

**Hidden Altrincham Festival CIO**  
**Trustees' annual report**  
1 September 2018 - 31 August 2019

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name		No (if any)		CC16a	
Receipts and payments accounts					
For the period from	Period start date	To	Period end date		
<b>Section A Receipts and payments</b>					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations & Legacies	225	-	-	225	-
Facilities Membership	119	-	-	119	-
Gallery Sales	7,960	-	-	7,960	-
Grant Income	10,950	-	-	10,950	-
Premises	78	-	-	78	-
Sales	21,551	-	-	21,551	-
Studio Membership	2,820	-	-	2,820	-
Art Classes	7,364	-	-	7,364	-
Facilities Hire	938	-	-	938	-
Pop Up Shop Sales	45	-	-	45	-
Rental Income	1,765	-	-	1,765	-
<b>Sub total (Gross income for AR)</b>	<b>53,815</b>	<b>-</b>	<b>-</b>	<b>53,815</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	- 0	- 0	- 0	-	-
	- 0	- 0	- 0	-	- 0
	- 0	- 0	- 0	-	- 0
	- 0	- 0	- 0	-	- 0
<b>Sub total</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>-</b>	<b>- 0</b>
<b>Total receipts</b>	<b>53,815</b>	<b>- 0</b>	<b>- 0</b>	<b>53,815</b>	<b>- 0</b>
<b>A3 Payments</b>					
Advertising/Promotional	42	-	-	42	-
Bank Charges	120	-	-	120	-
Business Rates	6,882	-	-	6,882	-
Canteen	1,036	-	-	1,036	-
Commission	4,708	-	-	4,708	-
Computer costs	50	-	-	50	-
Cost of Labour	4,080	-	-	4,080	-
Insurances	1,260	-	-	1,260	-
Interest Payable	39	-	-	39	-
Office/general Administration	623	-	-	623	-
Other Professional Services	11,615	-	-	11,615	-
Outgoing Rent	450	-	-	450	-
Phone Costs	1,223	-	-	1,223	-
Printing Postage and Stationary	626	-	-	626	-
Raising Funds	1,189	-	-	1,189	-
Repairs and Maintenance	444	-	-	444	-
Salaries	9,175	-	-	9,175	-
Supplies	2,378	-	-	2,378	-
Travel and Accommodation	323	-	-	323	-
Teaching materials	1,184	-	-	1,184	-
Uncategorised Expenditure	40	-	-	40	-
Utilities	993	-	-	993	-
Other Expenses	357	-	-	357	-
Refuse Collection	803	-	-	803	-
<b>Sub total</b>	<b>49,640</b>	<b>-</b>	<b>-</b>	<b>49,640</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>equipment</b>	<b>190</b>	<b>- 0</b>	<b>- 0</b>	<b>190</b>	
	- 0	- 0	- 0	-	

<b>Sub total</b>	190	- 0	- 0	190	- 0
<b>Total payments</b>	49,830	- 0	- 0	49,830	- 0
<b>Net of receipts/(payments)</b>	3,984	-	-	3,984	-
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	- 0	-	-	-	-
<b>Cash funds this year end</b>	3,984	-	-	3,984	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	3,984	-	-
		-	-	-
	<b>Total cash funds</b>	3,984	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Equipment	20,000	-	-
	Materials	3,000	-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Utilities	4,000		
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

# Trustees' Annual Report

Period start date	1/9/2018	30/8/2019
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Charity name	Hidden Altrincham Festival CIO	Charity Number	1	1	7	5	7	6	9
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The trustees are pleased to present their annual report together with the consolidated financial statements of the charity for the year ending 30 August 2019 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The financial statement complies with the Charities Act 2011, Companies act 2006, the Constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities (Sort 2013).

## Chairs Report - Tony Skipper

In taking over as chair in February 2019 from Nick Davies, I am very aware of the huge strides taken by the Charity in the provision of Arts and the great widening of the facilities available.

We were extremely successful in securing new premises in the old FabLab space, taking over the space in December 2019. This space is large (3000sqft). The relocation has been hugely exciting for the charity, representing a huge opportunity to enable the charity to further its purposes.

The move did affect the numbers attending, our operations were stripped to the bare essentials when we moved to the FabLab in September, but we felt this was a calculated risk. In December we opened with a new exhibition, invited those exhibiting, our members and members of the community to attend a preview night. The Mayor was kind enough to open the exhibition. We feel that this event helped to increase numbers quickly, bringing them back to pre-move levels.

Those taking part in our organisation include anyone in the community who wants to be creative from OAPs to home-schooled children. Our timetable of weekly classes includes Artists delivering classes in several areas of the arts. Our groups include photography, creative writing and art groups, which are also social health and well being groups.

Our subjects encourage passion, we do not 'do' qualifications, we work to bring people together to enjoy themselves and have fun being creative with others. Our teaching and learning is about personal development. This helps those attending to practice the 5 ways to good mental health and well-being that is advocated by the NHS to support good mental health. We offer many different subjects that will interest all age ranges and abilities, inclusive of those with physical and mental impairments.

The previous occupants, FabLab, left a large amount of equipment and materials which required sorting, fixing and disposing. This has taken a considerable amount of time.

Before moving to the studios we completed a business plan showing how we would take the studio forward initially in the FabLab space. At first we would not make too many changes to the space, only to settle in, clear the spaces and get ideas about what we could do to change how we work.

We were delighted this year to be awarded an 'Arts Centre of The Year' Manchester 2019 Prestige Awards, which recognise smaller, independent businesses that are extremely successful on a local level.

We have had a number of volunteers throughout the year including the trustees, who have belief in what the charity is trying to achieve, and have made a huge effort to help the organisation develop and grow.

In closing, I would like to thank our members, volunteers, tutors and anyone enjoying the studios who make our work at the studios possible. Should you like to know about our news as it happens please feel free to visit our website, which can be found at [www.inch-arts.co.uk](http://www.inch-arts.co.uk) or you can contact us to find out more on 07873263271.

## Objectives

Purposes of the Charity:

“To advance the education of the public in the Arts, Science and the History and Heritage of Altrincham by the provision of public events , including performances, exhibitions, workshops, talks and by other means as the Trustees may determine.”

## Achievements and Performance.

In September our lease expired and we moved to the FabLab. FabLab were still under contract to operate until December 2018. This gave crossover time between the two organisations so we could exchange information about how to use all the machines safely etc. It did mean that our operations were limited to classes only until 1st December 2019.

On 1st December 2020018 we were gifted equipment from Fablab. We were given a 5 year lease for the space (3000sqft) with a peppercorn rent agreed with Trafford Council. Initially we worked to quickly reorganise the space to include Makerspace, Gallery, Classroom, Workspace and several Small Studios. The layout lends itself to be flexible to provide much more accommodation for future growth. Relocating has been a lot of work but rewarding and positive.

### Education

Once we reached December we were able to increase classes back to their previous numbers pre September 2018. We were able to invite artists, specialist in different fields, to hold different workshops giving unique and varied selection of subjects. This included a visit by 5 Chinese Artists in August 2019, who prepared an exhibition of their work and ran a series of workshops for the community.

### Classes

This year weekly classes included Life Drawing, Watercolour, Textiles, Art Exploration, Animation, Coding and the Makerspace. In a new direction, we began a music recording class, as a pilot, for possible future development, which was very successful.

Classes are well attended with a low turn over of students. Numbers are kept low (maximum 10) to maintain intimate sessions and high quality teaching.

Our health and well-being groups are about socialising, encouraging more interaction between members, about their subject and each other. Our groups have been very successful including photography, art and creative writing. Some people are referred to us from other organisations

such as the Family and Counselling Centre in Altrincham to back up people who have been through counselling. Our groups help people return to good health mentally and physically.

In this year we met Andy. He was a recovering alcoholic who had been receiving counselling and when he arrived at our sessions was in a poor state of well-being. Over the weeks that he attend his demeanour changed completely. He got a new haircut, clean clothes and took a more active role in the group. He saved up for a new camera and photography became a very important part of his weekly life. He applied and was successful as a volunteer with Manchester Museums. Over the months Andy was a different happy person with several new friends in the group.

## **Autistic Animation Group**

In late August 2018 we received funding from Trafford Housing Trust to run and develop our Autistic Animation Groups. This was the third year that Trafford Housing Trust had funded our organisation for this group. We have 2 groups on Tuesday and Thursday Afternoons. For young people with autism, school is a difficult sensory environment. The groups provides a fun learning space in small group sizes. The young person directs their own learning. The aim is that they find their own way to complete projects that they'd like to achieve, forming a connection, with often remarkable results.

At our group we have found the opposite to be true. We have found, given time and encouragement that they become comfortable with their environment and begin to interact with others in the studio. One young person in the group, William, had never previously talked to people outside his family. He had been attending for several years, whilst at school some have been labelled "unteachable". He had quickly formed an attachment with the group tutor outside the group who had suggested to his parents that he attend our sessions. Initially William had not taken part in the group but slowly, over the course of the first year, he became more comfortable and was able to say "hello" and discuss his work with other people in the organisation.

This year William has been working on Masks. He is becoming more accomplished and learning more and more skills in model and mask making. Talking to animators these skills could be developed to the extent that he could earn money from his craft.

## **Low Income**

Membership gives individuals a discount to classes. We maintain a fund to subsidise people in difficult circumstances. We try to be aware of people's circumstances particularly with young people so that if they are unable to pay they can attend for free

With funding from Trafford Housing Trust, Holiday Hunger Grant we provided Summer Art workshops that provided subsidised places for those on low income.

## **Exhibitions**

Over the year we completed 3 exhibitions, Fab Exhibition, new Beginnings and Art Happens. All promoted work by local artists showing an eclectic mix of work. Work was selected by the gallery manager and 2 other invited artists. This worked in several ways, it helped invite the community to come into the space and get an idea of what we do.

The exhibition also helps aspiring artists by providing a platform to sell their work and giving them more confidence in their own abilities to help them grow and aspire. Each exhibition showed approximately 40 artists from the local area.

## **Makerspace**

The Maker space is available for hire by the public. We found that even though there had been a crossover with the FabLab there was still a large amount of learning to be done to use the machines. Some machines proved uneconomic to use compared to newer models and some needed repairing.

## **Studios**

We have a series of tiny rooms which we were able to rent out on a licence providing some much needed income for the organisation. There are many benefits for artists and makers having a studio to work in. A studio is a much more social space than working at home, where connections arise from conversations with others. Whether individuals work in a similar vein to others' practice or in an entirely different field, by sharing news on opportunities to apply for, events to attend or even insights into professional connections to work with, all studio occupants' practice will benefit from increased exposure and awareness of key "players" in their shared arts community.

## **Membership**

The charity operates a membership system that gives discounts within the organisation, for example, workshops, commission on artists work etc. This encourages people to attend classes regularly.

## **Business Plan**

After moving to the FabLab we were asked investigate ideas in a Business plan for the Library Area which was the part of the building over our space and the adjacent shops. The additional area is 17,000sqft. Ideas of how the upstairs could be developed were supported by an Economic report by Adroit Economics. This was completed and presented to the council in July 2019. There are major benefits to developing space like this as it creates jobs, saves NHS money through savings of Mental Health and provides the community with a community Arts space that they can be proud of. In July 2019 Trafford Council confirmed they would be completing their Arts strategy before they could make a decision.

## **Awards**

Last year we received an 'Arts Centre of The Year' Manchester 2019 Prestige Award, which recognise smaller, independent businesses that are extremely successful on a local level. We often work with the local bid, Altrincham Unlimited, on projects around the town including workshops with kids, creating props and or work with the community (eg to provide yarn bombing)



## Financial Review.

Accounts have been prepared under Charity Commission CC16A Receipts and Payments Accounts.

Our new venture into the FabLab space was not without financial risk. In order to meet all the outgoings of the charity we have had to increase our income. We knew there was the opportunity to increase the income as there would be new resources available to us including maker space with laser cutter, cnc machine, small studios for rental, equipment for teaching and space that could be converted to other uses.

Our business plan was prepared for our move to the FabLab and presented to Trafford Council. We used information from the Manufacturing Institute who are responsible for keeping accounts for the FabLab. This showed a substantial financial loss over the previous 12 months. Certain areas of running a FabLab mean that the equipment is given rent free to the public. This showed a financial loss over the previous 12 months. We felt this was due to the space not being fully optimized and relatively high materials costs (of £17.5k)

To counteract address these previous problems we have allowed the materials stock to reduce to a more manageable amount and have adopted a “just in time” approach to buying, bringing down the materials costs significantly. Whilst sharing the space with FabLab we were also able to observe other aspects of how the space could be run more economically.

During the financial period the charity decided not to change the financial controls as there was so many upheavals to the organisation. It was felt that the members had been loyal to the charity and any further changes might unbalance the harmony of the relationship.

From our network of members we knew there was a desire to be able to access more workshops that they would like to take part in. We investigated further options outside the business plan that would increase our revenue. After having gained a better understanding of the possibilities of the machinery in the Makerspace we felt that using the space to train people into how to use the equipment giving them skills would be valuable in furthering our purposes and also an excellent use of the Makerspace.

The charity's principal sources of funds (including any fundraising) are spread evenly across teaching by members of staff, room rentals, maker space, grants and membership.

Our own experience of running the space showed a slight profit in the first year - £82.52.

### Grants

We received grant income from Trafford Housing Trust for Holiday Hunger and Autistic Animation Group and Jo Cox fund, totaling £10,950

### Assets

We were gifted a large considerable number of amount of assets, the minimum age of the equipment is 5 years. However, the majority of the equipment is built for long term use (10-20years +) and so with good maintenance will be useful to us for many years. The insurance value totals £145,000 but as an asset the gifted equipment is worth approximately £20,000.

### Pricing Policy

Our pricing policy is to be affordable to enable all the community, whatever their means, to take part in our activities.

Young Peoples Classes	£10
Exhibitions Commission	40%/25% for members
Membership	£5/month or £60/year

## **Fundraising**

The charity does raise funds from the public at exhibition preview nights to cover the costs of refreshments offered during the night.

Generally the charity does not work with a professional fundraiser or a commercial participator.

## **Reserves**

As a policy the organisation would ideally like to see a figure of 10% of ie £4,500. However, we currently hold no reserves and are likely to be issued a utilities bill (circa £4,000) for the year by Trafford Council, which would take us into negative reserves.

Whilst our reserves are potentially negative, the charity is young and has the potential to accrue any reserves going forward. In the interim, in September 2018 we arranged a £3000 working overdraft with the Cooperative Bank. Given this support the trustees are confident that any invoice issued at this stage can be negotiated/met.

There are no current Investment policy and objectives including any social investment policy adopted.

## **Outstanding Monies**

As noted above, we have a potential debt of (£4000) (estimated) representing the utilities bills for the space but we consider this figure to be overinflated.

## **Plans for the Future**

After nearly a year in the new space we have realised some new possibilities for the space.

We are planning to:

- Demolish a wall to create a large group room, which will allow us to accommodate a wider range of larger group activities
- Build a music recording studio – this is now 90% complete and should generate revenue from a range of sources.
- Remodel the front area to create 2 additional large studios, which will generate rental income
- Convert some of the technology workshop space into co-working space, which will generate desk-rental income
- Create new lettable studio spaces, which will generate rental income
- And, overall, refurbish the front of the building so it looks less like an institutional library (its original use) and more like an Arts Centre.

All of these will help to bring in more revenue and make the organisation more sustainable in the future with less need to depend on gaining grant funding from outside agencies.

To fund the development work we have made a grant application for some of the works. Also, through using the equipment in the Makerspace, we have been able to undertake much of the work ourselves at much lower cost. We have also received a donation from a keen musician towards the recording space. The plan involves good simple design and details.

Long term aims include being able to increase our remit in terms of the facilities we provide so that other subjects from the Arts can join us. We would also like to make more studios available to rent out to creatives. Bringing artistic, creative and innovative people to work side by side learning new skills and developing new ideas, is an exciting new opportunity. Cross fertilisation of this sort, including developing productive links to the Maker Space, bringing technology and the arts together in new exciting ways, will lead to the development of innovative new products which can be exhibited and sold in the Gallery.

## **Notes**

No income or grant funding was received from Central Government or the Local Authority. No grants came from outside the UK. The Charity has no trading subsidiaries and it does not take part in Grant making.

No charity's staff received total employee benefits of £60,000 or more. The Trustees received no financial remuneration or benefits.

## Structure, Governance and Management

Hidden Altrincham Festival is a Charitable Incorporated Organisation that is governed by its constitution dated 16/11/17. It is registered with the Charity Commission. The charity only operates in England. Anyone over the age of 18 can become a member. Currently there are 120 members, each of whom contributes £5/month.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Newly appointed Trustees are inducted and given all information relating to the structure, governing and management of the charity eg, constitution, previous minutes, etc and are invited to the studios to discuss how the organisation works. During the meeting we also instruct the Trustee in Health and Safety, Fire and Child Protection Policy. Should the Trustee need a db check we confirm all the information required to complete the check.

All trustees, employees and volunteers obtained standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks. This included 2 workers and 2 volunteers.

The charity employs the CEO directly and a Maker Space Manager on a weekly Sessional basis. Other tutors intrinsic to the organisation, ie tutors etc work on a self-employed basis and rent the space for their classes. Should grants be obtained for specific projects, tutors are employed on a sessional basis.

Are the trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates. Perhaps say 'the previous year has not been without its difficulties, but strides have/are being made to address these suggesting a more robust future for the charity. Specifically, more robust management, operational, communication and accounting procedures have/ are being put in place. However, the impact of COVID has and will continue to be substantial in that classes were halted for a period and the process of preparing and letting the various spaces was slowed. The situation going forward needs to be monitored closely but the trustees are hopeful of significant progress. The centre indeed has and will find new and more value-add roles to play in helping address COVID impacts on the community and local economy'

The trustees confirm they have had regard to the guidance issued by the Charity Commission on public benefit.

## Reference and Administrative details.

**Charity name:** Hidden Altrincham Festival CIO  
**AKA:** Altrincham Open Studios and Inch Arts  
**Address:** 20 Stamford New Road  
Altrincham  
Cheshire  
WA14 1EJ  
**Contact Number:** 07873263271  
**Email:** info@inch-arts.co.uk  
**Current Website:** inch-arts.co.uk

**Current Trustees** Anthony Skipper (Chair) February 2019  
Sally Streuli (Secretary) November 2017  
Nick Davies November 2017  
Jo Bramham-Smith February 2019

**Mentors** Mike Shields CBE

**Chief Executive** Jo Cushing

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees Signature(s)

Full name(s) Tony Skipper,

Position (eg Secretary, Chair, etc) Chair of Trustees

Date 15.02.21



**INDEPENDENT EXAMINERS REPORT  
TO THE TRUSTEES OF HIDDEN ALTRICHAM FESTIVAL CIO  
FOR THE YEAR ENDED AUGUST 31 2019**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended August 31 2019, comprising the statement of receipts and payments and the statement of assets and liabilities .

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Peter Smith BA FCA DChA**

Chittenden Horley Limited  
Chartered Accountants  
456 Chester Road  
Old Trafford  
Manchester M16 9HD

Date:



## **Appendix 1 - Notes from Meetings**

### **Notes of Trustee Meeting**

**Held at Altrincham Open Studios 14 February 2019**

#### **Present:**

Jo Cushing, Jo Bramham Smith, Tony Skipper, Sally Streuli Apologies:  
Nick Davis

#### **1. Governance:**

**1.1** In Nick's absence this agenda point was largely deferred until the next meeting. Practical issues include the appointment of a chair and holding of regular meetings. It was agreed that meetings should be held on a quarterly basis, although more frequently initially.

#### **2. Business Plan:**

**2.1** The takeover of the Fab Lab facilities has been achieved, although there had been a number of difficulties. Many users had been expecting free use of the facilities, however users are now coming in on a commercial basis and are being charged for use of equipment and a daily rate. The balance between these commercial users and more charitable uses needs to be assessed to ensure the role of AOS is well served whilst also raising revenue.

**2.2** It was agreed users such as schools and youth groups should be approached. A leaflet will be produced to target school's DT departments, this will build on JC's increased number of classes and workshops.

**Action:** JC to develop leaflet

**2.3** There is also a continuing need to increase membership numbers and provide space for studios for rental income.

#### **3. Legals:**

**3.1** Terms of the lease have now been agreed with TBC and checked by ND but need following up with TBC.

**3.2** Lunar lease the building to AOS for £1 per month and Amey run the maintenance contract. Service costs are £500 per month and business rates are £260.00 per month. JC to set up standing order for their payment as a priority. **Actions:** JC/ND to chase lease and raise at next meeting. JC to arrange payment of business rates.

#### **4. Health and Safety and Compliance:**

**4.1** Matt was concerned he was operating potentially hazardous machinery on a self taught basis and had no formal certification which might affect liability and insurance. Insurance clarification was identified as a pressing need.

**Action:** JB-S to find out policy from other organisations and look at training possibilities.

**4.2** JC to follow up on insurance for the new premises, including coverage of machinery. To be arranged for payment through the charity, by monthly direct debit, as soon as possible.

**Action:** JC

**4.3** A first aid kit is held on site, but there is no nominated first aider on site.

**Action:** JBS to check compliance need and training possibilities.

**4.4** The need to provide new H&S and COSH policies was identified and will be looked at in the next meeting.

**Action:** JBS will look at information she already has from BOS.

**4.5** DBS checks have been completed for JC and Matt, JBS is in hand.

## **5. Finances**

**5.1** TS has started a review of the finances and outlined the current financial summary. With outgoings of approximately £1000 per month there is a need to generate a surplus of £5-600 per month. All income and outgoings need to be recorded to ensure the finances are managed and understood.

**Action:** JC/JBS to transfer and consolidate all money and direct debits to Co-op bank account.

## **6. Roles and responsibilities**

**6.2** To be discussed in more detail at next meeting but tutors could be encouraged to become more involved in the running of AOC.

## **7. AOB**

- **7.2 Date of next meeting** 14<sup>th</sup> March 2019 TBC
- **7.3 Agenda** items carried forward to next meeting include the future business

Plan for the library

To clarify with Amey:

Fire: Amey are responsible for fire strategy but this needs clarifying as it is not known who tests and certifies the alarm.

Security: It is not known who holds keys to the building, and this may be extensive. At present the key pad is not set.

Heating is not working in all areas. Potential for rebate of service charge.



## **Notes of Trustee Meeting**

**Held at Altrincham Open Studios 26<sup>th</sup> March 2019**

### **Present:**

Jo Cushing, Jo Bramham Smith, Tony Skipper, Nick Davis, Sally Streuli

### **1. Minutes/matters arising**

1.1 The minutes of the last meeting were approved. All matters arising/actions are followed up in their respective agenda items below.

### **2. Governance:**

2.1 It was agreed to divide responsibilities across the trustee and, following discussion, areas of interest and responsible trustees were identified as follows:

Maintenance of the aims of the charitable trust, legal and compliance matters: ND.

Finance overview and Chair: TS

Grants and Programming: JC

Operational running to include GDPR, membership activity and gallery management: JBS

Secretary: SS

### **3. Financials**

3.1 need to chase from our side as the heads of terms are legally binding and have been agreed with TBC.

3.2 The end of the first financial year was identified as 16<sup>th</sup> November 2018. ND questioned whether the first year end can be extended. JC has a meeting scheduled with the likely accountant for AOC and this will be clarified and discussed in that meeting. It was agreed that TS and ND would attend the meeting with the accountant and JC. The accountant has been identified because of her familiarity with working with Arts organisations.

3.2 The registered name of the charity is Hidden Altrincham CIO with Create a Space CIC as an additional trading name, this may need to be changed and will also be discussed with the accountant.

**Action:** JC, TS and ND to meet with the accountant in the next few weeks.

### **4. Compliance:**

4.1 Insurance is in place for personal, employer's and trustee's liability and for contents and equipment. A direct debit has been set up.

**Action:** JC to send to ND to review.

4.2 Matt George (MG) has had further training in the use of the CNC machine by competent users but this has not led to certification.

**Action:** JBS to go back to Shopbot, the suppliers of the CNC machine and to Epilogue, the suppliers of the laser cutter, to enquire about recognised training. 4.3 First aid equipment is in place, but a nominated first aider on site and H&S and COSH policies are still required. DBS checks are continuing as required. **Action:** JBS will check on line possibilities for first aid training and review Fablab's COSH.

### **Legals:**

The provision of the lease document is awaited from TBC but there is no

4.4 Fortnightly bin collection is in place and it is assumed this is recycled as appropriate. Cleaning is being carried out in house.

4.5 Arrangements for maintenance and communications with Amey are haphazard. JC to continue to try to improve links.

### **5. Finances:**

5.1 The HSBC account has been set up but transfer of funds from the Co-op account needs to be transferred.

**Action:** JC/JBS to complete.

5.2 The standard monthly outgoings, including business rates and service charges need to be consolidated by setting up a standard order to be paid every month into a savings account at

HSBC, to be available for the payment of these bills.

5.3 In order to manage the finances and produce 3 monthly reports, TS needs to ensure all income and outgoings are correctly recorded and receipted and sent to [accounts@openstudios.com](mailto:accounts@openstudios.com) on a monthly basis. All suppliers need to be invoiced by the charity, with no use of personal accounts and cheques are to be discouraged.

**Action:** JBS and TS to meet to ensure smooth transfer of financial process.

5.4 Although a clear pattern of income is difficult to predict at this stage it is likely that income needs to increase. Commercial use, classes and membership numbers are all increasing however it is difficult for JC, JBS and MG to free up time to allow them to expand further and bring in new users who are in line with the charity's aims. It was agreed that this should be discussed as a priority at the next meeting.

## **6. Business Plan:**

6.1 JC has put together much of the business plan for the Library, with economic input from Steve Shepherd. The potential for the proposed artists' studios to increase income for the charity, however the financial outlay is very significant. JC will circulate the document for review and it will be discussed at a separate meeting.

## **7. Next meeting:**

7.2 Date of next meeting 25<sup>th</sup> April 2019 TBC

## **Notes of Trustee Meeting**

**Held at Altrincham Open Studios 23<sup>rd</sup> May 2019**

### **Present:**

Jo Cushing, Jo Bramham Smith, Tony Skipper, Nick Davis, Matt George, Sally Streuli,

### **1. Minutes/matters arising**

1.1 The minutes of the last meeting were approved. All matters arising/actions are followed up in their respective agenda items below.

### **2. Governance and staff structure:**

1. The differing role of trustees and staff members was discussed, to ensure the different roles and aims of each was retained and numbers kept in balance. It was agreed the role of the trustees is to keep an overview of the aims of the charity and maintain standards in all legal, financial and compliance matters. The day to day running of the charity is the responsibility of the staff.

2. Sam Marsden has offered to become a trustee and she has considerable experience in the management of health and safety requirements. It was agreed it would be useful for her to review the current health and safety position within the charity, including carrying out a risk assessment. This would be very helpful for current staff, and it was agreed that her input would be useful. Her position would then develop into a full trustee role after this initial input.

3. JC has identified a need for more trustees, particularly those with experience in marketing and public relations and a potential figurehead role to front grant applications for Arts Council funding. Mike Shields, Steve Shepherd and Ian Tabron (previously of the Arts Council) are all possibilities for a trustee role.

4. Current staff would benefit from more support and it was felt volunteers could be encouraged to take more responsible roles. Matt has potential support from Luke who is becoming increasingly proficient with the machinery, by Sean, Nathan and Barry. This should allow Matt to spend more time setting up marketing and PR. Barry is also working on some commercial jobs for a small fee, on a self-employed basis. It was agreed that this payment fell within the aims of the charity and encouraged volunteers to become involved. Kath Seth Smith is volunteering in the Gallery which will hopefully free up time for JBS.

**Actions:** MG/JBS to talk to Sam re H&S role and give her the current documents. MG/JBS to encourage volunteers to expand their roles.

### **3. Current Business Activity:**

3.1 JC's full report has been attached to the minutes, the following summarises discussions arising in the meeting.

3.2 The New Beginnings exhibition was very successful, with 300 attending the preview night, the gallery is busy and workshops and classes are more popular at the new venue.

3.3 Future events include more workshops, a new exhibition and a Trafford Housing Trust Grant of up to £3,000 should be in place over the summer months.

3.4 The price of classes has been reviewed and will be increased and a concessions rate will be introduced. Workshops pay a percentage of their takings. There are currently 127 members bringing in approx. £7,500.00.

3.5 There are a number of grants in process as follows:

Organisation	Status	Amount	Likelihood
Awards for all	New application	10,000	High
Trafford Housing Trust	New application	10,000	High
THT Poverty Grant	Submitted	3,000	High
Tesco	Submitted	4,000	Medium
One Stop Resource	New application	1,000	Medium
BBC Children in Need	Complete	6,5000	Medium
Arts Council Funding	New application		Low
Reaching Communities	Revised		20%

### 3.6 Business Plan for the Library

JC has completed a draft Business Plan for the Library building which she would like to submit in the near future. The trustees agreed a meeting was needed to consider more fully the plan and this has been arranged for June 19<sup>th</sup>. Mike Shields and Steve Shepherd have been asked to attend as they have had considerable input to the plan. The draft document will then be amended as necessary and incorporating agreed trustees' comments. It will then be submitted as a draft document for discussion with TBC, should the trustees agree with the principles of the plan and its submission.

**Action:** Board meeting 19th June.

## 4. Finance

4.1 The transfer of funds from the Co-op to the HSBC account is in process. The trustees agreed to continue the £3,000.00 overdraft facility from the Co-op to the HSBC account, to allow for cash flow fluctuation as the charity moves forward.

4.2 TS, JC and ND have met with the new accountant, Geoff Chitterton Hawley (GCH), who are experts in charities. They will review and ratify accounts for compliance with Charities Commission.

4.3 GCH suggested an on-line accounting system should be used by AOC. TS will set up 'Quickbooks' and link to the bank account.

4.4 Concerns remain that money is not being set aside for known future outgoings including business rates and service charges and standard orders need to

be set up to pay into a savings account at HSBC, to be available for the payment of these bills.

4.4 The Open Studios CIC hold a debt of £600.00 to the then accountant, dating from 2018. It was agreed that the debt should be inherited and paid by AOC, as there was a legacy of members, equipment and goodwill from CIC to AOC.

**Actions:** TS to set up on line account, accountant debt to be paid.

## 5. Compliance:

5.1 MG is now competent in running the equipment and does not need further training. As discussed above others are now learning to use the machinery. However there has been no input or training from TMI or FabLab.

5.2 MG is attending a First Aid course and JC and JBS will complete on line courses.

5.3 Communication with Amey remains difficult. Not all services are being supplied, including the alarm system. Rachel Crawshaw (RC) at Amey has been contacted to request that three locks were changed as it is apparent that people have been entering the building with no sign of break in. As the alarm cannot be set by AOC the insurance is not likely to be valid. TS agreed to contact RC to communicate the seriousness of the situation. JC will obtain quotes for replacing the locks as an option to rectify the problem.

**Actions:** TS to contact RC, JC to get Lock quotes.

## **6. Next meeting:**

6.1 Date of next meeting 19 April 2019 – Business Plan