



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	06	04	2023		05	04 2024

Section A Reference and administration details

Charity name	Carousel Print Studio
Other names charity is known by	
Registered charity number (if any)	1197931
Charity's principal address	Exchange Place Studios
	Exchange Street
	Sheffield
Postcode	S2 5TR

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 Claire Crawshaw			
2 Pat Cochrane			
3 Bev Stout			
4 Carol Morton		Until 4 th March 2024	
5 Greg Povey		From 5 th September 2023	
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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
Olivia Bliss	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Registered 15/02/2022 CIO FOUNDATION
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Appointed by other trustees

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.

New Trustees are inducted by existing members of the Board and by experienced operational volunteers. New trustees are urged to read the governing document, the Trustees Code of Conduct and the existing policies in place, as well as, visiting the studio and meeting members of the volunteer team.

All trustees are encouraged to read the guidance published on the Charity Commission website and NCVO to help improve their positions as trustees.

We work closely with Yorkshire Art Space who are a charity in which we sublet the premises from and collaborate with for local events.

The trustees consider the main risks to be:

- Health and Safety – There are written procedures in place, to ensure safety in the studio. All members and volunteers are inducted, such that they are compliant with those procedures.
- Finances & Funding – As a small and newly established CIO, trustees are aware of the financial risks and therefore our financial position is closely managed and considered at both Board and Operational levels.

Section C Objectives and activities

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

The advancement of visual arts in Sheffield and the surrounding region for the public benefit mainly but not exclusively through workshops, exhibitions, educational courses and events.

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)

Our main activities are hosting workshops to promote different print making techniques. We charge at a rate which is viable to cover costs, but with the intention of making them affordable to those on a low income.

We also hold exhibitions and community events which are free and located in easily accessible venues in the city centre.

Our studio includes regular open access free sessions, which enable us to make contact with individuals, groups and communities who cannot afford our fee-paying courses. Some events are heavily subsidised.

Trustees consider the issue of public benefit at every Board meeting, and this informs decisions about how to prioritise 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.

The charity benefit from a considerable investment of time from volunteers who support many of the key functions including:

- setting up the studio
- general day to day running of the print studio
- developing relationships with key arts and community organisations in the city and beyond
- publicity and marketing on social media and in relevant journals
- running open access activities at community events
- setting up exhibitions

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Carousel has established itself as a valued contributor to the community arts and cultural scene in the city in a very short period - since opening its doors to the public in September 2022. Prior to this, Sheffield was the only major city in the country without an open access print studio.

This has been achieved because of the dedication and commitment of a team of volunteers who have worked tirelessly to set up a well organised and welcoming space and programme of activities with appropriate procedures to ensure the safety and well-being of volunteers, tutors, and participants.

Care has been taken to ensure the procedures and practices regarding equipment and materials are mindful of both of environmental issues and sustainability.

A wide range of weekend workshops is on offer introducing beginners to basic printing techniques and offering more sophisticated processes to those with more experience. In this period, we have hosted 40 workshops with 189 people in attendance.

There were 29 active members in the period, who access to the studio facilities.

Workshops have been organised with partner organisations including Flux in Rotherham & Wadsley Sanctuary.

Volunteers ensure a regular social media and publicity of the event and opportunities.

Section E

Financial review

Brief statement of the charity's policy on reserves

We aim to hold reserves of up to 3 month's rent and costs to wind down the company, including equipment removal.

Details of any funds materially in deficit

n/a

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.

The charity has gratefully secured funding, which has enabled the purchase of assets and has been pivotal in bringing the Print Studio to life.

In addition to this, the hosting of workshops and events have funded our central costs.

All expenditures have been carefully considered to ensure they maximise the promotion of visual arts within Sheffield and be accessible for the benefit of the public.

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)	C.Crawshaw	
Full name(s)	Claire Crawshaw	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	10/01/25	

