

WOA
AGENDA FOR AGM NOVEMBER 1st 2022
7.30pm

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
 - Change to the Constitution to confirm the number of Trustees
5. Chairman's report
6. Treasurer's report
7. Election of Committee members

The following members of the Committee are standing down:

Trustees -Sarianne Durie and Leigh Henry
Committee member - Jenny Smith

The following elected members of the Committee are willing to stand again:

Trustees Kay Adamson, Laura Hounam, Diana Alcock, Silvi Shaumoffel,
Lizzie Shannon-Little
Committee member Christine Payne is willing to stand as a Trustee

Shirley Townley was co-opted onto the committee during the year and is willing to stand.

8. AOB

Minutes of AGM held on November 3rd 2021



Introduction

The Chair, Sarianne Durie, opened the meeting by reminding us that this AGM was for both 2020 and 2021 as Covid prevented a meeting last year.

She outlined who is on the staff at present, thanked previous staff members and introduced our new manager, Chantal Kruegel.

She also thanked the Trustees and members of the Committee.

1) Present

24 members attended including the Trustees and Committee members

2) Apologies

11 apologies were received.

3) Minutes of previous meeting

These were agreed and signed.

4) Matters arising

The meeting agreed to ratify the decision to confirm the minimum number of Trustees as 4, including the Chairman, Treasurer, Secretary.

Sarianne explained that she will be standing down as the Chair but will stay as a Trustee for the time being.

5) Chairman's Report

Sarianne asked for more people to come forward to help with all aspects of the running of WOA.

We have 150 members, which is fewer than in the past. We hope this will increase.

The pandemic had a bad effect on WOA. Exhibitions had to be closed, Life Drawing cancelled, and staff were furloughed. However we managed to keep going and as soon as possible were able to put up exhibitions.

Sarianne celebrated WOA as an active and successful part of Bampton.

6) Treasurer's Report

Laura, Treasurer, outlined the current situation.

The financial report was available for members to scrutinise.

Grants from the Community shop and West Oxfordshire District Council helped keep everything going. When Covid came along we had to cancel everything, refund fees and rearrange everything.

Art Weeks and the Ceramics exhibition were very successful. We will end this financial year in credit, at a similar level to 2020.

Expenses are increasing (eg electricity bills) so we need to come up with ways to improve our income.

7) The future of WOA

Sarianne explained that this year we have seriously considered closing, but provided we can increase the number of volunteers for co-ordination, setting up exhibitions and support with all aspects, we hope that we will look forward to a successful future.

Next year is our 50th anniversary and we plan to use the long weekend for the Queen's Platinum Jubilee in early June to develop a celebration of WOA.

The Vesey Room is being developed and will include a large room upstairs which can be used for occasional events, such as workshops, from next spring.

The new Manager, Chantal, explained her plans for the Jubilee – she is in the process of setting up an Art Trail in Bampton and working with the Town Council on this.

8) Election of Committee members

All Trustees / Committee members are willing to continue to stand.

Sarianne introduced three people who are willing to join the Committee.

These are

Kay Adamson proposed by Pip Shuckburgh and seconded by Laura Hounam

Christine Payne proposed by Silvi and seconded by Leigh

Lizzie Shannon-Little proposed by Gill Salway and seconded by Diana Alcock.

9) AOB

Chantal outlined her work so far. She has reached out using social media, and the Gallery now has 3500 followers, and many more visitors are coming to the Gallery. She is partnering with other local art societies and is in the process of setting up workshops including some to take place in the Gallery in January when there is no exhibition.

She has provisionally booked some artists for Open Studios during the Jubilee week and suggested that we charge for a trail map.

She is in touch with the local school, proposing that pupils have an exhibition.

She is applying for grants.

It was suggested that local artists might produce pictures of Bampton which we could sell.

It is also possible that WOA might take a lead in trying to co-ordinate various charities in Bampton.

The meeting closed at 8.30pm.

Chairs report

It is lovely to welcome you all this evening as the chair of WOA.

This time last year we were still wondering how the pandemic would affect the running of the gallery but following our members pop up exhibitions I am pleased to say that after a two year delay, we managed to hold artist Jane Duff's Exhibition A love of the Land and David Cotton's Disappearing World. We took part in Oxfordshire Artweeks, as planned with 10 artists holding our first reception after the pandemic. We also welcomed KS1 classes from Bampton Primary School to the gallery.

The way the gallery lends itself to the variety of work that artists create has been reflected in exhibitions of A Class Act by Pip Shuckburgh's art class and One Plus Five. These wonderful exhibitions also owe a lot to the dedicated Exhibitions Team of Diana, Sally and Laura along with the volunteers who help with hanging and staging. I would like to thank them for all their hard work in bringing everything together, on numerous occasions. They certainly have been busy.

The members exhibitions have proved very popular and along with the shop provide a great opportunity for members to promote their work.

In April we were approached by Kelmscott Manor, thanks to member John Barnes, to be partners in a Community Exhibition to mark the reopening of the manor after a two year closure. Open to all our members, 16 artists signed up. We spent two days at the Manor and the work resulted in The New Epoch Exhibition held in the last few weeks. Members also had access to the Manor for a day in the summer to work in grounds and house.

Making art accessible is one of WOA aims and with the re-established links with the school, in October three of us worked with all the children to reimagine shirts for our first Community Exhibition to mark WOA's 50th Anniversary to be held in January. Thank you to Christine and Marjolein for all your help.

The exhibitions are the showcase of WOA but behind the scenes there is a team of people. In January we welcomed Lizzie Hicks as our new gallery manager and I would like to thank her and Susy for the work that goes into the admin of the gallery.

Volunteers are also crucial to the success of the gallery, not least by sitting in the gallery to keep it open. Thank you must go to all of our sitters and Shirley Townley for organising the rota, no mean feat. We are always keen to hear from people who would like to sit. It is a fun way to meet members and visitors from the local area or further afield.

WOA is run for its members by its members and nothing would happen without the work of the Committee. Thank you to Sarianne, Leigh, Christine, Shirley, Lizzie, Diana, Silvi and Jenny. Finally I must thank Laura who as Treasurer does so much work keeping accounts, paying artists and generally being a mine of information that has been so much help to me over the last few months.

Tonight, we are sorry to say that three of the committee are standing down. I would like to thank Sarianne for her work as Chair at a time of uncertainty, and we have something to show our appreciation. Leigh as our secretary is also stepping down and Jenny who has so diligently taken the minutes of our meetings.

WOA is nothing without its members, please consider giving some time to sit in the shop, help set up an exhibition or offer your skills in HR or DIY for our annual tidy in January. And finally, do spread the word that WOA is something worth belonging to!

Treasurer Report for year ending on 31st march 2022

Financial Year 2021/22

The financial year started in Lockdown 3 with the Gallery still closed for national restrictions. On the 12th of April we were allowed to reopen our doors and immediately started setting up the 1st exhibition of 2021: Artweeks. It includes WOA's entry in the Oxfordshire Artweeks festival. The Oxfordshire Artweeks Festival format was affected by Covid restriction (for eg. no printed guide, studio visits by appointment,..). This was reflected in the reduced number of visitors and income.

WOA's exhibition programme was disrupted due to repeated lockdowns in 2020 and early 2021, when we had to cancel and postponed exhibitions. Two pop-up exhibitions filled the gaps.

No official restrictions were introduced during the winter wave of the pandemic, but the strong advise on not socialising and restricting activities whenever possible affected the run up to Xmas, one of the most profitable times of our year.

In response, we took a pragmatic and prudent approach, changing our way of operating (for example reducing the number of exhibitions but increasing the length, longer period allowed for setting up, increasing hours worked by staff, introducing working from home). Although comparing figures with previous years is difficult, we saw that in the 2021-2022 financial year, gross sales from the shop increased by almost 40% on pre-pandemic levels (from £5000 to £7000). Net income from total sales including exhibitions (Sales less Artist Payments) ended on a par with pre-pandemic levels, an achievement of which we should be proud of.

Like many other organisations, we face underlying cost pressure, primarily in energy costs. However, we received a Discretionary restart grant from WODC of £4400 which allowed us to confidently plan a programme for the following months and to fund the increase in working hours and helping us to reach a positive result at the end of the financial year.

We also received two grants from The Bampton Community Shop totalling £1,000. The money is used for specific projects, improvement of the shop furnishing was one of them and we are most grateful for their continuous support.

Outlook for the Future:

We entered 2022/23 with a solid financial base and thanks to the efforts of staff, volunteers and artists we have had a strong first half of the year in terms of sales.

However, we know that the times ahead will continue to be challenging due to high inflation and a difficult economic climate. As people try to save on expenditure, we could see reduced income from memberships and sales and we are already experiencing higher running costs. Cost of electricity is the topic of the day. Fortunately, we are shielded from the increases until our 3 years contract ends in June 2024.

Given the economic outlook, we will continue to maintain a pragmatic and prudent approach, looking to invest our resources into projects in line with our core aims but protecting our long-term financial viability.

Laura Hounam 16/10/2022

WEST OX ARTS
REPORTS AND FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2022

Contents	Page
Charity Information	1
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3 - 4
Balance sheet	5
Notes to the financial statement	6 - 8

West Oxfordshire Arts Association Reg Charity No 266542
Working names: West Ox Arts, WOA, West Ox Arts Association

WEST OX ARTS**LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Sarianne Durie

Leigh Henry

Laura Hounam

Pip Shuckburgh stepped down on 3/12/2021

Silvi Shaumloeffel

Diana Alcock

Elizabeth Shannon Little from 2/11/2021

Sara Kay Adamson from 2/11/2021

Chair

Sarianne Durie until 17/11/2021

Sara Kay Adamson from 2/2/2022

Secretary

Leigh Henry

Treasurer

Laura Hounam

Registered Address

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

Bankers

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION

I report on the accounts of the Trust for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

Ray Proctor, M.B.A.
11 July, 2022

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022**
INCOME AND EXPENDITURE ACCOUNT

	2021-2022 Unrestricted Funds	2020-2021 Total
	£	£
Incoming resources		
Grants and Subscriptions		
Membership subscriptions	4,195	3,588
HMRC small employers NI contribution grant	124	61
Donations	555	520
WODC grants	4,411	16,675
HMRC JRS grant	199	3,547
Sponsorships	281	0
Bampton parish Council	0	650
Activities generating funds		
Exhibitions sales	26,355	5,868
Exhibition Fees	5,883	1,040
Shop sales	7,040	0
Other Income		
Sundries (includes sitters errors)	-11	5
Gift Aid (4)	668	484
Bank Interest	3	10
HMRC credit	0	191
	<u>49,701</u>	<u>32,639</u>
	Restricted funds	
Bampton Community shop (website, IT and public relations))		<u>1,000</u>
Bampton Community shop (upgrade of gallery shop)	<u>500</u>	
Bampton Community shop (furnishing storage and extraordinary expenses)	<u>500</u>	
	<u>1,000</u>	<u>1,000</u>
Total Incoming Resources	<u><u>50,701</u></u>	<u><u>33,639</u></u>

WEST OX ARTS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2021-2022	2020-2021
	Unrestricted Funds	Total
	£	£
Resources expended		
Charitable expenditure		
Exhibition payments to artists	19,247	4,108
Exhibition costs	865	346
Shop payment to artists	4,925	0
Electricity	1,554	836
Staff salaries (includes HMRC employees)	15,212	12,124
staff tax rebate	456	-233
staff tax rebate refund	-415	0
NI employers' contributions	124	61
Staff accrued holidays	0	231
Rent	1,750	1,750
Insurance	565	565
Repairs and maintenance	37	71
Cleaning	623	259
Equipment	0	374
	44,942	20,492
Management and Administration		
Publicity	0	175
Telephone & Internet	337	342
Affiliations	75	177
Postage	0	8
Card charges	544	167
Bank Charges	26	0
Photocopies & stationery	241	139
Hospitality and Public relations	40	10
Sundries	53	0
	1,316	1,018
Total resources expended unrestricted funds	46,258	21,510
Restricted Funds expended		
IT and public relations	119	0
Maintenance	88	0
Signage	366	0
Upkeeping of gallery and paiting	34	0
Upgrade of gallery shop	366	0
	973	0
Total resources expended	47,231	21,510
Net balance (All Funds)	3,470	12,129
Balance brought forward	33,484	21,355
Net accumulated income carried forward	36,954	33,484

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2022**

	Notes	2021-2022		2020-2021
		£	£	£
Current assets				
Debtors	(6)	709		1,505
Current Account		13,389		8,080
Deposit Account		28,577		26,574
Petty Cash/float		100		100
Cash at gallery		142		29
Total Current /Savings			42,918	36,288
Creditors: amounts falling due within one year	(7)		-3,600	-381
Expenses deferred to following year	(8)		0	285
Income deferred to following year	(9)		-2,364	-2,708
Net current assets			36,954	33,484
Net assets			36,954	33,484
Accumulated funds:				
Carried forward :				
Unrestricted funds from previous year			29,528	18,399
Restricted Funds from previous year			3,956	2,956
Restricted net balance			27	1,000
Unrestricted Net Balance			3,443	11,129
Total accumulated funds			36,954	33,484

The financial statements on pages 3 to 7 were approved by the trustees on.....

And signed on their behalf by:

Kay Adamson

Kay Adamson

Chair

WEST OX ARTS

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

(b) **Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Restricted funds are those which have been made available for specific projects.

(c) **Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

(d) **Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

(e) **Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

2 Grants & Donations

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000.

The endowment fund has its own independent trustees to manage the funds.

Donations from this fund are usually granted in respect of specific requests from WOA.

3 Sundry Income

Generally photocopying and sitters errors

4 Other incoming resources

Gift Aid is monies claimed back from Inland Revenue.

5 Employee information

The average number of employees during the year was 2

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2022**

	£ <u>2021-2022</u>	£ <u>2020-2021</u>
6 Bank charges	26	0
7 Debtors	<u>2021-2022</u>	<u>2020-2021</u>
Gift Aid	668	484
HMRC JRS grant	0	863
HMRC PAYE Employee Tax Refund	41	158
	<u>709</u>	<u>1,505</u>
8 Creditors		
Artist's Payments for Sales	2,792	0
Cleaning	60	0
Edf Arrears	160	144
Credit card charges	71	0
Bank charges	8	0
Bampton archives (sale of maps)	13	0
HMRC PAYE NI contributions	497	0
	<u>3,600</u>	<u>144</u>
9 Expenses deferred to following year		
Affiliations	0	285
	<u>0</u>	<u>285</u>
10 Income deferred to following year		
Exhibition fees	2,114	2,708
Sponsorship	250	0
	<u>2,364</u>	<u>2,708</u>
11 Bad Debts		
There were no bad debts during 2021-2022		
12 Trustee expenses		
No Trustees claimed any expenses for their trustee duties during the year.		
Restricted funds at 31st March		
Bampton Community Shop (signage)	589	955
Bampton Community Shop (Drawing from life, workshops)	391	479
Bampton Community Shop (It, website, public relations)	881	1000
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	134	0
Bampton Community Shop	500	0
Bampton Community shop (Painting of walls)	966	1000
TOTAL	<u>3,983</u>	<u>3,956</u>

WEST OX ARTS

NOTES TO THE FINANCIAL STATEMENTS - continued

YEAR ENDED 31st MARCH 2022

13 Impact of Covid 19 Outbreak

The financial year started in Lockdown 3 with the Gallery still closed for national restrictions. On the 12th of April we were allowed to reopen our doors and immediately started setting up the 1st exhibition of 2021: Artweeks. It includes WOA's entry in the Oxfordshire Artweeks festival. The Oxfordshire Artweeks Festival format was affected by Covid restriction (for eg. no printed guide, studio visits by appointment,...). This was reflected in the reduced number of visitors.

WOA's exhibition programme was disrupted due to repeated lockdowns in 2020 and early 2021, when we had to cancel and postponed exhibitions. Two pop-up exhibitions filled the gaps.

No official restrictions were introduced during the winter wave of the pandemic, but the strong advise on not socialising and restricting activities whenever possible affected the run up to Xmas, one of the most profitable times of the year. We received a Discretionary restart grant from WODC which allowed us to confidently plan a programme for the following months and helped us to reach the positive result at the end of the financial year.

Outlook for the financial year ending on 31st March 2023

There are new challenges for the 2022-2023 financial year as well as the ongoing covid pandemic. High inflation and energy costs will increase our running costs and affect spending power.

It is likely we will have to utilise part of our reserves.

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months reserves and not to borrow money.