



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		£119,055	£193,804
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		£115,059	£185,540
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		£128,389	£124,392

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



Signed by Treasurer / Trustee