



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 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
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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			
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		

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

15 th April 2024



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Other optional information

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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

15 th April 2024
