

# Trustees' Annual Report for the period

From

Period start date  
1st September 2019

To

Period end date  
31st August 2020

## 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)

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## 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)

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

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

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.

A Guild member undertakes an independent examination of the annual accounts

## 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

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<b>Section G</b>	<b>Declaration</b>
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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 <sup>th</sup> January 2021	



## Receipts and payments accounts

For the period from	Period start date 01/09/2019	To	Perio 31
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### Section A Receipts and payments

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

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



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

## 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	
	account(s))	
B2 Other monetary assets	Details	
	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	
	kiln	
	wheel	
	exhibition	
	library	
	office	
	Total	

**B5 Liabilities**

**Details**

Leach Hamada Funds
DISTRIB. Kinsbury 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


ny)

3

id 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
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13,781
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1,647
-
-
1,647

2,734
-
-
2,734

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## period

**Restricted  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Restricted  
funds**  
to nearest £

-
-
-
-
-
-

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Cost (optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Cost (optional)**

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

**Current value  
(optional)**

40
105
449
500
651
-
-
-
1,745

Amount due (optional)
5,299
600
0.00
-
-
5,899

When due (optional)

	Date of approval