

Lockarts Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	6	4	2020		5	4	2021

Reference and administration details

Charity name

LOCKARTS

Registered charity number (if any)

1163484

Charity's principal address

Friday Lane Cottage

Church Lane

Hitcham

Postcode

IP7 7NN

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Ali Roscoe		5/4/20 – 30/11/20	
Jamie Allen	Vice Chair		
Jan McGuire	Chair		
John Eno-Daynes			
James Canton			
Judith Barford			

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	signed constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are nominated to the board of trustees and elected by existing trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees are provided with a copy of the current constitution, a copy of the CIO's latest Trustee Annual Report and statement of accounts and copies of all current policies.

The charity trustees are responsible for the overall management and control of Lockarts and meet three times a year. Meeting minutes are maintained by the Chair and recorded at each meeting.

The charity trustees determine the organisational direction and structures. They are responsible for ensuring that the main objectives and aims are in line with the organisations objects and constitution. The post of Artistic Director undertakes the key leadership role project managing and delivering projects in consultation with the trustees.

Policies and procedures were examined this year

Objectives, Activities and Achievements

Summary of the objects of the charity set out in its governing document

1. The relief of sickness and the promotion of good health of people including children suffering from mental or physical illness or who are socially and economically disadvantaged by the provision of educative and therapeutic arts based programmes.
2. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them in their ability to integrate into society through the provision of educative and therapeutic arts based programmes.

(For the purpose of the above 'socially excluded' refers to people, including children, who are suffering from mental or physical illness or who are socially and economically disadvantaged).

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The changes and challenges that we have faced this year has given us a chance to reflect on how we have delivered our programmes in the past and how we might develop our existing programmes to move forward. We are working on a pilot scheme to translate our portfolio of art, heritage and wellbeing courses from face-to-face delivery to online courses which are due to be rolled out in 2022.

Our main project this year was Take Thick with the Light, stitching together the story of a Suffolk family during World War One. This project was funded by the National Lottery Heritage Fund from the 'World War One - Then and Now' Fund. The project was delivered in partnership with the Suffolk Records Office, University of Hertfordshire and University of Suffolk. Due to the ongoing restrictions because of the Covid 19 pandemic, the grant expiry date was extended from March 2020 to the end of June 2021. The planned symposium that marked the end of the original grant period was cancelled and was replaced by an online exhibition [Take the Thick with The Light - Suffolk Archives](#) which is available via the Suffolk Archives website and a physical exhibition will take place at The Hold, a new venue that houses the Suffolk Archives in May 2021.

The project 'Take Thick with the Light' retold the story of the Stopher family through stitching aspects of their lives; their portraits and the landscape around the Suffolk village where they lived. It examined the connection between heritage, art and wellbeing through a series of letters sent to and from the Front, written by two brothers, George and Albert Stopher and their family and sweethearts, held at the Suffolk Records Office

'Take Thick with the Light' was structured around the 'Five Ways to Wellbeing' (New Economic Foundation (NEF), 2008) a well-known evidence-based approach to creating wellbeing in individuals and communities. It highlighted how taking part in art and heritage projects can increase our sense of wellbeing by taking five simple steps - connect, take notice, be active, learn and give. This, in turn, can improve our ability to cope with life's challenges and improve our self-confidence.

We researched the Stopher collection in the Suffolk archives to contribute to a resource that would be used to tell the Stopher story to a wide range of people. To date we have produced 29 pieces of stitched work and identified and reproduced 20 letters from the collection to help tell the story.

We worked with the Suffolk Records Office to run a creative workshop programme for eight women. The programme included researching the Stopher Collection to learn about a Suffolk family and their experiences during WW1. We visited the village of Sweffling where the family lived to gather visual information to help design a series of stitched artworks that help to tell the story of the Stopher family. 8 pieces of work were produced

because of this programme.

As a small organisation we rely on the expertise and contributions our volunteers bring to our work. They are instrumental in shaping the way the projects are delivered and their experiences, knowledge and skills have helped us to create a robust volunteer policy. During this difficult year we have held several informal meetings for trustees and volunteers to meet online and support one another. The artistic director and the volunteer team also met regularly to make plans for another art project that would continue to support and develop our own individual practices and to sustain and manage our own wellbeing. This new project will begin in May 2021 with one day every other month set aside for us a group to hire out a church hall in Earl Stonham and to spend a day gathering information about the Church and surrounding area with the view to holding an exhibition of our work in a couple of years' time.

This year has seen us say goodbye to one of our Trustees Ali Roscoe who has supported Lockarts as a Trustee from 2015 to 2020. We would like to thank her for her support and help over the years.

We have faced many challenges this year, workshops and courses have been cancelled and with new restrictions in place we have worked hard to re-evaluate and implement a different way of delivering our programmes. We remain resilient and confident that as we move forward into the next year, we can now offer more opportunities to engage with a wider geographical and demographical audience.

In the planning of all our projects and activities for the year the trustees kept in mind the Charities Commission guidance on public benefit at our trustee meetings.

Financial review

We aim to keep a reserve of £2,000 in our account.

This reserve will be used for costs incurred if the CIO has to be dissolved, any amount of monies left will be given to a local arts charity.

*** please see the submitted financial report

Declaration

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees at their AGM on 9th October 2021

Signatures

McGuire

J.S. McGuire

9.10.21

Full names

McGuire

Judith Margaret Bayford

Position

Trustee

Date

9.10.2021

Lockarts Registered Charity - Financial Statements for the year ended 5th April 2021

£

Income

Grants Received
Donation

Total Income

-

Less Expenses

Artistic Directors Fees

Exhibition costs 150.00

Project costs 1,498.60

IT services 560.00

Total Expenses 2,208.60

Surplus of income over expenditure for the year - 2,208.60

Represented by :

Cash at bank

Opening balance 6th April 2020 13,480.72

Excess of income over expenditure - 2,208.60

Cash at bank 5th April 2021 £11,272.12

These accounts have been prepared on a cash basis from the books and records of Lockarts registered charity .
To the best of my knowledge they give and true and fair representation of the financial situation as at 31st March 2021

Gale Pryor

Gale Pryor

Jim Bayford Trustee

Melanie - Chair 09.10.21