

CLAPHAM POTTERY

Annual General Meeting 2023 - Minutes

Date & Time: Friday, 13 October 2023 – 7pm - 9pm

Attendees: Trustees Lydia Latham (Chair), Kat Major (Treasurer), Tarka Cowlam (minutes), Rosemary Wilkinson, Ben Dickey, Tom Crane, Aideen Manson, Naomi Phillips, Michele Reilly, Aideen Manson and Michael Tucker,
Workers: Naine Woodrow (Co-ordinator), Rachel Carpenter (Admin Assistant/tutor), Rosa Botolozzo (Workshop Manager/tutor), Sara Barnes (Bookkeeper);
Tutors: Suleyman Saba, Sarah Williams, Verity Blakeman, Sarah Williamson, Liba Senior, Xanthe Maggs

Agenda

- 1 Welcome and apologies
- 2 Approval of minutes of previous meeting and matters arising
- 3 Chair's report 2022/23
- 4 Treasurer's report 2022/23
- 5 Workers' reports: Co-ordinator's, Senior Tutors'
- 6 Nomination and election of officers and committee members
- 7 Health & Safety report
- 8 Any other business

1. Welcome and apologies

Lydia opened the meeting, welcoming all members. No Apologies. All present introduced themselves.

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 2022 finalised & sent to Company's House. 2023 Accounts in progress. Members agreed to allow the finance committee to proceed with the accounts.
2. Following discussions, The Chair has looked at the way the Charity is governed & members are elected to the board. A new committee will be elected to discuss the governing documents.
3. The Risk register is still in progress.
4. The voting process to elect members will also be reviewed and is in progress.

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

3. Chair's report (Lydia) - previously circulated. In summary:

Lydia thanked all for their hard work, support and commitment. The Risk Register was explained to the meeting, There is a commitment to review it on a regular basis. The Chair will convene a Board meeting in November to do this. One of the issues raised was compliance/governance. After a wide search a legal firm, with knowledge of Charity law, whose fees are not too high, has been identified. To keep costs low, a working group will be set up. Update to be given at the November meeting.

Action - Chair to convene Board meeting in November

4. Treasurer's report 2021/2022 (Kat)

As the new treasurer, Kat introduced herself & explained how the accounts were in good shape, thanks to Matthew's attention and how she would be doing things, slightly differently. Kat presented some figures; average income from an adult students is £492/yr and from a child is £275/yr. CP gave 923 hours of free tuition to disadvantaged and vulnerable groups. There was a discussion on fund raising ideas; donating pots for sale, approaching the student body for support again and ways to maximise the use of the building. Also about costs, such as an energy audit on the building.

Approval of the final 22/23 accounts will again be done by the finance committee. The overview is that CP is in a stable position. However, there could be a small deficit which needs to be considered.

- **Action:** Finance Committee to finalise 2023 Accounts and look at alternative means to generate income.
-

5. Workers' reports

Co-ordinator's Report by Naine - previously circulated. In summary:

- Covid still not over - need to be aware.
- £2 pound for pound clay charge is being reviewed against clay costs.
- Utility contracts were successfully reviewed by Rachel but electricity costs had doubled
- Art Therapy Group going well.
- The mothers and daughters was run by Lauren and Sarah Copard - who have both left
- All Adult classes are full. Sunday workshops are always full. Both classes are still quite cheap for participants compared to other local classes.
- Heathbrook relationship for after-school classes still going strong.
- Spire: Homeless charity - was well loved.
- Duke of Edinburgh - done by Sarah, still hard work but good for the kids.
- On-line booking system is being introduced
- Acknowledged the Tutors: couldn't do it without you - thank you

Children's Classes by Sarah

- Students came back enthusiastically.
- Children's parties are going well.
- Progression system from hand building to glazing to throwing had been devised for the different age groups.
- Some students stay on and mentor other students, lovely to see them blossom and lead other children. Some have gone onto study art at university
- A number of children volunteer to help set up and pack up.

Tuesday and Wednesday adult evening classes by Suley

- Clay register is making it easier.
- Attendance good except for the summer term, where attendance drops off. Also challenging with the heat and pots drying out.
- Suggested a new system to rehydrate pots.

Action: A tutor's meeting will be set up to review this. As well as incidents of students' work going missing.

Wednesday day and Thursday adult evening classes by Rosa and Art therapy classes with Verity

- Monday classes remain consistent - but Wed/Thurs a lot more changes therefore students are more needy.
- Good to have change, as it changes the atmosphere.
- Variety commented on how the students appreciated the good relationship, she and Rosa had.
- Throwing Sunday: great - but need to review costs and perhaps charge extra for actually firing the pots or make it a practice session only with no facility to take home pots.
- Extending the pottery sale of uncollected/unwanted pots was discussed

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

- With the Seniors, all over 80, one of whom is blind, it's challenging but great. Lauren has a special connection with Iris who is now 91. She is collected by Colin and returns on the train.
- Children's classes on Tuesday - all good.
- Thursday teens/Sat kids/Thursday evening/Family workshop - all full and busy.
- End of summer term, special needs with siblings - this tailed off but will come back in the future - not this term.

Art Therapy class by Verity

- Continue to work with asylum seekers. Last year worked very well. They loved it. Great atmosphere. Very supportive. Came out of their shells by the end of the year, they made wonderful progress. They value what the classes provide.
- Feedback from students has been positive. Their week goes by slowly, but in the group, time flies. They love working with clay.
- The students are mainly refugees or have been trafficked, so suffer from high levels of trauma and associated issues. Their knowledge of English varies.
- Women's age range 20-60, from a wide variety of countries.
- Very good relationship with clay - More often than not, they create something with food in mind.
- The women appreciate the group and one woman, although of little means, and in difficulty, came at the end of term with a delicious feast (H&S aside), it was a great gesture of thanks and appreciation and a wonderful moment.

Raku Day - Michael reminded the meeting that the Raku event was held in September and very much enjoyed. The hard, arduous work of the tutors and assistants is greatly acknowledged.

Action: Naine to organise a workers' meeting (see above)

6. Nomination and election of officers and committee members

Note that this mechanism is subject to the legal/governance review - The following were elected unopposed:

Trustees: nominated by Naine, seconded by Tarka

Lydia Latham (Chair), Kat Major (Treasurer), Tarka Cowlam (minutes), Rosemary Wilkinson, Ben Dickey, Tom Crane, Aideen Manson, Naomi Phillips, Michele Reilly, Aideen Manson and Michael Turner,

Finance Committee Members

Kat Major, Naine Woodrow, Lydia Latham, Rosemary Williamson, Michele Reilly

Nominated by Naine, seconded by Tarka.

7. Health & Safety Report

The H&S handout given to students had been updated. Tom: The H&S report needs updating, this is in progress.

8. Any other business

- Ben - offered to make a film of the pottery; Naine suggested this would be too complicated.
- Ben: Need to remind students of H&S - required in the Risk Assessment at the beginning of term - should include reminders such as: clean things thoroughly and the reason for it: particularly in summer term (such as wearing flip-flops), safety is a personal responsibility for you and those around you.
- It was suggested that Naine does a meet and greet session with all classes to brief them on charitable activities and fund raising.

Meeting closed.

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 2023
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 2023

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 2023. 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
T Crame
B G Dickey
N Phillips
Ms K Van den Brande (appointed 1.2.23)
M Tucker (appointed 1.2.23)

Company Secretary

N Phillips

Clapham Pottery Limited

**Report of the Trustees
for the year ended 31st August 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

The Decimal Place
8 Blandfield Road
London
SW12 8BG

Approved by order of the board of trustees on 28 Nov 2023 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 2023.

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
8 Blandfield Road
London
SW12 8BG

Date: 28 Nov 2023

Clapham Pottery Limited

Statement of Financial Activities for the year ended 31st August 2023

		2023 Unrestricted Funds	2023 Restricted Funds	2023 Total Funds	2022 Total Funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated Funds:					
Voluntary income		1,092	-	1,092	30,000
Investment income	3	31	-	31	218
Incoming resources from charitable Activities:					
Pottery courses		107,666	-	107,666	81,468
Other incoming resources		2,355	-	2,355	2,874
Total incoming resources		111,144	-	111,144	114,560
RESOURCES EXPENDED					
Costs of generating funds					
Operating costs (excluding depreciation)	4	17,429	-	17,429	13,990
Staff costs and materials		67,452	3,333	70,785	58,182
Governance costs		20,403	-	20,403	17,912
Total cash resources expended		105,284	3,333	108,617	90,084
Depreciation	5	3,452	-	3,452	3,452
Total resources expended		108,736	3,333	112,069	93,536
NET INCOMING RESOURCES					
		2,408	(3,333)	(925)	21,024
RECONCILIATION OF FUNDS					
Total funds brought forward		288,169	26,667	314,836	293,812
TOTAL FUNDS CARRIED FORWARD		£290,577	£23,334	£313,911	£314,836
		=====	=====	=====	=====

Clapham Pottery Limited

**Balance Sheet
31st August 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	8	141,554	-	141,554	145,006
CURRENT ASSETS					
Cash at bank and in hand		181,944	23,334	205,278	199,204
CREDITORS					
Amounts falling due within one year	9	(32,921)	-	(32,921)	(29,374)
NET CURRENT ASSETS		<u>149,023</u>	<u>23,334</u>	<u>172,357</u>	<u>169,830</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>290,577</u>	<u>23,334</u>	<u>313,911</u>	<u>314,836</u>
NET ASSETS		<u>290,577</u>	<u>23,334</u>	<u>313,911</u>	<u>314,836</u>
FUNDS	10				
Unrestricted funds				290,577	288,169
Restricted funds				23,334	26,667
TOTAL FUNDS				<u>313,911</u>	<u>314,836</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2023 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 2023

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 28 Nov 2023 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 2023

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 2023

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

	2023	2022
	£	£
Deposit account interest	31	218
	<u> </u>	<u> </u>

4. RAISING FUNDS

Raising donations and legacies

	2023	2022
	£	£
Support costs	17,429	13,990
	<u> </u>	<u> </u>

5. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	3,452	3,452
	<u> </u>	<u> </u>

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2023 nor for the year ended 31st August 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2023 nor for the year ended 31st August 2022.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	30,000	30,000
Charitable activities			
Pottery courses	81,468	-	81,468
Investment income	218	-	218
Other income	2,874	-	2,874
Total	84,560	30,000	114,560
EXPENDITURE ON			
Raising funds	68,839	3,333	72,172
Charitable activities			
Pottery courses	3,452	-	3,452
Support costs management	17,912	-	17,912
Total	90,203	3,333	93,536
NET INCOME/(EXPENDITURE)	(5,643)	26,667	21,024
RECONCILIATION OF FUNDS			
Total funds brought forward	293,812	-	293,812

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
TOTAL FUNDS CARRIED FORWARD	288,169	26,667	314,836

8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1st September 2022 and 31st August 2023	172,623	17,706	1,600	191,929
DEPRECIATION				
At 1st September 2022	27,619	17,705	1,599	46,923
Charge for year	3,452	-	-	3,452
At 31st August 2023	31,071	17,705	1,599	50,375
NET BOOK VALUE				
At 31st August 2023	141,552	1	1	141,554
At 31st August 2022	145,004	1	1	145,006

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	631	541
Accruals and deferred income	32,290	28,833
	<u>32,921</u>	<u>29,374</u>

10. MOVEMENT IN FUNDS

	At 1.9.22	Net movement in funds	At 31.8.23
	£	£	£
Unrestricted funds			
General fund	288,169	2,408	290,577
Restricted funds			
Building fund	26,667	(3,333)	23,334
TOTAL FUNDS	<u>314,836</u>	<u>(925)</u>	<u>313,911</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	111,144	(108,736)	2,408
Restricted funds			
Building fund	-	(3,333)	(3,333)
TOTAL FUNDS	<u>111,144</u>	<u>(112,069)</u>	<u>(925)</u>

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

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

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	84,560	(90,203)	(5,643)
Restricted funds			
Building fund	30,000	(3,333)	26,667
TOTAL FUNDS	<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 2023

10. MOVEMENT IN FUNDS - continued

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

	At 1.9.21 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	293,812	(3,235)	290,577
Restricted funds			
Building fund	-	23,334	23,334
TOTAL FUNDS	<u>293,812</u>	<u>20,099</u>	<u>313,911</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	195,704	(198,939)	(3,235)
Restricted funds			
Building fund	30,000	(6,666)	23,334
TOTAL FUNDS	<u>225,704</u>	<u>(205,605)</u>	<u>20,099</u>

Clapham Pottery Limited

**Notes to the Financial Statements - continued
for the year ended 31st August 2023**

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2023.

Clapham Pottery Limited

Detailed Statement of Financial Activities for the year ended 31st August 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	421	30,000
Miscellaneous income	670	-
	<hr/> 1,092	<hr/> 30,000
Investment income		
Deposit account interest	31	218
Charitable activities		
Saturday pottery classes	11,949	(1,272)
Home education	2,120	2,730
Pound for pound	2,736	2,406
Childrens parties	670	202
Family workshop	2,435	1,795
Adult evening classes	32,191	21,919
Adult day-time classes	28,505	21,603
Adult parties	250	-
Adult Sunday	2,800	(2,800)
Beginners : Sunday	4,627	7,065
AS-After school	8,779	15,692
Half term	2,975	2,650
Throwing workshop	3,315	4,535
Master class	59	803
Throwing Sunday	4,255	4,050
Other courses	-	90
	<hr/> 107,666	<hr/> 81,468
Other income		
Rent received	2,355	2,874
	<hr/> 111,144	<hr/> 114,560
Total incoming resources		

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 2023

	2023 £	2022 £
EXPENDITURE		
Other trading activities		
Purchases	9,982	5,225
Freelance tutor fees	60,803	52,957
	<hr/>	<hr/>
	70,785	58,182
Support costs		
Management		
Insurance	2,040	292
Light and heat	4,695	3,182
Telephone	1,336	1,189
Sundries	765	-
Repairs to equipment	936	2,492
Property maintenance	1,763	3,037
Refreshments	26	-
Minor capital expenditure	-	61
Computer consumables	368	430
Rates & water rates	814	982
Workshop organisation	2,535	730
Cleaner	227	680
Refreshments	-	149
Bank charges	203	180
Postage & carriage	34	167
Travel paid for Art Therapy students	1,100	340
Subscriptions	245	-
Entertaining	130	-
Waste removal	212	79
	<hr/>	<hr/>
	17,429	13,990
Other		
Depreciation of freehold property	3,452	3,452
Governance costs		
Accountancy fees	1,284	1,392
Carried forward	1,284	1,392

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 2023

	2023 £	2022 £
Governance costs		
Brought forward	1,284	1,392
Administrator's fees	8,095	5,280
Co-ordinator's fees	6,324	7,300
Professional fees	4,700	3,940
	<u>20,403</u>	<u>17,912</u>
Total resources expended	<u>112,069</u>	<u>93,536</u>
Net (expenditure)/income	<u>(925)</u>	<u>21,024</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 2023
for
Clapham Pottery Limited

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 2023

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 2023. 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
T Crame
B G Dickey
N Phillips
Ms K Van den Brande (appointed 1.2.23)
M Tucker (appointed 1.2.23)

Company Secretary

N Phillips

Clapham Pottery Limited

**Report of the Trustees
for the year ended 31st August 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

The Decimal Place
8 Blandfield Road
London
SW12 8BG

Approved by order of the board of trustees on 28 Nov 2023 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 2023.

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
8 Blandfield Road
London
SW12 8BG

Date: 28 Nov 2023

Clapham Pottery Limited

Statement of Financial Activities for the year ended 31st August 2023

		2023 Unrestricted Funds	2023 Restricted Funds	2023 Total Funds	2022 Total Funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated Funds:					
Voluntary income		1,092	-	1,092	30,000
Investment income	3	31	-	31	218
Incoming resources from charitable Activities:					
Pottery courses		107,666	-	107,666	81,468
Other incoming resources		2,355	-	2,355	2,874
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		111,144	-	111,144	114,560
RESOURCES EXPENDED					
Costs of generating funds					
Operating costs (excluding depreciation)	4	17,429	-	17,429	13,990
Staff costs and materials		67,452	3,333	70,785	58,182
Governance costs		20,403	-	20,403	17,912
		<hr/>	<hr/>	<hr/>	<hr/>
Total cash resources expended		105,284	3,333	108,617	90,084
Depreciation	5	3,452	-	3,452	3,452
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		108,736	3,333	112,069	93,536
NET INCOMING RESOURCES		2,408	(3,333)	(925)	21,024
RECONCILIATION OF FUNDS					
Total funds brought forward		288,169	26,667	314,836	293,812
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		£290,577	£23,334	£313,911	£314,836
		=====	=====	=====	=====

Clapham Pottery Limited

**Balance Sheet
31st August 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	8	141,554	-	141,554	145,006
CURRENT ASSETS					
Cash at bank and in hand		181,944	23,334	205,278	199,204
CREDITORS					
Amounts falling due within one year	9	(32,921)	-	(32,921)	(29,374)
NET CURRENT ASSETS		<u>149,023</u>	<u>23,334</u>	<u>172,357</u>	<u>169,830</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>290,577</u>	<u>23,334</u>	<u>313,911</u>	<u>314,836</u>
NET ASSETS		<u>290,577</u>	<u>23,334</u>	<u>313,911</u>	<u>314,836</u>
FUNDS	10				
Unrestricted funds				290,577	288,169
Restricted funds				23,334	26,667
TOTAL FUNDS				<u>313,911</u>	<u>314,836</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2023 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 2023

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 28 Nov 2023 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 2023

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 2023

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

	2023	2022
	£	£
Deposit account interest	31	218

4. RAISING FUNDS

Raising donations and legacies

	2023	2022
	£	£
Support costs	17,429	13,990

5. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	3,452	3,452

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2023 nor for the year ended 31st August 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2023 nor for the year ended 31st August 2022.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	30,000	30,000
Charitable activities			
Pottery courses	81,468	-	81,468
Investment income	218	-	218
Other income	2,874	-	2,874
Total	84,560	30,000	114,560
EXPENDITURE ON			
Raising funds	68,839	3,333	72,172
Charitable activities			
Pottery courses	3,452	-	3,452
Support costs management	17,912	-	17,912
Total	90,203	3,333	93,536
NET INCOME/(EXPENDITURE)	(5,643)	26,667	21,024
RECONCILIATION OF FUNDS			
Total funds brought forward	293,812	-	293,812

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
TOTAL FUNDS CARRIED FORWARD	288,169	26,667	314,836

8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1st September 2022 and 31st August 2023	172,623	17,706	1,600	191,929
DEPRECIATION				
At 1st September 2022	27,619	17,705	1,599	46,923
Charge for year	3,452	-	-	3,452
At 31st August 2023	31,071	17,705	1,599	50,375
NET BOOK VALUE				
At 31st August 2023	141,552	1	1	141,554
At 31st August 2022	145,004	1	1	145,006

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	631	541
Accruals and deferred income	32,290	28,833
	<u>32,921</u>	<u>29,374</u>

10. MOVEMENT IN FUNDS

	At 1.9.22	Net movement in funds	At 31.8.23
	£	£	£
Unrestricted funds			
General fund	288,169	2,408	290,577
Restricted funds			
Building fund	26,667	(3,333)	23,334
TOTAL FUNDS	<u>314,836</u>	<u>(925)</u>	<u>313,911</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	111,144	(108,736)	2,408
Restricted funds			
Building fund	-	(3,333)	(3,333)
TOTAL FUNDS	<u>111,144</u>	<u>(112,069)</u>	<u>(925)</u>

Clapham Pottery Limited

Notes to the Financial Statements - continued for the year ended 31st August 2023

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

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

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	84,560	(90,203)	(5,643)
Restricted funds			
Building fund	30,000	(3,333)	26,667
TOTAL FUNDS	<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 2023

10. MOVEMENT IN FUNDS - continued

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

	At 1.9.21 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	293,812	(3,235)	290,577
Restricted funds			
Building fund	-	23,334	23,334
TOTAL FUNDS	<u>293,812</u>	<u>20,099</u>	<u>313,911</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	195,704	(198,939)	(3,235)
Restricted funds			
Building fund	30,000	(6,666)	23,334
TOTAL FUNDS	<u>225,704</u>	<u>(205,605)</u>	<u>20,099</u>

Clapham Pottery Limited

**Notes to the Financial Statements - continued
for the year ended 31st August 2023**

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2023.

Clapham Pottery Limited

Detailed Statement of Financial Activities for the year ended 31st August 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	421	30,000
Miscellaneous income	670	-
	<hr/> 1,092	<hr/> 30,000
Investment income		
Deposit account interest	31	218
Charitable activities		
Saturday pottery classes	11,949	(1,272)
Home education	2,120	2,730
Pound for pound	2,736	2,406
Childrens parties	670	202
Family workshop	2,435	1,795
Adult evening classes	32,191	21,919
Adult day-time classes	28,505	21,603
Adult parties	250	-
Adult Sunday	2,800	(2,800)
Beginners : Sunday	4,627	7,065
AS-After school	8,779	15,692
Half term	2,975	2,650
Throwing workshop	3,315	4,535
Master class	59	803
Throwing Sunday	4,255	4,050
Other courses	-	90
	<hr/> 107,666	<hr/> 81,468
Other income		
Rent received	2,355	2,874
	<hr/> 111,144	<hr/> 114,560
Total incoming resources		

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 2023

	2023 £	2022 £
EXPENDITURE		
Other trading activities		
Purchases	9,982	5,225
Freelance tutor fees	60,803	52,957
	<hr/>	<hr/>
	70,785	58,182
Support costs		
Management		
Insurance	2,040	292
Light and heat	4,695	3,182
Telephone	1,336	1,189
Sundries	765	-
Repairs to equipment	936	2,492
Property maintenance	1,763	3,037
Refreshments	26	-
Minor capital expenditure	-	61
Computer consumables	368	430
Rates & water rates	814	982
Workshop organisation	2,535	730
Cleaner	227	680
Refreshments	-	149
Bank charges	203	180
Postage & carriage	34	167
Travel paid for Art Therapy students	1,100	340
Subscriptions	245	-
Entertaining	130	-
Waste removal	212	79
	<hr/>	<hr/>
	17,429	13,990
Other		
Depreciation of freehold property	3,452	3,452
Governance costs		
Accountancy fees	1,284	1,392
Carried forward	1,284	1,392

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 2023

	2023 £	2022 £
Governance costs		
Brought forward	1,284	1,392
Administrator's fees	8,095	5,280
Co-ordinator's fees	6,324	7,300
Professional fees	4,700	3,940
	<u>20,403</u>	<u>17,912</u>
Total resources expended	<u>112,069</u>	<u>93,536</u>
Net (expenditure)/income	<u>(925)</u>	<u>21,024</u>

This page does not form part of the statutory financial statements