



Yiewsley and West Drayton Arts Council

Trustees Annual Report 2020 - 2021

Dr Tom Wormald (Chair)
Shizana Arshad (Centre Manager)



FORWARD

2020-2021 presented a year of challenges with the Covid pandemic and the national lockdown. This has had a major impact on the activities running at Southlands as the Centre was closed for the best part of the financial year.

However, this period offered Trustees an opportunity to think more deeply about the kind of organisation we want to be and what might best suit our strategic direction. It has also allowed us a thorough review of our priorities and objectives given the changing climate.

As such, we focused our efforts to supporting Centre users and assisting them to go virtual, kept our Trustees engaged with monthly meetings and supported our member of staff and volunteers through unprecedented times. The following report sets out Yiewsley and West Drayton Arts Council's progress during a challenging period between April 2020 and March 2021.

At the last AGM, we shared achievements to date which met with our Year Two (2019-2020) objectives, **to grow and develop what Southlands Art Centre has to offer and expand into new areas.**

In this report, whilst most of our activities were put on hold, we reflect on what our priorities should be and how we deliver these. We also were faced with 3 Trustees stepping down at the end of this period so thought deeply about what kind of people and skillset we want to replace them.



Dr Tom Wormald, Chair, Yiewsley and West Drayton Arts Council

(Registered charity No. 1173801)

WHO WE ARE

The Yiewsley and West Drayton Arts Council charity consists of a Board of Trustees, Committee group and an operational team who are responsible for the running and sustainability of the Southlands Arts Centre, where the charity resides.

TRUSTEES

Tom Wormald (Chair)

Alun Lewis

Lakhvir Randhawa

Vincent Raven

Maureen Thurbon (Treasurer) – resigned April 2020

Cherry Hammond (Secretary) – resigned April 2020

Sylvia Taylor – resigned April 2020

OPERATIONAL TEAM

Shizana Arshad (Centre Manager)

Maureen Thurbon

LEAD VOLUNTEERS

Fraser Fenton (Photography Exhibition)

Roy Mapplebeck (Events)

Steve McKenzie (SouthlandsLIVE)

Lisa Tompkins (Art Exhibition)

OUR CHARITABLE AIM

The Yiewsley and West Drayton Arts Council has been operating for over 50 years, for almost all of that time residing at the Southlands Arts Centre.

We became a charity in July 2017, with the following charitable aim:

*“We aim to develop a programme of high quality community and amateur art and craft engagement and learning opportunities for a wide range of audiences. These opportunities will be available for all people from all sections of the local community to take part in inspirational and creative activities of their choice and through this improve the quality of life of people of all abilities. To attain this, we aim **to advance the education of the public in the understanding and appreciation of the arts**”.*

In order to deliver this overall objective, the Arts Council has defined three areas of activity and focus.

1. To facilitate learning, participation and advancement in arts and creative activity in the local community
2. To offer opportunities for people from the local area and beyond to experience and exhibit art and creative activity through temporary public displays
3. To host community events which offer opportunities for local people to experience and participate in artistic and creative events in the local area at low cost

EXECUTIVE SUMMARY

From 26th March 2020, the UK went into lockdown due to the Covid-19 pandemic and Southlands Arts Centre closed its doors to group activities. To secure, our financial position we made sure all rental income to the financial year end was in. The one member of staff was put onto the Government furlough scheme, whilst Trustees stayed in touch virtually.

Thanks to a Local Government grant and HMRC's Job Retention Scheme, we were able to furlough our one member of paid staff from June 2020 to August 2020 and again from November 2020 to March 2021. Although this was a challenging year for the Charity, we nevertheless continued to operate as a charity, supporting our members

where needed, and utilized the time to a) consolidate our thinking on the purpose and sustainability of the operating model b) invest in development of the infrastructure of the charity (website, comms) and c) put into place a 'ready for opening' plan so that the Centre could be prepared to hold in-person activities with the appropriate measures to minimize risk.

Achievements

In planning for the activities during the period the trustees have reviewed the charity commission's guidance on public benefit.

During this period, we achieved and progressed the following to meet the Charity's aims and objectives:

Southlands groups and users

From the beginning of the pandemic, YWDAC prioritised keeping our Southlands users and volunteers safe and making sure they felt supported. We regularly checked in with our more vulnerable users. We helped facilitate virtual get togethers so guided some of our users through the technology. We wanted to make sure they had access to being able to maintain their creativity and wellbeing and circulated resources to support that. We were also able to host a virtual event from the Centre in December 2020 - 'A Christmas Carol', an adaptation of Charles Dickens' solo performance delivered online.

Outdoor building works

With thanks to the London Borough of Hillingdon and local Councilors, a large scheme of works commenced to maintain repairs and restore the external of the building to its original conditions. The project spanned over the summer months as construction workers were allowed to continue to work. New windows were fitted where necessary, guttering was repaired, and pointing to the brick work was done. New buttresses were put in on the boundary walls, tiles were repaired on the roof and windows and door surrounds were repaired and painted.

Lease extension

We were in negotiation with London Borough of Hillingdon to renew our lease and Trustees discussed a number of feasible options. We also invited Law Works to offer us guidance with our current lease and what renewing a new lease would mean. Discussions are ongoing.

Website and Comms

YWDAC recognize the need to create a branding strategy and update the way we approach our public communications. We worked with a marketing consultant on potential branding ideas on a pro bono basis and updated the existing website. This will continue to be a priority in 2021/22 to increase the charity's online presence through various online platforms and communication channels.

Building partnerships

During the year we had a number of incidents that resulted in having to work with various professional teams. This strengthened our relations with local Councillors and working across the Council departments more effectively. It also invited police presence and increased security on site, resulting in flood lighting being places on the building and CCTV being monitored by a central office (still in progress).

Fundraising

We applied for the London Community Response Fund, which we were unsuccessful with but we have developed a strong template for future project funding.

Trustee development

Three of our longstanding trustees stepped down at the end of the year. This resulted in the Charity considering the skills needed to provide strategic direction to its work, and which helped to shape the development of a recruitment plan for new trustees.

Policy and practice

The GDPR policy was revised to bring it up to date. In addition, a risk assessment of the Centre was conducted in relation to Covid-19 and guidance issued to users.

Finances

The charity received £30,094 of income and spent £18,875, leaving the charity with an £11,219 surplus in funds during the period.

Partly due to this surplus, the charity's current reserves have increased to £48,390. This surplus has continued to fund our recovery from the impact of the pandemic during the 2021-2022 fiscal year, as we revert to our standard reserve policy; the amount of reserves we aim to hold is the cost of maintaining operations for a typical 12-month period. For the purposes of this fiscal year we are using our expenses from the year 2019-2020, giving a target reserve amount of £30,521.

CONCLUDING REMARKS

We end the year back in lockdown but preparing the Centre for a new way of operating.

Going forward we will continue to maintain safety and follow Government guidelines. Once restrictions ease, we will look to extend our outreach to schools and recruit parent volunteers who have a vested interest. We will review our strategy and work towards a rebrand of our communications with a more functional website and engaging social media content. We will improve communications with our users and the local community. We will invite more volunteers to get involved with activities. And we look forward to progressing all of this in the coming year.

YIEWSLEY & WEST DRAYTON ARTS COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDING 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Funds £
Income Receipts				
Donations, Legacies & Grants	25,256	4,356	29,613	4,291
Charitable Activities & Events	473		473	24,256
Bank Interest	9		9	37
Fundraising Events			-	964
Membership Fees			-	240
Room & Equipment Hire			-	749
Total Receipts	25,738	4,356	30,094	30,537
Expenditure Payments				
Wages, Salaries & National Insurance	10,616	4,356	14,973	10,184
Office, Printing & Computer Suppliers	1,660	-	1,660	4,521
Premises Repair & Maintenance Costs	1,469	-	1,469	5,813
Insurance	724	-	724	1,267
Legal & Professional Fees	49	-	49	749
Group & Activity Costs	-	-	-	7,692
Cost of Fundraising Events	-	-	-	294
Total Payments	14,519	4,356	18,875	30,521
Net Receipts/(Payments)	11,219	0	11,219	16
Reconciliation of Funds				
Total funds brought forward	37,171	0	37,171	37,155
Total funds carried forward	48,391	0	48,391	37,171

YIEWSLEY & WEST DRAYTON ARTS COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2021

	Total Funds £
Funds of the charity	
Unrestricted Funds	
<i>General Fund</i>	10,766
<i>Operating Reserve Fund</i>	30,000
<i>SouthlandsLive Contingency Fund</i>	7,624
Restricted Funds	0
Total Charity Funds (year to date)	48,390

No trustees or related parties were paid remuneration or received any other benefits from an employment with the charity or a related entity. Trustee expenses have also not been incurred

Approved by the Trustees and signed on their behalf by:

Tom Wormald - Chair of Trustees

Date of signature

YIEWSLEY & WEST DRAYTON ARTS COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD OF 1 APRIL 2020 TO THE 31 MARCH 2021

Note 1: Accounting Policies

Basis of Preparation

These financial statements have been prepared under the historical cost convention and in accordance with the Charitable Incorporated Organisations (General) Regulation 2012 and Charities Act 2011.

Income Receipts

All material incoming resources have been included on a receivable basis i.e. they are included if the date received falls within the period covered by these accounts.

Expenditure Payments

These have been analysed using a natural classification.

Going Concern

The Trustees assess whether the use of going concern is appropriate (for example, whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern). The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements. The charity is operating on a going concern basis.

Fund Accounting

Unrestricted funds are donations and other income received or generated by the charity's charitable purposes. Restricted general funds are to be used for specific purposes as set out by the funder/donor.

Independent examiner's report to the trustees of Yiewsley & West Drayton Arts Council

I report to the trustees on my examination of the accounts of the Yiewsley & West Drayton Arts Council (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Lee Mathers MIAB, MCIOF (Cert)
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24th January 2022