

Purbeck Art Weeks (PAW) Festival Limited

A charitable company limited by guarantee

Report of the Trustees & Financial Statements

Year ended 30th September 2021

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Purbeck Art Weeks Festival Ltd www.purbeckartweeks.co.uk

Company number: 7420934 Charity number: 1140350

Registered office: Badgers Keep, Barnhill Road, Wareham, BH20 5BG

Legal & Administrative Information

The Purbeck Art Weeks (PAW) Festival is a charitable company limited by guarantee. It became incorporated as a limited company number 7420934 on 27th October 2010 and a registered charity number 1140350 on 10th February 2011. The governing documents are the Articles of Association formed part of the application to the Charity Commission and were adopted by the company on 27th April 2011.

Honorary President

Phillip Jackson

Directors and Trustees

Richard Brown

Charlotte Heath Chair

Joan Ingarfield

Emma Ormond

Emma Louise Grinsted

Company Secretary

Emma Louise Grinsted

Company Treasurer

Joan Ingarfield

Registered Office**The Old Curatage**

Badgers Keep

Barnhill Road

Wareham

BH20 5BG

Bankers

Santander Bank Sort code 09-01-29

Account number 06614371

Account Name: Purbeck Art Weeks Festival

Solicitors

Humphries Kirk

3 Acorn Business Park

Ling Road

Poole

BH12 4NZ

Independent Examiner

C P Watkins

Report of the Trustees

The Trustees present their report and financial statements for the 12 months ended 30th September 2021. The Board of Trustees confirm that the annual report and financial statements comply with current statutory requirements including the provisions of the Statement of recommended Practice: Accounting and reporting by Charities 2005 (SORP March 2005).

Structure and Objects of the Charity

Our Mission is as follows:

PAW Festival Mission Statement

The Purbeck Art Weeks (PAW) Festival celebrates art in all its various forms. It seeks to inspire and support visual and performing artists to achieve their potential, involves people from across the community and encourages everyone to participate and to enjoy a wide range of arts.

2021 was our eleventh year as a full arts festival and again as in 2021 we had planned a wide range of activities for audiences of all ages. Unfortunately, due to the continuing global COVID-19 pandemic we had to move our festival from May/June to August/September. Despite this upheaval we were able to put on a comprehensive programme of events, workshops, and exhibitions which we brought to audiences of all ages. Despite the continuing challenging environment and a change of Festival timing, the numbers visiting our main exhibition area at Rollington Barn equalled those of 2019. Understandably, we had a reduced number of Open Studios taking part this year, but those that did take part reported steady visitor numbers and good sales. Most of our events took place in August and were thankfully received by an audience who had missed attending live performances. These were all well publicised via our website and our social media channels. Our online events programme from 2021 was added to our website which now includes a very full archive section as well as historical details of our community projects. Our website provides further details: www.purbeckartweeks.co.uk

Financial Review

Following our understandable loss in 2020 due to the cancellation of our Festival, we were cautious in our spending this year. We didn't produce a printed brochure, instead we created a downloadable brochure that could be printed at home if visitors wished too. We were able to carry forward much of our sponsorship and advertising income from 2020 which got us off to a good start.

We had a small profit in 2021, which has helped to mitigate our losses from 2020.

The number of artists exhibiting at their open studios was understandably reduced this year, but the number of artists exhibiting at Rollington equalled 2019, and we view this as reassuring evidence of our enduring appeal.

We thank our advertisers and our growing body of Friends whose help was invaluable this year as always.

Risk Management

The Trustees are conscious of their responsibilities to assess and handle risks. We confirm that the Charity undertakes risk assessments where appropriate. We have full public liability insurance cover for the Festival including for all our events.

We recognise that our Festival relies on the goodwill and active involvement of a wide range of members and other people. We are an artist led charity and consider that to be a great strength. We therefore hold regular meetings with our members to take their views on issues and to keep them informed on the thinking and plans of the Trustees. This year those meetings have again been held remotely and the opinions and ideas of our members have been invaluable when making some very difficult decisions. This open approach is central to maintaining the confidence of our members.

We have no full-time paid staff though we make a small payment to our webmaster, publicity manager, Rollington Manager, and brochure designer in recognition of the work undertaken. We rely on many artists and others in our community to perform a wide range of roles. We will continue to engage with these volunteers and others to build goodwill as well as evolve in ways that aim to meet their needs.

We have devolved responsibilities to a range of groups and widened the base of people involved in these. We have established clear associated responsibilities for each group through a Financial Control Document and put in place appropriate procedures to see these responsibilities are implemented. We have also considered succession planning.

Public Benefit Statement

The public benefit of the PAW Festival derives from our publicly displaying, exhibiting, and performing works of art that are of high quality and through our better educating the public in art, for example through our lectures, workshops and the study of artists at work. We want artists in a wide range of art forms to aspire to the highest level of which they are capable.

In 2021 we were pleased that a range of internationally recognised performing artists featured again at the Festival. Our low ticket prices (with either free or very low priced admission to young people) brought quality to a wide audience.

Our programme with Purbeck Young Artists (PYA) enabled experienced artists to undertake workshops with 10 local schools in 2021. This is a reduction on our usual number, but the workshops that we were able to provide were greatly appreciated by schools as they emerged from a difficult year in 2020 dominated by Covid. We want to support emerging talent and encourage all to aspire.

Reserves Policy

The Trustees have considered the level of reserves appropriate to meet any likely liabilities and uncertainties. The Charity intends to maintain a level of unrestricted funds sufficient to cover the risk that the Festival might have to again be cancelled at short notice. The Charity continues to have sufficient reserves to meet this possibility in the future and will continue to review the level of reserves each year.

Trustees responsibilities in relation to the financial statements

Charity law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that year. In doing so the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006.

Approved by the trustees on 23rd January 2022 and signed on their behalf by:

Charlotte Heath
Chairman

Independent Examiner's Report to the Trustees

Respective responsibilities of trustees and independent examiner

The trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required under section 43(2) of the Charities act 1993 (the 1993 Act) and that an independent examiner is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7) b of the 1993 Act
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 386 of the Companies Act 2006; and
- To prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and reporting by Charities (revised 2005) have not been met, or to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C P Watkins

Annual Report for 1st October 2020 to 30th September 2021

“The Purbeck Art Weeks Festival was set up to promote, maintain, improve and advance education within the community at large, particularly in the Purbeck District Council area. This will be achieved by the promotion and production of performances and encouragement of the arts of debating, drama, dance, cinematography, computer graphics, music, singing, literature, sculpture, painting and photography”

Receipts	2021	2020 Cancelled	Payments	2021	2020 Cancelled
Member donations	725.00	2386.65	Administration	713.78	5201.71
Friends	3880.00	3920.00	Publicity Signage	4774.10 871.20	1659.44 875.14
Gift Aid tax recovered (members & Friends)	178.75 915.44	206.25 965.00	Competitions: Prizes Expenses		150.00 56.50
Raffle		Cancelled	Raffle (Lottery Licence '20)		20.00
Santander Bank Interest	3.65	215.11	CAF Bank Charges	89.00	60.00
John Flower Bursary	338.53		Bursary Awards	225.00	390.00
Brochure c/f to 2022 = £1140	167.87		Brochure (incl delivery) Web & Design	3275.43	5589.00 4654.38
Commission on Art Sales	4936.82	Cancelled	Rollington:Container	180.00	180.00
Artists/Exhibitors Fees	6937.03	Refunded	Rollington:Exhibition Exp	5001.80	675.21
Art4Action commission 2021=GA tax recov.	125.00	1847.20			
Rollington donations (Jar + Lovecake)	638.57				
PYA (sponsorship)	3495.00	750.00	Purbeck Young Artists	3807.00	750.00
PYM		3000.00	PYM	120.00	3250.00
Events c/f to 2022 = £362.00	18029.39	3856.04	Events	25439.59	17438.40
Events Sponsorship (+ Gift Aid reclaimed)	10008.20 391.25	9140.00 3232.25			
CMPH (+ Gift Aid reclaimed)	3434.09 197.12	2920.00 1900.00	CMPH Smedmore hire: £300 c/f to 2022	4292.46	3900.00
TOTAL	54,401.71	34,338.50	TOTAL	48,789.36	44,849.78
Deficit		10,511.28	Surplus	5,612.35	
		44,849.78		54,401.71	44,849.78

Statement of Assets and Liabilities at the year end 30th September 2021**Assets****Represented by**

Bank account : 48,327.87		b/f from 2020	47,798.52
		- Advance receipts 2020	(6585.00)
General Fund	43,615.48	+ Prepayments 2020	300.00
Restricted Funds: Community Projects	629.35	+ Surplus 2021	5,612.35
John Flower Bursary	4,083.04	+ Advance Receipts 2021	1,502.00
		- Prepayments 2021	(300.00)
	48,327.87		48,327.87

Notes

1. No value is attached in these accounts to any property owned or held in trust by the Charity
2. No Brochure was produced in 2021; there was considerable expenditure on flyers etc which is included in 'Publicity', delivery/distribution costs for the flyers are also included in 'Publicity'. The programme costs and advertising income are included in 'Events'
3. A further £1978.80 will be reclaimed on gift aid sponsorship in April 2022; this is not included in the 2021 account
4. Due to Covid restrictions, the Festival could not be held in May/June as; the Trustees decided to hold Events predominantly in mid August over a two week period and the Rollington Exhibition and Open Studios for 2 weeks in mid September.

Declaration:

I certify that the above statement of assets and liabilities for the year 1st October 2020 to 30th September 2021 including the notes therein, together with the records of income and expenditure, are in accordance with the data supplied to me by the Festival treasurer.

Signed

C P Watkins (Auditor)