

WYMONDHAM ARTS FORUM

England & Wales · Charity number 1153188

Details

Other names WAF

Status Registered

Legal form CIO

Registered 2013-08-01

Register [View on the Charity Commission register](#)

Contact

Address Wymondham Arts Forum
Beckets Chapel
2 Church Street
Wymondham
Norfolk
NR18 0PH

Phone 07736685363

Email info@wymondhamarts.org

Website www.wymondhamarts.org

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE UNDERSTANDING AND APPRECIATION OF THE CREATIVE ARTS,INCLUDING MUSIC,BY ANY APPROPRIATE METHOD WHICH MAY INCLUDE BUT NOT BE LIMITED TO A)MAINTAINING AN INFORMATION EXCHANGE TO FACILITATE PARTICIPATION IN ARTS EVENTS IN THE PARISH OF WYMONDHAM NORFOLK AND NEIGHBOURING AREAS,WHETHER ORGANISED BY THE CIO OR BY OTHERS;B)ESTABLISHING AND MAINTAINING A REGULAR ARTS PROGRAMME IN THE SAID PARISH;C)THE MANAGEMENT OF GALLERY AND OTHER FACILITIES.

Activities: Provides an information exchange on arts activities in the Parish of Wymondham, Norfolk, and adjacent areas; organizes a literary festival; operates a free admission gallery providing regular exhibitions with associated educational activities.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£13,794	£12,296	-	-
2023-12-31	£8,850	£6,645	-	-
2022-12-31	£5,166	£4,650	-	-
2021-12-31	£5,196	£4,679	-	-
2020-12-31	£0	£1,704	-	-

Trustees

Name	Role	Appointed
CHRISTINE MARY BUCKTON	Chair	2014-09-18
Adrienne Lennox MacFarlane Cleary		2022-08-25
Amelia Fair Robbie		2022-06-09
Andrew Francis Carpenter		2014-08-01
Christopher Richard White		2022-08-25
Dr Alistair Martin		2022-08-25
George Gabor Szirtes		2022-08-25
Robert Coe		2025-04-08
Sharon Rose Stone		2019-09-26
Susan Mary Zavanaiu		2024-04-22

WYMONDHAM ARTS FORUM

England & Wales - Charity number 1153188

Accounts



Trustees' Annual Report for the period

Period start date: 01 January 2024
 Period end date: 31 December 2024

From

To

Section A Reference and administration details

Charity name: Wymondham Arts Forum

Other names charity is known by: WAF

Registered charity number (if any): 1153188

Charity's principal address: Becket's Chapel

2 Church Street

Wymondham

Postcode: NR18 0PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Mary Buckton	Chair		
2	Alistair Martin			
3	Adrienne Lennox MacFarlane Cleary			
4	George Gabor Szirtes			
5	Christopher Richard White			
6	Amelia Fair Robbie			
7	Sharon Rose Stone	Treasurer		
8	Robert Coe		Retired April 2024	
9	Elizabeth Mary Lewis -Williams		Appointed April 2024	
10	Susan Mary Zavanaiu		Appointed April 2024	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	CIO – Foundation registered 1 August 2013 and amended 29 March 2021
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	By Appointment

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

Upon appointment Trustees are provided personal copies of the CIO that includes details of their limits and responsibilities

Trustees combine with volunteers to manage the Wymondham Art exhibitions and events at Becket's Chapel. The Trustees also organise a Literary Festival – 'Wymondham Words'.

Becket's Chapel was acquired by Norfolk Historic Buildings Trust (NHBT) from Wymondham Old Grammar School Foundation (WOGSF) in September 2022. Significant refurbishment works commenced shortly thereafter. These Stage 1 works were completed in June 2023. WAF manages exhibitions and events within the Chapel, hiring the full facilities under licence with NHBT. Further funding and permissions are being sought by NHBT to extend the Chapel to provide catering, eating, storage and eco-heating facilities.

WAF has a suite of policies and procedures that govern the day to day workings of the Charity including Complains Handling, Data Protection, Safeguarding Young Persons, Volunteers, Equal Opportunities, Health and Safety, Equality and Diversity. These policies and procedures were reviewed and updated during 2024 to ensure completeness and best practice.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

WAF objectives are to advance the education of the public in the understanding and appreciation of the creative arts including music, by any appropriate method which may include but not be limited to:

- maintaining an information exchange to facilitate participation in arts events in the parish of Wymondham, Norfolk and neighbouring areas whether organised by the CIO or others
- establishing and maintaining a regular arts programme in the said parish
- the management of a gallery and other facilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2024 WAF offered a 30 week programme of arts and events within Becket's Chapel.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

WAF activities are management wholly by the Trustees and some 20 volunteers.

The strengthening of the Trustee Board enabled a 4 day literary event to be delivered in collaboration with local community book shop, Kett's Books. Given a successful event in 2023, a wider reaching event including readings and activities with students at Wymondham Academy was delivered in 2024.

Further planning and preparation is in hand for musical events.

Investment in visual aids such as wide screen TV or screen and projector equipment is being considered. Grant funding might be sought in this respect.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The 30 week programme of art exhibitions including wall art, ceramics, pottery, photography, sculpture, textiles and crafts was offered. Artists and crafters came from across the East Anglian Region and included The Wymondham Art Society and Wymondham High School.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity sets space rentals rates to exhibitors to be affordable, to encourage participation in arts and to generate a modest annual surplus. Since incorporation, accumulated reserves have placed the Charity on a sound financial footing. The near £10k investment in new facilities in 2023 has been well received by exhibitors. The Charity is planning further use of reserves on audio/visual and security equipment.

Details of any funds materially in deficit

There are no fund deficiencies

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

WAF's prime source of funds is the exhibition space fees charged to artists and commission levied of art sales on some exhibitions. Donations are received from the general public and there are modest sales of greeting cards and donated books.

A £500 grant was received in 2024 for specific application in schools during the Wymondham Words Festival.

Expenditures primarily concern the management of the gallery in Becket's Chapel, the building running costs, insurance and the publication of an arts programme. WAF has invested significantly in exhibition facilities and equipment as needed to fulfil the Charity objectives.

Section F

Other optional information

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christine Mary Buckton	Sharon Rose Stone
Position (eg Secretary, Chair, etc)	Chair	
Date	8 April 2024	



Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Jan-24		31-Dec-24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Commission Receipts	247	-	-	247	1,231
Exhibition Space Hire Fees	10,210	-	-	10,210	6,362
Donations from the general public	520	-	-	520	400
Greeting Card, Donated Books and other minor receipts	67	-	-	67	24
Bank Interest Received	390	-	-	390	303
Wymondham Words Literary Events	1,205	-	-	1,205	457
Exhibition Deposits received for 2025	1,155	-	-	1,155	-
	-	-	-	-	-
Sub total (Gross income for AR)	13,794	-	-	13,794	8,777
A2 Asset and investment sales, (see table).					
Sale of Sack Barrow	-	-	-	-	73
	-	-	-	-	-
Sub total	-	-	-	-	73
Total receipts	13,794	-	-	13,794	8,850
A3 Payments					
Utilities - Gas, Water, Electricity, Telephone & Internet	67	-	-	67	126
Licence to use Becket's Chapel Wymondham	8,300	-	-	8,300	3,400
Insurance	239	-	-	239	242
Private View Events & Other Meetings	154	-	-	154	107
Safety, Security & Storage charges	-	-	-	-	1,214
Marketing	1,380	-	-	1,380	436
Minor Equipment items	-	-	-	-	8
Bank Charges	82	-	-	82	72
Stewards' Expenses	294	-	-	294	171
Trustees' Expenses	251	-	-	251	136
Professional Fees	288	-	-	288	278
Wymondham Words Performance Fees & Refreshments	1,241	-	-	1,241	457
	-	-	-	-	-
Sub total	12,296	-	-	12,296	6,645
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Exhibition Equipment & Vacuum	-	-	-	-	9,555
	-	-	-	-	-
Sub total	-	-	-	-	9,555
Total payments	12,296	-	-	12,296	16,200
Net of receipts/(payments)	1,498	-	-	1,498	7,350
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,370	-	-	32,370	39,720
Cash funds this year end	33,868	-	-	33,868	32,370

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Money Manager Account	20,348		-
	Community Account	13,520	-	-
	Cash in Hand	-	-	-
	Total cash funds	33,868	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

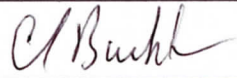

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Vacuum Cleaner		358	-
	Exhibition Panels		8,854	-
	Pavement Poster Display Unit		180	-
	Step Ladders		60	-
	Other Equipment		103	-
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Professional Fees	Unrestricted	300	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRISTINE BUCKTON	08-Apr-25
	SHARON STONE	08-Apr-25

WYMONDHAM ARTS FORUM

England & Wales - Charity number 1153188

Accounts



Receipts and payments accounts

For the period from	Period start date 01-Jan-23	To	Period end date 31-Dec-23
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Commission Receipts	1,231	-	-	1,231	740
Exhibition Space Hire Fees	6,362	-	-	6,362	4,072
Donations from the general public	400	-	-	400	221
Greeting Card, Donated Books and other minor receipts	24	-	-	24	96
Bank Interest Received	303	-	-	303	37
Wymondham Words Literary Events	457	-	-	457	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	8,777	-	-	8,777	5,166
A2 Asset and investment sales, (see table).					
Sack Barrow	73	-	-	73	-
	-	-	-	-	-
Sub total	73	-	-	73	-
Total receipts	8,850	-	-	8,850	5,166
A3 Payments					
Utilities - Gas, Water, Electricity, Telephone & Internet	126	-	-	126	1,056
Licence to use Becket's Chapel Wymondham	3,400	-	-	3,400	1,053
Insurance	242	-	-	242	296
Private View Events & Other Meetings	107	-	-	107	64
Safety, Security & Storage charges	1,214	-	-	1,214	839
Marketing	436	-	-	436	620
Minor Equipment items	8	-	-	8	122
Bank Charges	72	-	-	72	80
Stewards' Expenses	171	-	-	171	125
Trustees' Expenses	136	-	-	136	143
Professional Fees	276	-	-	276	252
Wymondham Words Performance Fees & Refreshments	457	-	-	457	-
	-	-	-	-	-
Sub total	6,645	-	-	6,645	4,650
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Exhibition Equipment & Vacuum	9,555	-	-	9,555	-
	-	-	-	-	-
Sub total	9,555	-	-	9,555	-
Total payments	16,200	-	-	16,200	4,650
Net of receipts/(payments)	- 7,350	-	-	- 7,350	516
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,720	-	-	39,720	39,204
Cash funds this year end	32,370	-	-	32,370	39,720

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Money Manager Account	19,958		-
	Community Account	12,412	-	-
	Cash in Hand	-	-	-
	Total cash funds	32,370	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

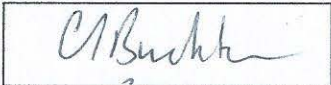

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Vacuum Cleaner		358	-
	Exhibition Panels		8,854	-
	Pavement Poster Display Unit		180	-
	Step Ladders		60	-
	Other Equipment		103	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Professional Fees	Unrestricted	288	
	Town Creen Café Volunteers Year End meet	Unrestricted	136	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRISTINE BUCKTON	20.4.24
	SHARON STONE	22.4.24



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	January	2023	To	31	December	2023

Section A Reference and administration details

Charity name

Wymondham Arts Forum

Other names charity is known by

WAF

Registered charity number (if any)

1153188

Charity's principal address

Becket's Chapel

2 Church Street

Wymondham

Postcode

NR18 0PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Mary Buckton	Chair		
2	Alistair Martin			
3	Adrienne Lennox MacFarlane Cleary			
4	George Gabor Szirtes			
5	Christopher Richard White			
6	Amelia Fair Robbie			
7	Sharon Rose Stone	Treasurer		
8	Robert Coe			
9	Andrew Carpenter		Retired June 2023	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CIO – Foundation registered 1 August 2013 and amended 29 March 2021

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

By Appointment

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Wymondham Art Centre is management wholly by the Trustees and some 25 volunteers.

The strengthening of the Trustee Board enabled a 4 day literary event to be delivered in collaboration with local community book shop, Kett's Books. Given its success, another literary event is planned in 2024.

Further planning and preparation is in hand for musical events.

Investment in visual aids such as wide screen TV or screen and projector equipment is being considered. Grant funding might be sought in this respect.

The wider offerings will be feasible following the refurbishment works described in Section D.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The 20 week programme of art exhibitions including wall art, ceramics, pottery, photography, sculpture, textiles and crafts was offered. Artists and crafters came from across the East Anglian Region and included The Wymondham Art Society and Wymondham High School.

The main exhibition and events season concluded at the end of October. An award winning craft market returned in December for two weeks coinciding with Wymondham's town Christmas celebrations, Wynterfest.

In September, the town organised a Vintage Day with many attractions around the town. Wymondham Arts hosted 1360 visitors in the Chapel during the day and provided history talks and insights to special architectural features.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity sets space rentals rates to exhibitors to be affordable, to encourage participation in arts and to generate a modest annual surplus. Since incorporation, accumulated reserves have placed the Charity on a sound financial footing. Investment in new facilities have, hitherto been delayed until the fabric of Becket's Chapel had been secured. This is now the case and new cultural opportunities are being developed pursuant of WAF's objectives, along with necessary investment in facilities utilising a portion of the reserves. The Charity is planning further use of reserves on audio/visual and security equipment. At the year end, unrestricted cash funds amounted to £32,370.

Details of any funds materially in deficit

There are no fund deficiencies

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Upon appointment Trustees are provided personal copies of the CIO that includes details of their limits and responsibilities

Trustees combine with volunteers to manage the Wymondham Art exhibitions and events at Becket's Chapel. The Trustees also organise a Literary Festival – 'Wymondham Words'.

Becket's Chapel was acquired by Norfolk Historic Buildings Trust (NHBT) from Wymondham Old Grammar School Foundation (WOGSF) in September 2022. Significant refurbishment works commenced shortly thereafter. These Stage 1 works were completed in June 2023. WAF manages exhibitions and events within the Chapel, hiring the full facilities under licence with NHBT.

WAF has a suite of policies and procedures that govern the day to day workings of the Charity including Complain Handling, Data Protection, Safeguarding Young Persons, Volunteers, Equal Opportunities, Health and Safety, Equality and Diversity. These policies and procedures are under review to ensure completeness and best practice.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

WAF objectives are to advance the education of the public in the understanding and appreciation of the creative arts including music, by any appropriate method which may include but not be limited to:

- maintaining an information exchange to facilitate participation in arts events in the parish of Wymondham, Norfolk and neighbouring areas whether organised by the CIO or others
- establishing and maintaining a regular arts programme in the said parish
- the management of a gallery and other facilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2023 WAF offered a 20 week programme of arts and events within Becket's Chapel.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

WAF's prime source of funds is the exhibition space fees charged to artists and commission levied of art sales on some exhibitions. Donations are received from the general public and there are modest sales of greeting cards and donated books.

There were no grants received in 2023.

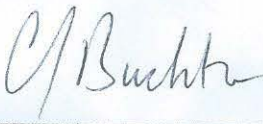

Expenditures primarily concern the management of the gallery in Becket's Chapel, the building running costs, insurance and the publication of an arts programme. Additionally, removal and storage costs have been incurred in the year during the refurbishment works. WAF has invested significantly in exhibition facilities and equipment as needed to fulfil the Charity objectives.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christine Mary Buckton	Sharon Rose Stone
Position (eg Secretary, Chair, etc)	Chair	
Date	22.4.24	

Independent Examiner's Report to the Trustees of Wymondham Arts Forum

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

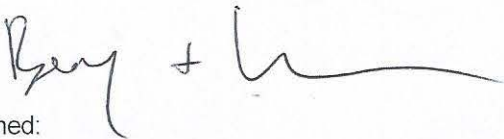
Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Signed:

Joanne Fox BA FCA

Berry & Warren

Chartered Accountants
Norwich

Date: 10 May 2024

WYMONDHAM ARTS FORUM

England & Wales - Charity number 1153188

Accounts



Trustees' Annual Report for the period

	Period start date	Period end date
From	01 January 2022	To 31 December 2022

Section A Reference and administration details

Charity name **Wymondham Arts Forum**

Other names charity is known by **WAF**

Registered charity number (if any) **1153188**

Charity's principal address **Becket's Chapel**

2 Church Street

Wymondham

Postcode **NR18 0PH**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Mary Buckton	Chair		
2	Alistair Martin		25 August 2022	
3	Adrienne Lennox MacFarlane Cleary		25 August 2022	
4	George Gabor Szirtes		25 August 2022	
5	Christopher Richard White		25 August 2022	
6	Amelia Fair Robbie		9 June 2022	
7	Sharon Rose Stone	Treasurer		
8	Robert Coe			
9	Andrew Francis Carpenter	Secretary		

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CIO – Foundation registered 1 August 2013 and amended 29 March 2021

How the charity is constituted
(eg. trust, association, company)

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Trustee selection methods
(eg. appointed by, elected by)

By Appointment

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
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Upon appointment Trustees are provided personal copies of the CIO that includes details of their limits and responsibilities

Trustees combine with volunteers to manage the Wymondham Art Centre that is located within Becket's Chapel. The Trustees also organise a Literary Festival – 'Wymondham Words'.

Becket's Chapel was acquired by Norfolk Historic Buildings Trust (NHBT) from Wymondham Old Grammar School Foundation (WOGSF) in September 2022. Significant refurbishment works commenced shortly thereafter. These Stage 1 works are expected to be completed by June 2023. WAF will continue to manage the Art Centre during the exhibition season behalf of NHBT, but the roles and responsibilities of each party have yet to be fully detailed. Discussions are in hand.

WAF has a suite of policies and procedures that govern the day to day workings of the Charity including Complains Handling, Data Protection, Safeguarding Young Persons, Volunteers, Equal Opportunities, Health and Safety, Equality and Diversity. These policies and procedures are under review to ensure completeness and best practice. They will again be reviewed when the working relationship with NHBT is fully detailed.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

WAF objectives are to advance the education of the public in the understanding and appreciation of the creative arts including music, by any appropriate method which may include but not be limited to:

- maintaining an information exchange to facilitate participation in arts events in the parish of Wymondham, Norfolk and neighbouring areas whether organised by the CIO or others
- establishing and maintaining a regular arts programme in the said parish
- the management of a gallery and other facilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2022 WAF offered a 14 week programme of arts within Becket's Chapel. An education area was also provided on site to promote the understanding of various art techniques and participation, especially for children.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Wymondham Art Centre is management wholly by the Trustees and some 25 volunteers.

The recent Trustee appointments have significantly strengthened the Board. The new Trustees have specific interest and experience in Business, Music, Performing Arts and the Literary scene. Plans are already being developed to provide a wider offering in art, music and literary events.

Investment in visual aids such as wide screen TV or screen and projector equipment is being considered. Grant funding might be sought in this respect.

The wider offerings will be feasible following the refurbishment works described in Section D.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

A shorter 14 week programme of art exhibitions including wall art, ceramics, pottery, photography, textiles and crafts was offered. Artists and crafters came from across the East Anglian Region and included The Wymondham Art Society and Wymondham High School.

The season concluded early at the end of August. With the acquisition by NHBT, the building had to be completely vacated to facilitate the extensive refurbishment works estimated to cost £700k. These Stage 1 works include underfloor heating, renovation to walls and beams, instalment of an additional exit, insulation and placement of the roof. This secures the fabric of the building for the long term. These works are expected to be completed by June 2023

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity sets space rentals rates to exhibitors to be affordable, to encourage participation in arts and to generate a modest annual surplus. Since incorporation, accumulated reserves have placed the Charity on a sound financial footing. Investment in new facilities have, hitherto been delayed until the fabric of Becket's Chapel had been secured. This is now the case and new cultural opportunities are being developed pursuant of WAF's objectives, along with necessary investment in facilities.

Details of any funds materially in deficit

There are no fund deficiencies

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

WAF's prime source of funds is the exhibition space fees charged to artists and commission levied of art sales on some exhibitions. Donations are received from the general public and there are modest sales of greeting cards and donated books.

There were no grants received in 2022.

Expenditures primarily concern the management of the gallery in Becket's Chapel, the building running costs, insurance and the publication of an arts programme. Additionally, removal and storage costs have been incurred in the year during the refurbishment works. WAF will invest in facilities and equipment as needed to fulfil the Charity objectives.

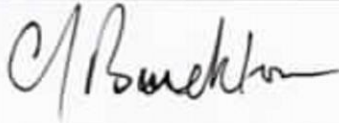

Section F Other optional information

--

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christine Mary Buckton	Sharon Rose Stone
Position (eg Secretary, Chair, etc)	Chair	Treasurer.

Date 1st March 2023



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Jan-22		31-Dec-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Commission Receipts	740	-	-	740	-
Exhibition Space Hire Fees	4,072	-	-	4,072	4,465
Donations from the general public	221	-	-	221	319
Greeting Card, Donated Books and other minor receipts	96	-	-	96	6
Bank Interest Received	37	-	-	37	2
Bequests & Gifts Received	-	-	-	-	542
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for A1)	5,166	-	-	5,166	5,334
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,166	-	-	5,166	5,334
A3 Payments					
Utilities - Gas, Water, Electricity, Telephone & Internet	1,066	-	-	1,066	925
Licence to use Becket's Chapel Wymondham	1,063	-	-	1,063	1,071
Insurance	296	-	-	296	1,212
Private View Events & Other Meetings	64	-	-	64	-
Safety, Security & Storage charges	639	-	-	639	-
Marketing	620	-	-	620	473
Minor Equipment Items	122	-	-	122	119
Bank Charges	80	-	-	80	-
Stewards' Expenses	126	-	-	126	329
Trustees' Expenses	143	-	-	143	295
Professional Fees	252	-	-	252	180
	-	-	-	-	-
Sub total	4,650	-	-	4,650	4,604
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,650	-	-	4,650	4,604
Net of receipts/(payments)	516	-	-	516	730
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,204	-	-	39,204	38,475
Cash funds this year end	39,720	-	-	39,720	39,204

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Money Manager Account	18,688		-
	Community Account	20,063	-	-
	Cash in Hand	1	-	-
	Total cash funds	39,720	-	-
(agree balances with receipts and payments account(s))				

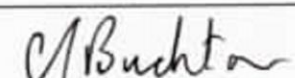

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Exhibition Fees outstanding	180	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Professional Fees	Unrestricted	278	
	Storage Fees	Unrestricted	120	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRISTINE BUCKTON	1/3/23
	SHARON STONE	1/3/23

Independent Examiner's Report to the Trustees of Wymondham Arts Forum

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

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.

Signed:

Joanne Fox BA FCA

Berry & Warren Ltd
Chartered Accountants
Norwich

Date: 2/2/2023

WYMONDHAM ARTS FORUM

England & Wales - Charity number 1153188

Accounts

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER

	2021		2020	
	£p	£p	£p	£p
ARTS CENTRE				
Income				
Exhibitions				
Commission	0.00			
Exhibitors' Hire Fees	4,329.38			
WAC Workshops and Auction	0.00	4,329.38		
Other sales and donations		324.76		
		<u>4,654.14</u>		<u>0.00</u>
Overheads				
Beckets Chapel				
Rent	1,071.05		450.00	
Utilities	925.46		824.02	
Insurance	1,211.77		204.84	
Bank Charges	5.00		0.00	
Building Maintenance, Safety & Security	0.00		0.00	
	<u>3,213.28</u>		<u>1,478.86</u>	
Marketing	451.80			
Materials & Equipment	118.80			
Meeting & Reception Costs				
Stewards & Administration Costs	328.88			
Share of Arts Forum administration costs	2.93	4,115.69	225.44	1,704.30
	<u>2.93</u>		<u>225.44</u>	
Arts Centre Surplus/(Loss) for the Year		<u>538.45</u>		<u>(1,704.30)</u>
"WYMONDHAM WORDS" LITERARY FESTIVAL				
Income				
Performance Income				
Grants Received		0.00		0.00
		<u>0.00</u>		<u>0.00</u>
Costs				
Performers fees				
Room Hire & Lunch Costs				
Other Performance Costs		0.00		0.00
		<u>0.00</u>		<u>0.00</u>
Printing and Advertising	21.58			
Share of Arts Forum administration costs	0.00	21.58		0.00
	<u>0.00</u>			<u>0.00</u>
Literary Festival Surplus/(Loss) for the Year		<u>(21.58)</u>		<u>0.00</u>
WYMONDHAM ARTS FORUM				
Bank Interest received		1.96		17.80
Donations		542.05		
Office costs	294.94		69.24	
Accountants Examination Fee	252.00	546.94	174.00	243.24
	<u>252.00</u>		<u>174.00</u>	
Memorandum - Net Administration Costs		2.93		225.44
Charged Pro Rata to Income :-				
Arts Centre		2.93		225.44
Literary Festival				
		<u>0.00</u>		<u>0.00</u>
SURPLUS FOR THE YEAR		<u>516.87</u>		<u>(1,704.30)</u>

BALANCE SHEET AT 31st December

	2021		2020	
	£p	£p	£p	£p
Assets				
Bank Accounts				
Cash in Hand				
Community Account	19,585.80		19,399.94	
Business Money Manager	19,618.58		19,074.57	
	<u>39,204.38</u>		<u>38,474.51</u>	
Debtors				
Provisions		<u>(393.00)</u>		<u>(180.00)</u>
NET ASSETS at 31st December		<u>38,811.38</u>		<u>38,294.51</u>
Representing				
Funds available from previous year		38,294.51		39,998.81
Surplus/(Loss) for the year		<u>516.87</u>		<u>(1,704.30)</u>
RESERVES at 31st December		<u>38,811.38</u>		<u>38,294.51</u>

ALLOCATION OF RESERVES

	WAF general	Literary Festival	Arts Centre	TOTAL
	£p	£p	£p	£p
Funds brought forward from 2020	10,000.00	1,353.42	26,941.09	38,294.51
Surplus/(Loss) for 2021	0.00	(21.58)	538.45	516.87
RESERVES at 31st December 2021	<u>£10,000.00</u>	<u>£1,331.84</u>	<u>£27,479.54</u>	<u>£38,811.38</u>

WYMONDHAM ARTS FORUM

England & Wales - Charity number 1153188

Accounts

Wymondham **arts** forum

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER

	2020		2019	
	£p	£p	£p	£p
ARTS CENTRE				
Income				
Exhibitions				
Commission			3,514.55	
Exhibitors' Hire Fees			4,505.00	
WAC Workshops and Auction		0.00	(561.57)	7,457.98
Other sales and donations				<u>1,171.19</u>
		0.00		8,629.17
Overheads				
Beckets Chapel				
Rent	450.00		3,073.97	
Utilities	824.02		996.91	
Insurance	204.84		1,253.80	
Building Maintenance, Safety & Security			245.18	
	<u>1,478.86</u>		<u>5,569.86</u>	
Marketing			831.00	
Materials & Equipment			216.83	
Meeting & Reception Costs			104.92	
Stewards & Administration Costs			531.98	
Share of Arts Forum administration costs	225.44	1,704.30	202.08	7,456.67
	<u>225.44</u>	<u>1,704.30</u>	<u>202.08</u>	
Arts Centre Surplus/(Loss) for the Year		(1,704.30)		1,172.50
"WYMONDHAM WORDS" LITERARY FESTIVAL				
Income				
Performance Income		0.00		0.00
Grants Received				
Costs				
Performers fees				
Room Hire & Lunch Costs				0.00
Other Performance Costs		0.00		<u>0.00</u>
		0.00		0.00
Printing and Advertising			19.18	
Share of Arts Forum administration costs		0.00	0.00	19.18
		<u>0.00</u>	<u>0.00</u>	
Literary Festival Surplus/(Loss) for the Year		0.00		(19.18)
WYMONDHAM ARTS FORUM				
Bank Interest received		17.80		37.91
Office costs	69.24		17.99	
Norfolk Heritage Buildings Trust Business Case				
Accountants Examination Fee	174.00	243.24	222.00	239.99
	<u>174.00</u>	<u>243.24</u>	<u>222.00</u>	
Memorandum - Net Administration Costs		225.44		202.08
Charged Pro Rata to Income :-				
Arts Centre		225.44		202.08
Literary Festival				
		<u>0.00</u>		<u>0.00</u>
SURPLUS/(LOSS) FOR THE YEAR		(1,704.30)		1,153.32

BALANCE SHEET AT 31st December

	2020		2019	
	£p	£p	£p	£p
Assets				
Bank Accounts				
Cash in Hand			50.00	
Community Account	19,399.94		22,007.04	
Business Money Manager	19,074.57		19,056.77	
		<u>38,474.51</u>	<u>41,113.81</u>	
Debtors				
Provisions		<u>(180.00)</u>		<u>(1,115.00)</u>
NET ASSETS at 31st December		<u>38,294.51</u>		<u>39,998.81</u>
Representing				
Funds available from previous year		39,998.81		38,845.49
Surplus/(Loss) for the year		<u>(1,704.30)</u>		<u>1,153.32</u>
RESERVES at 31st December		<u>38,294.51</u>		<u>39,998.81</u>

ALLOCATION OF RESERVES

	WAF general £p	Literary Festival £p	Arts Centre £p	TOTAL £p
Funds brought forward from 2019	10,000.00	1,353.42	28,645.39	39,998.81
Surplus/(Loss) for 2020	0.00	0.00	(1,704.30)	(1,704.30)
RESERVES at 31st December 2020	<u>£10,000.00</u>	<u>£1,353.42</u>	<u>£26,941.09</u>	<u>£38,294.51</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WYMONDHAM ARTS FORUM**

Independent examiner's report to the trustees of Wymondham Arts Forum

I report to the charity trustees on my examination of the accounts of Wymondham Arts Forum for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Trevor Chapman FCA
Chartered Accountant
Berry & Warren Ltd
Chartered Accountants
10 Fairland Street
Wymondham
Norfolk
NR18 0AW

Date:16/9/21.....

Wymondham Arts Forum

Charitable Incorporated Organisation, Registered number 1153188

Annual Report 2020

Status

Wymondham Arts Forum became a Charitable Incorporated Organisation on 1 August 2013. This report covers the seventh full financial year of the organisation, 1 January to 31 December 2020.

Objects

The objects of the CIO are to advance the education of the public in the understanding and appreciation of the creative arts, including music, by any appropriate method which may include but not be limited to:

- maintaining an information exchange to facilitate participation in arts events in the Parish of Wymondham, Norfolk and neighbouring areas, whether organised by the CIO or by others
- establishing and maintaining a regular arts programme in the said parish
- and the management of a gallery and other facilities.

Activities

It was clear in the early part of the year that the pandemic would create such uncertainty that no realistic planning of exhibitions could be made. It was decided to close the exhibition space at Becket's Chapel until 2021 or until such time restrictions were lifted.

Trustees

John Wood (Chairman retired on 31.8.2020)
Christine Buckton (Chairman from 31.8.2020)
Ed Parnell
Ann Roberts
Andrew Carpenter
Robert Coe
Sharon Stone
Pauline Bennett-Mills

Financial Statement

The Annual Accounts for 2020 are attached. No income was received in the year. The accounts reflect limited utility usage and reduced licence costs for our exhibition space within Becket's Chapel.

/Trustees

It is the policy of the Trustees to hold £10,000 as a general reserve to be able to pump-prime new activities consistent with the objects of the charity, for the Wymondham Arts Centre to accumulate reserves in anticipation of the necessity to upgrade display equipment and to contribute to possible refurbishment of the space it occupies.

Wymondham Arts Forum Trustees

Approved at Trustees meeting on 27 September 2021.

/Trustees