

Wotton Arts Project

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31 MARCH 2008

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
Rob Carruthers	Company Secretary
Jackie Aldridge	Treasurer
Rob Collins	Vice-chair
Jill Frank	
Gordon Phillips	
Caroline Pederick	
Chris Kempster	
Bernard Ling	

At the Annual General Meeting in January 2008, Paul Watson and Emily Thwaite resigned as directors. The remaining directors were reappointed, and three new directors were appointed: Caroline Pederick, Chris Kempster and Bernard Ling.

Registered Office

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

Reporting Accountant

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 2008.

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.

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 completed its fifth year of activity in 2008 - a significant milestone for our small but ambitious, community-run arts organisation. Over the last year we have worked hard to introduce new ideas and activities alongside long-running and well-regarded favourites. The Jazz Club and its associated café have gone from strength to strength, attracting consistent and loyal audiences. Our theatre programme has burgeoned too with the centre hosting performances from the Wotton-under-Edge Dramatic Society as well as performances from Cube Theatre. Young people from under fives to young adults have taken part in the programme as participants and developing artists – notably in the form of the dynamic Groove Project. As a board, we have worked together to incorporate new ideas from our incoming trustees and, with their help, have reviewed and made improvements to our marketing and promotion activity, as well as our Friends scheme. We have also worked closely with our landlord to maintain and improve the building. As always,

the responsiveness and support of local people has been the key ingredient in securing our success. The following paragraphs summarise what we have achieved in relation to the specific aims we set ourselves as well as detailing some highlights from our programme.

Bill Sanderson, Chair

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 with a particular year group.
- ◆ *To expand the Friends Scheme, and attract more support.* We are looking 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. We are organising events to discuss the Scheme with the Friends themselves, to find out who they would like it to go forward.

Developing our programme

- ◆ *To develop an outreach programme targeted at older people who find it difficult to visit the centre.* We have produced a proposal for a series of classes and activities to be held at local residential homes, and are now looking at possible funding.
- ◆ *To commission arts development projects including residencies for artists and community based programmes that result in exhibitions and performances.* We have given our support to a film-making project that will particularly involve young people in the area.

Governance

- ◆ *Improve arrangements for monitoring and reporting on our activities.* We are keeping records of ticket sales, postcode surveys, publicity surveys, etc. to help with funding and future planning. We plan to set up an email database of people to invite to future events. We have established further financial systems to help with the banking and accounting.

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* This is still being considered as an aim for the future, subject to the appropriate funding and support.
- ◆ *To produce and begin to implement a long term funding plan for the project.* The Project Administrator and one of the Directors produced 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*

The blinds have now been installed, and have proved very useful in a wide range of classes and events. Quotes have been obtained for a lighting rig, and funding obtained, with the aim of installing the equipment by the end of the year. Funding has also been achieved for the alterations to the fire doors and the replacement of the heating system, and work should take place during 2008.

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*

A plan was produced for both core and project funding, for both the immediate future and the long-term. A series of applications to various grant-making trusts has resulted in awards totaling over £7,000, with over £30,000 more being obtained through donations and other fundraising activity.

We are particularly grateful for the support of the following organisations:

The Summerfield Trust
The Skinners' Company Lady Neville Charity
Garfield Weston Foundation
The Jack Lane Charitable Trust
The Mercers' Company
The M.J.C. Stone Charitable Trust

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
Informal live music open sessions
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

Over 17,000 attendances at performances, events and classes over the last year
Over 100 regular volunteers recruited and actively involved.
Over 1400 volunteer hours donated to the project (worth approx. £8,400).
An annual turnover of £ 90,854.

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

APRIL 2007: Great Big Groove Collective Gig – a performance by all of the Groove Project groups
Skirmishes and Going Places – two one-act plays by the Wotton Dramatic Association
Exhibition of work by the Under the Edge Quilters group

MAY: Art exhibition by well-known local artist Joyce Pinch, showing her new work inspired by Cornwall

JUNE: An exhibition of work from students of the Life Drawing classes
Music skills workshop, family concert and jazz club performance with Jason Rebello, 'one of this country's finest Jazz pianists'
Youth Drama Day

JULY: Music and Words – an evening of poetry reading interwoven with a varied programme of solo and chamber music

SEPTEMBER: Launch of 'Terrible Lizard', the debut album of local musician Gecko

OCTOBER: Photography exhibition with work by local school children

Kenelm Cox Exhibition

Kenelm Cox was an internationally celebrated local artist who was tragically killed in 1968 leaving a wife and 4 small children and an art world mourning the loss of an exceptional talent. He was born in Wotton-under-Edge in 1927, head boy at Katharine Lady Berkeley's School and later taught in Stroud, part of Gloucester College of Art. He died in a car crash at the age of 41, at a time when he was gaining an increasing reputation as a concrete poet and kinetic sculptor. He was showing at the ICA, London and at exhibitions in Europe and South America. Under The Edge Arts were very proud to host this exhibition of some of his extraordinary work, which has not been shown for 40 years.

NOVEMBER: 'Hyde and Seek' presented by Cube Theatre. A theatrical tour de force blending comedy, storytelling and song in a dramatically thrilling, scary night out.

Celtic Conspiracy – An exciting mix of Celtic jigs, reels, polkas and jazzy improvisation
Four Women Poets with a Kick

DECEMBER: Christmas Craft Fair

Blues Club – An entertaining and lively evening celebrating the blues in all its forms – from boogie-woogie piano to urban guitar blues

Stained Glass Exhibition and Auction – ten pieces of work made by ten people in one day, and auctioned off to raise funds for UTEA and St Peter's Hospice

JANUARY 2008: Fundraising Quiz Night – our entertaining and challenging event raised just under £700 for the project

Pieces of Art for Peace – to mark National Holocaust Day

Jazz Club with Lianne Carroll, winner of Ronnie Scott's Jazz Award for best female vocalist

FEBRUARY: Crossed Wires and Coloured Strings – performance by classical guitarist, pianist and composer Hayley Savage

Spontaneous Expressions – exhibition of oil paintings by local artist Phil Jefferies

MARCH: Wotton Unplugged – an acoustic evening with new and original music performed by local musicians

Dragon's Teeth and Other Tales – puppet workshop and performance by the Stuff and Nonsense Theatre Company

English Touring Opera – visiting Wotton as part of their Spring Tour 2008 Lieder Recital

Postcard Exhibition – back by popular demand!

Ballet Star Gallactica with Madam Gallina – 'part clown, part stand-up, part classical ballerina'. A comedy first for UTEA

Aims/Future plans

Community Involvement

- ♦ *To pursue our ambitions to enable young people to contribute to, and be involved in, the running of the project in a meaningful way. We will build on the links we have already made with the local secondary school and primary schools.*
- ♦ *To expand the Friends scheme and attract more support. We will work with existing friends to explore the best ways of harnessing their energy, creativity and resources for the project.*
- ♦ *To develop our database of volunteers so that we can most effectively use their time and skills*

Developing our programme

- ♦ *To develop an outreach programme targeted at older people who are unaware of the project, or who find it difficult to visit the centre. We will build on the progress made in the current year.*

- ♦ *To develop joint arts projects with sister arts organizations locally, including the cinema.*
- ♦ *To continue to expand the range of events and activities offered*
- ♦ *To develop plans for a festival of dance*

Governance

- ♦ *To develop succession arrangements to ensure the board continues to be well managed and key responsibilities are covered effectively.*

Business planning

- ♦ *To consolidate our rolling medium term business plan (5 years) to support our current operations and future developments, including planning for festivals and special programmes of events.*

Building works and improvements

- ♦ *To secure funding to enable us to carry out improvements and acquire equipment:*
 - Alterations to the fire doors to increase the maximum audience capacity
 - Replacement of the building's ageing heating system
 - Providing a professional lighting rig for performances and exhibitions
 - A system for mounting small scale exhibitions simply
 - Additional sound reinforcement equipment for music performances
 - General redecorations and repairs

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 £12,000) in case of significant drop in funding. At the balance sheet date, free reserves were £30,458. This is currently above the target level, but funds are being accumulated in anticipation of future significant capital expenditure (see Future Plans).

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.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- ♦ Select suitable accounting policies and then apply them consistently;
- ♦ Make judgements and estimates that are reasonable and prudent; 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 maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

Approved by the trustees and signed on their behalf by:

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Date2008

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 2008, which comprise the Statement of Financial Activities, the 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 2008 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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