



Trustees' Annual Report for the period

Period start date
01 January 2022
From

Period end date
31 December 2022
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		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)

CIO

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;
- 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 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 Complaints 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.

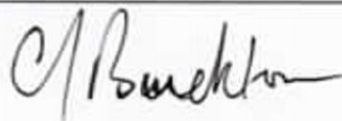
Section F Other optional information

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	4,672	-	-	4,672	4,465
Donations from the general public	221	-	-	221	319
Greeting Card, Donated Books and other minor receipts	96	-	-	96	8
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 Beck'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	125	-	-	125	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	19,688		-
	Community Account	20,063	-	-
	Cash in Hand	1	-	-
	Total cash funds	39,720	-	-
(agree balances with receipts and payments account(s))				

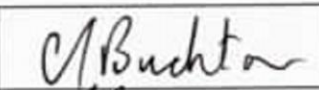

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Exhibition Fees outstanding	180	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	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