

# CLAPHAM POTTERY

## Annual General Meeting 2022 - Minutes

Date & Time: Wednesday, 27 October 2022 – 7pm  
Venue: Via Zoom – link sent to attendees via email

Attendees: Lydia Latham (Chair), Matthew Woodeson (Treasurer),  
Naomi Phillips (Company Secretary), Naine Woodrow (Co-ordinator),  
Rachel Carpenter (Admin Assistant),  
Suleyman Saba, Sarah Williams, Rosa Bortolozzo,  
Verity Blakeman, Sarah Copard, Xanthe Maggs, Holly Thomas,  
Liba Senior, Lauren Norris, Jessica Dyer, Rosemary Wilkinson,  
Tom Crane, Ben Dickey, Michele Reilly,  
Aideen Manson, Tarka Cowlam (Minutes) (21)

### 1. Welcome and apologies

Lydia opened the meeting, welcoming all new and existing members. Lydia apologised for some inconsistency in contacting attendees and circulating papers prior to the meeting explaining that the email list was not up to date and undertook to improve this for next time.

Apologies from: Linda Mills & Sophie King.

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### 2. Minutes of the last meeting and matters arising

Last year's minutes had been circulated prior to the meeting. Matters arising:

1. Accounts for 2021 were finalised, signed, sent to the Charities Commission and to attendees. Matthew commented that the accounting process had greatly improved with the appointment of a new bookkeeper.
2. Cost Allocation Model - this was discussed at the finance committee and it was decided that a useful, meaningful cost allocation to students could not be done. Note that a detailed cost breakdown is included in the accounts.
3. Safeguarding Document - Sarah had shared a model based one that had been developed in a nursery school that was applicable to students and vulnerable adults. Sarah was going to obtain her certificate via the nursery which does ongoing training. Xanthie & Sophie both have safeguarding certificates via Chestnut Grove school. It was viewed that CP is up to date & has sufficient measures in place but it will create its own model with the input of the 3 participants and set up a Workshops for other tutors and assistants.
4. Impact of smaller class sizes on finances - class sizes have returned to near normal, pre covid numbers and CP's finances were back to pre covid status.
5. Risk Register - now available & circulated along with a Risk Management Document

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

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### 3. Chair's report (Lydia)

Lydia thanked all for their hard work, support and commitment. The year has been tough but the pottery had survived covid and shown great resilience. Some semblance of normality has returned but we still needed to be cautious re Covid this autumn/winter. Another significant donation received from the John Murray Trust. 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 tutors and technicians, for their dedication and resourcefulness, rising to the challenge of reworking CP post-Covid. Congratulations to all the team for providing a stable, safe and supportive environment for all.

Naine added that 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.

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#### 4. Treasurer's report 2021/2022 (Matthew)

Matthew ran through the draft figures for the year ending August 2022. Nothing outstanding, so no major changes. Will circulate once finalised. Approval of the final accounts will again be done by the finance committee.

The overview is that CP is in a stable position:

- Over the last 2 years there have been different levels of revenue due to covid and we received government support, but this year we returned to our pre-covid finances.
- We run CP roughly on £30K per term revenue.
- The vast majority of costs per term (£23K to £25K) relate to staffing costs – which have not changed much over the years. Remaining costs (£15K) are utilities, rates and materials. Annual costs total about £90K.
- Revenues this year were £86k + donations amounting to £140K. This includes a large donation of £30K which enables us to provide funded classes. Lucky to have such supporters.
- CP in good health with surplus cash (£20K this year). We always like to have £30K for reserves for any major building works etc. (contingency).
- Can't compare 2022 with last year due to Covid, but we are still in a strong position
- Energy Costs: – to offset energy cost increases, the “pound for pound” clay charge might be increased so students think carefully about what they fire. This should reduce kiln usage.
- Need a few repairs to equipment and building but nothing out the ordinary.
- Quite dull on Finance and that's how we like it.
- Question arose: What is the forecast cost for energy and how will it impact the coming year? – No particular forecast, last year total spend was £3k, so if it were to double we are within budget.... Not ideal but most of this is kiln costs, not heating/lights. Pound for pound does match firing costs so if we double it, then it wouldn't be too bad. Rachel & Naine were monitoring energy costs. Fees had been increased to cope with cost increases.
- Question Arose: Have staff had a pay rise due to cost of living increases? Tutor rates were increased 2 terms ago.
- **Action:** Finalise 2022 Accounts. Review wages again in January.

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#### Workers' reports

Co-ordinator's Report by Naine

- Pound for pound clay charge is being reviewed, as our costs are going up constantly. Electricity was £3K in 2021 and we raised £2400 in this manner, but it may need to go up to £4 per pound.
- Art Therapy Group has been re-instated, thanks to a 3-year grant.
- All Adult classes are full. Sunday workshops are always full. Both classes are quite cheap for participants. Heathbrook relationship has been re-established for after-school classes. Morning classes have 4/5 elderly attendees.
- 5 new assistant tutors are all doing well. Tutors: couldn't do it without you - thank you.
- Raku event was held in September and very much enjoyed.
- All our appliances needed to be replaced over the summer + new sink and taps.
- All 3 kilns were repaired for the new term.

#### Children's classes by Sarah W

- Students came back enthusiastically.
- 8 students from Heathbrook. Attendance 100% and very eager.
- Some students stay on and mentor other students, lovely to see them blossom and lead other children. A number of Duke of Ed's – they do bronze for 1 term and then elect to do the Silver award, sometimes they stay on voluntarily to do a new skills qualification.

#### Tuesday and Wednesday adult evening classes by Suley

- Tues/Wed classes of 6 students during covid. Last year back up to 11, now back to 13.
- Impact of covid was that we lost a few long term students, but gained a few new students.
- Suley thanked the new assistants, who were doing well.
- Consensus was to continue wearing masks - worn by everyone.

#### Wednesday day and Thursday adult evening classes by Rosa

- We have found that these students prefer not to wear masks on the whole, as they understand better and it creates a more relaxed atmosphere, but some keep them on.
- 3 full classes. All students work hard and are cheerful.
- RE: clay costs, this was explained and students are trusted to pay. Most of them round it up and pay by card.
- Holly and Liba work with me. We work nicely. Both proactive. Don't treat them as assistants but as colleagues

#### Family Workshops, Seniors and Families with children with special needs classes by Rachel

- Last September, we had mask wearing through to Jan term. In April, gave them an option to wear masks but only 1 student continues to wear a mask, With the Seniors, all over 80, one of whom, Iris, is blind. It's challenging but great. Lauren has a special connection with Iris.
- Second Saturday Group: families with special needs children and their siblings – very enthusiastic and jolly class.
- Naine thanked Rachel for doing a great job managing subscriptions and attendance.

#### Art Therapy class by Verity

- Classes resumed after Easter. It took a lot of time to set up. Students are referred to me, I liaise with the coordinator, meet them, before they join the class in person.

- It has been really nice to work with Rosa again. People commented that we work well together and complement each other.
- Feedback from students has been positive. Their week goes by slowly, but in the group, time flies. They love working with clay. They are really expressive & opening up. It builds confidence. Really nice group.
- There is an element of risk, due to the experience these women have had. The students are mainly refugees & have been trafficked, so suffer from high levels of trauma and associated issues. Their knowledge of English varies.
- As a group, we have chosen not to wear masks.

Mother & Child Group - Naine added:

- CP is looking for funding to reintroduce the mother and child group in January, mainly, for families from Ukraine.

Question: On a practical level, does the safeguarding model fit appropriately with this class?

- Verity responded that as she is a qualified art therapist and has her own professional indemnity insurance which will cover any issues.

Assistant Tutors were asked if they would like to comment:

Xanthe: Loves working with Rachel & Rosa

Holly: Loves working with everyone.

Sarah C: Loves it too. Learning a lot from both Tutors and students. It works both ways.

Liba: Has worked with Rosa a long time & loves it. Loves working with everyone.

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## 6. **Nomination and election of officers and committee members** The following were elected unopposed:

Officers;

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

Company Secretary: Naomi, nominated by Tarka & Lydia.

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

Minutes secretary: Tarka, 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.

Aideen Manson: nominated by Lydia, seconded by Tarka. How are you

*Action: Check appointment procedure is appropriate, as per the CP's governing documents & legal requirements.*

## 7. **Health and Safety (Tom)**

A proposed Risk Register and Risk Management document had been circulated prior to the meeting:

- Tom explained the importance of a Risk Register. The example focuses on corporate functioning, safeguarding and possible impact on our reputation.
- CP needs to identify as many risks as possible. It's an opportunity to create good governance and can be shared with relevant authorities, it demonstrates good practice for the health of the organisation.
- Currently it's a draft document with 10 risks identified, but there might be others. It might be updated a couple of times a year,
- Also circulated is a Risk Management document, to explain how it works. In this document finance takes precedence, but there are a range of risks outlined which apply to wide range of operations. It should be useful and give an overview of risks, mitigation and time frames, and a way of monitoring the company as a whole.
- It was agreed that the best way to take forward, would be to circulate both on the Co-ordinator and Tutors WhatsApp group as they might be the best people to take it forward. They will understand on a day to day risks.
- When it has been set-up, it should be reviewed from time to time and we might need to change things but once we get it in place.
- In terms of maintaining it, that should be the board of trustees, with Chair and coordinator, it might just need a 6 monthly check in.

Next steps: Naine to request tutor input, Lydia & Mathew offered to help finalise the first draft.

## 8. Any other business

- Christmas drinks – Naine to consider possibilities.
- Student Exhibition: Friday 2<sup>nd</sup> December – 5-7.30pm at CP with all students displaying one piece, with hand written card explanation.
- End of term: Mulled wine and mince pies for adults, sweets for kids.
- Point of order regarding the re-electing of committee members/trustees: Can non-committee members nominate trustees? **Action:** Tarka/Lydia to look into this.

**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 2022**  
**for**  
**Clapham Pottery Limited**

The Decimal Place  
8 Blandfield Road  
London  
SW12 8BG

# **Clapham Pottery Limited**

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# **Clapham Pottery Limited**

## **Report of the Trustees for the year ended 31st August 2022**

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 2022. The trustees have adopted the provisions of 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).

### **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.

### **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



Clapham Pottery Limited

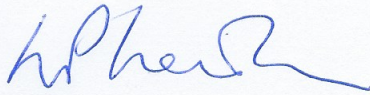
Report of the Trustees  
for the year ended 31st August 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

The Decimal Place  
8 Blandfield Road  
London  
SW12 8BG

Approved by order of the board of trustees on ..... and signed on its  
behalf by:



.....  
L Latham - Trustee

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

### **Independent examiner's report to the trustees of Clapham Pottery Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st August 2022.

### **Responsibilities and basis of report**

As the charity's 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 charity'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 Report to the Trustees of  
Clapham Pottery Limited**

**Independent examiner's statement**

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

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.

*The Decimal Place*

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

Date: *1st February, 2023*

# Clapham Pottery Limited

## Statement of Financial Activities for the year ended 31st August 2022

		2022 Unrestricted Funds	2022 Restricted Funds	2022 Total Funds	2021 Total Funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income			30,000	30,000	318
Investment income	3	218		218	263
<b>Incoming resources from charitable activities</b>					
Pottery courses		81,468		81,468	47,183
<b>Other incoming resources</b>		2,874		2,874	20,993
		_____	_____	_____	_____
<b>Total incoming resources</b>		84,560	30,000	114,560	68,757
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Operating costs (excluding depreciation)	4	13,990		13,990	11,699
Staff costs and materials		54,849	3,333	58,182	19,144
Governance costs		17,912		17,912	14,620
		_____	_____	_____	_____
<b>Total cash resources expended</b>		86,751	26,667	90,084	45,463
Depreciation		3,452		3,452	3,452
		_____	_____	_____	_____
<b>Total resources expended</b>		90,203	26,667	93,536	48,915
<b>NET INCOMING RESOURCES</b>					
		(5,643)	26,667	21,024	19,842
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		293,812		293,812	273,970
		_____	_____	_____	_____
<b>TOTAL FUNDS CARRIED FORWARD</b>		£288,169	£26,667	£314,836	£293,812
		=====	=====	=====	=====

The notes on pages 9 to 15 form part of these financial statements

# Clapham Pottery Limited

## Balance Sheet 31st August 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	145,006	-	145,006	148,458
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		172,537	26,667	199,204	154,076
<b>CREDITORS</b>					
Amounts falling due within one year	9	(29,374)	-	(29,374)	(8,722)
<b>NET CURRENT ASSETS</b>		<u>143,163</u>	<u>26,667</u>	<u>169,830</u>	<u>145,354</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>288,169</u>	<u>26,667</u>	<u>314,836</u>	<u>293,812</u>
<b>NET ASSETS</b>		<u><u>288,169</u></u>	<u><u>26,667</u></u>	<u><u>314,836</u></u>	<u><u>293,812</u></u>
<b>FUNDS</b>					
Unrestricted funds	10			288,169	293,812
Restricted funds				<u>26,667</u>	<u>-</u>
<b>TOTAL FUNDS</b>				<u><u>314,836</u></u>	<u><u>293,812</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2022 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements



Clapham Pottery Limited

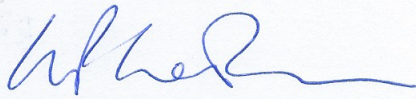
Balance Sheet - continued  
31st August 2022

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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:



.....  
L Latham - Trustee

The notes form part of these financial statements

# Clapham Pottery Limited

## Notes to the Financial Statements for the year ended 31st August 2022

### 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

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 2. ACCOUNTING POLICIES - continued

#### Fund accounting

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.

### 3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	218	263
	<u>218</u>	<u>263</u>

### 4. RAISING FUNDS

#### Raising donations and legacies

	2022	2021
	£	£
Support costs	13,990	11,699
	<u>13,990</u>	<u>11,699</u>

### 5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	3,452	3,452
	<u>3,452</u>	<u>3,452</u>



# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2022 nor for the year ended 31st August 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2022 nor for the year ended 31st August 2021.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	318	-	318
<b>Charitable activities</b>			
Pottery courses	47,183	-	47,183
Investment income	263	-	263
Other income	20,993	-	20,993
<b>Total</b>	<u>68,757</u>	<u>-</u>	<u>68,757</u>
<b>EXPENDITURE ON</b>			
Raising funds	30,843	-	30,843
<b>Charitable activities</b>			
Pottery courses	3,452	-	3,452
Governance costs	14,620	-	14,620
<b>Total</b>	<u>48,915</u>	<u>-</u>	<u>48,915</u>
<b>NET INCOME</b>	19,842	-	19,842
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	273,970	-	273,970

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>293,812</b>	<b>-</b>	<b>293,812</b>
	<u>          </u>	<u>          </u>	<u>          </u>

### 8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1st September 2021 and 31st August 2022	<u>172,623</u>	<u>17,706</u>	<u>1,600</u>	<u>191,929</u>
<b>DEPRECIATION</b>				
At 1st September 2021	24,167	17,705	1,599	43,471
Charge for year	<u>3,452</u>	<u>-</u>	<u>-</u>	<u>3,452</u>
At 31st August 2022	<u>27,619</u>	<u>17,705</u>	<u>1,599</u>	<u>46,923</u>
<b>NET BOOK VALUE</b>				
At 31st August 2022	<u>145,004</u>	<u>1</u>	<u>1</u>	<u>145,006</u>
At 31st August 2021	<u>148,456</u>	<u>1</u>	<u>1</u>	<u>148,458</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	541	417
Accruals and deferred income	28,833	8,305
	<u>29,374</u>	<u>8,722</u>

### 10. MOVEMENT IN FUNDS

	At 1.9.21	Net movement in funds	At 31.8.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	293,812	(5,643)	288,169
<b>Restricted funds</b>			
Building fund	-	26,667	26,667
<b>TOTAL FUNDS</b>	<u>293,812</u>	<u>21,024</u>	<u>314,836</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	84,560	(90,203)	(5,643)
<b>Restricted funds</b>			
Building fund	30,000	(3,333)	26,667
<b>TOTAL FUNDS</b>	<u>114,560</u>	<u>(93,536)</u>	<u>21,024</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 10. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	273,970	19,842	293,812
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>273,970</u>	<u>19,842</u>	<u>293,812</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	68,757	(48,915)	19,842
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>68,757</u>	<u>(48,915)</u>	<u>19,842</u>

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

	At 1.9.20 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	273,970	14,199	288,169
<b>Restricted funds</b>			
Building fund	-	26,667	26,667
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>273,970</u>	<u>40,866</u>	<u>314,836</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 10. MOVEMENT IN FUNDS - continued

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 £
<b>Unrestricted funds</b>			
General fund	153,317	(139,118)	14,199
<b>Restricted funds</b>			
Building fund	30,000	(3,333)	26,667
<b>TOTAL FUNDS</b>	<u>183,317</u>	<u>(142,451)</u>	<u>40,866</u>

### 11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2022.

# Clapham Pottery Limited

## Detailed Statement of Financial Activities for the year ended 31st August 2022

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	30,000	318
<b>Investment income</b>		
Deposit account interest	218	263
<b>Charitable activities</b>		
Saturday pottery classes	(1,272)	1,709
Home education	2,730	392
Pound for pound	2,406	590
Childrens parties	202	(25)
Family workshop	1,795	2,061
Adult evening classes	21,919	7,219
Adult day-time classes	21,603	5,331
Adult parties	-	1,763
Adult Sunday	(2,800)	-
Beginners : Sunday	7,065	8,344
AS-After school	15,692	10,513
Half term	2,650	1,901
Throwing workshop	4,535	2,797
Master class	803	-
Throwing Sunday	4,050	4,538
Other courses	90	50
	<hr/>	<hr/>
	81,468	47,183
<b>Other income</b>		
Rent received	2,874	2,800
Exceptional item : Furlough scheme support	-	18,193
	<hr/>	<hr/>
	2,874	20,993
<b>Total incoming resources</b>	<hr/>	<hr/>
	114,560	68,757

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 2022

	2022 £	2021 £
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Purchases	5,225	2,655
Freelance tutor fees	52,957	16,489
	<hr/>	<hr/>
	58,182	19,144
<b>Support costs</b>		
<b>Management</b>		
Insurance	292	2,397
Light and heat	3,182	831
Telephone	1,189	1,216
Repairs to equipment	2,492	150
Property maintenance	3,037	261
Minor capital expenditure	61	-
Computer consumables	430	725
Rates & water rates	982	852
Workshop organisation	730	1,263
Cleaner	680	-
Refreshments	149	-
Covid closures : re workers	-	3,728
Bank charges	180	146
Postage & carriage	167	-
Travel paid for Art Therapy students	340	-
Waste removal	79	130
	<hr/>	<hr/>
	13,990	11,699
<b>Other</b>		
Depreciation of freehold property	3,452	3,452
<b>Governance costs</b>		
Accountancy fees	1,392	1,280
Administrator's fees	5,280	3,250
Co-ordinator's fees	7,300	7,350
Carried forward	13,972	11,880

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 2022**

	2022 £	2021 £
<b>Governance costs</b>		
Brought forward	13,972	11,880
Professional fees	3,940	2,740
	<hr/>	<hr/>
	17,912	14,620
	<hr/>	<hr/>
Total resources expended	93,536	48,915
	<hr/>	<hr/>
<b>Net income</b>	21,024	19,842
	<hr/>	<hr/>

This page does not form part of the statutory financial statements



**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 2022**  
**for**  
**Clapham Pottery Limited**

The Decimal Place  
8 Blandfield Road  
London  
SW12 8BG

# **Clapham Pottery Limited**

## **Contents of the Financial Statements for the year ended 31st August 2022**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 2</b>
<b>Independent Examiner's Report</b>	<b>3 to 4</b>
<b>Statement of Financial Activities</b>	<b>5</b>
<b>Balance Sheet</b>	<b>6 to 7</b>
<b>Notes to the Financial Statements</b>	<b>8 to 14</b>
<b>Detailed Statement of Financial Activities</b>	<b>15 to 17</b>

# **Clapham Pottery Limited**

## **Report of the Trustees for the year ended 31st August 2022**

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 2022. The trustees have adopted the provisions of 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).

### **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.

### **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

Clapham Pottery Limited

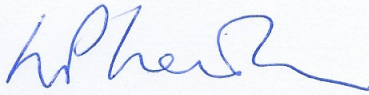
Report of the Trustees  
for the year ended 31st August 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

The Decimal Place  
8 Blandfield Road  
London  
SW12 8BG

Approved by order of the board of trustees on ..... and signed on its  
behalf by:



.....  
L Latham - Trustee

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

### **Independent examiner's report to the trustees of Clapham Pottery Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st August 2022.

### **Responsibilities and basis of report**

As the charity's 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 charity'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 Report to the Trustees of  
Clapham Pottery Limited**

**Independent examiner's statement**

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

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.

*The Decimal Place*

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

Date: *1st February, 2023*

# Clapham Pottery Limited

## Statement of Financial Activities for the year ended 31st August 2022

		2022 Unrestricted Funds	2022 Restricted Funds	2022 Total Funds	2021 Total Funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income			30,000	30,000	318
Investment income	3	218		218	263
<b>Incoming resources from charitable activities</b>					
Pottery courses		81,468		81,468	47,183
<b>Other incoming resources</b>		2,874		2,874	20,993
		_____	_____	_____	_____
<b>Total incoming resources</b>		84,560	30,000	114,560	68,757
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Operating costs (excluding depreciation)	4	13,990		13,990	11,699
Staff costs and materials		54,849	3,333	58,182	19,144
Governance costs		17,912		17,912	14,620
		_____	_____	_____	_____
<b>Total cash resources expended</b>		86,751	26,667	90,084	45,463
Depreciation		3,452		3,452	3,452
		_____	_____	_____	_____
<b>Total resources expended</b>		90,203	26,667	93,536	48,915
<b>NET INCOMING RESOURCES</b>					
		(5,643)	26,667	21,024	19,842
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		293,812		293,812	273,970
		_____	_____	_____	_____
<b>TOTAL FUNDS CARRIED FORWARD</b>		£288,169	£26,667	£314,836	£293,812
		=====	=====	=====	=====

The notes on pages 9 to 15 form part of these financial statements

# Clapham Pottery Limited

## Balance Sheet 31st August 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	145,006	-	145,006	148,458
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		172,537	26,667	199,204	154,076
<b>CREDITORS</b>					
Amounts falling due within one year	9	(29,374)	-	(29,374)	(8,722)
<b>NET CURRENT ASSETS</b>		<u>143,163</u>	<u>26,667</u>	<u>169,830</u>	<u>145,354</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		288,169	26,667	314,836	293,812
<b>NET ASSETS</b>		<u>288,169</u>	<u>26,667</u>	<u>314,836</u>	<u>293,812</u>
<b>FUNDS</b>	10				
Unrestricted funds				288,169	293,812
Restricted funds				26,667	-
<b>TOTAL FUNDS</b>				<u>314,836</u>	<u>293,812</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2022 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements



Clapham Pottery Limited

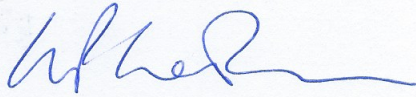
Balance Sheet - continued  
31st August 2022

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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:



.....  
L Latham - Trustee

The notes form part of these financial statements

# Clapham Pottery Limited

## Notes to the Financial Statements for the year ended 31st August 2022

### 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

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 2. ACCOUNTING POLICIES - continued

#### Fund accounting

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.

### 3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	218	263
	<u>218</u>	<u>263</u>

### 4. RAISING FUNDS

#### Raising donations and legacies

	2022	2021
	£	£
Support costs	13,990	11,699
	<u>13,990</u>	<u>11,699</u>

### 5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	3,452	3,452
	<u>3,452</u>	<u>3,452</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2022 nor for the year ended 31st August 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2022 nor for the year ended 31st August 2021.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	318	-	318
<b>Charitable activities</b>			
Pottery courses	47,183	-	47,183
Investment income	263	-	263
Other income	20,993	-	20,993
<b>Total</b>	<u>68,757</u>	<u>-</u>	<u>68,757</u>
<b>EXPENDITURE ON</b>			
Raising funds	30,843	-	30,843
<b>Charitable activities</b>			
Pottery courses	3,452	-	3,452
Governance costs	14,620	-	14,620
<b>Total</b>	<u>48,915</u>	<u>-</u>	<u>48,915</u>
<b>NET INCOME</b>	19,842	-	19,842
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	273,970	-	273,970

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	293,812	-	293,812
	<u>          </u>	<u>          </u>	<u>          </u>

### 8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1st September 2021 and 31st August 2022	172,623	17,706	1,600	191,929
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>DEPRECIATION</b>				
At 1st September 2021	24,167	17,705	1,599	43,471
Charge for year	3,452	-	-	3,452
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st August 2022	27,619	17,705	1,599	46,923
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET BOOK VALUE</b>				
At 31st August 2022	145,004	1	1	145,006
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st August 2021	148,456	1	1	148,458
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	541	417
Accruals and deferred income	28,833	8,305
	<u>29,374</u>	<u>8,722</u>

### 10. MOVEMENT IN FUNDS

	At 1.9.21	Net movement in funds	At 31.8.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	293,812	(5,643)	288,169
<b>Restricted funds</b>			
Building fund	-	26,667	26,667
<b>TOTAL FUNDS</b>	<u>293,812</u>	<u>21,024</u>	<u>314,836</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	84,560	(90,203)	(5,643)
<b>Restricted funds</b>			
Building fund	30,000	(3,333)	26,667
<b>TOTAL FUNDS</b>	<u>114,560</u>	<u>(93,536)</u>	<u>21,024</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 10. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	273,970	19,842	293,812
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>273,970</u>	<u>19,842</u>	<u>293,812</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	68,757	(48,915)	19,842
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>68,757</u>	<u>(48,915)</u>	<u>19,842</u>

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

	At 1.9.20 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	273,970	14,199	288,169
<b>Restricted funds</b>			
Building fund	-	26,667	26,667
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>273,970</u>	<u>40,866</u>	<u>314,836</u>

# Clapham Pottery Limited

## Notes to the Financial Statements - continued for the year ended 31st August 2022

### 10. MOVEMENT IN FUNDS - continued

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 £
<b>Unrestricted funds</b>			
General fund	153,317	(139,118)	14,199
<b>Restricted funds</b>			
Building fund	30,000	(3,333)	26,667
<b>TOTAL FUNDS</b>	<u>183,317</u>	<u>(142,451)</u>	<u>40,866</u>

### 11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2022.



# Clapham Pottery Limited

## Detailed Statement of Financial Activities for the year ended 31st August 2022

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	30,000	318
<b>Investment income</b>		
Deposit account interest	218	263
<b>Charitable activities</b>		
Saturday pottery classes	(1,272)	1,709
Home education	2,730	392
Pound for pound	2,406	590
Childrens parties	202	(25)
Family workshop	1,795	2,061
Adult evening classes	21,919	7,219
Adult day-time classes	21,603	5,331
Adult parties	-	1,763
Adult Sunday	(2,800)	-
Beginners : Sunday	7,065	8,344
AS-After school	15,692	10,513
Half term	2,650	1,901
Throwing workshop	4,535	2,797
Master class	803	-
Throwing Sunday	4,050	4,538
Other courses	90	50
	<hr/>	<hr/>
	81,468	47,183
<b>Other income</b>		
Rent received	2,874	2,800
Exceptional item : Furlough scheme support	-	18,193
	<hr/>	<hr/>
	2,874	20,993
	<hr/>	<hr/>
<b>Total incoming resources</b>	114,560	68,757

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 2022

	2022 £	2021 £
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Purchases	5,225	2,655
Freelance tutor fees	52,957	16,489
	<hr/>	<hr/>
	58,182	19,144
<b>Support costs</b>		
<b>Management</b>		
Insurance	292	2,397
Light and heat	3,182	831
Telephone	1,189	1,216
Repairs to equipment	2,492	150
Property maintenance	3,037	261
Minor capital expenditure	61	-
Computer consumables	430	725
Rates & water rates	982	852
Workshop organisation	730	1,263
Cleaner	680	-
Refreshments	149	-
Covid closures : re workers	-	3,728
Bank charges	180	146
Postage & carriage	167	-
Travel paid for Art Therapy students	340	-
Waste removal	79	130
	<hr/>	<hr/>
	13,990	11,699
<b>Other</b>		
Depreciation of freehold property	3,452	3,452
<b>Governance costs</b>		
Accountancy fees	1,392	1,280
Administrator's fees	5,280	3,250
Co-ordinator's fees	7,300	7,350
Carried forward	13,972	11,880

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**Clapham Pottery Limited**

**Detailed Statement of Financial Activities  
for the year ended 31st August 2022**

	2022 £	2021 £
<b>Governance costs</b>		
Brought forward	13,972	11,880
Professional fees	3,940	2,740
	<hr/>	<hr/>
	17,912	14,620
	<hr/>	<hr/>
Total resources expended	93,536	48,915
	<hr/>	<hr/>
<b>Net income</b>	21,024	19,842
	<hr/>	<hr/>

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