

HIDDEN ALTRINCHAM CIO TRUSTEES!"REPORT AND ACCOUNTS

Charity Number 1175769

**HIDDEN ALTRINCHAM
TRUSTEES!"ANNUAL REPORT
FOR THE YEAR ENDED AUGUST 31, 2021**

In accordance with the Charities Act 2011 and the Constitution

Chairs Report - Tony Skipper

The trustees are pleased to present their annual report together with the consolidated financial statements of the charity for the year ending 30 August 2021 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The year September 2020 - August 2021 has continued to be difficult for the charity with the covid pandemic persisting into a second year. The pandemic has been testing for all of us. Each time there was a change in circumstances in the country with coronavirus we have had to restructure our business plan and work out a new way of continuing operations and projects under different circumstances. Essentially, we were only operational for 4 months during this financial year.

Sheena Tomlinson was appointed as Trustee with financial oversight and Mike Browne was appointed on 5 May 2021

We continued to amend the layout of the studios to aid social distancing and everyone in the organisation worked hard; being flexible and accommodating to further the aims of the charity.

Despite the difficulties, the charity continues to thrive, largely through the exceptional efforts of the CEO, our trusted collaborators and volunteers and my fellow Trustees.

In closing, I would like to also thank our members, volunteers, tutors, artists and freelance managers who make our work at the studios possible.

Should you wish to follow our news as it happens, please feel free to visit our website at www.inch-arts.co.uk

Objectives

The purpose of the Charity is:

"To advance the education of the public in the Arts, Science and the History and Heritage of Altrincham by the provision of public events including performances, exhibitions, workshops, talks and by other means as the Trustees may determine."

As an organisation we aim to deliver quality arts appreciation, education and training to the local community to help people practice good mental health and well-being. We focus on motivating passion and creativity in people, with the aim of bringing people together for enjoyment and social engagement, encouraging them to be imaginative, creating things that are new and different in a supportive environment.

Achievements and Performance

The year from September 2020 to August 2021 was a particularly difficult year.

Covid Restrictions during our Financial Year September 2020- August 2021

14 September	'Rule of six' – indoor and outdoor social gatherings above six banned in England
5 November	Second national lockdown comes into force in England
2 December	Second lockdown ends after four weeks, and England returns to a stricter three-tier system of restrictions
6 January	England enters third national lockdown
1 June	Phased re-opening of schools in England
15 June	non-essential shops reopen in England
23 June	PM says UK's "national hibernation" coming to an end – announces relaxing of restrictions and 2m social distancing rule
29 June	Matt Hancock announces that the UK's first local lockdown would be applied in Leicester and parts of Leicestershire
14 August	Lockdown restrictions eased further, including reopening indoor theatres, bowling alleys and soft play

At the start of the financial year more restrictions came into place combined with at the beginning of November a second short lock down. After that, a strict tier system comes into place followed by another lockdown, just after Christmas. It wasn't until 6 months later in June that restrictions are finally lifted.

Our effective operating year was reduced to 4 months, with those months severely restricted operationally and as a result we were unable to hold classes for much of that time.

Evidenced in the Financial Report 20/21 there is little or no classes, our building was closed and there was no use of the studios as a result of the national pandemic.

With the population coming out of hibernation very cautiously, this had a huge detrimental effect on activities and operations in the studios. The only area that saw an increase in income was the rental income of the studios and the co-working space which provided a steady income throughout the year.

Classes, Workshops and Groups

With every lockdown we had to close the building and investigate any possible ways of changing how we ran our educational program and try to work to a new way of continuing our work under the different covid circumstances.

We encountered many disadvantages to working on zoom:

- Art is a 3d subject and internet and computers are a poor imitation of real life.
- Technology, software and internet connectivity in the home restricted some members from participating.
- Some participants disliked the complexity and difficulty of participating online.
- Separation between the student and the tutor. Students don't have to show their work and it's very difficult to see and judge from their viewpoint, especially remotely.

However, there were a few advantages including:

- Weekly contact between members of groups which was good for health and well-being.
- We have persevered and found different ways to work with students that were not possible in the classroom. For example, different camera angles that can't be achieved in a classroom environment.
- Attending classes virtually means people could meet on a weekly basis; practicing Health and Well-being, they are less socially isolated.

Even after the lifting of the lockdown over the summer months, numbers, were still extremely low. Older people who mainly attend the classes were extremely nervous of going out for fear of catching covid. Staff were also concerned about mixing in spaces.

It was helpful to meet (on zoom) with members of the South Manchester Community Collective. Their feedback from other Local VCSE networking group and organisations are all reporting similar problems.

Refurbishment

We completed the refurbishment of the gallery; the new recording studio and two new studio spaces during this year. The two additional studios are now complete and provide space for aspiring artists at an affordable and nominal charge. The aim is for us to become more sustainable. All the studios have slowly been taken by artists in this year and are now fully let. With demand high and occupancy rates good, we are confident our revised business model is relevant and appropriate for the communities which we serve and validates our drive for financial sustainability as set out in our original business plan.

Exhibitions

The refurbishments have made the space more inviting and functional allowing shows, events and exhibitions to be shown in the context of a live working studio environment.

With another lockdown in November 2021, we hosted an exhibition called "Closed shop". We built boxes to represent presents and each artist was able to use the box to show their work. A QR code linked the artist to the customer walking past thereby allowing window shopping on the high street during the pandemic. Some used tv screens on a loop playing images of their work. It put artists in direct contact with customers in a unique and engaging way.

The work of one of the Artist's in the exhibition, Ruth Fildes, was outstanding. We had been following her progress and she had won lots of praise in the Manchester Open Exhibition and had also had work in the Portrait for NHS Heroes,

"I'm absolutely thrilled that one of my [#portraitsforhsheroes](#) paintings has been selected for the front cover of [@artisttalkmagazine](#)"

We invited her to complete an exhibition in May entitled, "Don't worry Mum I'm Fine", to take us out of lockdown. The exhibition showed her journey through the previous year of lockdown with a series of self-portraits! She investigates her face from every angle and composition. She is prolific and the exhibition was covered in her pictures showing different guises and angles, working her media into various surfaces using many application methods. The exhibition was a huge success and has been much commented on.

Music Recording Studios

Having a new Music Recording Studio was a great new asset but we were unable to open the building and market the recording studios for use by the general public. So, whilst

waiting we investigated grant bids with different organisations. We were keen to work with Trafford Young Carers to complete a singer song writing course, but we were unfortunately unsuccessful in our application.

Skills & Training

The Skills and Training Course appointed 2019, slowly continued between the many lockdowns over the year finally finishing in August 2021. The course had proved successful in helping people to gain confidence and finding new directions in their careers.

Tutoring this project, we had to alter our perception of how to work with and encourage people back into work or education. The key, we found, was to keep the course very flexible and not to be too specific, working with individuals on their particular needs.

Most people attending suffered from a complete lack of self-confidence and as a team we had to quickly understand each person's needs and to help them practically. We have found our post-session discussions useful to gain an insight into individual needs and the best approach to tutoring and learning.

People have very different goals and many different reasons to enrol on the course. The participants learned a lot in a relatively short space of time about the new and different career options open to them.

There have been many success stories; some have found new work and new opportunities, some not always in the areas of work that they wanted, but we are reassured that the experience they have had with us will have inspired them to take the necessary steps in the right direction towards a purposeful life. Others have been fortunate to find jobs they are excited and thrilled with and others have returned to education. We had a few that started new small businesses being able to prototype some of their products whilst they were with us. Many connections arose from conversations with each other.

Whether individuals work in similar subjects or in an entirely different field, by sharing news on opportunities to apply for; events to attend or even insights into professional connections to work with, all studio occupants' practice will benefit from increased exposure and awareness of key "players" in their shared arts community.

Membership

The members have been incredibly loyal to the charity and many maintained Membership payments throughout lockdown. Understandably, our membership however decreased.

We cannot offer any of the usual benefits to members. We will re-establish membership when we are able to offer membership benefits.

Makerspace

In the Makerspace this year we have worked hard, and all the machines are now working efficiently and ready to use by the public during the skills and training course.

With the new studios created we now have 7 rooms that we are able to let out under licence providing much needed income to subsidise other charitable activities. There are many benefits for artists and makers having a studio to work in. A studio is much more social than working at home. The charity operates a membership system that gives discounts within the organisation, for example, workshops, commission on artists work and this encourages people to attend classes regularly.

Financial Review

Accounts have been prepared under Charity Commission CC16A Receipts and [Payments](#)

Accounts

Although we have had to contend with coronavirus this year, we have been successful in obtaining grants which has helped support us whilst all the other activities have stopped. We also received the Covid Grant which we have used to support people renting studios; our own organisation and operating costs and to part-fund the refurbishment of space. The Grant from ESF caused cashflow concerns which needed to be managed because expenditure is paid before grant money is finally received. Under normal circumstances this would have been easier to manage, but with reduced overall income and a final payment of 40% representing nearly £8,000 required careful planning and under the circumstances we achieved a small surplus of £1000.

Work Completed During Lockdowns

From November 2020 Jo Cushing the CEO worked reduced hours. The Studios had already closed due to Government Lockdown due to Covid Numbers being high.

New Cultural Policy

We are still lobbying the local council for details of their plans for the New Cultural Policy in Trafford.

Plans for the Future

We are 3.5 years through our tenancy, so we are investigating possibilities for the future in terms of space. We are looking at 2 spaces that have been advertised by the local council as “for disposal” and are mindful that business plans take time and that the future is sometimes uncertain. We are talking to several stakeholders in the town to discuss possibilities and keep our options open for the future.

Fundraising

The charity does not work with a professional fundraiser or a commercial participator.

Pricing Policy

Our pricing policy remains the same. We ensure that classes are affordable to enable all the community, whatever their means to take part in our activities.

- ☐ Classes are £15 per session /£10 for members.
- ☐ Young Peoples Classes £10 / session
- ☐ Exhibitions Commission 40%/ 25% for members
- ☐ Membership £5/month or £60/year.

Pricing has remained the same for the last 10 years. We will be investigating a new pricing strategy with affordable payment to those in the next financial year.

Reserves

As a policy the organisation would ideally like to see a figure of 10% of turnover. We currently hold net cash reserves of £ 147 plus awaiting our final payment from ESF of £7,900.00 leaving an overall reserve of £8,047 for the year.

The charity does not operate an Investment policy, nor do we have any current social investment policy.

Outstanding Monies

We are awaiting our final grant payment for work completed from ESF of £7,900.00

Financial Controls

During the pandemic the charity decided not to change the financial controls as there was so many upheavals. As we are a multi-purpose space and we have a gallery mainly for members to sell their work we were entitled to a Covid Lockdown Grant. This was followed in financial year 20-21 with covid grants of:

23/11/20	LRSB Payment Scheme 4	£ 2,000
17/05/21	The Local Restrictions Support Grant (LRSB)	£12,000

The income and grant funding for the year was wholly received from UK Central Government or the Local Authority sources. No grants were received from outside the UK.

The Charity has no trading subsidiaries and it does not take part in Grant Making.

No charity's staff received total employee benefits of £60,000 or more.

The Trustees received no financial remuneration or benefits.

Structure, Governance and Management

Every appointed trustee is requested to be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. However, under exceptional circumstances, trustees sometimes serve for shorter periods.

Trustees are brought into the organisation through direct invitation or by open application and only after a proper selection process. Many Trustees have historically been known to the organisation or have been recommended.

Newly appointed Trustees are inducted and given all information relating to the structure, governing and management of the Charity, including details of the Charity's Constitution; Previous CEO Reports and Minutes and are invited to the studios to discuss how the organisation works as well as their contribution.

The composition of the Trustee group aims to bring a range of skills in Business Administration; Finance; Health & Safety; HR and Marketing and where particular skills might be lacking Trustees look for outside consultancy and assistance.

The Trustees also have access to good legal advice on an adhoc basis by a friend and advisor to the Charity.

At least one Trustee and the CEO are DBS checked as well as other tutors and collaborators as necessary in accordance with the Charity's Safeguarding Policy.

Hidden Altrincham Festival is a Charitable Incorporated Organisation that is governed by it's constitution dated 16/11/17. It is registered with the Charity Commission. The Charity only operates in England and anyone over the age of 18 can become a member.

The charity employs the CEO directly and a Maker Space Manager on an adhoc, as and when self-employed basis depending on workload and grant funding successes.

Other tutors intrinsic to the organisation, work on a freelance basis and rent the space from the charity for their classes. As grants are obtained for specific projects in the future, tutors are employed from a pool of available collaborators on a self-employed basis.

Risk Management

The Charity is satisfied that it manages its risks appropriately. We adopt a low-risk strategy and identify early threats and challenges to the organisation that may pose risks to income, expenditure, health and safety or safeguarding.

The Charity has a comprehensive and high-quality all risks insurance policy and has adopted key procedural and operational policies in line with the Charity's Commissions guidance.

The previous year has not been without its difficulties, but progress is being made to continue to address and improve upon the processes, risks and opportunities to ensure a more robust and secure future for the charity.

Specifically, more stringent management, operational, communication and accounting procedures have been put in place. However, the impact of COVID has and is likely to continue to be disruptive to the smooth management and operation of the organisation at least over the short to medium term.

The situation going forward needs to be monitored closely but the Trustees are confident that significant progress is on track. Inch Arts has and will continue to find new and more value-added roles to play in helping address COVID impacts on the community and local economy.

The trustees confirm they have had regard to the guidance issued by the Charity Commission on public benefit.

Reference and Administrative details as of 01/09/21

Charity name: Hidden Altrincham Festival CIO

Trading as: Inch Arts

Address: 20 Stamford New Road

Altrincham

Cheshire

WA14 1EJ

Contact Number: 07873263271

Email: info@inch-arts.co.uk

Current Website: inch-arts.co.uk

Current Trustees

Anthony Skipper (Chair) February 2019

Sheena Tomlinson, Treasurer

Steve Sheppard

Mike Browne

Chief Executive Jo Cushing

Declarations

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



Anthony Skipper - Chair of Trustees

Signed on behalf of the board of Trustees

Date 30 May 2022

**INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF HIDDEN ALTRINCHAM FESTIVAL CIO
FOR THE YEAR ENDED AUGUST 31 2021**

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Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended August 31 2021, comprising the statement of receipts and payments and the statement of assets and liabilities-.

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 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 which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Act or

the accounts do not accord with the accounting records

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

Peter Smith

Peter Smith BA FCA DChA

HGA Accountants & Financial Consultants Ltd
T/A Chittenden Horley -Chartered Accountants
456 Chester Road
Old Trafford
Manchester M16 9HD

Date:1/06/22



HIDDEN ALTRICHAM FESTIVAL CIO STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED AUGUST 31 2021

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	Unrestricted	Restricted	Total	total
	2021	2021	2021	2020
	£	£	£	£
Income				
Art Projects	866	-	866	-
Classes & Workshops	277	-	277	7,459
Covid Grant	26,571	-	26,571	-
Donations and legacies	110	-	110	-
Facilities income	120	-	120	-
Furlough	5,634	-	5,634	-
Gallery Sales	522	-	522	3,178
Grant	-	6,912	6,912	40,418
Membership	1,658	-	1,658	8,456
Services	51	-	51	-
Studio Rental	3,085	-	3,085	4,612
Other Income	93	-	93	2,070
Total Income	38,987	6,912	45,899	66,193
Total				
Expenditures				
Advertising/Promotional	186	-	186	622
Bank charges	11	-	11	50
business rates	1,821	-	1,821	2,370
Canteen	1,031	-	1,031	-
Commission	-	-	-	4,695
Computer Costs	281	-	281	3,015
Entertainment	60	-	60	-
Exhibition Expenses	236	-	236	-
Expenses	27	-	27	1,590
Facilities equipment	3,220	-	3,220	125
Gallery Artist Payment	(459)	-	(459)	-
HMRC earnings payment	165	-	165	-
Insurances	1,486	-	1,486	1,576
Interest Payable	-	-	-	91
Jo - Salary	12,119	-	12,119	15,243
Marketing 2	1,038	-	1,038	-
Materials & Equipment	1,176	-	1,176	-
Office/General Administrative Expenses	1,967	-	1,967	685
Other professional services	-	-	-	2,238
Parking	-	-	-	54
PPE supplies	-	-	-	10,544
Printing, Postage and Stationery	179	-	179	285
Raising funds	-	-	-	49
Refreshments	-	-	-	942
Refuse collection	-	-	-	706
Repair & Maintenance	265	-	265	2,661
session worker	11,920	-	11,920	-
Sessional Worker	3,415	-	3,415	-
Sundries	342	-	342	5,654
Teaching materials	-	-	-	2,433
Utilities	1,265	-	1,265	740
charged to restricted funds	(6,912)	6,912	-	-
Sub total	34,839	6,912	41,751	56,368
Purchase of fixed assets	-	-	-	782
	-	-	-	782
Total payments	34,839	6,912	41,751	57,150
Net receipts	4,148	-	4,148	9,043
balances brought forward	13,027		13,027	3,984
Balances carried forward	17,175	-	17,175	13,027

HIDDEN ALTRICHAM FESTIVAL CIO

STATEMENT OF ASSETS AND LIABILITIES

AS AT AUGUST 31 2021

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	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	total 2020 £
cash at bank	17,175	-	17,175	13,027
Assets retained for charty's own use	972	-	972	972
	<u>18,147</u>	<u>-</u>	<u>18,147</u>	<u>13,999</u>
Liabilities				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>