



## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2021 to 31<sup>st</sup> 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>
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		<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		<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>

## 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>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.</p> <p>The Guild participated in the Alban Festival, Boxmoor Autumn Fair, Open Door project, have-a-go 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.</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 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>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<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"> <li><input type="checkbox"/> Replace or repair the equipment necessary for the group's operation</li> <li><input type="checkbox"/> Cover unforeseen expenditure, eg accidental damage to items not covered by insurance, increases in costs such as rent</li> <li><input type="checkbox"/> Enable the group to take up new opportunities to bring the creative use of clay to the public Funds</li> <li><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.</li> </ul> <p>This fund has been capped at £3,000</p> <p>Further reserves held to allow for</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Miscellaneous unexpected expenditure £1,000</li> </ul>

		<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	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### **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	<b>N/A</b>
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	<b>CIO</b>
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
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## 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			
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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

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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	
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Full name(s)

Mary Anne Bonney	
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Position (eg Secretary,  
Chair, etc)

Administrator	
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Date

5 <sup>th</sup> June 2023
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

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

## Receipts and payments accounts

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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 £
<b>A1 Receipts</b>					
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
<b>Sub total</b> (Gross income for AR)	17,610	1	-00	17,611	4,370
<b>A2 Asset and investment sales, (see table).</b>					
None	-	-	-	-00	-
	-	-	-	-00	-
<b>Sub total</b>	-	-	-	-00	-
<b>Total receipts</b>	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 & R1 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
<b>Sub total</b>	<b>17,634</b>	<b>5,900</b>	<b>-00</b>	<b>23,534</b>	<b>5,063</b>

<b>A4 Asset and investment purchases, (see table)</b>					
<b>None</b>	-	-	-	-00	
	-	-	-	-00	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-00</b>	<b>-</b>

<b>Total payments</b>	<b>17,634</b>	<b>5,900</b>	<b>-</b>	<b>23,534</b>	<b>5,063</b>
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<b>Net of receipts/(payments)</b>	<b>-24</b>	<b>-5,899</b>	<b>-00</b>	<b>-5,923</b>	<b>-693</b>
<b>A5 Transfers between funds</b>	-	-00	-00	-00	-00
<b>A6 Cash funds last year end</b>	<b>13,673</b>	<b>5,899</b>	<b>-00</b>	<b>19,572</b>	<b>14,366</b>
<b>Cash funds this year end</b>	<b>13,649</b>	<b>-00</b>	<b>-00</b>	<b>13,649</b>	<b>13,673</b>

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Current account	13,510	-00	-00

Petty cash	138	-00	-00
	-00	-00	-00
<b>Total cash funds</b>	<b>13,649</b>	<b>-00</b>	<b>-00</b>

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

OK

Unrestricted  
to nearest £

OK

Restricted  
to nearest £

OK

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
M.A. Bonney	Mary Anne Bonney	15th June 2023