



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st November 2020 to 31st October 2021

Charity name: Devon Weavers Workshop

Charity registration number: 1108423

Objectives and Activities

	SORP ref	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Our Charitable Objects as set out in the Constitution are:</p> <ul style="list-style-type: none">(a) To advance the education of all members of the public in the subject of hand-weaving and hand-spinning by providing and assisting in the provisions of facilities, teaching and equipment for these crafts.(b) To establish and maintain a weaving workshop in South Devon which will have public access for exhibitions, teaching and craft day venues.(c) To develop and encourage the use of modern, innovative technology such as the use of computers and alternative materials and equipment in the production and design of textiles and related hand-crafted items.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Devon Weavers Workshop is a registered charity run on a self-help, voluntary basis by its 60 members, who mostly come from the rural parts of South Devon. It is a unique model which has evolved and blossomed since it first began in January 2005 thanks to the enthusiasm, friendship, good humour and sheer hard work of those involved.</p> <p>The Workshop itself is the driving force. It provides open access to its members, a space for weavers to work and experiment on the looms and equipment the group owns; to learn on courses, from each other and from the extensive reference and lending library; to meet and support fellow weavers on projects and other aspects of their creative lives.</p> <p>The Spinners group meet fortnightly in the Workshop. They get together to socialise, compare projects, and teach each other new techniques. They have also been helping each other to complete Foundation Certificate in Spinning from the Association of Weaver's Spinners and Dyers. Currently, 3 members are working their way through the course, and already several members have passed with distinction.</p> <p>Looms and spinning equipment are taken to local events and venues where the public are encouraged to 'have-a-go'. Octogenarians to three-year-olds have enjoyed their first weaving</p>

		<p>and spinning experience this way and some have subsequently been inspired to sign-up for our beginner's weaving course or join the spinners group.</p> <p>When the Spinners demonstrate at shows we usually have an exhibit that educates the public about the sustainability of wool, information on the wool trade, we often undertake challenges, such as the sheep to shoulder challenge where we had a sheep sheared, spun the wool and knitted a jumper in just over 6 hours.</p> <p>Within the Workshop we encourage an atmosphere which stimulates creativity and the freedom to experiment and develop, including the use of new technology and yarns. Experienced weavers and spinners are on hand to advise and support new weavers and spinners, and the Workshop regularly organises beginners, intermediate and advanced weaving courses, with internationally recognised tutors coming from all over the world to teach on the premises (see our website).</p> <p>Our aim is to promote the art of hand-weaving and hand-spinning by exhibiting our work and teaching and inspiring others. We are a non-profit making, largely self-financing group, funded only by subscriptions, income from courses and grants won on start-up, which provided some equipment. Most small profits achieved are ploughed back into the Workshop via the purchase of small items of equipment and books. Our two-tier subscription system makes us affordable for those who are learning but are unable to use the Workshop on a regular basis. Costs are kept to a minimum because members give their services free of charge. We do not employ staff. Our door is open to visitors any time our members are present.</p> <p>Mainly thanks to a National Lottery Award in 2005, the Workshop owns 10 eight shaft Louët looms, complete with stands and benches. These have levers for hand-operation and are perfect on which to teach beginners to weave and are also used extensively for sample weaving during our other courses. These looms are also used in the children's tent at the Contemporary Craft Festival. We usually get a really good response and send back to the children (at our own expense) some 200 samples annually.</p> <p>Our second National Lottery Award in 2008 helped provide us with a computer-driven, 16 shaft Louët Megado loom which has enabled many of our more advanced weavers to use their textile software skills to great advantage and produce some beautifully complex textiles. We also received funding from the Laura Ashley Foundation to assist with the purchase of a mechanical dobbie loom.</p> <p>Some of our looms are so heavily used that we will need to embark on a gradual replacement (selling off old looms to help with the cost) programme in the future.</p>
Statement confirming whether the	Para 1.18	The trustees aim to ensure that we are attending a range of fairs and exhibitions and offering suitable courses for people with a variety of interests and abilities.

trustees have had regard to the guidance issued by the Charity Commission on public benefit		<p>We are mindful of the needs of our beneficiaries when choosing how to allocate our funds. At the forefront of our considerations are how we can improve the weaving and spinning experience for our members. Also, how we can promote the skills of hand-weaving and hand-spinning to a larger audience and advance the innovative work in both areas.</p> <p>We keep the Workshop open with our members' support; but you do not need to be a member to learn to weave or spin, nor to visit us and discuss any issues you may have about these activities.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP ref	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<p>Our volunteers are essential to our activities for example, they:</p> <ol style="list-style-type: none"> 1. Teaching of beginners 2. Steward at exhibitions and fairs 3. Mentor newer weavers and spinners, students etc 4. Generally, offer support to other members at times of stress etc.
Other		

Achievements and Performance

	SORP ref	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>2020/2021 has been a strange year for DWW. We now have 60 members, many of whom are older and for whom weaving and spinning are an important learning and communal activity.</p> <p>We are pleased that despite the Covid 19 pandemic and when allowed, people have been able to access the Workshop in a safe manner. Once we were allowed to open, we limited the numbers using the space through a booking system and introduced a rigorous cleaning regime for everyone who went there.</p> <p>The Spinners group has managed to keep going through the Covid crisis, by meeting either outside, or at Harberton Parish Hall. We have followed the rules by initiating a booking system and we had zoom meetings when we were unable to meet. Many of our group live in more isolated and rural areas and perhaps fall into the high risk category and so being able to socialise in a safe way has often been a lifeline to our members.</p>

		<p>Subscriptions in FY 2020/21 did not cover the essential outgoings (rent, utilities, insurance and internet). So we continue to rely on income generated from courses run by external weaving tutors and by our own members. However, it is important to stress that we do not aim to make profit. In 2020/21 we generated a profit of just over £5,600, which is unusually high. This is because we had to delay courses because of Covid and so we 'held onto' their fees for a longer period before paying out expenses.</p> <p>In 2021 we managed to hold advanced courses (professional paid weaving tutors often from all over the world) having not done so in 2020. Laura Thomas ran two online sessions for us in the spring. They were fully subscribed and went well. Margo Selby ran one course, her second was postponed until November due to Covid. Jason Collingwood ran two back-to-back courses. These were all to a reduced number of students to ensure a safe environment and hence a reduced income.</p> <p>Beginner weaving courses as such were not held but plans are in place to start teaching again on a 2 to 2 basis run by volunteers from the workshop. There has been much interest over the period and people have waited patiently for us to start this tuition again.</p> <p>Much support is free and ongoing as members help others and share their knowledge.</p> <p>The trustees have met regularly on zoom, keeping our financial position and the Covid situation under review. Our successful Blackjack group (using random cards to determine weave structures) moved online too. It encourages members to be inventive with design.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Our income for the financial year ending 31st October 2021 was £28,165.86 and our expenditure over the same period totalled £21,652.06.</p> <p>Our surplus over the period was £6,513.80, but that included the fees from one of the courses which had still to be held.</p> <p>Rent/service charge: We pay £763.50 rent per month plus £63.50 service charge (including VAT). Our landlords kindly reduced our rent by 50% for 5 months. This saved us £2,290.50 in rental payments during the year. Our next rent review is due in January/February 2023.</p> <p>Running costs: Our running costs include Microsoft Office, electricity etc. The cost of electricity is down because the Workshop has been closed or we have had reduced opening. Other running costs include our weaving and other consumables and Covid supplies. We have changed our internet supplier to BT which has given us a small annual saving in cost.</p> <p>Any other expenditure is largely on equipment maintenance (running costs), books, yarns (sales), course expenses (external tutor fees) and advertising to ensure we can provide opportunities for our members and the wider public to learn about our craft.</p> <p>Exhibition/Fairs: Our payments for stands have been carried over, and so our costs have been lower than normal. We have paid for Birdwood this year, but sales will feature in the next financial year's income.</p> <p>Courses: Our income from courses has been high, Laura Thomas ran two online sessions; Jason Collingwood took two rug weaving courses and Margo Selby has taken one and her second course was delayed until the next financial year. Beginners' courses have been on hold for much of the year.</p> <p>Income from membership: We have received very strong support from members, this has ensured that our income has remained stable. We currently have 24 full members and 34 associates and a couple of honorary members. Subscriptions are mostly paid monthly by BACS.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We hold reserves in our business bank account for unforeseen expenditure that may occur. For example, the replacement or maintenance of looms and equipment; payment of rent (and other regular outgoings) should income fall or should the lease on our Workshop end unexpectedly or rent/service</p>

		charges rise. We aim to hold approximately £10,000 in reserve.
Amount of reserves held	Para 1.22	At the 31 st October 2021 we had £11,639.57 in reserves.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal source of funding is via membership fees and profit (small) from the courses we arrange. We have been very grateful to South Hams District Council for support through the national Covid scheme. This helped us keep going during the height of the lockdowns. We are always on the lookout for grant funding opportunities but until last year none have been available recently. We do not have investments.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	Our principal financial risk is that our membership and course income fall below our expenditure. We are committed to paying rent and service charges, electricity etc for the Workshop. It is a balance to keep our course fees as low as we can and yet cover our expenses and make a bit of 'profit' to fund our public exhibitions etc. We have public liability insurance to cover any incidents in the Workshop. With the amount of equipment in the Workshop we are very careful about health and safety and have a member who, although not a trustee, advises us on any potential issues.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution agreed in 2005, updated in 2015 and amended in 2021.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees and officers are elected by the members at the AGM and hold office for a period of 5 years. They can be re-elected at the end of their term.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are given a copy of the constitution and encouraged to read the Charity Commission publications about the role and responsibilities of trustees. They are supported by our other trustees of longer standing.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Workshop is run by the Committee which is formed by the Trustees. These include the Chair, Treasurer and Secretary. Devon Weavers Workshop is a member of the national Association of Guilds of Weavers, Spinners and Dyers.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Devon Weavers Workshop
Other name the charity uses	DWW
Registered charity number	1108423
Charity's principal address	8 Coombe Park, Ashprington, Totnes, Devon TQ9 7DY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Margaret Cushen	Chair		
2	Colleen Pope	Treasurer		
3	Kay Balmforth	Exhibitions and website		
4	Ann Holl	Workshop Bookings		
5	Jill Davies	Advanced Courses		
6	Jenny Rolfe	Beginners Courses		
7	Sareela Salter	Library		
8	Janet Thomas	Equipment		
9	Jane Unwin	Spinners Rep		
10	Anne Bulleid	Secretary		

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not Applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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Not applicable		

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Margaret Cushen	Anne Bulleid
Full name(s)	Margaret Marion Cushen	Carol Anne Bulleid
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 19th April 2022

DEVON WEAVERS WORKSHOP

(Registered Charity - No 1108423)

Colleen Pope

Treasurer

INCOME AND EXPENDITURE FOR YEAR ENDING 31.10.2021

INCOME		2020/21
subscriptions	full	£6,670.00
	associate	£1,160.00
course fees	advanced	£16,795.00
	beginners	£525.00
daily payment		£0.00
spinners		£0.00
printing		£19.01
sales/misc		£2,964.85
journal	*	£32.00
Xmas 2018		£0.00
Govt grant		£0.00
elec VAT refund		£0.00
<u>total</u>		<u>£28,165.86</u>

EXPENDITURE

Rent with service charge		£6,871.53
Electricity		£626.28
Internet		£407.13
Running costs	1 essential	£695.79
	2 discretionar	£330.46
Insurance/Affiliation		£765.15
Journal/mags/books		£276.19
Exhibi/fairs		£154.80
Admin (treasurer))		£42.15
Course expenses/refunds		£9,075.98
Sales		£2,406.60
Xmas 2018		£0.00
<u>total</u>		<u>£21,652.06</u>

surplus transferred to general fund

£6,513.80

* 1 payment outstanding of £16.00 carried forward

Notes.

Rent/Service charge.

We pay £763.50/month (£700 rent + £63.50 service inc VAT). Feb to July rent was reduced to 50% by the landlords. This saved us £2290.5 in rental payments.
Rent review Jan/Feb 2023 (halfway through lease)

Running costs.

1. 'Essential' running costs: Includes Microsoft Office subs (£33.12), mobile phone (new contract £5/6 per month until Feb, then £10/12 until Aug 2023) , safety (£285 PAT and fire), website (£372)
 2. 'Other' running costs: Includes expenditure on consumables such as tea,coffee, biscuits, covid supplies , advertising , misc such as key and supplies for sales events (bags, leaflets).
- The workshop has been closed/ reduced operations for much of the year, so expenditure on running costs is lower than in previous years.

Electricity

£626 is down on previous years. Last invoice was August 2021. Aug-Oct electricity will be paid for in next FY.

Internet

Service now provided by BT with small saving in annual cost.

Exhibition/Fairs

No new payments required as c/f from 2020. Additional Bovey expenditure (£154.80) to cover purchase of passes and advert in publicity booklet.

Course Income/ Expenses/refunds

Higher than usual in 2021 due to running of 2 online courses (Laura Thomas), Jason Collingwood (2) and rescheduling of Margo Selby (2). Tutor fees £6690.
All participants fully refunded if switched or cancelled course.
Beginner courses on hold for much of year. £525 received for new beginner courses.

INCOME from Membership.

Strong support by members- has ensured our income has remained stable. Majority pay by BACs on a monthly basis. We have gained several new Associate members during the year.
By end FY have 24 Full members, 34 paying Associates and several honorary members.

Sales INCOME and EXPENDITURE

Sales income and expenditure almost entirely from Bovey Tracy Craft Fair in September.

Bank account (Lloyds Business a/c)	£10,954.05	<i>01/11/2020</i>
	£17,467.85	<i>31/10/2021</i>
2020/21 transactions	<u>£6,513.80</u>	
Bank Account (Lloyds Business Saving)	£11,638.48	<i>01/11/2020</i>
	£11,639.57	<i>31/10/2021</i>
2020/21 transactions	<u>£1.09</u>	

ASSETS

Valuation of all equipment for insurance purposes £43,952.38

LIABILITIES

None

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Devon Weavers Workshop

On accounts for the year ended

31/10/21

Set out on pages

1- 2

11 (remember to include the page numbers of additional sheets)

**Responsibilities and basis of
report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 October 2021

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

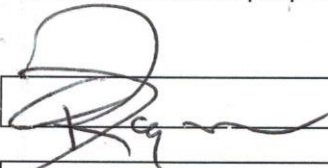
**Independent examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act or
2. the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

Catherine J Rayner

**Relevant professional
qualification(s) or body (if any):**

Chartered Tax Adviser

Address:

92 Fore Street

Kingsbridge

Devon TQ7 1PP