

**WOA AGM
AGENDA Tuesday 1st July 2025
7.00pm
The Gallery, Bampton**

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
5. Chairman's report
6. Treasurer's report
7. Election of Committee members
8. AOB

WEST OX ARTS

MINUTES OF AGM 26TH JUNE 7.00PM 2024
THE GALLERY, BAMPTON

1	Attendees 17 including Chair Kay Adamson, Laura Hounam, Christine Payne, Shirley Townley, Fiona Self, Nicola Dyche (full list attached)
2	Apologies Richard Ford, Marjolein Trewavas, Diana Alcock, Tony Lloyd, Harriet Calfo, Rona Marsden, Melissa Oram-Swan, David Williams, Ticia Lever, Kirstie Grainger, Sally Charles, Petra Goetz
3	Previous Minutes Signed
4	Matters Arising Workshops week in October Meet & Greet Cards Networking
5	Chairman's Report Read out by Kay Adamson (attached) Exhibitions Kelmscott Manor (a full list of upcoming events will be included on next mailout July 20th, July 30th, Aug 24th, Sep 16th, Oct workshop, Nov 7th, Interest to new email events@westoxarts.com Nuffield (Full report attached)
6	Treasurer's Report Reference to accounts Next year is more of a summary - not yet verified but but results same with a surplus of £1k + £780 in donations Bank interest helped Bank balance Have attracted more members Funds were in credit (Report attached)
7	Election of officers <i>Committee</i> The following elected member of the Committee is standing down: <i>Correction - Diana Alcock did not</i> Trustee - Diana Alcock <i>stand down from the committee</i>
8	The following elected members of the Committee are willing to stand again Trustees: Kay Adamson, Laura Hounam, Christine Payne, Shirley Townley, Fiona Self

	<p>Members willing to stand as committee members: Kay Gibbons, Nicola Dyche Sally Proctor proposed / Lynne Fisher agreed to all the above as a group election</p>
9	<p>AOB</p> <p>Jenny enjoyed River days and gave a well done to Anita Joice for arranging them. WhatsApp group and FB group are ongoing. Another River day is planned for Chimney Meadows.</p> <p>Artists' meet and chat are meeting in Coffee shop on Tuesday 27th June and at Double Red Duke on Thursday 4 July. Net WOA email will include reminders for these.</p> <p>As Diana is stepping down from exhibition set up and set down, we need help to do this. It can be done as several roles taking different days on Monday and Tuesday.</p>
	<p><i>S Adamsan 1st July 2025</i></p>

Chairs Report July 2025

This year has really flown by, a reflection of it being another busy one, I suspect! Unusually, I am going to begin by thanking the WOA committee for all their hard work and commitment to the organisation, which keeps it running for our members. Whether it is organising a sitter rota, stock taking, paying artists, overseeing exhibitions, being a responsible person for the Charity Commission, helping with receptions or promoting our activities on social media; WOA would not exist without the volunteers who are the Committee.

This year Nicola Dyche, Kay Gibbons and Christine Payne are stepping down and I would like to thank them for their valuable contribution to the organisation. We would welcome others to come forward and be a cog however small in a bigger wheel.

We are also fortunate to have artists who look after memberships, help with the practicalities of exhibitions, support us with additional publicity in libraries and importantly sit behind the desk, greeting and taking payments for the wonderful artwork that we have here in our beautiful gallery.

Our exhibitions over the last twelve months have been many and varied. It is a testament to the talents of our membership and the hard work of our excellent Gallery Manager Lizzie Hicks, that this versatile space has always looked superb. Whether it be a large painting or a handmade card the gallery is a showcase for our members' work. Art selected from the in browsers recently has led to discussions about a commission.

We had our festive Members exhibition in the run up to Christmas and once again welcomed Gill Salway and The Bampton Hand bellringers to our thank you reception to members who support our exhibitions throughout the year.

In January members who took part in the River Days along the Thames curated a dynamic community exhibition inspired by the many river locations from the river's source to Oxford. It was a memorable exhibition, not least because of the colour it provided on some dank and grey winter days. It was also a reminder of the enjoyment that can be had creating with others. This led to a project idea by members Jenny Smith and Sue Hall, based on local churches and taking place this year. We will look forward to seeing the results early in 2026.

The recent Oxfordshire Artweeks was hugely successful and saw over 1200 visitors come to the gallery. Artwork was sold to visitors from overseas and closer to home. It was followed by an exhibition curated by MA Student Alice Clements and alumni of the Oxford Brooks MA in Artists and Practice Course and was an exploration of 'Surface and Self'. Just another aspect of WOA supporting artists in their creative journey.

Events such as the Kelmscott Days were well attended in 2024 and members enjoyed workshops at the manor led by [Yvonne Robinson](#) and Beverey Jones who generously shared their practise and time. Following a Morris design day led by Kay Adamson participants returned on a very warm summer's day to share William Morris design principles with the general public. Our links continue this year.

The WOA committee is always willing to try new ideas and make opportunities for our members. 'Threadlines' is a project in conjunction with Soldiers of Oxfordshire Museum and we look forward to the exhibition to be held early in 2026 in Woodstock, whilst Kay Gibbons has organised our second exhibition at Nuffield Orthopaedic hospital in Headington.

On a different note, members and their guests were treated to a private visit of The Old School House. Langford the former home of Hardy Amies (dress maker to Queen Elizabeth II) with David Freeman. We enjoyed the garden, a tour of the house and its collection and ended the evening with delicious canapes. To be repeated in September.

Our reach continues to extend both locally and further afield. Our workshop weeks have proved popular and have been an excellent way to attract new people to the gallery. In addition we have artists visit schools to inspire young people with their art.

Publicity and promoting WOA artists is increasingly important. We do our utmost to utilise printed publications, such as the newly launched Bampton Beam. Our website is proving to be a good way for us to be contacted and we are always grateful to our artists who share posts and promote WOA on their social media. There is however, no substitute for word of mouth so please spread the word about all we do!

WOA continues as an inclusive artistic community providing a gallery space to gain confidence to exhibit creative endeavours, but ultimately to connect with others: evident in our monthly gatherings at the Double Red Duke, creating in the Learning Barn at Kelmscott or drawing by a river or church. It really is a team effort!

Kay Adamson Chair
July 2025

TREASURER REPORT

FINANCIAL YEAR 2024-2025

Following advice the layout of the accounts has been simplified, grouping together related items like for the expenditures we incur in handling money or the income from the sale of work.

Detailed break down of income and expenditure is still recorded and used for preparing the final accounts and individuate possible area of concerns.

The division between unrestricted and restricted funds has been kept.

Restricted funds is money that has been given for specific purposes, mainly from the Bampton Community Shop.

24-25 income of unrestricted funds (£26,938) was less than the previous year (£27,420), a difference of £482.

Sales of artists' work were £2,397 lower, in line with a lack of consumer confidence countrywide.

24-25 expenditures for unrestricted funds were £3,740 lower and the result was a net balance of £5,475

Money from restricted and unrestricted funds was spent for a long overdue changing of the fascia sign, repainting the staircase, electrical work,..... As a result, the restricted funds at the end of the year were £2,748 compared with the £4,301 of the previous year despite the welcome grant of £750 from the BCS.

Gift aid and bank interest played a significant part on our income.

As a charity we can claim gift aid on donations and membership, provided the relevant forms have been completed. Gift aid for this financial year was £1,138. Please keep it in mind and gift aid your membership or donation.

Bank interest was £834. Unfortunately for us they are going down and we have already noticed it with the interest paid in June for the 1st quarter of the year

At the end of the year our net assets were £42,930 which gives us enough confidence to face the immediate future without grave concerns despite our obligations as an Employer.

As an Employer we have to always take into account our duties for es for sickness benefits and possible redundancy.

WEST OX ARTS
REPORTS AND FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2025

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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**

Sara Kay Adamson

Christine Payne

Laura Hounam

Shriley Townley

Fiona Self

Diana Alcock

Chair

Sara Kay Adamson

Secretary

Christine Payne

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 2025 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.

28 June 2025

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 2025 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

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- 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

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Signed and dated:

Ray Proctor, M.B.A.

28 June 2025

WEST OX ARTSSTATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025
INCOME AND EXPENDITURE ACCOUNT

	2024-2025 Unrestricted Funds	2023-2024 Total
Incoming resources	£	£
Grants, Subscriptions, Donations, gift aid	8,256	6,685
Artists sales	8,756	10,964
Exhibition fees	8,198	8,160
Bank interest and HMRC credits	834	1,040
Workshops, drawing from life	768	534
Sundries (includes sitters errors)	126	37
	<u>26,938</u>	<u>27,420</u>
	<u>Restricted funds</u>	
Bampton Community shop	750	750
Birkhead Trust		1,500
Total	<u>750</u>	<u>2,250</u>
Total Incoming Resources	<u>27,688</u>	<u>29,670</u>

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025**
INCOME AND EXPENDITURE ACCOUNT (Continued)

	<u>2024-2025</u>	<u>2023-2024</u>
	<u>Unrestricted</u>	
	<u>Funds</u>	<u>Total</u>
Resources expended	£	£
Staff costs	12,480	16,160
Rent	1,750	1,750
Electricity	2,043	1,292
Insurance	548	420
Telephone, internet	378	373
Equipment, stationery, packaging, photocopying	447	160
Cleaning, repairs and maintenance	1,679	665
Publicity, hospitality, public relations	1,143	1,255
Affiliations, consultancy	271	2,314
Credit cards, bank, paypal charges	708	794
Sundries	16	20
Total resources expended non restricted	21,463	25,203
Net balance non restricted	5,475	2,216
<u>Restricted Funds expended</u>	<u>2,033</u>	3,365
Total resources expended	23,496	28,568
Net balance (All Funds)	4,192	1,101
Balance brought forward	38,737	37,636
Net accumulated income carried forward	42,929	38,737

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2025**

	<u>Notes</u>	<u>2024-2025</u>	<u>2023-2024</u>
Current assets		£	£
Debtors	(6)	1,138	1,141
Current Account		898	466
Deposit Account		45,432	41,826
Petty Cash/float		100	100
Cash at gallery		152	414
Total Current /Savings		47,720	43,947
Creditors: amounts falling due within one year	(7)	-2,236	-2,536
Expenses deferred to following year	(8)	548	348
Income deferred to following year	(9)	-3,103	-3,020
unexplained difference			-2
Net current assets		42,929	38,737
Net assets		42,929	38,737
Accumulated funds:			
Carried forward :			
Unrestricted funds from previous year		34,706	32,489
Restricted Funds from previous year		4,031	5,146
Restricted net balance		-1,283	-1,115
Unrestricted Net Balance		5,475	2,216
unexplained difference			
Total accumulated funds		42,929	38,737

The financial statements on pages 3 to 7 were approved by the trustees on.....1st July 2025
 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.

(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.

Grants & Donations

- 2 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. There were no grants this year.

3 Sundry Income

Generally photocopying and sitters errors

4 Gift aid

Gift Aid is monies claimed back from Inland Revenue on membership subscriptions and donations

5 Employee information

The average number of employees during the year was 1

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2025**

	<u>2024-2025</u>	<u>2023-2024</u>
6 Debtors	£	£
Gift Aid	1,138	809
HMRC PAYE Employee Tax Refund		332
	<u>1,138</u>	<u>1,141</u>
7 Creditors		
Artist's Payments for Sales	1,291	1,865
Cleaning	60	60
Edf Arrears	277	262
Credit card charges	42	57
Bank charges	8	8
Bampton archives (sale of maps)	6	4
Nest contributions	44	
HMRC PAYE NI contributions	507	280
	<u>2,236</u>	<u>2,536</u>
8 Expenses deferred to following year		
Exhibition costs	548	348
	<u>548</u>	<u>348</u>
9 Income deferred to following year		
Exhibition fees	3,103	3,020
	<u>3,103</u>	<u>3,020</u>
10 Bad Debts		
There were no bad debts during 2024-2025		
11 Trustee expenses		
No Trustees claimed any expenses for their trustee duties during the year.		
12 Restricted funds at 31st March		
Bampton Community Shop (signage)	355	589
Bampton Community Shop (Drawing from life,workshops)	176	281
Bampton Community Shop (It, website,public relations)	36	36
Birkhead Trust (Maintenance)	277	522
Bampton Community Shop (upgrading of gallery shop)	2	72
bampton community Shop upkeeping of gallery and painting	606	866
Bampton Parish council (fascia sign)	0	660
Bampton community Shop (shop and POS equipment)	291	500
Bampton community Shop (community exhibition and shop)	505	505
Bampton community Shop (plinths and display)	500	
TOTAL	<u>2,748</u>	<u>4,031</u>

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2025****13 Outlook for the financial year ending on 31st March 2026**

High inflation and energy costs will increase our running costs and affect spending power.

The unfavourable economic climate might affect sales

We might have to use some 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.