



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 January 2021 **to** 31 December 2021 **Period**
end date

Charity name: Sime Gallery CIO

Charity registration number: 1188534

Objectives and Activities

| | SORP reference | |
|---|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | (a) The preservation and permanent display of the works of Sidney Herbert Sime; (b) To advance in education and the arts and, in particular but not exclusively, the history of the works of Sidney Herbert Sime. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | (a) Appointment of CIO's trustees with expertise in viable financial charitable art gallery planning and with the art market; comprehensive insurance taken out covering all works held; adoption of policies on financial reserves and on shop sale/merchandising policies; planning of children's workshops and creating of links with schools; ongoing discussions to formulate plans for future education policies, policies on conservation and future acquisitions; installation of alarm system; appointment of volunteer with experience of collections conservation to lead on care and conservation; experienced gallery volunteer engaged to undertake monthly tasks; (b) Monitoring of increased opening hours by pre-appointment 01 Jan-23 May 2021 (open 2-4 on Wednesdays and Sundays, closed during Covid lockdown periods); suitable volunteers recruited; new website created; new logo in place on correspondence/advertising; talks given in the gallery and online to interested local groups; improvements begun on both signage and gallery |

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| | | entrance area; children's workshops. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees confirm that they have complied with the duty in Section 4 of The Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | The gallery and Board of Trustees is volunteer led. Its volunteers give of their time and expertise in various ways such as gallery guides, on conservation care and research activities, managing the small café rota, website management as well as with marketing and publicity work, on day-to-day maintenance, grant applications and fundraising, for example. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>Underlying all achievements is recognition of the importance and benefit of art to everyone. Closure of galleries due to Covid restrictions has highlighted its relevance to society.</p> <p>As an independent CIO the gallery succeeded in re-opening (with pre-booking) to the public with increased hours, 2-4pm on Wednesdays and Sundays, from 23 May to early December 2021. Covid-related lockdown prevented opening otherwise. Despite restrictions trustees and gallery volunteers were delighted to welcome 237 visitors during open periods. The Sime 'Ta Ta' café opened during this period for drinks and cakes and 179 visitors</p> |

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| | | <p>participated of its refreshments.</p> <p>Two talks were given about the works of Sidney Sime for group visits, both of these held in the gallery; two future talks are booked. One trustee is responsible for monthly online newspaper updates and one local magazine receives regular entries and adverts. Social media, in particular Instagram (100 hits in the first four months), are now also helping to keep people informed via regular postings. To reach a wider audience this needs to increase to aid footfall and sustainability.</p> <p>Two grants were secured: <u>the first</u>, a grant of £250 from the Surrey County Council Members Scheme towards Jubilee and Centenary Exhibitions in 2022; <u>the second</u>, announcement of a major HF grant of £83,000 for a community liaison officer for audience development, an exhibitions gallery technician, and a retail consultant for 2022-2025, all posts in keeping with the Gallery Business Plan to become sustainable financially as well as retaining our volunteers and increasing footfall.</p> <p>In autumn 2021 the gallery was accepted as one of 11 organisations across the southeast of England to participate in the six-month (Nov 2021 – May 2022) “MuseumWIDE” training programme being piloted by Museum Development SouthEast. The programme aims to help museums become more welcoming, inclusive, diverse and equitable.</p> <p>Mr Thomas Seymour, grandson of Sime’s Patron and renowned polymath Lord Howard de Walden, remains the founding Patron and is assisting in organisation of the Gallery’s first Exhibition since becoming a CIO, to take place in London in 2023.</p> <p>Ewbank’s Auctioneers continues as the CIO’s founding Sponsor.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| Achievements against | | Education: |
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| objectives set | Para 1.41 | <p>In 2021 Trustees began exploring possible programmes in partnerships with schools, Arts Societies and other cultural institutions. Due to Covid restrictions, the February and Easter family workshops had to be cancelled. Once open two small workshops in August and October took place which included taking the children into the gallery to spot items such as animals in the paintings, thereby introducing them to Sime's art in an enjoyable, fun way.</p> <p>Strategy sessions continued in 2021 when KPIs were revisited and our aims and objectives taken forward with the proposal eventually to become a Centre for Illustrative Art Education, to share the fascinating 'story' of Sidney Sime and the importance of his art to heritage.</p> |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | Overall, the CIO's financial position was solid at the end of the second calendar year. | |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The purpose of the Financial Reserve Policy is to ensure the financial stability of the Sime Gallery at all times. | |
| Amount of reserves held | Para 1.22 | The target minimum Financial Reserve Fund is equal to six months of average operating costs. Target amount of reserves held in 2021: £2,600 | |
| Reasons for holding zero reserves | Para 1.22 | n/a | |
| Details of fund materially in deficit | Para 1.24 | n/a | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Trustees are keen to increase the numbers of visitors welcomed to the gallery and recognise the need to grow the volunteer team in order to make this possible. It is recognised, for example, that concern over Covid has resulted in many people not returning to visiting galleries; volunteers could | |

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| | | therefore become disillusioned if not many visitors come. A volunteer handbook has been created to support volunteer training and a volunteers' tea was arranged. The need for additional funding and fund raising will be considered to ensure financial stability should donations be reduced. | |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Grants, donations. Plans are continuing with local craftsmen to produce wood crafts to sell in order to grow merchandise and sales activities thereby broadening income sources and links with local artisans. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | The CIO's current principal risks arise from <ul style="list-style-type: none"> i) insufficient funding; ii) lack of display space iii) lack of sufficient visitors to make new openings viable iv) lack of volunteers v) lack of profile of Sime name vi) and as identified in para 1:23 |
| Other | | In addition to those mentioned above, trustees are also aware of issues with a lack of public transport to Worplesdon, poor access to the gallery space, limited merchandising and uncertainty due to the Covid effect and effects of war in Ukraine with resultant difficulties in carrying out art conservation work since items unavailable and costs soaring. |

Structure, Governance and Management

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| Description of charity's trusts: | | The Sime Gallery CIO has no trusts. |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected with regard to the skills, knowledge and expertise they bring. The constitution allows up to 12 trustees to serve at any one time. There must be a minimum of four trustees. |

Additional information (optional)

You may choose to include further statements where relevant about:

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| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | <p>New Trustees receive</p> <ul style="list-style-type: none"> i) a copy of the current version of the constitution ii) a copy of the CIO's latest Trustees' Annual Report and statement of accounts iii) a copy of current policies |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <p>The Sime Gallery CIO was instated on 13 March 2020, formerly the Sime Gallery Trust, formed in 1949 to enable the bequest of Sime's widow Mary (please see below). The trustees are responsible for running the organisation.</p> <p>The Sime Gallery works with other galleries and arts societies in West Surrey and plans to develop links nationally also. It is a member of Surrey Museums Partnership and the Association of Independent Museums.</p> <p>The gallery plans to work towards accreditation with support from Museums Development South East.</p> |
| Relationship with any related parties | Para 1.51 | <p>The origins of the Sime Gallery CIO lie within the Worplesdon Memorial Hall and Recreation Ground and Sime Gallery Trust. Funding for the Gallery's establishment and construction was provided solely by the bequest of Sime's widow Mary in 1949, at no extra cost to the trustees of the day. The</p> |

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| | | <p>gallery opened in 1956.</p> <p>In order to provide a modern governance structure for both the gallery and the Hall, it was agreed to form two CIOs: Worplesdon Memorial Hall and Recreation Ground CIO and the Sime Gallery CIO, each with its own set of trustees.</p> <p>The Sime Gallery remains located within the Worplesdon Memorial Hall. A legal property structure was agreed and accepted by the Charity Commission in March 2020, enabling the Sime bequest to be based on a firm legal tenure necessitating the granting of a new lease between the two new CIOs. An operational agreement between the two new CIOs was agreed, with both organisations looking forward to good collaboration in years to come.</p> <p>This new arrangement allows the Sime Gallery GIO greater flexibility of future funding.</p> |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Sime Gallery CIO |
| Other name the charity uses | - |
| Registered charity number | 1188534 |
| Charity's principal address | Worplesdon Memorial Hall Perry Hill Worplesdon Guildford Surrey GU3 3RF |
| | |

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 | Catherine Irene Mary Broughton | Chair | 13 March 2020 - present | |
| 2 | Heinrich-Peter Elsing Degree in Economics (Diplom Volkswirt), Free University Berlin | Treasurer | 13 March 2020 - present | |
| 3 | Caroline M Coleman | Trustee | 13 March 2020 - present | |
| 4 | Christopher T J Ewbank Chartered Arts and Antiques Surveyor, FRICS, ASFAV | Trustee | 13 March 2020 - present | |
| 5 | Jan M Messinger | Trustee | 13 March 2020 - present | |
| 6 | Marilyn Scott MBE MA AMA FRSA | Trustee | 18 March 2020 - present | |
| 7 | Marjory I Stewart | Trustee | 13 March 2020 - present | |
| 8 | Victoria Thompson | Trustee | 13 March 2020 - present | |
| 9 | Catherine Mirmak | Trustee | June 2021- present | |
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Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
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Funds held as custodian trustees on behalf of others

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| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|---------------------|--------------|---|
| Independent Auditor | Ms Helen Lee | 55 Wodeland Avenue, Guildford, Surrey ~GU2 4LA |
| | | |
| Bankers | CAF Bank Ltd | 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ |
| | | |

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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| Arts Consultancy Advisor- Alix Slater Consultancy (funded by the Heritage Fund Resilient Heritage Grant awarded 2019) March 2019-Aug 2020 |
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Mary Broughton

Full name(s)

Catherine Irene Mary
Broughton

**Position (eg
Secretary, Chair, etc)**

Chair

Date

27 July 2022

Sime Gallery CIO
2021 Summary of Receipts and Payments

1 Receipts from Day-to-Day Operations 2021

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|--|------------|
| Donations | £ 2,185.22 |
| Sponsorships, Lectures, Retail and Other Sales | £ 1,782.23 |
| Total Day-to-Day Receipts 2021 (Unrestricted Income) | £ 3,967.45 |

2 Grants 2021

| | |
|----------------------------------|----------|
| SCC Members Community Allocation | £ 250.00 |
| Total Grant Income 2021 | £ 250.00 |

3 Carry-Over from 2020

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|---|-------------|
| Unrestricted Receipts from 2020 | £ 5,977.91 |
| Carry-over from Grants: | |
| National Lottery Heritage Fund | £ 3,904.80 |
| National Lottery Heritage Emergency Grant | £ 4,830.19 |
| SMP Grants Surrey Museums | £ 250.00 |
| SCC Members Community Allocation | £ 220.00 |
| Total Carry-Over from 2020 | £ 15,182.90 |

Total Income 2021

£ 19,400.35

4 Expenditures paid from Day-to-Day Operations £ 2,585.11

5 Expenditures paid from Grants £ 5,300.19

Total Expenditures

£ 7,885.30

Cash in Bank

£ 11,515.05

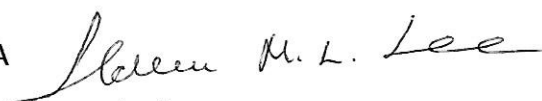
| | |
|--|------------|
| Financial Reserve | £ 2,600.00 |
| Grant Contribution Reserve | £ 5,000.00 |
| Unrestricted Income | £ 3,915.05 |
| Signed by two Trustees on behalf of all Trustees | |

Mary Broughton (Chairperson)

Peter Elsing (Treasurer)

I have carried out an independent examination of the accounts laid out above for the year ended 31st December 2021 of the organisation and confirm that I found them to be prepared in accordance with the underlying records.

Helen M L Lee MA FCA


5/3/2022