

# Trustees Annual Report



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**2021 to 2022**

## Trustees Annual Report for the period:

From: 05/04/2021 period start date To: 04/04/2022 period end date

Charity name: designermakersCIO  
Charity registration number: 1167949

### The stated objectives of designermakersCIO are:

*For public benefit, to promote, improve and advance education in and appreciation of the arts, in particular, but not exclusively, through the facilitation and management of workshops and training courses in different design and craft skills, in particular but not exclusively, for people living in East Anglia, with the aim of engaging them in creative activities as a medium for learning.*

## Activities:

**designermakers21** is the home of **designermakersCIO**

*.. a creative hub which nurtures and promotes the appreciation of traditional and contemporary craft in Diss, South Norfolk and the wider region.*

**designermakersCIO** facilitates opportunities for Education in the Arts through the provision of:

- workshops, demonstrations and taster days, in traditional and contemporary craft processes for diverse participants and audiences.
- community engagement in local and national arts events; working with local schools and forming active partnerships with arts organisations
- studios and exhibition spaces for professional craftspeople to create and exhibit high quality work
- a supportive and creative environment for individuals to develop and share their practice.

**designermakersCIO** is registered with The Charity Commission for England & Wales and the Trustees of **designermakersCIO** trustees have due regard for Charity Commission guidance and advice.

## Report from the Chair:

Emerging from the shadow cast by COVID the organisation has moved forward with renewed energy. Members have worked hard to reintroduce workshops and organise events as well as making significant improvements to the buildings.

The acquisition of 21, St Nicholas Street continues to be our focus. Following the 3-year renewal of our lease with the Quakers in January 2021, we have continued to work with fundraiser Sarah Williams to update our business plan and explore funding streams. We commissioned a Buildings survey which provides valuable information about the state of the building and any future works needed following our purchase. We are aware that the lease will not be extended again beyond December 2023 which makes the purchase of St Nicholas Street vital to secure the future of the organisation.

We used the latest COVID Government Grant to install track lighting in the Exhibition space (August 2021) as well as to improve the insulation here and in some areas of the main building (February 2022). Both developments will benefit the visitor experience as well as making the exhibition space more appealing for visiting artists. In January 2022 planning permission for our fire escape was extended for 3 years.

Further developments to the outside 'Ceramics' area include plans to convert the rear of the space into a Lithography print studio to house our latest Guest member.

## Full Members:

Full time members continue to manage the day to day needs of both dmCIO and dm21, co-ordinating all events, marketing and building maintenance. Our newest member has breathed life into the ceramics' studio, creating her own work and delivering workshops to members of the public and school groups. We have sadly said goodbye to four full members this year, two of whom have become Associate members continuing to display their work with us. We will use their departure as an opportunity to rethink the gallery and studio arrangement to refresh the visitor experience.

## Guest Members:

Our Guest membership scheme has thrived this year with 4 new guest members. This scheme continues to provide the opportunity for local artists to 'try out' their practice in a studio setting, benefiting from being part of a community of artists. designermakersCIO also of course benefits from additional craft practices on offer to visiting members of the public. Some Guest members have gone on to be accepted as Full members.

## Associate Members and Showcase:

Our Associate Membership scheme has been expanded to accommodate 'retiring' members. This scheme as well as the Showcase Gallery, continues to be successful in extending the range of craft disciplines we present. They are popular with artists and visitors.

## Events and workshops:

It has been exciting to be able to run events again and to properly welcome visitors into the building once more.

We have had two further very successful partnership projects with Diss Cornhall. 'A celebration of Weave' with an accompanying 'Textiles-in-Action' demonstration day took place in May 2021. Although COVID restrictions meant that taster sessions were restricted to demonstrations and booked talks, these sessions were fully booked and visitor feedback was very positive. There was a buzz of excitement in the building once more! The focus on Weave included the first of two Saori Weave exhibitions (the second 'Looking out from eyes that Shine' in November 2021) showcasing work created by students of our in-house Saori Studio. '30 x 30' took place in July 2021 at Diss Corn hall and gave members, associates and trustees the opportunity to create work to a shared theme. In August 2021 we exhibited art created by local members of the public in our first 'Open Access Public Art Exhibition'. This was hugely popular and attracted new audiences. A further one is planned for next year.

In a new collaboration with NUA, two exhibitions were curated by students, 'A Room of one's Own' and 'As sick as a dog/parrot'. And a previous Guest member exhibited her work in a fascinating and inspiring exhibition called 'Anima – Finding the Magic of Breckland'. Finally, the innovative travelling exhibition 'The Body Part Art

Show', displayed work on mannequin body parts, with proceeds from a sealed bid auction going to a mental health support group for young people.

Mental health was also the focus of funding awarded for post – COVID workshops which enabled some members to offer workshops to vulnerable adults who appreciated the 1:1 or small group working environment.

It was good to be part of Norfolk Open Studios again in September/October 2021 and members enjoyed sharing their skills with visitors to the popular taster day. This scheme always brings new visitors to designermakers21.

We continue to promote the activities at dm21 through more targeted marketing including Facebook and Instagram, advertisements in local print media & local radio and a range of leaflets promoting our charity, events and workshops.

## And now to the future.....

The organisation has remained buoyant after the uncertainties presented by COVID. With a new print studio in development, changes to the gallery planned as well as an evolving programme of events and exhibitions, we are always looking for ways to improve our visitor experience.

We have shown that we are adaptable and open to change. We have looked for creative ways to reach out to new audiences. We have proved that we are tenacious!

These approaches will continue to be just as relevant over the next two years as the campaign to acquire the building gathers pace.

## Financial Statement:

### Profit & Loss account for year ending 04/04/2022

#### Revenues

##### Income

Commissions	£614.95
Donations	
bulk donations	£1,500.00
Cash collections	£120.00
rebates	£1,292.96
small donations	£482.00
grants	
Post Covid workshops	£2,000.00
SNC covid-19 relief	£2,667.00
wellbeing workshops	£800.00
Key Deposit	£25.00
Kiln Firings fees	£244.50
Merchandise sales	£12.76
rents	
Associate rents	£1,825.00
Crafter rents	£8,305.00
Exhibitor rents	£190.00
guest members	£630.00
Showcase rents	£855.00

**Total Revenue** **£21,564.17**

#### Expenses

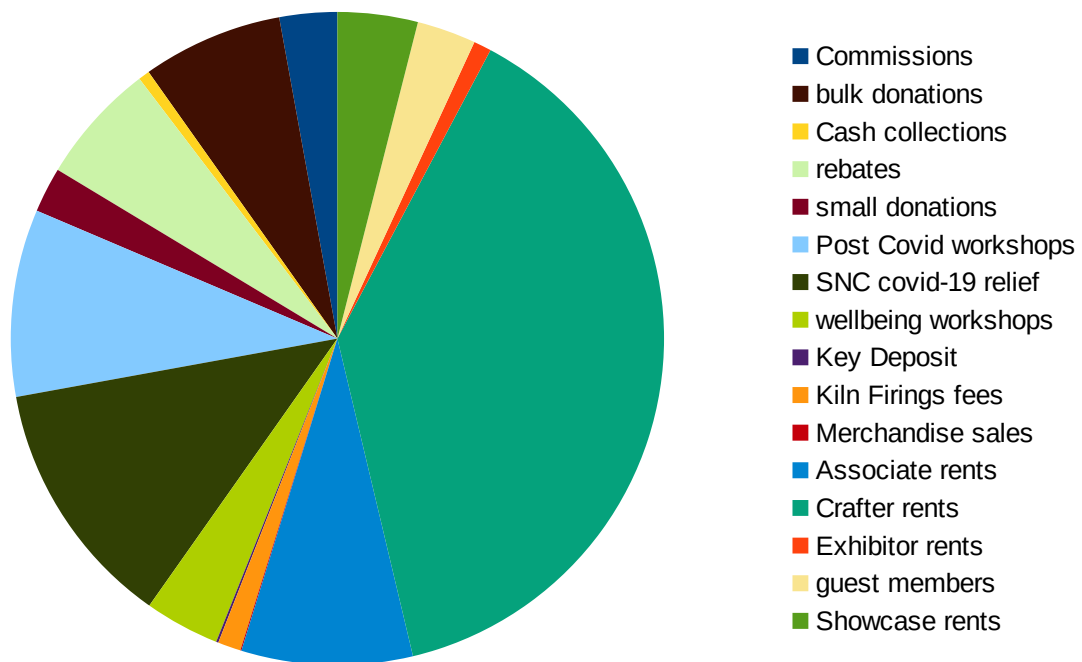
##### Expenses

buildings	
cleaning	£80.00
planning & legal	£2,662.00
potting shed	£193.33
repairs-refurbs	£5,874.75
Covid Supplies	£45.48
Display consumables	£29.08
hospitality	£111.42
Insurance	£2,322.60
IT equipment	£490.03
IT services	£164.04
marketing	
advertisements	£650.00
leaflets	£164.50
marketing consumables	£271.55
Professional services	£210.00
Bookeeping	£1,404.00
Fundraising commission	£452.55
Rent	£4,999.92
Repairs	£408.00
Safeguarding	£30.00
Utilities	
Broadband	£558.64
Electricity	£4,931.00
Gas	£141.44
office	
postage	£23.76

**Total Expenses** **£26,218.09**

Net loss for Period £4,653.92

## Income (revenues)



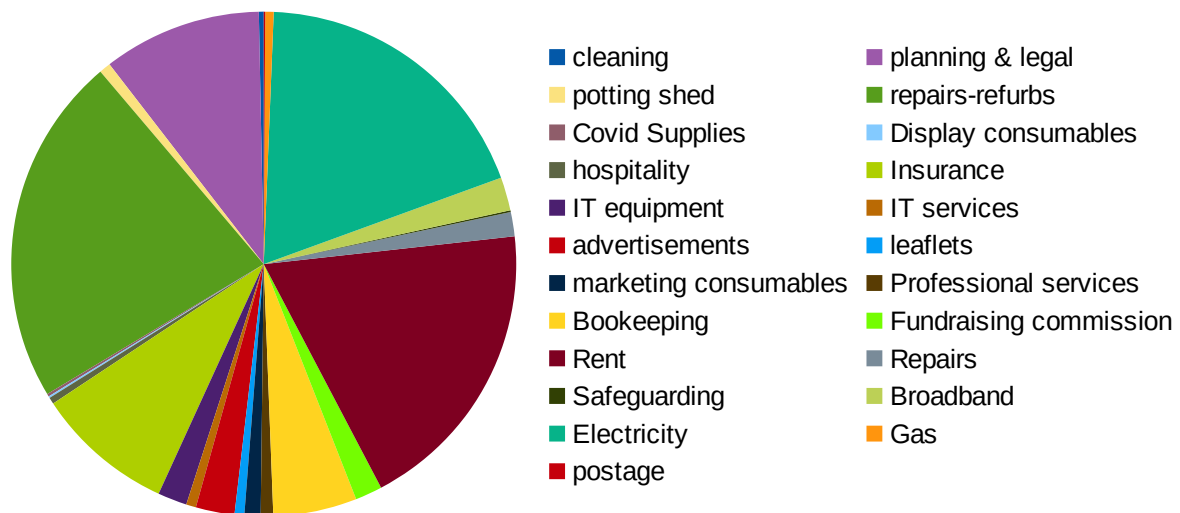
‘Crafter rents’ was our largest single source of income for the period, while grants and donations from various sources totalled a similar amount.

A new addition to the income stream has been ‘kiln firing fees’, set to increase in coming years, they represent a tangible return for our investments in the ceramics studio.



A sizeable 'rebate' was received from The Diss & Ipswich Quakers (our landlords), this was to cover our costs incurred in repair work to the guttering of the rear building.

## Expenses



This year we have taken advantage of the healthy balance that the various Covid grants had afforded us to invest in some structural improvements, including extending and improving the electrical system at dm21, repainting the front of the shop, insulation to roof cavities and sundry internal alterations. Subsequently 'repairs-refurbs' has been our biggest expense.

Rent remains our biggest regular expense, with our electricity bill a close second. With the cost of electricity set to increase we will need to monitor our consumption closely.

In addition to other regular expenses, we invested in a Building survey report to aid us in our decision making in respect to our efforts to purchase the freehold for 21 St Nicholas street. In addition, the 'Fundraising commission' expense is set to increase as our efforts to raise funds for the purchase continue.

## Trustees and Organisational structure

designermakersCIO in an 'association model' charity with voting members other than Trustees.

designermakersCIO's governing document is a constitution.

designermakersCIO is a Charitable Incorporated Organisation.

Trustees are elected at the AGM following proposal and upon receiving a simple majority of votes ( the quorum and voting procedure is defined in the constitution ).

## Management structure

Members of the Charity are craftspeople with full time studios; **designermakers21**. The board of trustees has a minority of members sitting, as defined in the constitution.

Trustees	Members
Janine Oxley	
Kate Welton	
Christopher Holden	
Marco Rayment	Joy Holden
Andre Sloos	Kim Morgan
Andy Simpson	Marie Mallen
Geraldine Leeder	Annette Rolston & Mike Fenton
Jean Page	David Whatley
Jacqui Petrie	Paul Sharrock
	Rachel Wiles
	Karen Versfeld

Management of **designermakersCIO** is achieved through delegation of responsibilities to various management groups, comprising trustees and members:

(Trustees who are members are shown in ***bold/italic***, Trustees who are not are shown in **Bold**, members who are not trustees are in regular and non-member non-trustees are *regular/italic*)

## Policies

***Janine Oxley, Marco Rayment, Kim Morgan, Andre Sloos***

## Education

***Jean Page, Jacqui Petrie, Janine Oxley, Kim Morgan, David Whatley, Christopher Holden, Geraldine Leeder***

## Events

Annette Rolston, Paul Sharrock, Rachel Wiles, Karen Versfeld, ***Janine Oxley, Joy Holden, Kate Welton***

## Marketing

Joy Holden, ***Kate Welton, Marco Rayment, Jean Page, Jacqui Petrie***

## Fundraising

*Paul Sharrock, Kate Welton, Joy Holden, Marco Rayment, Kim Morgan, Janine Oxley*

## Buildings

**Andy Simpson, David Whatley, Christopher Holden, Marco Rayment, Paul Sharrock**

## Finance

**Andy Simpson, Marco Rayment, Kate Welton, Jean Page, Mandy Cook**

Members (and some non-member trustees) have responsibilities for day to day management work:

**Showcase:** Joy Holden

**Guest members:** Kim Morgan

**Associate members:** Annette Rolston & Mike Fenton

**Volunteers:** Annette Rolston & Mike Fenton

**Social media:** Joy Holden, *Kate Welton*

**Websites:** *Kate Welton*, Marco Rayment

**Galleries:** Marie Mallen, Kim Morgan

**Window dressing:** Marie Mallen, Kim Morgan

**ICT:** Marco Rayment

**Fire Officer:** David Whatley

**Maintenance:** David Whatley, *Christopher Holden*, Marco Rayment

**Procurement:** *Christopher Holden*, Marco Rayment, *Mandy Cook*

**Book keeping:** *Mandy Cook*

Each group, individual, reports to and is involved with, related management groups.

Management groups meet when necessary, co-ordinated internally and reporting to the whole group management committee (designermakers21) which meets fortnightly and includes:

- all full members
- some trustees
- invitees

Special meetings where all trustees are invited to attend are called when matters requiring trustee oversight is required, these happen 4 times a year on average.

Email communication is used to keep trustees appraised of all important management committee matters, in line with constitutional procedures.

All members and trustees are invited to attend the Annual General Meeting.

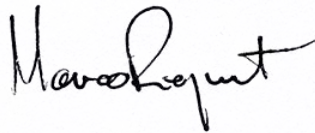
## Declarations

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Janine Oxley

Marco Rayment

Position held

Chair

Treasurer

Date

20/11/2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Designermakers CIO

On accounts for the year  
ended

04/04/2022

Charity no  
(if any)

1167949

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **04/04/2022**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: 

Date: 11/11/2022

Name: Mr Anthony James Brice

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address: The Old Forge, Pulham St Mary, Diss

Norfolk
IP21 4RD

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

designermakersCIO

no. 1167949

## Receipts and payments accounts

CC16a

For the period  
from

05/04/21

To

04/04/22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
License fees	8,305	-	-	8,305	5,630
Charitable activities	7,792	-	-	7,792	3,893
grants (SNC covid-19 releif)	5,467	-	-	5,467	19,907
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>21,564</b>	<b>-</b>	<b>-</b>	<b>21,564</b>	<b>29,430</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>21,564</b>	<b>-</b>	<b>-</b>	<b>21,564</b>	<b>29,430</b>
<b>A3 Payments</b>					
Rent (lease)	5,000	-	-	5,000	5,000
Cost of charitable events	1,539	-	-	1,539	395
Professional services	1,404	-	-	1,404	546
building improvements / repairs	9,218	-	-	9,218	151
Administration costs	864	-	-	864	174
Insurance	2,323	-	-	2,323	2,183
safeguarding	30	-	-	30	30
Utilities	5,631	-	-	5,631	5,446
Examiners fees	210	-	-	210	-
<b>Sub total</b>	<b>26,218</b>	<b>-</b>	<b>-</b>	<b>26,218</b>	<b>13,925</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,218</b>	<b>-</b>	<b>-</b>	<b>26,218</b>	<b>13,925</b>
<b>Net of receipts/(payments)</b>	<b>- 4,654</b>	<b>-</b>	<b>-</b>	<b>- 4,654</b>	<b>15,505</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,362</b>	<b>-</b>	<b>-</b>	<b>17,362</b>	<b>1,857</b>
<b>Cash funds this year end</b>	<b>12,708</b>	<b>-</b>	<b>-</b>	<b>12,708</b>	<b>17,362</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Balance	12,708		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	12,708	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Janine Oxley  
Janine Oxley (Nov 11, 2022 09:00 GMT)

Marco Rayment

Janine Oxley

Marco Rayment

11/11/2022

02/11/2022











# Financial Statements for Designermakers CIO YE 04.04.22

Final Audit Report

2022-11-11

Created:	2022-11-01
By:	Anthony Brice (anthonyjbrice@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOR81g71Oxv5M-zdKGYvNJA7MZV29b_a

## "Financial Statements for Designermakers CIO YE 04.04.22" History

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2022-11-01 - 5:06:12 PM GMT
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2022-11-02 - 7:50:49 AM GMT- IP address: 81.131.72.80
-  Signer info@designermakerscio.org.uk entered name at signing as Marco Rayment  
2022-11-02 - 7:53:03 AM GMT- IP address: 81.131.72.80
-  Document e-signed by Marco Rayment (info@designermakerscio.org.uk)  
Signature Date: 2022-11-02 - 7:53:05 AM GMT - Time Source: server- IP address: 81.131.72.80
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-  Signer oxley.janine@gmail.com entered name at signing as Janine Oxley  
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-  Document e-signed by Janine Oxley (oxley.janine@gmail.com)  
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Signer anthony@ajbriceaccountancy.co.uk entered name at signing as Anthony Brice

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Document e-signed by Anthony Brice (anthony@ajbriceaccountancy.co.uk)

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Agreement completed.

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