

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Set date to talk to landlord about outdated tenancy agreement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 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 advantageous 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

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
Closing balance 31-10-2021	7842.70

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)
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South Wootton
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Norfolk
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18th October 2022