragraphs 11-15).

Any member may also run for election as a Trustee, with elections taking place at the AGM and/or other general members meetings (when necessary). Roles and eligibility requirements for trustees can be found in the Band Constitution Paragraphs 16-17. Anyone wishing to be considered for the role of Trustee should complete an application form confirming that they are willing to stand for election and including a brief statement in support of their application. The form must be returned to the Secretary by the deadline specified for the relevant meeting.

The Secretary records the minutes of all band meetings. These are available to members upon written request.

Communication

The Trustees communicate with band members through weekly announcements during rehearsal breaks, members meetings, emails, letters and the band’s website and social media.

If you have a concern, issue or idea that requires attention, please speak with a Trustee so it can be considered at their next meeting.

Handbook Revisions

The handbook will be reviewed on a bi-annual basis and revised as necessary. Any revision or changes to this handbook must not contradict anything within the band constitution. The terms of the constitution will take precedence.

Date: 26th August 2025