

**REGISTERED COMPANY NUMBER: 05305188**  
**(England and Wales)**  
**REGISTERED CHARITY**  
**NUMBER: 1119555**

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL  
STATEMENTS OF  
BEDFORD CREATIVE ARTS LIMITED**

**FOR THE YEAR ENDED  
31 MARCH 2023**

**Bedford Creative Arts Limited**  
**Bedford Heights**  
**Brickhill Drive**  
**Bedford**  
**MK41 7PH**

**BEDFORD CREATIVE ARTS LIMITED**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**BEDFORD CREATIVE ARTS LIMITED  
FOR THE YEAR ENDED 31 MARCH 2023  
CHAIR'S REPORT**

It has been another exceptional year at Bedford Creative Arts which saw us secure another term of investment with Arts Council England as a prestigious National Portfolio Organisation for the period 2023 – 2026 whilst delivering a broad programme of activities for our communities reaching 17,843 people including 1,675 children & young people in formal education.

Throughout the year the staff and trustees worked to develop a new Business Plan and corporate objectives for the forthcoming three years which firmly root our activities in place-shaping, community-focused projects with new themes of River, Migration and Bedford's Innovation Heritage. Our delivery, therefore, focused on developing new relationships with partners, supporters and communities through smaller projects that tested and trialled new ways of working and new technologies to inform our future practice.

We commissioned 20 artists across 10 different artistic commissions ranging from street art murals in Bedford's town centre and Queen's Park ward, to touring digital work, supporting parades and festivals, delivering community co-created exhibitions and events, and supporting Bedfordshire creatives with mentoring and networking. Across 101 separate activities including exhibitions, performances, workshops and learning opportunities we engaged audiences from across Bedford Borough and Central Bedfordshire.

Highlights included the delivery of two major commissions with our long-running *Take Part Queen's Park* project, enabling a professional exhibition of community co-created work to be installed in The Higgins Art Gallery & Museum seen by 4,700 people across several weeks led by artist Caroline Wendling, as well as the participatory painting of a mural for the Queen's Ward neighbourhood with Andy Holden and David Vallade.

We were grateful to colleagues at Sheffield International Documentary Festival for featuring our *Escaping Gravity* immersive digital project in their programme, sending a team to Sheffield at the same time as supporting artist J. F. Jacques to deliver a Refugee Week commission in St. Paul's Church in June 2022 entitled *MID Air* demonstrating the versatility of our small team in delivering ambitious programmes of work.

We collaborated with partners such as Queen's Park Community Organisation on their Jubilee Parade celebrations, Sheffield International Documentary Festival, The Higgins Art Gallery & Museum, Ball Corporation, 1 Degree East, St. Paul's Church, Central Bedfordshire Council and the University of Bedfordshire, deepening our working relationships. We used a range of artforms including digital projection, visual art, embroidery, clay modelling, theatre performance and film screenings in a truly diverse socially-engaged creative programme.

This year also saw the end of *The Culture Challenge* for Bedfordshire. For ten years we have driven this project which acted as a broker between schools and the local cultural sector. In a final celebration event, we brought together its founder, Kayle Judge, with many of the cultural education partners that had seen it succeed over such a long period and acknowledged its achievements in changing the lives of so many young people. Going forward we will now embed schools-based delivery into our commissioning programme including expanding our partnership with the University of Bedfordshire to deliver longitudinal work in two Bedfordshire secondary schools.

Our team continued to punch above their weight in delivering multiple projects over parallel timelines and we saw our Projects Assistant complete their final year in a fixed-term post by project managing two of our commissions successfully.

We are grateful to our funders who continue to demonstrate invaluable commitment in supporting us to achieve our aims. In particular, we would like to thank Arts Council England, Paul Hamlyn Foundation, The Harpur Trust, Bedford Borough Council and Central Bedfordshire Council for their considerable and ongoing support.

I hope that you enjoy reading about Bedford Creative Arts' activities in our Trustees' Report for the year ended 31 March 2023.

*S Matthews*

**Samantha Matthews**  
Chair

12<sup>th</sup> October 2023

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The trustees who are also directors of the charitable company for the purposes of the Companies Act 2006, present their report with the financial statements of the charitable company for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and reporting by Charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) issued in October 2019 by the Charity Commission.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Name**

Bedford Creative Arts Limited

**Registered Company number**

05305188 (England and Wales)

**Registered Charity number**

1119555

**Registered office**

Bedford Heights  
Brickhill Drive  
Bedford  
MK41 7PH

**Trustees**

Richard Sobey	Resigned as Chair 13 April 2023, Resigned 01 July 2023
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Paul Messam	
Jenni Thomas	Resigned 19 July 2022
Samantha Matthews	Appointed as Chair 13 April 2023
Suzette Reed	
Mark Taylor	

Sarah Payne	Resigned 21 May 2022
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Timothy Pain	
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Anita Kumari	Appointed 13 April 2023
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Samantha Maitland	Appointed 13 April 2023
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**Director**

Elaine Midgley

**Independent Examiner**

KM Hilliard ACA FCCA CTA  
Price Bailey LLP  
36 Tyndall Court  
Commerce Road  
Lynchwood  
Peterborough  
PE2 6LR

**Bankers**

HSBC  
12 Allhallows  
Bedford  
MK40 1LJ



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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charitable company is controlled by its governing document, the Memorandum and Articles, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

Bedford Creative Arts Limited has a policy for the recruitment and induction of trustees who may serve for up to two terms of three years. New trustees are appointed in accordance with the Articles of Bedford Creative Arts Limited. They are found from the contacts and networks of existing trustees and the executive. Vacancies are also publicised through our website, social media and through other organisations and forums. When recruiting new trustees, the Board looks for individuals with skills and experience which are of value to Bedford Creative Arts Limited and complement those of existing trustees. Potential trustees are interviewed by a panel of trustees and the Director. When a new trustee joins the Board, they are provided with a "Trustee Induction Pack", which provides comprehensive information about Bedford Creative Arts Limited. They attend induction meetings with the Director and Chair as well as receiving additional training when required. In 2022-23 we launched a recruitment campaign for new trustees and appointed Sammy Maitland and Anita Kumari at the end of the year to replace skills from retiring Board members, including our Chair, Richard Sobey who now hands over to the former Vice-Chair, Samantha Matthews. Mark Taylor, entering a second term on the Board, takes over the role of Vice-Chair.

**Organisational structure**

The Board and Executive have an agreed Business Plan that articulates the strategic direction of the organisation over 3 years and includes organisation-wide objectives, financial and income strategy, audience development aims, organisational structure proposals, commitments to equality, diversity and the environment and programme ambitions. This strategy is supported by Arts Council England and forms part of their monitoring of our delivery on their funding objectives. Day-to-day delivery of the Business Plan is delegated to the Director and staff team. Unusual or significant decisions are made by the Board of Trustees on recommendations from the Director. The Chair and Vice-Chair meet with the Director monthly to review progress. Sub committees of the Board meet at least twice per annum to review detailed aspects of strategy including income generation, equality & diversity and programme development. The Board also have assigned champions to meet with the Director and staff to discuss and challenge other areas of the business including HR/staff, environment, risk, and a Treasurer that supports financial scrutiny.

**Risk management**

The Board of Trustees, with the Director and the staff team, keep organisational risk under review and mitigate risk with a range of measures including: insurance, planning, performance monitoring, policies and procedures. The organisation holds a Corporate Risk Register for the monitoring of strategic risk which is reviewed quarterly. Programmes are mainly run with funding secured in advance to ensure that any income risk is well managed. Residual risk is assessed and informs the Reserves Policy, which includes financial and non-financial risks. To meet contractual and legal obligations and deliver operational objectives, the Board agrees the broad annual programme, plans and budget, and monitors performance during the year. The Trustees have identified the following to be the key risks to the organisation along with the mitigating actions to be undertaken:

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Risk	Mitigating Action
Funding of the Organisation	Bedford Creative Arts Limited will continue to develop the programme in a way that diversifies its income from a range of funders including its core client Arts Council England, trusts & foundations, statutory funders and earned income from consultancy. Projects are operated on a full-cost recovery basis to cover overheads and staffing not covered by core funding. Arts Council core funding is secure until 2026. Close monitoring of reserves by the Board and a clear Reserves Policy helps to build investment potential with targets for building reserves for key purposes. The Board have appointed a Treasurer (trustee role) to support the Executive in managing funds including close cost control. The Business Plan incorporates an Income Generation Strategy for continual securing of funds.
Loss of Key Staff	Bedford Creative Arts Limited will aim to invest in its staff and consider succession planning and resilience in its policies and processes including a Business Continuity Plan. We offer an appropriate level of salary and flexible working arrangements. Salaries are benchmarked across the sector and staff receive above statutory minimum annual leave entitlements. Annual training budgets provide continual CPD. Role design considers succession planning and legacy. Documentation of processes and projects are based on Prince2 principles and enable smooth transition between staff for successful handover/team working. Clear recruitment processes and a recruitment policy ensures quality replacements when required.
Safeguarding and Health & Safety	The organisation has a Safeguarding Policy and highly experienced, well-trained staff. Using advice from other local experts including the CVS, Bedford Borough Council and Board members in highly skilled professions such as the Clergy, the policy incorporates safer recruitment processes for staff, volunteers, trustees and contractors. Training and DBS checking is repeated every 3 years at a minimum. The Director, as well as the Company and Projects Manager have Institution of Occupational Safety and Health (IOSH) Managing Safety qualifications and experience of HSE guidance, risk assessment and control. All activities are risk assessed and appropriate mitigating actions are incorporated in line with the organisation's Health & Safety Policy
Staff wellbeing & management of remote working	The organisation has no office premises and staff work from home or in remote locations in the community with limited supervision. BCA holds a Remote Working Policy that guides staff in safe working practises which includes regular daily contact with team members to ensure their location

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	<p>&amp; safety is known. The Board issue a twice annual Staff Wellbeing Survey that enables staff to anonymously report on their wellbeing &amp; job satisfaction. The Board and Executive discuss results in order to implement additional measures to support staff. The Board &amp; SMT continue to monitor staff performance through fortnightly 1-2-1s and a twice annual Performance Review system. A Wellbeing app is provided for staff that enables private access to GP appointments and health advice.</p>
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**Remuneration**

The charitable company operates a remuneration policy whereby salaries for all directly employed staff are benchmarked against salary levels in the sector on an annual basis and any increases are calculated to account for the financial performance of the organisation.

The average employee headcount during the financial year was six and the average number of employees (full-time equivalent) was four. No employees earned in excess of £60,000 and the total remuneration paid to the key management personnel during the year was £97,853. During the period the trustees received no remuneration.

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**OBJECTIVES AND ACTIVITIES**

**Charitable Objectives and Activities for the Public Benefit**

Bedford Creative Arts Limited is a contemporary arts charity. We run a programme of artistic commissions and cultural education projects, events and workshops that aim to provide creative opportunities for diverse audiences both locally and further afield, and to provide new creative opportunities for artists.

Our Charitable Objective is to advance the education of the public in creativity and the arts within the Borough of Bedford, the county, the wider region and over time more broadly across the UK by:

1. Offering people the opportunity to develop skills, confidence and knowledge.
2. Using the arts as a tool to improve social welfare and people's quality of life by responding to those needs identified through contact with local community groups and other agencies.
3. Actively engaging people who are excluded from mainstream provision of arts education for reasons of disability, social, cultural or economic circumstance (by seeking to make activities physically, intellectually, socially, culturally and financially accessible).
4. Enabling everyone to exercise the right freely to participate in the cultural life of the community and to enjoy the arts and its benefits.
5. Promoting, improving, advancing and providing access to current developments in contemporary arts practice, through a programme of temporary exhibitions and educational and recreational activities.

Bedford Creative Arts Limited has referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing its aims and objectives and planning its future activities.

In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set for the organisation, thus ensuring public benefit continues to be delivered.

Each year the Board of Trustees review and update the Business Plan including reviewing the organisation's Vision, Mission and Foundations statements to ensure they reflect our current approach in delivering on our Charitable Objectives:

**Our Vision:** is that future communities will have an outrageous sense of entitlement to the arts because of its power to provoke positive social change.

**Our Foundations:** We believe that art is essential for a full life as it engenders self-expression, confidence, connectedness and a sense of belonging. It builds strong and resilient communities; it empowers individuals. Where there are challenges in communities, whether social, educational, environmental or economic, the arts have the intrinsic power to provoke and facilitate change. The arts can provide a platform for a diversity of voices to be heard. Through engagement with the arts, people can explore, express, connect, learn, share, debate and challenge, often in innovative and ambitious ways. We want all communities to have access to the arts so that they can do these things and become active citizens with us to work towards better, stronger communities. We see a community as a neighbourhood or as a group of people with a common characteristic or shared experience. We recognise that neighbourhoods are home to many communities and each of us is a member of several communities. We work predominantly in Bedfordshire but strive for our activities and learning to make a national impact on the sectors where we work and the world we live in.

**Our Mission:** We create art for, with and inspired by communities.

**We:**

**People** - Put people at the heart of our work, working responsively and collaboratively with communities.

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**Place** - Support place-making, shaping and enriching by helping communities to have a sense of identity, belonging, agency and pride in where they live.

**Power** - Enhance the power of communities to provoke change, champion social and environmental justice, and strive for a just and equitable society.

**Possibility** - Seek to ask questions and have conversations that challenge the status quo, support meaningful debate and enable radical ideas to be explored.

**Practice** - Use socially engaged artistic practice to develop knowledge, skills and tools that can be shared and used nationally.

**Our Strategic Aims** for this period have been developed jointly by the Board of Trustees and the Executive Team through a process of collaborative discussions.

The aims of the organisation until March 2023 were:

1. Enable an ambitious, high quality place-shaping artistic programme that has a positive impact on local people and Bedfordshire's national reputation.
2. Develop active citizenship through arts and culture.
3. Develop and support local creative talent in our fields of work.
4. Ensure our work is resilient, sustainable and accountable.
5. Raise the national profile of our work and broaden our provoking influence on peers, policy-makers, individuals and communities.

We are fleet of foot and work peripatetically, exploring genuine artistic collaborations and new ways of awakening and developing talent and fostering wellbeing with an array of new and long-standing stakeholders and partners: arts and non-arts agencies and charities; local authorities; funders; educational institutions; associate curators and producers; and regional, national and international artists, experienced in socially engaged practice.

## **OBJECTIVES AND ACTIVITIES**

The key activities we deliver to achieve our aims are:

### **1. Artistic Commissions**

We commission artists to develop contemporary art in a wide range of genres across Bedfordshire in response to our Business Plan aims and community needs. The theoretical framework for our work is based on socially-engaged practice; we believe great art can enhance and transform people's lives. We aim to innovate, to produce original, imaginative, extraordinary, adventurous and often provocative art works and encounters in every day and unconventional locations. We aspire to create art that is critically recognised by our peers and has an impact on the sector on a regional and national scale.

We work with diverse communities, specialising in encouraging new participants and building audiences where there is often a history of low cultural engagement. This includes working deeply within neighbourhoods to engage with local people in addressing the issues that matter to them. Currently this means we have focussed intensively on the Queen's Park ward of Bedford which is culturally diverse and includes residents who are affected by multiple Indexes of deprivation with views to expand this work into Kingsbrook & Cauldwell wards.

Our commissions and neighbourhood work are informed by Listening Projects. These projects involve sending our staff into the community to listen and understand their social needs and consider opportunities for our work to respond to them.

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## **2. Ecology, Practise, Knowledge & Talent Development**

Bedford Creative Arts works to build the creative economy in Bedfordshire and to nurture and grow creative talent by supporting artists, curators and producers both locally and beyond. We do this by:

- Providing mentoring and practical support to artists and producers within our programme and commissions, particularly through our Producer Hub programme delivered in partnership with 1 Degree East;
- Participating in opportunities to "listen" to the communities we serve such as partnering with peers in the community sector including Queen's Park Community Organisation, local authorities and schools;
- Nurturing, attending and developing local collaborative networks that help to build up the creative economy and ecology such as the Bedford Cultural Partnership and Central Bedfordshire Culture Hub (co-founded by Bedford Creative Arts) and the Local Economic Partnership's Creative & Cultural Sector group.
- Supporting the Creative Bedfordshire network by hosting an online platform enabling local creatives to connect, network and share including programming Creative Exchange network events and training activities.

We provide mentoring and support to the artists and freelancers engaged in the delivery of our work, but particularly seek to reach those with limited opportunity, especially in the Bedfordshire area. We target opportunities to work with people from a diverse range of backgrounds and to enable people to have a long-term relationship with Bedford Creative Arts over a number of years through interventions such as opportunities for work, mentoring, brokerage of partnerships, promotion of their work and advice on funding.

## **ACHIEVEMENT AND PERFORMANCE – A REVIEW OF THE YEAR**

### **Project Delivery**

Across the year we reached physical audiences of 11,048 alongside estimated audiences of 6,795 (total 17,843).

We were proud to have been able to support the employment of freelance artists and contractors during this challenging time by providing work for 20 artists during the year as well as a wider team of project managers and support staff.

Key successes in the year included:

**Take Part Queen's Park** – This longitudinal project culminated this year in two major commissions. We delivered an exhibition at The Higgins, Bedford in June 2022 entitled 'Archipelago' created by artist Caroline Wendling and a range of participants from the Queen's Park community in Bedford. The exhibition featured a film that illustrated the everyday lives of seven residents alongside embroidery works made by participants of Presentation House and clay objects made by residents and students at Queen's Park Academy School. The exhibition was seen by 4,700 people throughout its run at the William Harpur Gallery. Sadly, due to the sudden death of artist Mira Calix in March 2022, the Communication, Unity and Community mural was postponed until February 2023. However, over February half-term Andy Holden, accompanied by artists David Vallade, Amina Pagliari, Emily Alleyne and the BCA team worked with over 40 participants from the neighbourhood to paint the extensive mural along a wall in Chester Road, Queen's Park.

*"I love the atmosphere that's created here at Queen's Park and the students that are involved are always really keen to be involved". Facilitator*

*"I like that we all get to have a fun time and that everyone's nice to us". Child Participant.*

*"I feel proud because I live round the corner from there so I'll see that every day and know that I made a contribution to that wall." Adult Participant.*

*"They might say like wow, this mural was good. They probably will say they did it on my road. I could look at it every day". Child Participant.*



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**Ghost Signs** – Three new murals were painted in Bedford town centre by artists Keith Hopewell, Amy Wormald and Sarah Hodgkins for this project that celebrates Bedford's engineering and innovation heritage. Painted in the style of early 20<sup>th</sup> century advertising signs, the "Ghost Signs" represented Bedford's aviation heritage, airships and bus & taxi driver Joe Clough. Consultation in December 2022 with 116 members of the general public in Bedford town centre established a keen desire to see more street artworks and murals along these lines. 70% of respondents said they would make a specific visit to the town centre if there were more artworks citing benefits such as "anything that brightens your day", and "makes a more cheerful landscape, brings people together, educates people about our history, makes people optimistic about our future". The project was also covered extensively in local media including BBC online, ITV Anglia and BBC 3 Counties radio.

**News, News, News** – After the success of this project in Bedford in Spring 2021, artists Andy Field and Beckie Dartington returned to deliver 'News News News' in Leighton Buzzard. The team worked with Beaudesert Lower School over 3 weeks to create a team of young reporters who researched news topics of their choice. They then performed a live theatre show at the Leighton Buzzard Library Theatre on 18<sup>th</sup> March 2023 in front of an audience of the Mayor, Councillors, CEO of the Council, parents, teachers and friends. The artists are now developing a Resource Pack for all local schools that enables them to deliver the concept in a classroom setting.

**The Culture Challenge** – A programme of funding from The Harpur Trust and Central Bedfordshire Council came to an end for The Culture Challenge and the project was concluded after 10 successful years brokering relationships between local schools and the cultural sector across Bedfordshire. Evaluator Tina Corri was recruited to evaluate the project and produce a report that summarised the successes over the funding period. The Culture Challenge's last few Culture Vouchers were issued including to King's Oak, Broadmead Lower, Ravensden Primary, Laburnum, Caldecotte and Biggleswade schools. Statistics that evidence the powerful reach of this project across the full period as expressed in the final evaluation included:

- 220 cultural activities delivered through workshops, artist residences and visits to cultural venues
- 150 Arts Awards
- 16,000 child participants
- 60 training events for 970 attendees
- 90% of teacher evaluations rated the project as excellent
- 118 providers were included in the directory of cultural providers

*"It's a brilliant thing and a power for good."* Cultural Provider

*"Pupils who are often quiet and withdrawn were engaged and enthusiastic. The children were very proud of the work produced."* Teacher

*"From the smiles on their faces and their comments on the evaluation forms they have all increased their confidence around dance. A lot of the children feel more confident (their wellbeing has increased)."* Teacher

*"We have been able to build richer and deeper relationships with particular schools."* Cultural Provider

**Sheffield International Documentary Festival** – We were delighted to be featured at Sheffield DocFest in June 2022 with *Escaping Gravity*, nominated for their Alternate Realities prize. Our first tour of this project originally created in 2021, the work was exhibited in Access Space in the city centre and seen by 636 people during the run. We received positive feedback from the DocFest team for our professionalism and the visit provided us with an opportunity to show the work to prospective touring partners in 23-24.

**MID Air** – We worked in partnership with St. Paul's Church and BRASS to deliver a new artistic commission for Refugee Week in June 2022. Artist J. F. Jacques created an installation entitled *MID Air* that invited people with experience of migration or seeking asylum in the UK to share photos of their lives in a hanging structure.

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The structure demonstrated how fragile our lives become when we move locations and used the notion that two people's images needed to be added to the structure to create balance to demonstrate the importance of needing others in our lives. The project also supported Ukrainian artists from Studio Tsymbal in delivering ebru painting workshops and received positive BBC TV news coverage.

**The River Festival** – The biennial River Festival took place in July 2022 and we attended with a range of interactive activities in a tent by the river which enabled us to hold public consultation for our forthcoming river programme. We invited Pell Ensemble to test and trial their new VR experience of *800 Lifetimes*, Studio Tsymbal provided painting workshops, Larry Jackaman invited the public to emboss leaves of aluminium for her *Can Art* project. We surveyed local people about their interest in a river art programme securing thoughts about art, poetry and songs inspired by the River Great Ouse. Overall we engaged 1,280 people over the two days and received some valuable feedback about their interest in the river theme.

*"The river makes me feel intrigued - it takes me out of myself. The water has a reflection it reflects back at you. There is a beautiful and dangerous quality. It's ancient and tells us a story about the beginning of the land."* Respondent.

**Can Art** – We were commissioned by Ball Corporation, a beverage packaging manufacturer with a HQ in Luton, to create a new artwork out of aluminium drinks cans for their Luton offices. We appointed artist Larry Jackaman to deliver the commission and she created a work featuring aluminium leaves embossed by images of nature. She worked with 108 members of the public in Bedford to emboss the images and the work was unveiled at Luton's offices in December 2022 to a positive reception from staff.

*"It's been amazing working with an arts charity. They took our can and made something completely innovative. It was hugely important to have the public part of this project. Every time we look at these leaves, we see a little imprint of someone. It really does bring it to life".* Jeff Little, VP HR, Ball Beverage Packaging

### **Championing Diversity & Inclusion**

Bedford Creative Arts (BCA) remains committed to celebrating diversity and inclusion through our work and ensuring equity of opportunity for both audiences and artists. BCA uses an Equality & Diversity Action Plan alongside its company policy on Equality, Diversity & Inclusion to ensure that it continues to deliver its commitment.

Particular activity that was focused on supporting diversity and inclusion this year included:

- We undertook Equality Impact Assessments of all our key elements of project delivery which resulted in making additional provisions for people of certain characteristics including creating an audio description of *Escaping Gravity with Vocal Eyes* ready for touring as well as creating an introduction video for our *Archipelago* exhibition in the Higgins that explained the exhibition and workshop process in 5 different languages commonly used in Queen's Park.
- We targeted trustee recruitment at people from under-represented backgrounds resulting in the appointment of a candidate from a South Asian background and a candidate under 30 years of age to the Board.
- We targeted community engagement work at protected characteristics at risk of exclusion including those on low incomes (e.g. people living in housing association accommodation in Queen's Park), older people (e.g. Presentation House sheltered accommodation), and young people (e.g. News News News).
- We engaged artists from a diverse range of backgrounds including 25% of our artists from UK minority ethnic backgrounds.
- We represented people from under-represented background in our work such as Joe Clough featuring in a mural in Bedford's bus station (a Black bus and taxi driver for whom the community have long championed to have him represented prominently in the town).
- We developed our relationships with community organisations that engage with under-presented voices such as the organisers of Refugee Week, BRASS, Legacy of Windrush Descendants (LOWD) and St. Paul's Church.



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**Creative Ecology Development**

We have continued to invest in local and specialist talent across a range of artforms and practises through our projects and ongoing support networks and used this engagement to develop our own knowledge and skills. Particular achievements in the year include:

- We chaired the Bedford Cultural Partnership and co-wrote a bid to the Arts Council which secured Managed Funds to deliver a Cultural Vision for Bedford Borough. We led meetings of the partnerships throughout the year and supported the Council in tendering for a contractor to deliver this strategic proposal and worked closely with Red Quadrant to deliver a research phase.
- We continued our attendance in local strategic networks including BACE (Bedford Arts & Cultural Education), the SEMLEP Creative & Cultural Steering Group and the Central Bedfordshire Culture Hub including inputting into research by the University of Bedfordshire consultancy work for a cultural strategy in Central Bedfordshire.
- We continued as members of the High Street Heritage Action Zone Cultural Programme group for Bedford, including forming part of the commissioning panel for a programme of cultural events celebrating Bedford's high street heritage with funding from Historic England.
- We hosted the Creative Bedfordshire network site (via a Six Circles platform), posting news and articles for the creative community and growing membership by over 50 new members in the year.
- We continued to represent the town's cultural viewpoint on the Town Deal Board, formed by the Bedford Borough Council to oversee an investment plan to apply for funding for a central government Town Deal fund and managed to influence the creation of arts & culture resources within the forthcoming Shared Prosperity Fund.
- We delivered a programme of 6 sessions for local creatives achieving 96 engagements with individuals in collaboration with 1 Degree East to provide mentoring on skills across fundraising, producing, inclusive working and budgeting.
- We held 2 Creative Exchange network events in Bedfordshire inviting local creatives to network and share ideas around strategy work, use of empty shops for art and to showcase the work of other creatives in the area.

**Organisational Development & Change**

The organisation experienced little change in its personnel and organisational management during the year, continuing to operate remotely with staff working from home on desk-work and in the community on artistic delivery.

We continued to hold permanent staff in the roles of Director, Programme Producer, Company & Projects Manager and Finance Manager. After the departure of our Marketing Manager later in the year we have made a change to the marketing role to become Digital Marketing Officer which will have increased hours and was appointed from April 2023.

We continued to mentor and support our fixed term position, supported by The Harpur Trust, of Projects Assistant. The postholder increased their responsibilities over the year to include project managing two projects in the last two months of their time with the organisation to develop their project leadership skills.

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## **FINANCIAL REVIEW**

### **Reserves policy**

The Reserves Policy aims to maintain reserves at the minimum level required to manage risk, support organisational resilience and enable investment in development. This is managed through the use of named designated funds identified for specific purposes. This supports strategic financial management and accountability.

Targets for designated funds are set following an assessment of the operational financial commitment and associated residual financial risk if income is unexpectedly terminated. The reserves policy is reviewed at least annually by the Board of Trustees and designated funds reviewed quarterly with the preparation of financial management accounts and projections.

The charity's emergency designated fund will ensure that the charity has the ability to manage unforeseen events that affect its financial health and not to fall below the level that would put the charity at risk of demise, or breach of the law or its obligations. The Trustees have set a Designated Emergency Wind-Up Fund with a minimum target of three months' expenditure (currently calculated to be £80,000). In addition, other funds are designated to allow the charity to invest to create new opportunities and to manage growth with a further target of £80,000 across these funds.

#### **Summary of Designated Funds and their purposes:**

Designated Emergency Wind-Up Fund with a minimum target of three months' expenditure (currently calculated to be £80,000) to be used should the company be required to wind-up in a legally responsible manner.

Designated Covid-19 Emergency Fund – a fund to support the company's response to the coronavirus pandemic that has necessitated consideration of both programme, staffing and operational changes to service delivery. This fund was closed during the year as the trustees agreed that the likely financial impact of the pandemic had passed. The funds were moved into the programme development designated fund to enable future programme growth.

Designated Capital Fund – maintained to enable the purchase and maintenance of capital equipment such as PCs & laptops for staff and to enable taking on a new office after the pandemic, if required.

Designated Programme Development Fund – to enable investment in our programme so that we may increase our ambition and develop new projects & programmes with matched funding support that could lever in additional funding. It is particularly important at this juncture as BCA comes to the end of a 4 year investment period and is preparing a new programme plan for 23-24 onwards.

Designated People & Organisation Fund – to enable future investment in organisational development. This can include resourcing changes to staff structure, the need to invest strategically in staff training & development, or to manage unforeseen temporary staffing issues such as unexpected absences of leave.

Any general funds that are not designated for the above purpose will be reviewed with a plan to invest these funds in a manner that supports the delivery of the charity's objects within 12 months of operation.

The trustees agreed that this was a prudent approach and would ensure the future growth and development of Bedford Creative Arts was financially sustainable.

The Board has agreed that funds will only be held in low-risk UK bank accounts as approved by the Board of Trustees.

The trustees also agreed that the charitable company will continuously strive to deliver its charitable objectives as cost effectively as possible whilst ensuring it is able to continue to meet its liabilities as they fall due.

**BEDFORD CREATIVE ARTS LIMITED**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Principal funding sources:**

BCA Limited received income of £239,684 (2022: £317,473) in the year, of which £82,786 (2022: £127,818) represented restricted funding, relating to the Queen's Park Project Fund (£300), Airship Dreams (£32,005), Creative Bedfordshire (£1,020), Bedford Contemporary Dance (£3,450), Ghost Signs (£16,690), The Vault (£9,886), News, News, News (£8,800), Can Arts (£4,250), Empty Shops Fund (£2,500) and Jubilee fund (£3,885). Expenditure in the year totalled £279,765 (2022: £372,219) of which £119,928 (2022: £210,265) related to the restricted project funding.

BCA's biggest investment source is Arts Council England through our designation as one of its National Portfolio Organisations. We also received significant funding from various funding bodies, trusts and foundations that have helped us to deliver our wide-ranging programme including:

Bedford Borough Council, Central Bedfordshire Council, The University of Bedfordshire, National Heritage Fund, Bedford & Luton Community Foundation, Queen's Park Community Organisation and Ball Beverage Packaging Limited.

**Funds available**

The reserves held at 31 March 2023 are £131,197. This includes unrestricted funds of £115,788, which equates to approximately seven months' expenditure and is in line with the reserves policy.

Within the unrestricted funds, the trustees have designated the following separate funds:

Designated Emergency Wind-Up Fund: £60,037 (2022: £60,037)  
Designated Covid-19 Emergency Fund: £0 (2022: £5,000)  
Designated Capital Fund: £5,000 (2022: £5,000)  
Designated Programme Development Fund: £20,000 (2022: £15,000)  
Designated People & Organisation Fund: £20,000 (2022: £20,000)

The trustees are confident that the charitable company can continue to meet its liabilities as they fall due for the foreseeable future and that the accounts should be prepared on a going concern basis.

**Related Parties**

BCA leased a store from Verve Developments Limited for £nil in the year ended 31 March 2023 (31 March 2022: £nil). BCA also hired a number of meeting rooms at Bedford Heights which is owned by Verve Developments Limited, these were hired out at a £nil cost to BCA.

Verve Developments Limited is a related party due to Timothy Pain being a director of the company and trustee for Bedford Creative Arts Ltd.

If payable, the commercial rent on the store would have totalled £1,650 for the year ended 31 March 2023 (2022: £1,650). The commercial cost of hiring the meeting rooms would have cost BCA £5,523 (2022: £nil).

This has been received as a gift in kind from Verve Developments Limited for both financial years. The total gift in kind for the year ended 31 March 2023 of £7,173 has been recognised in the accounts as a Donation from Verve Developments Limited to BCA with a corresponding cost.

**FUTURE PLANS**

A few projects from the 2022-23 programme will continue into the 2023-24 financial year.

Take Part Queen's Park will experience its final commission in mid 2023 with the painting of a mural inside the meeting room of the Queen's Park Community Centre. We will then provide our mural painting participants with an opportunity to celebrate their achievements over the project and conclude our evaluation of this longitudinal work including the creation of a Social Impact Study by researcher Roger Morley.

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
BEDFORD CREATIVE ARTS LIMITED**

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Our *Ghost Signs* project will move to its next phase which will see Augmented Reality digital artworks embedded into two of the murals painted in Bedford's town centre. The AR works will enable the general public to interact with the 2D artworks, experiencing gaming effects and animation that help audiences to further understand the heritage behind the work.

We have secured some funding and partnerships in anticipation of our new programme of delivery beginning in 2023 that will mostly align with our new themes of The River, Bedford's Innovation Heritage and Migration.

**Our programme for 2023-24:**

- *Escaping Gravity* – We have started conversations with the Karachi Biennale Trust about the prospect of this project touring to Pakistan in 2024 and incorporating a creative exchange between a Pakistani artist and a UK artist.
- We have secured funds from Historic England via the High Street Heritage Action Zone Cultural Programme to incorporate an Augmented Reality game in the 3D anamorphic mural on Bedford's high street entitled *The Vault*. This project will invite members of the public to "crack the vault" depicted on the high street by searching for clues using an AR app on their phones. The game is due for release in September 2024.
- We have been commissioned by the Kingsbrook & Cauldwell Big Local to deliver a *Get Involved Festival* and commissions programme in 2023. This project will invite artists to work with community groups in the area to create original artworks that can be showcased at a festival event. This project is funded by the Big Local and will begin our working relationship with communities in the area.
- *Make Way for Culture* will be recommissioned with Central Bedfordshire Council to identify how the project might engage children & young people with cultural facilities in their area. This project will align with emerging themes for their new Cultural Strategy work and their new community engagement team which includes former BCA employee, Kayte Judge.
- *News News News* will continue into 2023 in the form of a Resource Pack being developed so that teachers can take the concept of the theatrical news show and develop it in their schools and classrooms. Funded by the Central Beds Council and the Whitbred PLC's Chairman's fund this project is due for implementation in September 2023.
- We will continue our working relationship with 1 Degree East to provide mentoring to self-producing artists and local creative producers through a range of Hub seminar sessions, talks and networking including hosting free networking Creative Exchange events promoted through Creative Bedfordshire.
- We have secured funding in partnership with local Creative producer, Talia Giles, to deliver a project in Bedford's town centre utilising empty shops for pop-up galleries and art exhibitions.
- We have been commissioned by Legacy of Windrush Descendants to create a resource pack that celebrates historical figures from Bedford's history that were members of the Black community and are being recognised through the installation of informative plaques in Bedford.

Our programme of 10 commissions and activities is outlined in the organisation's Programme Plan and aligned to funding from Arts Council England and a range of trusts, foundations, local authorities and private businesses.

In preparing this report, the trustees have taken advantage of the small companies' exemptions provided by section 415a of the Companies Act 2006.

**ON BEHALF OF THE  
BOARD:**



**Samantha Matthews**  
Chair  
12<sup>th</sup> October 2023

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
BEDFORD CREATIVE ARTS LIMITED**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 16 to 27.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



**K M Hilliard ACA FCCA CTA**  
Chartered Accountant

For and on behalf of Price Bailey LLP  
36 Tyndall Court  
Commerce Road  
Lynchwood  
Peterborough  
PE2 6LR

Date: 31/10/2022

**BEDFORD CREATIVE ARTS LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted Funds £	Restricted Funds £	31.3.23 Total Funds £	31.3.22 Total Funds £
<b>INCOME</b>					
Donations	2	153,868	300	154,168	152,718
Investment income	3	903	-	903	18
Charitable activities	4	2,127	82,486	84,613	164,737
<b>Total income</b>		<b>156,898</b>	<b>82,786</b>	<b>239,684</b>	<b>317,473</b>
<b>EXPENDITURE</b>					
Charitable activities	5	159,837	119,928	279,765	372,219
<b>Total expenditure</b>		<b>159,837</b>	<b>119,928</b>	<b>279,765</b>	<b>372,219</b>
<b>NET (EXPENDITURE) / INCOME</b>		<b>(2,939)</b>	<b>(37,142)</b>	<b>(40,081)</b>	<b>(54,746)</b>
Transfer between funds		(5,000)	5,000	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,939)</b>	<b>(32,142)</b>	<b>(40,081)</b>	<b>(54,746)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward	13	123,727	47,551	171,278	226,024
<b>TOTAL FUNDS CARRIED FORWARD</b>	13	<b>115,788</b>	<b>15,409</b>	<b>131,197</b>	<b>171,278</b>

There are no recognised gains or losses other than those included above. The results shown above relate to continuing activities.

The income and expenditure are measured under the historical cost convention.

The accompanying notes form part of these financial statements



**BEDFORD CREATIVE ARTS LIMITED**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2023**

REGISTERED COMPANY NUMBER: 05305188 (England and Wales)

	Notes	Unrestricted Funds £	Restricted Funds £	31.3.23 Total Funds £	31.3.22 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	1,843	-	1,843	3,449
<b>CURRENT ASSETS</b>					
Amounts owed within one year	10	2,458	21,892	24,150	3,588
Cash at bank and in hand		115,466	26,607	142,073	189,666
		<u>117,924</u>	<u>48,299</u>	<u>168,223</u>	<u>193,254</u>
<b>CURRENT LIABILITIES</b>					
Amounts falling due within one year	11	(3,979)	(32,890)	(36,869)	(25,425)
<b>NET CURRENT ASSETS</b>		<u>113,945</u>	<u>15,409</u>	<u>129,354</u>	<u>167,829</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>115,788</u>	<u>15,409</u>	<u>131,197</u>	<u>171,278</u>
<b>NET ASSETS</b>		<u>115,788</u>	<u>15,409</u>	<u>131,197</u>	<u>171,278</u>
<b>FUNDS</b>	13				
Unrestricted funds				115,788	123,727
Restricted funds				15,409	47,551
<b>TOTAL FUNDS</b>				<u>131,197</u>	<u>171,278</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the provisions of the Statement of Recommended Practice 'Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) issued in October 2019 by the Charity Commission;

The financial statements were approved by the Board of Trustees on 12<sup>th</sup> October 2023 and were signed on its behalf by:

*S. Matthews*

Samantha Matthews  
Chair

The accompanying notes form part of these financial statements

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1. COMPANY INFORMATION AND ACCOUNTING POLICIES**

**Company information**

The company is a private company limited by guarantee and is registered in England and Wales.  
Registered company 05305188  
Registered charity number 1119555

**Registered Office:**

Bedford Heights  
Brickhill Drive  
Bedford  
MK41 7PH

**Basis of preparing the financial statements**

The trustees believe that the charitable company can operate for a period of at least 12 months from the date of approval of the financial statements. The charity continues to be supported by the funding from the Arts Council and other income streams and as such consider it appropriate to prepare the accounts on a going concern basis.

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the requirements of Charities Statement of Recommended Practice issued in October 2019 (FRS102) and section 1a of FRS102. The presentation currency used in the accounts is pounds sterling. The charitable company is a public benefit entity.

**Cash flow statement**

The trustees have taken advantage of the exemption in Charities SORP issued in October 2019 (FRS102) from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods or the donor has imposed conditions which must be met before the charitable company has unconditional entitlement.

**Government Grants**

Grants, including government grants, are accounted for under the accruals model as permitted by FRS102. Grants of a revenue nature are recognised in the Statement of Financial Activities in the same period as the related expenditure.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. The pension costs charged against income represent the amount of contributions payable to the scheme in respect of the accounting period.

Costs charged to a restricted fund relate to the activities undertaken to further the specific charitable purposes the fund was established to support. These costs include both direct and support costs associated with the activities undertaken by the restricted funds. Support costs are allocated based on agreed allowances from funders.

Expenditure attributable to the restricted fund may still be charged to it even if there is an insufficient balance on that fund at the time. However, expenditure should only be charged to a restricted fund in deficit when there is a realistic expectation that future income will be received to cover the shortfall, for example when a decision has been made to invite donations to that restricted fund.



**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1. COMPANY INFORMATION AND ACCOUNTING POLICIES continued**

**Operating Leases: the charitable company as lessee**

Rentals under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

**Tangible fixed assets**

The company's threshold for capitalisation is £200. Expenditure below this value, on items that may be considered fixed assets, is written off to revenue account as the trustees consider that the administration cost of capitalisation outweighs any benefit to the user of these accounts. Fixed Assets with a value in excess of £200 are depreciated over their anticipated useful life of 3 years.

**Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**Defined Contribution Pension**

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations. The contributions are recognised as an expense in the Statement of Financial Activities when they fall due. Amounts that are not paid are shown in creditors as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in an independently administered funds.

**Debtors**

Trade debtors, prepayments and other debtors are valued at the amount paid in respect of future accounting periods.

**Cash at bank and in hand**

Cash at bank and in hand include cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or openings of the deposit or similar account.

**Creditors**

Trade creditors, accruals and other creditors are recognised when there is an obligation at the year-end as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement and the amount of settlement can be estimated reliably.

**Financial Instruments**

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Within the Unrestricted funds the trustees designate separate funds, which consist of monies set aside by the trustees out of general funds to be spent on the specific programmes and events identified after the year end. These funds have no specific restrictions other than the trustees have set aside these monies out of general funds to support the specific programmes and events identified by the charitable company. Transfers are made to and from designated funds to general funds on the basis of the trustees' estimate of future expenditure on the specific events and programmes.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Provision is made in the majority of restricted funding streams for management and administration costs. These costs are borne within unrestricted funds and then an appropriate transfer is made in accordance with the funding agreement.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**2. DONATIONS**

	Unrestricted	Restricted	31.3.23 Total	Unrestricted	Restricted	31.3.22 Total
	£	£	£	£	£	£
Grants	146,385	-	146,385	146,385	-	146,385
Individual Donations	310	300	610	6,000	333	6,333
Verve Developments Ltd	7,173	-	7,173	-	-	-
	<b>153,868</b>	<b>300</b>	<b>154,168</b>	<b>152,385</b>	<b>333</b>	<b>152,718</b>

The Grant of £146,385 is from Arts Council England. Bedford Creative Arts Limited is one of the National Portfolio Organisations which receive unrestricted funding to support the running of the charitable company.

**3. INVESTMENT INCOME**

	31.3.23 £	31.3.22 £
Bank account interest	<b>903</b>	<b>18</b>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted	Restricted	31.3.23 Total	Unrestricted	Restricted	31.3.22 Total
	£	£	£	£	£	£
Arts Council England	-	-	-	35,727	-	35,727
CRF	-	-	-	-	-	-
Bedford Borough Council	617	29,586	30,203	1,525	7,826	9,351
Central Bedfordshire Council	-	6,810	6,810	-	10,231	10,231
The Gale Family Trust	-	-	-	-	8,750	8,750
Royal Opera House	-	-	-	-	1,260	1,260
Bridge	-	-	-	-	-	-
BPHA (Bedford Pilgrims Housing Association)	-	250	250	-	-	-
The Harpur Trust	-	-	-	-	45,000	45,000
The University of Bedfordshire	355	3,450	3,805	-	4,350	4,350
1 Degree East	305	-	305	-	-	-
Bedford & Luton Community Foundation	-	2,500	2,500	-	-	-
National Heritage Fund	-	32,005	32,005	-	49,948	49,948
Queens Park Community Organisation	-	3,885	3,885	-	-	-
Ball Beverage Packaging Limited	-	4,000	4,000	-	-	-
Access Space Network	850	-	850	-	-	-
Other income	-	-	-	-	120	120
	<b>2,127</b>	<b>82,486</b>	<b>84,613</b>	<b>37,252</b>	<b>127,485</b>	<b>164,737</b>

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**5. ANALYSIS OF EXPENDITURE**

	Unrestricted £	Restricted £	31.3.23 Total £	Unrestricted £	Restricted £	31.3.22 Total £
Charitable activities						
Salary related costs	116,620	42,619	159,239	108,144	46,162	154,306
Temporary staff and consultancy costs	-	-	-	14,450	-	14,450
Insurance	1,473	-	1,473	1,692	-	1,692
Artistic Programme	17,849	77,309	95,158	13,332	164,103	177,435
Office cost and admin	14,656	-	14,656	8,525	-	8,525
Staff Training	3,176	-	3,176	7,312	-	7,312
Recruitment	354	-	354	-	-	-
Independent examiner's fees	1,440	-	1,440	1,860	-	1,860
Accountancy, payroll and HR support costs	2,278	-	2,278	5,130	-	5,130
Governance costs and Trustees' expenses	218	-	218	28	-	28
Bank fees and Companies House fees	167	-	167	103	-	103
Depreciation of tangible fixed assets	1,606	-	1,606	1,378	-	1,378
	<b>159,837</b>	<b>119,928</b>	<b>279,765</b>	<b>161,954</b>	<b>210,265</b>	<b>372,219</b>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging:

	31.3.23 £	31.3.22 £
Depreciation – owned assets	1,606	1,378
Operating Leases - property	-	-
Independent examiner's fees	1,440	1,860

**7. TRUSTEES' REMUNERATION AND BENEFITS**

None of the Trustees received any remuneration or other benefits for the year ended 31 March 2023 or for the year ended 31 March 2022. There were trustee expenses totalling £nil paid during the year (2022 - £nil). The total number of trustees who claimed travel expenses during the year was 0 (2022 – 0).

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**8. STAFF COSTS**

	31.3.23 £	31.3.22 £
Wages and salaries	146,984	143,104
Holiday / TOIL accrual movement	(338)	(470)
Social security costs	8,393	7,813
Pension contributions	4,200	3,859
	<u>159,239</u>	<u>154,306</u>

The average number of full time equivalent employees during the year was 4 (2022 – 5). The average head count of employees during the year was 6 (2022 – 7). No employees received emoluments exceeding £60,000 per annum (2022: none)

**9. TANGIBLE FIXED ASSETS**

	Computer Equipment £	Fixtures & Fittings and Equipment £	Total £
<b>COST</b>			
At 1 April 2022	8,495	682	9,177
Additions			
Disposals			
At 31 March 2023	<u>8,495</u>	<u>682</u>	<u>9,177</u>
<b>DEPRECIATION</b>			
At 1 April 2022	5,312	416	5,728
Charge for the year	1,500	106	1,606
Disposals			
At 31 March 2023	<u>6,812</u>	<u>522</u>	<u>7,334</u>
<b>NET BOOK VALUE</b>			
At 31 March 2023	<u>1,683</u>	<u>160</u>	<u>1,843</u>
At 31 March 2022	<u>3,183</u>	<u>266</u>	<u>3,449</u>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23 £	31.3.22 £
Trade debtors	21,692	1,750
Other debtors	2,458	1,838
	<u>24,150</u>	<u>3,588</u>

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23 £	31.3.22 £
Trade creditors	10,888	16,766
Other creditors	25,981	8,659
	<u>36,869</u>	<u>25,425</u>

**12. PENSION COMMITMENTS**

The charitable company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the charitable company to the fund and amounted £4,200 (31 March 2022: £3,859). Contributions totalling £nil (31 March 2022: £nil) were payable to the fund at the reporting date and are included in other creditors.

**13. MOVEMENT IN FUNDS**

	At 1.4.22 £	Incoming Resources £	Resources Expended £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>						
General fund	18,690	156,898	(159,837)	(2,939)	(5,000)	10,751
Designated funds	105,037	-	-	-	-	105,037
	<u>123,727</u>	<u>156,898</u>	<u>(159,837)</u>	<u>(2,939)</u>	<u>(5,000)</u>	<u>115,788</u>
<b>Restricted funds</b>						
Queens Park Project Fund	13,373	300	(13,310)	(13,010)	-	363
Culture Challenge Service Fund	24,258	-	(29,134)	(29,134)	(2,800)	(7,676)
Make Way for Culture Fund	18,393	-	-	-	-	18,393
Airship Dreams Fund Bedford	(23,874)	32,005	(8,131)	23,874	-	-
Contemporary Dance Fund	1,283	3,450	(4,733)	(1,283)	-	-
Project Assistant Fund	10,900	-	(20,400)	(20,400)	-	(9,500)
High Street Heritage Action Fund	3,218	-	(218)	(218)	(3,000)	-
Creative Bedfordshire Fund	-	1,020	(850)	170	-	170
Empty Shops Fund	-	2,500	(500)	2,000	-	2,000
Jubilee Project Fund	-	3,885	(3,885)	-	-	-
News, News, News, Fund	-	8,800	(8,110)	690	-	690
Ghost Signs Fund	-	16,690	(16,599)	91	10,800	10,891
The Vault Fund	-	9,888	(9,808)	78	-	78
Can Arts Fund	-	4,250	(4,250)	-	-	-
	<u>47,551</u>	<u>82,786</u>	<u>(119,928)</u>	<u>(37,142)</u>	<u>5,000</u>	<u>15,409</u>
<b>TOTAL FUNDS</b>	<u>171,278</u>	<u>239,684</u>	<u>(279,765)</u>	<u>(40,081)</u>	<u>-</u>	<u>131,197</u>

Transfers between funds relate to contributions made towards the Ghost Signs project. Monies transferred were for specific work within Ghost Signs fund which linked to the original purpose of the transferring funds.

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**13. MOVEMENT IN FUNDS - continued**

**Designated Funds**

Designated funds are as follows:

	31.3.23	31.3.22
	£	£
Emergency Wind Up Fund	60,037	60,037
Covid-19 Emergency Fund	-	5,000
Capital Equipment & Renovation Fund	5,000	5,000
Programme Development Fund	20,000	15,000
People & Organisation Fund	20,000	20,000
	<u>105,037</u>	<u>105,037</u>

The designated funds, as described in the trustee report on page 12, consist of monies set aside by the trustees out of general funds to be spent on the specific programmes, contingencies and events identified after the year end. These funds have no specific restrictions other than the trustees have set aside these monies out of general funds to support the specific activities identified by the charitable company.

**Transfers from Restricted Funds**

Provision is made in the majority of restricted funding streams for management and administration costs. These costs are borne within unrestricted funds and then an appropriate transfer is made in accordance with the funding agreement on an annual basis.

**Purpose of Restricted Funds**

**Queen's Park Project Fund:** This project contains grant funding to enable a programme of creative activity culminating in 2023 that supports community cohesion and wellbeing in the Queen's Park ward of Bedford. It includes funds for artistic programming, marketing, social impact evaluation and community engagement activities supported by the Paul Hamlyn Foundation, the Harpur Trust, BPHA and Bedford Borough Council. Final payments are due into this fund in 23-24 upon the completion of evaluation reports for funders.

**Culture Challenge Service Fund:** The Culture Challenge (TCC) aims to increase the number of young people accessing, enjoying and making great art and culture by acting as a broker between the education sector (predominantly schools) and the cultural sector. It is funded by The Harpur Trust and Central Bedfordshire Council. Funding supports the maintenance of a directory of service providers, CPD events for educators and cultural providers, Arts Award support & moderation, marketing costs and Culture Vouchers which are used to fund service delivery in schools. The transfer from this fund to unrestricted funds relates to approved project support, administration and manager salary costs. Final payments are due into this fund in 23-24 upon the completion of evaluation reports for funders which is why the fund is currently in deficit.

**Make Way for Culture Fund:** this is a consultancy project funded by Central Bedfordshire Council to support the creation of a series of programmes that will support cultural education in the locality, especially in Houghton Regis, Leighton Buzzard and Dunstable. Funding was used to support a Pioneering Partnership programme of CPD and Culture Voucher funded delivery for each location working with 3 schools, the libraries and the music service. Funding also supported delivery of a new network, the Culture Hub for participants in both sectors as well as Arts Award and Artmark support for participating schools and providers. Remaining funds continue to be held until such time as the client is in a position to continue the project post-Covid-19 and is anticipated to take place from September 2023.

**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

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**13. MOVEMENT IN FUNDS - continued**

**Airships Dreams Fund:** This fund was used to support the development of the Airship Dreams project that culminated in a major exhibition and community & school engagement programme in 2021. Funding includes sponsorship from The Harpur Trust, grants from National Lottery Heritage Fund, Arts Council England and Airship Heritage Trust. Delivery included a development of educational resources, virtual community sharing events and development of the exhibition and artwork for exhibition in 2021. The fund was in a negative position at the end of 2021-22 due to the National Lottery Heritage funding being paid in arrears with final payments secured in the 2022-23 financial year.

**Bedford Contemporary Dance Fund:** This is a project in partnership with the University of Bedfordshire funded by Arts Council England to develop a centre for choreographic excellence in Bedford for contemporary dance. Bedford Creative Arts provided marketing and audience development expertise as well as logistical support for artist's work. Funding was expended on artist fees, producer time and marketing support including a contribution for unrestricted funds for administration and staff time on project support. The project finished early in the year.

**Project Assistant Fund:** This consists of a grant from The Harpur Trust to enable the employment of a fixed term salary post of Projects Assistant in the organisation, fixed until March 2023. The position is to support the ongoing delivery of projects including marketing, administration and practical event delivery. The Fund is in deficit at the end of the year as the final payment is due in 23-24 after submission of the end of project monitoring form to the funder.

**High Street Heritage Action Zone Fund:** The fund consists of a grant from Bedford Borough Council for the initiation of a 3D illusion artwork on Bedford High Street that aims to draw public attention to the myths and stories surrounding the former bank site near the river, alongside a sponsorship from the Bedford Business Improvement District (BID). The fund was spent on artist fees, artwork production and marketing for the project delivered in May 2021. Funding outstanding after completion of the mural from BedfordBID was carried over with permission to be expended on the Ghost Signs project.

**Creative Bedfordshire Fund:** The fund consists of fees paid by Bedford Borough Council and Central Bedfordshire Council to cover the cost of the Creative Bedfordshire online platform. Funds pay for SixCircles to provide the platform infrastructure and hosting services.

**Empty Shops Fund:** Funding obtained from Bedford Borough Council's Town Centre Priority Fund is being held to enable the organisation to deliver a programme of art exhibitions in empty shop units in Bedford town centre in 2023-24.

**Jubilee Project Fund:** Queen's Park Community Organisation commissioned Bedford Creative Arts to deliver a schools engagement programme for their Jubilee Parade in June 2022. Funds were spent on artist fees and infrastructure to deliver workshops in schools creating parade costumes that were used in a multi-cultural parade in honour of the Queen's Jubilee. All funds were spent in the year.

**News, News, News Fund:** Funds were secured from Central Bedfordshire Council and the Whitbred PLC Chairman's Fund (via Beds & Luton Community Foundation) for the delivery of this project enabling school children in a Leighton Buzzard school to create news reports and exhibit them to adults in a theatre show. Funds were spent on artist fees and marketing for the execution of this project. Funds carried forward into 23-24 are for the execution of a Resource Pack for teachers to be issued in Autumn 2023.

**Ghost Signs Fund:** These funds consist of grants from the Bedford Borough Council's Town Centre priority Fund and sponsorship from BedfordBID to enable the painting of a series of murals in the style of "Ghost Signs" in Bedford's town centre that celebrate Bedford's aviation history. Funds were expended on artist fees, equipment hire and materials to deliver the signs. Funds carried forward are for payment of augmented reality additions to the project planned for 23-24.



**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

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**The Vault Fund:** This fund consists of a fee from Bedford Borough Council to pay for repairs to the mural originally painted for the High St heritage Action Zone project in 2021 to create a 3D anamorphic mural depicting an old bank vault on Bedford's High Street. Funds were expended on artist fees, accommodation, equipment, materials and stewarding to support the re-painting of the design.

**Can Art Fund:** This fund consists of a fee paid by Ball Corporation for the commissioning of an artwork for their premises. Funds were expended on artist fees, marketing and materials for the creation & installation of the artwork at their offices and were expended in the year.

**14. CAPITAL**

The charitable company has no share capital. The liability of members is limited by guarantee and does not exceed £1 per member.

**15. RELATED PARTIES**

BCA leased a store from Verve Developments Limited for £nil in the year ended 31 March 2023 (31 March 2022: £nil). BCA also hired meeting rooms at Bedford Heights which is owned by Verve Developments Limited, these were hired out at a £nil cost to BCA.

Verve Developments Limited is a related party due to Timothy Pain being a director of Verve Developments Limited and a trustee for Bedford Creative Arts Ltd.

If payable, the commercial rent on the store would have totalled £1,850 for the year ended 31 March 2023 (2022: £1,650). The commercial cost of hiring the meeting rooms would have cost BCA £5,523 (2022: £nil).

This has been received as a gift in kind from Verve Developments Limited for both financial years. The total gift in kind for the year ended 31 March 2023 of £7,173 has been recognised in the accounts as a Donation from Verve Developments Limited to BCA with a corresponding cost.

**16. OPERATING LEASE**

There are currently no operating leases held by Bedford Creative Arts Limited for the year ended 31 March 2023 and the year ended 31 March 2022.



**BEDFORD CREATIVE ARTS LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 CONTINUED**

**17. PRIOR YEAR NET ASSETS BY FUND**

	Notes	Unrestricted Funds £	Restricted Funds £	31.3.22 Total Funds £
<b>FIXED ASSETS</b>				
Tangible assets	9	3,449	-	3,449
<b>CURRENT ASSETS</b>				
Amounts owed within one year	10	1,838	1,750	3,588
Cash at bank and in hand		124,672	64,994	189,666
		<u>126,510</u>	<u>66,744</u>	<u>193,254</u>
<b>CURRENT LIABILITIES</b>				
Amounts falling due within one year	11	(6,232)	(19,193)	(25,425)
<b>NET CURRENT ASSETS</b>		<u>120,278</u>	<u>47,551</u>	<u>167,829</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>123,727</u>	<u>47,551</u>	<u>171,278</u>
<b>NET ASSETS</b>		<u>123,727</u>	<u>47,551</u>	<u>171,278</u>
<b>FUNDS</b>	13			
Unrestricted funds				123,727
Restricted funds				47,551
<b>TOTAL FUNDS</b>				<u>171,278</u>