

MANY MINDS

Registered Charity number: 1175721

Report and Financial Statements
For the year ended 31 December 2021

MANY MINDS

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Reference and administration information

Charity Name: Many Minds
Registered charity number: 1175721
Charity's principal address: 10 Chelsea Park, Bristol, BS5 6AG

Trustee name	Office	Dates acted if not full year	Name of person (or body) entitled to appoint trustee (if any)
Becky (Rebecca) Chapman	Chair		
Sandra Masters			
Tom Newman			
Annabel Provansal			
Nir Paldi			
Carina Andrews			
Tabatha Rodney			
M			

Staff employed by charity: Olivia Ware (Executive Director), Viki Browne (Artistic Director), Laura Singer (Access Support Worker), Anna Rathbone (Assistant Facilitator).

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Trustees Annual Report

For the year ended 31 December 2021

The Trustees present their report and financial statements for the year ending 31st December 2021. The reference and administrative information set out on page 3 forms part of this report.

Structure, governance and management

Type of governing document: Constitution

How charity is constituted: Association

Trustee selection methods: The Many Minds constitution allows trustees to be appointed by the Board. Member Trustees are elected by the membership at the AGM.

Trustees are given a welcome pack when joining the Board and training on Being a Good Board Member run by Voscur. New Member Trustees are given a mentor to support them join the Board.

The charity's policies and procedures include:

- Safeguarding
- Equality and Diversity
- Confidentiality
- Data Protection
- Financial Controls
- Complaints
- Conflicts of Interest
- Managing Risk
- Pay Policy
- Disciplinary and Grievance
- Trustee Code of Conduct

Trustees regularly review the risks to Many Minds and manage them in line with the risk policy. Where necessary, external advice is sought to supplement internal expertise.

Objectives and activities

Objectives

1. To promote the preservation of good mental health and to assist those at risk of mental health problems for the public benefit, through participation in the arts in order to increase awareness, understanding and reduce stigma of mental health to the wider public through creative activities, performance and professional theatre productions.
2. To improve access to the arts and other mainstream services for mental health service users by working in partnerships to raise awareness and reduce barriers to access.
3. To improve confidence, self-esteem, social networks and progression into education, training and employment for mental health service users and those at risk through involvement in creative activities and mentoring.

Activities

In planning the activities for the year, Many Minds trustees have had regard to the Charity Commission Guidance on public benefit.

Many Minds activities undertaken:

To promote the preservation of good mental health, Many Minds runs weekly open access workshops for people who identify with experiences of mental illness. These workshops have led to 2 public performances at the Weston Studio at Bristol Old Vic and at the pop-up theatre run by Wardrobe Ensemble, Theatre on the Downs' in Clifton in Bristol. Both of these were devised by members. These performances have dealt with themes about mental health, equality and inclusion and have helped to reduce public stigma of mental illness.

Many Minds has run facilitation training for members alongside 1-2-1 mentoring to improve confidence, self-esteem, social networks and progression into education, training and employment.

To improve access to arts and other services, Many Minds has run training and consultancy sessions for individuals and organisations in mental health access strategies, recruitment and wellbeing policies.

Volunteers

Many Minds has a dedicated team of volunteers who have helped to support members in workshop sessions and public performances. Many of the membership have taken on volunteer roles for personal and career progression. A total of 19 volunteers gave 339 hours of their time over the year.

Achievements and performance

Productions

In 2021, Many Minds continued to work on developing the large-scale musical project in partnership with the Bristol Old Vic. Due to changes in programming because of Covid, plans for staging the production on the main stage were postponed to 2022, giving members more time to develop relationships with partners and artists and develop the artistic content of the work.

The idea for the project came from Many Minds members in a dreaming exercise in 2019 and has been designed and developed by members over the past two years. The plan was to create more opportunities for people who experience mental ill-health in creative activities and work with higher profile and reputable partners in order to improve access to the arts on a larger scale. The project will also allow us to reach a wider audience and meet our aims of reducing stigma and discrimination of mental health through creative activities.

The members continued to work with Vocal composers Verity Standen and Jack Drewery to develop compositions for the piece. For the first time, four members had the opportunity to work more intensively with them to develop solo pieces for the performance, expanding their skills and knowledge and future progression opportunities in the arts.

Through workshops and rehearsals, members made a short production called *I've Been Waiting...* which was performed in front of industry experts, potential future partners and collaborators and programmers in the Weston Studio at Bristol Old Vic.

Covid restrictions meant that workshops and rehearsals were run both online and in-person and the performance had both elements. This allowed people who felt unsafe to be in person to still be included and perform through Zoom projections and enabled the group to explore a hybrid performance for the first time. It was also the first time that some of our members sang live on stage, which was a big artistic milestone.

We received positive feedback from audience members, and it helped us to facilitate a discussion and set a secure date in 2022 for the full show with Bristol Old Vic's Artistic Director, Tom Morris.

We also created a new relationship with The Wardrobe Ensemble, who were running Theatre on the Downs, a pop-up theatre in Clifton, Bristol and we took the performance there for two days in October, opening it up to a live public audience with Covid safety restrictions in place. As well as being able to engage with new audience members, we also developed relationships with creatives including a Lighting Designer, Set Designer and Stage Manager that we are hoping to work with again as we develop the project in 2022.

One of our aims for the year was to develop access for D/deaf audiences working towards making our performances and workshop spaces more accessible for this group. We received training from David Ellington (Deaf Performer and Trainer) and from Deepa Shastri (Deaf Consultant) to help make the performance more inclusive for these audiences and are continuing to develop this during 2022.

Audience feedback:

"It was a beautiful reminder and reflection on how far we've come through times of isolation and how much brighter things are now."

"An excellent portrayal of the sense of isolation."

"I really enjoyed the pace and calmness, quiet, beautiful and evocative. I loved the end where we all became part of the show."

Facilitation Training

A successful funding application to Paul Hamlyn enabled us to implement an internal progression route for members who want to develop their careers in the arts. At the start of the year, we ran an intensive facilitation training series. The opportunity was offered to Many Minds members through an application process and two members were selected by a panel to receive intensive mentoring and training from the Many Minds' Artistic Director to plan and facilitate a series of workshop sessions with members, working towards a performance outcome. Trainees explored themes that interested them including inclusive practices for D/deaf people and cultural barriers.

Both trainees went on to gain paid employment as facilitators with Many Minds, one as the Assistant Facilitator and another in a freelance capacity and have been developing their skills and careers in the arts.

The new Assistant Facilitator worked alongside the Artistic Director over the autumn term to plan and deliver a series of workshops for members and gained more experience in leading workshops. The development of their skills will continue with their involvement in the musical project in 2022.

Feedback from Facilitation Training participants:

"The training was challenging at times but gave me the right push to make me realise that I can facilitate a group. I had done lots of assisting before but now I feel like I could plan and deliver a series of workshops."

"I was able to think quickly on the spot more & more and felt more confident to change the plan where needed and do some directing. I learnt how to find my own facilitation style and not put on a persona but being myself and enjoying what I was doing made me more confident to lead."

Key statistics:

- 37 new members came to workshops, outreach activities and performances, increasing our total membership to 214 people, up 21% on the previous year.
- The total number of members that attended workshops over 2021 was 55.
- We delivered 78 open access drama workshops, 52 online and 26 in person and an in-person production with adults and young people with experiences of mental illness.
- 90% of members reported increased mental wellbeing,
- 90% of members said that being involved improved their social connections.
- 80% of members reported increased confidence and self-esteem.

Financial Review

Total income for the financial year was £116,527 (2020 £115,655) with expenditure of £118,027 (2020 £73,709) resulting in net expenditure of £1,500 (2020 net income £41,956). Higher net expenditure had been planned for 2021 to contribute to ongoing projects, backed by the total funds brought forward from the previous year amounting to £99,769, but Covid disruption resulted in the deferral of planned expenditure into 2022. At 31 December 2021 total assets amounted to £98,269 represented by restricted funds of £ 56,260 and unrestricted funds of £42,009.

Many Minds uses an accruals basis of accounting and has set out the basis of preparation and accounting policies in the notes to accounts.

Many Minds gets funding from a range of sources. The charity's main source of income is from public bodies, trusts and foundations. These include Arts Council England, Baring Foundation, Big Lottery, Bristol City Council, Bristol Old Vic, Clothworkers Foundation, Nisbet Trust, Paul Hamlyn Foundation, People's Health Trust and Quartet Community Foundation.

Many Minds has also raised funds of £11,270 (2020 £22,068) from individual donors through a monthly donation scheme, training and consultancy and box office receipts.

Reserves Policy

Many Minds trustees have agreed on a reserves policy to ensure organisational resilience, be able to respond to unpredictable financial situations that might arise and to be able to respond to opportunities that might arise throughout the year.

Of the £ 42,009 of unrestricted funds that have been carried forward, the trustees have agreed to retain funds of £21,729 equating to approximately three months of core costs. This allows for the organisation to have time to put in strategies to secure funding, to be able to uphold obligations as an employer and, if needs be, to ensure that its members can conclude their relationship with the charity in a safe and supportive way.

The trustees have earmarked designated funds of £20,280 for match funding to invest in productions, projects or other opportunities throughout 2022 and to cover the existing investment in IT fixed assets. The trustees will review the reserves policy annually.

Future plans

Despite the challenges presented by Covid-19, Many Minds has managed to secure funds to continue to run workshops and respond to the increasing demand for activities. During 2021, with support from Paul Hamlyn Foundation, we were able to recruit 2 new positions on PAYE contracts. These were an Assistant Facilitator and Access Support Worker, both progression opportunities for Many Minds members.

As we move into 2022, the trustees have assessed the risks and impact of Covid-19 government containment measures on the activities of Many Minds. We have taken appropriate action to ensure compliance, protection and the continuation of activities by moving workshops and performances onto online platforms. Our business plans and financial forecasts have been updated to ensure that the charity continues to operate on a going concern basis.

The charity will aim to secure some core funding over the next 1- 3 years to build its resilience and sustainability and ensure that innovative and effective projects and activities can continue to be delivered for its members. Many Minds aims to continue its current strands of work and develop new projects where there is growing need.

Declaration

Approved by the trustees on 10 October 2022 and signed on their behalf by:

Becky Chapman, Chair of Board of Trustees

Signed:

A handwritten signature in black ink that reads "Becky Chapman". The signature is written in a cursive, flowing style.

Date: 10 /10 / 2022

Independent Examiner's Report

To the trustees of Many Minds

I report to the trustees on my examination of the accounts of the Many Minds ("the Trust") for the year ended 31 December 2021, which are set out on pages 10 to 17.

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 giving me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- 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.

Date: 20 October 2022

Signed:

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long, horizontal, wavy line that ends in a small hook.

Michael Evans C.A.,

Member of the Institute of Chartered Accountant of Scotland,
145 Barclay Road,
London, E17 9JL

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Statement of Financial Activities

for the year ended 31 December 2021

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Income from: (Note 6)				
Public Funding Sources	-	43,349	43,349	62,097
Trusts and Foundations	-	59,929	59,929	29,700
Partnerships	-	1,430	1,430	-
Individual Donations & Match Funding	11,270	-	11,270	22,068
Activities	549	-	549	1,800
Total	11,819	104,708	116,527	115,665
Expenditure on:				
Payroll	8,947	65,476	74,423	46,453
Freelance worker and artist fees	5,661	18,377	24,038	14,818
General Running Expenses	1,191	3,637	4,828	4,851
Marketing and Communications	673	2,827	3,500	2,517
Production costs	-	1,523	1,524	16
Rent and venue hire	751	4,585	5,336	1,794
Subsistence	8	276	284	526
Training	1,295	-	1,295	472
Travel for Staff, Members and Volunteers	-	-	336	209
Depreciation	2,463	-	2,463	2,053
Total	20,989	97,038	118,027	73,709
Net income / (expenditure)	(9,170)	7,670	(1,500)	41,956
Reconciliation of Funds: (Note 7)				
Total funds brought forward	51,179	48,590	99,769	57,813
Total funds carried forward	42,009	56,260	98,269	99,769

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Balance Sheet

As at 31 December 2021

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Fixed assets	2,872	-	2,872	5,335
Current assets				
Debtors	1,824	2,000	3,824	10,578
Cash at bank and in hand	39,451	54,260	93,711	87,097
	41,275	56,260	97,535	97,675
Creditors: amounts falling due within one year	2,138	-	2,138	3,241
Net current assets	39,137	56,260	95,397	94,434
Total net assets	42,009	56,260	98,269	99,769
Funds of the charity (note 7)				
Restricted income funds	-	56,260	56,260	48,590
Unrestricted funds:				
Designated funds	20,280	-	25,873	28,336
General	21,729	-	16,136	22,843
Total funds of the charity	42,009	56,260	98,269	99,769

Approved by the Trustees on 10
October 2022 and signed on their
behalf by


Becky Chapman

Chair

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Statement of Cash Flows

for the year ended 31 December 2021

	Total funds £	Prior year funds £
Cash flows from operating activities:		
Net income for the year (as per the statement of financial activities)	(1,500)	41,956
Adjustments for:		
Depreciation charge	2,463	2,053
(Increase)/decrease in debtors	6,754	14,817
Increase/(decrease in creditors)	(1,103)	439
Net cash provided by operating activities	6,614	59,265
 Cash flows from investing activities:		
Purchase of fixed assets		(7,388)
Net cash provided by (used in) investing activities	-	(7,388)
 Change in cash in the year	6,614	51,877
 Cash at the beginning of year	87,097	35,220
 Cash at the end of the year	93,711	87,097

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Notes to the financial statements

1. Basis of preparation

(a) Basis of Accounting

These financial statements have been prepared under the historic cost convention in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Statement of Recommended Practice issued by the Charity Commission for England and Wales ("Charities SORP"), and the Charities Act 2011.

(b) Going Concern

The Trustees have examined the Charity's budget and cash flow projections with particular regard to the impact of the Covid-19 pandemic and consider that there are no material uncertainties about the Charity's ability to continue as a going concern. Consequently, these financial statements have been prepared on a going concern basis.

(c) Structure of the Statement of Financial Activities

In the Statement of Financial Activities the Charity has adopted the structure of presentation based on the nature of components of income and expenditure, as permitted by the Charities SORP for smaller charities.

2. Accounting Policies

(a) Fund Structure

Restricted Income Funds are those funds which are to be used in accordance with specific restrictions imposed by the donors.

Unrestricted Income Funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objectives.

Designated Funds are unrestricted funds earmarked by the Trustees for particular purposes.

(b) Incoming Resources

Incoming resources, including donated facilities and services, are recognised once the charity has entitlement to the resources, it is more likely than not that the resources will be received and their monetary value can be measured with sufficient reliability.

In accordance with Charities SORP the value of volunteer help is not determined in the accounts, given the absence of a reliable measurement base, but is described in the Trustees' report.

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Notes to the financial statements

(c) Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure and the amount can be measured with reasonable certainty.

(d) Fixed Assets

Fixed assets consist of IT equipment which is stated at cost (£7,388) less depreciation (£4,516) applied on a straight line basis over a 3 year estimated life.

3. Employees

The average headcount of employees was 3.2 in 2021 and 2.4 in 2020.

No employee received more than £60,000 in the current and prior years.

4. Trustees and Independent Examiner

The Trustees and Independent Examiner have not received any remuneration, employment benefits or reimbursement of expenses from the charity in the current and prior years.

5. Related party transactions

The Trustees have referred to the definition of related parties set out in the Charities SORP and confirm that there are no related party transactions to report.

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Notes to the financial statements

Note 6. Analysis of income

Categories	Sources	Unrestricted Funds	Restricted income funds	Total funds £	Prior year £
Public Funding sources	Arts Council England	-	21,649	21,649	28,227
	Big Lottery	-	-	-	10,000
	Bristol City Council		17,600	17,600	23,870
	Bristol Old Vic *	-	4,100	4,100	
	Total	-	43,349	43,349	62,097
Trusts and Foundations	Baring Foundation	-	-	-	12,000
	Clothworkers Foundation	-	-	-	8,000
	Paul Hamlyn Foundation	-	40,000	40,000	-
	People's Health Trust	-	9,929	9,929	6,970
	Quartet Community Foundation	-	10,000	10,000	2,730
	Total	-	59,929	59,929	29,700
Partnerships	Wardrobe Ensemble *		1,430	1,430	
Individual Donations and Match Funding		11,270	-	11,270	22,068
Activities	Box Office	299	-	299	750
	Training & Consultancy	250	-	250	1,050
	Fundraising events	-	-	-	-
	Total	549	-	549	1,800
Total Income		11,819	104,708	116,527	115,665

* Donated facilities and services

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Notes to the financial statements

Note 7. Funds of the charity

7.1. Details of funds held and movements (Current year)

	Balances brought forward £	Income £	Expenditure £	Transfers £	Balances carried forward £
Restricted funds					
Arts Council England	-	21,649	21,649	-	-
Big Lottery	15,518	-	15,518	-	-
Bristol City Council	32,460	17,600	25,360	-	24,700
Bristol Old Vic	-	4,100	4,100	-	-
Clothworkers Foundation	612	-	612	-	-
Paul Hamlyn Foundation	-	40,000	13,000	-	27,000
People's Health Trust	-	9,929	5,369	-	4,560
Quartet Community Foundation	-	10,000	10,000	-	-
Wardrobe Ensemble	-	1,430	1,430	-	-
	48,590	104,708	97,038	-	56,260
Unrestricted funds					
Designated funds					
Match Funding Programmes	23,001	-	-	(5,593)	17,408
Fixed Assets	5,335	-	-	(2,463)	2,872
	28,336	-	-	(8,056)	20,280
General fund	22,843	11,819	20,989	8,056	21,729
	51,179	11,819	20,989	-	42,009
Total Funds (Current year)	99,769	116,527	118,027	-	98,269

7.2. Details of funds held and movements (Prior year)

	Balances brought forward £	Income £	Expenditure £	Transfers £	Balances carried forward £
Restricted funds					
Arts Council England	-	28,227	28,227	-	-
Big Lottery	5,518	10,000	-	-	15,518
Bristol City Council	10,222	23,870	1,632	-	32,460
Clothworkers Foundation	-	8,000	-	(7,388)	612
Nisbet Trust	10,000	-	10,000	-	-
People's Health Trust	9,007	6,970	15,977	-	-
Quartet Community Foundation	3,996	2,730	6,726	-	-
Other Restricted Funds	1,864	-	1,864	-	-
	40,607	79,797	64,426	(7,388)	48,590
Unrestricted funds					
Designated					
Match Funding Programmes	-	-	-	23,001	23,001
Fixed Assets	-	-	-	5,335	5,335
	-	-	-	28,336	28,336
General fund	17,206	35,868	9,283	(20,948)	22,843
	17,206	35,868	9,283	7,388	51,179
Total Funds (Prior year)	57,813	115,665	73,709	-	99,769

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Notes to the financial statements

7.3. Explanatory notes on funds held and movements

All funds held are used in furtherance of the objects of the charity which are set in the Trustee's report.

Restricted funds are used in accordance with the donors' specific requirements to support charitable activities, contribute to core costs and fund investments. The Restricted funds carried forward at 31 December 2021 consist of balances of funding from Bristol City Council, Paul Hamlyn Foundation and People's Health Trust which are allocated to specific charitable activities in the 2022 business plan.

The Unrestricted funds are used in accordance with the policies defined by the Trustees. The funds carried forward at 31 December 2021 consist of Designated funds and a General fund. The Designated Funds are amounts earmarked by the Trustees for planned match funding programmes and to cover the fixed asset value in the balance sheet of the existing IT investments. The General fund is considered appropriate to ensure organisational resilience in accordance with the reserves policy defined by the Trustees.