



Dear Members and Friends

Thank you to those who came to the AGM. For those who didn't manage to make our AGM this year my report is below. The present Committee was re-elected at the meeting. Officers will be elected at the next Committee meeting in July.

Chair's Report

AGM Wednesday 26th June 2024 7.00pm Gallery, Bampton

How quickly time passes and this year is no exception. Looking back to 2023 the latter half of the year was busy with our fantastic summer Members Exhibitions, *Useful and Beautiful* and the *Art of Giving at Christmas*.

Re-Imagine demonstrated the art of reusing and repurposing everyday materials and objects into stunning artwork. *Abstract* brought colour and vitality into the gallery and we were also delighted to hold the Braiding Society 30th Anniversary Exhibition and artist Richard Mobey's retrospective.

We were fortunate to continue our relationship with Kelmscott Manor with four artist days, leading to January's exhibition *A Place for all Seasons*. It always amazes me that exposed to the same stimuli human imagination and creativity results in such diverse outcomes. With the combination of Kathy Philson's work brought together by her daughter Roxanne. It really launched 2024 in style.

The team at Kelmscott are always welcoming and it was a pleasure so many staff and volunteers came to see the exhibition, which demonstrated that our days there really are productive. The exhibition was concluded with volunteers from Kelmscott running a Nature Journalling, free drop in event, which attracted visitors to the gallery from quite a distance.

It is no mean feat to stage an exhibition and this is down to Diana Alcock and her volunteers on the exhibition team who make each exhibition look so different. Members' exhibition *New Work* and *Texture 24* were both testament to her efforts. Diana has decided to step back from the end of the year so we need someone to continue her great work.

The Gallery as always was a foil for our 12 artists during Art weeks some who were exhibiting with WOA for the first time. A huge task administratively, this has been down to our excellent Gallery Manager, Lizzie Hicks who has been calm and encouraging to artists in equal measure.

As well as the gallery, artists will be exhibiting in the Nuffield Orthopaedic Hospital gallery space, facilitated by committee members. Just another way WOA is promoting our members.

A new initiative this year following a member suggestion from last year's AGM has been to meet once a month to chat about art, ideas and inspiration. A group of WOA members have met since December to swap ideas and ask questions connecting with other artists. This has now been extended to include a morning on the last Thursday of the month.

The recent workshop week proved very popular, with participants being mainly non-members. It is a chance for artists to share skills, offer something to the community and it encourages people to sign up to the new letters, a step to becoming full members at times.

Deciding to become a member can lead to all sorts of art ventures. A project available to members initiated and led by artist Anita Joice has involved participants in days walking along the River Thames observing, sketching, listening to poetry and enjoying delicious lunches. The photographs have been stunning.

None of our achievements and activities would be possible without a group for people who are willing to give their time. Whether it is helping to hang pictures, processing membership, organising rotas or keeping the gallery open by sitting behind the desk. We really do rely on volunteers to stay open and we would like more people to come forward. Committee members and some of our regular sitters thankfully step in to fill gaps, but there may come a time when we will not be open because of a lack of volunteers. If we are not open then we are not selling members art work or promoting WOA.

My thanks must go to all the committee this year for their contribution to every aspect of running WOA, from support and helping to make important decisions to social media posts, WOA would not exist without them. In particular I would like to offer my heartfelt thanks to Laura Hounam who works tirelessly in her capacity as Treasurer for the benefit of members and the wider organisation.

So, with the longest day over and finally a hint of summer we now look toward to the second half of the year, with exciting exhibitions to come, another workshop week, Kelmscott and River Project days.

It can be a daunting prospect to exhibit your artwork and at WOA we offer a supportive and non-threatening environment to take that first or next step in the realm of artistic endeavour. We do however need the support of members on a practical level for us to continue to be as active in putting on exhibitions as we are.

Please do come forward to chat how you can help us.

Kay Adamson

Chair

TREASURER REPORT 2023-2024 FINANCIAL YEAR

The layout of this year account is slightly different than previously.

We were recently advised that it was better to record the commission from sale of work as an income and not like it was done for many many years, well before I became a trustee, reporting the money raised with sales as an income and the payment to artists as an expense.

It is the first step towards a more streamlined reporting of the accounts, although a detailed report will always be available

The end result is the same, and I am glad to report the this year we had an overall surplus of £1,066 compared with last year one of £680.

This amount includes income from grants we receive (mainly from the Bampton Community Shop) for specific activities or projects, which we treat as restricted funds. There might be a lag between receiving the funds and spending them.

If we look at our income excluding the grants, so focussing on our activities, we still had a surplus of £2180 compared to last year deficit of £482.

This positive result was due to a couple of larger than usual donation, totalling about £780 including gift aid and bank interest of £708 (last year £51, and previously not even reaching £5). The actual amount of money was only marginally higher than the previous year but the high interest rate played well in our favour.

In the first 3 months of the new financial year we experienced low sales. Wet weather financial crisis, general elections seem to have played their part in giving us a slow start.

We had a 3 years contract with Edf and that has protected us from the high energy costs of the last couple of years. The contract has now expired and a new one negotiated. We can expect our electricity costs to increase by about 50%.

Our reserves should be able to see us though what could be a difficult time and it is reassuring to see that we have been able to attract new members.

Laura Hounam 24/6/24

WEST OX ARTS
REPORTS AND FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024

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 Gallery

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

Sara Kay Adamson

Chrisitne Payne

Laura Hounam

Shriley Townley

Fiona Self

Diana Alcock

Elizabeth Shannon Little until 15/12/2023

Chair

Sara Kay Adamson

Secretary

Christine Payne from 8/11/2022

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., 29/7/24

WEST OX ARTSSTATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024
INCOME AND EXPENDITURE ACCOUNT

	2023-2024	2022-2023
	Unrestricted Funds	Total
Incoming resources	£	£
Grants and Subscriptions		
Membership subscriptions	4,811	4,603
Small Employer NIC Allowance	125	187
Donations	1,066	158
Sponsorships		250
Bampton parish Council		25
Activities generating funds		
Commission on exhibition sales	7,023	5,963
Exhibition Fees	8,160	6,930
Commission on Shop sales	3,713	3,062
Workshops – drawing from life	534	
Commission on Vesey Room sales	228	118
Other Income		
Sundries (includes sitters errors)	37	94
Gift Aid (4)	808	681
Downton Abbey Maps	189	137
Downton Abbey maps payment to Archive	-189	
Bank Interest	708	51
HMRC Credit	332	
	<u>27,545</u>	<u>22,259</u>
	Restricted funds	
Bampton Community shop (publicity signage,shop,community exhibition)		1,000
Bampton Community shop (website development)		500
Bampton Community shop (furnishing storage and extraordinary expenses		
Bampton Parish Council (fascia sign)		660
Bampton Community shop (HR, training courses, deep cleaning)	250	
Bampton Community shop (Shop and POS equipment)	500	
Birkhead Trust (HR)	1,500	
Total	<u>2,250</u>	<u>2,160</u>
Total Incoming Resources	<u>29,795</u>	<u>24,419</u>

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024**
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2023-2024	2022-2023
	Unrestricted Funds	Total
	£	£
Resources expended		
Charitable expenditure		
Exhibition costs	1,056	645
Electricity	1,292	1,351
Staff costs	15,828	15,836
staff tax rebate	332	
NI employers' contributions	125	187
Rent	1,750	1,750
Insurance	420	560
Repairs and maintenance	20	34
Cleaning	645	660
Vesey Room Expenses	7	69
	21,476	21,091
Management and Administration		
Publicity	175	199
Telephone & Internet	373	342
Affiliations	264	45
Credit cards charges	699	676
Bank Charges	94	87
Paypal charges	1	2
Photocopies & stationery	160	70
Hospitality and Public relations	17	72
Sundries	20	19
HR consultancy	2,050	
Downton Abbey Maps		137
	3,853	1,650
Total resources expended unrestricted funds	25,328	22,741
Restricted Funds expended		
IT and public relations	605	240
Maintenance		0
Signage		0
Upkeeping of gallery and painting		100
Upgrade of gallery shop		62
extraordinary expenses	400	100
Workshops and life drawings	110	
website	500	
HR consultancy	250	
Birkhead trust HR	1,500	
Community exhibition		495
	3,365	998
Total resources expended	28,693	23,739
Net balance (All Funds)	1,101	680

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2024**

	Notes	2023-2024	2022-2023
		£	£
Current assets			
Debtors	(6)	1,141	681
Current Account		466	1,467
Deposit Account		41,826	39,120
Petty Cash/float		100	100
Cash at gallery		415	161
Total Current /Savings		43,947	41,529
Creditors: amounts falling due			
within one year	(7)	-2,536	-2,082
Expenses deferred to following year	(8)	348	428
Income deferred to following year	(9)	-3,020	-2,240
Unexplained difference		-2	
Net current assets		38,737	37,635
Net assets		38,737	37,635
Accumulated funds:			
Carried forward :			
Unrestricted funds from previous year		32,489	32,971
Restricted Funds from previous year		5,146	3,983
Restricted net balance		-1,115	1,162
Unrestricted Net Balance		2,216	-482
Total accumulated funds		38,737	37,634

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

And signed on their behalf by:



Kay Adamson

Chair

WEST OX ARTSNOTES 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 2024**

	£	£
	<u>2023-2024</u>	<u>2022-2023</u>
5.2 Bank charges	94	86
6 Debtors	<u>2023-2024</u>	<u>2022-2023</u>
Gift Aid	808	681
HMRC PAYE Employee Tax Refund	332	
	<u>1,141</u>	<u>681</u>
7 Creditors		
Artist's Payments for Sales	1,865	1,292
Cleaning	60	45
Edf Arrears	262	175
Credit card charges	57	44
Bank charges	8	5
Bampton archives (sale of maps)	4	9
HMRC PAYE NI contributions	280	512
	<u>2,536</u>	<u>2,082</u>
8 Expenses deferred to following year		
Exhibition costs	348	428
	<u>348</u>	<u>428</u>
9 Income deferred to following year		
Exhibition fees	3,020	2,240
Sponsorship		
	<u>3,020</u>	<u>2,240</u>
11 Bad Debts		
There were no bad debts during 2023-2014		
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)	281	391
Bampton Community Shop (It, website,public relations)	36	641
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	72	72
Bampton Community Shop extraordinary expenses)	0	400
Bampton Community shop (Painting of walls)	866	866
Bampton Community Shop (Publicity signage,shop,community exhibition)	505	505
Bampton Community Shop (Website upgrading)	0	500
Bampton Parish council (fascia sign)	660	660
Bampton community Shop (shop and POS equipment	500	
TOTAL	<u>4,031</u>	<u>5,146</u>

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2024****13 Outlook for the financial year ending on 31st March 2025**

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.

WEST OX ARTS

MINUTES OF AGM 28TH JUNE 7.30PM 2023 THE GALLERY, BAMPTON

1	Attendees 17 including Chair Kay Adamson, Laura Hounam, Diana Alcock, Christine Payne, Shirley Townley (full list attached)
2	Apologies Liz Bryant, Gloria Bint, Marian Grazia, Richard Ford, Marjolein Trewavas, Lynn Edwards, Ann Lowe, Lizzie S-L, Fiona Self, Sally Proctor, Lizzie Hicks, Wendy Wood
3	Previous Minutes Signed
4	Matters Arising Badges actioned Chairperson title is unofficial change but will be referred to as Chair Packaging has been introduced and will continue
5	Chairman's Report Read out by Kay Adamson (attached)
6	Treasurer's Report Council have given £25 towards electric bill £1500 from community shop for website upgrade and other projects(restricted funds) Funds were slightly in debt at end of last year (Report attached)
7	Resolution to change Chairman to Chairperson Will leave for now but will sign as Chair
8	Election of Committee members The following elected member of the Committee is standing down: Trustee - Silvi Shaumloeffel The following elected members of the Committee are willing to stand again: Trustees Kay Adamson: Laura proposed / Christine agreed Laura Hounam: Kay A proposed / Diana agreed Diane Alcock: Laura proposed / Christine agreed Lizzie Shannon-Little: Christine proposed / Kay A agreed Christine Payne: Kay A proposed / Diana agreed Shirley Townley and Fiona Self are willing to stand as Trustees. Shirley Townley: David W proposed / Sarianne agreed

	<p>Fiona Self: Shirley proposed / Fredrica agreed</p> <p>Members willing to stand as committee members: Kay Gibbons: Kay A proposed / Christine agreed Nicola Dyche: Sarianne proposed / Laura agreed</p>
9	<p>AOB</p> <p>Nicola Dyche suggested adding instagram handles and social media tags to artists' info/exhibition labels</p> <p>Would like info on reproducing cards, business cards etc. Shirley offered to do a shout out to artists for recommendations and do a price comparison and share info. Local printers used already are KMS - Hook Norton by Kay Gibbons and Parchment by Pip Shuckburgh.</p> <p>Kay A workshops at the end of September were explained as an option on a small scale for life drawing, jewellery making, pencil sketching.</p> <p>Braiding Society have 30th anniversary at the Bush Club and are doing workshops. They are asking for accommodation dates for next week.</p> <p>Sarianne praised exhibition displays and variety.</p> <p>Kay A encouraged promotion to invite others to exhibit in 2024 and the current potential exhibitions lined up explaining they are flexible in their placement in the year.</p> <p>Nicola suggested having talks while an exhibition was on to encourage visitors and Shirley suggested adding this onto the end of a reception as there is already a captive audience present.</p> <p>Everyone was encouraged to take literature to share and promote the gallery in their locale.</p>

S. KAdamsan

26/6/24