

WOA
AGENDA FOR AGM Wednesday 28th June 2023
7.00pm

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
 - Packaging
 - Name Badges
 - Signage
5. Chairman's report
6. Treasurer's report
7. Resolution to change Chairman to Chair person
8. Election of Committee members

The following member of the Committee is standing down:

Trustees -Silvi Shaumloeffel

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

Trustees Kay Adamson, Laura Hounam, Diana Alcock,
Lizzie Shannon-Little, Christine Payne

Shirley Townley is willing to stand as a Trustee

Committee members
Fiona Self

9. AOB

MINUTES OF AGM HELD ON NOVEMBER 1ST 2022

- 1) Present – A total of 16 people attended; names are listed
- 2) Apologies – Lizzie Hicks, Julia Ogborne, Shirley Townley, Martin Beek, Rose Hallam, Lyz Bryant, Kau Gibbons, Judith Middleton
- 3) Minutes of previous meeting were agreed.
- 4) Matters arising
WOA now has a minimum of 4 Trustees plus others on the Committee.
- 5) Chairmans Report
Kay delivered her report – attached.

6) Treasurers Report
Copies of accounts were provided.
Laura Hounam, our Treasurer, summarised the main points. Thanks to the District Council and the Community Grant, we got through the Covid pandemic and are now in a good financial position.
Takings at the shop are up 40%.
The rise in the cost of living may affect us in future but for the moment we are solvent.
Laura was thanked by the Chairman for all her hard work.

7) Election of Trustees and Committee members
The current Trustees were all confirmed in their position by a vote, proposed by Sally and seconded by Sarianne.
Christine Payne will become a Trustee – proposed by Kay and seconded by Silvi.
Shirley Townley will join the Committee – proposed by Diana and seconded by Sarianne.
In addition we have a new volunteer for the Committee – Fiona Self – proposed by Silvi and seconded by Diana.

8) AOB
Kay proposed that the word Chairman should be changed to Chairperson and this will be implemented at the next AGM with a special resolution.

The date of the AGM has changed because of Covid. We agreed that it would be better closer to the original date of May and next year the AGM will be held in June.

A suggestion was made that we have quality badges for those on reception. This will be actioned.

Kay outlined our future plans which are to develop links with local schools and community groups.
Our Community Exhibition in January will celebrate our 50th anniversary and will include a display of shirts done by the Primary school, and a showing of Morris dancing equipment.

A suggestion was made that we improve the packaging, eg to have plain bags with a WOA stamp on. This will be discussed at a committee meeting.

SK Adamsan
28/6/23

Downton Abbey visitors continue to come to the Gallery as Bampton is still on the tourist map.

We discussed the position of the sign – although it would be better on the corner, in the past one was stolen! It might be better to have a wooden sign on wheels and the committee will look at this. We would need to discuss this with the Town Council.

The Committee thanked Kay (Chairman) for the Kelmscott link, and the day courses there and subsequent exhibition were excellent and an example of how we can work with partner organisations.

The meeting closed at 8.10pm.

JS Nov 5th 2022



Welcome to the 50th anniversary AGM of WOA. It is lovely to see you and although it has not been a full year since our last AGM in November, there has certainly been a lot happening in the gallery and beyond.

Our exhibition programme 2023 started with a celebration of WOA's history inspired by the traditions of Morris and the Bampton shirt race.

A colourful array of upcycled shirts kindly donated by the community shop and created by the children of Bampton School, transformed the gallery complimented by the art work of WOA members old and new.

This was followed by our New Work and a second chance to see the work from the reopening project at Kelmscott.

Hot on the heels of this was the delightfully eclectic Rock, Paper, Scissors and then the wonderful Arts week Exhibition featuring 10 artists. Many who were exhibiting in Arts week for the first time.

It never ceases to amaze me how our beautiful gallery can look so different every time and this is no small way down to the hard work of the exhibitions team, with the volunteers who come forward to help with the hanging and staging. Along with the present exhibition we have an exciting variety of exhibitions to enjoy and look forward to.

Celebration was very much about the involvement of the community and we are continuing to extend our reach. Recently, we have been able to put Wootton Primary School in touch with artists to support their own Arts week whilst welcoming all classes from Bampton Primary School to the gallery in May.

There is no age barrier to art and it is lovely to welcome residents from Rosebank Care Home. We hope to include artwork from the residents in our January 2024 exhibition which links WOA, Kelmscott and Rosebank

Our link with Kelmscott continued this year with opportunities for our members to work at the Manor on four separate occasions. In March we enjoyed Hannah's hospitality and the warmth of the Learning Barn, when the temperature outside was a little chill. The June day saw artists using the grounds and we were offered places in the house to work. The remaining days in September and November will offer further seasonal, creative times.

WOA continues to reestablish itself following change and covid, we are planning to relaunch workshops with a trial of a week of artist run events in September and including Life Drawing Sessions. Let's hope our efforts are well supported.

Everything that has been achieved so far is down to the commitment of the committee and I would like to thank all members for their support this year. In particular Treasurer Laura Hounam who works unstintingly for the good of WOA.

I would also like to thank our Gallery Staff Lizzie Hicks and Susy Fuentes for their hard work. WOA is unique in having a staffed gallery space.

But WOA is a sum of its parts and our members are the biggest part. Volunteer sitters enable the gallery to be open to sell artists work, they look after membership renewals, help put up exhibitions and most importantly of all participate in our exhibitions.

Membership is stable, but as with any organisation people move away or simply find their time is needed elsewhere. New members come along and it has been super to see so many wishing to exhibit.

As we begin the next 50 years, WOA is continuing its raison d'être of art for all. An arts organisation that is supportive, connects artists and provides a space for creatives to be brave.

Thank you for coming and please tell your friends about us.

Kay Adamson (Chair)

2022-2023 financial year

After 3 financial years we finally had a year that wasn't directly affected by lock downs or restrictions due the covid pandemic, although we still felt the impact of the previous years disruptions.

We had to face the new challenge of the cost of living crisis. The high inflation means higher running expenses. Unlike other association we haven't passed the increased costs on to our members and exhibiting artists.

We received grants totalling £1500 from the Community shop and £685 from the Bampton parish council. This money has to be used for the specific purposes. In the case of the Community shop the money is to help with the costs of having the website overhauled by a professional website developer, the anniversary community exhibition, shop and publicity signage. £25 of the Parish Council are to cover the cost of the electricity for the running of the Town Hall clocks that are connected to our meter and the rest is to be used for the replacement of the fascia signage. We are still waiting for the planning permission from WODC

Despite the increased income from sales, exhibition fees and membership we had a relatively small deficit (-£418) of non restricted funds.

We will try to keep as long as possible membership fees, commission on sales and exhibition fees at the current level.

WEST OX ARTS
REPORTS AND FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2023

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

WEST OX ARTS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Sarianne Durie stepped down on 1/11/2022

Leigh Henry stepped down on 1/11/2022

Laura Hounam

Chrisitne Payne from 1/11/2022

Silvi Shaumloeffel

Diana Alcock

Elizabeth Shannon Little

Sara Kay Adamson

Chair

Sara Kay Adamson

Secretary

Leigh Henry until 1/11/2022

Chrisitne Payne from 8/11/2022

Treasurer

Laura Hounam

Registered Address

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX16 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.

4 July 2023

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023
INCOME AND EXPENDITURE ACCOUNT

	2022-2023 Unrestricted Funds	2021-2022 Total
Incoming resources	£	£
Grants and Subscriptions		
Membership subscriptions	4,603	4,195
HMRC small employers NI contribution grant	187	124
Donations	158	555
WODC grants	0	4,411
HMRC JRS grant	0	199
Sponsorships	250	281
Bampton parish Council	25	0
Activities generating funds		
Exhibitions sales	20,961	26,355
Exhibition Fees	6,930	5,883
Shop sales	10,236	7,040
Vesey Room sales	405	
Other Income		
Sundries (includes sitters errors)	94	-11
Gift Aid (4)	681	668
Downton Abbey Maps	137	
Bank Interest	51	3
	<u>44,718</u>	<u>49,701</u>
	Restricted funds	
Bampton Community shop (publicity signage,shop,community exhibition)	1,000	
Bampton Community shop (website development)	500	500
Bampton Community shop (furnishing storage and extraordinary expenses		500
Bampton Parish Council (fascia sign)	660	
Total	<u>2,160</u>	<u>1,000</u>
Total Incoming Resources	<u>46,878</u>	<u>50,701</u>

WEST OX ARTS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2022-2023	2021-2022
	<u>Unrestricted Funds</u>	<u>Total</u>
	£	£
Resources expended		
Charitable expenditure		
Exhibition payments to artists	14,998	19,247
Exhibition costs	845	865
Shop payment to artists	7,174	4,925
Electricity	1,351	1,554
Staff salaries (includes HMRC employees)	15,836	15,212
staff tax rebate		456
staff tax rebate refund		-415
NI employers' contributions	187	124
Rent	1,750	1,750
Insurance	560	565
Repairs and maintenance	34	37
Cleaning	660	623
Vesey Room Expenses	69	0
Vesey Room Artists	287	0
	<u>43,550</u>	<u>44,942</u>
Management and Administration		
Publicity	199	0
Telephone & Internet	342	337
Affiliations	45	75
Postage	0	0
Card charges	676	544
Bank Charges	87	26
Paypal charges	2	
Photocopies & stationery	70	241
Hospitality and Public relations	72	40
Sundries	19	53
Downton Abbey Maps	137	
Total resources expended unrestricted funds	<u>1,650</u>	<u>1,316</u>
	<u>45,199</u>	<u>46,258</u>
<u>Restricted Funds expended</u>		
IT and public relations	240	119
Maintenance		88
Signage		366
Upkeeping of gallery and painting	100	34
Upgrade of gallery shop	62	366
extraordinary expenses	100	
Community exhibition	495	
	<u>998</u>	<u>973</u>
Total resources expended	<u>46,197</u>	<u>47,231</u>
Net balance (All Funds)	<u>680</u>	<u>3,470</u>

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

	Notes	2022-2023	2021-2022
		£	£
Current assets			
Debtors	(6)	681	709
Current Account		1,467	13,389
Deposit Account		39,120	28,577
Petty Cash/float		100	100
Cash at gallery		161	142
Total Current /Savings		41,529	42,918
Creditors: amounts falling due			
within one year	(7)	-2,082	-3,600
Expenses deferred to following year	(8)	428	0
Income deferred to following year	(9)	-2,240	-2,364
unexplained difference			
Net current assets		37,635	36,954
Net assets		37,635	36,954
Accumulated funds:			
Carried forward :			
Unrestricted funds from previous year		32,971	29,528
Restricted Funds from previous year		3,983	3,956
Restricted net balance		1,162	27
Unrestricted Net Balance		-481	3,443
Total accumulated funds		37,635	36,954

The financial statements on pages 3 to 7 were approved by the trustees on.....13 June 2023
 And signed on their behalf by:



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

NOTES TO THE FINANCIAL STATEMENTS - continued

YEAR ENDED 31st MARCH 2023

	£	£
	<u>2022-2023</u>	<u>2021-2022</u>
5.2 Bank charges	86	26
6 Debtors	<u>2022-2023</u>	<u>2021-2022</u>
Gift Aid	681	668
HMRC PAYE Employee Tax Refund		41
	<u>681</u>	<u>709</u>
7 Creditors		
Artist's Payments for Sales	1,292	2,792
Cleaning	45	60
Edf Arrears	175	160
Credit card charges	44	71
Bank charges	5	8
Bampton archives (sale of maps)	9	13
HMRC PAYE NI contributions	512	497
	<u>2,082</u>	<u>3,601</u>
8 Expenses deferred to following year		
Exhibition costs	428	0
	<u>428</u>	<u>0</u>
9 Income deferred to following year		
Exhibition fees	2,240	2,114
Sponsorship		250
	<u>2,240</u>	<u>2,364</u>
11 Bad Debts		
There were no bad debts during 2022-2023		
Trustee expenses		
No Trustees claimed any expenses for their trustee duties during the year.		
12 Restricted funds at 31st March		
Bampton Community Shop (signage)	589	589
Bampton Community Shop (Drawing from life, workshops)	391	391
Bampton Community Shop (It, website, public relations)	641	881
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	72	134
Bampton Community Shop extraordinary expenses)	400	500
Bampton Community shop (Painting of walls)	856	966
Bampton Community Shop (Publicity signage, shop, community exhibition)	505	0
Bampton Community Shop (Website upgrading)	500	
Bampton Parish council (fascia sign)	660	
TOTAL	<u>5,145</u>	<u>3,983</u>

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2023****13 Outlook for the financial year ending on 31st March 2024**

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.