



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	<p>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.</p>

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	
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>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:

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. 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				
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)	Trustee, Chair to 15 th October 2021	
Date	16 th May 2022	



CHARITY COMMISSION FOR ENGLAND AND WALES

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	Print Name
MA Bonney	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