

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

CLOCKHOUSE ARTS ASSOCIATION**CHARITY No 293804**

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.

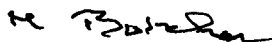
Basis of Independent Examiners Report:

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.

Independant 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 MCMl

Independant examiner

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Mike Butcher FFA FFTA FAIA MCM

Independant examiner