

CLAPHAM POTTERY

AGM 27 Oct 2021 Minutes Of Meeting

Attending:

Lydia Latham (Chair) Rosemary Wilkinson, Naine Woodrow (Co-ordinator), Jessica Dyer, Sophie King, Sarah Williams, Naomi Phillips (Company Secretary), Rachel Carpenter (Admin Assistant), Suleyman Saba, Tom Crame, Lauren Norris, Linda Mills, Ben Dickey, Michele Reilly, Aideen Manson, Rosa Bortolozzo, Xanthe Maggs.

Meeting opened via Zoom 7.10 pm

1. Welcome and apologies

Lydia opened the meeting, welcoming all new and existing members to the second Zoom AGM to be held.

Apologies from Verity Blakeman, Matthew Woodeson, Tarka Cowlam.

2. Minutes of last meeting and matters arising (Lydia)

Last year's minutes were circulated prior to the AGM and a check was done on any matters arising.

No other matters arising

The chair motioned to approve the Minutes - approved unanimously by a show of hands/comments.

3. Chair's report (Lydia) - circulated prior to the meeting

Last year, we all hoped that the Clapham pottery Zoom AGM was a one-off but, here we are again in 2021, socially distancing. Since we last met, we've all experienced a second long and difficult lockdown and it's been very tough for a lot of people. But the pottery has survived and shown great resilience. We've had some very welcome grants from the government (via Lambeth) who have been long-standing supporters of Clapham Pottery and another significant donation from the John Murray Trust which shows we are highly valued by the local community. This is thanks very much to Naine, our Administrator and the people she gathers around her. She has an amazing network of skilled and talented people who maintain the building and help her look after the business, but above all this year she has had endless praise for the pottery tutors and technicians, for their dedication and resourcefulness rising to the challenge of creating a Covid safe environment - a challenge in our small, old, but beautiful building. But they have succeeded in creating an environment where they and our students can feel as secure and relaxed as possible. This can't have been easy because our students come from a broad section of the community; stressed urban workers, the artistic, the vulnerable, the elderly plus the children's classes (and their parents). The demand for our courses still far exceeds our capacity, so a big thank you to all those who have worked so hard to keep Clapham Pottery going - and indeed thriving this year.

4. Treasurer's report 2020/2021 (Matthew)

Lydia ran through Matthew's report. As the financial information is still not complete asked that approval of the accounts be delegated to the Finance committee. Approved by attendees

The accounts show that we have had, once again, a robust year where we have matched income with expenses and maintained the pottery's reserves for the future.

Income for the year was £47,183 which is roughly half of what we would expect from a traditional year but still reflects an amazing effort to get students and classes into the pottery this year. Total outgoings were £45,463 so we generated income to cover our expenses this year. Again, expenses were approximately half of what we would expect in a traditional year. CP received £18,193 in grants and payments made to the pottery in support of the furlough scheme that we introduced last year so in effect a repayment of the monies that were paid out last year.

In the financial year for 2021, we made a profit of £19,842 (including a charge for depreciation of our assets). Our cash balances remain stable with £154,076 spread across the two accounts with £66k in the reserve account and £88k in the current account (which includes revenue already received for this term). The reserve account continues to provide £25k contingency for building maintenance, £35k for a term's costs and £20k for any additional emergencies.

Overall, the pottery has managed to withstand the financial pressure associated with the pandemic and has been able to continue to offer a reduced service and has managed its expenses in line with the reduced income. A fantastic effort from everyone.

Ben queried what the potteries financial year was – Runs from 1st September 2020 to 31st August 2021.

5. Workers' reports

Co-ordinator's Report (Naine) circulated prior to the meeting.

We were very often closed from September to the end of July. We opened when we could with half size classes and only one tutor with Covid safety precautions firmly in place. Several of us received grants from the government for loss of earnings and CP itself received a £10,000 grant. Since we are owned by the charity and have no rent to pay, we knew we would survive as of course we had very low utility bills and no wages or material costs much of the time. August 2021 came around and Rachel and I worked very hard to get the September term organized. The 10-week courses were all offered to existing students at the increased fee of £180/£90 but we decided on just 12 students instead of 15-16 and with 2 tutors. It was a bit of a head-ache working out fees and who owed what but we got there. We also worked hard to fill up the Sunday classes, as @ £60 they bring in revenue we need. Those and the family workshops filled up quickly and we are now offering them for the January term.

We asked Xanthe and Sophie, the assistants to re-join us and, happily they both did. We have also employed two new assistants, Lauren and Ruth, both of whom are excellent fits.

This report covers up to 31 August but just to let you know, the September term is going well. Adults must wear a mask and prove double vaccination or a recent PCR/lateral flow test each lesson. There seem to be very few anti-vaxxers. Teenagers are also required to wear a mask. Classes are not fully attended as some are isolating, cautious or unwell.

We managed a couple of significant clear-outs during the down time. In this last week, we have had the roof and the heating system repaired.

Tom queried how likely we were to be impacted given the current volatility of the energy market. Rachel confirmed electricity rates were fixed till February '22 and Gas was on a 3yr fixed term. Concerns also expressed regarding price increases not just on utilities but other key commodities (glazes etc). Tom said we may need to look at a Risk Register as good practice to understand how we might deal with issues down the line.

Ben stated that it would be useful to look at the split in what students pay, eg % tutors, material, premises etc. This could be helpful when looking at raising fees as well as explain price rises to students. It was agreed Lydia would look at developing a simple tool to show cost allocation to student fees

Action Point 1(21). Lydia to draw up cost allocation view/model

Sarah: Children were given clay to take home at the start of the pandemic so they could make and remake things. Some even brought their clay back to the pottery. By January we really felt Children needed to be back in the classes. Class sizes were reduced to 6 with Children remaining in their seats. By September we were back up to 12 with children masked and socially distanced.

Suley: Covering Tuesday and Wednesday adult evening classes, was a relief to return, thanks to Ruth and Lauren for their help. All students wore masks and confirmed Covid status. Some absences in Summer and Autumn term but students are happy to be back.

Rachel: Family, workshops, family /children special needs classes last September with Sophie's help. Since then, ran smaller 6 student family workshops without an assistant. All happy to be back at pottery. Luckily, we have not had to turn any students away despite dropping class sizes, which was wonderful. It was occasionally tricky messaging students but seems to have worked out well. Naine filled the summer classes. All students were Covid compliant although some students were tired/missing due to catch up on school work or Covid isolation requirements.

Sophie: Enjoyed being back and the kids were brilliant. The home-ed class is doing really well and enjoying themselves. Like to see another session on safeguarding as we have students attending from Chestnut Grove where there is also detailed safeguarding in place and I can share that paperwork.

Action Point 2(21). Naine to set up another Safeguarding session

Xanthe: Nice to be back doing Thursday PM adult classes and after school teen classes with Rachel. Additionally, one Sunday a month with Rosa. Lovely groups and I and the students love it.

Lauren: Really enjoying my time working with Rachel on Tuesday with elderly people and Suley and Sarah on Wednesday. Really benefited from working and learning from the different tutors.

Ben queried why attendance was down at adult classes why we have absences. His concern was the financial impact of running classes with fewer students. Absences were down due to a variety of issues e.g. flu, Covid isolation etc. Naine responded that as all students pre-pay attendance doesn't impact pottery finances. Moreover, students and parents understand CP is a Charity and are happy to pay for a full term even if they don't attend every class.

Rosa: Students all grateful to be back and enjoying it. They respected and followed the rules, working well together. Glad we are almost back to normal.

6. Nomination and election of officers and committee members

The following were elected unopposed:

Officers

Company secretary: Naomi Phillips, nominated by Rosemary, seconded by Rachel

Chair: Lydia Latham, nominated by Naine, seconded by Sarah

Treasurer: Matthew Woodeson, nominated by Suley, seconded by Rosa

Minutes secretary: Jessica, nominated by Naomi, seconded by Aideen

Committee Members

Tarka Cowlam: nominated by Lydia, seconded by Rosemary

Linda Mills: nominated by Sarah, seconded by Naomi

Rosemary Wilkinson: nominated by Naine, seconded by Michelle

Tom Crame: nominated by Ben, seconded by Rosa

Ben Dickey: nominated by Tom, seconded by Aideen.

7. Health and Safety (Tom)

Last year and half was hugely challenging, making offices secure, bringing your teams with you and communicating to people coming in. Big undertaking to interpret Government guidance and putting appropriate measures in place. Took a lot of determination and passion by all to deliver this and ensure people were safe and felt safe. Tutors and students took precautions seriously and highlighted Clapham Potteries strong community ethos. We will need to keep processes and protocols under review and be able to ensure we can act appropriately and proactively. It's a great team and we need to remain on top of things. Hopefully 2022 will be a better year and we may be able to do RAKU again.

Action Point 3(21) Tom to do a wider non Covid holistic review in the coming year.

Action Point 4(21). Tom to do risk assessment and progress risk register

8. Any other business

None

Meeting closed.

ADDENDUM

At an Extraordinary General Meeting held on 13.11.2021 it was resolved that Michele Reilly and Aideen Manson be on the Committee as Nominated by Rosemary Wilkinson and seconded by Naine Woodrow. This was to correct omissions at the AGM.

REGISTERED COMPANY NUMBER: 05779595 (England and Wales)
REGISTERED CHARITY NUMBER: 1129048

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31st August 2021
for
Clapham Pottery Limited

The Decimal Place
8 Blandfield Road
London
SW12 8BG

Clapham Pottery Limited

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for the year ended 31st August 2021

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Clapham Pottery Limited

Report of the Trustees for the year ended 31st August 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05779595 (England and Wales)

Registered Charity number
1129048

Registered office
4a, Rectory Grove,
Clapham,
London
SW4 0DZ

Trustees
T F Cowlam
A P A Manson
L J Mills
M Reilly
R J Wilkinson
L Latham
M Woodeson
T Crame
B G Dickey
N Phillips

Company Secretary
N Phillips

Independent examiner
The Decimal Place
8 Blandfield Road
London
SW12 8BG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Clapham Pottery Limited

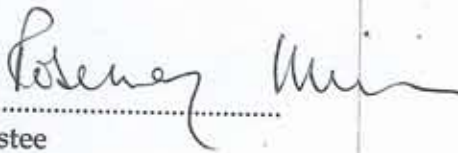
Report of the Trustees
for the year ended 31st August 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 10 November 2021 and signed on its behalf by:


.....
Trustee

**Independent Examiner's Report to the Trustees of
Clapham Pottery Limited**

I report on the accounts of the company for the year ended 31st August 2021, which are set out on pages four to eleven.

Responsibilities and basis of report

As the charity's trustees (and also the 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

The Decimal Place

The Decimal Place
The Decimal Place
8 Blandfield Road
London
SW12 8BG

Date: *22nd November, 2021*

Clapham Pottery Limited

Statement of Financial Activities
for the year ended 31st August 2021

	Notes	2021 Unrestricted Funds £	2020 Total Funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		318	26,535
Investment income	3	263	617
Incoming resources from charitable activities			
Pottery courses		47,183	54,189
Other incoming resources		20,993	
		<hr/>	<hr/>
Total incoming resources		68,757	84,221
RESOURCES EXPENDED			
Costs of generating funds			
Operating costs (excluding depreciation)	4	11,699	22,164
Staff costs and materials		19,144	42,746
Governance costs		14,620	15,970
		<hr/>	<hr/>
Total cash resources expended		45,463	80,880
Depreciation		3,452	4,625
		<hr/>	<hr/>
Total resources expended		48,915	85,505
NET INCOMING/(OUTGOING) RESOURCES		19,842	(1,284)
RECONCILIATION OF FUNDS			
Total funds brought forward		273,970	275,254
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		£293,812 =====	£273,970 =====

The notes form part of these financial statements

Clapham Pottery Limited

Balance Sheet At 31st August 2021

	Notes	2021 Unrestricted Funds £	2020 Total Funds £
FIXED ASSETS			
Tangible assets	7	148,458	151,910
CURRENT ASSETS			
Cash at bank and in hand		154,076	150,424
CREDITORS			
Amounts falling due within one year	8	(8,722)	(28,364)
NET CURRENT ASSETS		<u>145,354</u>	<u>122,062</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		293,812	273,970
NET ASSETS		<u>£293,812</u> =====	<u>£273,970</u> =====
FUNDS			
Unrestricted funds	9	293,812	273,970
TOTAL FUNDS		<u>£293,812</u> =====	<u>£273,970</u> =====

The notes form part of these financial statements

Clapham Pottery Limited

Balance Sheet - continued
At 31st August 2021

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2021.

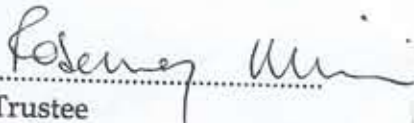
The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable 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 charitable 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 10 November 2021 and were signed on its behalf by:


Trustee

The notes form part of these financial statements

Clapham Pottery Limited

Notes to the Financial Statements for the year ended 31st August 2021

1. STATUS

The company was granted charitable status on 7th April 2009. As the company was not a charity in the previous year comparative figures have not been shown.

2. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

There are no restricted funds held at any time during the year.

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

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	263	617
	<u>263</u>	<u>617</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2021	2020
	£	£
Support costs	11,699	22,164
	<u>11,699</u>	<u>22,164</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	3,452	4,626
	<u>3,452</u>	<u>4,626</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2021 nor for the year ended 31st August 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2021 nor for the year ended 31st August 2020.

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

7. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1st September 2020 and 31st August 2021	172,623	17,706	1,600	191,929
DEPRECIATION				
At 1st September 2020	20,715	17,705	1,599	40,019
Charge for year	3,452	-	-	3,452
At 31st August 2021	24,167	17,705	1,599	43,471
NET BOOK VALUE				
At 31st August 2021	148,456	1	1	148,458
At 31st August 2020	151,908	1	1	151,910

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	417	338
Accruals and deferred income	8,305	28,026
	8,722	28,364

9. MOVEMENT IN FUNDS

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	273,970	19,842	293,812
TOTAL FUNDS	273,970	19,842	293,812

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,564	(30,722)	19,842
TOTAL FUNDS	<u>50,564</u>	<u>(30,722)</u>	<u>19,842</u>

Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted Funds			
General fund	275,254	(1,284)	273,970
TOTAL FUNDS	<u>275,254</u>	<u>(1,284)</u>	<u>273,970</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	84,221	(85,505)	(1,284)
TOTAL FUNDS	<u>84,221</u>	<u>(85,505)</u>	<u>(1,284)</u>

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.19 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	275,254	18,558	293,812
TOTAL FUNDS	<u>275,254</u>	<u>18,558</u>	<u>293,812</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	134,785	(116,227)	18,558
TOTAL FUNDS	<u>134,785</u>	<u>(116,227)</u>	<u>18,558</u>

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
INCOMING RESOURCES		
Voluntary income		
Donations	318	26,535
Investment income		
Deposit account interest	263	617
Incoming resources from charitable activities		
Saturday pottery classes	1,709	1,569
Home education	392	1,487
Pound for pound	590	951
Childrens parties	(25)	952
Family workshop	2,061	363
Adult evening classes	7,219	28,087
Adult day-time classes	5,331	12,775
Adult parties	1,763	672
Master class	-	1,215
Beginners : Sunday	8,344	541
AS-After school	10,513	509
Half term	1,901	429
Throwing workshop	2,797	319
Throwing Sunday	4,538	4,245
Other courses	50	75
	<hr/> 47,183	<hr/> 54,189
Other incoming resources		
Rent received	2,800	2,880
Exceptional item : Furlough scheme support	18,193	-
	<hr/> 20,993	<hr/> 2,880
Total incoming resources	<hr/> 68,757	<hr/> 84,221
RESOURCES EXPENDED		

This page does not form part of the statutory financial statements

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
Fundraising trading: cost of goods sold and other costs		
Purchases	2,655	4,704
Freelance tutor fees	16,489	38,042
	<u>19,144</u>	<u>42,746</u>
Governance costs		
Administrator's fees	3,250	4,700
Accountancy	1,280	1,080
Fees re : Art Therapy Groups	-	5,190
Co-ordinator fees	7,350	4,900
Tax on transactions	-	100
Professional fees	2,740	-
	<u>14,620</u>	<u>15,970</u>
Support costs		
Management		
Insurance	2,397	2,197
Light and heat	831	2,083
Telephone	1,216	494
Postage and stationery	-	256
Web-site upkeep	-	350
Repairs to equipment	150	192
Cleaning materials	-	114
Property maintenance	261	372
Refreshments	-	62
Computer consumables	725	386
Rates & water rates	852	1,226
Workshop organisation	1,263	1,468
Volunteer mentor	-	200
Covid closures : re workers	3,728	10,846
Bank charges	146	149
Travel paid for Art Therapy students	-	946
Waste removal	130	823
	<u>11,699</u>	<u>22,164</u>

This page does not form part of the statutory financial statements

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
Other		
Freehold property	3,452	3,452
Plant and machinery	-	1,173
	<u>3,452</u>	<u>4,625</u>
Total resources expended	30,722	85,505
Net income/(expenditure)	<u>19,842</u>	<u>(1,284)</u>

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REGISTERED COMPANY NUMBER: 05779595 (England and Wales)
REGISTERED CHARITY NUMBER: 1129048

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31st August 2021
for
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The Decimal Place
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London
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Clapham Pottery Limited

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Clapham Pottery Limited

Report of the Trustees for the year ended 31st August 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05779595 (England and Wales)

Registered Charity number
1129048

Registered office
4a, Rectory Grove,
Clapham,
London
SW4 0DZ

Trustees
T F Cowlam
A P A Manson
L J Mills
M Reilly
R J Wilkinson
L Latham
M Woodeson
T Crame
B G Dickey
N Phillips

Company Secretary
N Phillips

Independent examiner
The Decimal Place
8 Blandfield Road
London
SW12 8BG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Clapham Pottery Limited

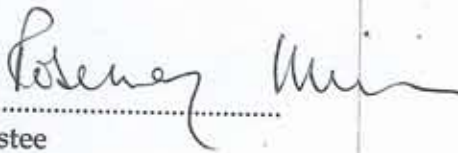
Report of the Trustees
for the year ended 31st August 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 10 November 2021 and signed on its behalf by:


.....
Trustee

**Independent Examiner's Report to the Trustees of
Clapham Pottery Limited**

I report on the accounts of the company for the year ended 31st August 2021, which are set out on pages four to eleven.

Responsibilities and basis of report

As the charity's trustees (and also the 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

The Decimal Place

The Decimal Place
The Decimal Place
8 Blandfield Road
London
SW12 8BG

Date: *22nd November, 2021*

Clapham Pottery Limited

Statement of Financial Activities
for the year ended 31st August 2021

		2021 Unrestricted Funds	2020 Total Funds
	Notes	£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		318	26,535
Investment income	3	263	617
Incoming resources from charitable activities			
Pottery courses		47,183	54,189
Other incoming resources		20,993	
		<hr/>	<hr/>
Total incoming resources		68,757	84,221
RESOURCES EXPENDED			
Costs of generating funds			
Operating costs (excluding depreciation)	4	11,699	22,164
Staff costs and materials		19,144	42,746
Governance costs		14,620	15,970
		<hr/>	<hr/>
Total cash resources expended		45,463	80,880
Depreciation		3,452	4,625
		<hr/>	<hr/>
Total resources expended		48,915	85,505
NET INCOMING/(OUTGOING) RESOURCES		19,842	(1,284)
RECONCILIATION OF FUNDS			
Total funds brought forward		273,970	275,254
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		£293,812	£273,970
		=====	=====

The notes form part of these financial statements

Clapham Pottery Limited

Balance Sheet At 31st August 2021

	Notes	2021 Unrestricted Funds £	2020 Total Funds £
FIXED ASSETS			
Tangible assets	7	148,458	151,910
CURRENT ASSETS			
Cash at bank and in hand		154,076	150,424
CREDITORS			
Amounts falling due within one year	8	(8,722)	(28,364)
NET CURRENT ASSETS		<u>145,354</u>	<u>122,062</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		293,812	273,970
NET ASSETS		<u>£293,812</u> =====	<u>£273,970</u> =====
FUNDS			
Unrestricted funds	9	293,812	273,970
TOTAL FUNDS		<u>£293,812</u> =====	<u>£273,970</u> =====

The notes form part of these financial statements

Clapham Pottery Limited

Balance Sheet - continued
At 31st August 2021

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2021.

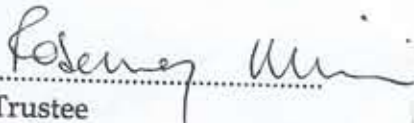
The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable 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 charitable 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 10 November 2021 and were signed on its behalf by:


Trustee

The notes form part of these financial statements

Clapham Pottery Limited

Notes to the Financial Statements for the year ended 31st August 2021

1. STATUS

The company was granted charitable status on 7th April 2009. As the company was not a charity in the previous year comparative figures have not been shown.

2. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

There are no restricted funds held at any time during the year.

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

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	263	617
	<u>263</u>	<u>617</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2021	2020
	£	£
Support costs	11,699	22,164
	<u>11,699</u>	<u>22,164</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	3,452	4,626
	<u>3,452</u>	<u>4,626</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2021 nor for the year ended 31st August 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2021 nor for the year ended 31st August 2020.

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

7. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1st September 2020 and 31st August 2021	172,623	17,706	1,600	191,929
DEPRECIATION				
At 1st September 2020	20,715	17,705	1,599	40,019
Charge for year	3,452	-	-	3,452
At 31st August 2021	24,167	17,705	1,599	43,471
NET BOOK VALUE				
At 31st August 2021	148,456	1	1	148,458
At 31st August 2020	151,908	1	1	151,910

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	417	338
Accruals and deferred income	8,305	28,026
	8,722	28,364

9. MOVEMENT IN FUNDS

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	273,970	19,842	293,812
TOTAL FUNDS	273,970	19,842	293,812

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,564	(30,722)	19,842
TOTAL FUNDS	<u>50,564</u>	<u>(30,722)</u>	<u>19,842</u>

Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted Funds			
General fund	275,254	(1,284)	273,970
TOTAL FUNDS	<u>275,254</u>	<u>(1,284)</u>	<u>273,970</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	84,221	(85,505)	(1,284)
TOTAL FUNDS	<u>84,221</u>	<u>(85,505)</u>	<u>(1,284)</u>

Clapham Pottery Limited

Notes to the Financial Statements - continued
for the year ended 31st August 2021

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.19 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	275,254	18,558	293,812
TOTAL FUNDS	<u>275,254</u>	<u>18,558</u>	<u>293,812</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	134,785	(116,227)	18,558
TOTAL FUNDS	<u>134,785</u>	<u>(116,227)</u>	<u>18,558</u>

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
INCOMING RESOURCES		
Voluntary income		
Donations	318	26,535
Investment income		
Deposit account interest	263	617
Incoming resources from charitable activities		
Saturday pottery classes	1,709	1,569
Home education	392	1,487
Pound for pound	590	951
Childrens parties	(25)	952
Family workshop	2,061	363
Adult evening classes	7,219	28,087
Adult day-time classes	5,331	12,775
Adult parties	1,763	672
Master class	-	1,215
Beginners : Sunday	8,344	541
AS-After school	10,513	509
Half term	1,901	429
Throwing workshop	2,797	319
Throwing Sunday	4,538	4,245
Other courses	50	75
	<hr/> 47,183	<hr/> 54,189
Other incoming resources		
Rent received	2,800	2,880
Exceptional item : Furlough scheme support	18,193	-
	<hr/> 20,993	<hr/> 2,880
Total incoming resources	<hr/> 68,757	<hr/> 84,221
RESOURCES EXPENDED		

This page does not form part of the statutory financial statements

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
Fundraising trading: cost of goods sold and other costs		
Purchases	2,655	4,704
Freelance tutor fees	16,489	38,042
	<u>19,144</u>	<u>42,746</u>
Governance costs		
Administrator's fees	3,250	4,700
Accountancy	1,280	1,080
Fees re : Art Therapy Groups	-	5,190
Co-ordinator fees	7,350	4,900
Tax on transactions	-	100
Professional fees	2,740	-
	<u>14,620</u>	<u>15,970</u>
Support costs		
Management		
Insurance	2,397	2,197
Light and heat	831	2,083
Telephone	1,216	494
Postage and stationery	-	256
Web-site upkeep	-	350
Repairs to equipment	150	192
Cleaning materials	-	114
Property maintenance	261	372
Refreshments	-	62
Computer consumables	725	386
Rates & water rates	852	1,226
Workshop organisation	1,263	1,468
Volunteer mentor	-	200
Covid closures : re workers	3,728	10,846
Bank charges	146	149
Travel paid for Art Therapy students	-	946
Waste removal	130	823
	<u>11,699</u>	<u>22,164</u>

This page does not form part of the statutory financial statements

Clapham Pottery Limited

Detailed Statement of Financial Activities
for the year ended 31st August 2021

	2021 £	2020 £
Other		
Freehold property	3,452	3,452
Plant and machinery	-	1,173
	<u>3,452</u>	<u>4,625</u>
Total resources expended	30,722	85,505
Net income/(expenditure)	<u>19,842</u>	<u>(1,284)</u>

This page does not form part of the statutory financial statements