

CLOCK HOUSE ARTS ASSOCIATION

England & Wales · Charity number 293804

Details

Status Registered

Legal form Other

Registered 1986-03-11

Register [View on the Charity Commission register](#)

Contact

Address Butley Mills Studios
Mill Lane
Butley
Woodbridge
Suffolk
IP12 3PZ

Phone 01394450030

Website <https://www.butleymillsstudios.co.uk>

Activities

Objects: THE ASSOCIATION IS ESTABLISHED TO PROMOTE, DEVELOP AND MAINTAIN PUBLIC EDUCATION IN AND APPRECIATION OF THE VISUAL ARTS.

Activities: Provide affordable studios for artists in all disciplines, particularly in sculpture who are able to use the on-site bronze foundry. Provide work experience and residencies for school children, art students and artists. Work with mental health groups. Organise exhibitions, art classes, visits to the studios to meet the artists and watch a bronze pour. We exhibit widely and hold Open Weekends.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-10-31	£39,795	£46,445	-	-
2023-10-31	£48,041	£50,367	-	-
2022-10-31	£36,951	£32,163	-	-
2021-10-31	£31,094	£31,519	-	-
2020-10-31	£27,516	£26,411	-	-

Trustees

Name	Role	Appointed
Andrew Whitemore		2026-04-07
Benjamin Hucklesby		2026-04-07
Eleanor Beck		2026-04-09
Meryem Siemmond		2026-04-06
Tobias Ford		2021-06-07

CLOCK HOUSE ARTS ASSOCIATION

England & Wales - Charity number 293804

Accounts

Treasurer's Report

Butley Mills Studios 10th February 2024 to February 10th 2025

Breakdown:

Income

Grant for Kiln. £3860

Outgoing

Major cost

Foundry kiln costs. £5600

Electrician cost for updating of boiler. £820

All our running costs are up to date, rent, electricity, insurance, water, council payments, bin.

Opening balance on 10th Feb 24	£7040
Closing balance on 10th Feb 25.	£4374
Closure reserve.	£3000
Sub total.	£1374
Funds available for use.	£1374
Assets:	
Bronze in stock.	£4000

Secretary's Report

In July major work was undertaken to update the foundry kiln. Jordan Thrower was employed to repair the kiln and did a wonderful job. Studio members Richard Oliver and Kabir Hussain made significant headway in reorganising the foundry space.

Member David Cooper left his studio space in May.

Oliver Dable a painter occupied the old classroom studio in August.

Long term member sculptor Jim Racine left the studios in October.

Ryan Jordan left in September.

Drew Whitemore moves into Jordan's old studio in October.

Simon Page who focussed on drawing moved into Deborah's old studio in

November. Lorna Pridmore moved into Jim's old studio in November.

We had a lot of movement this year but essentially the empty studios were filled quickly by new artists.

The Gallery has been successful in its first year of operation for shows by and organised by members as well as other artists using the space.

The artist in residence program run by Kabir and Vicky under the umbrella of Walnut Works and school's workshops in partnership with Lauderdale house, London. This outreach work, with the community and young people help fulfil our Charity status together with open studio and gallery events.

Exhibitions by Members have been held both inside and off site exhibitions. examples being:

"Unsettled" Asylum Studios Gallery Richard Oliver and Sian O' Keefe

“Views from the City of Ladies” The Gallery Vicky Hussain , Sian O’ Keefe and Rhiannon Harper - as a small example member activities.

Suffolk open studio was a great success this year with a good footfall and exposure for studio members.

In October we experienced extreme flooding to The Gallery, Kabir and Meryem’s studio.

The Gallery has been successful in its first year of operation for shows by and organised by members as well as other artists using the space.

CLOCKHOUSE ARTS ASSOCIATION CHARITY No. 293804

Summary of income and expenditure for the year ended 31st October 2024

Income

Grants, rents and other Income from Artists 39795.39

Expenditure

Rents to Butley Mills	16380.00
Suffolk Coastal DC - Business Rates and Waste	2058.16
Electricity	7165.66
Fire Safety & Alarm System	390.82
Skips	648.00
Maintenance, Repairs and Materials	18760.06
Stationery & website	183.86
Insurance	558.35
Accountancy	300.00

46444.91

Excess of expenditure over income -6649.52

Reconciliation

Closing balance 31-10-2023 10304.70

Closing balance 31-10-2024 3655.18

Movement -6649.52

CLOCKHOUSE ARTS ASSOCIATION CHARITY No. 293804 Summary of income and expenditure for the year ended 31st October 2024

Grants, rents and other Income from Artists

Income

Expenditure

16380.00

2058.16

7165.66

390.82

648.00

18760.06

183.86

558.35

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Rents to Butley Mills

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46444.91

-6649.52

Reconciliation

10304.70

3655.18

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Independent examiner's report to the trustees of The Clockhouse Arts Association Charity No. 293804

I report on the accounts of Clock House Arts Association Charity No. 293804 for the year ended 31st October 2024, which are set out overleaf.

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 under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
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Basis of independent examiner's report

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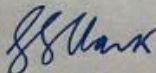
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2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gary Clark ATT CTA (Ref: 110941)
10 Beech Avenue
South Wootton
King' Lynn
Norfolk
PE30 3JR

13th January 2026

293804

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10 Beech Avenue

South Wootton.

King' Lynn

Norfolk

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13th January 2026

CLOCK HOUSE ARTS ASSOCIATION

England & Wales - Charity number 293804

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Clockhouse Arts Association.

Annual General Meeting.
Relating to February 2023 to February 2024

Minutes 10th April 2024 5pm

Chair person Tobias Ford opened the meeting welcoming everyone to the classroom.

Present : Chair: Tobias Ford ,Treasurer: Kabir Hussain Secretary: Victoria Hussain, Meryem Siemmond ,Don Hawkley, Richard Oliver, Sian O,Keefe, Deborah Thompson. Alexander Herbe George.

Apologies: Sophie Crockett and Antony Murphy ,Emma Green, Ben Hucklesby, John Barker, Viv Dyson,Jim Racine, Ian Sedge, Ryan Jordan.

Chairperson's Report.

Tobias spoke about the new Butley Gallery working well, refurbishment of shower block ,the guttering having been installed by Ben. How successful Suffolk Open Studios had been. Looking for a grant (foundry kiln) extension. We are in a good position to move forward.

Treasurers Report:

Kabir asked who was dealing with the grant extensions and due to lack of clarity he stated he would look into it.

Kabir explained that he would set out his report, building on the EGM report on 24.08.23.

Stated: All our activities and expenditures from February 2023 August 2023 were set out in for the EGM on 24.08.23.

Movement since 24.08 2023

Opening balance 24.08.23 £10,025

Current balance £10,241

Break down

Grants £3866,46

Closure reserve. £4000,00

Sub total. £7866.46 from £10,241=£2374.54

Funds available for use ££2,374.54

Assets approx £4,500 of bronze in stock.

Kabir explained last year's significant steps forward were : purchase and installation of a large ceramic kiln for studio members. Shower block renovation. Bothy renovation, guttering for the gallery. Thanks to Ben for doing the work.

Secretary's Report

New studio members: Ben Hucklesby and Ryan Jordan. Both need to be added to , BMS WhatsApp and Ben to the foundry group.Plus BMS website.

Outgoing members. David Cooper who has left the studios on 7.04.24. Jim Racine and Alex Dipple who shared space with Ryan Jordan.

Available Spaces

Large space possibly two studios and smaller front space. Jim's space. Jim has not given us a date but at some point this year. It's important to fill these spaces with suitable tenants and need to support this on BMS Facebook, Instagram and BMS web site and by member's word of mouth.

Kiln

CLOCKHOUSE ARTS ASSOCIATION CHARITY No. 293804

Summary of income and expenditure for the year ended 31st October 2023

Income

Grants, rents and other Income from Artists	48041.12
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Expenditure

Rents to Butley Mills	15580.00
Suffolk Coastal DC - Business Rates and Waste	1623.06
Electricity	3535.86
Telephone	660.42
Fire Safety & Alarm System	530.28
Skips	1537.00
Maintenance, Repairs and Materials	25923.46
Stationery & website	279.20
Insurance	515.99
Water	182.72

50367.99

Excess of expenditure over income	-2326.87
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Reconciliation

Closing balance 31-10-2022	12631.57
Closing balance 31-10-2023	10304.70

Movement	-2326.87
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10 Beech Avenue

South Wootton

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PE30 3JR

8th September 2024

CLOCK HOUSE ARTS ASSOCIATION

England & Wales - Charity number 293804

Accounts

Clockhouse AGM

10.03.2022

In attendance Tobias Ford, Craig Hudson, Sian O'Keefe, Richie Oliver, Andrew Pottruff, Meryum Siemmond, Caro Burberry, Deborah Thompson, John Barker, Viv Dyson, Jen Hall, Marjoke Henrich,

Agenda

Welcome

Apologies

Treasurer report

Secretaries Activity Report

Chairman's report

Set date to talk to landlord about outdated tenancy agreement

Discuss filling empty studios at front

Publicity/Instagram

Website email is not working

Need to contact the website designer we have used

Butley is now a member of Suffolk Open Studios- there is an event in June that everyone is welcome to take part in

Classroom rates to be agreed for both studio members and no members

Any other business

Tobias opens meeting

Apologies from Jim Racine, Kabir Hussain, Vicky Hussain

Treasurer report-

Treasurers temporary report

Apologies from kabir

Notes: kabir Has contacted an accountant who says they will do our accounts for 500-600 do we think this is a good idea or could we do it another way.

The butley kitty is sitting at around 7600 which means the two studios at the front need to be filled.

As of right now the purchase of bronze is keeping us going, when all the bronze is gone, we should be back up to 11000 and we are nearly out of bronze

The cash flow is pretty stable, it's just the empty studios that we need to think about and the forthcoming issues of gas and fuel prices going up means the cost of working here will rise. We need to be prepared.

Treasurer report is read out by Tobias as Kabir is unable to attend -

Question is raised about getting an accountant

Deborah mentions a name as a possibility]

Jen explains that previously Alan Edwards done the accounts for us while Laurence was Chair, then goes to explain the process of doing the accounts as she has been doing it since Alan

Jen goes on to explain that once the accounts have been put in order previously, we have had them sent to an accountant to finalise the numbers for us. This makes sure that they are all in order and above board. This has previously been charged at £180 for the signing off part.

Tobias suggests that we find a new accountant to do this for us

Tobias explains that the current float is sitting at £7600 but to bear in mind that the last purchase should have brought the balance up higher than that once the last of it is used. It is believed that due to the number of empty studios we have had for such a long time this has probably affected the situation.

Jen says that the float seems very good at the moment

Craig explains that Kabir is due to replenish some of the Butley stock of bronze with ingots that he has purchased outside of the studios

Viv suggests that maybe clockhouse buys the bronze from Kabir

Jen says that Kabir needs to buy his bronze from the studio and not use his own

Tobias then goes on to explain about the empty studios

Richie asks how this is done? An advert in AN magazine?

Explained that previously we have either been able to fill through word of mouth or it has been on Facebook or Instagram

Tobias says that obviously we need to tidy the studios so we can take images to post of them

Richie says he will speak to Tom (Landlord) about removing his things from in the spaces

Tobias prewarns everybody about energy prices and if everyone could do their part to try and conserve energy whenever possible

Deb suggests the possibility of solar panels

Tobias says that maybe a grant would be a good thing to apply for to get these and will raise it with Samirah

John says years ago there was a small windmill that generated power but that has since gone

Deb maybe asks the landlords

Tobias, we will research it

Secretary report-

Clockhouse Secretary Activity Report

Jan

Lockdown and Light - A temporary light installation collaboration (international and on Instagram)

May

Potton Hall- Various studio members

April

Caro and Tobias showed work with Art for Cure charity - raising monies for breast cancer

June

Maria Zulueta was an artist in residence at the studios (who's practice traditionally is with Glass)

Migrant 2021- Bird box project for First light in Lowestoft an open event which various studio members took part in

Various studio members took part in a show which was held at Grundisburgh House

July

Caro's classes resumed after covid restrictions had been relaxed, however during the pandemic she continued to give tuition and kept in touch with her pupils online

Various studio members took part and displayed work at the EA festival (a new venture to showcase the arts at Heddingham Castle)

August

Butley Mills Studios came together and put on a group show at The Great House in Orford

September

Butley Mills Studios opened their doors to the public for their biennial open studios

Group show of studio members at ArtSpace in Woodbridge

November

Caro held a wire figure workshop for Art in Aldeburgh

Caro also held an Advent Studio opening which saw 40 members of the public who had never visited the studios before

November-December

Funding was sourced via Samirah, to fix the one of many leaking roofs and to purchase some air filtration devices

Richie helped Tom (our landlord) to fix the above roof as we had such a shoestring budget for the big job that it was (just want to add the massive thanks to Richie for this as he went above and beyond, and it is very much appreciated)

Richie also in his maintenance phase replaced all of the external walls of Sian and himself studio

Various Dates Throughout the Year

Internship completion by Quinton Cowan under the leadership of Jim Racine

Classes with Glasgow art student Alex Young 2021 – ongoing Jim Racine

Tuition with Victor Wynd/Tiziana Mandolesi/and painter Stuart Pearson Wright all conducted by Jim Racine

2 X Adult workshops led by Jen Hall hosted at Whitehouse Farm

Marjoke had a book published Feb 2021 and another published Feb 2022

Even with it being such a tough year for all of us, studio members have continued when opportunities arose to have both group and solo shows which has broadened our reach as a studio to the likes of York, Manchester, Wales, Essex, Norfolk and internationally

Chairman's report-

Chairperson's report 2021

Apologies for the delay in this meeting, it should have been held in October 2021 we are putting the delay down to covid and reduced activity.

At the beginning of the year there was a discussion as to keeping the charity. The decision was made to keep the charity but run things differently with new studio members in different roles.

This initial year of the new system has been working fluidly with people learning their new responsibilities etc.

Due to ongoing covid regulations and safety measures the studio has been at reduced activity.

Some activities where safe still continue:

Caro's classes started up again with all the necessary covid precautions in place.

The studio as a whole received one lot of funding (covid grant) to use for new roofing and ventilation.

The roof in the main studio area has been repaired by the landlord and studio member Richie. There was a brief rent reprieve for studio members that couldn't use their studios during the repair work.

Foundry continues to run smoothly.

Albeit could use a few more helping hands and new casters to keep the casting regular and fluid.

At the start of the year a purchase of bronze was made using the charity funds. This has worked well and has been slowly refilling the kitty as people have used it.

There was also a burnout kiln made for the ceramic shell casters by Craig and Kabir.

We had a successful open studio in September.

Unfortunately, two studios have remained empty for the whole year.

Outdated tenancy agreement -

Tobias- Caroline has asked to sit down with the group and discuss our current tenancy agreement as it is now 15 years old. So, we need to set a date to do this, it is not to do with rents just updating it. Any dates anyone would like? We do not need everyone but if you would like to be there!

Richie suggests a date

Sian says doesn't have to be set in stone so just set a date

Jen suggests that if it needs to be rewritten then maybe we should have it looked at professionally

Deb is there access to another studios agreement that we could compare to?

Sian- Caroline used to be a letting agent so it will probably be fine and very professional

Craig we will just set a date and see how it goes

Studios-

How to fill these

Craig says he will upload to the Facebook page

Viv offers to do the same but on a Woodbridge page

Jen will do a post on Instagram

Hopefully that way we can get them filled

Instagram/Publicity -

Jen says that she is happy to continue to do the Instagram but if anyone else was also interested then she is happy to pass it over also

Tobias suggested by Craig that maybe we could try a switch between users

Sian like an Instagram takeover

Meryum suggests Richie as he is always at the studio

Jen agrees that this could be really good so will look at trying to get the logins etc sorted

Jen then goes on to say that the website needs a very big overhaul and tidy up, poses the question of do we still want one? John Garrett (person who set it up for us) is happy to do it again but would rather it was a site that didn't need constant updating, so if we want to do a new one it is up to us.

There are currently a few studio members who have not been added to the site but there is also members still on which have now left

Tobias suggests the possibility of a squarespace site

Marjoke explains that it is quite expensive @£18 per month

Jen says we currently pay between £50-£80 a year

Tobias, if somebody wants to do it then there is that possibility, will leave everyone to think in case they feel they want to

Also, the email on the current site is not working so the solution is for Craigs contact details to be passed over by Jen to John Garrett

Suffolk Open Studios-

Tobias- the studios are now a part of the Suffolk open studios which takes place in June. If you would like to be a part, you can but also if you would rather not then there is no pressure to do it

Any other business-

Jen thanks Richie again for helping to fix the roof, says that it is the first time in 15 years that she hasn't been dripped on

Deb- will there be an open studio this year?

Craig explains that it is a biennial event so next year will be the next one

Tobias says that we will be doing the SOS one this year

Jen, should we set a date for the next one so the website can be updated?
Agreed that we should make it the end of September again

Craig- suggestion about the sign out-front to get a sheet of steel with the previous sign cut out and lights fitted behind it

Was agreed by studio members that this would be a nice thing to do and agreed on the purchase of a sheet of steel

Tobias-Caro wants to suggest that there is a set rate for the hire of the classroom for studio members and outside bodies

Jen questions who outside would want to rent and raises the query of insurance etc so should we even be renting to outsiders?

Sian- they would need to have their own public liability insurance etc

Jen if we know them then maybe it is, ok?

Feels that it is agreed that we will no longer rent to outside bodies except for exceptional circumstances

Caro adds that if the classroom gets busier and more members use it then it would be advantageable if we had some shelving so that the previous students work can be put away

Jen-

I still have a business card for the bank account and no longer want it as I am not part of the committee, please can I be removed from the business account

Tobias will ring the bank and get her removed.

END OF MEETING

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Income

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Expenditure

Rents to Butley Mills	15180.00
Suffolk Coastal DC - Business Rates and Waste	886.23
Electricity	2682.72
Telephone	503.22
Fire Safety & Alarm System	271.80
Skips	594.00
Maintenance, Repairs and Materials	10974.10
Stationery & website	86.32
Insurance	503.65
Water	331.04
Accountant fee	150.00

32163.08

Excess of income over expenditure	4788.87
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Reconciliation

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England & Wales - Charity number 293804

Accounts

Clockhouse AGM

10.03.2022

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Deborah mentions a name as a possibility]

Jen explains that previously Alan Edwards done the accounts for us while Laurence was Chair, then goes to explain the process of doing the accounts as she has been doing it since Alan

Jen goes on to explain that once the accounts have been put in order previously, we have had them sent to an accountant to finalise the numbers for us. This makes sure that they are all in order and above board. This has previously been charged at £180 for the signing off part.

Tobias suggests that we find a new accountant to do this for us

Tobias explains that the current float is sitting at £7600 but to bear in mind that the last purchase should have brought the balance up higher than that once the last of it is used. It is believed that due to the number of empty studios we have had for such a long time this has probably affected the situation.

Jen says that the float seems very good at the moment

Craig explains that Kabir is due to replenish some of the Butley stock of bronze with ingots that he has purchased outside of the studios

Viv suggests that maybe clockhouse buys the bronze from Kabir

Jen says that Kabir needs to buy his bronze from the studio and not use his own

Tobias then goes on to explain about the empty studios

Richie asks how this is done? An advert in AN magazine?

Explained that previously we have either been able to fill through word of mouth or it has been on Facebook or Instagram

Tobias says that obviously we need to tidy the studios so we can take images to post of them

Richie says he will speak to Tom (Landlord) about removing his things from in the spaces

Tobias prewarns everybody about energy prices and if everyone could do their part to try and conserve energy whenever possible

Deb suggests the possibility of solar panels

Tobias says that maybe a grant would be a good thing to apply for to get these and will raise it with Samirah

John says years ago there was a small windmill that generated power but that has since gone

Deb maybe asks the landlords

Tobias, we will research it

Secretary report-

Clockhouse Secretary Activity Report

Jan

Lockdown and Light – A temporary light installation collaboration (international and on Instagram)

May

Potton Hall- Various studio members

April

Caro and Tobias showed work with Art for Cure charity – raising monies for breast cancer

June

Maria Zulueta was an artist in residence at the studios (who's practice traditionally is with Glass)

Migrant 2021- Bird box project for First light in Lowestoft an open event which various studio members took part in

Various studio members took part in a show which was held at Grundisburgh House

July

Caro's classes resumed after covid restrictions had been relaxed, however during the pandemic she continued to give tuition and kept in touch with her pupils online

Various studio members took part and displayed work at the EA festival (a new venture to showcase the arts at Heddingham Castle)

August

Butley Mills Studios came together and put on a group show at The Great House in Orford

September

Butley Mills Studios opened their doors to the public for their biennial open studios

Group show of studio members at ArtSpace in Woodbridge

November

Caro held a wire figure workshop for Art in Aldeburgh

Caro also held an Advent Studio opening which saw 40 members of the public who had never visited the studios before

November-December

Funding was sourced via Samirah, to fix the one of many leaking roofs and to purchase some air filtration devices

Richie helped Tom (our landlord) to fix the above roof as we had such a shoestring budget for the big job that it was (just want to add the massive thanks to Richie for this as he went above and beyond, and it is very much appreciated)

Richie also in his maintenance phase replaced all of the external walls of Sian and himself studio

Various Dates Throughout the Year

Internship completion by Quinton Cowan under the leadership of Jim Racine

Classes with Glasgow art student Alex Young 2021 – ongoing Jim Racine

Tuition with Victor Wynd/Tiziana Mandolesi/and painter Stuart Pearson Wright all conducted by Jim Racine

2 X Adult workshops led by Jen Hall hosted at Whitehouse Farm

Marjoke had a book published Feb 2021 and another published Feb 2022

Even with it being such a tough year for all of us, studio members have continued when opportunities arose to have both group and solo shows which has broadened our reach as a studio to the likes of York, Manchester, Wales, Essex, Norfolk and internationally

Chairman's report-

Chairperson's report 2021

Apologies for the delay in this meeting, it should have been held in October 2021 we are putting the delay down to covid and reduced activity.

At the beginning of the year there was a discussion as to keeping the charity. The decision was made to keep the charity but run things differently with new studio members in different roles.

This initial year of the new system has been working fluidly with people learning their new responsibilities etc.

Due to ongoing covid regulations and safety measures the studio has been at reduced activity.

Some activities where safe still continue:

Caro's classes started up again with all the necessary covid precautions in place.

The studio as a whole received one lot of funding (covid grant) to use for new roofing and ventilation.

The roof in the main studio area has been repaired by the landlord and studio member Richie. There was a brief rent reprieve for studio members that couldn't use their studios during the repair work.

Foundry continues to run smoothly.

Albeit could use a few more helping hands and new casters to keep the casting regular and fluid.

At the start of the year a purchase of bronze was made using the charity funds. This has worked well and has been slowly refilling the kitty as people have used it.

There was also a burnout kiln made for the ceramic shell casters by craig and Kabir.

We had a successful open studio in September.

Unfortunately, two studios have remained empty for the whole year.

Outdated tenancy agreement –

Tobias- Caroline has asked to sit down with the group and discuss our current tenancy agreement as it is now 15 years old. So, we need to set a date to do this, it is not to do with rents just updating it. Any dates anyone would like? We do not need everyone but if you would like to be there!

Richie suggests a date

Sian says doesn't have to be set in stone so just set a date

Jen suggests that if it needs to be rewritten then maybe we should have it looked at professionally

Deb is there access to another studios agreement that we could compare to?

Sian- Caroline used to be a letting agent so it will probably be fine and very professional

Craig we will just set a date and see how it goes

Studios-

How to fill these

Craig says he will upload to the Facebook page

Viv offers to do the same but on a Woodbridge pipage

Jen will do a post on Instagram

Hopefully that way we can get them filled

Instagram/Publicity –

Jen says that she is happy to continue to do the Instagram but if anyone else was also interested then she is happy to pass it over also

Tobias suggested by Craig that maybe we could try a switch between users

Sian like an Instagram takeover

Meryum suggests Richie as he is always at the studio

Jen agrees that this could be really good so will look at trying to get the logins etc sorted

Jen then goes on to say that the website needs a very big overhaul and tidy up, poses the question of do we still want one? John Garrett (person who set it up for us) is happy to do it again but would rather it was a site that didn't need constant updating, so if we want to do a new one it is up to us.

There are currently a few studio members who have not been added to the site but there is also members still on which have now left

Tobias suggests the possibility of a squarespace site

Marjoke explains that it is quite expensive @£18 per month

Jen says we currently pay between £50-£80 a year

Tobias, if somebody wants to do it then there is that possibility, will leave everyone to think in case they feel they want to

Also, the email on the current site is not working so the solution is for Craigs contact details to be passed over by Jen to John Garrett

Suffolk Open Studios-

Tobias- the studios are now a part of the Suffolk open studios which takes place in June. If you would like to be a part, you can but also if you would rather not then there is no pressure to do it

Any other business-

Jen thanks Richie again for helping to fix the roof, says that it is the first time in 15 years that she hasn't been dripped on

Deb- will there be an open studio this year?

Craig explains that it is a biennial event so next year will be the next one

Tobias says that we will be doing the SOS one this year

Jen, should we set a date for the next one so the website can be updated? Agreed that we should make it the end of September again

Craig- suggestion about the sign out-front to get a sheet of steel with the previous sign cut out and lights fitted behind it

Was agreed by studio members that this would be a nice thing to do and agreed on the purchase of a sheet of steel

Tobias-Caro wants to suggest that there is a set rate for the hire of the classroom for studio members and outside bodies

Jen questions who outside would want to rent and raises the query of insurance etc so should we even be renting to outsiders?

Sian- they would need to have their own public liability insurance etc

Jen if we know them then maybe it is, ok?

Feels that it is agreed that we will no longer rent to outside bodies except for exceptional circumstances

Caro adds that if the classroom gets busier and more members use it then it would be advantageable if we had some shelving so that the previous students work can be put away

Jen-

I still have a business card for the bank account an no longer want it as I am not part of the committee, please can I be removed from the business account

Tobas will ring the bank and get her removed.

END OF MEETING

CLOCKHOUSE ARTS ASSOCIATION CHARITY No. 293804

Summary of income and expenditure for the year ended 31st October 2021

Income

Rents and other Income from Artists	31093.52
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Expenditure

Rents to Butley Mills	15180.00
Suffolk Coastal DC - Business Rates and Waste	930.69
Electricity	2880.23
Telephone	351.13
Fire Safety & Alarm System	339.60
Skips	789.00
Maintenance, Repairs and Materials	9884.48
Stationery & website	129.45
Insurance	499.25
Water	151.95
Accountant fee	108.00
Accountancy consultancy ref advice on Charity Status	275.00

31518.78

Excess of expenditure over income	-425.26
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Reconciliation

Closing balance 31-10-2020	8267.96
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Closing balance 31-10-2021	7842.70
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Movement	-425.26
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Independent examiner's report to the trustees of The Clockhouse Arts Association Charity No. 293804

I report on the accounts of Clock House Arts Association Charity No. 293804 for the year ended 31st October 2021, which are set out overleaf.

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 under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission 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

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - 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.



Gary Clark ATT CTA (Ref: 110941)
10 Beech Avenue
South Wootton
King' Lynn
Norfolk
PE30 3JR

18th October 2022

CLOCK HOUSE ARTS ASSOCIATION

England & Wales - Charity number 293804

Accounts

Clock House Arts Association
Butley Mills Studios Mill Lane Butley IP12 3PZ
Website and instagram: www.butleymillsstudios.org @butleymillsstudios
(Reg Charity 293804)

Minutes of the AGM Clock House Arts Association, Monday 11/01/21 by Zoom

These minutes were taken by Jim Wyllie, Trustee.

The Chairman, Susan Parker, opened the meeting at 18.10

Present: Caro Burberry, Craig Hudson, Deborah Thompson, Jennifer Hall, John Barker, Kabir Hussain, Marjoke Henrichs, Meryem Siemmond, Mimi Nicholson, Richie Oliver, Sian Okeeffe, Susan Parker, Tobias Ford, Vicky Hussain, Viv Dyson, Gus Farnes, Laurence Edwards, Jim Wyllie.

Apologies: Jim Racine, Andrew Fentek-Pottruff

Chairman's report (General overview of Association):

An extraordinary year.

The year began with a new Secretary and Trustees in post, and an optimistic plan to update the foundry, set up a gallery space for the general public and sort out the very necessary update to the toilet block. The latter was sorted by the landlord, who organised and paid for the replacement waste system, for which the artists were and are extremely grateful.

No action was taken on setting up a gallery, and the foundry update has only partially taken place.

This is because of the emergence of Covid-19, something completely unforeseen and not part of the plan. Its appearance in the UK in March had a devastating effect on the studios which were closed for the first month of the lockdown, only opening to the artists once a full Risk Assessment had been put in place. The General Public were and still are not allowed free access to the studios. The unfolding effect of the virus was shocking. The artists found their livelihoods/income stopped with all exhibitions being cancelled, workshops cancelled, one to one sessions cancelled, residencies cancelled and for the duration of the lockdown three months, the cancellation of all the bronze pours.

The immediate impact for the artists was that they were unable to pay their rent and utility bills, with the knock on effect that the monthly rent to the landlord would become very quickly impossible for the Charity to pay. We are extremely grateful therefore, for the help the landlord gave the studios/artists over the three month lockdown period - a reduction of the monthly rent to a holding fee of £300 which the Charity paid. In addition the Trustees agreed given the good balance in the bank account, to pay all the utility bills over this period thereby giving the artists three months of 'nothing to pay'. The above was an enormous help to the studios/artists particularly as the Charity found out it was not eligible for the Government's £10,000 grant.

The spring and summer saw the studios getting back to some normality, with the bronze pours resumed and some exhibitions, workshops and one to one sessions starting up again. All these activities were enabled only because of the artists sticking to the government's Covid-19 rules and regulations.

The last year, with all its ups and downs, has shown very clearly that the Clock House Arts Association, set up in 1985, is out of touch with how the artists want to work. This has led to a lot of discussion as to how this can be resolved. The Secretary organised an expert in the field of Charities/CIO's and the Suffolk County Council's Arts officer to talk to the artists via Zoom. The result has been a majority vote by the artists to change from a Charity to an informal artists' group on a similar line to that of the Sudbourne Printmakers group. This meeting therefore is to review these decisions, confirm them and give the go-ahead to the Treasurer, Jen Hall to wind down the Charity. This would result in any monies left in the Clock House Arts Association bank account being transferred to the newly opened Butley Mills Studios bank account, again with the approval of the artists and Trustees.

The new group will be called Butley Mills Studios; the new constitution has been drawn up and seen by the artists and needs to be finally agreed. The following have come forward to help - Tobias Ford, Chairman. Kabir Hussain, Treasurer and Craig Hudson, Secretary. Marjoke Henrichs Meryem Siemmond and Sian O'keeffe will also be on the Team. These posts/artists need to be confirmed and agreed.

As I have said at the beginning of this report - *it has been an extraordinary year* – which amazingly has resulted in a new and positive direction for the studios and the artists who work there. I have enjoyed being the Chair over this period despite some very challenging moments and wish the artists all the very best under the banner of their new group.

There were no questions.

Treasurer's report (Financial health of the Association):

The Treasurer, Jennifer Hall, had previously circulated the final accounts for the year ending 31st October 2020.

The Clock House Arts Association's bank account is healthy, with the balance on 31st October 2020 being £8,267.96. Movement during the year was £1,104.69.

The bank balance has fluctuated from around the £8,500 figure down to around £6,000 well within the safety margins set out by the Trustees. The threshold set as the bar for not going below is £3000. This was agreed several years ago as the amount necessary to keep 'ring fenced' in case the Association folds, and funds are needed to clear the site and pay any outstanding debts.

It is recommended by the current Treasurer that this amount should rise to at least £4,000.

It is clear that the day to day running costs of the studios have been easier to follow with a Treasurer who is onsite and able to discuss matters with the artists. Most of these costs are

now all set up as online accounts and can be instantly checked. This is particularly true for utility payments which have been included in the rent. The new system for purchasing materials for the Foundry and artists' use has also made it clearer and easier to follow.

Statements were sent out at the end of the year to every artist showing what had been paid by them, and by default any outstanding payments due. Most of these outstanding payments have been cleared to date, however there still remains an outstanding amount. Where an artist has had problems with their costs, a Trustee has been in touch to discuss the matter with them to try and resolve it. It is important that everyone pays by Standing Order to ensure that the payments come in on time each month as without this income the group would eventually be unable to pay the landlord or the costs to keep the studios running smoothly.

The Clock House Arts Association is a 'not for profit organisation' and with some of the funds collected, do try on a limited budget to help with costs that would clearly benefit the group. This year £1,600.66 was spent on repairing/restoring and purchasing equipment for the Foundry, plumbing and electrical repairs, kitchen restoration as well as building new outside steps up to the backyard for visitors and artists using the School room. These improvements directly help the artists - to run workshops, residencies, work experience and visits to studios and to watch bronze pours, thus making the site accessible to the local community.

There were no questions.

Secretary's report (Overview of activities in 2019/2020):

The Activity Report below was previously circulated to the artists.

The Clock House Arts Association runs Butley Mills Studios, a vibrant artist community where each individual artist can be found working in their own studio space. The artists help with artists' residencies and work experience students, as well as contributing to the wider community by taking part in and organising exhibitions, running art workshops, and opening the studios up for the public to meet the artists and watch bronze pours.

March 2020 saw the emergence of Covid-19, and the subsequent lock-down across the country for three months to the end of June. This led to the cancellation of all exhibitions, workshops, one-to-one sessions and residencies until July (except those that went online). Covid-19 continued to influence activities happening (or not) for the remainder of the year for the group (end of year October 2020). With the guidance of strict rules and risk assessments some of the activities were still able to go ahead.

The following is a glimpse into what has managed to happen, and what has had to be cancelled because of Covid-19.

Exhibitions:

Caro Burberry;

1. Art For Cure's big bi-annual outdoor venue show in May. Cancelled due to Covid-19. An online version of the exhibition was eventually put onto the website.
2. Grundisburgh House Exhibition, June. Cancelled due to Covid.

3. The Great House exhibition over the summer in Orford. Cancelled due to Covid.

Tobias Ford;

1. Alde Valley Spring Festival, main exhibition/events. May/June 2020. Cancelled due to Covid-19. An online exhibition was put up onto the Alde Valley Spring Festival website.
2. Alde Valley Spring Festival smaller exhibition opened over summer and for Christmas (open under Covid-19 rules and regulations).

Jennifer Hall;

1. Sudbourne Printmakers' Printmaking Easter Show. Cancelled due to Covid-19.
2. Alde Valley Spring Festival, main exhibition/events. May/June 2020. Cancelled due to Covid-19. An online exhibition was put up onto the Alde Valley Spring Festival website.
3. Ipswich Art and Colchester Art Societies' joint exhibition at Firstsite – July to beginning November 2020 (open under Covid-19 rules and regulations).
4. Alde Valley Spring Festival smaller exhibition opened over the summer and for Christmas (open under Covid-19 rules and regulations).
5. The Bigger Picture Exhibition @ 152 Aldeburgh, Autumn.
6. In the Company of Trees. Exhibition at Artspace, 9th to 14th October 2020 (open under Covid-19 rules and regulations).
7. Ipswich Art Society, long standing members exhibition at Artspace, 29th October to 4th November 2020 (open under Covid-19 rules and regulations).
8. Sudbourne Printmakers' Easter Show moved to 23rd - 28th October at the Peter Pears Gallery, Aldeburgh (open under Covid-19 rules and regulations).
9. Sudbourne Printmakers' Christmas Show at Bothy Yard, Sudbourne, 30th, 31st November to 1st December. Cancelled due to Covid-19.

Marjoke Hendricks;

1. The Great House exhibition over the summer in Orford. Cancelled due to Covid.
2. Solo exhibition at The Frame Workshop & Gallery in Ipswich, 29th Sept - 28th October. Open under Covid-19 rules and regulations. Exhibition extended into November, but Gallery was closed due to Covid-19.

Craig Hudson;

1. Four exhibitions. Cancelled due to Covid-19.

Mimi Nicholson;

1. The Bigger Picture Exhibition @ 152 Aldeburgh, Autumn.

Sian O'keeffe;

1. 'Concrete Dinosaur' Pineapple Black, Middlesborough. Group Exhibition of artists using ready-mades in their practice. April 2020. Cancelled due to Covid-19.
2. Sculpture in the Valley 2020: '*Reflections on Landscape*' Potton Hall, Waveney and Blyth Arts. July 2020. Cancelled due to Covid-19.

Isabelle Sarginson Allen;

1. Alde Valley Spring Festival, main exhibition/events. May/June 2020. Cancelled due to Covid-19. An online exhibition was put up onto the Alde Valley Spring Festival website.
2. Alde Valley Spring Festival smaller exhibition opened over summer and for Christmas (open under Covid-19 rules and regulations).

Meryem Siemmond;

1. Sculpture trail - Waveney and Blyth Arts. July 2020. Cancelled due to Covid-19.
2. Sculpture trail - Hoveton Hall Estate. Cancelled due to Covid-19.

On-line Exhibitions:

1. Caro Burberry -Art For Cure also held a Festive 30 Online Exhibition (30 artists with artworks under £500) – this ran from October – December.
2. Tobias Ford, Jennifer Hall and Isabelle Sarginson Allen – online exhibition, Alde Valley Spring Festival. 2020.
3. Sian O’Keeffe – ‘*Virtually Here*’ Old Town Hall, Lowestoft.

Publications:

1. Sian O’keeffe had a photo montage image included in *Décor-Export*. An Eric Tabuchi/Elly Monnier publication. This was a collaborative, internet “lock-down” 2020 project. 500 artists.
2. Jennifer Hall had a double page display of her prints in the 2020 publication *Gareth Jones a life in printmaking and the story of Sudbourne Park Printmakers*. 29 current members and featuring past members as well.

Work experience:

Tobias Ford was unable to run any work experience sessions as the studios were closed to the general public. Due to Covid-19.

Residencies:

1. Maria Zulueta was to take a studio space over the Easter period. She wanted to experiment with bronze and insisted that she would exchange her glass skills with anyone interested. It was hoped that it would be followed up with an exhibition in the Butley “Gallery”. She would invigilate over a couple of weekends. Maria is an amazing energy and would be a great “force” around the studios. Let’s hope 2021 allows it! Cancelled due to Covid-19.
2. Jennifer Hall - Alde Valley Spring Festival – Woodland Residency II at White House Farm.
3. Meryem Siemmond – worked for a week at an Italian slate quarry in the early part of 2020.

Visits:

Halesworth Gallery members’ visit to view the studios and view a bronze pour. Cancelled due to Covid-19.

The studios were closed to the general public from the onset of the virus, and have remained closed all year. All visits cancelled due to Covid-19.

School visits:

Non were organised because the studios were closed to the general public due to Covid-19.

Workshops:

1. Caro Burberry ran Sculpture Classes over the year, focused on traditional modelling, mould-making and casting methods with easily accessible materials. All experience levels are welcome. Adjustments were made during lockdown following Government advice and provision of necessary PPE and procedures. Over the lockdown periods 9 of these workshops were cancelled due to Covid-19.
2. Tobias Ford was unable to run one to one sessions as the studios were closed to the general public. Cancelled due to Covid-19.

3. Jennifer Hall ran adult art workshops, in collaboration with the artist Heather Hodgson, taking participants out into the Suffolk landscape to draw, and then respond to the drawings with paintings, prints or collage depending on the medium of the workshop. Four workshops were run under Covid-19 rules and regulations. A further five were cancelled due to Covid-19.

- All her workshops with the Inside Out Arts in Mental Health group based in Ipswich were cancelled. Cancelled due to Covid-19.

4. Jim Racine has been unable to work alongside artists who need a bit of support to cast their own work, and to finish off the final bronze due to the studios being closed to the general public. Cancelled due to Covid-19.

There were no questions.

Resolution to wind down Clock House Arts Association:

Gus Farnes raised his concern, as a Trustee, of his legal responsibilities regarding any repercussions regarding the winding down of Clock House. This was discussed. Jim Wyllie said in his experience there would be no repercussions as the vote was by majority and did not rest on the Trustees. This was accepted by Gus Farnes and the meeting continued.

The meeting then voted on the following resolutions:-

1. Vote to agree to wind down the Association with a back dated closure date, of 31st October 2019. Approved, there were no dissenters.

2. Vote to agree all Trustees to step down once Association is closed. Approved, there were no dissenters.

3. Vote to keep Clock House Arts Association bank account running until new Butley Mills Studios bank account is opened. This allows Butley Mills Studios 'year beginning' to be 1st November 2019. Kabir Hussain to be added as a signatory on the Clock House Arts Association bank account to help with smooth hand over to new Butley Mills Studios bank account. Approved, there were no dissenters.

4. Vote to transfer remaining funds to the new Butley Mills Studios bank account once it is set up. This will allow Butley Mills Studios to function/work as per their constitution as presented at this meeting. Approved, there were no dissenters.

Resolution to set up Butley Mills Studios:

1. Vote to agree to setting up Butley Mills Studios. Approved, there were no dissenters.

2. Vote to agree Constitution as presented at this meeting. Approved, there were no dissenters.

3. Vote to agree Rules and Letter of new group as presented at this meeting. Approved, there were no dissenters.

4. Vote to open a Butley Mills Studios bank account as soon as possible. Approved, there were no dissenters.

5. Vote to agree the election of the Team as presented at this meeting.

a.) Chairman – Tobias Ford. Approved, there were no dissenters.

b.) Treasurer – Kabir Hussain. Approved, there were no dissenters.

c.) Secretary – Craig Hudson. Approved, there were no dissenters.

d.) Member of the Team – Meryem Siemmond. Approved, there were no dissenters.

e.) Member of the Team – Marjoke Hendrichs. Approved, there were no dissenters.

f.) Member of the Team – Sian Okeeffe. Approved, there were no dissenters.

Any other Business

Gus Farnes asked if the members of the new Butley Mills Studios group would like to wind down the Clock House Arts Association themselves. This was discussed. It was finally agreed that Jennifer Hall would go ahead with the above resolutions to wind down the Clock House Arts Association given her past experience, and that if she needed help she would ask the Trustees. Approved, there were no dissenters.

Jennifer Hall, who runs the website, in the name of Clock House, asked permission to pay the next hosting account and at a later date to transfer it to Butley Mills Studios. Approved, there were no dissenters.

Instagram has always been in the name of Butley Mills Studios.

Jennifer Hall thanked all the Trustees for their support and help with the running of the studios over the years.

Caro Burberry thanked Jennifer Hall for all her hard work, over many years and a present will be handed over when meetings are allowed.

Laurence Edwards thanked everyone and said it had been an odyssey.

There was general thanks to everyone involved and best wishes for the future as Butley Mills Studios.

The Chairman thanked everyone and closed the meeting at 19.16

Income and Expenditure Account for the year ended 31st October 2020

Rents and other utilities from artists	22119.58	
Schools Room hire	210.00	
Materials.		
Bronze	576.60	
Moulds, Plaster of Paris, Herculite and Grog	4146.06	
Grant	250.00	
Miscellaneous	214.39	
	-----	27516.63
Rents to Butley Mills	12285.00	
ESDC Business Rates	801.13	
Electricity	3803.72	
Water Rates	554.17	
Telephone and internet	499.77	
Flameskill	166.80	
Skips	252.00	
Basic materials	4847.84	
Suffolk Coastal Norse	177.84	
Insurance	499.10	
Equipment/repairs	1600.66	
Professional Fees	363.00	
Equipment Hire	144.00	
Sundry expenses	416.91	
	-----	26411.94

Deficit		1104.69
		=====
Closing Balance at Bank 31st October 2020		8267.96
Opening Balance at Bank 1st November 2018		7163.27

Movement during the year		1104.69
		=====

I report on the accounts of CLOCK HOUSE ARTS ASSOCIATION CHARITY NO 239804 for the year ended 31st October 2020 as set out on the attached pages.

Respective responsibilities of Trustee and Examiners:

As the Charity's Trustees you are responsible for the preparation of the accounts and you consider that the audit requirement section 43(2) of the Charities Act 1993 (the act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiners Report:

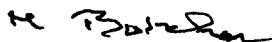
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

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

- 1) gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act: and to prepare accounts which accord with accounting records and to comply with the requirements of the Act have not been met.

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



Mike Butcher FFA FFTA FAIA MCFI

Independent examiner

I report on the accounts of CLOCK HOUSE ARTS ASSOCIATION CHARITY NO 239804 for the year ended 31st October 2020 as set out on the attached pages.

Respective responsibilities of Trustee and Examiners:

As the Charity's Trustees you are responsible for the preparation of the accounts and you consider that the audit requirement section 43(2) of the Charities Act 1993 (the act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiners Report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these 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 express an audit opinion on the view given by the accounts.

Independent Examiners Statement

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

- 1) gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act: and to prepare accounts which accord with accounting records and to comply with the requirements of the Act have not been met.
- 2) to which , in my opinion , attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mike Butcher FFA FFTA FAIA MCFI

Independent examiner