

## Chairman`s Annual Report of WOA Activities, 2016 to 2017

This report covers the period from the last AGM on 29.09.16 until today`s meeting. It has been our practice in recent years to hold the AGM in September to avoid the holiday period and this seems to work quite well. However, our financial year remains the conventional April 1<sup>st</sup> to March 31<sup>st</sup>, the statement of which we shall report in a few minutes.

At the last AGM Gill Salway stood down as Chairman and Nena Parkes as Treasurer. Martin Beek, Diana Homer, Laura Hounam, Rona Marsden, Kathy Philson, Pip Shuckburgh, Tricia Waples and I were re-elected as trustees and were joined by two new ones, Justine Sutcliffe and Sue Turner. Subsequent to the meeting, Laura volunteered to take on the challenge of being Treasurer and Tricia offered to assist her. Diana took over from Gill in organising the Sitters rota. This just left the question of who would be chairman and I offered to take this on for a year to try to bring about some stability and to steer WOA in to some calmer water. Events were to conspire against this.

Before coming on to that, however, a few words about Justine and Sue. They have been a revelation and a great benefit to WOA. Because Laura would not be able to continue to manage the Shop as well as being Treasurer, Justine volunteered to take this on and has made an excellent job of it, which is all the more commendable because she works four days a week with Wednesday as her only free day. You will see her in the Gallery most Wednesdays, receiving shop goods, sorting out the stock and tidying up the display cabinets. Much of the admin is done at home working late in to the evening. Sue became deputy chair and has set about rationalising our IT systems which had become overcomplicated with too many users customising them to suit their own purposes. Additionally, Justine and Sue have brought us in to the arena of social media which is where we need to be if we are to attract a younger following to support our exhibitions and events.

The last AGM coincided with the end of a very successful exhibition by Martin Beek and Andrew Hazeldene. This attracted a good number of visitors and sales and included a successful evening talk by Martin on his summer spent painting in the USA.

In mid October, our Curator, Matthew, handed in his notice. Thus, we were left with a new chairman, new treasurer and looking to recruit a new curator, so much for calmer water.

Matthew curated his last exhibition `Paper` which was very attractive but not a great seller.

In November, Justine again came to our aid by introducing to us her friend Fiona who was looking for work to support her embryonic jewellery business and whom we were able to take on as Gallery supervisor for three days a week whilst we sought a new curator. Fiona`s calm presence and exceptional administrative ability kept us afloat during this difficult time. However, with no curator, the trustees had to turn their hands to mounting the next exhibition and Kathy, Tricia, Laura, Justine and Sue did a great job in putting together our Christmas Arts and Crafts Fair.

In December, we began the procedure to recruit a new curator whilst the trustees started to plan a programme of exhibitions for the first half of 2017 in which Martin took the lead.

Early January was busy with our annual cleaning and maintenance programme, setting up our Big Art Sale and interviewing potential curators. The outcome of this was that we employed Augusta Maclean, a recent graduate, to begin work in February. At this time also, Sue began to overhaul our on-line publicity effort and to re-launch our Facebook page which had fallen in to disuse since Matthew had left.

Martin and Kathy curated our February members' exhibition 'Monochrome' which was a great success and continued our practice of a themed rather than laissez-faire subject matter for these exhibitions. Kathy has been the main advocate of this in recent years and it is a practice which continues with the current exhibition, 'An Observation of Blue'.

Augusta started with us in mid February and we took the decision (and it was a good job that we did) to keep on Fiona to cover Wednesdays when Augusta did not work. Fiona's main responsibility was to manage the Sales Ledger and Cash box, to reconcile these weekly and to prepare the cash and cheques for banking. She also kept the Gallery administration running smoothly.

To extend our on-line presence, Sue put WOA on to Trip Advisor this month.

Bolstered by the success of our two Life Drawing groups on Monday morning and Wednesday evening, Kathy started a Still Life Drawing group on the second Monday afternoon of each month which has attracted enough support to continue running until now.

The March exhibition 'Life Atelier', curated by Martin, was a tour de force with more tits and bums than you would get in an annual subscription to Playboy. One of the objectives of this exhibition was to give our life drawing groups a rare platform to exhibit their work. However, and to some people's surprise, it turned out to be a good seller and was a great success. During this exhibition, Martin also ran a tutored Life Drawing class which was well received and had sufficient support to show a small profit. Perhaps to bring back a more homely feel to the Gallery, it was during this exhibition that Tricia and Justine launched their Crafts Afternoon on the third Wednesday of each month.

The April exhibition, curated jointly by Augusta and Martin, was a one man show 'Weathered Landscapes' by Paul Redfern, an artist sourced by Martin. During this show, Pip ran an Oil Painting class for beginners for two days a week throughout the month. This was a considerable commitment by her but it was very well attended and received many positive comments. Unlike Pip, who was exhausted, several of the participants were disappointed when it came to an end. As a bonus, it generated a profit of £200 to WOA income. Pip is planning another such course in October, this time in the Old School Community Centre which is better equipped for toilets, cleaning up at the end of the day and making a cup of tea. Please contact her directly if you wish to participate in this.

During this month Sue composed and sent out to all members a questionnaire to see if there was any consensus about what sort of workshops, courses and events would interest them and what times and duration would be the most popular. We are very grateful to all of you members who participated in this and, although analysing and reporting the result has been delayed, it has not been forgotten. Sue has been extremely busy in sorting out employment contracts for Anna and Fiona, organising an induction programme for Anna and getting to grips with things she needs to know before becoming chair and all this in addition to running her own craft business. She is now taking a well deserved holiday and, when she returns, will produce a short report of the survey findings which will be put on to the WOA website.

She has also got us started upon the important task of reviewing our procedures for handling the sensitive personal information which we need to hold on artist, members and customers, such as contact and bank account details and also to re-look at the integrity of our on-line security. There is more work to be done on this but we do not believe that there are any desperate issues to address. We do not forward any personal information to third parties and we limit the access to this data to only those trustees and employees who need to use it. Recently, she has also changed the password for logging on to the WOA computer, given this personally to the staff and trustees who need to access our systems and made a register of those people authorised to do this.

In May we had our Artsweek exhibition `Trilogy` which was the first (and, as it turned out, the only) exhibition for which Augusta took overall responsibility (though with practical help from Pip, me and others). This was successful in respect of visitor numbers (especially during the actual Artsweek in this area) and that we had several visits from groups of children from the local primary school. However, sales were disappointing for all the time and effort put in.

June was a busy month concerning both the exhibition and gallery management, the latter provoked by Augusta handing in her notice on the third.

The exhibition was a new venture for us in which we went in to partnership with another charitable organisation, the Heartstone Trust, set up to raise money to continue the work of the late local artist and sculptor Lendon Scantlebury. This was a dual exhibition with paintings and small/medium sized sculptures here in the Gallery and some seventy larger sculptures displayed in the adjoining gardens in Bridge Street of Angie Bell and Jane and I. The last day of this was timed to coincide with the Bampton Hidden Gardens Sunday which brought in two to three hundred visitors. Managing all of this was very tiring especially since much of the month saw the highest temperatures of the year and shade in the gardens was limited. I had generally finished my dead-heading and garden tidying by eight o` clock in the morning before it was too hot. However, the hard work paid off in respect of sales since WOA earned £1,500 in commission plus £400 for the hire of the Gallery.

The departure of Augusta made us rethink how we have run the Gallery in recent years. We have taken on several young graduates as curators but we have never managed to keep hold of them. We get through curators at the same rate that most people get through tubes of toothpaste. We could not go on like this so the decision was taken that the trustees take on responsibility for the planning of exhibitions and that we use whatever money we could afford to pay for reliable administrative support which would also provide cover for the four weekday Gallery open days. This was not so radical because many of the trustees had organised the exhibitions anyway for the last months of 2016 and first months of 2017 following the departure of Matthew. Fortunately, we were able to retain the services of Fiona, who now worked two days a week whilst we sought another person to cover the other two days. This made Diana`s job of organising the sitters` rota more onerous, especially since it coincided with the Summer period when many people are away and we are very grateful to those of you sitters who took up the challenge to cover this difficult period. It was sometimes a close run thing as to whether we would be able to open but I believe that we just about managed it. Thank you very much.

After the hectic time of the June exhibition, July was a much calmer affair with a solo show of abstract paintings by Jason Lowe, an artist from Oxford whom Augusta had met through Artsweek. Jason and I together hung this exhibition. In terms of sales, two paintings sold at a total of £900, which represented about a break even situation for both artist and WOA.

The August exhibition was a Contemporary Craft Fair which featured the work of both regular and new exhibitors to the Gallery. By general consensus, this was a very well planned and executed Show which was the result of a lot of hard work by Justine and Tricia who work very well together. Most of the contributors achieved reasonable sales and it was judged to have been an enjoyable and successful exhibition. It certainly sets the standard for future Craft Shows.

We resolved our staffing crisis in August when we met and offered a job to Anna Gillespie whom we contacted through an e mail to all members. Anna began work on 16<sup>th</sup> as Gallery Manager, Exhibitions. She is responsible for all of the administration involved in our exhibitions including the important function of publicity. Generally, she will be in the Gallery on Thursdays and Fridays but will work on the Tuesday of the week of exhibition change-over to manage the collection of old and receipt of new work. Fiona will cover the other two weekdays, generally Tuesday and Wednesday as Gallery Manager, Finance and

Administration where she will continue her role in managing and reconciling the sales ledger and cash box and also take on the administration of membership, workshops/events and the Shop. To provide a clear line of communication between the two employees and the trustees, Anna is reporting to Sue and Fiona to Laura. These are early days but things have got off to a good start so we are optimistic that we may have found a solution which will give us some much needed stability. If you have not already done so, do please call in to the Gallery to make them both feel welcome. We want them to stay.

Well, here we are in September with another members' exhibition, 'An Observation of Blue'. This show has been put together as a real joint effort between several trustees but with Kathy taking the lead with the concept and organisation and Martin and Justine the hanging. I believe that it is appropriate that I end my time as a trustee with this exhibition because our members are what WOA is all about. It was set up 44 years ago to provide its members with this attractive gallery space in which to meet and to exhibit and sell their art and craft work. Shall we last another 44 years? Well one thing is certain, if we do, very few of us will be around to see it. A more tangible target is 2023, when WOA will be 50 years old. I feel positive that this landmark will be achieved because, despite all of the ups and downs of the past year, WOA is now in pretty good shape and these are the reasons why I say this:

1. We have hopefully now resolved the staffing situation and can look forward to a period of stability with Fiona and Anna running the Gallery on weekdays.
2. We have an excellent team of trustees; a good balance of experience and new ideas.
3. Sue will be an energetic and proactive chair.
4. Laura and Tricia have worked hard over the past year and now have an excellent grasp of how the Gallery operates financially. As will be seen from the annual balance sheet, we again turned in a small profit for the year which, in the current financial climate, is no mean feat. Whilst Laura remains treasurer, I cannot see us slipping back in to bad habits and letting our finances get out of hand. Tricia is now very efficient in preparing artists' statements at the end of each exhibition which means that they are now paid promptly and avoids any unpleasantness resulting from late payment.
5. The trustees are looking at a different way to manage WOA which, we hope, will enable more members to get involved in decision making without the full commitment of becoming a trustee. There must be a vast pool of knowledge and experience which we can draw on to supplement that of the trustees and much of this will be relevant to the challenges facing WOA today. To bring this in to practice, we are looking to set up sub-committees comprising a mixture of trustees and members to be responsible for: exhibitions, workshops and events, sales and the shop, increasing membership and improved communication with members, publicity, security and reviewing WOA policies and procedures. Please look out for more information on this in the coming weeks.

So it's goodbye from Rona and it's goodbye from me as trustees. Living in Oxford and often not having access to a car, it has not always been easy for Rona to devote the time she would have wished to the Gallery. However, she has worked efficiently from home and has improved the administration of membership beyond all recognition. This is now a slick computer based process which was easy to handover to Fiona to run from now on. We hope that Rona will continue as an active member, participating from time to time in exhibitions. I have enjoyed my time as a trustee but feel that it is now time to hand over to someone new. I began this report by talking about the benefits that Justine and Sue have brought to us over the past year with their fresh ideas and this, tempered by the experience of longer standing trustees, is exactly what we need. WOA will have to change and develop over the years if it is to survive. However, one thing that should not change is that it should remain sensitive to the needs and desires of our members. That can be its only *raison d'être*.

**WEST OX ARTS**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2017**

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**WEST OX ARTS****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Gill Salway (Chair until end of September 2016)

John Barnes (Vice-chair, chair from October 2016)

Sue Turner (Vice- chair from October 2016)

Martin Beek

Diana Homer

Laura Hounam

Kathy Philson

Rona Marsden

Nena Parkes (until end of October 2016)

Pip Shuckburgh

Tricia Waples

Justine Sutcliffe from October 2016

**Secretary**

Kathy Philson

**Treasurer**

Nena Parkes (until end of October 2016)

Laura Hounam (from November 2016)

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OX ARTS**

I report on the accounts of the Trust for the year ended 31 March 2017, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

### **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);
- 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 Commissioners. 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:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) 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.

Signed and dated:

Nigel Wallis  
2nd September 2017

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH**  
**INCOME AND EXPENDITURE ACCOUNT**

		<b>2016-17</b>	<b>2015-16</b>
		<b><u>Unrestricted</u></b>	<b><u>Total</u></b>
		<b><u>Funds</u></b>	
<b>Incoming resources</b>		<b>£</b>	<b>£</b>
<b>Grants and Subscriptions</b>			
Bampton Parish Council		<b>650</b>	650
Endowment Income	(2)	<b>631</b>	550
Membership subscriptions		<b>3,701</b>	4,183
Donations		<b>554</b>	2,204
<b>Activities generating funds</b>			
Exhibitions		<b>9,399</b>	10,832
Exhibition Fees		<b>2,592</b>	3,436
Workshops		<b>425</b>	1,791
Life Drawing Classes		<b>957</b>	1,209
Robert Vesey Room		<b>976</b>	1,285
Shop		<b>7,384</b>	7,349
Events		<b>138</b>	242
Summer and Christmas Fairs		<b>4,152</b>	4,000
Summer and Christmas Fairs fees		<b>951</b>	
<b>Other in</b> Jan Sale Artists		<b>682</b>	755
Sundries	(3)	<b>34</b>	73
Gift Aid	(4)	<b>1,354</b>	713
Bank Interest		<b>5</b>	5
		<b>34,585</b>	39,277

**Resources expended****Charitable expenditure**

Payments to Artists	<b>14,957</b>	15,829
Exhibition Costs	<b>1,093</b>	
Workshop Costs	<b>308</b>	915
Life Classes	<b>421</b>	45
Events	<b>60</b>	168
HMRC	<b>0</b>	115
Staff Salaries	<b>7,754</b>	9,474
Payroll fees	<b>0</b>	35
Staff Travel	<b>76</b>	58
Rent	<b>1,750</b>	1,750
Insurance	<b>672</b>	605
Electricity	<b>1,645</b>	1,044
Repairs and Maintenance	<b>659</b>	805
Cleaning	<b>650</b>	940
Equipment	<b>541</b>	
	<b>30,585</b>	31,783



**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2016**  
**INCOME AND EXPENDITURE ACCOUNT (Continued)**

	<b>2016-17</b>	<b>2015-16</b>
	<b><u>Unrestricted</u></b>	
	<b><u>Funds</u></b>	<b><u>Total</u></b>
<b>Management and Administration</b>		
Administration		
Publicity	<b>923</b>	2,172
Telephone & Internet	<b>507</b>	542
Postage	<b>50</b>	499
Affiliations	<b>128</b>	
Card charges	<b>367</b>	415
Photocopies & stationery	<b>599</b>	1,107
Sundries	<b>78</b>	
	<b><u>2,654</u></b>	<b><u>4,735</u></b>
<b>Total resource expended</b>	<b><u>33,238</u></b>	<b><u>36,518</u></b>
<b>Net balance</b>	<b><u>1,347</u></b>	<b><u>2,759</u></b>
<b>Balance brought forward</b>	<b>11,549</b>	8,790
<b>Net accumulated income carried forward</b>	<b><u>12,896</u></b>	<b><u>11,549</u></b>

**WEST OX ARTS****BALANCE SHEET****AS AT 31 MARCH 2017**

	Notes	2016-17	2015-16
		£	£
<b>Current assets</b>			
Debtors	(6)	1,106	1,263
Current Account		4,769	2,076
Deposit Account		9,010	9,005
Petty Cash		100	50
Cash at gallery		158	
<b>Total Current /Savings</b>		<b>15,143</b>	<b>12,394</b>
<b>Creditors: amounts falling due</b>			
within one year	(7)	-1,953	-845
Expenses referred to 2017-2018	(8)	491	
Income referred to 2017-2018	(9)	-785	
<b>Net current assets</b>		<b>12,896</b>	<b>11,549</b>
<b>Net assets</b>		<b>12,896</b>	<b>11,549</b>
<b>Accumulated funds:</b>			
Unrestricted		<b>12,896</b>	<b>11,549</b>

ie financial statements on pages 3 to 7 were approved by the trustees on .....13/09/17.....  
 And signed on their behalf by:

at Trustees Meeting -



John Barnes  
Chair

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statement have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

**(b) Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Unrestricted funds can be used in accordance with the charitable objectives of the discretion the trustees.

Restricted funds are those which have been made available for specific projects.

**(d) Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

**(e) Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories. Support cost have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

**(f) Voluntary Income**

West Oxfordshire Art Association receives the assistance of many volunteers who do not take full payment for their time and effort. No effort has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

**2 Grants & Donations**

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Ox Arts on 4th October 1989 with the initial sum of £10,000. The endowment fund has its own independent trustees to manage the funds. Donations from this fund are usually granted in respect of specific requests from WOA.

**4 Other incoming resources**

Gift Aid is monies claimed back from Inland Revenue.

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2017****5. Bank charges**

None this year

**6. Debtors**

	<b><u>2016-17</u></b>	<b><u>2015-16</u></b>
	<b>£</b>	<b>£</b>
Gift Aid	725	713
Birkhead Endowment Fund Payment for blinds		550
Birkhead Endowment Fund Payment for tables	381	
	<b><u>1,106</u></b>	<b><u>1,263</u></b>

**7. Creditors**

Staff Travel	0	8
Artist's Payments for Sales	1,435	563
Final Payment of Blinds	0	275
Cleaning	50	
Edf arrears	468	
	<b><u>1,953</u></b>	<b><u>846</u></b>

**8. Expenses referred to 2017-2018**

Art weeks may 2017	305
Publicity for exhibition	186
	<b><u>491</u></b>

**9. Income referred to 2017-2018**

Exhibition fees	785
	<b><u>785</u></b>

**10. Bad Debts**

There were no bad debts during 2016-2017

**11. Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.