

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales · Charity number 1162121

Details

Status Registered

Legal form CIO

Registered 2015-06-10

Register [View on the Charity Commission register](#)

Contact

Address The Sunbury Embroidery Gallery
The Walled Garden
Thames Street
Sunbury-on-Thames
TW16 6AB

Phone 07753 315398

Email accounts@sunburygallery.org

Website www.sunburygallery.org

Activities

Objects: THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC WITH REGARD TO THE ARCHAEOLOGY, HISTORY, GEOGRAPHY, WILDLIFE, DEVELOPMENT AND DAILY LIFE OF SUNBURY-ON-THAMES

Activities: The charity is responsible for the care and the permanent public display of the Sunbury Millennium Embroidery and for the maintenance and administration of the gallery that houses the work. Entry to the view the work is free and talks are regularly given to visiting groups including local schools. The gallery hosts accompanying exhibitions and engages in a number of community projects.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£239,156	£230,185	-	-
2024-03-31	£255,515	£229,792	-	-
2023-03-31	£233,900	£228,728	-	-
2022-03-31	£181,436	£161,207	-	-
2021-03-31	£119,055	£115,059	-	-

Trustees

Name	Role	Appointed
ROBERT SHAW	Chair	2015-06-10
Barbara Robertson		2017-03-01
Catherine Petrina Jane Baumann		2026-02-09
Christopher John Baumann		2026-02-09
Jenny Starr		2025-06-11
NICK TILT		2015-06-10
PAUL WATTS		2015-06-10
SIMON WHEATLEY BARRISTER		2015-06-10

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales - Charity number 1162121

Accounts

**THE SUNBURY
EMBROIDERY
GALLERY**

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2025

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report

For the Year Ended 31 March 2025

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The Millennium Embroidery Group Sunbury-on-Thames

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out on Appendix page 3 and comply with the charity's governing document, applicable law and the requirements of the statement of Recommended Practice 'Accounting and Reporting by Charities'.

Constitution and Objects

The Millennium Embroidery Group Sunbury-on-Thames was constituted under a trust deed dated 7 February 2001 and became a registered charity on 14 February 2001. It was dissolved during 2024/25.

On 10 June 2015, The Millennium Embroidery Group became a Charitable Incorporated Organisation.

The Charity Objects are to advance the education of the public with regard to the archaeology, history, geography, wildlife, development and daily life of Sunbury-on-Thames.

Organisation

The trustees who have served during the year and since the year end (except as mentioned thereon) are set out on page 11. Trustees are appointed by the Board of Trustees.

Reserves Policy

The trustees administer the charity's reserve policy which is to build up sufficient funds to pay for the embroidery centre's continued operation and future development of the Gallery & project.

MAIN ACTIVITIES and ACHIEVEMENTS DURING THE YEAR

• Trustees

The Board of trustees met 3 times during the year to agree future policy, monitor the group's activities and approve the workings of the Operations Committee. There are currently 7 trustees.

• Operations Committee

The committee held frequent management discussions throughout the year and implemented measures to enable the Gallery to return to a more normal way of operating as the year progressed.

• The Building and Attendance

The total number visiting the gallery space during the year was 10,372. Of these, 3,099 (or 29.9%) were recorded as new being visitors. Talks were given to 15 visiting Groups alongside ad hoc talks to visitors. An estimated total of 40,000 people visited the building as a whole during the year. It was noted that recorded visitors to the Gallery space were down on last year (11,549). Early 2025 was particular wet and the Gallery is somewhat weather dependent for visitors, however the Trustees will watch this trend.

ACHIEVEMENTS

- **The Diana Springall Collection**

In 2018, The Millennium Embroidery Group were able to secure for the future the widely acclaimed Diana Springall Collection, a unique and nationally important collection of British Embroidery and Textile Art, spanning seven decades. It is the only British collection with the unique distinction of covering embroidery as an art form. The collection comprises over 250 pieces, together with accompanying paper sketches.

Diana Springall is one of Britain's best known textile artists. Her sixty-year career in textiles includes appointments as a panel lecturer at the Victoria and Albert Museum, and chair of both the Embroiderers' Guild and the Society of Designer Craftsmen. She is a Fellow of the Royal Society of Arts and a Member of The Worshipful Company of Broderers. Her work can be found in many private and public collections.

Diana is heavily involved with embroidery within both education and museum collections. She has been instrumental in promoting embroidery in the Fine Art world, and has been a teacher and mentor to a significant proportion of today's great artists working in stitch, including Alice Kettle.

The Trustees proposed that an archive and study centre be provided as part of the Gallery expansion to conserve, store and make available the collection for research and study, with pieces being exhibited in the Gallery on a continuing basis as well as being made available for outside loan.

The integration of the Diana Springall Collection would set us on the path to create a 'National Centre for Embroidery' in Sunbury, offering a valuable resource and study centre, close to London and to world-leading educational institutions, such as the Royal School of Needlework at Hampton Court.

- **The New Embroidery Centre**

With over 40,000 visitors a year, the gallery has had a pressing need for space for a number years and had extended its lease footprint in 2014 to allow for future expansion. This fitted with the acquisition of the Diana Springall Collection and plans were developed to transform the Gallery into a two-level exhibition and workshop space, each with distinct areas, enhancing the visitor experience. The new building will provide visitors with the space we presently lack. A new entrance, accessed directly from the carpark, will provide a strong identity for the Gallery separate from the Walled Garden & Sunbury Park.

Planning consent was granted and a programme of fundraising to raise £2.25m began in late 2019. However, this was just before the Covid pandemic struck, which unfortunately frustrated our efforts for the first two and a half years. We resumed our fundraising in the summer of 2022, and although we were fortunate in navigating the pandemic with our resources intact, we found ourselves in a rather different funding landscape, with many organisations seeking survival funding, and with inflation beginning to take hold. Prices, particularly in the building industry,

started to rise considerably, which resulted in re-adjusting our target to £3.25m.

- Our community fundraising Initiative has been extremely effective in engaging the support of a large number of the local community.

With new fundraising capacity at board level in 2025 and beyond we will be approaching a pipeline of major funders to meet our capital redevelopment needs alongside our community fundraising.

- **The Community Fundraising Initiative – Third Year**

The community strand of our fundraising saw a further fundraising day taking place in June 2024 at Monksbridge, a large local riverside property owned by long-term supporters of the gallery. This saw another successful day with nearly 2000 visitors, and during which we raised £21,000.

This was the last such event as a part of this programme it was another great result which has seen almost £62,000 raised over the past two years. It must also be noted with thanks, the huge number of people giving their time in creating these events. Each one involves the generosity of over 100 people, and takes months of planning, publicity and organisation.

- **Embroidery as a Means of Storytelling - Arts Council England**

An application was made to Arts Council England for funding assistance to run a series of exhibitions and events in 2025 reflecting Embroidery as a Means of Storytelling, and marking the 25th Anniversary since the completion of the Sunbury Millennium Embroidery in 2000.

In late 2024 we were fortunate to receive a grant of just over £26,000 towards this programme, which included for a project manager to help plan and coordinate the celebrations. The programme ran from March through June 2025, culminating in a 'Festival Weekend'.

Events included multiple stitched flowers crafted by local groups including the Afghan Women's Group and CAMEO Day Centres. Kenyngton Manor Primary School participated in a poetry project inspired by poet, Jan Noble, and Manor Mead School students drew inspiration from The Millennium Embroidery. During the Festival Weekend there were free guided nature walks in the Walled Garden and Sunbury Park, as well as free embroidery and flower making workshops and several theatrical events in the Garden for younger people following the theme of discovery in nature.

PUBLIC BENEFIT

The Embroidery Gallery is located in an award-winning walled garden. Both the garden and the building are well-visited and convey a great sense of calm and wellbeing.

We ran 7 exhibitions during the course of the year and had 39 educational workshops. We had several school visits.

Entry to the building is free, as is access to the permanent embroidery display and all exhibitions. We had a number of talks to visiting groups

and mounted a full programme of exhibitions. The building was open to the public six days a week for a total of 300 days over the year.

The permanent embroidery display is at the heart of the project and embodies all the charity's objects. Members of the project team guide visitors through this display and the history and subject matter of the embroidery. Visitors to the Gallery cover all age groups and sections of the community.

During the summer months, the local authority arranges weekly music concerts in the Walled Garden on Sunday afternoons. During the year 13 such concerts were held in the garden. Depending on the weather, these can attract audiences of 200+ people. Due to its location, the Gallery benefits from additional revenues from Café sales during these events while providing much needed rest room facilities for visitors. The Gallery is a member of the community toilet scheme run by the local authority.

- **Access**

The building welcomes and provides for people with disabilities. In normal years we receive regular visits from groups with special needs as well as from visitors with sight impairment and physical disablement. A wheelchair is available to visitors. Audio guides are also available on request as well as the written transcripts of these, together with a Braille transcript of both our visitor leaflet and our descriptive booklet on how the embroidery was created.

The tactile guide to the embroidery enhances the visitor experience to the gallery. The display system, which cantilevers from the wall below the embroidery, allows for wheelchair access to the various panels and carries titles in relief lettering together with their Braille equivalents. A tactile map of the Walled Garden is also available.

- **EXHIBITION and EVENTS**

There were 7 exhibitions held during the year, 6 of which were community based.

- **Balance in Nature – 2 Graduates - Joe Shevalen & Susie Garner**

The exhibition explored the delicate balance between mental health and wellbeing. Joe Shevalen's hand-forged jewellery and rock sculptures represented the interplay of creation, healing, and growth in the face of life's challenges.

Susie Garner, a silversmith, drew her inspiration from nature's balance and the countryside, seeing plants as an essential interwoven textile that sustains life. Despite their differing styles, the exhibition's theme of balance invited visitors to reflect on equilibrium in mental health and the harmonious beauty of nature.

The exhibition was part of our programme to afford recent graduates the opportunity of exhibiting their work in a gallery setting.

- **Earth Threads - British Tapestry Group**

This was a touring exhibition of contemporary woven tapestries. It was the sixth such exhibition celebrating the vibrant and original tapestries from weavers of all levels of experience.

The theme Earth Threads was chosen to be both broad and inspiring. The natural world is a source of inspiration to be celebrated, but it is also challenged by climate change, pollution and the loss of biodiversity. Each weaver interpreted the theme in their own way. A number of weaving demonstrations took place during the course of the exhibition.

- **The Hidden Histories of Women – Alison Baxter**

In this exhibition Alison Baxter honoured the often underestimated and hidden histories of grandmothers. Using textiles and fragments of history she translated them into miniature vessels that encapsulate their profound significance with themes of security and belonging and cross-generational bonds.

Alison ran a workshop inviting participants to stitch a memory panel remembering their grandmothers.

- **Palms, Petals and Pads – Lucy T Smith – Botanical Artist**

Lucy T Smith is an author and teacher at the Royal Botanic Gardens Kew producing botanical illustrations in pen, ink and watercolour. As well as illustrating, she leads the teaching of the botanical illustration programme at Kew.

Displayed in the Gallery were some of Lucy's recent illustrations of the giant Victoria water lilies found in South America. These are the largest water lilies in the world, and the specimens at Kew had not been illustrated since the 19th Century Kew artist Walter Hood Fitch recorded them in 1851. Lucy T Smith's new watercolour drawings formed the basis of this exhibition.

Lucy held workshops on drawing and painting plants, and also a talk on Botanical Illustration.

- **Kate Wells - embroiderer**

Kate Wells is an established embroiderer and teacher and draws much of her inspiration from her studio setting on the outskirts of Sheffield, close to the moors and dales of the Peak District. Her embroidery transcends traditional media, incorporating thread, needle, textures, and softer surfaces using silk, cotton fabrics, and metallic threads. Drawing has always anchored her creative process seamlessly connecting her paper arts and embroidery.

As a member of the '62 Group', an Artist led Co-operative, Kate has exhibited in various locations around the world with pieces of her work in the Museum of Art in Kyoto, Japan and the Diana Springall Collection.

- **The Poetry of Stitch – Selected Pieces from the Diana Springall Collection**

This exhibition led into the Celebratory Community Exhibition, 'Embroidery as a Means of Storytelling', which celebrated the 25th Anniversary of the completion of the Sunbury Millennium Embroidery. This exhibition was generously funded by Arts Council England, Spelthorne Borough Council and Surrey County Council – Your Councillor Community Fund.

- **WORKSHOPS and DEMONSTRATIONS**

We ran 39 educational classes during the year. These included classes in embroidery, box making, willow weaving and calligraphy, arm knitting and meditation. Five of the classes were in collaboration with CAMEO Day Centres for small groups of individuals with dementia.

There were 7 weekend demonstrations of tapestry weaving as part of the exhibition of the British Tapestry.

- **MEMBERS of THE SUNBURY EMBROIDERY**

The Members of The Sunbury Embroidery was established January 2018. Members benefits include advance notification and priority bookings and a discount on all purchases and ticketed talks. They also receive a loyalty card for use in the Gallery Café. Monies raised help to support our community outreach programme.

- **VOLUNTEERS**

Volunteers support the project in all its functions, keeping everything running smoothly and supporting staff in the Gallery, the Café and the Office. Some volunteers offer their time for part of a day and others for longer periods. Volunteers help in various ways, such as with picture framing, photography, and the printing of graphic material.

One example of the latter is the Sunbury Gallery Beading Group made up of 6-8 volunteers. They continue to meet in the Gallery every Tuesday morning and create intricate beadwork, including jewellery and other items. In recent years the merchandising of their work has had more prominence resulting in an uplift of sales. All proceeds are donated to the Gallery.

We gained new volunteers during the course of the year who replaced those who left. This maintained a fairly steady complement of around 45 regular volunteers.

The invaluable support of volunteers has helped to enable the project to be entirely self-sustaining since it was established.

OTHER ORGANISATIONS

The Gallery hosts quarterly meetings of the Friends of Sunbury Park (FOSP), a local voluntary group liaising with the local authority on the

management of the parkland in the village. In collaboration with FOSP the Gallery team have designed a series of five booklets describing the Flora and Fauna of Sunbury Parks and open spaces. All titles are available in the gallery and in local outlets at modest cost.

The gallery also hosts meetings of the Lower Sunbury Residents Association (LOSRA) once a month, whose purpose, as a voluntary association, is to optimise and enhance the quality of life for Lower Sunbury residents. The Embroidery Group is collaborating with LOSRA in producing a revised edition of '*The Sunbury Trail*' booklet – a walking tour of the village, highlighting notable buildings and aspects of the history of the village.

Our connections with both FOSP and LOSRA has led us to be able to offer a range of booklets in the Gallery produced by those organisations and supporting our educational objectives.

A meeting of Thames Sailability took place in the Gallery this year. Thames Sailability provides accessible boating experience for people with reduced mobility, wheelchair users, and those with special educational needs.

- **LOCAL SUPPORT**

The building's activities continue to enhance its community role. It has strong local support as well as attracting many visitors from a wider area. It is a well-established meeting place and a significant part of community life in the village.

We entered the third year our community fundraising initiative and received a number of individual donations.

- **THE GALLERY CAFÉ**

The Café remains very much the vibrant hub of the building and a valued community meeting place and destination. The revenue earned by the Café helps the entire project to remain self-supporting.

Since the start of the year, we have partnered with a local charity – Surplus to Supper – which collects and distributes surplus food from local food retailers. This has, in part, offset ongoing ingredient cost increases for the Café while supporting a local charity for which we make a monthly donation of £50.

In June we increased menu prices by 5% across the board in order to cover salary, energy and ingredient cost increases.

EMPLOYMENT

During the year, we had on average 5 permanent part-time employees (including a cleaner) and up to 8 occasional part-timers who mainly worked weekends or provided weekday cover. One long-term permanent employee was still on maternity leave for the first quarter of the year, restarting at the beginning of July 2024.

GALLERY OPERATION and APPRAISAL

The Project again faced financial challenges throughout the year with many operating cost adjustments, the most significant of which was a further increase in the national minimum wage rate of 9.8% which added 8.4% or c. £10,000 to the salary bill. In addition, Café input costs also increased as did energy costs following the ending of a fixed tariff on our electricity supply contract in September 2024. A number of replacement and maintenance issues were also addressed during the year.

A partial cost saving to mitigate salary costs has been in utilizing volunteer input where possible. The trustees are aware of this and looking as to how this can be minimised in the future. We have a committed team of staff and volunteers who continue to make the Gallery both a friendly place to visit and a popular and valued resource for the local community.

Also, during the year it was evident that the demands and intrusions of running the day-to-day operations of the gallery were overshadowing the time available in addressing more strategic matters, particularly with regard to the Gallery fundraising programme. In early 2025 a professional fundraiser, Jenny Starr, joined the board of Trustees to reinvigorate and restructure our fundraising programme.

We were able to offer a complete range of exhibitions and other activities during the year and we continued to advance the educational and community role of the project. The charity's 'objects' continue to be met and exceeded.

Approved by the trustees and signed on their behalf by

Date: 31 January 2026

The Sunbury Embroidery Gallery
The Walled Garden
Thames Street
Sunbury on Thames TW16 6A



Trustee

Trustees who have served during the year ended 31 March 2025:

- Robert Shaw
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Barbara Robertson
- Karen Nicol
- Jean Norman - assumes duties of Minutes Secretary but is not a Trustee.

The Millennium Embroidery Group Sunbury-on-Thames

Independent examiner's report to the trustees of the Millennium Embroidery Group Sunbury-on-Thames

I report on the accounts for the Trust for the year ended 31 March 2025 which are set out in Appendix A, pages 1 to 4.

Respective responsibilities of Trustees and Honorary Auditor

As described on page 3 the trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act):
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met: or
- to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Thorne, FCCA
The Annex
143-145 Stanwell Road
Ashford,
Middlesex, TW15 3QN

Dated: 31 January 2026

Date: 10/04/2025
Time: 20:07:59

The Millennium Embroidery Group
Transactional Profit & Loss

Page: 1

Tran Date From: 01/04/2024
Tran Date To: 31/03/2025
Tran No. From: 1
Tran No. To: 99,999,999

Dept From: 0
Dept To: 999
Start of Year: 1

Chart of Accounts:

Default Layout of Accounts

Year to Date

Sales

Donations	2,473.65	
Fund Generation - Cafe	191,948.57	
Fund Generation - Gallery	21,421.41	
Charitable Activities	20,997.83	
Investment Income	1,614.53	
Other Income	200.00	
Rent Income Received	500.00	
		239,155.99

Purchases

Costs of Equipping the Gallery/Cafe	1,898.07	
Cost of Charitable Activities	0.00	
		1,898.07

Direct Expenses

Stock/Ingredients for the Cafe	45,099.97	
Cost of Sales for the Gallery	3,588.66	
Cost of Fund Generation - Fund Raising	6,762.92	
		55,451.55
Gross Profit/(Loss):		181,806.37

Overheads

Support Costs - Rent and Rates	2,815.03	
Support Costs - Heat, Light and Power	7,850.67	
Support Costs - Travelling Expenses	35.36	
Support Costs - Printing and Stationery	3,906.26	
Support Costs - Equipment Hire and Rental	435.99	
Support Costs - Maintenance	4,181.51	
Support Costs - General Expenses	3,831.75	
Management & Admin - Bank Charges and	2,794.30	
Management & Admin - Gross Wages	130,563.09	
Management & Admin - Professional Fees	14,660.96	
Suspense & Mispostings	1,760.60	
		172,835.52
Net Profit/(Loss):		8,970.85

Approved by:



..... Treasurer Trustee

31 January 2026

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales - Charity number 1162121

Accounts



The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2024

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2024

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On 10 June 2015, The Millennium Embroidery Group became a Charitable Incorporated Organization.

The Trust and the CIO share the same objects and continue to coexist at present. However, the Trust is currently in the process of being dissolved. The accounts relate solely to the activities of the CIO.

The objects of the charity are to advance the education of the public with regard to the archaeology, history, geography, wildlife, development and daily life of Sunbury-on-Thames.

Organisation

The trustees who have served during the year and since the year end (except as mentioned thereon) are set out on page 11. Trustees are appointed by the Board of Trustees.

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MAIN ACTIVITIES and ACHIEVEMENTS DURING THE YEAR

- **Trustees**

The Board of trustees met 4 times during the year to agree future policy, monitor the group's activities and approve the workings of the Operations Committee. There are currently 6 trustees.

- **Operations Committee**

The committee held frequent management discussions throughout the year and implemented measures to enable the Gallery to return to a more normal way of operating as the year progressed.

- **The Building and Attendance**

The total number visiting the gallery space during the year was 11,594. Of these, 3,307 (or 28.5%) were recorded as new being visitors. Talks were given

to 23 visiting Groups. An estimated total of 46,000 people visited the building as a whole during the year.

ACHIEVEMENTS

- **The Community Fundraising Initiative – Second Year**

We held a second community fundraising event at Monksbridge, a local riverside house which the owners had generously made available to us. Although attendance was slightly down on the previous year (which had coincided the HM The Queen's Platinum Jubilee celebrations) we were able to raise over £17,000, which was another tremendous result and a great reflection of the enormous local help we had on the day.

Taken together with last year's figure of £23,000, it meant we raised a total of just over £40,000 on just those 2 days.

PUBLIC BENEFIT

The Embroidery Gallery is located in an award-winning walled garden. Both the garden and the building are well-visited and convey a great sense of calm and wellbeing.

We ran 8 exhibitions during the course of the year and had 21 educational workshops. We had had several school visits, and we were pleased that we were able to reinstate our regular arts programme with Manor Mead School for children with special needs.

Entry to the building is free, as is access to the permanent embroidery display and all exhibitions. We had a number of talks to visiting groups and mounted a full programme of exhibitions. The building was open to the public six days a week for a total of 300 days over the year.

The permanent embroidery display is at the heart of the project and embodies all the charity's objects. Members of the project team guide visitors through this display and the history and subject matter of the embroidery. Visitors to the Gallery cover all age groups and sections of the community.

During the summer months, the local authority arranges weekly music concerts in the Walled Garden on Sunday afternoons. During the year 14 such concerts were held in the garden. Depending on the weather, these can attract audiences of 200+ people. Due to its location, the Gallery benefits from additional revenues from Café sales during these events while providing much needed rest room facilities for visitors. The Gallery is a member of the community toilet scheme run by the local authority.

- **Access**

The building welcomes and provides for people with disabilities. In normal years we receive regular visits from groups with special needs as well as from visitors with sight impairment and physical disablement. A wheelchair is available to visitors. Audio guides are also available on request as well as the written transcripts of these, together with a

Braille transcript of both our visitor leaflet and our descriptive booklet on how the embroidery was created.

The tactile guide to the embroidery enhances the visitor experience to the gallery. The display system, which cantilevers from the wall below the embroidery, allows for wheelchair access to the various panels and carries titles in relief lettering together with their Braille equivalents. A tactile map of the Walled Garden is also available.

- **EXHIBITION and EVENTS**

There were 8 exhibitions held during the year, all of which were community based.

- **Darren Ball – Textile Artist:**

Darren Ball is a local artist who trained in fashion textiles. His embroidery reflects his passion for textiles and he is a member of the Sussex Guild of Craftsmen. He uses a domestic sewing machine to appliqué and free embroider personal narratives.

- **Hampton Court Palace Florilegium Society:**

The Florilegium Society have exhibited with us several times in the past. They have been based at Hampton Court Palace since 2004 and have unlimited access to the Palace gardens, greenhouses and parkland. They provide the Palace with an annual pictorial record of plants from the Palace's Queen Mary Exotic Plant Collection (started in the late 1600's) for the Place Archive and posterity.

Since Covid they have, on a number of occasions, hired the space at the Gallery for their meetings. During the spring and summer months they were inspired to paint the flora and fauna of the Walled Garden in which the Gallery is situated, and their paintings formed the basis of this latest exhibition.

- **Manor Mead School:**

We were delighted to be able, once again, to collaborate with the pupils from Manor Mead School on a Community Art Project run by Isabel Gomes, an educational textile artist, who guided the pupils through their creative journey. The project, entitled 'Namaste', explored the themes of positive energy and the beauty of self-expression.

The finished art work was displayed in the Sunbury Gallery for 7 weeks during July and August and provided an opportunity for the pupils' family and friends to see their work in a public gallery setting.

The project was supported by the Millennium Embroidery Group CIO.

- **Sunbury Working Artists - SWA:**

The Sunbury Working Artists are a multi-disciplinary group of local artists who exhibit regularly as a group and also individually. We

showcased their broad range of work, including fine art, photography, ceramics and printmaking, during the Summer.

- **Graduate Show:**

Two textile artists, Eliza Gomersall and Sarah Dempsey, both graduates from The Royal School of Needlework, Hampton Court Palace, held a two month exhibition at the Gallery in September and October. It is part of our ongoing collaboration with the Royal School of Needlework showcasing the work of both current students and recent graduates.

- **The Grange:**

We held an exhibition of the remarkable work produced by residents of The Grange at Bookham in Surrey. The Grange is a charity dedicated to supporting adults with learning disabilities and empowering them to lead independent lives. Originally known as the 'School of Stitchery and Lace,' they have gained renown for their exceptional needlework and craftsmanship. Their output has included royal commissions, and they enabling people with disabilities to pursue careers in establishments such as Liberty's and Harvey Nichols. One of their pieces has a place in the Diana Springall Collection. Today, The Grange offers a range of services, including residential care, supported living, and skills training.

The centrepiece of their exhibition was a large and dramatic wall hanging depicting a tree with falling autumn leaves. The piece was worked on and assembled by many residents who were mentored by one of our trustees, Karen Nicol, who is a textile artist and teacher.

Residents of the Grange made several visits to the Gallery during the course of the exhibition and a preview/reception evening was held at the Gallery.

- **David Morrish: In My Safe Space**

David Morrish is a multi-talented award winning textile artist and embroiderer. The exhibition covered a range of work showing his development as an artist and also focusing on his recovery from a life threatening accident and the role that embroidery played in the healing process. The pieces displayed covered a wide emotional spectrum, echoing his PTSD struggle and remarkable recovery.

A talk was given in the Gallery by David Morrish on the 17 February to an audience of 33 people.

- **Balance of Nature: 2 Graduates**

We held an exhibition of two diverse designers, both working in similar fields, jewellery and art; Joe Shevelan using robust materials to create hand forged jewellery and contemplative rock sculptures; Susie Garner, a silversmith, producing delicate silver flowers and decorative wall art, encapsulating the intricate and intertwined textiles of nature.

The exhibition was part of our programme to afford recent graduates the opportunity of exhibiting their work in a gallery setting.

- **WORKSHOPS and TALKS**

We ran twenty-one educational classes during the year. These included classes in embroidery, lace making, willow weaving and calligraphy, arm knitting.

There were 2 arranged talks and one external talk given to the Kingston U3A Group (estimated audience of 120) covering the history of the Sunbury Millennium Embroidery.

- **MEMBERS of THE SUNBURY EMBROIDERY**

The Members of The Sunbury Embroidery was established January 2018. Members benefits include advance notification and priority bookings and a discount on all purchases and ticketed talks. They also receive a loyalty card for use in the Gallery Café. Monies raised help to support our community outreach programme.

- **VOLUNTEERS**

We gained new volunteers during the year who replaced leavers which maintained our compliment at 45 regular volunteers. Some volunteer their time for part of a day and others for longer periods.

One example of the latter is the Sunbury Gallery Beading Group made up of 6-8 volunteers. They meet in the Gallery every Tuesday morning and create wonderful, beaded jewellery and other items. During the year the merchandising of their work has had more prominence resulting in an uplift of sales. All proceeds are donated to the Gallery.

Other volunteers offer their help in different ways, such as with picture framing, photography, and the printing of material. The project could not function as it does without their continued and invaluable help. They have enabled the project to be entirely self-sustaining since it was established.

OTHER ORGANISATIONS

The Gallery hosts quarterly meetings of the Friends of Sunbury Park (FOSP), a local voluntary group liaising with the local authority on the management of the parkland in the village. In collaboration with FOSP the Gallery team have designed a series of booklets describing the Flora and Fauna of Sunbury Parks and open spaces. Added to four previous publications, we helped produce a further title this year, entitled '*Fungi and Lichens of Sunbury and Hawke Parks*'. All titles are available in the gallery and in local outlets at a very modest cost. This is an ongoing collaboration describing the diversity of animal and plant species in the locality. There are several more titles in the pipeline.

The gallery also hosts meetings of the Lower Sunbury Residents Association (LOSRA) once a month, whose purpose, as a voluntary association, is to optimise and enhance the quality of life for Lower

Sunbury residents. The Embroidery Group is collaborating with LOSRA in producing a revised edition of *'The Sunbury Trail'* booklet – a walking tour of the village, highlighting notable buildings and aspects of the history of the village. The 2.5 mile walk around the village starts and finishes at the Gallery.

- **LOCAL SUPPORT**

The building's activities continue to enhance its community role. It has strong local support as well as attracting visitors from a wider area. It is a well-established meeting place and a significant part of community life in the village.

We entered the second year our community fundraising initiative and received a number of individual donations.

- **THE GALLERY CAFÉ**

The Café remains very much the vibrant hub of the building and a valued community meeting place and destination. The revenue earned by the Café helps the entire project to remain self-supporting.

We have partnered with a local charity – Surplus to Supper – which collects and distributes surplus food from local food retailers. This has, in part, offset ongoing ingredient cost increases for the Café. We make a monthly donation of £50 to this charity.

In June we increased menu prices by 5% across the board in order to cover salary, energy and ingredient cost increases. From April we switched our merchant service provider to Sum-Up for the Café following an initial test run in the Gallery. This reduced our transaction charges by c.15%.

- **EMPLOYMENT**

During the year, we had on average 5 permanent part-time employees (including a cleaner) and up to 6 occasional part-timers who mainly worked weekends or provided weekday cover. One long-term permanent employee took maternity leave from the beginning of July having been signed off on sick leave for June. Her replacement started in April and left at the end of August with cover for the remainder of the maternity period being carried out an existing part-time employee.

GALLERY OPERATION and APPRAISAL

The Trustees were encouraged that by most metrics we appear to have been able to operate at pre-covid levels for the whole of the year – although our operating hours remain slightly reduced compared to pre-pandemic opening times - something being experienced across the whole of the hospitality sector. However, Gallery visitor levels increased by c. 11% and spend per transaction through the Café reflected the increases in menu pricing.

The Project continued to face financial challenges throughout the year with many operating cost adjustments, the most significant of which was national minimum wage rate increases which added 5.3% or c. £6,000 to the salary bill.

In addition, Café input costs increased by 12.9% and electricity costs increased by 67% due to the ending of our very favourable 3 year fixed tariff. Our loyal team of staff and volunteers continue to make the Gallery both a friendly place to visit and a popular and valued resource for the local community.

Regarding our fundraising, we were able to turn our attention to this once again. A repeat of the previous year's community fundraising initiative in May generated over £17,000 in a single day, which was another astounding result, and it was especially rewarding for the many people involved in the day's success. Disappointingly our application for funding to Your Fund Surrey was unsuccessful although support from our local council remains undiminished, although they too have been challenged over the past few years and a firm financial commitment from them is still to materialize.

We were able to offer a complete range of exhibitions and other activities during the year and we continued to advance the educational and community role of the project. The charity's 'objects' continue to be met and exceeded.

Approved by the trustees and signed on their behalf by

Date: 31 January 2025

Chairman Trustee

The Sunbury Embroidery Gallery
The Walled Garden
Thames Street
Sunbury on Thames TW16 6AB



Trustees who have served during the year ended 31 March 2024:

- Robert Shaw Chairman
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Barbara Robertson
- Karen Nicol
- Jean Norman - assumes duties of Minutes Secretary but is not a Trustee.

The Millennium Embroidery Group Sunbury-on-Thames

Independent examiner's report to the trustees of the Millennium Embroidery Group Sunbury-on-Thames

I report on the accounts for the Trust for the year ended 31 March 2024 which are set out in Appendix A, pages 1 to 4.

Respective responsibilities of Trustees and Honorary Auditor

As described on page 3 the trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act):
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met: or
- to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Thorne, FCCA
The Annex
143-145 Stanwell Road
Ashford,
Middlesex, TW15 3QN

Dated: 31 January 2025

The Millennium Embroidery Group Sunbury-on-Thames

The Millennium Embroidery Group Sunbury-on-Thames

Income and expenses for the year ended 31 March 2024

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds 31-Mar-23
Incoming Resources					
Donations, grants, legacies & Sponsorship			£14,740	£14,740	£7,527
Investment income		£1,481		£1,481	£451
Bank Switch Incentive				£0	£0
<u>Activities in furtherance of the charity's objects:</u>					
Workshop sales and commissions received		£34,380		£34,380	£36,976
Cafe sales		£182,970		£182,970	£169,307
Rental Income				£0	£462
Miscellaneous		£21,944		£21,944	£19,177
HMRC Grants - CJRS				£0	£0
Total Incoming Resources		£240,775	£14,740	£255,515	£233,900
Resources Expended					
<u>Cost of generating funds:</u>					
Cost of goods sold in workshop		£11,177		£11,177	£9,082
Equipping & Furnishing the Gallery & Cafe		£1,613		£1,613	£5,452
Food & Drink, etc. for Cafe		£52,909		£52,909	£46,864
Fundraising and publicity		£7,377		£7,377	£10,984
<u>Charitable expenditure:</u>					
Cost of operation of workshop and centre	8a	£16,590		£16,590	£21,480
Salaries, NI, etc for Cafe	6	£120,422		£120,422	£114,311
Training projects & outreach work				£0	£0
Managing and administering the charity	8b	£19,704		£19,704	£20,555
Total Resources Expended		£229,792	£0	£229,792	£228,728
Net Movement in Funds				£25,723	£5,172
Balances brought forward at 1 April				£154,603	£149,431
Prior Year Adjustment				£13	
Balances carried forward at 31 March				£180,339	£154,603

The Millennium Embroidery Group Sunbury-on-Thames

Balance Sheet as at 31 March 2024

	Note	2024	2023
Current Assets			
Stock	2	£2,838	£5,186
Debtors		£8,313	£7,857
Cash at bank and in hand	3	£195,391	£170,931
		<u>£206,542</u>	<u>£183,974</u>
Creditors			
Amounts falling due within one year	4	£29,804	£32,972
		<u>£176,738</u>	<u>£151,002</u>
Net Current Assets			
		£176,738	£151,002
Creditors			
Amounts falling due after more than one year	#	£0	£0
Total Net Current Assets			
		<u>£176,738</u>	<u>£151,002</u>
Fixed Assets			
Payments in relation to new building		£3,601	£3,601
Total Net Assets			
		<u>£180,339</u>	<u>£154,603</u>
			£0

Approved by the Board of Trustees on22 January.... 2025 and signed by:



.....Treasurer Trustee

The notes on pages 3 & 4, Annexe A form part of these accounts.

The Millennium Embroidery Group Sunbury-on-Thames

Notes to the Financial Statements

For the Year Ended 31 March 2024

1. Principal Accounting Policies

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with best practice in the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP2000)

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis inclusive of any VAT that cannot be recovered

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming resources

All income is accounted for on a receivable basis.

2. Stock	2023/24	2022/23
Opening Stock @ 1 April	£5,186	£5,186
+ Purchases	£0	£0
- Cost of Sales	£2,348	£0
Closing Stock at 31 March	£2,838	£5,186

3. Cash @ Bank and in hand

Bank Deposit Account	£112,075	£107,834
Bank Current Account	£69,269	£50,619
Credit Card Account	£7,188	£5,225
Petty Cash in Hand	£6,859	£7,253
	£195,391	£170,931

4. Creditors: Amounts falling due within one year

Supplier Accounts	£1,846	£8,724
Taxation and social security	£26,873	£23,046
Pension	£1,085	£1,202
	£29,804	£32,972

5.Trustees Benefits and Transactions

During the year £301 was reimbursed to one trustee for miscellaneous expenses associated with the operation of the gallery and café (2023: £301 to one trustee)

No remuneration was paid to any trustees for the year for their duties as trustees (2023: NIL). 2 trustees were employed part-time in capacity providing Gallery Manager and book-keeper & HR/payroll services. (2023: 2)

6.Employees

During the year there were six permanent part-time employees (2023: six) and five occasional employees during the year (2023: five). The total remuneration paid to all employees including employers national insurance amounted to

2023/24 2022/23

£120,422	£114,311
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7.Auditor's remuneration

The independent examiner made no charges for his work during the year (2023: NIL)

Audit Work	£0	£0
Accountancy	£0	£0
	£0	£0

8.Charitable Expenditure

8a. Cost of Operating the workshop and centre

Printing, post, stationery, telephone and newspapers	£3,834	£4,984
Building cleaning, maintenance, security and insurance	£3,173	£4,915
Equipment hire and maintenance	£578	£813
Utilities	£6,165	£4,081
General Expenses - PPE/donation	£207	£3,375
Travelling expenses	£84	£226
Rent and Rates	£2,549	£3,086
	£16,590	£21,480

8b. Managing and administering the charity

Bank charges	£3,792	£3,207
Professional fees	£15,912	£17,348
	£19,704	£20,555

9. Restricted Funds

Building and equipping fund

At 1st April	£85,843	£78,316
Incoming resources	£14,740	£7,527
Outgoing resources	£0	£0
at 31st March	£100,583	£85,843

10, Analysis of net assets between funds

	General	Restricted	Total
Cash at bank and in hand	£94,808	£100,583	£195,391
Fixed assets	£3,601	£0	£3,601
Other current assets	£11,151	£0	£11,151
Current liabilities	£29,804	£0	£29,804
Totals at 31 March 2024	£79,756	£100,583	£180,339
(Totals at 31 March 2023	£68,760	£85,843	£154,603)

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales - Charity number 1162121

Accounts



The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2023

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2023

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The Millennium Embroidery Group Sunbury-on-Thames

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out on Appendix page 3 and comply with the charity's governing document, applicable law and the requirements of the statement of Recommended Practice 'Accounting and Reporting by Charities'.

Constitution and Objects

The Millennium Embroidery Group Sunbury-on-Thames is constituted under a trust deed dated 7 February 2001 and became a registered charity on 14 February 2001.

On 10 June 2015, The Millennium Embroidery Group became a Charitable Incorporated Organization.

The Trust and the CIO share the same objects and continue to coexist at present. However, the Trust is currently in the process of being dissolved. The accounts relate solely to the activities of the CIO.

The objects of the charity are to advance the education of the public with regard to the archaeology, history, geography, wildlife, development and daily life of Sunbury-on-Thames.

Organisation

The trustees who have served during the year and since the year end (except as mentioned thereon) are set out on page 11. Trustees are appointed by the Board of Trustees.

Reserves Policy

The trustees administer the charity's reserve policy which is to build up sufficient funds to pay for the embroidery centre's continued operation and future development of the Gallery & project.

MAIN ACTIVITIES and ACHIEVEMENTS DURING THE YEAR

- **Trustees**

The Board of trustees met 5 times during the year to agree future policy, monitor the group's activities and approve the workings of the Operations Committee. There are currently 6 trustees.

- **Operations Committee**

The committee held frequent management discussions throughout the year and implemented measures to enable the Gallery to return to a more normal way of operating as the year progressed.

- **Operation**

At the start of the year the decision was taken to make efficiency improvements and changes to the day- to- day operation and layout of the café kitchen. This resulted in a refit to the project room during which we were

able to relocate the main dishwasher from the kitchen to separate this activity from the food preparation area. This decision streamlined table clearance & freed up significant working space in the kitchen. During the year we also had to replace several key items of kitchen equipment:

- replacement coffee machine & grinder (the original had lasted almost 16 years)
- replacement kitchen fridge & freezer (old fridge was re-purposed as a bottled drinks fridge in the rear storage area)
- replacement washing machine & new separate drying machine

The changes made have made a significant difference in the working environment and a significant reduction in noise in the kitchen / Café area.

In November 2022 we upgraded the Gallery electronic till to bring it in line with the Café electronic point of sale system using SumUp / Goodtill software. This provides a comprehensive sales database for the Gallery from which sales reports can be run.

In response to ever-increasing operating costs (ingredients, energy & staff salaries) we explored opening the patio in the evenings. The first evening formed part of our Gallery Development fundraising Open Garden event over the Platinum Jubilee weekend. The success of this event prompted us to schedule 4 additional evenings, one of which was a private event for a local group of 10 couples and their children all of whom had met at the Gallery during their pregnancies.

Due to the Gallery's location, we are regularly asked to open the Gallery / Café for private hire. While this does not form part of our regular activities, we do consider each request on its merit. During the year, we held wakes for 2 of our long-standing volunteers.

- **The Building and Attendance**

As previously mentioned, the building was open for its first full year without any restrictions since March 2020. The total number visiting the gallery space during the year was 10,126. Of these, 3,415 (or 33.73%) were recorded as new being visitors. Talks were given to 22 visiting Groups. An estimated total of 40,000 people visited the building as a whole during the year.

ACHIEVEMENTS

- **Launch of the Community Fundraising Initiative**

After a protracted delay due to Covid restrictions and other priorities we were finally able to commence with our fundraising programme in mid-2022. We launched this with a community fundraising event at Monksbridge, a local riverside house with a magnificent garden which the owners generously made available to us. The day in June coincided with HM The Queen's Platinum Jubilee celebrations and with over 2,000 people passing through the garden we were able to raise just over £23,000 on the day, which was a spectacular result. The day had a real celebratory feel, and one was aware this was the first time that

many people had felt confident to gather in large numbers since the beginning of the pandemic.

At the event we launched our community sponsorship scheme, which will run for the duration of our fundraising. It is based on a huge 1,421 piece jigsaw puzzle of the plans of Café & Gallery development. Sponsors have the chance to purchase jigsaw pieces from the various areas that make up the new development. By the end of the year, we had raised a total of £10,335.

PUBLIC BENEFIT

The Embroidery Gallery is located in an award-winning walled garden which many people had discovered on their walks during lockdown. The garden and the building convey a great sense of wellbeing.

During the year visitor numbers noticeably increased and many people appreciated the return to more normal times.

We ran a full range of exhibitions during the year – 8 in all - and had 21 educational workshops. We had had several school visits, but we were unable to run our regular arts programme with Manor Mead School for children with special. We hope to be able to continue with this next year.

Entry to the building is free, as is access to the permanent embroidery display and all exhibitions. We were able re-commence regular talks to visiting groups and we mounted a full programme of exhibitions. The building was able to open to the public as it would in a normal year - six days a week for a total of 300 days over the year. Opening hours did however remain slightly reduced.

The permanent embroidery display is at the heart of the project and embodies all the charity's objects. Members of the project team guide visitors through this display and the history and subject matter of the embroidery. Visitors to the Gallery cover all age groups and sections of the community.

During the summer months, the local authority arranges weekly music concerts in the Walled Garden on Sunday afternoons. During the year 10 such concerts were held in the garden. Depending on the weather, these can attract audiences of 200+ people. Due to its location, the Gallery benefits from additional revenues from Café sales during these events while providing much needed rest room facilities for visitors. The Gallery is a member of the community toilet scheme run by the local authority.

- **Access**

The building welcomes and provides for people with disabilities. In normal years we receive regular visits from groups with special needs as well as from visitors with sight impairment and physical disablement. A wheelchair is available to visitors. Audio guides are also available on request as well as the written transcripts of these, together with a

Braille transcript of both our visitor leaflet and our descriptive booklet on how the embroidery was created.

The tactile guide to the embroidery enhances the visitor experience to the gallery. The display system, which cantilevers from the wall below the embroidery, allows for wheelchair access to the various panels and carries titles in relief lettering together with their Braille equivalents. A tactile map of the Walled Garden is also available.

- **EXHIBITION and EVENTS**

There were 8 exhibitions held during the year, 6 of which were community based.

- **Pam Judd Retrospective Exhibition:**

Pam Judd, the Chief embroidery of the Sunbury Millennium Embroidery sadly died in 2020, aged 95. Due to covid restrictions at the time we were unable to celebrate her creative life and work, and particularly her immense influence and contribution to the Millennium Embroidery. She coordinated the 147 embroiderers who worked on the embroidery, entertaining many at her house and passing on her expertise and guidance. Pam was a prolific and highly accomplished embroiderer who depicted in stitch many of the 'lost houses of Sunbury' before the Millennium Embroidery came into being. She developed many of the skills which she was later able to impart to others in the making of the larger work.

Pam's intense passion and observation has left a legacy of exquisitely embroidered images. Her work, with its detail and freeness and her inventive use of materials, has a unique and almost painterly quality.

Pam was a Trustee of the project for many years and, following the completion of the Embroidery, remained as a generous volunteer.

- **The Royal School of Needlework – 2022 Graduate Show:**

The Royal School of Needlework celebrated its 150th anniversary in 2022 and brought to the Gallery work by its 2022 graduating class from the BA Hand Embroidery Degree and the Future Tutors programme.

Both courses learn the same techniques, but the students are challenged to take them in very different directions: for the Future Tutors it is to develop the highest technical skills, for the Degree it is to take the stitch into many different directions that might include fashion, interiors, textile art, jewellery or costume.

The School of Needlework teaches stitch to a very high level and students have won a number of awards, most notably the Hand and Lock international embroidery competition which has a world-wide entry and was won by RSN Degree students in 2017 and 2018 and by an RSN Future Tutor in 2020. The exhibition featured two and three-dimensional work and displayed stitch in innovative as well as traditional ways.

- **Karen Nicol:**

Karen Nicol is a London based mixed media and embroidery textile designer and artist working in fashion, interiors, and gallery installations.

Karen was founder, senior lecturer and visiting professor of the Mixed Media MA course at the Royal College of Art, London. In 2015 she was made an RDI (a Royal Designer for Industry). This is an annual award given to only 200 designers world-wide, in all fields, from engineering to architecture.

This exhibition explored Karen's creative processes with sketch books of drawings revealing a ceaselessly enquiring mind. She collects quirky relics such as plastic jewellery, millinery trimmings and old buttons which get re-worked and up cycled into unique colourful extraordinary works of art.

She has created concepts and designs for embroidered textiles for ready-to-wear and couture fashion, working with many fashion design houses including Schiaparelli, Alexander McQueen, Jasper Conran and Giles Deacon.

She has also designed and produced interior textiles for clients including the King of Qatar, the Pope, Estee Lauder and Gwyneth Paltrow. Also creating own label collections of home pieces for companies including Anthropologie, Pottery Barn and Designers Guild.

Karen became a Trustee of the Millennium Embroidery Group in 2023.

- **The Diana Springall Collection – Recent Acquisitions:**

We presented a selection of contemporary works recently acquired by Diana Springall. We last featured a selection of the Diana Springall collection in 2020 alongside an exhibition explaining the future plans for the Gallery.

The Victoria & Albert Museum describes Diana as 'amongst the most well-known of all British textile artists.' She has an acclaimed collection of British embroidery and textile art amassed over a 60-year period. This nationally important collection is to be gifted to the Millennium Embroidery Group and will be housed in the new extended Embroidery Gallery. The collection will be housed in its own archive with attached Study Centre and become an educational resource for future generations.

- **Darren Ball:**

We had body of work by a local textile artist, Darren Ball who is trained in Fashion Textiles and specialises in hand knit. His embroidery reflects his love of textiles, and the visual qualities present in fabric and thread. Darren aims to draw and paint with textiles, his mark making is achieved through sewing, contrasting surface qualities and embellishment. Often working with fabrics collected over many years.

Darren is a member of the Sussex Guild of Craftsmen and has exhibited at many of their shows throughout the south of England.

- **Jason Hart:**

Jason Hart is a local wood turner and furniture maker and works with wood from fallen trees, often with historical heritage and sourced locally. He seeks out the ones that are suitable for crafting bowls, furniture, and large sculptures. All his pieces have a wider provenance with details of their place and history.

- **WORKSHOPS**

We were able to have a full workshop programme and carried out twenty-one educational classes during the year. These included classes in embroidery, lace making, willow weaving and screen printing.

- **MEMBERS of THE SUNBURY EMBROIDERY**

The Members of The Sunbury Embroidery was established January 2018. Members benefits include advance notification and priority bookings and a discount on all purchases and ticketed talks. They also receive a loyalty card for use in the Gallery Café. Members' activities were hindered during the year because of circumstances. Monies raised help to support our community outreach programme.

- **VOLUNTEERS**

This past three years have been very challenging for some of our volunteers. A number of them have been with us since the beginning of the project - some 26 years ago - and we are pleased that many were able to return. We gained seven new volunteers during the year which increased our compliment to 46 regular volunteers. Some volunteer their time for part of a day and others for longer periods.

One example of the latter is the Sunbury Gallery Beading Group made up of 6-8 volunteers. They meet in the Gallery every Tuesday morning and create wonderful, beaded jewellery and other items. During the year the merchandising of their work has had more prominence resulting in an uplift of sales. All proceeds are donated to the Gallery.

Other volunteers offer their help in different ways, such as with picture framing, photography, and the printing of material. The project could not function as it does without their continued and invaluable help. They have enabled the project to be entirely self-sustaining since it was established.

OTHER ORGANISATIONS

The Gallery hosts quarterly meetings of the Friends of Sunbury Park (FOSP), a local voluntary group liaising with the local authority on the management of the parkland in the village. In collaboration with FOSP the Gallery team have designed a series of booklets describing the Flora and Fauna of Sunbury Parks and open spaces. Added to three previous publications, we helped produce a further title this year, entitled The

Trees of Sunbury Park, Orchard Meadow and Hawke Park. All titles are available in the gallery and in local outlets at a very modest cost. This is an ongoing collaboration describing the diversity of animal and plant species in the locality. There are several more titles in the pipeline.

The gallery also hosts meetings of the Lower Sunbury Residents Association (LOSRA) once a month, whose purpose, as a voluntary association, is to optimise and enhance the quality of life for Lower Sunbury residents. The Embroidery Group is collaborating with LOSRA in producing a revised edition of 'The Sunbury Trail' booklet – a walking tour of the village, highlighting notable buildings and aspects of the history of the village. The 2.5 mile walk around the village starts and finishes at the Gallery.

- **LOCAL SUPPORT**

The building's activities continue to enhance its community role. It has strong local support as well as attracting visitors from a wider area. It is a well-established meeting place and a significant part of community life in the village.

The fact that we were able to open at times during the pandemic has been warmly acknowledged by visitors, and the proposals for the future of the gallery have been enthusiastically received and are eagerly awaited.

We were able to launch our community fundraising initiative this year. We also received a number of separate donations and were generously remembered in the will of a long-term volunteer.

- **THE GALLERY CAFÉ**

The Café is very much the vibrant hub of the building. It is a valued community meeting place and destination. The revenue earned by the Café helps the entire project to remain self-supporting.

- **EMPLOYMENT**

The year saw business return pretty much to normal pre-Covid levels which resulted in employees returning to their normal pre-lockdown working rotas. During the year, we had on average 8 permanent part-time employees (including a cleaner) and up to 8 occasional part-timers who mainly worked weekends or provided weekday cover. One long-term permanent employee left at the start of the year and 2 additional long-term employees switched to provide occasional part-time cover. Towards the end of the year, one employee announced that she was pregnant and so we recruited a replacement to provide support up to and through her maternity leave which was due to commence in July 2023.

GALLERY OPERATION and APPRAISAL

The Trustees were encouraged by the way that we had been able to negotiate the pandemic, and in a better financial condition than many similar

organisations. The days we were able to operate were back to normal for the whole of the year – although our operating hours were slightly reduced compared to pre-pandemic opening times. This was partly due to staffing difficulties, which was something experienced across the whole of the hospitality sector. Consequently, visitor levels were slightly reduced, although by the year end, when we were able to extend times of opening, attendance began to approach more normal levels.

The Project faced a challenging year with many operating cost adjustments in the wake of the pandemic, the most significant of which was in the salary bill. Hourly rate increases required to retain staff added £12,500 and the requirement to recruit a Gallery Assistant added a further £12,500. This resulted in an overall operating loss of £25,000 which was covered from the charities reserves. Subsequent close monitoring of the operating P&L does not indicate that this has rolled forward into the current year. Our loyal team of staff and volunteers continue to make the Gallery both a friendly place to visit and a popular and valued resource for the local community.

Regarding our fundraising, we were able to properly turn our attention to this once again. We launched a community initiative in June which generated over £23,000 in a single day, which was an astounding result, and it was especially rewarding for the many people involved in the day's success. Early in the year we took advice from a professional fundraiser and began our approaches to larger funders. Although support from our local council remains undiminished, they too have been challenged over the past few years and a firm financial commitment from them is still to materialize.

We were able to offer a complete range of exhibitions and other activities during the year and we continued to advance the educational and community role of the project. The charity's 'objects' continue to be met and exceeded.

Approved by the trustees and signed on their behalf by

Date: 30 January 2024

Chairman Trustee

The Sunbury Embroidery Gallery
The Walled Garden
Thames Street
Sunbury on Thames TW16 6AB



Trustees who have served during the year ended 31 March 2023:

- Robert Shaw Chairman
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Barbara Robertson
- Jean Norman - assumes duties of Minutes Secretary but is not a Trustee.

The Millennium Embroidery Group Sunbury-on-Thames

Independent examiner's report to the trustees of the Millennium Embroidery Group Sunbury-on-Thames

I report on the accounts for the Trust for the year ended 31 March 2023 which are set out in Appendix A, pages 1 to 4.

Respective responsibilities of Trustees and Honorary Auditor

As described on page 3 the trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act):
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met: or
- to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Thorne, FCCA
The Annex
143-145 Stanwell Road
Ashford,
Middlesex, TW15 3QN

Dated: 30 January 2024

The Millennium Embroidery Group Sunbury-on-Thames

The Millennium Embroidery Group Sunbury-on-Thames

Income and expenses for the year ended 31 March 2023

Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds 31-Mar-22
Incoming Resources				
Donations, grants, legacies & Sponsorship	0	£7,527	£7,527	£12,791
Investment income	£451		£451	£4
Bank Switch Incentive			£0	£4,000
<u>Activities in furtherance of the charity's objects:</u>				
Workshop sales and commissions received	£36,976		£36,976	£11,973
Cafe sales	£169,307		£169,307	£138,451
Rental Income	£462		£462	£0
Miscellaneous	£19,177		£19,177	£500
HMRC Grants - CJRS			£0	£13,716
Total Incoming Resources	£226,373	£7,527	£233,900	£181,435
Resources Expended				
<u>Cost of generating funds:</u>				
Cost of goods sold in workshop	£9,082		£9,082	£2,316
Equipping & Furnishing the Gallery & Cafe	£5,452		£5,452	£7,982
Food & Drink, etc. for Cafe	£46,864		£46,864	£30,654
Fundraising and publicity	£10,984		£10,984	£2,334
<u>Charitable expenditure:</u>				
Cost of operation of workshop and centre	8a £21,480		£21,480	£18,110
Salaries, NI, etc for Cafe	6 £114,311		£114,311	£81,449
Training projects & outreach work	£0		£0	£0
Managing and administering the charity	8b £20,555		£20,555	£18,362
Total Resources Expended	£228,728	£0	£228,728	£161,207
Net Movement in Funds			£5,172	£20,228
Balances brought forward at 1 April			£149,294	£129,066
Prior Year Adjustment			£137	
Balances carried forward at 31 March			£154,603	£149,294

The Millennium Embroidery Group Sunbury-on-Thames

Balance Sheet as at 31 March 2023

	Note	2023	2022
Current Assets			
Stock	2	£5,186	£5,186
Debtors		£7,857	£7,857
Cash at bank and in hand	3	£170,931	£156,206
		<u>£183,974</u>	<u>£169,249</u>
Creditors			
Amounts falling due within one year	4	<u>£32,972</u>	<u>£23,556</u>
Net Current Assets		£151,002	£145,693
Creditors			
Amounts falling due after more than one year	11	£0	£0
Total Net Current Assets		<u>£151,002</u>	<u>£145,693</u>
Fixed Assets			
Payments in relation to new building		£3,601	£3,601
Total Net Assets		<u><u>£154,603</u></u>	<u><u>£149,294</u></u>

Approved by the Board of Trustees on 2024 and signed by:



.....Treasurer Trustee

The notes on pages 3 & 4, Annexe A form part of these accounts.

The Millennium Embroidery Group Sunbury-on-Thames

Notes to the Financial Statements

For the Year Ended 31 March 2023

1. Principal Accounting Policies

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with best practice in the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP2000)

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis inclusive of any VAT that cannot be recovered

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming resources

All income is accounted for on a receivable basis.

2. Stock	2022/23	2021/22
Opening Stock @ 1 April	£5,186	£5,186
+ Purchases	£0	£0
- Cost of Sales	£0	£0
Closing Stock at 31 March	<u>£5,186</u>	<u>£5,186</u>

3. Cash @ Bank and in hand

Bank Deposit Account	£107,834	£106,794
Bank Current Account	£50,619	£48,558
Credit Card Account	£5,225	-£1,343
Petty Cash in Hand	£7,253	£2,197
	<u>£170,931</u>	<u>£156,206</u>

4. Creditors: Amounts falling due within one year

Supplier Accounts	£8,724	£7,030
Taxation and social security	£23,046	£15,473
Pension	£1,202	£1,053
	<u>£32,972</u>	<u>£23,556</u>

5. Trustees Benefits and Transactions

During the year £301 was reimbursed to one trustee for miscellaneous expenses associated with the operation of the gallery and café (2022: £301 to one trustee)

No remuneration was paid to any trustees for the year for their duties as trustees (2022: NIL). 2 trustees were employed part-time in capacity providing Gallery Manager and book-keeper & HR/payroll services. (2022: 2)

6. Employees

During the year there were eight permanent part-time employees (2022: eight) and up to eight occasional employees during the year (2022: eight). The total remuneration paid to all employees including employers national insurance amounted to

2022/23 2021/22

£114,311	£81,449
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7. Auditor's remuneration

The independent examiner made no charges for his work during the year (2022: NIL)

Audit Work	£0	£0
Accountancy	£0	£0
	£0	£0

8. Charitable Expenditure

8a. Cost of Operating the workshop and centre

Printing, post, stationery, telephone and newspapers	£4,984	£3,544
Building cleaning, maintenance, security and insurance	£4,915	£3,948
Equipment hire and maintenance	£813	£2,401
Utilities	£4,081	£2,999
General Expenses - PPE/donation	£3,375	£4,084
Travelling expenses	£226	£55
Rent and Rates	£3,086	£1,079
	£21,480	£18,110

8b. Managing and administering the charity

Bank charges	£3,207	£2,432
Professional fees	£17,348	£15,930
	£20,555	£18,362

9. Restricted Funds

Building and equipping fund

At 1st April	£78,316	£65,525
Incoming resources	£7,527	£12,791
Outgoing resources	£0	£0
at 31st March	£85,843	£78,316

10. Analysis of net assets between funds

	General	Restricted	Total
Cash at bank and in hand	£85,088	£85,843	£170,931
Fixed assets	£3,601	£0	£3,601
Other current assets	£13,043	£0	£13,043
Current liabilities	£32,972		£32,972
Totals at 31 March 2023	£68,760	£85,843	£154,603
(Totals at 31 March 2022	£70,978	£78,316	£149,294)

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales - Charity number 1162121

Accounts

**THE SUNBURY
EMBROIDERY
GALLERY**

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2022

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2022

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The Millennium Embroidery Group Sunbury-on-Thames

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out on Appendix page 3 and comply with the charity's governing document, applicable law and the requirements of the statement of Recommended Practice 'Accounting and Reporting by Charities'.

Constitution and Objects

The Millennium Embroidery Group Sunbury-on-Thames is constituted under a trust deed dated 7 February 2001 and became a registered charity on 14 February 2001.

On 10 June 2015 The Millennium Embroidery Group became a Charitable Incorporated Organization.

The Trust and the CIO share the same objects and continue to coexist at present. However, the Trust is currently in the process of being dissolved. The accounts relate solely to the activities of the CIO.

The objects of the charity are to advance the education of the public with regard to the archaeology, history, geography, wildlife, development and daily life of Sunbury-on-Thames.

Organisation

The trustees who have served during the year and since the year end (except as mentioned thereon) are set out on page 11. Trustees are appointed by the Board of Trustees.

Reserves Policy

The trustees administer the charity's reserve policy which is to build up sufficient funds to pay for the embroidery centre's continued operation and future development of the Gallery & project.

MAIN ACTIVITIES and ACHIEVEMENTS DURING THE YEAR

- **Trustees**

The Board of trustees met 3 times during the year to agree future policy, monitor the group's activities and approve the workings of the Operations Committee. There are currently 6 trustees.

- **Operations Committee**

The committee held frequent management discussions throughout the year and implemented measures to enable the Gallery to return to a more normal way of operating as the year progressed.

- **Operation**

Operations during the year continued to be dominated by the effects of the Covid Pandemic. The project, in normal times, operates with up to twelve part-time employees and benefits from the help of over 50 unpaid volunteers.

Although periods of total lockdown were considerably reduced, the building was subject to restricted opening practices, particularly when re-opening after Easter 2021 when the easing measures were phased-in in a number of stages in accordance with the Government's measures to combat the pandemic.

Although we were open for 48 weeks out of our normal 50 week operation (96%), 5 of those weeks were severely restricted with outside opening only, and the remainder of the weeks were heavily influenced by social distancing measures and a shorter opening day. In the early part of the year opening times continued as previously from 11.00am to 3.00pm. In July we extended the times from 10.30 to 4.00pm.

The lockdown measures we put in place in the previous year continued to work well and ensured we were able to open safely. The layout of the building lent itself well to implementing social distancing measures and to creating a one-way system for visitors. Risk assessments were carried out and the installed signage, portable barriers, counter screens, screens between tables, sanitizers etc. ensured the safety of visitors, volunteers and staff. In addition, all visitors continued to log-in using either the NHS Covid 19 app or by hard copy.

For much of the year we continued to run the Café on a takeaway model, minimizing staffing requirements. We also continued with the staffing team arrangements with three teams of 3 people working 3 days on and six days off, with the aim of keeping the various teams separate from each other. The number of inside tables were reduced to allow distancing, and two sails erected over the terrace to protect from the elements encouraged more people to sit outside.

The gallery space opened to the public several weeks later than the Café due to Government restrictions and a visitor flow system continued in place with a maximum of 3 visitors, or one family, allowed in the gallery at any one time.

The total opening hours for the year were approximately 70% of a normal year.

- **The Building and Attendance**

Although the building opened on 13 April the Gallery was closed until 18 May, and visitor attendance was restricted. The total number visiting the gallery space during the year was 6,355. An estimated total of 33,000 people visited the building as a whole during the course of the year.

Because of the prevailing uncertainty we produced two events programmes slightly out of sync with our normal six monthly programmes; one running from May 21 to Feb 22, and the other running from Feb through to July 2022. We used our website to convey information and publicise our status of operation and the times we were open for visitors.

ACHIEVEMENTS

- **Civic Award Commission**

In January 2022 the gallery was commissioned by Spelthorne Borough Council to undertake the embroidery of a special award to be shared by volunteers throughout the Borough for their dedication and help during

the past 2 years of the Covid emergency. We carried out the design and engaged Karen Nicol, an established embroiderer, to make the finished piece. The final work, which is 1m square, will hang permanently in the council chamber. It was a privilege to be approached to undertake this commission and was an expression of the gallery's role of the community.

PUBLIC BENEFIT

The Embroidery Gallery is located in an award winning walled garden which many people had discovered on their walks during lockdown. The garden and the building convey a great sense of wellbeing.

During the year it seemed that people were glad to be re-engaging in more normal activities but still rather hesitant given the prevailing uncertainties. Many thanked us for opening and commented on how safe and welcomed they felt.

We ran a full range of exhibitions during the year and had 14 workshops during the second half of 2021 and early in 2022. We had restricted school visits and we were unable to run our arts programme with Manor Mead School for children with special needs for a second year. We rescheduled this for later in 2022.

Entry to the building is free, as is access to the permanent embroidery display and all exhibitions. Unfortunately, we were unable to do the regular talks to visiting groups that we normally would. We were however able to mount a fairly full programme of exhibitions. The building is usually open to the public six days a week. We optimised our operating hours in line with government guidelines and were able to open the café for 292 days and the gallery for 258 (normally 300 days for the building as a whole).

The permanent embroidery display is at the heart of the project and embodies all of the charity's objects. Members of the project team (social distancing prevailing) were still able to guide visitors through this display and the history and subject matter of the embroidery. Visitors to the Gallery cover all age groups and sections of the community.

- **Access**

The building welcomes and provides for people with disabilities. In normal years we receive regular visits from groups with special needs as well as from visitors with sight impairment and physical disablement. A wheel chair is available to visitors. Audio guides are also available on request as well as the written transcripts of these, together with a Braille transcript of both our visitor leaflet and our descriptive booklet on how the embroidery was created.

The tactile guide to the embroidery enhances the visitor experience to the gallery. The display system, which cantilevers from the wall below the embroidery, allows for wheelchair access to the various panels and

carries titles in relief lettering together with their Braille equivalents. A tactile map of the Walled Garden is also available.

- **EXHIBITION and EVENTS**

There were 8 exhibitions held during the year, six of which were community based.

- **Hand & Lock:**

We carried over an exhibition from the previous year from the notable company of Hand & Lock who have been embroidering and embellishing garments for over 250 years. This ran until Easter 2021. Unfortunately, the building was in lockdown for much of the time the exhibition was displayed, but we were able let a number people in to see the work by appointment.

- **Spelthorne Photographic Exhibition:**

In April we displayed a selection of photographs taken by members of the community in response to a competition organised by Spelthorne Borough Council. The judges were looking for images that encapsulated and brought to life aspects of the Community, Nature, Sport and Business in the Borough. The competition was open to all ages and it was a great way for residents to show their skills and showcase the Borough's urban and green landscapes. The Gallery exhibited the winning entries, many of which were taken during periods of lockdown.

- **Gallery Development:**

Over a period of two months, we displayed drawings and a video showing the expansion plans for the Gallery alongside an exhibition of a number of pieces from the Collection of 20th Century embroidery, comprising over 250 pieces, which is being gifted to the Gallery by Diana Springall. This important collection, amassed over the past 60 years by one of the most prominent and well-known British textile artists is incorporated into our development plans and will add a valuable resource and study centre to the Gallery.

The Development Exhibition was accompanied by a 3D video tour of the new building to enable visitors to gain a deeper appreciation of how the internal spaces are arranged and will link together and how the final building will look.

- **Interactive Tapestry Weaving**

We exhibited the work of Alastair Duncan, an artist working in weaving and digital media, including photography and sound. He lives in Wales and has exhibited widely in the UK, Europe and the USA.

He produces large, visually arresting interactive tapestries on themes including landscape, architecture, conflict and communication. He is well known for his work with schools across Wales.

His works are primarily sensory with a strong audio component and we held a workshop with students of Manor Mead School for children with learning disabilities during the course of the exhibition.

- **Chris Thorogood**

We held an exhibition, which ran over the winter months, of paintings of plants by Dr Chris Thorogood, Deputy Director and Head of Science of the University of Oxford Botanic Garden and Arboretum in the UK, and a lecturer in plant biology at the University of Oxford's Department of Plant Sciences. His research focusses on the evolution and conservation of parasitic and carnivorous plants, and plant diversity in the Mediterranean Basin and Japan. He is also a panellist for BBC Radio 4's 'Gardeners' Question Time' and an international best-selling author of specialist and non-specialist titles.

The paintings in the exhibition were illustrations from a recently published book, 'Weird Plants', which explains the behaviour and intrigues of plant evolution that has not been done before.

Dr. Thorogood also gave a well-attended and fascinating talk, discussing his research and his many expeditions around the world in search of these rare and endangered plants.

- **The Covid Chronicle**
A 'Bayeux Tapestry' for a 21st Century Pandemic

Early in 2022 we were excited to be the first Gallery to exhibit an inspired exhibition of Textile Art by contributors from around the world depicting in stitch their experiences during Covid pandemic.

London based artist, Wendy Bliss, had the idea to create a community based Art installation to mark the 21st century worldwide pandemic during her own lockdown experiences. Through Instagram and Facebook, she was able to reach textile artists worldwide.

The exhibition consisted of over 70 textile pieces from a total of more than 135 works from 15 countries, and was the first stop in year-long national tour. The response of visitors was quite poignant, as many could identify with the complex range of feelings and experiences expressed.

We were delighted to be a part of this incredible journey and pleased to share the spirit that had inspired the creation of this moving body of work. We were also happy to help sponsor and carry out the artwork and arrange for the printing of a comprehensive catalogue to accompany this culturally important and significant collection of textiles.

One of the aims of the tour is to raise money for the mental health charity, MIND.

- **WORKSHOPS**

We re-instated our workshop programme from July 2021 and carried out ten educational classes during the year. These included embroidery classes, willow weaving and a screen print workshop.

- **MEMBERS of THE SUNBURY EMBROIDERY**

The Members of The Sunbury Embroidery was established January 2018.

Members benefits include advance notification and priority bookings and a discount on all purchases and ticketed talks. They also receive a loyalty card for use in the Gallery Café. Member's activities were hindered during the year because of circumstances. Monies raised help to support our community outreach programme.

- **VOLUNTEERS**

Once again it was a challenging year for our volunteers, many of whom have been with us since the beginning of the project (some 25 years ago), and are in the older age range. A number were pleased to return, but our overall volunteer quota was a little down on the pre-covid period, and we lost two valuable volunteers who sadly died during the course of the year.

We were fortunate to have had the invaluable help of 38 volunteers (normally 50) during the course the year and were able to welcome the contribution of a number of new volunteers. However, it cannot be underestimated the impact Covid has had on us, and many similar organisations. Our volunteer help is vital to the project and has enabled it to be self-sustaining since its inception.

OTHER ORGANISATIONS

The Gallery hosts quarterly meetings of the Friends of Sunbury Park (FOSP), a local voluntary group liaising with the local authority on the management of the parkland in the village. In collaboration with FOSP the Gallery team carried out the artwork and printing of three booklets relating the Flora and Fauna of Sunbury Parks and open spaces - The Birds of Sunbury Park and Riverside; The Wild Flowers of Sunbury Park, Orchard Meadow and Hawke Parke; Butterflies of Sunbury Park, Orchard Meadow and Hawke Parke. These were published during the year and were enthusiastically received, particularly as over the past two years more people had been walking and exploring the parkland and open areas of the village.

The booklets will form part of an ongoing series of publications informing and educating the public with regard to the diversity of plant and animal species in the surrounding area.

This year the gallery began hosting meetings of the Lower Sunbury Residents Association (LOSRA), whose purpose, as a voluntary association, is to optimise and enhance the quality of life for Lower

Sunbury residents. The Association celebrates its 50 anniversary in 2022. In the past, the Embroidery Group has collaborated with LOSRA in producing 'The Sunbury Trail' booklet – a walking tour of the village, highlighting notable buildings and aspects of the history of the village. The 2.5 mile walk around the village starts and finishes at the Gallery. A revised edition of the Trail booklet is currently being undertaken by the Embroidery Group, in collaboration with LOSRA.

- **LOCAL SUPPORT**

The building's activities continue to enhance its community role. It has strong local support as well as attracting visitors from a wider area. It is a well-established meeting place and a daily part of community life in the village. Our presence during this time was especially appreciated by visitors, and the proposals for the future of the gallery have been enthusiastically received. We received a number of significant and spontaneous donations during the course of the year.

- **THE GALLERY CAFÉ**

The Café is very much the vibrant hub of the building. It is a valued community meeting place and destination, and especially so during this time as people became used to venturing out socialising once again. The revenue earned by the Café helps the entire project to remain self-supporting.

- **EMPLOYMENT**

Due to the partial lifting of COVID 19 lockdown restrictions for hospitality venues on Monday 12th April, the Café re-opened for business on Tuesday 13th April but customers were only able to order food and drink for service outside on the patio or for takeaway as indoor seating was not permitted. From 18th May with the introduction of step 3 of the roadmap, indoor service was permitted with the introduction of the 'rule of six' and visitors numbers started to build. It was at this time that the Gallery re-opened for visitors.

The partial lifting of restrictions coincided with the introduction of the flexible furlough scheme in April 2021. Employees were able to return to work on a part-time basis to start with but were back to full time employment by August 2021. The furlough and flexible furlough job retention scheme enabled the project to retain all of its 9 employees throughout the lockdown period.

During the year there were six permanent part-time employees and five occasional employees. Sadly, two long-time employees left during the course of year and were replaced. The Trustee's recognise this has been a difficult period for all our employees and greatly appreciate their flexibility and support.

GALLERY OPERATION and APPRAISAL

The Trustees continued to closely monitor the Gallery's operation during the course of the year. They were encouraged by the fact that we had come through the previous year, when the pandemic was at its height, with the Charity's resources intact. The comprehensive protective measures that had been put in place the previous year had worked well and the Trustees decided to open the building at the earliest opportunity in April 2021.

With operating hours being somewhat less than a normal year it was gratifying to receive so many visitors from both local and surrounding communities and consequently we were able to withstand another challenging year with our resources intact.

Our Fundraising activities were limited again this year although we were able to re-commence our programme at the start of 2022. We were fortunate in obtaining valuable advice from an experienced fundraiser, and a large community event took place in the June of 2022.

The Project continues to be self-sustaining, as it has since the beginning of its operations in the Gallery in 2006. In another difficult year the Trustees see this as a significant achievement. Our loyal team of staff and volunteers make the Gallery both a friendly place to visit and a popular and valued resource for the local community.

Although the strict lockdown requirements of the previous year were greatly alleviated, normal business was still severely interrupted by social distancing and other protective measures. In spite of this we were able to offer a more complete range of exhibitions and other activities and continued to advance the educational and community role of the project and the charity's 'objects' continue to be met and exceeded.

Approved by the trustees and signed on their behalf by

Date: 30 January 2023
 The Sunbury Embroidery Gallery
 The Walled Garden
 Thames Street
 Sunbury on Thames TW16 6AB

Chairman Trustee



Trustees who have served during the year ended 31 March 2022:

- Robert Shaw Chairman
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Chris Tamlyn – retired 31st December 2022
- Barbara Robertson
- Jean Norman - assumes duties of Minutes Secretary but is not a Trustee

The Millennium Embroidery Group Sunbury-on-Thames

Independent examiner's report to the trustees of the Millennium Embroidery Group Sunbury-on-Thames

I report on the accounts for the Trust for the year ended 31 March 2022 which are set out in Appendix A, pages 1 to 4.

Respective responsibilities of Trustees and Honorary Auditor

As described on page 3 the trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act):
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met: or
- to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Thorne, FCCA
The Annex
143-145 Stanwell Road
Ashford,
Middlesex, TW15 3QN

Dated: 28 January 2023

The Millennium Embroidery Group Sunbury-on-Thames

The Millennium Embroidery Group Sunbury-on-Thames

Income and expenses for the year ended 31 March 2022

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds 31-Mar-21
Incoming Resources					
Donations, grants, legacies & Sponsorship		0	£12,791	£12,791	£3,044
Investment income		£4		£4	£10
Bank Switch Incentive		£4,000		£4,000	
<u>Activities in furtherance of the charity's objects:</u>					
Workshop sales and commissions received		£11,973		£11,973	£1,498
Cafe sales		£138,451		£138,451	£51,190
Rental Income		£0		£0	£0
Miscellaneous		£500		£500	£0
HMRC Grants - CJRS		£13,716		£13,716	£63,757
Total Incoming Resources		£168,644	£12,791	£181,435	£119,499
Resources Expended					
<u>Cost of generating funds:</u>					
Cost of goods sold in workshop		£2,316		£2,316	£160
Equipping & Furnishing the Gallery & Cafe		£7,982		£7,982	£119
Food & Drink, etc. for Cafe		£30,654		£30,654	£11,496
Fundraising and publicity		£2,334		£2,334	£1,516
<u>Charitable expenditure:</u>					
Cost of operation of workshop and centre	8a	£18,110		£18,110	£15,951
Salaries, NI, etc for Cafe	6	£81,449		£81,449	£84,994
Training projects & outreach work		£0		£0	£0
Managing and administering the charity	8b	£18,362		£18,362	£1,285
Total Resources Expended		£161,207	£0	£161,207	£115,521
Net Movement in Funds				£20,228	£3,978
Balances brought forward at 1 April				£129,066	£125,088
Prior Year Adjustment					
Balances carried forward at 31 March				£149,294	£129,066

The Millennium Embroidery Group Sunbury-on-Thames

Balance Sheet as at 31 March 2022

	Note	2022	2021
Current Assets			
Stock	2	£5,186	£5,186
Debtors		£7,857	£12,210
Cash at bank and in hand	3	£156,206	£123,070
		<u>£169,249</u>	<u>£140,466</u>
Creditors			
Amounts falling due within one year	4	<u>£23,556</u>	<u>£14,267</u>
Net Current Assets		£145,693	£126,199
Creditors			
Amounts falling due after more than one year	#	£0	£0
Total Net Current Assets		<u>£145,693</u>	<u>£126,199</u>
Fixed Assets			
Payments in relation to new building		£3,601	£2,867
Total Net Assets		<u><u>£149,294</u></u>	<u><u>£129,066</u></u>

Approved by the Board of Trustees as on 30 January 2023 and signed by:



.....Treasurer Trustee

The notes on pages 3 & 4, Annexe A form part of these accounts.

The Millennium Embroidery Group Sunbury-on-Thames

Notes to the Financial Statements

For the Year Ended 31 March 2022

1. Principal Accounting Policies

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with best practice in the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP2000)

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis inclusive of any VAT that cannot be recovered

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming resources

All income is accounted for on a receivable basis.

2.Stock	2021/22	2020/21
Opening Stock @ 1 April	£5,186	£5,186
+ Purchases	£0	£160
- Cost of Sales	£0	£160
Closing Stock at 31 March	<u>£5,186</u>	<u>£5,186</u>

3.Cash @ Bank and in hand

Bank Deposit Account	£106,794	£106,337
Bank Current Account	£48,558	£16,047
Credit Card Account	-£1,343	-£1,343
Petty Cash in Hand	£2,197	£2,029
	<u>£156,206</u>	<u>£123,070</u>

4.Creditors: Amounts falling due within one year

Supplier Accounts	£7,030	£6,144
Taxation and social security	£15,473	£8,149
Pension	£1,053	-£26
	<u>£23,556</u>	<u>£14,267</u>

5.Trustees Benefits and Transactions

During the year £301 was reimbursed to one trustee for miscellaneous expenses associated with the operation of the gallery and café (2021: £1,388 to one trustee)

No remuneration was paid to any trustees for the year for their duties as trustees (2021: NIL). 2 trustees were employed part-time in capacity providing Gallery Manager and book-keeper & HR/payroll services. (2021: 2)

6.Employees

During the year there were six permanent part-time employees (2021: five) and five occasional employees during the year (2021: seven). The total remuneration paid to all employees including employers national insurance amounted to

2021/22 2020/21

	£81,449	£84,994
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7.Auditor's remuneration

The independent examiner made no charges for his work during the year (2021: NIL)

Audit Work

£0 £0

Accountancy

£0 £0

	£0	£0
--	----	----

8.Charitable Expenditure

8a. Cost of Operating the workshop and centre

Printing, post, stationery, telephone and newspapers
Building cleaning, maintenance, security and insurance
Equipment hire and maintenance
Utilities
General Expenses - PPE/donation
Travelling expenses
Rent and Rates

£3,544	£3,212
£3,948	£6,922
£2,401	£100
£2,999	£3,088
£4,084	£1,153
£55	£65
£1,079	£1,411
£18,110	£15,951

8b. Managing and administering the charity

Bank charges
Professional fees

£2,432	£1,285
£15,930	£0
£18,362	£1,285

9. Restricted Funds

Building and equipping fund

At 1st April
Incoming resources
Outgoing resources
at 31st March

£65,525	£62,481
£12,791	£3,044
£0	£0
£78,316	£65,525

10, Analysis of net assets between funds

Cash at bank and in hand
Fixed assets
Other current assets
Current liabilities

General	Restricted	Total
£77,890	£78,316	£156,206
£3,601	£0	£3,601
£13,043	£0	£13,043
£23,556		£23,556

Totals at 31 March 2022

£70,978 £78,316 £149,294

(Totals at 31 March 2021

£63,541 £65,525 £129,066)

THE MILLENNIUM EMBROIDERY GROUP SUNBURY-ON-THAMES

England & Wales - Charity number 1162121

Accounts



The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2021

The Millennium Embroidery Group Sunbury-on-Thames CIO

Report and Financial Statements

For the Year Ended 31 March 2021

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The Millennium Embroidery Group Sunbury-on-Thames

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out on Appendix page 3 and comply with the charity's governing document, applicable law and the requirements of the statement of Recommended Practice 'Accounting and Reporting by Charities'.

Constitution and Objects

The Millennium Embroidery Group Sunbury-on-Thames is constituted under a trust deed dated 7 February 2001 and became a registered charity on 14 February 2001.

On 10 June 2015 The Millennium Embroidery Group became a Charitable Incorporated Organization.

The Trust and the CIO share the same objects and continue to coexist at present. However, the accounts relate solely to the activities of the CIO.

The objects of the charity are to advance the education of the public with regard to the archaeology, history, geography, wildlife, development and daily life of Sunbury-on-Thames.

Organisation

The trustees who have served during the year and since the year end are set out on page 8. Trustees are appointed by the Board of Trustees.

Reserves Policy

The trustees administer the charity's reserve policy which is to build up sufficient funds to pay for the embroidery centre's continued operation and future development of the Gallery & project.

MAIN ACTIVITIES and ACHIEVEMENTS DURING THE YEAR

- **Trustees**

The Board of trustees met 4 times during the year to agree future policy, monitor the group's activities and approve the workings of the Operations Committee. Due to the Coronavirus pandemic the meetings were carried out via Zoom. There are currently 6 trustees.

- **Operations Committee**

A reduced operations committee was formed in light of staff committee members being furloughed and unable to work on Charity business during this period. The committee held frequent management discussions throughout the year and implemented measures to enable the Gallery to withstand the lockdown periods and determine how operations would re-commence when lockdown restrictions were lifted. The project, in normal times, operates with up to twelve part-time employees and benefits from the help of over 50 unpaid volunteers.

- **Operation**

After an extraordinary year in 2019 when the project was presented with the Queen's award for Voluntary Service by HRH Princess Alexandra, 2020-2021 was dominated entirely by the effects of the Covid Pandemic.

The building was locked down on several occasions during the course of the year, in accordance with the Government's various measures to combat the pandemic. We were open for just 19 weeks out of our normal 50 week operation (approximately 38%). Our times of opening were also reduced by 2 hours a day from 11.00am to 3.00pm in order to manage the situation effectively.

During the periods of lockdown measures were put in place to ensure we were able to open safely. The layout of the building lent itself well to implementing social distancing measures and to creating a one-way system for visitors. Risk assessments were carried out and signage, portable barriers, counter screens, screens between tables, sanitizers etc. were all installed to ensure the safety of visitors, volunteers and staff. In addition, all visitors were required to log-in using either the NHS Covid 19 app or by hard copy.

We ran the Café on a takeaway model to minimize staffing requirements. We had three staffing teams of 3 people working 3 days on and six days off, with the aim to keep the various teams separate from each other. We also limited the number of inside tables and erected two sails over the terrace as protection from the elements and to encourage more visitors to sit outside.

The gallery space opened to the public a week later than the Café due to Government restrictions. A visitor flow system was put in place and there was a maximum allowance of 3 visitors, or one family, in the gallery at any one time.

The total opening hours for the year was approximately 25% of a normal year.

- **The Building and Attendance**

Footfall through the building was considerably lower than in previous years. The gallery space recorded 1732 visitors during a total open period of 18 weeks. An estimated 10,200 visited the building as a whole.

We did very limited advertising. We took a full-page ad in 'Sunbury Matters' and 'Shepperton Matters', both local publications which are delivered monthly to all residents in the community. This enabled us to inform visitors of our new opening times and to encourage them to support us.

Because of the uncertainty of the kinds of activities we might be able to hold we did not produce an events programme for the year. We used our website to convey information and publicise our status of operation and the times we were open for visitors.

PUBLIC BENEFIT

We are fortunate to be located in a very beautiful walled garden which many people had discovered on their walks during lockdown. The garden and the building convey a great sense of wellbeing and we gained a number of new visitors.

For the periods that we were able to open, it seemed that people were relieved and eager to be out and to be doing something that felt relatively normal. Many thanked us profusely for opening and commented on how safe and welcomed they felt.

We had to cancel most of the exhibitions and programmes we had planned for the year. We had no school visits and we were unable to run our arts programme with Manor Mead School for children with special needs. We rescheduled this for later in 2021.

Entry to the building is free, as is access to the permanent embroidery display and all exhibitions. Unfortunately, we were unable to do the regular talks to visiting groups that we normally would. Exhibitions were also limited. The building, which is usually open to the public six days a week, was open for a total of 116 days during the course of the year (normally 300).

The permanent embroidery display is at the heart of the project and embodies all of the charity's objects. Members of the project team (social distancing prevailing) were still able to guide visitors through this display and the history and subject matter of the embroidery. Visitors to the Gallery cover all age groups and sections of the community.

- **Access**

The building welcomes and provides for people with disabilities. In normal years we regular visits from groups with special needs as well as from visitors with sight impairment and physical disablement. A wheel chair is available to visitors. Audio guides are also available on request as well as the written transcripts of these, together with a Braille transcript of both our visitor leaflet and our descriptive booklet on how the embroidery was created.

The tactile guide to the embroidery enhances the visitor experience to the gallery. The display system, which cantilevers from the wall below the embroidery, allows for wheelchair access to the various panels and carries titles in relief lettering together with their Braille equivalents. A tactile map of the Walled Garden is also available.

EXHIBITION and EVENTS

There were 3 exhibitions held during the year, two of which were community based.

Our planned exhibitions and workshop programme had to be quickly re-thought. We cancelled some and re-scheduled others for a later date.

An exhibition of screen prints by Daniel Haskett had been mounted just before the first lockdown period. We kept this up while the building was closed and we were able open with it already in place in July.

Gallery Development Exhibition: In August we staged an exhibition of the development plans for the Gallery, outlining our future proposals. The display included drawings and a model of the proposed new building and a video walkthrough of the new spaces. Alongside this, we displayed a number of pieces of work from the Diana Springall Collection which we are acquiring and which will form a significant resource in the new building. This ran for 13 weeks and informed and reassured people that the plans to develop were ongoing and the current hiatus was merely delaying our efforts to make this happen.

Hand & Lock: In November we had the good fortune to secure an exhibition of work from the notable company of Hand & Lock who have been embroidering and embellishing garments for over 250 years. The firm was established by a Huguenot refugee from France, M.Hand, in London in 1767. Current clients include international fashion houses, theatre, film and tv designers, the Royal Forces and The Royal Family. The company was awarded a Royal Warrant in 1972. The work they produce is rarely seen in public and this was great opportunity for us to present a wide range of pieces and artefacts spanning many years from militaria and Royal commissions to Haute Couture. They are promoters of British craftsmanship and the fine art of embroidery.

Unfortunately, shortly after we opened the exhibition, the country went into further lockdown through much of November and again from mid-December through to April 2021. Kindly, Hand & Lock allowed us to keep the exhibition up through this period in the hope of showing it when the Gallery opened again in the Spring of 2021.

WORKSHOPS

We had to cancel all of our educational workshops this year.

EMPLOYMENT

With the imposition of the national lockdown on 17 March 2020, the Sunbury Gallery closed its doors to visitors. At this time, the Gallery employed 12 part-time employees, all of which were put on furlough working. For the first 3 months, employee salaries were topped up to 100 % of their usually monthly earnings. However, when restrictions were lifted on 4 July and staff worked flexible furlough hours this was reduced to the 80% of average salaries for the remainder of the lockdown period. The Gallery again closed its doors to visitors between 5 November and 2 December and from 19 December through to the end of the financial year on 31 March 2021.

Over this period the Gallery claimed £43,515.90 in staff salary support through the job retention support scheme and £18,906.93 in small business support grants through Spelthorne, our local authority.

We are pleased to report that due to the financial support measures available, the Gallery was able to maintain all staff on payroll throughout the periods of lockdown and all returned to work when national restrictions were lifted.

MEMBERS of THE SUNBURY EMBROIDERY

As part of our planned fundraising for the development of the gallery we had intended to review the whole Members of Sunbury Gallery organisation but sadly this was put on hold as we immediately went into lockdown. Our usual programme for members was cancelled due to social distancing and lockdown measures.

VOLUNTEERS

It was a testing year for all our volunteers, many of whom are in an older age range. A number of newsletters were sent out during the lockdown periods appraising volunteers of our situation, how we were faring and how and when we were planning to re-open. Those that felt comfortable to come back filled out an assessment questionnaire before returning. Sadly, we lost two long-time volunteers to Covid during this period. A number of others are unable to return at present due to health and age issues. We have however, had a number of new approaches by prospective volunteers.

LOCAL SUPPORT

The building's activities continue to enhance its community role. It has strong local support as well as attracting visitors from a wider area. It is a well-established meeting place and a daily part of community life in the village. The proposals for the gallery have been greatly received with a lot of enthusiastic interest.

GALLERY OPERATION and APPRAISAL

At the beginning of the pandemic the Trustees moved quickly to assess the Gallery's financial position and looked at several operational scenarios in order to manage the unprecedented circumstances. The situation was closely monitored as things changed throughout the year.

Our Treasurer worked hard navigating the complexities of the furlough arrangements for staff, and submitting various support grant applications for which we were eligible. We have a dedicated team of staff and it was extremely heartening that we were able to retain them on payroll during the lockdown periods.

The Trustees decided to open the building at the earliest opportunity in July 2020 and, although realising this would initially incur a loss, felt that it was a price worth paying to lift the morale of volunteers, staff & visitors alike. They were acutely aware of the welfare of all users of the building and put comprehensive measures in place to ensure the building could be opened safely.

A combination of our turnover (albeit reduced), input cost reductions, support grants and reduced VAT enabled us to hold our resources intact, and indeed grow them slightly over the year. The Trustees feel gratified that we were able to weather this challenging year in reasonably good shape and without the need to dip into our reserves, unlike many similar organisations at this time.

Fundraising activities and events that we had planned for the year had to be set aside for the present. The year was totally dominated by the current pandemic and our attention was given to steering our way safely through it. However, the Trustees are confident that this is a temporary set-back to our programme and the coming year will see us more control of events and we will be able to apply ourselves fully to the task ahead.


The Project continues to be self-sustaining, as it has since the beginning of its operations in the Gallery in 2006. In a very difficult year the Trustees see this as a significant achievement. Our loyal team of staff and volunteers make the Gallery both a friendly place to visit and a popular and valued resource for the local community.

Although this year affected the extent of our activities, we continue to advance the educational and community role of the project and the charity's 'objects' continue to be met and exceeded.

Approved by the trustees and signed on their behalf by

Date: 31 January 2022 Chairman Trustee

The Sunbury Embroidery Gallery
The Walled Garden
Thames Street
Sunbury on Thames
TW16 6AB



Trustees who have served during the year ended 31 March 2020:

- Robert Shaw Chairman
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Chris Tamlyn
- Barbara Robertson
- Jean Norman - assumes duties of Minutes Secretary but is not a Trustee

The Millennium Embroidery Group Sunbury-on-Thames

Independent examiner's report to the trustees of the Millennium Embroidery Group Sunbury-on-Thames

I report on the accounts for the Trust for the year ended 31 March 2019 which are set out in Appendix A, pages 1 to 3.

Respective responsibilities of Trustees and Honorary Auditor

As described on page 3 the trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act):
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the 1993 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met: or
- to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Thorne, FCCA
The Annex
143-145 Stanwell Road
Ashford,
Middlesex, TW15 3QN

Dated: 31 January 2022

The Millennium Embroidery Group Sunbury-on-Thames

Income and expenses for the year ended 31 March 2021

	Note	Total Funds	Total Funds 31-Mar-20
Incoming Resources			
Donations, grants, legacies & Sponsorship		£3,044	£15,689
Investment income		£10	£38
<u>Activities in furtherance of the charity's objects:</u>			
Workshop sales and commissions received		£1,054	£18,529
Cafe sales		£51,191	£159,248
Rental Income		£0	£0
Miscellaneous		£63,757	£300
Total Incoming Resources		<u>£119,055</u>	<u>£193,804</u>
Resources Expended			
<u>Cost of generating funds:</u>			
Cost of goods sold in workshop		£160	£5,002
Equipping & Furnishing the Gallery & Cafe		£1,272	£4,904
Food & Drink, etc. for Cafe		£11,496	£45,029
Fundraising and publicity		£1,072	£6,063
<u>Charitable expenditure:</u>			
Cost of operation of workshop and centre	8a	£14,780	£20,780
Salaries, NI, etc for Cafe	6	£65,642	£101,196
Training projects & outreach work		£0	£0
Managing and administering the charity	8b	£20,637	£2,566
Total Resources Expended		<u>£115,059</u>	<u>£185,540</u>
Net Movement in Funds		£3,997	£8,264
Balances brought forward at 1 April		£124,392	£116,276
Prior Year Adjustment		£64	£64
Balances carried forward at 31 March		<u>£128,389</u>	<u>£124,392</u>

Draft accounts pending approval by the Board of Trustees as at 31/01/22

Signed by  Treasurer / Trustee