



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2021		30	10	2022

Section A Reference and administration details

Charity name

Downham Market Arts

Other names charity is known by

Not applicable

Registered charity number (if any)

1180470

Charity's principal address

16 Churchill Way, Park Lane Estate

DOWNHYAM MARKET

Norfolk

Postcode

PE38 9RS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jacqueline D Westrop	Chairperson	Ongoing	Trustee Board
2	Christine Pyke	Trustee	Ongoing	Trustee Board
3	Christopher Lewis	Trustee	Ongoing	Trustee Board
4	Gillian Trickett	Trustee	Ongoing	Trustee Board
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As above	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Standard CIO constitution as recommended by the Charity Commission

Trustee selection methods
(eg. appointed by, elected by)

Appointed by the Trustee Board after application and interview

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

All trustees receive safeguarding training.

The charity works with a range of local organisations to provide interactive creative arts and performance activities as well as working with the local infra structure organisation that arranges and promotes arts in the Eastern region

The Trustees view post pandemic recovery managing it and raising sufficient funds to facilitate the programmes it runs to be the critical areas of risk Regular review of finance available and programme run are key to maintain a balance of growth and financial stability

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Downham Market Arts Association was founded for the promotion of the arts for the public benefit in Downham Market and the surrounding area, by organising and presenting a wide range of events to facilitate artistic activity to include dance drama literature music and the visual arts

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Downham Market Arts provides theatre and a range of interactive activities related to arts to the whole community of Downham Market and the surrounding area

This includes shows sourced from rural touring companies ensuring diverse performances are brought to the community and workshops related to creative arts practices for the community are delivered

The Downham Market area does not have either a theatre or cinema provision and Downham Arts is one of few providers to deliver these activities

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Downham Market Arts is not a grant making body nor does it have any investments

It is however volunteer led and managed and they contribute 100% of the organisations activities and co-ordinate activities provided by arts professionals and other skilled professionals who run workshops

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

Downham Arts was effectively mothballed during the period of the Covid 19 pandemic. When restrictions were lifted in March 2021 it began to organise events and started to fund raise to support its activities. The active period for the charity in 21/22 year of operation was effectively March – October 2022

During this time it re-established its presence in the town with a celebratory event i.e. celebrating the Queen's Jubilee running a poetry workshop focusing on the Queen's reign, specialist film festival around the theme of Halloween and a Christmas one man show celebrating Charles Dickens Christmas Carole

A specialist workshop working with deaf children and adults was also facilitated

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to hold 10% of its income in reserve, however, as it has no fixed costs or employment costs all it requires in reserve is to cover the cost of any cancelled shows/activities hence the small amount set aside

Details of any funds materially in deficit

No funds in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Downham Arts derives its income from two principle sources, grants obtained and income generated from events including fundraising activities within the events themselves.

All money raised is directed wholly towards the creation running and evaluating of events that are run by the charity and help it fulfil its objectives

The charity has no investment policy

Section F Other optional information**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	Jacqueline D Westrop	
Full name(s)	Jacqueline D Westrop	
Position (eg Secretary, Chair, etc)	Chair	
Date	30/01/2022	

SIMPLE STATEMENT OF ACCOUNTS FOR

DOWNHAM MARKET ARTS

BETWEEN

**OCTOBER 2021 - OCTOBER
2022**

Charity number 1180470

Date	Description	Money In	Money out	Balance
Year ending October 2022	Opening balance			2673.74
	Grant one	500.00		
	Grant 2	200.00		
	Grant 3	250.00		
	Fee income	85.00		
	Grant income	400.00		
	Fee income	140.00		
	Total income for financial year	1575.00		
	Total income			4248.74
	Artist fees		250.00	
	Venue Hire		439.75	
	Sundry expenses		61.75	
	Licence fees		21.75	
	Total outgoings for the		773 25	773.25

	financial year			
	Closing balance			3475.49