

Charity Number 1175769

# **HIDDEN ALTRINCHAM TRUSTEES**

## **ANNUAL REPORT**

FOR THE YEAR ENDED AUGUST 31, 2022

In accordance with the Charities Act 2011, and the Constitution

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

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**Hidden Altrincham Festival**  
**Annual Return Year ending 31 August 22.**

<b>REGISTERED CHARITY NUMBER</b>	<b>175769</b>
<b>TRUSTEES</b>	<b>Tony Skipper (Chairman)</b> <b>Steve Sheppard</b> <b>Mike Browne</b>
<b>REGISTERED OFFICE</b>	<b>20 Stamford New Road</b> <b>Altrincham</b> <b>Cheshire</b> <b>WA15 9PR</b>
<b>INDEPENDENT EXAMINER</b>	<b>Chittenden Horley</b> <b>Suite 36</b> <b>Hyde Park House</b> <b>Cartwright Street</b> <b>Hyde</b> <b>SK14 4EH</b>

## **Trustees Report**

The trustees are pleased to present their annual report together with the consolidated financial statements of the charity for the year ending 30 August 2022 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The year September 2021 - August 2022 the covid pandemic was now over and the charity has slowly grown back to its original

Sheena Tomlinson stepped down as trustee to go travelling in January 2022, we wish her well. Steve Sheppard took on the role of Trustee in charge of finance.

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](http://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 2021 to August 2022 was liberating - coming out of the previous years lockdowns we were able to rebuild the charity to its former self and continue with our aims and objectives.

### **Classes, Workshops and Groups**

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

After leaving lockdown finally in July 2, all classes, groups and workshops remained quiet over the summer months until September 21. We found it easy to re-establish the classes and workshops but we found the Groups were more difficult. Groups depend on Grant funding so with all the work on re-establishing the charity there was little time to make funding applications for groups.

### One Day Workshops

Each month we have arranged one day workshops including Expressive Landscapes with Ruth Fildes, Life drawing, Multimedia workshop with Samie Cain, Coil Pot with Simone Cobbold.

### Exhibitions

During the year we had several exhibitions including:-

Open Exhibition 22 October 14th January 22

Inch Christmas Saturdays

Together Exhibition 18th March - 6 May 22

Corgi's Throughout June forming an Arts Trail around the town.

Dianne Bamford 4 June - 18 June

Clay Studio 25-30 July

### Trouping the Corgi's

This is probably our most successful Art event ever. It is an excellent example of good partnership working, working with the community, good marketing and public relations practice and shows just how embedded we are as a charity in the community by the town.

*"You have delivered an awesome business, community and art project that showcases the very best of partnership working. This installation has only just launched and it has been incredible to see it in all its glory whilst highlighting Visit Altrincham on the BBC and ITV news this week. Amazing profile for the town, a fun project for the community to get involved and behind. As well as being a fantastic opportunity to generate awareness of incredible artists and the community arts centre InchArts. It has been wonderful to see the hundreds of visitors enjoying the town trail whilst visiting and enjoying Altrincham's businesses. Really looking forward to seeing the evaluation on this project - an interesting case study for other places."*

*Elizabeth Faulkner,*

As we had no funds to invest in the project we approached Altrincham BID and suggested the idea to celebrate the jubilee for the whole month of June. It was be a light hearted approach that all people could get involved in, without the pomp and ceremony of the more formal royal celebrations. The whole town became the venue for our creative space.

## **Hidden Altrincham Festival Annual Return Year ending 31 August 22.**

We suggested that Altrincham BID approach local businesses to sponsor Corgi's as they will have many more visitors whilst hosting the dogs. They were also successful with a sponsorship bid of £7,000 from Dandara, who were relocating their office to the area. This paid for us to purchase the mannequin dogs and much of the core costs for the Altrincham BID. The project brought together visitors, businesses, artists, community groups and schools together to celebrate the jubilee. Most importantly it brought local people to the town and gave them a greater sense of community cohesion. On the first day of the event there were an additional 5000 visitors to the town.

Inch Arts used their artistic contacts selecting an eclectic group of artists including Russ Meehan who had worked on the 22 bees commission on the side of the Coffee Shop and inspired the Bee Project in Manchester, Professor Alice Kettle, a Textile Artist with an international reputation and John Cooper Clarke, who donated a poem to the project and a dog that was inspired from this poem.

The parade included 50 corgi's 30 completed by artists working on their own and 20 by Artists working with community groups, brownies and schools and formed a trail around the town. It represented close community working.

Many visitors of all ages completed the trail over several days. The project has been a phenomenal success the Corgi's captured the hearts of so many people. A total of £32,500 was raised to support community art projects in Altrincham and as well as the artists involved in the project.

After the Artists had been paid (50% of the auction costs) and Altrincham BID expenses had been taken out we received £11,658. Our expenses were £10, 000 with the remaining balance we are looking forward to working on other public arts projects with the community, creating a legacy through public art projects as a result of this event.

### **Resident Artist**

This year we welcomed Ruth Fildes as our Resident Artist for 1 year from 1 January 22. Ruth helped in the gallery with exhibitions, had a studio at the front of the building and maintained an ever changing Resident Artists exhibition.

Ruth began a ground-breaking and voluntary artist residency at Inch Arts on the first of January 2022 which was to last an entire year. Her aim was to highlight the huge impact that this Arts charity has on the local and wider community that it offers, with a particular focus on supporting, helping and inspiring people interested in arts as their career at all levels from beginner to professional artist which as a result helps them practice good mental health and well-being.

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

Ruth took up residence in the front of the building in the doorway to the old library - this became a gallery to the outside world.

### Grants

**Hear Me - Trafford Young Carer's** We were delighted to host Hear Me project with Trafford Young Carer's. This project was funded by a Youth Music Grant with match funding from Trafford Housing Trust. It began in June 22 and has been extremely successful.

**The Human Voices Group**, was funded by Trafford Metropolitan Borough Council and began in April 22 it is a new group that encourages social inclusion, giving a voice to those silenced by prejudice. It engages people from all walks of life and through discussion it breaks down barriers between them. Each week the group meet and may have an invited guest to come and speak about their life.

### Membership

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. We have re-established membership and its benefits since lockdown and our numbers are slowly increasing.

### Makerspace

As the skills and training course completed in September 21 and covid restrictions previous there has been few people using the Maker space. The funding for the technician was through the Skills and Training course so unfortunately we were unable to retain him. Whilst we worked on re-establishing other areas of the business we have had to close the Maker space for the near future until we are able to reassess how we take the space forward.

### Studios

With the new studios created we 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 space than working at home.

### Financial Review

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

### New Cultural Policy

We are still lobbying the local council for details of their plans for the New Cultural Policy in Trafford. We understand a consultant has been chosen.

## **Hidden Altrincham Festival Annual Return Year ending 31 August 22.**

### **Plans for the Future**

As of December 2021 we have 1 year of a 5 year tenancy remaining, 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. At the end of August 22 we submitted a business plan for our relocation to Altrincham Town Hall.

### **Donations**

From the “Trouping the Corgi’s” event we received £11, 658 from the Auction Night. Taking out expenses for running the project

### **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 /£12 for members.
- Young Peoples Classes £10 / session
- Exhibitions Commission 25% and
- Membership £7.50/month

### **Reserves**

As a policy the organisation would ideally like to see a figure of 10% of turnover. We currently hold net cash reserves of £39,090 leaving an overall reserve of £15,090 for the year. Of which x is for grants.

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

### **Ringfenced Monies**

As part of our tenancy agreement we have a bill of 20% of overall utility bills/ year. This has never been charged and we are now in our 4th year of tenancy. We have ring fenced £24,000 in our account to cover this amount.

### **Outstanding Monies**

Outstanding monies:



## The Charities (Annual Return) Regulations 2022

Made 21 December 2022

Coming into force 1 January 2023

The Charity Commission for England and Wales makes the following Regulations in exercise of the powers conferred by sections 169(1), 169(4) and 347(3) of the Charities Act 2011 [\[footnote 1\]](#) and section 26(3) of the Welsh Language Act 1993 [\[footnote 2\]](#).

### 1. Citation and commencement

These Regulations may be cited as the Charities (Annual Return) Regulations 2022 and come into force on 1 January 2023.

### 2. Prescribed information

(b).if the charity's gross income in the financial period to which the return relates exceeds £25,000, the information specified in **Parts A, B and D of the Schedule**;

## Prescribed Information, Regulation 2

### Part A – All charities

#### Financial period

1, Reference and Administrative details as of 31/08/22

#### Income and spending

2, The charity's gross income £77,458 and spending £52,984 in the financial period for the return

#### Income – government contracts

3, The charity received no government contracts or a local authority in the financial period for the return.

4, N/A

#### Income – government grants

5, The charity received a local authority grant from Trafford MBC authority in the financial period for the return

6, The value of the grant was £2000

#### Spend – grant making

7, The charity does not carry out grant making as the main way your charity carries out its purposes

8, N/A

9, N/A

#### Spend - trustee payments

10, The trustees received **no** payments in the financial period for the return

11, No trustees resign and take up employment with the charity in the financial period for the return

### Activities outside of the United Kingdom - income received from outside the United Kingdom

12, The charity did not receive income from outside the United Kingdom in the financial period for the return

13. N/A

14. N/A

15. N/A

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

### Activities outside of the United Kingdom - delivering charitable activities outside the United Kingdom

16. The charity did not deliver charitable activities outside the United Kingdom in the financial period for the return

17. N/A

18. N/A

19. The charity did not spend funds outside the United Kingdom in the financial period for the return

20. N/A

21. N/A

22. N/A

### Trading subsidiaries

23. The charity has no trading subsidiaries

### Locations – charity addresses

24. The public address details displayed from the Register of Charities is correct

27. Please enter the charity's public address.

28. Is this the same address that the charity uses as the charity's administrative headquarters?

If the response to question 28 is 'no':

29. N/A

### Locations – charity property

30. No charity's properties is held by holding or custodian trustees on behalf of the charity (excluding the Official Custodian) in the financial period for the return

### Structure and membership

31.(c).no, the charity is not part of a wider group structure; or

32. No other members are entitled to vote under the charity's governing document apart from the trustees.

### Governance

#### Employees and volunteers

33. At the end of the financial period of the return, how many:

(a). 1 person was permanently employed by the charity;

(b). 0 people were on fixed-term contracts with the charity;

(c). 1 self-employed person was working for the charity

The charity employs the CEO directly. 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.

34. No people above work on behalf of your charity outside the United Kingdom

35. What was the total amount spent on employee payroll in the financial period of the return was £10,390

36. No charity's employees receive total employment benefits of £60,000 or more in the financial period of the return

37. N/A

38. The value of the total employee benefits (including salary) provided by the charity to its highest paid employee in the financial period for the return was £10,390

39. The number of volunteers who carried out charitable activities on behalf of the charity in the United Kingdom in the financial period for the return was approximately 10

If the response to question 31(a), 31(c) or 31(d) is 'yes':

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

40. Which of the following policies and procedures does the charity have in place at the end of the financial period for the return:

- (a). Internal charity financial controls policy and procedures;
- (b). Safeguarding policy and procedures;
- (c). Financial reserves policy and procedures;
- (d). Complaints policy and procedures;
- (e). Serious incident reporting policy and procedures;
- (f). Charity financial reserves policy and procedures;
- (g). Internal risk management policy and procedures;
- (h). Trustee expenses policy and procedures;
- (i). Trustee conflicts of interest policy and procedures;
- (l). Bullying and harassment policy and procedures;

41. The charity provides services to children and / or adults at risk in the financial period for the return.

42. Excluding Basic DBS Checks, has the charity obtained the required level of DBS checks for all roles which are eligible for them in the financial period for this return:

- (b). Yes, all required Enhanced DBS Checks have been obtained;

### **Safeguarding and risk**

41. The charity provided services to children and / or adults at risk in the financial period for the return.

42. The charity has obtained the required level of DBS checks for all roles which are eligible for them in the financial period for this return.

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. Everyone working with children or vulnerable adults are enhanced DBS checked.

### **External risk and impact**

In respect of the event specified by the Charity Commission:

43. Has the event had an impact on the charity during the financial period for this return:

- (a). estimated positive impact on:
  - (i). donations; N
  - (ii). other income – grants; N
  - (iii). other income – contracts; N
  - (iv). other income – investment; N
  - (v). expenditure on charitable activities; N
  - (vi). expenditure on overheads; N
  - (vii). number of volunteers; N
  - (viii). number of employees; N
  - (ix). number of trustees; N
  - (x). fundraising activities; N
  - (xi). capacity to deliver services; N
  - (xii). total service demand? N
- (b). Estimated negative effect on: N
  - (i). donations;
  - (ii). other income – grants;

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

- (iii).other income – contracts; N
- (iv).other income – investment; N
- (v).expenditure on charitable activities; N
- (vi).expenditure on overheads; N
- (vii).number of volunteers; N
- (viii).number of employees; N
- (ix).number of trustees; N
- (x).fundraising activities; Y
- (xi)capacity to deliver services; N
- (xii).total service demand? N

### Declaration

44.Specify the following information about the person completing the return:

- (a).title; Mr
- (b).full name; Anthony Skipper
- (c).role in the charity; Chair
- (d).telephone number; 07747620607
- (e).email address. tonyskipper05@gmail.com

### Part B – Charities with a gross income exceeding £25,000 in the financial period for this return

#### Serious Incidents

45.Has the charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of the return:

**(c).there were no serious incidents to report**

#### Trustees' annual report and accounts

Are you ready to submit a copy of the trustees' annual report, the charity's accounts and the relevant auditor's or examiner's report? If yes, please attach those documents.

47.If the charity's accounts for the financial period for this return were examined by an independent examiner or audited, did the independent examiner or auditor identify any matters of concern in the relevant auditor's or examiner's report. No matters for concern.

**Part D – Charities with a gross income of £500,000 or less in the financial period for this return**  
If the answer to question 4 or question 6 is a value that represents less than 70% of a charity's gross income:

51.What was the total value of income received during the financial period for this return from:

- (a).donations and legacies; N/A
- (b).charitable activities; N/A
- (c).other trading activities; N/A
- (d).investments? N/A

### Fundraising

The Charity did not raise fund from the public.

## **Hidden Altrincham Festival Annual Return Year ending 31 August 22.**

The charity did not work with any commercial participators. We did work in partnership with Altrincham BID who a limited company.

### **Structure, Governance and Management Trustees**

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.

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.

### **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.

## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

Trading as Hidden Altrincham Festival CIO Charity Number: 1175769

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

The trustees received no remuneration for the financial period of the return.

**Charity name:** Hidden Altrincham Festival CIO

### **Current Trustees**

Anthony Skipper (Chair) February 2019

Steve Sheppard Treasurer

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: 1 June 2023

**Hidden Altrincham Festival  
Annual Return Year ending 31 August 22.**

**INDEPENDENT EXAMINERS REPORT  
TO THE TRUSTEES OF HIDDEN ALTRINCHAM FESTIVAL CIO  
FOR THE YEAR ENDED AUGUST 31 2022**

**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 2022, 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.

*Stacy Mason*

**Hidden Altrincham Festival  
Annual Return Year ending 31 August 22.**

**Stacy Mason FCCA**

HGA Accountants & Financial Consultants Ltd  
T/A Chittenden Horley -Chartered Accountants  
Hyde Park House,  
Cartwright Street,  
Hyde SK14 4EH

Date:1/06/23





## Hidden Altrincham Festival Annual Return Year ending 31 August 22.

	Unrestricted 2022	Restricted 2022	Total 2022	total 2021
	£	£	£	£
<b>Income</b>				
Art Projects	13,788	-	13,788	889
Classes & Workshops	2,688	-	2,688	277
David Grant	-	-	-	28,671
De Working	249	-	249	-
Donations and legacies	1,672	-	1,672	110
Facilities Income	-	-	-	120
Exhibition Income	1,661	-	1,661	-
Futough	-	-	-	5,601
Gallery Sales	10,700	-	10,700	522
Grant	15,650	10,000	25,650	5,812
Membership	1,250	-	1,250	1,400
Services	10	-	10	51
Studio Rental	7,607	-	7,607	3,605
Travelling the Corgis	11,654	-	11,654	-
Other Income	580	-	580	90
<b>Total Income</b>	<b>62,457</b>	<b>10,000</b>	<b>72,457</b>	<b>45,896</b>
<b>Total</b>				
<b>Expenditures</b>				
Advertising Promotional	254	-	254	188
Art Projects	520	-	520	-
Bank charges	45	-	45	11
business rates	2,043	-	2,043	1,821
Carbans	444	-	444	1,031
Commission	-	-	-	-
Computer Costs	1,787	-	1,787	281
Entertainment	125	-	125	60
Exhibition Expenses	1,450	-	1,450	235
Expenses	206	-	206	27
Facilities equipment	68	-	68	3,220
Gallery Artist Payment	5,507	-	5,507	(469)
Grant music expense	-	486	486	-
Grant music services	-	5,600	5,600	-
HMRC earnings payment	173	-	173	165
Insurances	1,810	-	1,810	1,488
Interest Payable	-	-	-	-
JD + Salary	10,380	-	10,380	12,119
Marketing &	472	-	472	1,038
Materials & Equipment	2,370	-	2,370	1,178
Office/General Administrative Expenses	3,180	-	3,180	1,887
Other professional services	873	-	873	-
Printing, Postage and Stationery	-	-	-	179
Repair & Maintenance	21	-	21	265
season worker	13,594	-	13,594	11,520
Seasonal Worker	-	-	-	3,415
Security	1,121	-	1,121	542
Teaching materials	-	-	-	-
Utilities	1,292	-	1,292	1,265
charged to restricted funds	-	-	-	-
<b>Sub total</b>	<b>48,978</b>	<b>5,335</b>	<b>55,313</b>	<b>41,751</b>
<b>Reversals of transactions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>48,978</b>	<b>5,335</b>	<b>55,313</b>	<b>41,751</b>
<b>Net receipts</b>	<b>18,479</b>	<b>3,665</b>	<b>22,144</b>	<b>4,148</b>
<b>Balance brought forward</b>	<b>17,175</b>	<b>-</b>	<b>17,175</b>	<b>13,027</b>
<b>Balance carried forward</b>	<b>35,654</b>	<b>3,665</b>	<b>39,319</b>	<b>17,175</b>

**Hidden Altrincham Festival**  
**Annual Return Year ending 31 August 22.**

**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT AUGUST 31 2022**

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	Unrestricted	Restricted	Total	total
	2022	2022	2022	2021
	£	£	£	£
cash at bank	35,654	3,665	39,319	17,175
Assets retained for charity's own use	-	-	-	972
	<hr/>	<hr/>	<hr/>	<hr/>
	35,654	3,665	39,319	18,147
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Liabilities</b>				
	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>