

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 2024

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

BEDFORD CREATIVE ARTS LIMITED
FOR THE YEAR ENDED 31 MARCH 2024

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**BEDFORD CREATIVE ARTS LIMITED
FOR THE YEAR ENDED 31 MARCH 2024
CHAIR'S REPORT**

Welcome to the Annual Report and Accounts for Bedford Creative Arts for the year April 2023 – March 2024.

We have had a fantastic year, beginning the first year of our new Business Plan 23-26 which launches new programme themes for our work alongside exciting strategic development projects that support Bedfordshire's creative ecology.

It was also the first year of our current period of National Portfolio Organisation status with Arts Council England, who will provide welcome strategic investment for our artistic programme and organisation until 2027.

Across the year we delivered 16 creative projects reaching audiences physically and digitally of 19,248 working with 47 creatives.

Our new programme themes of River, Innovation Heritage and Migration have been simultaneously brought alive through a period of partnership development, research & development projects, consultation events and community engagement. This has enabled us to seek funding throughout the year to initiate programmes that work to serve our local communities whilst continually growing our artistic ambitions and pushing boundaries in our work.

Key highlights include providing Bedford's first ever augmented-reality art through Digital Art Murals, animating street art with games that tell stories of Bedford's innovation heritage in unusual and creative ways. We worked with LegalAliens to bring theatre opportunities to Bedford for local refugee and asylum seeker performers and we began collaborating with The Higgins Bedford and local employer FujiFilm to set-up a Community Portrait project – telling the story of Bedford's past, present and a possible future in the world of photography through the eyes of our community.

We pushed forward with our work to support the local creative ecology by co-founding Pride of Place (POP) with local creative producer and artist Talia Giles as a mechanism for utilising empty retail space for art exhibitions and creative workspace. This included her very successful POP Bedford pop-up creative space attracting over 5,000 visitors alongside exhibiting opportunities in 5 vacant retail premises. We also re-designed our Producer Hub programme with 1 Degree East, focusing our mentoring on support for 10 local creative producers and self-producing artists through a series of 1-2-1s, webinars and seminars.

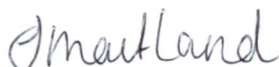
I'm delighted that our work has been recognised by the Lord Lieutenant of Bedfordshire, leading to two staff members being invited to Buckingham Palace for a Summer Garden Party. We continued to feature regularly in local press and have been nominated through the Chamber of Commerce and Bedford Independent's Everyday Hero Awards for awards that recognise our role in supporting our local communities through artistic works.

We received a record number of corporate commissions as a benefit of increased exposure, being commissioned by Bedford Borough Council, the University of Bedfordshire's Aspire Higher team, Speakers for Schools, Grand Union Living and Verve Developments Limited to enable creative projects that enhance local people's lives and spaces as well as supporting the development of skills and knowledge for children & young people.

I'd like to give my thanks for our key funders and partners who continue to enable and encourage our work, especially Arts Council England, The Harpur Trust, Verve Developments Limited, 1 Degree East, Bedford Borough Council, Aspire Higher, FujiFilm, The Wixamtree Trust and The Gale Family Trust.

I'd like to thank our hard-working staff, including our new fixed-term Projects Assistant who has become an amazing asset and the temporary staff who have helped us deliver fixed-term project support and maternity cover for core team members. You have all achieved wonderful things.

I hope that you enjoy reading about Bedford Creative Arts' activities in our Trustees' Report for the year ended 31 March 2024.



Samantha Maitland
Chair

17 October 2024

BEDFORD CREATIVE ARTS LIMITED
REPORT OF THE TRUSTEES (including directors report)
FOR THE YEAR ENDED 31 MARCH 2024

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 2024. 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 01 July 2023 |
| Paul Messam | Resigned 08 February 2024 |
| Samantha Matthews | Appointed as Interim Chair 13 April 2023 Resigned as Interim Chair 08 February 2024 |
| Suzette Reed | Resigned 2 August 2024 |
| Mark Taylor | |
| Timothy Pain | |
| Anita Kumari | Appointed 13 April 2023 |
| Samantha Maitland | Appointed 13 April 2023, Appointed as Chair 08 February 2024 |
| Fiona Parry | Appointed 12 October 2023 |
| Jennie Cashman Wilson | Appointed 25 April 2024 |
| Samuel Baker | Appointed 25 April 2024 |

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

BEDFORD CREATIVE ARTS LIMITED
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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 public forums. When recruiting new trustees, the Board looks for individuals with skills and experience which are of value to the charity 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 2023-24 we launched a recruitment campaign for new trustees and appointed Jennie Cashman-Wilson and Samuel Baker at the end of the year to replace skills from retiring Board members. The Board said goodbye to long-serving trustee Richard Sobey who resigned as Chair after completing two three-year terms. Vice-Chair, Samantha Matthews held the position of Interim Chair whilst discussions were held about Richard's successor. The Board opted to recruit a new Chair of Trustees from within the existing membership and voted to elect Samantha Maitland to the role of Chair from February 2024.

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 aligns the governance expectations of Arts Council England for National Portfolio Organisations. 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, marketing, risk, and finance (a Treasurer).

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 |
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| 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 commissions. Projects are operated on a full-cost recovery basis to cover overheads and staffing not covered by regular funding. Arts Council funding is secure until March 2027. 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 education sector, 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 Occupations Safety and Health (IOSH) Managing Safely 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 & safety is known. The Board issue a twice annual Staff Wellbeing Survey that enables staff to |

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| | anonymously report on their wellbeing & job satisfaction. The Board and Executive discuss results in order to implement additional measures to support staff. The Board & SMT continue to monitor staff performance through fortnightly 1-2-1s and a twice annual Performance Review system. An Employee Assistance Programme is provided for staff that enables private access to GP appointments and health advice and standards for good organisation procedures are documented in a health & Wellbeing Policy. Two staff members are MHFA Mental Health First Aid trained. |
|--|--|

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 £102,167. 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 in which we live.

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 2024 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 projects 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 and/or working with specific and targeted groups such as in schools and in deprived wards such as Queen's Park, Kempston and Kingsbrook & Cauldwell.

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 community groups, local authorities and schools;
- Supporting local producers and self-producing artists in the delivery of their own projects where a partnership with an established charity can make the most differences, such as supporting Quilla Constance with her exhibition Teasing Out Contingencies in 23-24.
- 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).
- 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 audiences of 11,248 alongside estimated audiences for our free, open access work of 8,000 (total 19,248).

We were proud to have been able to support the employment of many freelance artists and contractors during this challenging time by providing work for 47 artists and creative freelancers 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 finally ended this year since its inception in 2019. Originally proposed as a neighbourhood level action-research project, the project encountered a number of challenges such as Covid-19 and the tragic death of an artist during delivery. However, the outcomes across the period have been excellent – ranging from schools-based visual arts activity, a film, an exhibition, a street mural, theatre performances and community feast events.

The final project delivery in 2023 included being commissioned by the project’s community steering group to paint the walls of a meeting room in a local community centre with child participants and then to celebrate the project’s culmination with a feast, theatre show and screening of the project film, ‘Archipelago’.

The project’s overall successes included:

- Audience reach 7,422 (of which 2,151 were local active participants)
- 51 individual creative activities
- 20 freelance creatives employed
- 10 committed resident Ambassadors

Overall feedback was overwhelmingly positive:

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"The resources provided were brilliant. The children were all engaged" – Teacher.

"I wish this was here when I first moved here. It would have helped my mental health and allowed me not to feel so alone." – Queen's Park Resident.

"We really wanted to say thank you for accommodating the needs of the local community and we feel like the work of Bedford Creative Arts has been very beneficial for the local community and the local children". – Resident and Ambassadors Group Member.

"I had a very special time with the community because I made real friendships and because the project was quite long I had the chance to actually have a meaningful relationship with the community [...] it's the community I worked with, it's the groups I worked with, that absolutely shaped the project and the exhibition."
- Caroline Wendling, Lead Artist

We published our evaluation report and the project's independent Social Impact Study written by Roger Morfe on our website – providing an insight into the benefits of creative art projects on a community.

Digital Art Murals and The Vault – In the prior year, we painted murals on Bedford's High Street that reflected aspects of Bedford's heritage. One referenced Bedford's former bank, the Barnard Bank, and hinted at the idea of a lost bank vault underneath the ground. The other two reflected Bedford's aviation heritage through both airship and airplane innovation. In 2023, with funding through Bedford's High Street Heritage Action Zone as well as funding from Bedford Borough Council's Town Centre Priority Fund, ARA and Bedford BID, we worked with digital artists Clemence Debaig and David Thatcher to create augmented-reality games within the murals, allowing users to scan a QR code that enabled them to interact with the 2D murals. The Vault Game is a game that enables users to take a High Street quiz which unlocks an augmented-reality vault to see the treasures beneath. Re-Imagine the Sky and Cardington Sheds enable users to fly airships and planes on their mobile phones whilst reading fun facts about the town's heritage. The project reached 619 people after its inception in Autumn 2023:

"It was fun and I liked looking around Bedford. I found the secret treasure." – Child Player.

"It was wonderful to find this lovely mural on the floor and find out the history. I never knew there was a bank here. So, it was really good and really great fun to do the game and make me notice more bits of the town."
- Adult player.

"When it comes to making history into games it's quite smart because, the current generation, they focus more on games than actually learning, so if you put it into a game then they will learn while also enjoying themselves" – Teenage Player.

POP ART – We collaborated with local artist and creative producer Talia Giles on establishing Pride of Place (POP). The aim of POP is to utilise empty retail space for art exhibitions and creative pop-ups. BCA negotiated the use of 5 empty retail units in Bedford town centre, using all of them for a rolling programming of art exhibitions called POP ART. Local artists were invited to apply to exhibit their work in the space, enabling artists to be showcased who otherwise might not secure gallery recognition. Talia collaborated with BCA on using one space for POP Bedford, a pop-up creative space, hosting exhibitions, workshops, artist residencies and live events over 6 weeks in Summer 2023. POP BEDFORD attracted 5,107 visitors during its run with the POP ART exhibitions attracting 3,000 viewers. Exhibiting artists included 50% early career artists of which 75% were those identifying as having a long-term health condition, disability or neurodiversity suggesting it provided strong accessibility for people from those backgrounds.

"Getting my work out locally in Bedford. It really opened-up my eyes to what was happening locally within the arts. I then went on to have a stall at the art and flea market and I have made so many local connections and sold more work since. I would have not been able to do any of this if I hadn't gotten involved with the POP ART project. It changed a lot for me!" – Exhibiting artist

"Such an inspiring and motivating space. The people, the design...the community – a real credit to Bedford!" – POP BEDFORD Visitor

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"Honestly, this needs to be a permanent fixture in Bedford. I haven't seen anything that's brought the community together so much. It makes me proud to be in Bedford" – POP BEDFORD Visitor.

Culture Clubs – We were commissioned by Aspire Higher (part of the University of Bedfordshire) to pilot a series of Culture Clubs across three Bedfordshire schools with the aim of seeing if we could influence and widen their views on creative careers. We partnered with Goldington Academy, Mark Rutherford School and SEND school Oak Bank (supported by Speakers for Schools) in the delivery of a series of workshops in each school.

Students were invited to attend regular sessions with an arts practitioner to deliver a creative project and to understand the different roles behind making creative activity. The Clubs were delivered in the Summer term 2023.

Goldington Academy delivered a "zine" supported by poet Anthea Davis-Barclay and illustrator Katie Allen, whereas Oak Bank and Mark Rutherford delivered a film, working with Future Legend Media and Junior Filmmakers respectively.

Key learning outcomes included:

- The project inspired students to help them to feel happy and proud through creative activity.
- If they are already slightly inclined to consider further education the project appeared to increase their resolve to want to go on to further education and university and help students to feel more confident in that decision. However, conversely, students who were unsure about creative subjects or further education and maybe do not enjoy creative subjects became more resolved not to follow a creative pathway.
- Student postcode was not necessarily an indicator of their likelihood to consider further education, however their general encouragement and support in all settings (home and school) had a potentially strong influence.

Community Portrait – We were delighted to be sponsored by local employer, FujiFilm, to create a project that marked their 40th anniversary of being located in Bedford. We began our journey working with local community groups and education settings to capture "community portraits" using the latest FujiFilm technology. Collaborating with local photographers such as Chiara MacCall, Catherine O'Donnell and Amina Pagliari, we documented portraits of school children and their families, Bedford College students, Romanian groups, Ukrainian groups and celebrations of women. Some groups were invited to utilise FujiFilm's London House of Photography studios, enabling participants to learn skills about photography as well as to build a collection of portraits to use in a forthcoming exhibition in 2024. The project received welcome support from local funder The Wixamtree Trust and is being developed to include consideration of both the heritage and future of photography in Bedford.

Migration Research and Development – We developed our learning about Bedford's migrant communities through partnerships with two organisations on "listening projects". We supported a local producer from WordSetFree and artist Radhika Aggarwal in their project Tastes Like Home. This project will deliver an audio trail along Bedford's High Street in 2024 that provides stories of the many foods and recipes that are fondly remembered and shared by Bedford's diverse immigrant communities. We supported the delivery of workshops and recording sessions to identify and record stories. We also invited LegalAliens from London, a migrant theatre company, to meet Bedford refugees and asylum seekers and introduce the idea of theatre as a form of expression for those new to the medium. The result is the development of a new theatre show, Tugging at the Sea, that is being developed in both London and Bedford as a means to explore the feelings of migrants on political narratives around boats:

"Using a fragmented narrative, physical theatre, songs and direct testimonies, Tugging At The Sea asks audiences to examine the propaganda against asylum seekers. Thanks to a collaboration with visual artist Bern O'Donoghue, the stage will be covered in paper boats, as a celebration of shared humanity." – LegalAliens.

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River/ Flow/ Connect consultation – We established new partnerships with organisations in Bedford that are connected to the river and focused our exploration of this theme on the community of Kempston, where the river is currently under-used. We set up a steering group including ward councillors, town councillors, Bedford and Milton Keynes Waterways Trust, The Wildlife Trust and some residents to begin to shape this new project that aims to re-engage local residents with the river on their doorstep through art. We held a boat trip and a community picnic event, securing a range of views that were strongly encouraging of this new project:

- 78% of respondents felt that area of the river was neglected & overlooked.
- 89% said they would like to see permanent artistic structures along the river
- 78% had never engaged in a BCA activity before.

External Commissions – We grew our delivery of small commissions for local organisations and businesses this year, responding to approaches from Grand Union Housing for their Chamomile Gardens development – delivering visual art workshops for new residents that enable them to meet new people; Verve Developments Limited commissioned artwork for their premises by artist Larry Jackaman made from recycled aluminium cans created by users of their Bedford Heights building; Pine Cones Family Hub – who commissioned us to work with family hub users and Livingstone School to paint storage sheds at their site; and the Kingsbrook & Cauldwell Big Local who commissioned us to deliver a visual art programme in Kings Oak Primary School.

Championing Diversity & Inclusion

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

Particular activity that supported diversity and inclusion this year included:

- We undertook Equality Impact Assessments of all our key elements of project delivery which led to investment in a new tool for our updated website that creates better accessibility for users, adapting the website according to their specific needs.
- We provided an opportunity for a younger person to become Chair of the Board of trustees by providing a programme of training, mentoring and peer-support from the Vice-Chair.
- We targeted community engagement work at protected characteristics at risk of exclusion including those on low incomes (e.g. people living in Kingsbrook & Cauldwell wards which are in the 10% most deprived in the UK) and those with Special Educational Needs and Disabilities (such as through work with Oak Bank School).
- We engaged artists from a diverse range of backgrounds including 25% of our artists from Global Majority ethnic backgrounds.
- We included people from under-represented backgrounds in our work such as delivering work that engaged migrant performers (Tugging at the Sea) and placing a spotlight on people from different nationalities (Tastes Like Home).
- We provided key support to a mixed-race artist, Quilla Constance, in the exhibiting of her work in Teasing Out Contingencies at The Higgins Bedford, including two symposium opportunities for Quilla to discuss the equality and equity themes in her work.
- We developed our relationships with community organisations that engage with under-represented voices such as the organisers of Refugee Week (BRASS), Queen's Park Community Organisation, and PBIC.

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.

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Particular achievements in the year include:

- Our Producer Hub, delivered with 1 Degree East, grew from an open mentoring programme to a focused fast-track activity aimed at nurturing 10 local producers and self-producing artists to develop their own creative projects for Bedfordshire. The groups includes people across a range of artistic disciplines and nationalities, and is focused on both 1-2-1 meetings and group seminars as well as continuing to deliver open webinar programmes providing knowledge for any local creatives.
- Creative Exchange is our programme of free, open networking events that provide our Producer Hub mentees with opportunities to showcase their project ideas as well as enabling networking for all local creatives and reaching around 20 people per session.
- Bedford-based artist, Quilla Constance, supported by BCA in 2020 with her Tate Exchange programme, was invited to exhibit her project Teasing out Contingencies in The Higgins Bedford over 6 months. The exhibition utilised members of the public and everyday objects, projected against a fantastical version of Buckingham Palace, to ask questions about what it is to be British exploring class and race. It was accompanied by cello/live art performances, talks and a symposium event.
- Local poet, Anthea Davis-Barclay secured her first Arts Council Project Grant and begun development on an art exhibition and poetry anthology working with local school children and artists, entitled The River Project.
- Our Director continued to Chair the Bedford Cultural Partnership, a network of local cultural providers which collaborated to produce a draft Cultural Vision for Bedford Borough. The document, which references intensive public consultation, is due to launch in 2024.
- We continued our attendance in other local strategic networks including the SEMLEP Creative & Cultural Steering Group, Bedford Music Hub 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 which came to an end in March 2024.
- We hosted the Creative Bedfordshire network site (via a Six Circles platform), posting news and articles for the creative community and growing membership to 304 members by the end of the year.
- We continued to represent the town's cultural viewpoint on the Town Deal Board, formed by the Bedford Borough Council to oversee the investment plan for funding from central government.

Organisational Development & Change

The organisation experienced some changes to personnel in the year through natural turnover. Our Digital Marketing Officer resigned early in the year to pursue a career in arts producing and we elected to work with a marketing consultant, Digital Era, on company marketing.

We are delighted to have retained operational funding from The Harpur Trust which has enabled us to secure the role of Projects Assistant for a further 2 years.

Our Company & Projects Manager went on maternity leave in November 2023 and was covered by a fixed term postholder during this time.

The charity continues to operate remotely with staff working from home on desk-work and in the community on artistic delivery.

BEDFORD CREATIVE ARTS LIMITED
REPORT OF THE TRUSTEES (including directors report)
FOR THE YEAR ENDED 31 MARCH 2024

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 £60,000). 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 £60,000 across these funds (approximately 6 months' core running costs).

Summary of Designated Funds and their purposes:

Designated Emergency Wind-Up Fund with a minimum target of three months' expenditure (currently calculated to be £60,000) to be used should the company be required to wind-up in a legally responsible manner.

Designated Capital Fund – maintained to enable the purchase and maintenance of capital equipment such as PCs & laptops for staff and office equipment to use at home, if required as well as technical equipment for use across projects such as projectors and exhibiting stands.

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. This enables research and development projects to be initiated enabling long-term programme planning.

Designated People & Organisation Fund – to enable investment in organisational development and to manage staffing related risk. 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 or parental and sick leave cover.

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 2024

Principal funding sources:

BCA Limited received income of £306,824 (2023: £239,684) in the year, of which £150,368 (2023: £82,786) represented restricted funding, relating to the Queen's Park Project Fund (£5,000), Creative Bedfordshire (£850), University of Bedfordshire Culture Clubs (£12,500), Digital Murals Fund (£9,700), News, News, News (£2,500), Can Art (£4,750), Empty Shops Fund (£12,275), Our Natural Blue Spaces (previously Make Way for Culture Fund) (£4,750), Big Local Fund (£7,581), Chamomile Gardens Fund (£3,000), Project Assistant Fund (£10,919), Project Assistant 23-25 Fund (£25,000), Community Portrait Fund (£26,000), Family Hubs Mural Fund (£3,550), River/Flow/Connect Fund (£9,980), Anthea Barclay River Project Fund (£1,250) and Windrush fund (£1,255). Expenditure in the year totalled £244,475 (2023: £279,765) of which £94,805 (2023: £119,928) 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:

The Harpur Trust, Steel Charitable Trust (for future programme), Bedford Borough Council, Central Bedfordshire Council, The Community Voluntary Service – Bedford, The University of Bedfordshire, Bedford Players Trust, The Wixamtree Trust, Fuji Film Limited and Verve Developments Limited.

Funds available

The funds held at 31 March 2024 are £193,546. This includes unrestricted funds of £122,574, 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 (2023: £60,037)

Designated Capital Fund: £10,000 (2023: £5,000)

Designated Programme Development Fund: £20,000 (2023: £20,000)

Designated People & Organisation Fund: £25,000 (2023: £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 2024 (31 March 2023: £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 £1,932 for the year ended 31 March 2024 (2023: £1,650). The commercial cost of hiring the meeting rooms would have cost BCA £3,606 (2023: £5,523).

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 2024 of £5,538 (2023: £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 2023-24 programme will continue into the 2024-25 financial year.

POP Art – We continue to hold restricted funds to maintain our programme of art exhibitions in empty retail spaces and hold leases for properties in Bedford town centre for this use.

BEDFORD CREATIVE ARTS LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

Community Portrait – we have an exhibition programmed at The Higgins Bedford launching 28th September 2024 and lasting for 5 months to exhibit the work from our community portrait programme delivered throughout 23-24. The exhibition will also incorporate new work to be developed with Artificial Intelligence technology in order to display the work of Bedford's past, present and future in photography.

Tugging at the Sea – After a successful period of research and development with refugees and asylum seekers connected to local charity PICB, Legal Aliens are continuing workshops in Bedford in 23-24 to inform the development of their theatre performance. The performance will be performed in London's Jackson Lane Theatre in July 2024 and at The Place Bedford in September 2024 with plans to continue to develop performance opportunities for local migrants into 2025.

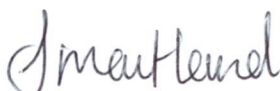
Our programme for 2024-25:

- *River/ Flow/ Connect* – We have secured funding from the Ashley Family Foundation and the National Lottery Community Fund to work with the neighbourhood of Kempston on using art as a tool for re-engaging them with the riverbank on their doorstep.
- *Our Natural Blue Spaces* (formally Make Way for Culture) – this project commissioned and funded by Central Bedfordshire Council will engage an artist with local school children to explore blue spaces (rivers, ponds, lakes, canals) in their local area and design an illustrated map of their surroundings. The map will signpost a Charter to encourage local residencies to conserve their natural blue spaces whilst teaching students creative visual art skills.
- *Book of Bedford* – working again with Arts Council funded artists Andy Field and Beckie Darlington we will engage 250 school children across Bedford in writing a new guidebook of the town for adult audiences. Part imagination and fiction and part real guidebook this project invites adults to see the town through the eyes of its youngest inhabitants.
- *Virtual Airships* – working with digital creative technologists from Hyperactive Developments Ltd we will explore how mixed reality technologies can enable artworks and historic artefacts that commemorate Bedford's association with the airship to be brought together for global audiences.

Our programme of at least 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 Maitland
Chair
17 October 2024

BEDFORD CREATIVE ARTS LIMITED
INDEPENDENT EXAMINERS REPORT

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 17 to 30.

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

Since the company's gross income exceeded £250,000 your examiner must be a member of a listed body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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: 12/11/24

BEDFORD CREATIVE ARTS LIMITED
STATEMENT OF FINANCIAL ACTIVITY including INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

| | | Unrestricted Funds £ | Restricted Funds £ | 31.3.24 Total Funds £ | 31.3.23 Total Funds £ |
|------------------------------------|-------------|-------------------------------------|-----------------------------------|--|--|
| INCOME | Note | | | | |
| Donations | 2 | 151,948 | - | 151,948 | 154,168 |
| Investment income | 3 | 4,157 | - | 4,157 | 903 |
| Charitable activities | 4 | 351 | 150,368 | 150,719 | 84,613 |
| Total income | | 156,456 | 150,368 | 306,824 | 239,684 |
| EXPENDITURE | | | | | |
| Charitable activities | 5 | 149,670 | 94,805 | 244,475 | 279,765 |
| Total expenditure | | 149,670 | 94,805 | 244,475 | 279,765 |
| NET (EXPENDITURE) / INCOME | | 6,786 | 55,563 | 62,349 | (40,081) |
| Transfer between funds | | - | - | - | - |
| NET MOVEMENT IN FUNDS | | 6,786 | 55,563 | 62,349 | (40,081) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | 13 | 115,788 | 15,409 | 131,197 | 171,278 |
| TOTAL FUNDS CARRIED FORWARD | 13 | 122,574 | 70,972 | 193,546 | 131,197 |

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 2024

REGISTERED COMPANY NUMBER: 05305188 (England and Wales)

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.24 Total Funds £ | 31.3.23 Total Funds £ |
|--|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 9 | 1,070 | - | 1,070 | 1,843 |
| CURRENT ASSETS | | | | | |
| Amounts owed within one year | 10 | 2,673 | - | 2,673 | 24,150 |
| Cash at bank and in hand | | 130,541 | 72,248 | 202,789 | 142,073 |
| | | <u>133,214</u> | <u>72,248</u> | <u>205,462</u> | <u>166,223</u> |
| CURRENT LIABILITIES | | | | | |
| Amounts falling due within one year | 11 | (11,710) | (1,276) | (12,986) | (36,869) |
| NET CURRENT ASSETS | | <u>121,504</u> | <u>70,972</u> | <u>192,476</u> | <u>129,354</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 122,574 | 70,972 | 193,546 | 131,197 |
| NET ASSETS | | <u>122,574</u> | <u>70,972</u> | <u>193,546</u> | <u>131,197</u> |
| FUNDS | 13 | | | | |
| Unrestricted funds | | | | 122,574 | 115,788 |
| Restricted funds | | | | 70,972 | 15,409 |
| TOTAL FUNDS | | | | <u>193,546</u> | <u>131,197</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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 17 October 2024 and were signed on its behalf by:


Samantha Maitland
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 2024

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 2024

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 2024 CONTINUED

2. DONATIONS

| | Unrestricted | Restricted | 31.3.24 Total | Unrestricted | Restricted | 31.3.23 Total |
|------------------------|----------------|------------|------------------|----------------|------------|------------------|
| | £ | £ | £ | £ | £ | £ |
| Grants | 146,385 | - | 146,385 | 146,385 | - | 146,385 |
| Individual Donations | 25 | - | 25 | 310 | 300 | 610 |
| Verve Developments Ltd | 5,538 | - | 5,538 | 7,173 | - | 7,173 |
| | 151,948 | - | 151,948 | 153,868 | 300 | 154,168 |

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

| | 31.3.24 £ | 31.3.23 £ |
|-----------------------|--------------|--------------|
| Bank account interest | 4,157 | 903 |

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

4. INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted | Restricted | 31.3.24 Total | Unrestricted | Restricted | 31.3.23 Total |
|---|--------------|----------------|------------------|--------------|---------------|------------------|
| | £ | £ | £ | £ | £ | £ |
| Bedford Borough Council | - | 13,975 | 13,975 | 617 | 29,586 | 30,203 |
| Central Bedfordshire Council | - | 5,175 | 5,175 | - | 6,810 | 6,810 |
| The Gale Family Trust | - | 3,250 | 3,250 | - | - | - |
| Royal Opera House Bridge | - | 6,000 | 6,000 | - | - | - |
| BPHA (Bedford Pilgrims Housing Association) | - | - | - | - | 250 | 250 |
| The Harpur Trust | - | 50,428 | 50,428 | - | - | - |
| The University of Bedfordshire | - | 6,500 | 6,500 | 355 | 3,450 | 3,805 |
| 1 Degree East | - | - | - | 305 | - | 305 |
| Bedford & Luton Community Foundation | - | 2,500 | 2,500 | - | 2,500 | 2,500 |
| National Heritage Fund | - | - | - | - | 32,005 | 32,005 |
| Queens Park Community Organisation | - | - | - | - | 3,885 | 3,885 |
| Ball Beverage Packaging Limited | - | - | - | - | 4,000 | 4,000 |
| Access Space Network | - | - | - | 850 | - | 850 |
| Ashley Family Foundation | - | 9,980 | 9,980 | - | - | - |
| Bedford Players Trust | - | 8,700 | 8,700 | - | - | - |
| The Wixamtree Trust | - | 6,000 | 6,000 | - | - | - |
| Legacy of Windrush Descendents | - | 1,255 | 1,255 | - | - | - |
| Community Voluntary Service - Bedford | - | 7,580 | 7,580 | - | - | - |
| Grand Union Housing Group | - | 3,000 | 3,000 | - | - | - |
| Steel Charitable Trust | - | 15,000 | 15,000 | - | - | - |
| Fuji Film Limited | - | 5,000 | 5,000 | - | - | - |
| Verve Developments Limited | - | 4,750 | 4,750 | - | - | - |
| Other income | 351 | 1,275 | 1,626 | - | - | - |
| | 351 | 150,368 | 150,719 | 2,127 | 82,486 | 84,613 |

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

5. ANALYSIS OF EXPENDITURE

| Charitable activities | Unrestricted £ | Restricted £ | 31.3.24 Total £ | Unrestricted £ | Restricted £ | 31.3.23 Total £ |
|---|---------------------------|-------------------------|--------------------------------|---------------------------|-------------------------|--------------------------------|
| Salary related costs | 102,255 | 45,857 | 148,112 | 116,620 | 42,619 | 159,239 |
| Temporary staff and consultancy costs | 2,190 | - | 2,190 | - | - | - |
| Insurance | 1,538 | - | 1,538 | 1,473 | - | 1,473 |
| Artistic Programme | 21,570 | 48,980 | 70,550 | 17,849 | 77,309 | 95,158 |
| Office cost and admin | 14,269 | (32) | 14,237 | 14,656 | - | 14,656 |
| Staff Training | 1,959 | - | 1,959 | 3,176 | - | 3,176 |
| Recruitment | 330 | - | 330 | 354 | - | 354 |
| Independent examiner's fees | 1,512 | - | 1,512 | 1,440 | - | 1,440 |
| Accountancy, payroll and HR support costs | 2,224 | - | 2,224 | 2,278 | - | 2,278 |
| Governance costs and Trustees' expenses | 337 | - | 337 | 218 | - | 218 |
| Bank fees and Companies House fees | 173 | - | 173 | 167 | - | 167 |
| Depreciation of tangible fixed assets | 1,313 | - | 1,313 | 1,606 | - | 1,606 |
| | 149,670 | 94,805 | 244,475 | 159,837 | 119,928 | 279,765 |

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging:

| | 31.3.24 £ | 31.3.23 £ |
|-----------------------------|----------------------|----------------------|
| Depreciation – owned assets | 1,313 | 1,606 |
| Operating Leases - property | - | - |
| Independent examiner's fees | 1,512 | 1,440 |

7. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees received any remuneration or other benefits for the year ended 31 March 2024 or for the year ended 31 March 2023. There were trustee expenses totalling £nil paid during the year (2023 - £nil). The total number of trustees who claimed travel expenses during the year was 0 (2023 – 0).

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

8. STAFF COSTS

| | 31.3.24 £ | 31.3.23 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 136,282 | 146,646 |
| Social security costs | 7,797 | 8,393 |
| Pension contributions | 4,033 | 4,200 |
| | <u>148,112</u> | <u>159,239</u> |

The average number of full time equivalent employees during the year was 4 (2023 – 4). The average head count of employees during the year was 6 (2023 – 6). No employees received emoluments exceeding £60,000 per annum (2023: none)

The remuneration of key management personnel during the year amounts to £102,167 (2023: £97,853.)

9. TANGIBLE FIXED ASSETS

| | Computer Equipment £ | Fixtures & Fittings and Equipment £ | Total £ |
|-----------------------|----------------------------|---|--------------|
| COST | | | |
| At 1 April 2023 | 8,495 | 682 | 9,177 |
| Additions | 540 | - | 540 |
| Disposals | - | - | - |
| At 31 March 2024 | <u>9,035</u> | <u>682</u> | <u>9,717</u> |
| DEPRECIATION | | | |
| At 1 April 2023 | 6,812 | 522 | 7,334 |
| Charge for the year | 1,207 | 106 | 1,313 |
| Disposals | - | - | - |
| At 31 March 2024 | <u>8,019</u> | <u>628</u> | <u>8,647</u> |
| NET BOOK VALUE | | | |
| At 31 March 2024 | <u>1,016</u> | <u>54</u> | <u>1,070</u> |
| At 31 March 2023 | <u>1,683</u> | <u>160</u> | <u>1,843</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 £ | 31.3.23 £ |
|---------------|--------------|---------------|
| Trade debtors | - | 21,692 |
| Other debtors | 2,673 | 2,458 |
| | <u>2,673</u> | <u>24,150</u> |

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 |
|-----------------|----------------------|----------------------|
| | £ | £ |
| Trade creditors | 7,730 | 10,888 |
| Other creditors | <u>5,256</u> | <u>25,981</u> |
| | <u>12,986</u> | <u>36,869</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 £4,033 (31 March 2023: £4,200). Contributions totalling £nil (31 March 2023: £nil) were payable to the fund at the reporting date and are included in other creditors.

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

13. MOVEMENT IN FUNDS

| | At 1.4.23 £ | Incoming Resources £ | Resources Expended £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---|-------------------|----------------------------|----------------------------|----------------------------------|------------------------------------|-----------------|
| Unrestricted funds | | | | | | |
| General fund | 10,751 | 156,456 | (149,670) | 6,786 | (10,000) | 7,537 |
| Designated funds | 105,037 | - | - | - | 10,000 | 115,037 |
| | 115,788 | 156,456 | (149,670) | 6,786 | - | 122,574 |
| Restricted funds | | | | | | |
| Queens Park Project Fund | 363 | 5,000 | (5,363) | (363) | - | - |
| Culture Challenge Service Fund | (7,676) | 9,510 | (1,834) | 7,676 | - | - |
| Our Natural Blue Spaces Fund (previously Make Way for Culture Fund) | 18,393 | 4,750 | (1,020) | 3,730 | - | 22,123 |
| Project Assistant Fund | (9,500) | 10,919 | (1,419) | 9,500 | - | - |
| Creative Bedfordshire Fund | 170 | 850 | (884) | (34) | - | 136 |
| Empty Shops Fund | 2,000 | 12,274 | (7,593) | 4,681 | - | 6,681 |
| News, News, News, Fund | 690 | 2,500 | (3,190) | (690) | - | - |
| Ghost Signs Fund | 10,891 | - | 207 | 207 | (11,098) | - |
| The Vault Fund | 78 | - | (78) | (78) | - | - |
| Can Arts Fund | - | 4,750 | (4,750) | - | - | - |
| Big Local Fund | - | 7,580 | (7,580) | - | - | - |
| Chamomile Gardens Fund | - | 3,000 | (3,000) | - | - | - |
| Community Portrait Fund | - | 26,000 | (4,926) | 21,074 | - | 21,074 |
| Digital Murals Fund | - | 9,700 | (18,643) | (8,943) | 11,098 | 2,155 |
| Family Hub Mural Fund | - | 3,550 | (1,144) | 2,406 | - | 2,406 |
| Project Assistant 23-25 Fund | - | 25,000 | (21,131) | 3,869 | - | 3,869 |
| River/Flow/Connect Fund | - | 9,980 | (1,007) | 8,973 | - | 8,973 |
| University of Bedfordshire Culture Clubs Fund | - | 12,500 | (9,500) | 3,000 | - | 3,000 |
| Anthea Barclay River Project Fund | - | 1,250 | (1,250) | - | - | - |
| Windrush Fund | - | 1,255 | (700) | 555 | - | 555 |
| | 15,409 | 150,368 | (94,805) | 55,563 | - | 70,972 |
| TOTAL FUNDS | 131,197 | 306,824 | (244,475) | 62,349 | - | 193,546 |

Transfers between funds is a reallocation of Ghost Signs funding to the new Digital Murals Fund. The work carried out under Digital Murals is a continuation from Ghost Signs and so it was deemed appropriate to transfer the funds.

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

13. MOVEMENT IN FUNDS - continued

Designated Funds

Designated funds are as follows:

| | 31.3.24 | 31.3.23 |
|-------------------------------------|----------------------|---------------|
| | £ | £ |
| Emergency Wind Up Fund | 60,037 | 60,037 |
| Capital Equipment & Renovation Fund | 10,000 | 5,000 |
| Programme Development Fund | 20,000 | 20,000 |
| People & Organisation Fund | 25,000 | 20,000 |
| | <hr/> 115,037 | <hr/> 105,037 |

The designated funds, as described in the trustee report on page 13, 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 fund contains grant funding to enable a programme of creative activity culminating in 2023 entitled Take Part Queen's Park that supported 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. The project has now ended and funds depleted.

Culture Challenge Service Fund: The Culture Challenge (TCC) aimed 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 was funded by The Harpur Trust and Central Bedfordshire Council. Funding supported the maintenance of a directory of service providers, CPD events for educators and cultural providers. The programme has now ended and the fund depleted.

Our Natural Blue Spaces (previously Make Way for Culture Fund): this is a consultancy project funded by Central Bedfordshire Council to support cultural education activity in the locality. Funding has been used to support a programme of CPD and project delivery working with three schools, the libraries and the music service. At the request of the client the project was re-designed after Covid-19 and re-launched under a new title of Our Natural Blue Spaces. Funding is being held to deliver a programme in 24-25 of workshops in four Central Bedfordshire schools that develop an illustrated map and charter for protection of local blue spaces (waterways, rivers, canals etc).

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 supported the delivery of projects including marketing, administration and practical event delivery. Funds were depleted in the year covering the final salary payments and on-costs.

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. The platform has monthly costs.

Empty Shops Fund: Funding obtained from Bedford Borough Council's Town Centre Priority Fund and The Gale Family Trust is being held to enable the organisation to deliver a programme of art exhibitions in empty shop units in Bedford town centre known as POP ART. The programme will continue into 24-25.

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

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 including production of a teacher's Resource Pack finalised 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. Remaining funds were transferred to the Digital Murals Fund to enable delivery of augmented reality additions to the project.

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 Verve Developments Ltd for the commissioning of an artwork for their Bedford Heights premises. Funds were expended on artist fees, workshops and materials for the creation & installation of the artwork at their offices and were expended in the year.

Big Local Fund: This fund consists of a fee paid by the Kingsbrook & Cauldwell Big Local (via the Bedford CVS) for the delivery of community workshops programmes and a festival. The Big Local elected to cancel the Festival and the fee was refunded to them, save for funds that had been spent on initial delivery of workshops (artist fees and materials) with families at Kings Oak Primary School to create mosaics.

Chamomile Gardens Fund: This fund consists of a fee paid by Grand Union Housing for delivery of a private commission for residents in their new sheltered housing complex. Funds were spent on artist fees, materials and expenses to enable delivery of a series of visual art workshops for senior residents and depleted in the year.

Community Portrait Fund: This fund consists of sponsorship income from Fujifilm, a grant from The Wixamtree Trust and the Steel Charitable Trust for the delivery of a series of photography workshops that took portraits of people from the community. Funds were spent on photographer fees, travel to studios, and artist expenses for execution of the workshops. The remaining funds are being held to enable further workshops and delivery of an exhibition at The Higgins Bedford in Autumn 2024.

Digital Murals Fund: These funds consist of the remainder of the Ghost Signs fund (see above) and additional funding from the High St Heritage Action Zone (delivered via the Bedford Players Trust) and sponsorship from ARA to enable delivery of augmented reality games tethered to murals previously painted on Bedford High Street. Funds were spent on technologists and artists to design the game, marketing and promotion and a launch event to promote the project. Remaining funds carried forward into 24-25 are held to enable continual promotion of the game in publicity and any mural or technical repairs.

Family Hub Mural Fund: Funds consist of a fee paid by Bedford Borough Council for the delivery of two murals on storage sheds at their Pine Cones Family Hub site. Funds were spent on artist fees to deliver the project with the remainder carried forward into 24-25 for full execution of the project including workshop delivery with families to design the murals, artist accommodation, travel and fees and materials.

Project Assistant 23-25 Fund: These funds consist of a grant from The Harpur Trust to enable BCA to retain the fixed-term position of Projects Assistant for a further two years from 2023 – 2025. The funds will be spent on a postholder who will provide project administration, marketing and workshop delivery assistance across BCA's full range of projects.

River/Flow/Connect Fund – This fund consists of a grant from the Ashley Family Foundation to delivery a programme of creative assemblies in ten schools in the Kempston and Queen's Park area of Bedford to initiate this new river-themed programme. The assemblies will engage local children and their families in inputting into the design of creative hubs along the river and exploring how art can support river engagement. Funds will be spent on artist fees, work pack materials and events to celebrate the river. The project will continue into 24-25.

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

University of Bedfordshire Culture Clubs Fund: These funds consist of a fee from the University of Bedfordshire's Aspire Higher team and a grant from the Royal Opera House Bridge for the delivery of a Culture Clubs pilot in three local schools. Funds were spent on artist fees and expenses, student refreshments and venue use for the execution of the project. Funds were carried forward for supporting the University's Arts & Culture team to deliver evaluation and analysis of data in 24-25 to inform partnership working with the Bedford Cultural Partnership.

Anthea Barclay River Project: Funds consist of a grant from the Gale Family Trust awarded to Anthea Barclay for the delivery of her The River Project poetry anthology and exhibition. BCA are a mentor and partner on the project, assisting Anthea Barclay in the delivery of her first Arts Council funded activity. Funds were spent on artists fees and materials for the execution of the project and passed to Anthea for distribution.

Windrush Fund: This consists of a fee awarded by the Legacy of Windrush Descendants (LOWD) to support their delivery of a resource pack showcasing Bedford residents and Windrush descendants that can be used by communities and schools for educational purposes. Fees have been spent on marketing time in the design of a resource pack with the remainder of fees being held for 24-25 and such time that LOWD are ready to continue with the project which has been paused due to a lack of capacity within LOWD.

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 2024 (31 March 2023: £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 £1,932 for the year ended 31 March 2024 (2023: £1,650). The commercial cost of hiring the meeting rooms would have cost BCA £3,606 (2023: £5,523).

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 2024 of £5,538 (2023: £7,173) this 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 2024 and the year ended 31 March 2023.

BEDFORD CREATIVE ARTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 CONTINUED

17. PRIOR YEAR NET ASSETS BY FUND

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.23 Total Funds £ |
|--|-------|----------------------------|--------------------------|--------------------------------|
| FIXED ASSETS | | | | |
| Tangible assets | 9 | 1,843 | - | 1,843 |
| CURRENT ASSETS | | | | |
| Amounts owed within one year | 10 | 2,458 | 21,692 | 24,150 |
| Cash at bank and in hand | | 115,466 | 26,607 | 142,073 |
| | | <u>117,924</u> | <u>48,299</u> | <u>166,223</u> |
| CURRENT LIABILITIES | | | | |
| Amounts falling due within one year | 11 | (3,979) | (32,890) | (36,869) |
| NET CURRENT ASSETS | | <u>113,945</u> | <u>15,409</u> | <u>129,354</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>115,788</u> | <u>15,409</u> | <u>131,197</u> |
| NET ASSETS | | <u>115,788</u> | <u>15,409</u> | <u>131,197</u> |
| FUNDS | 13 | | | |
| Unrestricted funds | | | | 115,788 |
| Restricted funds | | | | 15,409 |
| TOTAL FUNDS | | | | <u>131,197</u> |