



# **Annual Report 2022**

**Space2Create is a Charitable  
Incorporated Organisation**

**Registered Charity No. 1159664**

Space2Create  
Studio 31 (Unit 31)  
The Factory  
Castle Mills  
Aynam Road  
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## 1. Trustees

This is the Trustees' Annual Report detailing the activities by Space2Create for the public benefit and its finances during the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022.

Trustees during this period:

Julie Tait – Chair

Karen Fishwick – Treasurer

Jan Write

Julie Thomas – Secretary

Jamie Barnes

Alison Barnes

## 2. How we provide public benefit.

Space2Create offers a range of creative classes and opportunities at our unit and in the wider community to improve the well-being of vulnerable individuals. 'Research suggests, regardless of skill level, taking part in creative activities like painting or pottery helps people manage their emotions, build confidence and explore solutions to problems,' Chris Sharrat 2019.

Our experience at Space2Create shows sessions:

- act as a distraction from individuals issues helping them to avoid stress, keep calm and maintain a positive mood,
- give mental space for individuals to contemplate, reassess problems and make plans,
- build self-esteem, confidence and resilience,
- rebuild social skills, meet new people and make friends reducing isolation,
- encourage self-development learning new skills and providing opportunities for new experience,
- access and engage with the wider community through visits and projects.

Within group sessions we ensure a positive atmosphere with outcomes that boost an individual and incorporate the NHS recommended five ways to wellbeing: to connect with others, to be active, to learn new skills, to give to others and to be mindful.

Our goal is to be a safe creative space that individuals can access when they need it. For some service users the long-term goal may be to move onto volunteering, education, employment or other ways they can be useful and participating members of their local community, however, for others living with chronic mental or physical health conditions, Space2Create may be something that they access longer-term.

## 3. CEO Statement

Chief Executive Officer and Lead Artist (As of May 2022, formerly Manager) Report and Lead Artist

2022 saw a period of development and recovery for Space2Create after the complications and restrictions of Covid. Numbers attending slowly recovered over the year though total numbers of individuals benefiting from Space2Create's services and the use of our Unit were still significantly lower than previous years. The main reasons for this were the reduced use of the unit by external organisations such as the Council and NHS who stopped renting the space preferring in house space and thus reducing numbers benefiting as well as the continued restriction of group size over the year with Service Users less willing to work in close proximity.

In 2022 Space2Create received a serious complaint which was passed to the trustees. The Trustees decided to pass this on to an independent Law Firm who investigated the accusations and found no grounds for the complaint though did make a few recommendations regarding policies which were either already under review or were amended.

The start of the year saw the final payments of a significant bequest from a Service User who had unfortunately passed away. This money had a major impact on S2C providing the resource to expand and securing the Charity for a couple of years.

Initially the Charity reorganised its structure. Up until May 2022 the Manager was the only regular staff member employed on a self-employed basis to run the Charity. Mat Butler (Myself) moved from this Managerial role to the new pay rolled position of Chief Executive Officer for 34 hours taking responsibility overall for the Charity. Two new positions were created. Clare Addison was employed as the Operations Manager on 20 hours with responsibility for the day to day running of the Charity. Joy Stewart was employed as the Wellbeing Manager on 16 hours with responsibility for Service User support and access. I would like to thank both Clare and Joy for the hard work they put in to make Space2Create run better and offer a more welcoming and inclusive environment.

Space2Create was able to extend the number of weekly sessions provided and start a community lunch. The lunch came as a result of a project with The Repair Café to turn the existing storeroom into a fully equipped kitchen with An Awards For All grant from the National Lottery.

2022 also saw the 10<sup>th</sup> Anniversary of the founding of Space2Create

#### **4. Operations Manager**

The Operations Manager (Clare Addison) prioritised reviewing existing S2C Policies and Procedures and adding new ones where gaps were identified. An ongoing process is now in place with an annual review planned to keep policies up to date.

Clare also undertook a review of existing resources and was able to reorganise them better and clear out old or unused items. A clear labelling system was put in place. She revised administration arrangements and set up online working and an online system for organising and filing documents. Clare also established regular cleaning routines, particularly in the kitchen. Clare also took over the role of raising invoices for room hire and managing bookings.

Clare arranged to have a License from the local council to serve food to service users and organises the weekly Wednesday Community Lunch.

Clare has updated the Volunteer arrangements introducing an application process and manages the volunteers ensuring that sessions and general running needs are covered. Clare also liaises with various organisations on collaborations and also takes her part in the face to face work supporting Service Users. Clare introduced the “Hands On Group” on Wednesday afternoons and takes the lead with this group.

Clare has also been involved in funding bids.

## 5. Report from Wellbeing Manager

The last year with employed staff members, has at last presented Space2Create with the opportunity & security to put into place ideas which were previously only possible on an ad hoc basis. In my role as the Wellbeing & Service User Manager, I have been able to create and implement a new ***Service User Induction Policy***, which ensures that all Service Users are provided with the same information & advice before beginning at S2C, I have also created a new ***Service User Information Form*** which is completed with all new Service Users at a ***30-minute orientation*** prior to their first session. The introduction of this new data collection form seemed a good opportunity to refresh all our data, so this new form has also been ***completed by all pre-existing SU's***. I have thus now completed ***interviews/reviews with all current Service Users***. A major part of my role is to ***support Service Users on an as-and-when basis***, this involves regular chats with service users, being available & sensitive to issues/triggers in sessions & in people's lives outside of Space2Create & remembering what is going on for multiple individuals, as well as ***offering support/advice/consultation to other staff & volunteers re Mental Health issues***. I regularly take the opportunity to ***network with other local charities/organisations and with other potential referrers*** – e.g. The Lighthouse, The Well, Sight Advice, South Lakeland Carers, Spiral, Inside Out, and KICC. I also have responsibility for ***Safeguarding*** issues at Space2Create. As a staff team we have also reviewed/created a raft of new policies, and risk assessments. I have also completed the two-day ***Adult Mental Health First Aid*** training.

Joy Stewart

## 6. Activities for the Public Benefit in 2022

Service users and referrers expressed a need for afternoon sessions to cater for individuals who find it difficult to get out in a morning. In response to this, we started a new 3D art group on a Wednesday afternoon called 'Hands On.' In addition to this, we have set up a community lunch on a Wednesday which takes place between the morning and afternoon sessions. Both of these have proved very popular. This Wednesday model is a trial and, in the future, we hope to be able to offer more days with both morning and afternoon sessions and a simple lunch. Lakeland Limited kindly donated £500 in vouchers which enabled us to buy kitchen equipment and a £500 cash donation towards weekly food costs. We also ask service users for a minimum donation of £1 for lunch. Booths donated a £20 voucher and Asda provided a donation from the store.

Part of the bequest from David Stretch included a wish from him that the members of the Writing Group be given opportunity to publish their work. The group collaborated on this project and were able to publish "Bookshelves of The Mind" in December 2022.

### a) Group Sessions

#### Group Sessions in 2022

Tuesday a.m. '2 Create' 9:30 – 11:30 a.m.

Wednesday a.m. 'We Create' 9:30 – 11:30 a.m.

Wednesday p.m. 'Hands On' 12:45 – 2:45 p.m.

Thursday a.m. 'Craft and Chat' 9:30 – 11:30 a.m.

Friday a.m. 'Well Art' 9:30 – 11:30 a.m.

Saturday a.m. 'Writers Group' 10:30 – 12:00midday

## **b) Other organisations benefitting from Space2Create support and venue use**

Repair Café and Simply Repair Sustainable Workshops – Monthly Repair Café and regular workshops encouraging the general public to repair and recycle items to save waste.

People First – Monthly meeting to support adults with disabilities and learning difficulties.

Poetry Festival -A Kendal based festival celebrating Poetry in its first year

Food Club – A weekly food club supporting 30 families with food redistributed from supermarket excesses.

Hub Club- A twice weekly group supporting adults with disabilities and learning difficulties using art and signing.

Burneside and Beyond- A local group that meets to talk about Rag Rugging and have creative demonstrations.

Greendoor Artists and Art Trail-A Cumbria wide Artists Society using S2C as a venue for meetings and its Annual Art Trail celebrating the art of its members with the general public.

Factory Open Weekend- Annual event where all the studios in The Factory open their doors to promote their work to the general public.

## **c) Exhibitions**

January-March: **Service User Artwork**

April – May **Chaos**: Service User Print Making Exhibition

June-July **Flow**: Local Artist Exhibition

September **Green Door Art Trail**

Nov-December **Creative Directions**: Exhibition of staff and volunteer artwork and SC2 book launch

## **d) Events and shows**

S2C took part in the 'Artworks' global pompom project. Service users and people from around the globe were asked to make woollen pompoms which they then attached to a wire sculpture and made into a sheep. The wire sheep sculpture was taken to Barrow Park on Saturday 28<sup>th</sup> May and displayed at a Family Festival 'What the Flock'. S2C had a stand at the show and put on various art activities for children and adults to take part in.

S2C had the opportunity to display artwork at a vacant market stall in Kendal Indoor Market. Artwork was put up for sale and our S2C banner was displayed. Staff and volunteers manned the stall on occasions and the opportunity helped raise the profile of S2C, a small number of artwork was sold and a new volunteer was recruited. There was discussion around the possibility of renting a unit following on from this but it was felt it wasn't a priority and the focus needed to be on running S2C at Unit 31.

## **7. Volunteers**

Volunteers continue to play a huge role in the running of Space2Create. We have devised a new volunteer information form, a volunteer code of conduct and a more formal recruitment / enrolment process. Facebook adverts have proved a very successful way of advertising and recruiting new volunteers.

We have recruited a new session volunteer to support the Wednesday afternoon 'Hands On' group, a new soup making volunteer and a volunteer who comes into batch cook for our community Lunch.

### **Current Volunteers**

Tuesday a.m. '2 Create' **Session Volunteer** – Annie Rogers

Tuesday a.m. 'In stitches' **Session Volunteer** – Kaye

Wednesday a.m. 'We Create' **Session Volunteer** – Kaye

Wednesday Community Lunch – **DIY / Soup Making Volunteer** – Tom Addison

Wednesday p.m. 'Hands On' **Session Volunteer** – Zena Ashberry

Thursday a.m. 'Craft and Chat' - **Session Volunteer** – Geraldine Walkden

Thursday a.m. **Batch Cooking Volunteer** – Debbie Wilson

Friday a.m. 'Well Art' - **Session Volunteer** – Kevin Hankey

Friday a.m. **Cleaning Volunteers** - Kat and Kyle Thoebald.

## **8. Organisational Links**

Space2Create has many links to various organisations including Statutory Authorities, NHS Departments and Third Sector Organisations. These links help support Service Users locally, support us with information, services and advice.

- Cumbria Voluntary Service
- Kendal Town Council
- South Lakeland District Council
- Hub Club
- Green Door Artists
- South Lakeland Arts Community
- Many local artists
- Kendal Arts Community
- Community Mental Health Team
- Cumbria County Council
- Kendal Integrated Care Community
- Food Club
- Health and Wellbeing Coaches
- Kendal Library
- Ingalls Chartered Accountants
- The Well
- Sight Advice
- Waste Into Wellbeing
- The Lighthouse
- Kendal Library

And many private individuals of whom we are grateful for their support.

## **9. Financial Report**

In 2022 Space2Create received income from the following sources:

- Cumbria Community Foundation Grant
- Public Donations
- Private individual donations
- Session donations
- Income from room hire
- Sales of artwork
- Estate of David Stretch

With the final payment of the bequest from the estate of David Stretch totalling just over £180,000 from the deposit made in the previous financial year and the final deposit in January 2022, there was very little grant funding activity.

We saw a slow recovery in donations from sessions after the drastic reductions during Covid restrictions. The same applied to room hire with others slowly getting back to normal and wanting space.

The decision to employ three staff significantly increased running costs but the benefits, as detailed above, proved well worth that in terms of service and administration improvements.

## **10. Accounts**

2022 Accounts:





CHARITY COMMISSION  
FOR ENGLAND AND WALES

CC16a

11/2024

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-22


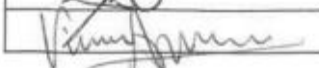
To

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 £
<b>A1 Receipts</b>					
Funding/donations	102,613	-	-	102,613	135,931
Craft sales	2,210	-	-	2,210	55
Room let	1,968	-	-	1,968	40
Grants	5,400	-	-	5,400	-
Other income	160	-	-	160	106
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>112,351</b>	<b>-</b>	<b>-</b>	<b>112,351</b>	<b>136,132</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>112,351</b>	<b>-</b>	<b>-</b>	<b>112,351</b>	<b>136,132</b>
<b>A3 Payments</b>					
Premises costs	18,893	-	-	18,893	16,578
Staff costs	37,768	-	-	37,768	-
Book printing	5,305	-	-	5,305	-
Maintenance and office expenses	7,403	-	-	7,403	1,196
Art materials, equipment and commissions	3,561	-	-	3,561	4,866
Refreshments	804	-	-	804	103
Session support	12,076	-	-	12,076	9,895
Training	1,748	-	-	1,748	-
Legal and professional	8,043	-	-	8,043	-
Other expenses	1,504	-	-	1,504	1,067
<b>Sub total</b>	<b>97,105</b>	<b>-</b>	<b>-</b>	<b>97,105</b>	<b>33,705</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Office furniture & equipment	-	-	-	-	7,601
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,601</b>
<b>Total payments</b>	<b>97,105</b>	<b>-</b>	<b>-</b>	<b>97,105</b>	<b>41,306</b>
<b>Net of receipts/(payments)</b>	<b>15,246</b>	<b>-</b>	<b>-</b>	<b>15,246</b>	<b>94,826</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>105,352</b>	<b>-</b>	<b>-</b>	<b>105,352</b>	<b>10,526</b>
<b>Cash funds this year end</b>	<b>120,598</b>	<b>-</b>	<b>-</b>	<b>120,598</b>	<b>105,352</b>

## 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 £
<b>B1 Cash funds</b>	Bank	120,496	-	-
	Cash	102	-	-
		-	-	-
	<b>Total cash funds</b>	<b>120,598</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Stock	4,592	-	-
	Debtors	523	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office furniture and equipment	Unrestricted	9,277	-
	Kitchen	Unrestricted	10,344	-
	Computers	Unrestricted	1,088	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC	Unrestricted	1,201	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		DAVID STEVENS	26/9/23	
		VIVIAN APPLEBY	26/9/23	
CCXX R2 accounts (SS)	2	18/09/2023		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Space2Create

On accounts for the year  
ended

31 December 2022

Charity no  
(if any)

1159664

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

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 Trust's accounts carried out under section 145 of the 2011 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

26.9.23

Name:

C Brown

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

Ingalls (Kendal) Ltd

Libra House, Murley Moss Business Village, Oxenholme Road,
Kendal, LA9 7RL

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.