

Calne Wordfest - 1179429**Financial Report Yr Ending 5th April 2023**

Year 2022/23	Income	Expenses	Balance
B/Fwd			£9,355
Grants	£11,285	£0	£11,285
Donations	£750	£0	£750
Projects Costs	£0	£12,780	-£12,780
Expenses	£0	£374	-£374
Other	£0	£0	£0
Grand Total	£12,035	£13,154	£8,235

Calne Wordfest
Charity No 1179429
Audit Report Year to 5th April 2023

The accounts have been prepared and audited by myself. Information has been provided to me (e.g., copy transactions) as well as requested items (e.g., copy bank statements) in order to maintain my independence from day-to-day operations when making checks on integrity of the information and the end of year balances.

Activities undertaken were in conformance with Calne Wordfest's mission statement as filed with the Charities Commission.

All expense items have been recorded; no Trustee received any benefits in the year.

No Trustee notified me of there being any related party transactions and there were no transactions seen that caused me to request additional information in this regard.

In summary the year's results were:

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Although no Treasurer is in position, payments from the bank account are required to be authorised by a second person. The documentation of approval is better and is expected to improve further in future.

I confirm my willingness to assist and audit the accounts in the next financial year.

Mark Slocombe ACMA, GCMA

11th July 2023

Calne Wordfest AGM

27/07/2023 19.30 Calne Springs Showroom, Tesco

Present: Ruth Hill (Chair), Nicola Heales (Trustee), Helen Bradley (Trustee), Louise Godwin (Trustee), Steve Walters (Trustee), Mark Slocombe (Auditor) Tim Havenith, Brian Gardner, Jane Vaughan, Mary Waters, Leanne Hames

Apologies: Sam Pearce-Kearney (Trustee), Lorna Waran-King, Fiona Campbell, Stacey Henry, Angie Belcher, David Harvey.

1. Trustee and Officers re-elections and changes

- A. Louise is stepping down from her role as Trustee. The meeting offered thanks for her efforts, especially during the pandemic, when she had helped to get things on line. She was presented with gifts to mark the occasion.
- B. Ruth is stepping down as Chair. Helen was proposed as her replacement by Ruth, Nicola seconded and she was duly elected.
- C. David is willing to continue as Secretary.
- D. The position of treasurer remains vacant, although the work is being undertaken by Mark as it offers no conflict with his role as auditor. Ruth announced that she may have found someone to fill the role. She, Helen and Mark will confer with the possible candidate to ensure continuity.

2. Actions From Last AGM

Year in Review - Successes

Ruth highlighted the success of the year with thanks to those involved. They were:

- A. *Learn to Read Programme* - completed and all payments made. Whether this is continued next year will depend on a review of current provision from other bodies.
- B. *Pocket Park* - thanks to Fiona for help fundraising and bid writing for the comedy project as well as the joint trail
- C. *Comedy Project* - thanks to comedian Angie Belcher and staff from the Rise Trust as well as to Helen and others involved. Evaluation now completed. A valuable documentation of success and useful evidence of WF's ability to carry through such projects.
- D. *Strategic Review* - Thanks to Thea for her help with these meetings. See below for the outcome as outlined in Priorities.
- E. *Tale Trails* - thanks to the team involved (Tim, Ruth, Marnie, Steve and Craig). Two new trails added (Heritage Trail and Art Trail) each of which also represents cooperation with other community groups (Calne Pocket Park and Active Calne). A

fourth trail is in prospect with a project in cooperation with Calne in Photographs and members of the Writers' Group underway. Since the Art Trail was added, a week or so before the meeting, there have been around 70 different visitors, many of whom have visited more than one part of the site.

- F. *Finance* - Thanks to Mark for his work as Treasurer and to Alastair for his fund-raising efforts.
- G. *Writers' group* - has seen significant active growth with the introduction of topic-based meetings with sessions led by members and [topics](#) posted well in advance.
- H. *Writers group - Anthology*. Brian outlined the progress. Proof copies are being fine tuned with publication expected early September. Price of copies TBD. All proceeds to WF.
- I. *Writer's Group - Calne Music and Arts Festival*. Members of the group will be reading some of their own works at the festival on 11 October. A free event. **All welcome**. WF will also be staging an event as part of the Family Day.
- J. *Local Authors Shelf* - in the library remains a work in progress.
- K. *Schools links* - The KGA partnership continues, although there was no follow-up to the work experience session because of a lack of capacity. A very successful drama performance took place at Heddington Primary School. [Thanks to Brian for his work on analysing the data created](#).
- L. *Bookswap* - [Leanne](#) commented on positive cooperation with the Men's Shed leading to a simpler and better design. Health Charities have shown interest by donating bookmarks. 9 possible sites for further swaps have been suggested and Nicola and Liane are seeking permissions. There has also been a link with the Westbury Men's Shed, sharing ideas.
- M. *Social Media* - Jess has been very active with a greater presence in evidence.. WF blog is featuring other local organisations. Jess is aiming for 8 -9 posts per month.
- N. *Newsletter* - remains a work in progress [perhaps superseded at present by more active social media and website updates](#).
- O. *Town Crier Competition* - WF was asked to provide a judge for their National Competition held in Calne in July. [Thanks to Steve for representing Wordfest](#).

3. Priorities for Coming Year.

Helen outlined the priorities identified for the coming year through the strategic sessions run over the preceding few months. They are:

- A. Better organisation- to consolidate internal organisation and to coordinate aims and funding.
- B. To increase the volunteer base and general support
- C. To determine what the needs of the community are that WF can serve

- D. To be more strategic and coordinated about funding. Steve, Ruth and Nicola are to meet to start this discussion in August.
- E. Promotion and engagement. To become more of a known presence in the community.
- F. To use the Tale Trail app as a flagship project to hinge other developments off. Tim pointed out that greater support would be needed on the technical side if this is to go ahead.
- G. The idea of running a Festival as in earlier years of WF is under consideration in the longer term.

4. Auditor's Report

This was received with thanks. Mark noted that Wordfest is in compliance with the Charity Commission requirements that no Trustees received anything other than out of pocket expenses and no payments were made to any parties.

5. AOB

- A. Ruth informed the meeting that she would be seeking approval for a number of publicity items: free standing banners and banners for e.g. Town railings, to publicise WF and the Trails.
- B. Jess and Ruth are in the process of investigating the value of Wiltshire Together, a website which appears to link voluntary organisations.

The meeting closed at 20.40.