



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 January 2023 to 31 December 2023 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 Feb-30 Nov 2023 (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.Obtaining grants eg NLHF
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 their outcome activities when successful, strategy application, fundraising events and exhibition planning and preparation. In addition, there are 25 volunteers for the gallery, workshops and café.
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 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 before 2023 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 2023, 484 visitors and 61 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 3 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</p>

		<p>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. Plans for redecoration in early 2024 whilst paintings are being exhibited at our first London Exhibition at Chris Beetles Gallery St James's. This and other items as well as our outreach programme has been achievable with the support of the NLHeritage Fund grant we received.</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 increasing particularly with younger visitors continue to help 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! In 2023 we entered 'Guildford in Bloom' competition and awarded Silver in our category.</p> <p>The major NL Heritage Fund grant of £78,790 awarded in Dec 2021 was 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. 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. This has resulted for example in young adults from Halow charity who suffer with autism or lacking life skills visiting the Gallery for art classes under the supervision of the Heritage Consultants and 3 volunteers. Our progress is regularly evaluated by our excellent HF Evaluation Consultant, principally by the analysis of questionnaires for every occasion and our visitors as well as regular updates in activity.</p> <p>A grant of £100 from the Surrey County Council Members Scheme was used to sponsor young musicians at our first big fundraising event when 170 attended a Jazz</p>
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		<p>BBQ.This enabled us to support Halow beyond the period of the HF grant scheme should we require paying for services to assist our volunteers or purchase particular items to improve our display. In December we were successful in obtaining a grant for an Art Conservator to come and prioritse the need and order in which art works need restoration or reframing etc</p> <p>We continue to consider our EDI programme to become more welcoming, inclusive, diverse and equitable.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 were improved and as a group of Trustees we ensure that our meetings include any updates.The Halow group will assist in creating new display signs that are easier to see and read as wel as information panels.</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 at Chris Beetles Gallery 1 January 2024 and will give the speech at the opening recptiom, A private Exhibition is planned for Feb-June 2024 in London and a further one in September -December 2024 planned in North London.</p> <p>Ewbank's Auctioneers continues as the CIO's founding Sponsor until November 2023.It was with great sadness that Chris Ewbank, Sime Trustee and sponsor, died in June 2023 and is greatly missed.</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>In addition to the main Halfterm workshop in Feb 2023 when Guildford Shakespeare company encourage a number of children to participate in miming and acting out a related speech from The Tempest which was successful as well as informative.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 an art treacher volunteered to give a drawing class based on a Sime Caricature for adults on one occasion. Further art workshops tooks place at the Church for Easter and at Halloween in</p>
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		<p>the Gallery. As part of the King's Coronation a tea party for volunteers was held and a tree planting ceremony performed. A previous coffee morning for volunteers was held at the nearby Hotel/café to show appreciation for the valuable contribution and to support our local economy by using the nearby hotel facility.</p> <p>Strategy sessions continued in 2023 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. The Trustees were divided into 3 groups - to plan and prioritise Enhancing the appearance, Improving the assets, and increasing the awareness of the Gallery which would assist in planning our budget, guided by our Business Plan and achieving the outcomes of the HF grant requirements.</p>
Performance of fundraising activities against objectives set	Para 1.41	172 attended Jazz BBQ whenraised at and sponsored by local Builder and supported by a small grant from our local County Councillor and far exceeded expectations again.. The second annual Sime Lecture was held in November 2023 and attended by 103 people raising £.
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.	
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 2023: £	
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 since Covid	

		many people are 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' coffee morning was arranged. The handbook requires updating again to make it relevant. 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 2024	
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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 further painting scheme as part of conservation and restoration plans needs completing.
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 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, Gaza and general global uncertainty affecting decision making and general support for Arts and Heritage in this country, as well as soaring costs for art conservation work since items difficult to obtain and increasing in price constantly.

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	<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 gallery opened in 1956.</p> <p>In order to provide a modern governance</p>

		<p>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 CIO 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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Sime Gallery CIO

1188534

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Jan-23

To

Period end date
31-Dec-23

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	1,958	-	-	1,958	2,784
Sponsors, lectures, workshops, retail, other sales etc.	8,280	-	-	8,280	7,154
	-	-	-	-	-
Grants	-	564	-	564	40,145
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	10,238	564	-	10,802	50,083
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,238	564	-	10,802	50,083
A3 Payments					
Expenditure from day-to-day operations		-	-	-	
Gallery maintenance	630		-	630	1,637
Workshops	419	-	-	419	98
Marketing	635	-	-	635	207
Website	498	-	-	498	-
Retail costs	616	-	-	616	462
Admin. Costs	2,705	-	-	2,705	450
	-	-	-	-	-
Expenditure from grants	-	17,744	-	17,744	12,846
Sub total	5,503	17,744	-	23,247	15,700
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	5,503	17,744	-	23,247	15,700
Net of receipts/(payments)	4,735	- 17,180	-	- 12,445	34,383
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,444	31,454	-	45,898	11,515
Cash funds this year end	19,179	14,274	-	33,453	45,898

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	cash in bank	19,179	14,274	-
		-	-	-
		-	-	-
	Total cash funds	19,179	14,274	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Invoices for overhead costs (paid Jan 2024)		880	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Mary Broughton (Chair)		
		John Slater (Treasurer)		

I have carried out an independent examination of the accounts laid out above for the year ended 31st. December 2023 of the organisation and that I found them to be prepared in accordance with the underlying records.

Helen M L Lee FCA



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity name
Sime Gallery CIO

On accounts for the year
ended

31 December 2024

Charity no
(if any)

1188534

Set out on pages

1 - 2

remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2024.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Helen M.L. Lee

Date:

1 / 4 / 2024

Name:

MRS HELEN M. L. LEE

Relevant professional
qualification(s) or body

FCA - ICAEW

(if any):

Address:

55, WODELAND AVENUE

GUILDFORD, SURREY GU2 4LA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Sime Gallery CIO

1185534

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CC16a

For the period
from

01-Jan-23

To

31-Dec-23

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	-	-	-	-	-
	-	-	-	-	-
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Sub total (Gross income for AR)	10,238	564	-	10,802	50,083
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Total receipts	10,238	564	-	10,802	50,083
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Section B Statement of assets and liabilities at the end of the period

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		-	-	-
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(agree balances with receipts and payments
account(s))

[illegible][illegible][illegible]

	Details	Fund to which liability relates	Amount due {optional}	When due {optional}
B5 Liabilities	Invoices for overhead costs (paid Jan 2024)		880	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf
of all the trustees

Signature

Print Name

Date of approval

Mary Broughton
A. S. R. R.

Mary Broughton (Chair)

John Slater (Treasurer)

1/4/24

1/4/24