

**HIDDEN ALTRINCHAM CIO
TRUSTEES' REPORT
AND
ACCOUNTS
FOR THE YEAR ENDED AUGUST 31 2020**

HIDDEN ALTRINCHAM TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED AUGUST 31 2020

The trustees are pleased to present their annual report together with the consolidated financial statements of the charity for the year ending 30 August 2020 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The complies with the Charities Act 2011 and the Constitution.

Chairs Report - Tony Skipper

The year September 2019- August 2020 has proved to be a particularly difficult one for the charity.

The pandemic has been testing for all of us. Every time there was a change in circumstances in the country with coronavirus we have had to reinvestigate our whole business plan and work out a new way of continuing the business under the different covid circumstances.

Changes in Trustees

Nick Davies term came to an end and due to ill health he decided not renew
Jo Bramham Smith resigned trusteeship in September 2020
Steve Sheppard was appointed on 3 March 2020

In September we were awarded a grant for a Skills and Training Course over the summer whilst the to those not in employment, this was followed by an Awards for All, National lottery Grant in the same month to refurbish our group room and start up some new groups. After the start of the Pandemic Lockdown we were awarded Tesco Bags of Help Covid Support fund which we used for equipment to reach the groups, classes and members

We would like to thank all those who donated money or materials towards making PPE for the NHS. We were able to make large amounts of PPE for the NHS with large numbers of volunteers offering their help, around 50 volunteers per week coming through our doors from 10 am to 2pm daily. Many came along because they believe in what the charity was trying to achieve, and then and since made a huge effort to help the organisation develop and grow.

We are delighted with the new Skills and Training Course implemented this year and representing a new direction for us, utilising all the available equipment in the Makerspace. The course has been extremely successful in helping people gain confidence and finding new directions in their careers.

In closing, I would like to thank our members, large numbers of volunteers, tutors, artists, Maker Space Manager and anyone enjoying the studios who make our work at the studios possible. Should you like to follow our news as it happens please feel free to visit our website, which can be found at www.inch-arts.co.uk

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

Education

Classes, Workshops and Groups

Classes have slowly gained in popularity. Subjects include life drawing, textiles, watercolour and mixed media, creative writing, knitting for adults and animation, art, young makers and coding for young people. We also hosted several workshops and or made props for Altrincham Unlimited.

Numbers in classes were steadily growing until the start of the pandemic. From March there were no classes at the studios. We discussed our situation with National Lottery Awards for All and agreed to redirect funding from that grant to working digitally. We provided blog with games, portrait challenges, etc trying to feed into people who were socially isolated.

We were successful with a Tesco Bags of Help COVID Grant with the money we purchased equipment, camera, tripod and attachments, lights, microphones, etc to making it possible to complete more professional podcasts, videos, classes on Zoom etc. We have had success with students but have found problems with the equipment the students have to receive the information. We have persevered and founding different ways to work with students that are not possible in the classroom eg, different camera angles that can't be achieved in a classroom environment. Interaction with work is difficult but it is getting better and attending classes means people are meeting on a weekly basis and practising Health and Well-being and are less socially isolated.

Exhibitions

We launched our "Art Circus" Christmas exhibition on 30th October 2019 with 53 artists selected by the gallery manager and 2 invited guests with experience in the arts. Work was professionally displayed with an exhibition booklet available to take away. Around 250 people attended the preview night.

Artists gained confidence by having their work exhibited, some for the first time, giving them confidence in their own abilities. The exhibition was taken down after Christmas ready for three months of refurbishment however due to the coronavirus lockdown there were no more exhibitions in this financial year.

Refurbishment

For the refurbishment we want to upgrade the look of the gallery, and make 2 new studio spaces to make it an inviting space and to alter space at the rear of the building to make a group room. We had received some grant money for refurbishment, as part of the Awards for All grant and also some reserves.

The studios would help provide revenue for us to become more sustainable. They are to help new start up businesses in creative industries. Taking a studio provides space and access to the Makerspace.

With the lockdown grants we were fortunate to receive we continued the refurbish space in March and April we took the opportunity to create a Music Recording Studio with a Vocal Booth.

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Making PPE for the NHS

In April we became aware of the national problem with the supply of ppe. As we have a Makerspace we are able to manufacture large quantities of face visors easily and quickly.

We set about raising money through crowdfunding "Go fund Me" and within days had raised £8,007 with an additional £800 in cash donation direct to the charity.

With the funding we bought materials, subsistence for the volunteers, masks, gloves, cleaning equipment, for volunteers to clean masks before being distributed. More donations of materials etc came in from businesses. In addition with some of our own funding we bought a second laser cutter to increase our production. Work continued on cutting and producing ppe for 18 hours a day.

People wanted to be involved in the process. They were keen to feel like they were doing something to help with the pandemic and the ppe problem. We organised around 50 volunteers a week working in 3 social bubbles in morning and afternoon shifts, they also helped with cutting and distributing and organising materials.

Once completed, sterilised and packed the masks were distributed. We supplied hospitals, care homes, paramedics, schools, etc all over the northwest and further totalling approximately 20,000.

Skills & Training

In November 2019 we were fortunate to obtain funding from WEA ESF Community Grants Funding. This project takes advantage of the equipment in the Makerspace for people not in employment. We ran into many problems with the project due to the pandemic as the course had to stop for lockdown and restart twice.

Tutoring this project was very different to anything we had previously worked on and it proved to be a very steep learning curve. We had to alter our perception of how to work with and encourage people back into work or education. The key, we found, was to keep the course very flexible and not to be specific.

Most suffered from a complete lack of self confidence, as a team we had to quickly understand each persons needs and help them practically. We have found our post session discussion between ourselves to be useful to gain incite into each person and the best approach to tutoring them.

People have very different goals and many reasons to come on the course. The participants also learned a lot in a relatively short space of time about new and different careers open to them.

The majority have since moved on to different things. Some have found new jobs, some not in areas that they want to work, but hopefully the experience they have had with us will have inspired them to take the right direction with their career at a later date. Others have been fortunate to find jobs they are happy with and others have returned to education. We had a few that started new small businesses being able to prototype some of their products whilst they were with us.

There has been many success stories.

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Music Recording Studios

With some of the money from the Covid Grant we were able to equip the Music Recording Studios. However it couldn't be used because of social distancing difficulties. During lockdown we worked with Radio Altrincham and The Music Place and arranged a singer songwriting competition. We had 12 entries that we all listened to and marked. The winner has since received full recording and producing at the studios. We are now investigating working with groups eg Trafford Carers completing a singer songwriting course.

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

Makerspace

In the Makerspace this year we have worked hard and all the machines are now working efficiently and ready to use by the public during the skills and training course. We purchased a new Laser Cutter, a new 3d printer and an air brush and compressor using funds from the ESF grant. The Maker space facilities are available for hire by the public.

Studios

With the new studios created we now have 7 rooms that we are able to let out under 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 much more social than working at home, where connections arise from conversations with others.

Whether individuals work in a similar subjects 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.

Financial Review

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

Although we have had to contend with coronavirus this year we have been successful in obtaining grants which has helped support us whilst all the other activities have stopped. We have also received the covid grant that we have used to support people renting studios, our own organisation and partly towards the refurb of space

The Grant from ESF has caused concern because the grant money is paid after money has been paid out. The final payment is 40% of the grant and representing nearly £8,000. However we have managed to reserve this money to support us until we are paid.

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During the pandemic the charity decided not to change the financial controls as there was so many upheavals. The members have been incredibly loyal to the charity and have maintained Membership payments throughout lockdown.

Our own experience of running the space showed a slight surplus of £1000 .

Grants

We received grants income including ESF funding for skills and training courses for unemployed and a project for 2 groups for socially isolated and a grant of £450 from Tesco Bags of Help Covid Grants to assist with taking our classes on line to reach people at home during the pandemic. In November 2019 we received a grant of £9850 from National Lottery Awards for All. The ESF grant works in arrears, approx £10,000 is currently outstanding from the ESF grant.

As we are a multi-purpose space and we have a gallery mainly for members to sell their work we were entitled to Covid Grants Lockdown Grant. Our premises are large so our rateable value meant that we received £25,000 grant in April 2020.

Fundraising

The charity does raise funds from the public at exhibition preview nights to cover the costs of refreshments offered during the night. In addition we received £8,807 in donations towards making PPE for the NHS.

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

Assets

Using money from donations and £1,000 from ESF Grant we purchased a 900x600 laser cutter. We also purchased an air brush and compressor, and a replacement 3d printer.

Pricing Policy

Our pricing policy remains the same until we feel that is to be affordable to enable all the community, whatever their means, to take part in our activities.

Classes	£15/£10 for members
Young Peoples Classes	£10
Exhibitions Commission	40%/25% for members
Membership	£5/month or £60/year

Reserves

As a policy the organisation would ideally like to see a figure of 10% of ie £6,600. We currently hold reserves of £13,027 and still awaiting to be issued a utilities bill (circa £10,000) for the year by Trafford Council, leaving us with reserves of £3,000. Working in lieu of funding for ESF grant funding we are in deficit by approximately £10,000.

We will be discussing our investment policy, to There are no current Investment policy and objectives including any social investment policy adopted.

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Outstanding Monies

As noted above, we have a potential debt of (£10000) (estimated) representing the utilities bills for the space but we consider this figure to be overinflated.

Plans for the Future

We are investigating further possibilities for the space. Remodelling work largely complete including Studios, Music Recording Studios, Group Room and Gallery. The Gallery now looks like a gallery rather than an institutional space. With 3 studios feeding off this space makers are able to show their work and how they practice their work. We are finishing off areas that aren't yet complete.

We are planning to:

- Due to Covid we are planning to convert the co-working space into temporary workshops. People are still afraid to come into the studios because of the virus. We feel that this is the best temporary use of the space.
- We understand that the front of the building is going to be refurbished so that it looks less like a library and more like an Arts Centre. We are lobbying the local council for details of their plans for the New Cultural Policy in Trafford.
- We will be investigating a new business plan looking at how we work post covid, marketing and promoting ourselves to the public.

The costs for the temporary workshops has been kept to a minimum. One months rental should pay for each unit.

We are now nearly 2.5 years through our tenancy so we are investigating possibilities for the future in terms of space. We are mindful that this is not a great deal of time given the amount of facilities we have at the studios. We are talking to several stakeholders in the town to discuss possibilities and keep our options open for the future.

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.

We received a grant of £25,000 covid lockdown grant from the local authority.

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

**HIDDEN ALTRINCHAM
TRUSTEES' ANNUAL REPORT
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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's 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. 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.

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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

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



Anthony Skipper - Trustee

Date 30 June 2021

**INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF HIDDEN ALTRINCHAM FESTIVAL CIO
FOR THE YEAR ENDED AUGUST 31 2020**

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 2020, 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
HGA Accountants & Financial Consultants Ltd
Chartered Accountants
456 Chester Road
Old Trafford
Manchester M16 9HD

Date:



HIDDEN ALTRINCHAM FESTIVAL CIO

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED AUGUST 31 2020

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Charitable Activities	285	-	-	285	-
Discounts/Refunds Given	1,780	-	-	1,780	-
Donations & Legacies	8,237	-	-	8,237	225
Family Membership	219	-	-	219	119
Gallery Sales	2,993	-	-	2,993	7,960
Grant Income	25,000	15,418	-	40,418	10,950
Sales	185	-	-	185	21,596
Studio & Membership	3,832	-	-	3,832	2,820
Uncategorised Income	5	-	-	5	-
Art Classes	7,459	-	-	7,459	7,364
Facilities hire	-	-	-	-	938
Rental Income	780	-	-	780	1,843
AR)	50,775	15,418	-	66,193	53,815
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	0.00	0.00	0.00	0.00	-
Total receipts	50,775	15,418.00	0.00	66,193	53,815
A3 Payments					
Advertising/Promotional	622	-	-	622	42
Bank Charges	50	-	-	50	120
Business Rates	2,370	-	-	2,370	6,882
Canteen	942	-	-	942	1,036
Commission	4,695	-	-	4,695	4,708
Gallery Expenses	125	-	-	125	-
Computer Costs	3,015	-	-	3,015	50
Cost of labour	-	-	-	-	4,080
HMRC	130	-	-	130	-
Insurances	1,576	-	-	1,576	1,260
Interest Payable	91	-	-	91	39
Office/General Admin Expense	491	-	-	491	623
Other Professional Services	2,238	-	-	2,238	11,615
Outgoing Rent	194	-	-	194	450
PPE Supplies	10,544	-	-	10,544	-
Parking	54	-	-	54	-
Phone costs	-	-	-	-	1,223
Printing Postage and Stationery	285	-	-	285	626
Raising Funds	49	-	-	49	1,189
Repair and Maintenance	2,661	-	-	2,661	444
Salaries	15,113	-	-	15,113	9,175
Supplies	1,563	-	-	1,563	2,378
Teaching Materials and Equipment	2,433	-	-	2,433	1,184
Travel and Accom	27	-	-	27	323
Sundries	1,284	-	-	1,284	41
Utilities	741	-	-	741	993
Other expense	4,370	-	-	4,370	357
Refuse Collection	706	-	-	706	803
Charged to restricted funds	- 15,418	15,418	-	-	-
Sub total	40,951	15,418	-	56,369	49,641
A4 Asset and investment purchases, (see table)					
Purchase of fixed Assets	782	-	-	782	190
	-	-	-	-	-
Sub total	782	-	-	782	190
Total payments	41,732	15,418	-	57,150	49,831
Net of receipts/(payments)	9,043	-	-	9,043	3,984
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,984	-	-	3,984	-
Cash funds this year end	13,027	-	-	13,027	3,984

HIDDEN ALTRINCHAM FESTIVAL CIO

STATEMENT OF ASSETS AND LIABILITIES AS AT AUGUST 31 2020

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 £
B1 Cash funds	Cash At Bank	13,027	£0.00	-
	Net income for the Year	-	£0.00	-
		-	£0.00	-
	Total cash funds	13,027	£0.00	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	£0.00	-
		-	£0.00	-
		-	£0.00	-
		-	£0.00	-
		-	£0.00	-
		-	£0.00	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	972	£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
			£0.00	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	

Approved by the trustees and signed on their behalf by:

Anthony Skipper - Trustee



Date:

30 June 2021