

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales · Charity number 1161265

Details

Status Registered

Legal form CIO

Registered 2015-04-14

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

Contact

Address 6 Falstaff Gardens
St. Albans
Hertfordshire
AL1 2AL

Phone 01727860787

Email mabonney@btinternet.com

Website www.dcp.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE SUBJECT OF CERAMICS IN PARTICULAR BUT NOT EXCLUSIVELY BY HOLDING LECTURES, DISCUSSIONS, PRACTICAL DEMONSTRATIONS AND OTHER ACTIVITIES.

Activities: THE CHARITY SEEKS TO PROMOTE A KNOWLEDGE OF CERAMICS, TO SUPPORT THOSE IN PRACTICE AND ENCOURAGE OTHERS TO OBTAIN SKILLS IN THIS CRAFT AT A TIME WHEN FUNDING FOR CERAMIC EDUCATION IS IN DECLINE. TO THIS END IT PUBLISHES A NEWSLETTER , HOLDS LECTURE DEMONSTRATIONS AND PARTICIPATES IN IN EVENTS WHERE THE PUBLIC ARE INVITED TO TRY THEIR HAND AT MAKING POTS ON THE WHEEL.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, The General Public/mankind

Geography

- Barnet
- Buckinghamshire
- Hertfordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-08-31 | £22,790 | £22,746 | - | - |
| 2024-08-31 | £20,419 | £16,991 | - | - |
| 2023-08-31 | £15,830 | £14,613 | - | - |
| 2022-08-31 | £17,611 | £23,534 | - | - |
| 2021-08-31 | £4,370 | £5,063 | - | - |
| 2020-08-31 | £12,557 | £10,910 | - | - |

Trustees

| Name | Role | Appointed |
|--------------------------|-------|------------|
| MS HARROP | Chair | 2014-11-04 |
| Colin Hazelwood | | 2024-11-08 |
| JOHN HIGGINS BA | | 2014-11-04 |
| Laura Jane Gibbs | | 2025-11-13 |
| Mary Anne Bonney | | 2014-11-04 |
| Mr D Evans | | 2018-10-13 |
| ROSALIND MCGUIRK Bsc | | 2014-11-04 |
| Timothy Jeffery Mitchell | | 2025-11-13 |

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts



Receipts and payments accounts

| | | | |
|---------------------|-------------------------------|----|------------------------------|
| For the period from | Period start date 9/1/2024 | To | Period end date 8/31/2025 |
|---------------------|-------------------------------|----|------------------------------|

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 | | | | | |
| Membership Fees | 3,463 | - | - | 3,463 | 3,274 |
| Member Donations Volunteer Gifts | - | - | - | - | 74 |
| Newsletter Advertising | 186 | - | - | 186 | 558 |
| COAM Fridays/Misc Firing Fees | 771 | - | - | 771 | 798 |
| Events | 456 | - | - | 456 | 419 |
| Gift Aid | 975 | - | - | 975 | 506 |
| Exhibitions | 6,512 | - | - | 6,512 | 7,557 |
| POD - Potters Open Day | 5,786 | - | - | 5,786 | 5,067 |
| Trips, Income from Attendees | 3,646 | - | - | 3,646 | 118 |
| Bank Interest | 264 | - | - | 264 | 101 |
| Equipment Hire | 240 | - | - | 240 | - |
| Misc Income | 491 | - | - | 491 | 1,947 |
| Sub total (Gross income for AR) | 22,790 | - | - | 22,790 | 20,419 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 22,790 | - | - | 22,790 | 20,419 |
| A3 Payments | | | | | |
| Newsletter Costs | 1,315 | - | - | 1,315 | 794 |
| Friday Demonstrations | 2,831 | - | - | 2,831 | 1,755 |
| Exhibition Costs | 4,988 | - | - | 4,988 | 6,118 |
| POD - Potters Open Day Costs | 5,304 | - | - | 5,304 | 2,883 |
| Garage Rental | 442 | - | - | 442 | 404 |
| Outreach events/Community Engagement/Clay Builds | 226 | - | - | 226 | 308 |
| COAM Site/Firing costs | 1,422 | - | - | 1,422 | 1,783 |
| Insurance | 813 | - | - | 813 | 641 |
| Bank Charges | 61 | - | - | 61 | 64 |
| Gifts for Volunteers (Paid from Member Donations) | - | - | - | - | 70 |
| Misc Expenditure | 628 | - | - | 628 | 1,511 |
| Website and Zoom | 440 | - | - | 440 | - |
| Trips | 3,826 | - | - | 3,826 | 120 |
| Sub total | 22,296 | - | - | 22,296 | 16,451 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Laptop | - | - | - | - | 540 |
| Shimpo Wheel | 450 | - | - | 450 | - |
| | - | - | - | - | - |
| Sub total | 450 | - | - | 450 | 540 |
| Total payments | 22,746 | - | - | 22,746 | 16,991 |
| Net of receipts/(payments) | 44 | - | - | 44 | 3,428 |

| | | | | | |
|---------------------------------|-----------|----------|----------|-----------|--------------|
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 44 | - | - | 44 | 3,428 |

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 | Current account | 3,121 | - | - |
| | Reserve | 13,366 | - | - |
| | Petty Cash | 168 | - | - |
| | Total cash funds | 16,655 | - | - |
| | (agree balances with receipts and payments account(s)) | | | |
| B2 Other monetary assets | Details | to nearest £ | to nearest £ | to nearest £ |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | 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) |
| | kiln | | 2,518 | - |
| | wheel | | 1,170 | - |
| | exhibition | | 606 | 200 |
| | library | | 600 | 400 |
| | office | | 1,529 | 700 |
| | 6' Folding Tables (30 no.) | | 1,079 | 750 |
| | Shimpo Wheel | | 450 | 450 |
| | Trestle Table | | 48 | 30 |
| | Calor Gas Cage | | 279 | 200 |
| | Gazebo | | 277 | 200 |
| | Total | | 8,556 | 2,930 |
| B4 Assets retained for the charity's own use | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| B5 Liabilities | | | - | |
| | Total | - | - | |
| | Signature | Print Name | Date of approval | |
| | | | | |
| | | | | |

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

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts



Trustees' Annual Report for the period

From 1st September 2023 to 31st August 2024

Charity name: Dacorum and Chiltern Potters Guild

Charity registration number: 1161265

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objects of the CIO are to advance the education of the public in the subject of ceramics, in particular but not exclusively, by holding lectures, discussions, practical demonstrations and other activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>We have 143 members, a substantial increase on 2022-23, a result of the Guild's return to a full range of activities and increased social media presence.</p> <p>In the year, the Guild has published four editions of its newsletter, with copies being sent out on-line and by post for those members who request it. Between newsletters, members receive email updates which include information about forthcoming Guild activities, members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public. The Guild communicates with members and the wider public via Instagram, Facebook (publicly and privately) and You-Tube. The Guild's demonstrations are widely publicised on social media and the Guild's website (which also includes back issues of the newsletter, which the public is able to access) and visitors are welcome.</p> <p>7 demonstrations by established ceramicists were held between September 2023 and August 2024.</p> <p>In addition, three celebrated potters lectured and demonstrated at the Trestle</p> |

| | | |
|--|--|--|
| | | <p>Theatre in St Albans at the Annual Potters Open Day. The event was also attended via Zoom and the day attracted non-members and members. A pottery supplier was able to supply and deliver materials to members at the event.</p> <p>Monthly social gatherings were arranged: 11 Guild coffee mornings/afternoon or evening gatherings were held at a variety of venues to enable as many members as possible to participate and exchange news, tips and advice.</p> <p>The Guild again worked in partnership with St Albans Cathedral, organising and running a “Big Build” at the Alban Festival. Guild volunteers worked with several hundred members of the public to construct a large scale model of the Cathedral.</p> <p>Members took part in the Fitzwilliam competition for the best interpretation of a subject chosen by members’ vote. The entries were displayed at our annual exhibition in Kingsbury barn and the public were able to vote for the winning piece while members were able to vote for a winner on-line.</p> <p>The Guild ran 9 free all day have-a-go sessions for the public at Chiltern Open Air Museum (COAM)’s Terrific Tuesdays throughout school holidays, working with museum staff to co-ordinate the theme for the day with the museum’s programme.</p> <p>In September 2023 The Guild held an exhibition of members’ work at Kingsbury Barn where members exhibited and sold their work. The public were invited to view the exhibition and encouraged to participate in the craft and a workshop was held for local primary school pupils.</p> <p>Several groups of members shared stalls at St Albans market, selling their work and talking to the public about ceramics and about the Guild.</p> <p>A small wood burning kiln was constructed at the Chiltern Open Air Museum and has been successfully fired several times. In all, 9 kiln building and firing sessions were held at the Museum, including, in July, the construction, to which museum visitors were invited to</p> |
|--|--|--|

| | | |
|--|-----------|--|
| | | <p>contribute, of a dragon kiln. Guild volunteers also ran a dragon themed clay activity for the public. The emphasis at the building/firing sessions I on learning and different members are encouraged and supported to lead firings.</p> <p>Two visits were arranged for members: to working potteries and potters' studios and to a specialist local brickworks.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | <p>The Trustees have regard to the Charity Commission guidance on public benefit. They aim to provide a wide range of activities and opportunities for members and to participate in community events, giving the wider public the opportunity to create with and learn about clay.</p> |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | A policy has been adopted |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | <p>All the Guild's activities at COAM, St Albans Cathedral, Kingsbury Barn, and the Potters Open Day were staffed by Guild volunteers</p> <p>In addition, committee members run the library, website, and undertake roles as treasurer, membership secretary, and secretary, social media coordinators, social events and demonstrator events organisers in a voluntary capacity.</p> |
| Other | | <p>The Guild make available to members, for a small charge, two potters' wheels, in return for their being made available for the 'have a go' events.</p> <p>The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members.</p> |

Achievements and Performance

| | SORP reference | |
|--|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole | Para 1.2 | <p>The Guild participated in the Alban Festival, have-a-go sessions for hundreds of children and their families at the Chiltern Open Air Museum and held an exhibition which included a workshop for local children, and an informative display.</p> <p>Demonstrations and the Potters Open Day were widely publicised to the public at large via mailings and/or social media.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>The charity's principal source of funds is membership subscriptions which saw a welcome increase as the number of members grew.</p> <p>A grant has been received from the CPA (Craft Potters Association) towards events to be organised in 2025 to mark the 50th Anniversary of the Guild's founding in 1975.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The Trustees agreed in 2019 a reserve fund of £6000 to cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace or repair the equipment necessary for the group's operation <input type="checkbox"/> Cover unforeseen expenditure, eg accidental damage to items not covered by insurance, increases in costs such as rent <input type="checkbox"/> Enable the group to take up new opportunities to bring the creative use of clay to the public Funds <input type="checkbox"/> A sum equivalent to the depreciation of the fixed assets (kilns etc) has, for a number of years, been transferred annually to a sinking fund, to allow replacement, if necessary, of the equipment needed for the Guild's public education events. <p>This fund has been capped at £3,000</p> <p>Further reserves held to allow for</p> <ul style="list-style-type: none"> <input type="checkbox"/> Miscellaneous unexpected expenditure £1,000 <input type="checkbox"/> Costs associated with new opportunities to promote pottery to the public: £2,000 <p>This policy was last reviewed in April 2023 and will be reviewed again in April 2025.</p> |
| Amount of reserves held | Para 1.22 | £6000 General reserve |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Membership subscriptions, commissions from sales of members' work, Gift aid claimed on participating members' subscriptions and an exceptional grant of £1500 from the CPA towards activities to mark the Guild's 50 th anniversary in 2025. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A |
| A description of the principal risks facing the charity | Para 1.46 | Curtailed activities due to pandemic type event leading to prolonged denial of funds. Significant call on funds – depleting all reserves – created by catastrophic events. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution based on using model document for a Charitable Incorporated Organisation |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from the membership by election They are co-opted by the Committee, formally voted onto Committee by the members at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Committee members reviewed the Guild's policies on Data Protection and Retention, Safeguarding, Honorary Membership and Social media |
| The charity's organisational structure and any wider | Para 1.51 | In addition to the posts indicated in the list of Trustees, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and |

| | | |
|---------------------------------------|-----------|---|
| network with which the charity works | | <p>events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: treasurer (from June to the year end the role of treasurer was covered by the bookkeeper, a new treasurer was appointed at the AGM 2024); committee secretary; membership secretary; programme organiser; librarian; safeguarding officer, website manager; social events organiser; firings co-ordinators. Additionally, members act as book-keeper and a social media co-ordinators. The member, Laura Gibbs, who was elected treasurer at the AGM in November 2024 but who, prior to that date, had had no involvement with the finances/accounts of the Guild, undertook an independent examination of the accounts and identified no matters of concern.</p> |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other name the charity uses | DCPG |
| Registered charity number | 1161265 |
| Charity's principal address | 6 Falstaff Gardens, St Albans AL1 2AL |

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | | | |
| 4 | Jacqueline Harrop | Chair | | |
| 5 | David Evans | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| Description of the assets held in this capacity | |
|--|--|
| | |

| | |
|---|--|
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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

Other optional information

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

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
|-------------|--|
| M.A. Bonney | |
|-------------|--|

Full name(s)

| | |
|------------------|--|
| Mary Anne Bonney | |
|------------------|--|

Position (eg Secretary,
Chair, etc)

| | |
|---------------|--|
| Administrator | |
|---------------|--|

Date

| |
|-----------------------------|
| 10 th March 2025 |
|-----------------------------|



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Dacorum and Chiltern Potters Guild

No (if any)

1161265

CC16a

Receipts and payments accounts

| | | | |
|----------------------------|--|-----------|--------------------------------------|
| For the period from | Period start date 01/09/2023 | To | Period end date 31/08/2024 |
|----------------------------|--|-----------|--------------------------------------|

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 | | | | | |
| Membership Fees | 3,274 | - | - | 3,274 | 2,433 |
| Member Donations Volunteer Gifts | 74 | - | - | 74 | 157 |
| Newsletter Advertising | 558 | - | - | 558 | 642 |
| COAM Fridays/Misc Firing Fees | 798 | - | - | 798 | 195 |
| Events | 419 | - | - | 419 | 311 |
| Gift Aid | 506 | - | - | 506 | |
| Exhibitions | 7,557 | - | - | 7,557 | 5,690 |
| POD | 5,067 | - | - | 5,067 | 4,516 |
| Trips (International Ceramics Festival 22/23) | 118 | - | - | 118 | 1,773 |
| Bank Interest | 101 | - | - | 101 | |
| Misc Income | 1,947 | - | - | 1,947 | 113 |
| Sub total (Gross income for AR) | 20,419 | - | - | 20,419 | 15,830 |

| | | | | | |
|--|---------------|----------|----------|---------------|---------------|
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 20,419 | - | - | 20,419 | 15,830 |

| | | | | | |
|---|---------------|----------|----------|---------------|---------------|
| A3 Payments | | | | | |
| Newsletter Costs | 794 | - | - | 794 | 1,306 |
| Friday Demonstrations | 1,755 | - | - | 1,755 | 1,604 |
| Exhibition Costs | 6,118 | - | - | 6,118 | 4,317 |
| POD Costs | 2,883 | - | - | 2,883 | 2,854 |
| Garage | 404 | - | - | 404 | 384 |
| Outreach events/Community Engagement/Clay Builds | 308 | - | - | 308 | 187 |
| COAM Site/Firing costs | 1,783 | - | - | 1,783 | 451 |
| Insurance | 641 | - | - | 641 | 755 |
| Bank Charges | 64 | - | - | 64 | 69 |
| Gifts for Volunteers (Paid from Member Donations) | 70 | - | - | 70 | 199 |
| Misc Expenditure | 1,511 | - | - | 1,511 | 380 |
| Website and Zoom | - | - | - | - | 299 |
| Trips (International Ceramics Festival 22/23) | 120 | - | - | 120 | 1,773 |
| library | - | - | - | - | 35 |
| Sub total | 16,451 | - | - | 16,451 | 14,613 |

| | | | | | |
|---|------------|----------|----------|------------|--------------|
| A4 Asset and investment purchases, (see table) | | | | | |
| Laptop | 540 | - | - | 540 | 1,079 |
| 6' Folding Tables (30 no.) | - | - | - | - | 1,079 |
| Heavy Trestle Table | - | - | - | - | 48 |
| Calor Gas Cage (COAM) | - | - | - | - | 294 |
| Gazebo | - | - | - | - | 292 |
| | - | - | - | - | - |
| Sub total | 540 | - | - | 540 | 1,713 |

| | | | | | |
|-----------------------------------|--------|---|---|--------|--------|
| Total payments | 16,991 | - | - | 16,991 | 16,326 |
| Net of receipts/(payments) | 3,428 | - | - | 3,428 | 496 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 3,428 | - | - | 3,428 | 496 |

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 | Current account | 1,841 | - | - |
| | Reserve | 14,602 | - | - |
| | Petty Cash | 138 | - | - |
| | Total cash funds | 16,581 | - | - |
| | (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 | | | - | - |
| | | | - | - |
| | | - | - | - |
| | | - | - | - |

| 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 | kiln | | 2,518 | 10 |
| | wheel | | 1,170 | - |
| | exhibition | | 606 | 291 |
| | library | | 600 | 535 |
| | office | | 1,529 | 894 |
| | 6' Folding Tables (30 no.) | | - | 1,025 |
| | Trestle Table | | - | 46 |
| | Calor Gas Cage | | - | 279 |
| | Gazebo | | - | 277 |
| | Total | | | 6,423 |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|--------------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | Total | | - | |

| | | |
|-------------|------------------|------------------|
| Signature | Print Name | Date of approval |
| M.A. Bonney | MARY ANNE BONNEY | 3.12.2024 |

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

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts



Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: Dacorum and Chiltern Potters Guild

Charity registration number: 1161265

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objects of the CIO are to advance the education of the public in the subject of ceramics, in particular but not exclusively, by holding lectures, discussions, practical demonstrations and other activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>We have 98 members, the drop since last year reflecting the after-effects of Covid and subsequent uncertainties.</p> <p>In the year, the Guild has published four editions of its newsletter, with copies being sent out on-line and by post for those members who request it. Between newsletters, members receive email updates which include information about forthcoming Guild activities, members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public. The Guild communicates with members and the wider public via Instagram, facebook (publicly and privately) and You-Tube. The Guild's demonstrations are widely publicised on social media and the Guild's website (which also includes back issues of the newsletter, which the public is able to access) and visitors are welcome.</p> <p>7 demonstrations by established ceramicists were held between September 2022 and August 2023.</p> <p>Monthly social gatherings were arranged: 11 Guild coffee mornings were held at a variety of venues to enable as many members as</p> |

| | | |
|--|--|---|
| | | <p>possible to participate, and exchange news, tips and advice.</p> <p>The Guild again worked in partnership with St Albans Cathedral, organising and running a “Big Build” with a Tudor theme at the Alban Festival. Guild volunteers worked with several hundred members of the public to construct large scale models of St Albans buildings and monuments. We ran a similar event in conjunction with Dunstable Cultural Consortium where a model of Dunstable Priory provided hands on pottery experience for the public and the spectacular models constructed were enjoyed by members of the community.</p> <p>The Annual Potters Open Day was held at the Trestle Theatre in St Albans, with audience also able to attend on Zoom. Celebrated potters lectured and demonstrated and the day attracted non-members and members. A pottery supplier was able to supply and deliver materials to members at the event.</p> <p>Members took part in the Fitzwilliam competition for the best interpretation of a subject chosen by members’ vote. The entries were displayed at our annual exhibition in Kingsbury barn and the public were able to vote for the winning piece while members were able to vote for a winner on-line.</p> <p>The Guild ran 8 free all day have-a-go sessions for the public at Chiltern Open Air Museum (COAM)’s Terrific Tuesdays throughout school holidays.</p> <p>A small team ran a hands-on activity at the annual Boxmoor Autumn Festival providing hundreds of children with an opportunity to make clay faces.</p> <p>In September 2022 The Guild held an exhibition of 29 members’ work at Kingsbury Barn where members exhibited and sold their work. The public were invited to view the exhibition and encouraged to participate in the craft and a workshop was held for local primary school pupils.</p> <p>Several groups of members shared stalls at St Albans market, selling their work and talking to the public about ceramics and about the Guild.</p> |
|--|--|---|

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| | | Three successful experimental firing sessions were held at the Chiltern Open Air Museum where further work was also undertaken to enhance the kiln site and wood storage area. More firings are planned. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have regard to the Charity Commission guidance on public benefit. Committee members reviewed the Guild's policies on Data protection and retention, Health and safety, Incidental expenses, travel expenses and reserves. |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | A policy is in development |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | All the Guild's activities at COAM, St Albans Cathedral, Kingsbury Barn, Dunstable, the Boxmoor Autumn Festival and the Potters Open Day were staffed by Guild volunteers In addition, committee members run the library, website, and undertake roles as treasurer, membership secretary, and secretary, social media coordinators, social events and demonstrator events organisers in a voluntary capacity. |
| Other | | The Guild make available to members two potters' wheels, in return for their being made available for the 'have a go' events. The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members. |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The Guild participated in the Alban Festival, a Cultural Consortium event in Dunstable, have-ago sessions for hundreds of children and their families at the Chiltern Open Air Museum and held an exhibition, bringing clay activities to the wider community.</p> <p>Demonstrations and the Potters Open Day were widely publicised to the public at large via mailings and/or social media.</p> <p>A number of members joined a trip to the International Ceramics Festival at Aberystwyth.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The charity's principal source of funds is membership subscription, supplemented by commission income from the Guilds annual exhibition and sale of members' work. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The Trustees agreed in 2019 a reserve fund of £6000 to cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace or repair the equipment necessary for the group's operation <input type="checkbox"/> Cover unforeseen expenditure, eg accidental damage to items not covered by insurance, increases in costs such as rent <input type="checkbox"/> Enable the group to take up new opportunities to bring the creative use of clay to the public Funds <input type="checkbox"/> A sum equivalent to the depreciation of the fixed assets (kilns etc) has, for a number of years, been transferred annually to a sinking fund, to allow replacement, if necessary, of the equipment needed for the Guild's public education events. <p>This fund has been capped at £3,000</p> <p>Further reserves held to allow for</p> <ul style="list-style-type: none"> <input type="checkbox"/> Miscellaneous unexpected expenditure £1,000 <input type="checkbox"/> Costs associated with new opportunities to promote pottery to the public: £2,000 <p>This policy was reviewed in April 2023 and will be reviewed again in April 2024</p> |
| Amount of reserves held | Para 1.22 | £6000 General reserve |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Membership subscriptions, commissions from sales of members' work. |
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| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A |
| A description of the principal risks facing the charity | Para 1.46 | Curtailment of activities due to pandemic type event leading to prolonged denial of funds. Significant call on funds – depleting all reserves – created by catastrophic events. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution based on using model document for a Charitable Incorporated Organisation |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from the membership by election They are co-opted by the Committee, formally voted onto Committee by the members at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The Health and Safety Policy was reviewed in July 2023 The committee adopted a policy on the Payment of Incidental Expenses in September 2021 |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | In addition to the posts indicated in the list of Trustees, below, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: treasurer; committee secretary (vacant as from AGM 2022); membership secretary; programme organiser; librarian; safeguarding officer (vacant at AGM but subsequently appointed); website manager; social events organiser; firings co-ordinators. Additionally, members act as book-keeper and a social media co-ordinators. A member, Fran Bowler, audited the accounts. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|------------------------------------|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other name the charity uses | DCPG |
| Registered charity number | 1161265 |

| | |
|-----------------------------|---|
| Charity's principal address | 6 Falstaff Gardens, St Albans AL1 2AL |
|-----------------------------|---|

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | | | |
| 4 | Jacqueline Harrop | Chair | | |
| 5 | David Evans | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
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Funds held as custodian trustees on behalf of others

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|---|--|
| Description of the assets held in this capacity | |
|---|--|

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|---|--|
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
|-------------|--|
| M.A. Bonney | |
|-------------|--|

Full name(s)

| | |
|------------------|--|
| Mary Anne Bonney | |
|------------------|--|

Position (eg Secretary,
Chair, etc)

| | |
|---------------|--|
| Administrator | |
|---------------|--|

Date

| |
|-----------------------------|
| 15 th April 2024 |
|-----------------------------|



Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: Dacorum and Chiltern Potters Guild

Charity registration number: 1161265

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objects of the CIO are to advance the education of the public in the subject of ceramics, in particular but not exclusively, by holding lectures, discussions, practical demonstrations and other activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>We have 98 members, the drop since last year reflecting the after-effects of Covid and subsequent uncertainties.</p> <p>In the year, the Guild has published four editions of its newsletter, with copies being sent out on-line and by post for those members who request it. Between newsletters, members receive email updates which include information about forthcoming Guild activities, members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public. The Guild communicates with members and the wider public via Instagram, facebook (publicly and privately) and You-Tube. The Guild's demonstrations are widely publicised on social media and the Guild's website (which also includes back issues of the newsletter, which the public is able to access) and visitors are welcome.</p> <p>7 demonstrations by established ceramicists were held between September 2022 and August 2023.</p> <p>Monthly social gatherings were arranged: 11 Guild coffee mornings were held at a variety of venues to enable as many members as</p> |

| | | |
|--|--|---|
| | | <p>possible to participate, and exchange news, tips and advice.</p> <p>The Guild again worked in partnership with St Albans Cathedral, organising and running a “Big Build” with a Tudor theme at the Alban Festival. Guild volunteers worked with several hundred members of the public to construct large scale models of St Albans buildings and monuments. We ran a similar event in conjunction with Dunstable Cultural Consortium where a model of Dunstable Priory provided hands on pottery experience for the public and the spectacular models constructed were enjoyed by members of the community.</p> <p>The Annual Potters Open Day was held at the Trestle Theatre in St Albans, with audience also able to attend on Zoom. Celebrated potters lectured and demonstrated and the day attracted non-members and members. A pottery supplier was able to supply and deliver materials to members at the event.</p> <p>Members took part in the Fitzwilliam competition for the best interpretation of a subject chosen by members’ vote. The entries were displayed at our annual exhibition in Kingsbury barn and the public were able to vote for the winning piece while members were able to vote for a winner on-line.</p> <p>The Guild ran 8 free all day have-a-go sessions for the public at Chiltern Open Air Museum (COAM)’s Terrific Tuesdays throughout school holidays.</p> <p>A small team ran a hands-on activity at the annual Boxmoor Autumn Festival providing hundreds of children with an opportunity to make clay faces.</p> <p>In September 2022 The Guild held an exhibition of 29 members’ work at Kingsbury Barn where members exhibited and sold their work. The public were invited to view the exhibition and encouraged to participate in the craft and a workshop was held for local primary school pupils.</p> <p>Several groups of members shared stalls at St Albans market, selling their work and talking to the public about ceramics and about the Guild.</p> |
|--|--|---|

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|--|-----------|--|
| | | Three successful experimental firing sessions were held at the Chiltern Open Air Museum where further work was also undertaken to enhance the kiln site and wood storage area. More firings are planned. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have regard to the Charity Commission guidance on public benefit. Committee members reviewed the Guild's policies on Data protection and retention, Health and safety, Incidental expenses, travel expenses and reserves. |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | A policy is in development |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | All the Guild's activities at COAM, St Albans Cathedral, Kingsbury Barn, Dunstable, the Boxmoor Autumn Festival and the Potters Open Day were staffed by Guild volunteers In addition, committee members run the library, website, and undertake roles as treasurer, membership secretary, and secretary, social media coordinators, social events and demonstrator events organisers in a voluntary capacity. |
| Other | | The Guild make available to members two potters' wheels, in return for their being made available for the 'have a go' events. The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members. |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The Guild participated in the Alban Festival, a Cultural Consortium event in Dunstable, have-ago sessions for hundreds of children and their families at the Chiltern Open Air Museum and held an exhibition, bringing clay activities to the wider community.</p> <p>Demonstrations and the Potters Open Day were widely publicised to the public at large via mailings and/or social media.</p> <p>A number of members joined a trip to the International Ceramics Festival at Aberystwyth.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The charity's principal source of funds is membership subscription, supplemented by commission income from the Guilds annual exhibition and sale of members' work. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The Trustees agreed in 2019 a reserve fund of £6000 to cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace or repair the equipment necessary for the group's operation <input type="checkbox"/> Cover unforeseen expenditure, eg accidental damage to items not covered by insurance, increases in costs such as rent <input type="checkbox"/> Enable the group to take up new opportunities to bring the creative use of clay to the public Funds <input type="checkbox"/> A sum equivalent to the depreciation of the fixed assets (kilns etc) has, for a number of years, been transferred annually to a sinking fund, to allow replacement, if necessary, of the equipment needed for the Guild's public education events. <p>This fund has been capped at £3,000</p> <p>Further reserves held to allow for</p> <ul style="list-style-type: none"> <input type="checkbox"/> Miscellaneous unexpected expenditure £1,000 <input type="checkbox"/> Costs associated with new opportunities to promote pottery to the public: £2,000 <p>This policy was reviewed in April 2023 and will be reviewed again in April 2024</p> |
| Amount of reserves held | Para 1.22 | £6000 General reserve |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Membership subscriptions, commissions from sales of members' work. |
|--|-----------|--|

| | | |
|---|-----------|---|
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A |
| A description of the principal risks facing the charity | Para 1.46 | Curtailed activities due to pandemic type event leading to prolonged denial of funds. Significant call on funds – depleting all reserves – created by catastrophic events. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution based on using model document for a Charitable Incorporated Organisation |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from the membership by election They are co-opted by the Committee, formally voted onto Committee by the members at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The Health and Safety Policy was reviewed in July 2023 The committee adopted a policy on the Payment of Incidental Expenses in September 2021 |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | In addition to the posts indicated in the list of Trustees, below, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: treasurer; committee secretary (vacant as from AGM 2022); membership secretary; programme organiser; librarian; safeguarding officer (vacant at AGM but subsequently appointed); website manager; social events organiser; firings co-ordinators. Additionally, members act as book-keeper and a social media co-ordinators. A member, Fran Bowler, audited the accounts. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|------------------------------------|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other name the charity uses | DCPG |
| Registered charity number | 1161265 |

| | |
|-----------------------------|---|
| Charity's principal address | 6 Falstaff Gardens, St Albans AL1 2AL |
|-----------------------------|---|

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | | | |
| 4 | Jacqueline Harrop | Chair | | |
| 5 | David Evans | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| | | |
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| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
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Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
|---|--|

| | |
|---|--|
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
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| |
|--|

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
|-------------|--|
| M.A. Bonney | |
|-------------|--|

Full name(s)

| | |
|------------------|--|
| Mary Anne Bonney | |
|------------------|--|

Position (eg Secretary,
Chair, etc)

| | |
|---------------|--|
| Administrator | |
|---------------|--|

Date

| |
|-----------------------------|
| 15 th April 2024 |
|-----------------------------|

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts



Trustees' Annual Report for the period

From 1st September 2021 to 31st August 2022

Charity name: Dacorum and Chiltern Potters Guild

Charity registration number:1161265

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objects of the CIO are to advance the education of the public in the subject of ceramics, in particular but not exclusively, by holding lectures, discussions, practical demonstrations and other activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>We have 130 members of which 6 are new. In the year the Guild has published four editions of its newsletter, with copies being sent out on- line and by post for those members who request it. Between newsletters, members receive email updates which include information about forthcoming Guild activities, members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public. The Guild's demonstrations are also publicised on social media and the Guild's website (which also includes back issues of the newsletter, which the public is able to access) and visitors are welcome.</p> <p>4 demonstrations, via Zoom, by ceramicists from Australia and the UK, and one lecture were held between September 2021 and August 2022.</p> <p>Monthly social gatherings were arranged: 9 Guild coffee mornings, were held at a variety of venues with outdoor spaces to enable as many members as possible to participate, and exchange news, tips and advice. 3 Zoom gatherings were also held, varying the time of day to permit a wide range of members to join in.</p> |

| | |
|--|---|
| | <p>In addition, 6 Zoom studio sessions were held, at which members joined from their workspaces and were able to swap details of equipment, materials and techniques and share tips, queries and ceramics related news. Two members also welcomed groups of fellow members into their own studios to share expertise and ideas.</p> <p>Covid19 related restrictions restricted activities in the early part of the year but during 2022 we were able to resume face to face events and engage with the public at significant events to promote the work of the Guild and give information about local opportunities for involvement with ceramics.</p> <p>As part of the ongoing partnership established with Open Door, a community arts centre in Berkhamsted, the Guild made to Open Door a donation of £500 to set up a ceramic studio and initiated a Big Build event for the public to construct a large-scale clay model of St Peters church, Berkhamsted. We resumed our partnership with St Albans Cathedral, in the Alban festival which had a mediaeval theme. Guild volunteers worked with several hundred members of the public to construct large scale models of St Albans and 9 other mediaeval buildings.</p> <p>The Annual Potters Open Day was held at the University of Hertfordshire and enabled members and the public to hold a seminar on Zoom with three leading Australian wood firing potters and to learn directly from 2 demonstrators in the lecture theatre. A pottery supplier was also able to deliver materials to members at the event.</p> <p>Members take part in the Fitzwilliam competition for the best interpretation of a subject chosen by members' vote. The entries were displayed at our annual exhibition in Kingsbury barn and the public were able to vote for the winning piece while members were able to vote for a winner on-line.</p> <p>Two members ran an in person sculptural workshop for 30 members on the theme of Chickens.</p> <p>The Guild ran 10 free have-a-go sessions for the public at Chiltern Open Air Museum throughout school holidays.</p> <p>In September 2021 The Guild held an exhibition of members' work at</p> |
|--|---|

| | | |
|--|-----------|--|
| | | <p>at Kingsbury barn where 22 members exhibited and sold their work. The public were invited to view the exhibition and encouraged to participate in the craft.</p> <p>We also held a centenary celebration event bringing together Tomoo Hamada and Philip Leach, grandsons of the founders of studio pottery Shoji Hamada and Bernard Leach. They demonstrated their work in person at the University of Hertfordshire. This was also broadcast abroad on Zoom. This was in part funded by a donation from Minori Thorpe.</p> <p>A team of committee members and volunteers has worked to develop new kiln sites for the Guild's wood and raku kilns in partnership with the Chiltern Open Air Museum. The first raku firings were held for members (shortly after the year end 2021-22) to test the kilns and glazes. More firings are planned</p> <p>Relations with the Box Moor Trust and the Chiltern Open Air Museum were maintained. Kiln firing materials held at Boxmoor trust were moved to Chiltern Open Air Museum, establishing a demonstration base where members and the public will be able to see a variety of kiln firings.</p> <p>Guild members continued to support the Boxmoor Trust by participating in their annual Autumn Festival in September. Here we ran an open workshop for the public and sold pots.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have regard to the Charity Commission guidance on public benefit. Committee members reviewed the Guild's policies on Data protection and retention, Health and safety, Incidental expenses, travel expenses and reserves. |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|----------------------------|
| Policy on grant making | Para 1.38 | A policy is in development |
| Policy on social investment including program related investment | Para 1.38 | |

| | | |
|---------------------------------|-----------|--|
| Contribution made by volunteers | Para 1.38 | All the Guild's activities at COAM, St Albans Cathedral, Kingsbury Barn, Boxmoor and the potters open day were staffed by guild volunteers. In addition, committee members run the library, website, and undertake roles as treasurer, membership secretary, and secretary, social media coordinators, social events and demonstrator events organisers in a voluntary capacity. |
| Other | | The Guild make available to members two potters' wheels, in return for their being made available for the 'have a go' events. The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members. |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | As covid19 restrictions were eased, the Guild managed the return to in-person events for members, while continuing some Zoom activities so that members not yet ready to mix could participate. The Guild participated in the Alban Festival, Boxmoor Autumn Fair, Open Door project, have-ago sessions for children and their families at the Chiltern Open Air Museum and held an exhibition, bringing clay activities to the wider community. In addition, demonstrations, the Potters Open Day and the Hamada Leach event were widely publicised to the public at large via mailings and/or social media. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |

| | | |
|-------|--|--|
| | | |
| Other | | |

Financial Review

| | | |
|---|------------------|---|
| <p>Review of the charity's financial position at the end of the period</p> | <p>Para 1.21</p> | <p>The charity's principal source of funds is membership subscription, supplemented by commission income from the Guilds annual exhibition and sale of members work. There was no surplus from the annual Potters Open Day but income was bolstered by a surplus from the Hamada/Leach event. Increased running costs and reduced gift aid contributed to a small in year deficit.</p> |
| <p>Statement explaining the policy for holding reserves stating why they are held</p> | <p>Para 1.22</p> | <p>At the beginning of the year the Guild held a reserve of £5299 to support the 100 year celebration of the Hamada/Leach collaboration. This represented a donation in the year 2019/20 received from an American citizen and funds raised by the guild to support the event. Due to the covid pandemic this presentation was delayed to July 2022. The event was funded by the donation, raised funds and ticket sales produced a surplus. With the permission of the donor that surplus has been taken in to the general funds of the Guild</p> <p>The Trustees agreed in 2019 a reserve fund of £6000 to cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace or repair the equipment necessary for the group's operation <input type="checkbox"/> Cover unforeseen expenditure, eg accidental damage to items not covered by insurance, increases in costs such as rent <input type="checkbox"/> Enable the group to take up new opportunities to bring the creative use of clay to the public Funds <input type="checkbox"/> A sum equivalent to the depreciation of the fixed assets (kilns etc) has, for a number of years, been transferred annually to a sinking fund, to allow replacement, if necessary, of the equipment needed for the Guild's public education events. <p>This fund has been capped at £3,000</p> <p>Further reserves held to allow for</p> <ul style="list-style-type: none"> <input type="checkbox"/> Miscellaneous unexpected expenditure £1,000 |

| | | |
|--|-----------|---|
| | | <input type="checkbox"/> Costs associated with new opportunities to promote pottery to the public: £2,000 This policy to be reviewed in April 2023 |
| Amount of reserves held | Para 1.22 | £6000 General reserve |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Membership subscriptions, commissions from sales of members' work. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A |
| A description of the principal risks facing the charity | Para 1.46 | Curtailed activities due to pandemic type event leading to prolonged denial of funds. Significant call on funds – depleting all reserves – created by catastrophic events. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution based on using model document for a Charitable Incorporated Organisation |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from the membership by election They are co-opted by the Committee, formally voted onto Committee by the members at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The Health and Safety Policy was reviewed in May 2022 The committee adopted a policy on the Payment of Incidental Expenses in September 2021 |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | In addition to the posts indicated in the list of Trustees, below, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: treasurer; committee secretary (vacant as from AGM 2021); membership secretary; programme organiser and librarian; safeguarding officer; website manager; social events organiser; wood kiln co-ordinator (currently overseen by two trustees, pending recruitment of volunteer) and social media co-ordinators. A non-member, Ann Lang, audits the accounts. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|------------------------------------|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other name the charity uses | DCPG |
| Registered charity number | 1161265 |

| | |
|-----------------------------|---|
| Charity's principal address | 6 Falstaff Gardens, St Albans AL1 2AL |
|-----------------------------|---|

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | Chair | Chair until 15-Oct 2021 | |
| 4 | Colin Hazelwood | | Stood down as Trustee June 2022 | |
| 5 | Jacqueline Harrop | Vice Chair | became Chair 15-Oct 2021 | |
| 6 | David Evans | | | |
| 7 | | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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

Other optional information

| |
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| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
|-------------|--|
| M.A. Bonney | |
|-------------|--|

Full name(s)

| | |
|------------------|--|
| Mary Anne Bonney | |
|------------------|--|

Position (eg Secretary,
Chair, etc)

| | |
|---------------|--|
| Administrator | |
|---------------|--|

Date

| |
|---------------------------|
| 5 th June 2023 |
|---------------------------|



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|------------------------------------|-------------|
| Charity Name | No (if any) |
| Dacorum and Chiltern Potters Guild | 1161265 |

Receipts and payments accounts

CC16a

| | | | |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
| | 01/09/2021 | | 31/08/2022 |

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 | | | | | |
| Membership, including Gift Aid | 3,091 | -00 | -00 | 3,091 | 1,110 |
| Leach Hamada special event | 4,682 | | | 4,682 | -00 |
| Potters Open Day | 2,522 | -00 | -00 | 2,522 | 1,551 |
| Donations | 132 | -00 | -00 | 132 | 794 |
| Newsletter | 444 | -00 | -00 | 444 | -00 |
| Friday workshops | 240 | -00 | -00 | 240 | 40 |
| Exhibitions | 6,112 | -00 | -00 | 6,112 | 600 |
| Bank interest | - | 1 | -00 | 1 | -00 |
| Misc | 187 | -00 | -00 | 187 | 275 |
| Outreach events | 200 | -00 | -00 | 200 | -00 |
| Sub total (Gross income for AR) | 17,610 | 1 | -00 | 17,611 | 4,370 |
| A2 Asset and investment sales, (see table). | | | | | |
| None | - | - | - | -00 | - |
| | - | - | - | -00 | - |
| Sub total | - | - | - | -00 | - |
| Total receipts | 17,610 | 1 | - | 17,611 | 4,370 |

A3 Payments

| | | | | | |
|----------------------------|-------|---------|-----|-------|--------|
| Membership costs | 10 | -00 | -00 | 10 | -00 |
| Leach Hamada special event | 3,433 | 1 5,900 | -00 | 9,333 | 27,067 |

COX & RYAN accounts (SS)

27/06/2023

| | | | | | |
|---------------------------------|---------------|--------------|------------|---------------|--------------|
| Newsletter | 1,164 | -00 | -00 | 1,164 | 122 |
| Friday workshops | 1,001 | -00 | -00 | 1,001 | 870 |
| Exhibition | 5,265 | -00 | -00 | 5,265 | 357 |
| Potters Open Day | 4,170 | -00 | -00 | 4,170 | 1,470 |
| Garage rental | 378 | -00 | -00 | 378 | 378 |
| Community engagement | 808 | -00 | -00 | 808 | 362 |
| Insurance | 694 | -00 | -00 | 694 | -00 |
| Website and Zoom | 432 | -00 | -00 | 432 | 164 |
| Misc | 83 | -00 | -00 | 83 | 99 |
| Admin | - | -00 | -00 | -00 | 1,201 |
| Bank charges & transaction fees | 195 | -00 | -00 | 195 | 39 |
| Sub total | 17,634 | 5,900 | -00 | 23,534 | 5,063 |

| | | | | | |
|---|----------|----------|----------|------------|----------|
| A4 Asset and investment purchases, (see table) | | | | | |
| None | - | - | - | -00 | |
| | - | - | - | -00 | |
| Sub total | - | - | - | -00 | - |

| | | | | | |
|-----------------------|---------------|--------------|----------|---------------|--------------|
| Total payments | 17,634 | 5,900 | - | 23,534 | 5,063 |
|-----------------------|---------------|--------------|----------|---------------|--------------|

| | | | | | |
|------------------------------------|---------------|---------------|------------|---------------|---------------|
| Net of receipts/(payments) | -24 | -5,899 | -00 | -5,923 | -693 |
| A5 Transfers between funds | | | | | |
| | - | -00 | -00 | -00 | -00 |
| A6 Cash funds last year end | 13,673 | 5,899 | -00 | 19,572 | 14,366 |
| Cash funds this year end | 13,649 | -00 | -00 | 13,649 | 13,673 |

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 | Current account | 13,510 | -00 | -00 |

| | | | |
|-------------------------|---------------|------------|------------|
| Petty cash | 138 | -00 | -00 |
| | -00 | -00 | -00 |
| Total cash funds | 13,649 | -00 | -00 |

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

| | | |
|-------------------------------------|-----------------------------------|----------------------------------|
| OK | OK | OK |
| Unrestricted to nearest £ | Restricted to nearest £ | Endowment to nearest £ |

B2 Other monetary assets

Details

| | | | |
|-------------------------------------|-----|-----|-----|
| Debtors - Newsletter ad fees o/s | 115 | -00 | -00 |
| Exhibition expenses paid in advance | 859 | -00 | -00 |
| | -00 | -00 | -00 |
| | -00 | -00 | -00 |
| | -00 | -00 | -00 |
| | -00 | -00 | -00 |

B3 Investment assets

Details

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
| None | | -00 | -00 |
| | | -00 | -00 |
| | | -00 | -00 |
| | | -00 | -00 |
| | | -00 | -00 |

B4 Assets retained for the charity's own use

Details

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|-----------------------------|-----------------|--------------------------|
| Kiln | Unrestricted | 2,518 | 1,712 |
| Wheel | Unrestricted | 1,170 | |
| Exhibition equipment | Unrestricted | 606 | 344 |
| Library | Unrestricted | 565 | 500 |
| Office equipment | Unrestricted | 989 | 453 |
| | | -00 | -00 |
| | | -00 | -00 |

| | | | |
|--|--|-----|-----|
| | | -00 | -00 |
| | | -00 | -00 |

B5 Liabilities

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------------------|---------------------------------|-----------------------|---------------------|
| Subscriptions received in advance | Unrestricted | 130 | |
| Members' donations fo2 gift | Unrestricted | 212 | |
| | | -00 | |
| | | -00 | |
| | | -00 | |

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

| Signature | Print Name | Date of approval |
|--------------------|------------------|------------------|
| <i>M.A. Bonney</i> | Mary Anne Bonney | 15th June 2023 |
| | | |

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts



Trustees' Annual Report for the period

From 1st September 2020

To

31st August 2021

Charity name: Dacorum and Chiltern Potters Guild

Charity registration number: 1161265

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To promote the value of ceramics by education |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>In the year the Guild has published four "e" editions of its newsletter (with paper copies sent to members who do not have internet access). Between newsletters, members receive email updates which include information about forthcoming Guild activities, members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public.</p> <p>The Guild's demonstrations are publicised on social media and the Guild's website (which also includes back issues of the newsletter, which the public is able to access) and visitors are welcome. Seven demonstrations, via Zoom, by a range of ceramicists, were held between September 2020 and August 2021.</p> <p>The Potters Open Day was held on Zoom and featured a three-way conversation which encompassed dance, psychology, sculpture and clay, between two ceramicists from the UK and one from Israel, and demonstrations by two leading potters, one from the UK and one from his studio in Austria.</p> <p>Monthly social gatherings were held for members, eight on Zoom and four in outdoor venues. In addition, seven Zoom studio sessions were held, at which members joined from their workspaces and were able to share tips, queries and ceramics related news.</p> <p>While covid19 related restrictions meant that the Guild exhibition and the events at which the Guild would have run activities for the public could not go ahead, a market stall was</p> |

| | | |
|--|-----------|---|
| | | <p>organised at which small groups of members exhibited and sold their work and were able to talk to the public about the Guild and give information about local opportunities for involvement with ceramics.</p> <p>A partnership was established with Open Door, a charity in Berkhamsted which offers creative and social opportunities to sections of the community who have difficulty accessing them. The Guild contributed funds for and members put together clay making kits for use at home by Alzheimer's sufferers and their carers. Members are now helping with the setting up of Open Door's pottery studio.</p> <p>Members compete annually for the Fitzwilliam award for the best interpretation of a subject chosen at the annual Potters Open Day.</p> <p>Relations with the Box Moor Trust and the Chiltern Open Air Museum were maintained, with a view to moving the bricks stored at the former's site to the latter, and building a wood fired kiln there.</p> <p>Plans for a celebration of the partnership between the Hamada and Leach families were put on hold until 2022.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have regard to the Charity Commission guidance on public benefit. In August 2021 committee members reviewed the Guild's aims at an awayday and restated the group's commitment to furthering knowledge of ceramics both for members and for the wider public. |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |

| | | |
|-------|--|--|
| Other | | <p>The Guild make available to members two potters' wheels, in return for their being made available for the 'have a go' events.</p> <p>The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members.</p> <p>The Guild arranged a certificated first aid course for volunteers, 7 members gained a qualification in first aid at work.</p> |
|-------|--|--|

Achievements and Performance

| | SORP reference | |
|--|------------------|--|
| <p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> | <p>Para 1.20</p> | <p>During the coronavirus pandemic the Guild has adapted its activities through the Zoom online platform in order to maintain ongoing contact with members and provide a vehicle for social support and demonstrations of creative expertise and experience. The Zoom demonstrations have been made available to the wider public, through Eventbrite.</p> <p>Zoom has the advantage over in-person demonstrations of giving access to ceramicists from across the world, this included in the year reported on several from Australia, two from Scotland, one from Israel and one from Austria. Zoom also permits the artists to take viewers into their studios.</p> <p>The committee decided not to charge existing members a membership fee for 2020-21, in recognition of the effects of the pandemic on members' lives and livelihoods, and because the committee could not be sure, at the beginning of the year, how much the Guild would be able to provide to members. In the event, a full programme was offered, though it was recognised that the reliance on virtual activities did not suit all members.</p> <p>The partnership with Open Door detailed above compensated in part for the lack of opportunities to offer outreach caused by the pandemic.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|------------------|--|
| <p>Achievements against objectives set</p> | <p>Para 1.41</p> | |
| | | |

| | | |
|--|-----------|--|
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The charity's principal source of funds is membership subscription. These being waived for existing members in 2020-21, the charity was grateful to receive a number of donations in lieu, from members. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>In the Year 2019/20 a donation was received from an American citizen and ceramicist to support the 100-year celebration of the Hamada/Leach Collaboration. Due to the covid pandemic this presentation did not take place and this sum, equivalent to £5,299, is still being held as a balance sheet item. The donor is currently happy for the funds to be retained until the delayed event eventually takes place.</p> <p>The Trustees have agreed a reserve fund of £5000 to cover: replacement of the Guild's assets, miscellaneous unexpected expenditure and costs associated with new opportunities to promote pottery to the public. In 2021, the committee agreed to employ some of the funds surplus to this reserve, to support the widening of access to working with clay, and to this end entered into the partnership with Open Door detailed above.</p> |
| Amount of reserves held | Para 1.22 | £5,000 general reserve, plus additional £5,299 in reserve specifically for the Hamada Leach event detailed above |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--------------------------|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Membership subscriptions |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| | | |

| | | |
|---|-----------|--|
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution based on model document for a Charitable Incorporated Organisation |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from the membership by election They are co-opted by the Committee, formally voted onto Committee by the members at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The Health and Safety Policy was reviewed in May 2021 The Committee adopted a policy on the Payment of Incidental Expenses in September 2021 |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | In addition to the posts indicated in the list of Trustees below, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: treasurer; committee secretary (vacant as from AGM 2021); membership secretary; programme organiser and librarian; safeguarding officer; website manager; social events organiser; wood kiln co-ordinator (currently overseen by two trustees, pending recruitment of volunteer) and social media co-ordinators. The bookkeeping is carried out by the former Treasurer, who is a member and works in close conjunction with the present Treasurer. An independent examination of the annual accounts has been completed and no material issues were identified. 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 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. Signed: ANN ELIZABETH LANG On 29th March 2022 |

| | | |
|---------------------------------------|-----------|--|
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other name the charity uses | DCPG |
| Registered charity number | 1161265 |
| Charity's principal address | 6 Falstaff Gardens, St Albans AL1 2AL |
| | |

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | Chair | Chair until 15-Oct 2021 | |
| 4 | Colin Hazelwood | | | |
| 5 | Jacqueline Harrop | Vice Chair | became Chair 15-Oct 2021 | |
| 6 | David Evans | | | |
| 7 | Ian Jones | Treasurer | Stood down as Trustee and Treasurer, 3-Jun 2021 | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
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| 15 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
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| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
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|--|

Other optional information

| |
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| |
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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--|---|--|
| Signature(s) | M.A. Bonney | |
| Full name(s) | Mary Anne Bonney | |
| Position (eg Secretary, Chair, etc) | Trustee, Chair to 15 th October 2021 | |
| Date | 16 th May 2022 | |



Section A Receipts and payments

A1 Receipts

| |
|------------------|
| Mship |
| Donations |
| Newsletter |
| Fridays |
| Events |
| First aid Course |
| Exhibitions |
| POD |
| Misc |

Sub total (Gross income for AR)

| |
|--|
| A2 Asset and investment sales, (see table). |
| |
| |

Sub total

Total receipts

A3 Payments

| |
|--------------|
| Mship |
| Admin |
| Newsletter |
| Fridays |
| Events |
| Workshops |
| Exhibition |
| POD |
| Garage |
| Kilns |
| bank charges |
| Website |
| library |

Sub total

| |
|---|
| A4 Asset and investment purchases, (see table) |
|---|

| |
|--------|
| laptop |
| 0 |

Sub total

Total payments

Net of receipts/(payments)

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

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

Categories

B1 Cash funds

B2 Other monetary assets

B3 Investment assets

B4 Assets retained for the charity's own use

B5 Liabilities

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

| | |
|--|------------------------|
| The Dacorum and Chiltern Potters Guild | No (if any) 1161265 |
|--|------------------------|

Receipts and payments accounts

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/09/2020 | To | Period end date 31/08/2021 |
|------------------------|---------------------------------|----|-------------------------------|



| Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ |
|---|--------------------------------------|--|---------------------------------|
| 1,110 | - | - | 1,110 |
| 794 | - | - | 794 |
| - | - | - | - |
| 40 | - | - | 40 |
| 71 | - | - | 71 |
| 200 | - | - | 200 |
| 600 | - | - | 600 |
| 1,551 | - | - | 1,551 |
| 4 | - | - | 4 |
| 4,370 | - | - | 4,370 |

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

| | | | |
|-------|---|---|-------|
| 4,370 | - | - | 4,370 |
|-------|---|---|-------|

| | | | |
|-------|---|---|-------|
| - | - | - | - |
| 1,201 | - | - | 1,201 |
| 122 | - | - | 122 |
| 870 | - | - | 870 |
| 362 | - | - | 362 |
| - | - | - | - |
| 357 | - | - | 357 |
| 1,470 | - | - | 1,470 |
| 378 | - | - | 378 |
| 73 | - | - | 73 |
| 39 | - | - | 39 |
| 164 | - | - | 164 |
| 26 | - | - | 26 |
| 5,063 | - | - | 5,063 |

| | | | |
|-------|---|---|-------|
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| 5,063 | - | - | 5,063 |
| - 693 | - | - | - 693 |
| - | - | - | - |
| - | - | - | - |
| - 693 | - | - | - 693 |



| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|--|------------------------------------|----------------------------------|
| Current account | 12,965 | - |
| deposit account | 500 | 5,899 |
| Petty Cash | 207 | - |
| Total cash funds | 13,673 | 5,899 |
| (agree balances with receipts and payments account(s)) | Agreement Error | Agreement Error |

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|--------------------------|------------------------------------|----------------------------------|
| News Letter Stamps Stock | 122 | - |
| | - | - |
| Kingsbury fees in adv | 327 | - |
| | - | - |
| | - | - |

| Details | Fund to which asset belongs | Cost (optional) |
|---------|-----------------------------|-----------------|
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |

| Details | Fund to which asset belongs | Cost (optional) |
|-------------------|------------------------------------|------------------------|
| kiln | | 2,518 |
| wheel | | 1,170 |
| exhibition | | 606 |
| library | | 565 |
| office | | 989 |
| | | - |
| | | - |
| Total | | 5,848 |

| Details | Fund to which liability relates | Amount due (optional) |
|--------------------------------|--|------------------------------|
| Leach Hamada Funds | restricted | 5,299 |
| DISTRIB. Kingsbury barn | restricted | 600 |
| | | |
| | | |
| Total | - | 5,899 |

Signature

MA Bonney

Print Name

MARY ANNE BONNEY

CC16a

Last year

to the nearest £

| |
|-------|
| 3,461 |
| 508 |
| 112 |
| - |

0

| |
|--------|
| 5,144 |
| 3,262 |
| 71 |
| 12,557 |

per cashbook 4,336.72

Bank charges 33.52

4,370 4,370

0

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

12,557

0

| |
|--------|
| 1,062 |
| 991 |
| 1,394 |
| - 47 |
| 4,120 |
| 2,383 |
| 378 |
| 551 |
| - |
| 10,833 |

per cash book 5,029.89

Bank charges 33.52

chck

5,063.30 5,063.41

| |
|----|
| 77 |
| - |
| 77 |

| |
|--------|
| 10,930 |
|--------|

| |
|-------|
| 1,647 |
| - |
| 1,647 |

per summary

889.7385

-197

692.7385



Endowment funds

to nearest £

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

OK

Endowment funds

to nearest £

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

Current value (optional)

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

**Current value
(optional)**

| |
|-------|
| 30 |
| 70 |
| 396 |
| 500 |
| 552 |
| - |
| - |
| - |
| 1,548 |

**When due
(optional)**

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

Date of approval

| |
|--------------|
| 3rd May 2022 |
| |

THE DACORUM AND CHILTERN POTTERS GUILD

England & Wales - Charity number 1161265

Accounts

Trustees' Annual Report for the period

| | | |
|-------------|---|-------------------------------------|
| | Period start date 1st September 2019 | Period end date 31st August 2020 |
| From | | To |

Section A Reference and administration details

| | |
|---|------------------------------------|
| Charity name | Dacorum and Chiltern Potters Guild |
| Other names charity is known by | |
| Registered charity number (if any) | 1161265 |
| Charity's principal address | 56 Clarence Road |
| | St Albans |
| | |
| | Postcode AL1 4NG |

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 | John Higgins | President | | |
| 2 | Rosalind McGuirk | | | |
| 3 | Mary Anne Bonney | Chair | | |
| 4 | Colin Hazelwood | Treasurer to June 2020 | | |
| 5 | Jacqueline Harrop | Vice Chair | | |
| 6 | David Evans | | | |
| 7 | Ian Jones | Treasurer from June 2020 | - elected as Trustee August 2020 | |
| 8 | Emily Good | | To October 2020 | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | Names of the trustees for the charity, if any, (for example, any custodian trustees) | | | |

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

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Association using model document for a Charitable Incorporated Organisation |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | From membership by election |

Additional governance issues (Optional information)

| | |
|--|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. | <p>In addition to the posts indicated in section A, named trustees have oversight of: editing and distributing the newsletter, newsletter production, exhibitions and events and the annual Potters Open Day. The data controller is also a trustee. The committee includes volunteers who are not trustees, who have the following roles: committee secretary; membership secretary; programme organiser, librarian and safeguarding officer; website manager; social events organiser; wood kiln co-ordinator and social media co-ordinators.</p> <p>A Guild member undertakes an independent examination of the annual accounts</p> |
|--|--|

Section C Objectives and activities

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

To promote the value of ceramics by education

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 the year the Guild has published four editions of its newsletter, two on paper as normal and two as e editions as lockdown obliged the printer to close. Between newsletters, members receive email updates which include members' messages, information about events of interest and appeals for information/advice on ceramic matters from the public.

The Guild's Friday night demonstrations are publicised on social media and the Guild's website and visitors are welcome. Five demonstrations were held between October 2019 and February 2020. Two demonstrations via Zoom were held subsequently.

At Guild coffee mornings, arranged at a variety of venues to enable as many members as possible to participate, members exchange news, tips and advice. Coffee meetings continued on Zoom after lockdown.

The Guild ran have-a go sessions at its annual members' exhibition, but plans for large scale handbuilding projects for the public at the Alban Festival in St Albans and Art in Clay at Hatfield had to be shelved as the coronavirus pandemic caused the cancellation of the events.

The Guild held an exhibition of members' work to encourage the public to participate in this craft.

The Potters Open Day at which three leading potters gave lectures and demonstrations was widely advertised and attracted non-members as well as members. The venue is the lecture theatre provided by a local school. In return members offer tutorial assistance for pupils, but this could not take place this year because of school closure.

Members compete annually for the Fitzwilliam award for the best interpretation of a subject chosen at the annual Potters Open Day.

A team of committee members and volunteers was gathered to identify new kiln sites for the Guild's wood and raku kilns and a discussion with the Chiltern Open Air Museum was initiated, with a view to working with the museum and establishing a kiln on their site. We hope to continue the discussion once social distancing restrictions permit.

Plans for a celebration of the partnership between the Hamada and Leach families were put on hold until next year.

Additional details of objectives and activities (Optional information)

The Guild make available to members two potters' wheels, in return for their being made available for the 'have a go' events.
The Guild has no paid employees. All the activities are undertaken on a voluntary basis by the members.

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Guild exhibition in September 2019 was well attended by the general public as well as members and their contacts. Have-a-go was popular with visitors and children from the nearby school.

The Guild's sustainability statement has been completed, and a 'green' group established whose members are exploring sustainable ceramics and sharing their findings and practice with the wider membership.

During coronavirus the Guild has adapted its activities through the Zoom online platform in order to maintain ongoing contact with members and provide a vehicle for social support and demonstrations of creative expertise and experience

Section E

Financial review

Brief statement of the charity's policy on reserves

2019/20 In the Year a donation was received from an American citizen and ceramicist to support the 100-year celebration of the Hamada/Leach Collaboration. Due to the Covid Pandemic this presentation did not take place and this sum equivalent to £5,299 is still being held as a balance sheet item. The donor is currently happy for the funds to be retained until the delayed event eventually takes place.

After a review of the Guild's Reserves, it was decided to discuss, in 2020-21, the best way to distribute funds (over and above the reserves judged prudent to hold to cover unforeseen expenditure or loss of income – at the time of writing this is £5000, the Reserves Policy will be reviewed before the spending plans are finalised) in accordance with the purpose of the Charity. This will include not only investing in the Charity's fixed assets, but also the provision of bursaries or grants among the Pottery and Ceramics community to fulfil the Guild's aims of "promoting the value of Ceramics by education".

Details of any funds materially in deficit

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.

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) | Mary Anne Bonney | |
| Full name(s) | Mary Anne Bonney | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 11 th January 2021 | |



Receipts and payments accounts

| | | | |
|---------------------|---------------------------------|----|-------------|
| For the period from | Period start date 01/09/2019 | To | Perio 31 |
|---------------------|---------------------------------|----|-------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ |
|--|--|--|--|
| A1 Receipts | | | |
| Mship | 3,461 | - | - |
| Newsletter | 508 | - | - |
| Fridays | 112 | - | - |
| Events | - | - | - |
| Workshops | - | - | - |
| Exhibitions | 5,144 | - | - |
| POD | 3,262 | - | - |
| Misc | 71 | - | - |
| Sub total (Gross income for AR) | 12,557 | - | - |
| A2 Asset and investment sales, | | | |
| | - | - | - |
| | - | - | - |
| Sub total | - | - | - |
| Total receipts | 12,557 | - | - |
| A3 Payments | | | |
| Mship | - | - | - |
| Admin | 1,062 | - | - |
| Newsletter | 991 | - | - |
| Fridays | 1,394 | - | - |
| Events | - 47 | - | - |
| Workshops | - | - | - |
| Exhibition | 4,120 | - | - |
| POD | 2,383 | - | - |
| Garage | 378 | - | - |
| Kilns | - | - | - |
| Misc | 551 | - | - |
| | - | - | - |
| Sub total | 10,833 | - | - |

**A4 Asset and
investment
purchases, (see
table)**

| | | | |
|----------------------------|---------------|----------|----------|
| laptop | 77 | - | - |
| CP sale | - | - | - |
| Sub total | 77 | - | - |
| Total payments | 10,910 | - | - |
| Receipts/(payments) | 1,647 | - | - |
| A5 Transfers between | - | - | - |
| A6 Cash funds last y | - | - | - |
| funds this year end | 1,647 | - | - |

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

| Categories | Details | Unrestricted funds to nearest £ |
|---|---------------------------------|--|
| B1 Cash funds | Current account | 17,217 |
| | Reserve | 2,853 |
| | Petty Cash | 207 |
| | Total cash funds | 20,277 |
| | account(s) | Agreement Error |
| B2 Other monetary assets | Details | Unrestricted funds to nearest £ |
| | Amounts due from SANDPIT | - |
| | First aid Course deposit | 515 |
| | Kingsbury Advance fees | - |
| | Kingsbury fees - Tables deposit | - |
| | | - |
| B3 Investment assets | Details | Fund to which asset belongs |
| | | |
| | | |
| | | |
| | | |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs |
| | kiln | |
| | wheel | |
| | exhibition | |
| | library | |
| | office | |
| | | |
| Total | | |

B5 Liabilities

Details

| |
|-------------------------|
| Leach Hamada Funds |
| DISTRIB. Kingsbury barn |
| Kingsbury Advance fees |
| accrued cash expenses |
| |
| Total |

Fund to which liability relates

| | |
|--------------|---|
| restricted | |
| restricted | |
| restricted | |
| unrestricted | |
| | |
| - | - |

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

Signature

| |
|--|
| |
| |

Print Name

| |
|--|
| |
| |

ry)
)
 d end date
 /08/2020

CC16a



Total funds
 to the nearest
 £

Last year
 to the nearest £

| |
|---------------|
| 3,461 |
| 508 |
| 112 |
| - |
| - |
| 5,144 |
| 3,262 |
| 71 |
| 12,557 |

| |
|---------------|
| 3,538 |
| 336 |
| 102 |
| 810 |
| 970 |
| 6,775 |
| 3,984 |
| - |
| 16,516 |

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

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

| |
|---------------|
| 12,557 |
|---------------|

| |
|---------------|
| 16,516 |
|---------------|

| |
|---------------|
| - |
| 1,062 |
| 991 |
| 1,394 |
| - 47 |
| - |
| 4,120 |
| 2,383 |
| 378 |
| - |
| 551 |
| - |
| - |
| 10,833 |

| |
|---------------|
| - |
| 260 |
| 230 |
| 1,361 |
| 427 |
| 890 |
| 6,601 |
| 3,634 |
| 378 |
| - |
| - |
| - |
| - |
| 13,781 |

| |
|----|
| 77 |
| - |
| - |
| 77 |

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

| |
|--------|
| 10,910 |
|--------|

| |
|--------|
| 13,781 |
|--------|

| |
|-------|
| 1,647 |
| - |
| - |
| 1,647 |

| |
|-------|
| 2,734 |
| - |
| - |
| 2,734 |

period

Restricted funds
to nearest £

Endowment funds
to nearest £

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

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

OK

OK

Restricted funds
to nearest £

Endowment funds
to nearest £

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

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

Cost (optional)

Current value (optional)

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

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

Cost (optional)

Current value (optional)

| |
|-------|
| 2,518 |
| 1,170 |
| 606 |
| 565 |
| 912 |
| - |
| - |
| - |
| 5,771 |

| |
|-------|
| 40 |
| 105 |
| 449 |
| 500 |
| 651 |
| - |
| - |
| - |
| 1,745 |

**Amount due
(optional)**

| |
|-------|
| 5,299 |
| 600 |
| 0.00 |
| - |
| - |
| 5,899 |

**When due
(optional)**

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

**Date of
approval**

| |
|--|
| |
| |

| |
|--|
| |
| |