

Wotton Arts Project  
FINANCIAL STATEMENTS  
31 MARCH 2007  
Company Registration Number 5468311  
Charity Number 1112129

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## REFERENCE AND ADMINISTRATIVE DETAILS

### **Status**

Wotton Arts Project is a company limited by guarantee (registration number 5468311) and is granted charitable status by the Charity Commission under number 1112129.

It is also known as Under The Edge Arts.

### **Trustees**

The directors of the charitable company ("the charity") are its trustees for the purposes of the charity law and throughout this report are collectively referred to as the trustees.

The Trustees who served during the year and since the year end were as follows:

Bill Sanderson	Chair
Paul Watson	Company Secretary
Jackie Aldridge	Treasurer
Rob Collins	Vice-chair
Rob Carruthers	
Jill Frank	
Gordon Phillips	
Emily Thwaite	

All trustees were appointed in April 2006, and reappointed in January 2007.

### **Registered Office**

PO Box 59, Wotton-Under-Edge, Gloucestershire, GL12 7WU.

### **Auditors**

Burton Sweet Chartered Accountants, Thornton House, Richmond Hill, Clifton, Bristol, BS8 1AT

### **Bankers**

Lloyds TSB, 12 Rowcroft, Stroud, Gloucestershire, GL5 3BD

## **TRUSTEES ANNUAL REPORT**

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2007.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (revised March 2005).

### **Structure, Governance and Management**

The project is run and managed by a group of volunteers who are appointed as Directors of the project and its Trustees. The Directors meet monthly as the management board. The main aims of the board are to:

Run the project and plan its future development in line with our aims; and  
Ensure that the project meets its responsibilities as a charity and a limited company.

Our activities are supported by three individuals who provide consultancy services to the project. They provide support for the governance of the project, the development of the programme, our use of volunteers and fundraising work. They deal with some aspects of the day-to-day running of the project, with decisions being approved by the directors.

Trustees are elected by members annually at the Annual General Meeting. A vacancy may be filled or an additional Trustee appointed by co-option, but a co-opted Trustee holds office only until the next Annual General Meeting. Membership of the project is open to local people who pay an annual membership fee of one pound.

### **The Directors**

The Board of Directors, who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

### **Risk review**

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the organisation. Insurance will mitigate some of the risks; maintaining unrestricted reserves and the development and implementation of policies and procedures should mitigate others. These policies and procedures will be reviewed on a regular basis to ensure their effectiveness.

## **OBJECTIVES AND ACTIVITIES**

### **Objects of the Charity**

To promote the benefit of the inhabitants of Wotton-under-Edge and the surrounding area without distinction of sex, sexual orientation, race, disability or of political, religious or other opinions, by associating together the said people and the local authorities, voluntary and other organisations in a common effort to advance education in the arts, to promote the arts and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said people.

### **Summary of Main Objectives**

We have established some principles that explain our approach to developing the project and guide us as we make decisions about how to move forward and grow:

- ◆ To provide a project for the benefit of the local community to:
- ◆ actively promote participation in and enjoyment of the arts for people in Wotton and further afield;
- ◆ provide opportunities for learning and personal development through the arts including extending individuals' and groups' skills, techniques and knowledge;
- ◆ provide equality of access for children and young people, older people and people with disabilities;
- ◆ provide opportunities to promote and celebrate the work of local artists and crafts people; and
- ◆ provide a local venue to bring arts activity to a wider audience.

We want to create a project that is self governing, independent and sustainable with a strong forward programme of arts activities.

### **Review of the main aims and achievements for the year**

Wotton Arts Project continues to grow and prosper. In the last year we have balanced our aspirations to provide a lively, innovative and diverse programme with the need to develop and consolidate our systems to support and sustain the proper running of the project. As Trustees of the project we have worked hard to ensure that the project remains rooted in the local community and open to new people, whether they want to help us develop a new activity or just come along and enjoy part of our programme. None of this would happen without the dedication and creativity of our volunteers and friends. I continue to be surprised and impressed by the talent and capability that exists in the local community that we have been able to draw on and, I hope, promote and celebrate. The following paragraphs summarise what we have achieved in relation to the specific aims we set ourselves as well as setting out some highlights from our programme.

*Bill Sanderson, Chair*

### **Community involvement**

- ◆ *To increase the range and number of people participating in the project from both our local catchment area and the wider community.*  
We are conducting an ongoing postcode survey of people attending classes and events, which will give us a baseline from which to work. The survey will also question how people heard about the events, enabling us to target our publicity more effectively. We are also hosting a wide variety of events, including an exhibition of sculpture by internationally celebrated local artist Kenelm Cox, which we hope will attract new visitors.
- ◆ *To develop our arrangements for coordinating volunteer activity within the project* Our consultant volunteer coordinator has been active in recruiting and developing volunteers and a further 45 have been trained in the running of events. Volunteer events held at least once a programme, to attract new volunteers and encourage and thank existing ones. Currently 108 people have signed up as volunteers with the project and around 50 of those help the project on a regular basis. We estimate that a total of 1400 person hours with a value equivalent to £8,400 has been provided to the project.
- ◆ *To establish a successful Friends Scheme.* The establishment of the Arts Project as a Registered Charity provided the opportunity to review the effectiveness of the Membership Scheme. It was decided to replace it with Friends of Under The Edge Arts which was launched in April 2006. We now have 61 Friends, whose support is invaluable as we seek to demonstrate the level of community support we have to funding bodies.  
An added bonus is that we can now reclaim any tax paid on Friends contributions via Gift Aid, increasing their value by 28%, thus providing much needed additional funds at no cost to our Friends.

### **Developing our programme**

- ◆ *To commission arts development projects and community based programmes that result in exhibitions and performances.* We have commissioned a number of projects that have resulted in exhibitions and performances at the Centre. Notable among these are the Wotton Portraits, Images of Wotton, There and Back Again, and South by South West.

### **Governance**

- ◆ *Put in place long-term arrangements to support the day-to-day administration.* We have a project administrator, volunteer bookkeeper and bar manager. Working with the programme coordinator and reporting to the Directors, they share the responsibility for the day-to-day administration of the project. We have developed systems and processes to ensure that key information is recorded and that controls exist to allow us to track and account for project expenditure and income.

### **Business planning**

- ◆ *To develop and agree a rolling medium term business plan (5 years) to support our current operations and future developments.* A business plan for coming year, with financial projections, shopping lists, future plans has been developed and projections from that plan used as the basis for our draft medium term business plan to be developed in 07/08.

- ◆ *Consider how to use paid staff to extend and consolidate our activities without compromising our core principles and community involvement aspirations.* Our activities are currently supported by three individuals who provide consultancy services to the project: for the governance of the project, the development of the programme, our use of volunteers and fundraising work. They deal with some aspects of the day-to-day running of the project, whilst the support of our volunteers enables us to put on a wide range of activities for all members of the community. Job specifications have been produced and outline costs produced for full-time directly-employed staff to serve as the basis for funding applications.

#### **Building works and improvements**

- ◆ *To agree a medium term lease for the building.* A fifteen-year lease has been signed with the landlords.
  - ◆ *To secure funding for the following improvements & equipment:*
    - blackout blinds*
    - sound proofing (secondary glazing)*
    - bringing the external storage area into use*
    - a professional lighting rig for performances*
    - new heating system*
    - alterations to fire door to increase the maximum audience capacity*
- Donations and funding will be used initially to purchase install the blackout blinds

#### **Fundraising aims:**

- ◆ *Raise funding for equipment and facilities for the Chipping Hall.* Further donations have enabled us to purchase equipment for the Hall.
- ◆ *To achieve funding or sponsorship to complete a feasibility study on use of the building in the longer term.* Local architects have produced an outline scheme showing how the building could be developed.

#### **A SUMMARY OF ACTIVITY OVER THE LAST YEAR:**

Twenty one regular (weekly, fortnightly & monthly) classes established with over 300 people participating each week.

An average of thirty events held in each three month programme 'season' including:

Poetry readings

Theatre performances

Tea dances

Art & photography exhibitions

Lindy Hop & Swing

Jazz & World Music nights

Craft fairs

Opera

Fundraising nights

Dance performances & workshops

Drama showcases

Under fives events

Writing workshops and competitions  
Stained glass, wicker and printing workshops

Approximately 19,000 attendances at performances over the last year  
108 regular volunteers recruited and actively involved.  
Over 1400 volunteer hours donated to the project (worth approx. £8400).  
Funds and goods in kind raised to the value of £14,000.  
An annual turnover of approximately £ 56,000.

We have had some very successful events, performances, exhibitions and activities of which we are very proud. Of particular note are:

**APRIL 2006:** Dance Day with Transitions Dance Co from the Laban Centre  
BOOST drama event for children & young people with special needs

**MAY:** Wotton Big Read bonanza night presented by 'In the Margins' book group

**JUNE:** Garden Design talk by Jane Fearnley-Whittingstall  
Showcase of GCSE art & textiles work from year 11 pupils from the local secondary school

**JULY:** Public Portraits – an exhibition of commissioned photographs of faces from Wotton's diverse community  
Gloucestershire Printmaking Co-operative exhibition

**AUGUST:** 'South by South West' - original play from Wotton's Edge Community Theatre

**OCTOBER:** 'The Rain has Voices' - a powerful play about memory from Somerset-based Flax 303

### **LITERATURE FESTIVAL**

In the autumn of 2006 we staged our first festival; ten days of events and activities covering all aspects of the written word and featuring well known writers as well as voices from the local community. The festival was very well received, with national press and regional TV coverage and over a thousand attendances across the programme.

Highlights included:

'There & Back Again' – performance of winning monologues from local writers by Full Tilt Theatre

Poetry telegrams from poets including Seamus Heaney, Andrew Motion, Benjamin Zephaniah & Roger McGough

Author events with Rose Tremain, Colin Dexter, Ann Thwaite and John Hegley

Poetry Slam with Marcus Moore and Sara-Jane Arbury

Outreach workshops at local schools and community venues

We were pleased to be able to collaborate with Wotton's Community Cinema Project, The Electric Picture House, and Wotton Dramatic Society as part of the festival and they were able to link their activities to the festival to allow us to promote

all three projects to wider audiences. We intend to build on this collaboration in the future.

**NOVEMBER:** Maroon Town - prestigious Brixton-based Ska band

**DECEMBER:** Jazz club with Anita Wardell, winner of BBC's best in Jazz award

**JANUARY 2007:** 'The King's got Donkeys Ears' - a tale of mythical mayhem with the Theatre of Widdershins

**FEBRUARY:** Vocal workshop with acclaimed artists Rebecca Askew and Jeremy Avis

**MARCH:** Poetry reading with Emily Wills and Peter Wyton  
Workshop with jazz guitarist Mike Outram

## **Aims/Future plans**

### **Community involvement**

- ♦ *To develop a scheme to enable young people to contribute and be involved in the running of the project. Links are being made with the art departments at the local secondary school, with the aim of working together.*
- ♦ *To expand the Friends Scheme, and attract more support. We will look at ways of promoting the Scheme, and the Project in general, to show people what we are doing and how much we value their support.*

### **Developing our programme**

- ♦ *To develop an outreach programme targeted at older people who find it difficult to visit the centre. The volunteer coordinator will identify one or more volunteers prepared to organise a project – possibly photography?*
- ♦ *To commission arts development projects including residencies for artists and community based programmes that result in exhibitions and performances. WAP will support someone if they have an idea for a project such as a community play or a locally made film.*

### **Governance**

- ♦ *Improve arrangements for monitoring and reporting on our activities. Records will be kept of ticket sales, postcode surveys, publicity surveys, etc. We plan to set up a database of people to invite to future exhibitions, by requesting their email address when they attend an event.*

### **Business planning**

- ♦ *To develop and agree a rolling medium term business plan (5 years) to support our current operations and future developments. We will produce a business plan for coming year, with financial projections, shopping lists, future plans*
- ♦ *Consider how to use paid staff to extend and consolidate our activities without compromising our core principles and community involvement aspirations*
- ♦ *To produce and begin to implement a long term funding plan for the project. The Project Administrator and one of the Directors will produce a plan for both core and project funding, by identifying and targeting grant-making trusts.*

### **Building works and improvements**

- ♦ *To secure funding for the following improvements & equipment:*
  - blackout blinds*
  - sound proofing (secondary glazing)*
  - bringing the external storage area into use*
  - a professional lighting rig for performances*
  - heating*
  - alterations to fire door to increase the maximum audience capacity*

Quotes have been obtained for some of the work, and funding applications will be made.

### **Our fundraising aims in 2007/08:**

- ◆ *To secure funding towards staff for programme and volunteer co-ordination, following a review of requirements, as part of longer-term business planning*
- ◆ *Raise funding for equipment and facilities for the Chipping Hall*
- ◆ *To achieve funding or sponsorship to complete a feasibility study on use of the building in the longer term*

The fundraising sub-committee will produce a plan for both core and project funding, for both the immediate future and the long-term, and will begin to implement that plan by making applications to various grant-making trusts.

The current period of activity for the Groove Project, along with its associated funding from Youth Music, will draw to a close on 2 June 2008. There are no plans to apply for further funding, either from Youth Music or elsewhere.

### **Financial review**

Trustees recognise that managing reserves is a tricky balancing act. Too much in reserves and Trustees could be accused of hoarding, too little and should a worst case scenario occur, then Trustees would be unable to meet obligations to creditors. Trustees believe it is prudent to have unrestricted reserves not committed or invested in tangible fixed assets ("the free reserves") amounting to a sum sufficient to cover running costs for 3 months (approximately £10,000) in case of significant drop in funding. At the balance sheet date, free reserves were £9,692. This is currently broadly in line with the target level.

Trustees are considering how we could extend the use of the project by making improvements to the building. We would need to secure the cooperation and consent of the landlord before any significant changes could be made but we are keen to explore this as a long term objective to allow us to develop and grow. We have commissioned some initial work to identify the potential that exists to make better use of this historic listed building.

### **Statement of trustees' responsibilities for an incorporated Charity**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- ◆ *select suitable accounting policies and then apply them consistently;*
- ◆ *make judgments and estimates that are reasonable and prudent;*
- ◆ *state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and*
- ◆ *prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.*

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditors**

The directors who held office at the date of approval of this trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the Charity's auditors are unaware; and each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

**Auditors**

Burton Sweet were re-appointed as the Charity's auditors during the year and have expressed their willingness to continue in that capacity.

This report and the financial statements have been prepared in accordance with the Companies Act 1985, the charitable Company's Memorandum and Articles of Association and the Statement of Recommended Practice "Accounting and Reporting by Charities" (issued in March 2005).

Registered office:

PO Box 59  
Wotton-Under-Edge  
Gloucestershire  
GL12 7WU

Signed by order of the Trustees

W SANDERSON  
MANAGING DIRECTOR & TRUSTEE

Approved by the Trustees on .....

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WOTTON ARTS PROJECT**

We have audited the financial statements of Wotton Arts Project for the year ended 31 March 2007, which comprise Statement of Financial Activities, Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of Wotton Arts Project for the purposes of company law) responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees' Report is consistent with the financial statements.

Thornton House  
Richmond Hill  
Clifton  
Bristol BS8 1AT

Burton Sweet  
Chartered Accountants & Registered Auditors

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