



Trustees' Annual Report for the period

| | | |
|------|-------------------|---------------------|
| | Period start date | Period end date |
| From | 01 January 2024 | To 31 December 2024 |

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 (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 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 Complaints 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

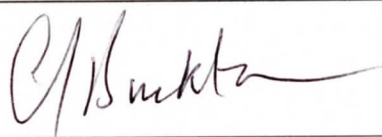
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Section G**Declaration**

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|--------------------------------------|------------------------|
| Charity Name Wymondham Arts Forum | No. of days 1153188 |
|--------------------------------------|------------------------|

Receipts and payments accounts

CC16a

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

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

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

| | 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 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

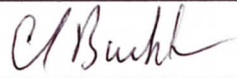
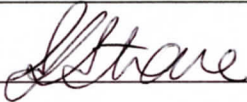
| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|-------------------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | Professional Fees | Unrestricted | 300 | |
| | | | - | |
| | | | - |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

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 |