



**The Millennium Embroidery Group Sunbury-on-Thames CIO**

**Report and Financial Statements**

**For the Year Ended 31 March 2022**

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## 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 20<sup>th</sup> 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 21<sup>st</sup> 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

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 2022:**

- Robert Shaw Chairman
- Nick Tilt Treasurer
- Paul Watts
- Simon Wheatley
- Chris Tamlyn – retired 31<sup>st</sup> 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
<b>Incoming Resources</b>					
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
<b>Total Incoming Resources</b>		<b>£168,644</b>	<b>£12,791</b>	<b>£181,435</b>	<b>£119,499</b>
<b>Resources Expended</b>					
<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
<b>Total Resources Expended</b>		<b>£161,207</b>	<b>£0</b>	<b>£161,207</b>	<b>£115,521</b>
<b>Net Movement in Funds</b>				<b>£20,228</b>	<b>£3,978</b>
<b>Balances brought forward at 1 April</b>				<b>£129,066</b>	<b>£125,088</b>
<b>Prior Year Adjustment</b>					
<b>Balances carried forward at 31 March</b>				<b>£149,294</b>	<b>£129,066</b>

## The Millennium Embroidery Group Sunbury-on-Thames

### Balance Sheet as at 31 March 2022

	Note	2022	2021
<b>Current Assets</b>			
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>
<b>Creditors</b>			
Amounts falling due within one year	4	<u>£23,556</u>	<u>£14,267</u>
<b>Net Current Assets</b>		£145,693	£126,199
<b>Creditors</b>			
Amounts falling due after more than one year	#	£0	£0
<b>Total Net Current Assets</b>		<u>£145,693</u>	<u>£126,199</u>
<b>Fixed Assets</b>			
Payments in relation to new building		£3,601	£2,867
<b>Total Net Assets</b>		<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.

<b>2. Stock</b>	<b>2021/22</b>	<b>2020/21</b>
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
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## 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

£2,432                      £1,285

Professional fees

£15,930                      £0

£18,362                      £1,285

## 9. Restricted Funds

### Building and equipping fund

At 1st April

£65,525                      £62,481

Incoming resources

£12,791                      £3,044

Outgoing resources

£0                      £0

at 31st March

£78,316                      £65,525

## 10, Analysis of net assets between funds

Cash at bank and in hand

£77,890                      £78,316                      £156,206

Fixed assets

£3,601                      £0                      £3,601

Other current assets

£13,043                      £0                      £13,043

Current liabilities

£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 )