



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 January 2022** to **31 December 2022** 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; 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-01Feb 2022 (open 2-4 on Wednesdays and Sundays, formerly closed during Covid lockdown periods); suitable volunteers recruited; new website updated regularly; new logo in use on correspondence/advertising; talks given in the gallery and to interested local groups; improvements continued on both signage and gallery 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. In addition there are 25 volunteers for the gallery, workshops and café to assist.
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>Underlying all achievements is recognition of the importance and benefit of art to everyone. Closure of galleries due to Covid restrictions 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, Covid surges affected numbers of visitors at times during 2022 but gallery remained opened with precautions introduced when appropriate eg Jan-March 2022. Despite these distractions, trustees and gallery volunteers were delighted to welcome in 2022, 440 visitors and 55 children as workshop attendees. The Sime 'Ta Ta' café opened during this period for drinks and cakes and total 215 visitors participated of its refreshments. There were 5 group visits. The ambience and appearance of both the café and gallery eg additional and upgraded lighting above the display panels, improved signage eg PULL UP banner for display purposes, courtyard area and new display bases for additional items to be displayed, and bannister rail to assist those with ambient stair difficulties have all made a difference to the visitor experience. Those unable to access the gallery have been offered albums to view as appropriate and safe, downstairs.</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 a twitter account was initiated as it vital to maintain as well as increase footfall and sustainability. The Ta TA café had some additional items given and the small courtyard area enhanced with additional flower pots and Christmas lights!</p> <p>A major NLHeritage Fund grant of £83,000 awarded in Dec 2021 was for</p>
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		<p>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. Two Consultants were appointed for community liaison in a partnership scheme with Surrey Museums; one to be our Gallery technician and one to carry out evaluation of the scheme..</p> <p>A grant of £250 from the Surrey County Council Members Scheme awarded in 2021 was used to purchase items for display and towards Jubilee and Centenary Exhibitions in October 2022 along with a Parish Council £500 grant.</p> <p>In autumn 2021 the gallery was selected 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. Two trustees completed this course and advise us accordingly. Particular advice has been sought regarding sight to enable us to create signs that are visible and legible to people with poor eyesight. Our policies regarding EDI have been improved and as a group of Trustees we ensure that our meetings include any updates.</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 June-Dec 2023. A further Exhibition is planned for January 2024 and a further one in 2025 at different galleries.</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:

Achievements against objectives set	Para 1.41	<p>Education:</p> <p>Due to a Covid surge, certain restrictions meant only 39 children attended the Half Term February workshop (previously cancelled in 2021). Three small workshops 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, and a crown making competition at the late Queen's Jubilee celebrations in June 2022. Two Sime Gallery Trustees lead the team who organised the Jubilee street party in the grounds of the Worplesdon Memorial Hall and the Sime Gallery which was open during the event,</p> <p>As part of the Hall 3 day Centenary events, the Sime Gallery was open when possible and a workshop for the children held during the Opening Reception event when the Lord Lieutenant of Surrey was the guest speaker who emphasised the importance and uniqueness of the Gallery being within a Village Hall.</p> <p>Strategy sessions continued in 2022 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	£3,000+ raised at the Fundraising wine and canapes evening due to the generosity of a local resident and sponsorship of a local estate agency far exceeded expectations. The Inaugural annual Sime Lecture was held in November 2022 and attended by 93 people raising £700.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

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.	
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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 2022: £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; some volunteers have become disillusioned if not many visitors come. A volunteer handbook has been created to support volunteer training and a volunteers' tea was arranged. The handbook requires updating regularly. The need for additional funding through grants, sponsorship and fund raising will be required to ensure financial stability especially when the major 3 year HF grant period is completed (summer 2025). An annual lecture will take place in November	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grants, donations sponsorship, annual lecture and annual fundraising event, and limited merchandise (due to lack of space) eg cards and Sime book. Also sponsor a painting scheme as part of conservation and restoration plans.
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	<p>The CIO's current principal risks arise from</p> <ul style="list-style-type: none"> i) insufficient funding for future financial sustainability; eg to pay for any employed helpers ii) lack of display space iii) lack of sufficient visitors to make any further new openings viable iv) lack of volunteers/trustees with appropriate skills

		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

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:

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 with whom we work with the 2 HF consultants in a 3 year partnership scheme since March 2021.</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	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

		<p>provided solely by the bequest of Sime's widow Mary in 1949, at no extra cost to the trustees of the day. The 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	John Slater	Treasurer	13 May 2022 - 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 H 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	
10	Peter H Elsing	Treasurer	13 March 2020 - June 2022	
11				
12				
13				
14				

Corporate trustees - names of the directors at the date the report was approved

Director name		

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

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

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		

Sime Gallery CIO
Registered Charity Number: 1188534
Summary of Receipts and Payments y/e 31 December 2022

1 Receipts from Day-to-Day Operations 2022

Donations	£	2,784.31
Sponsors, Lectures, workshops/Retail/Other Sales etc.	£	7,153.76
Total Day-to-Day Receipts 2021 (Unrestricted Income)	£	9,938.07

2 Grants 2022

Arts Societies Grants	£	750.00
National Lottery Heritage Fund Grant	£	39,395.00
Total Grant Income 2022	£	40,145.00

3 Carry-Over from 2021

Unrestricted Receipts from 2021	£	7,360.25
Carry-over from Grants:		
National Lottery Heritage Fund	£	3,904.80
SCC Members allocation Centenary Project	£	250.00
Total Carry-Over from 2021	£	11,515.05

Total Income 2022

£ 61,598.12

4 Expenditures paid from Day-to-Day Operations

£ 2,853.89

5 Expenditures paid from Grants

£ 12,845.70

Total Expenditures

£ 15,699.59

Cash in Bank

£ 45,898.53

Unrestricted Cash

£ 14,444.43

Restricted Cash

£ 31,454.10

Signed by two Trustees on behalf of all Trustees

Mary Broughton (Chair) *Mary Broughton* John Slater (Treasurer)
Date: 20 Feb 2023 Date: 20 Feb 2023



I have carried out an independent examination of the accounts laid out above for the year ended 31st December 2022 of the organisation and confirm that I found them to be prepared in accordance with the underlying records.

Helen M L Lee MA FCA

Helen M. L. Lee
20th February 2023

Sime Gallery CIO
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20th February 2023