

C R A V E N A R T S T R U S T

Annual General Meeting 17th July 2024

Chairperson's Report

An Active year

As we assemble for our Annual General Meeting, it's still only a year-and-a-half since we opened Craven Arts House here in Otley Street. In this past committee year there's been a steady development in the activities of the house including theatre productions, spoken word and music events as well as a wall-to-wall programme of exhibitions in the Arts House Gallery. Last September we hosted a take-over programme of music, fine art and house plants by *Imaginarium* of Leeds. Our Music Rooms have been well used and managed by the appointment of Kurt Wood and in May, the first dozen participants of our *Music Rooms Project* were awarded certificates and performed at a concert in their honour. Our staff team has been increased by the appointments of Tony Knight as caretaker, Aly Telfer as cleaner, and Emma Lottey as website and marketing manager. They join Jane Howie, our book-keeper and finance officer. Many thanks to Claire Braeburn who has managed our website and social media this year before handing over to Emma.

We've also been very well served by the appointment of arts consultant, Jane Rice-Bowen who has been based at Craven Arts House for several months this year while writing funding bids, and being consultant to our business plan and recruitment panel.

Membership

Following last year's AGM, the subject of Craven Arts membership has received some attention by the trustees, including an extraordinary meeting on the subject to which the board invited Bev Parker and Chris Filtness to assist in the discussions. Three of the outcomes were to send members a questionnaire, to hold weekly informal gatherings called *Member's Voice*, and to appoint a trustee with the brief of advising the board on ways to make Craven Arts membership more meaningful. The board is delighted that Bev Parker has accepted their invitation to fulfil this role as a co-opted member.

Our Board of Trustees

Our board of trustees is grateful for the work of three members who stepped down this year in order to concentrate on their artistic practice, Alphonsas Paulauskas, Fiona Armer and Virpi Kettu. As an organisation we wish to say a particular thank you to Virpi who, as well as being the founder of Craven Arts, has served the board with energy and flair from the beginning of its life. Thanks also go to Clare Lamkin

who has served for many years as our treasurer with great care and attention and who has handed over the role to our chair of finance, Christine North. It's been a pleasure to recruit Shuheb Ahmed to the board this year, as a co-opted member. Shuheb has just completed his final year of the Performing Arts course at Craven College. He's brought valuable contributions from Generation Z and from a drama student's perspective. Shuheb is the first of a succession of students from Craven College, who we hope will continue to keep our board alive to the viewpoint of young creatives.

Thanks

My thanks go to all our loyal volunteers this year who have staffed the reception desk as well as many other responsibilities around the building. Without you we could not have kept the Gallery open to the public. And my thanks to all my fellow trustees for another busy year of establishing policies and procedures to enable Craven Arts House to carry out its vision with efficiency and effectiveness.

Our Director Ann Rutherford

However, this year the greatest vote of thanks goes to our founding director of Craven Arts House, Ann Rutherford, who is to retire at the end of the month. More will be said by way of thanks at Ann's Leaving Party and Music Night on 2nd August. However, this year's Annual General Meeting must record the heartfelt thanks of all the members of Craven Arts. Ann has given of her experience, energy and passion for the arts to her role as chair of the board and these first eighteen months of Craven Arts House. As chair, Ann was instrumental in creating the partnership with Craven District Council which led to the first phase of the refurbishment and the opening of the arts centre.

Without Ann's lifetime of experience in arts management and leadership we would not be sitting here today. Ann has given of her very self - way beyond her contract and modest remuneration. Craven Arts House was her baby, to whom she gave birth and has seen through its two-year-old-tantrums and to the bright and lively youngster it is today. Ann, we thank you and wish you well in the future and will always value your membership and commitment to Craven Arts.

Our newly appointed Craven Arts Lead

Finally, I am delighted to say that last month we appointed Selina McGonagle to be Ann's successor. Selina come to us with twenty-five years of experience in arts management and leadership as well as eight years as director of The Geraldine Connor Foundation arts charity in Leeds. The board is confident that Selina will continue the energetic and wise leadership of Craven Arts that we have become used to under Ann's leadership. Selina, we welcome you to your new role among us.

David Hawkins

Chair Craven Arts Trust

Management Report

Craven Arts Charitable Trust

For the period ended 31 March 2024

Prepared on

2 July 2024

For management use only

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Profit and Loss

April 2023 - March 2024

	Total
INCOME	
7a Studio Licence fee	7,215.00
Car Park Income	2,697.01
Courses income	24,271.63
Donations income	191.40
Exhibitions	70.00
Grants	38,925.15
Membership subscriptions	1,662.50
Room hire Exhibiton space & makers fair	4,018.00
Makers Market fair	
Makers Fair	600.00
Total Makers Market fair	600.00
Total Room hire Exhibiton space & makers fair	4,618.00
Sales	5,155.87
Studio Income CAH	8,110.00
Total Income	92,916.56
COST OF SALES	
Payment to artists	2,647.15
Total Cost of Sales	2,647.15
TOTAL	90,269.41
EXPENDITURES	
Administration expenses	
Accounting fees	375.00
Advertising and promotion	328.62
Exhibition costs	1,095.69
Insurance	168.85
Leasing payments	6,180.00
Legal and professional fees	660.00
Office costs	
CAH equipment	3,775.72
Graphics and printing	15.00
Stationery	264.74
Web costs	1,080.51
Total Office costs	5,135.97
Rent - Studio	
Rates	312.76
Total Rent - Studio	312.76
Training	1,300.00
travel and refreshments	13.80
Utilities	15,927.61
Total Administration expenses	31,498.30
All Art House Building Expenditure	
Building repair and maintenance	3,748.33

	Total
Car Park costs	26.40
Keys and cards	36.65
Total All Art House Building Expenditure	3,811.38
CAT Bookshop expenses	755.21
Charitable Contributions	
Donations expenses	223.00
Total Charitable Contributions	223.00
Community Music Room expenses	38.36
Course Expenditures	13.49
Life Models	920.00
Tutor fees	14,991.31
Total Course Expenditures	15,924.80
Staff costs	
Building Facilities Manager	425.20
Cleaner	252.00
Core Freelance Staff	2,000.00
Director Fee	9,965.33
Financial Officer	4,230.00
Marketing Officer	3,444.30
Total Staff costs	20,316.83
Total Expenditures	72,567.88
NET OPERATING INCOME	17,701.53
OTHER EXPENDITURES	
Music room grant expenditure	218.58
Total Other Expenditures	218.58
NET OTHER INCOME	-218.58
NET INCOME/(EXPENDITURE)	£17,482.95

Balance Sheet

As of March 31, 2024

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
Nat West current account	29,459.55
Petty Cash	50.00
Total Cash at bank and in hand	29,509.55
DEBTORS	
Debtors	2,727.22
Total Debtors	2,727.22
NET CURRENT ASSETS	32,236.77
NET CURRENT ASSETS (LIABILITIES)	32,236.77
TOTAL ASSETS LESS CURRENT LIABILITIES	32,236.77
TOTAL NET ASSETS (LIABILITIES)	£32,236.77
CHARITY FUNDS	
Opening Balance Equity	19,540.07
Retained Earnings	-4,786.25
Surplus/(Deficit)	17,482.95
Total Charity funds	£32,236.77



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Date: 2 July 2024

CRAVEN ARTS CHARITABLE TRUST
INDEPENDENT EXAMINATION REPORT
FOR THE YEAR ENDED 31 MARCH 2024

I have examined the financial statements of the Craven Arts Charitable Trust together with the supporting documents for the period to 31 March 2024.

These present an accurate view of the financial position of the Association, and I confirm that they are in accordance with the documents and explanations given. There are some funds that have an element of restricted usage within the overall totals shown but I am satisfied that the records of those balances are separately maintained and that the Trust overall is in funds.

David Nelson
Nelson's Bookkeeping

David Nelson
17/7/24
