



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>
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		<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 is 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. 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	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	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			
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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

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	To	Period end date
	01/09/2023		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	<table border="1"> <tr><td>Current account</td><td>1,841</td><td>-</td><td>-</td></tr> <tr><td>Reserve</td><td>14,602</td><td>-</td><td>-</td></tr> <tr><td>Petty Cash</td><td>138</td><td>-</td><td>-</td></tr> <tr><td>Total cash funds</td><td>16,581</td><td>-</td><td>-</td></tr> </table> <p>(agree balances with receipts and payments account(s))</p>	Current account	1,841	-	-	Reserve	14,602	-	-	Petty Cash	138	-	-	Total cash funds	16,581	-	-																															
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B4 Assets retained for the charity's own use	<table border="1"> <tr><td>Details</td><td></td><td></td><td></td></tr> <tr><td>kiln</td><td></td><td>2,518</td><td>10</td></tr> <tr><td>wheel</td><td></td><td>1,170</td><td>-</td></tr> <tr><td>exhibition</td><td></td><td>606</td><td>291</td></tr> <tr><td>library</td><td></td><td>600</td><td>535</td></tr> <tr><td>office</td><td></td><td>1,529</td><td>894</td></tr> <tr><td>6' Folding Tables (30 no.)</td><td></td><td>-</td><td>1,025</td></tr> <tr><td>Trestle Table</td><td></td><td>-</td><td>46</td></tr> <tr><td>Calor Gas Cage</td><td></td><td>-</td><td>279</td></tr> <tr><td>Gazebo</td><td></td><td>-</td><td>277</td></tr> <tr><td>Total</td><td></td><td>6,423</td><td>3,357</td></tr> </table>	Details				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	3,357			
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Signed by one or two trustees on behalf of all the trustees