

**West Ox Arts
Annual General Meeting
4th September 2019**



**Chair's Report
Year ending 31st March 2019**

Firstly, a warm welcome and thank you for taking the time to come to the AGM, we appreciate it. Our AGM is an important opportunity for you to hear what the committee have done in your name, the successes and challenges of the year and our plans for the coming year. This report covers the activities for the WOA year from 1st April 2018 to 31st March 2019.

During this time we have held 11 exhibitions and the Great Art Sale. We started in April with 'Beyond Observation' where Nicki Heenan and Sally Wyatt came together to exhibit work expressing themes about nature and atmosphere in a new and exciting way. For Oxfordshire Artweeks the gallery was filled to the brim with oil paintings from the C21 Group, along with sculpture and ceramics. Adopting a new approach, where artists were required to have their own listings in the Artweeks catalogue, along with a number of local artists participating from their own sites and a trail map meant that Bampton stood out as an Artweeks destination. Adopting the same approach this year has cemented that success and the feedback from exhibiting Artists and the public was very positive.

The Brunel Broderers filled the gallery with stunning textiles for 'Underpinning' in June and that was followed by a solo show in July, 'A painter's life after Downton' by our very own Pip Shuckburgh. Once again, our Contemporary Arts and Crafts exhibition filled the gallery in August and this was followed in September by our members exhibition exploring 'Food'.

'Curvilinear' by Tracey Florence and Sally Dorrity put together photography and ceramics in an extremely effective way during October followed in November with Andrew Forkner's solo wildlife exhibition 'A Natural Perspective'. We closed the year with our traditional and very popular Christmas Arts and Crafts, we have an incredibly talented and diverse membership whose work is very much appreciated by our loyal customers.

Once again, our members came good with a fabulous selection of donations for the Great Sale and we thank you all. February saw a departure from themed members exhibition with the cleverly entitled 'New Work', we were blown away by the number of entries and sales which exceeded, by far, any members exhibition for many years. Our final exhibition of the year was 'Glass' which brought together 7 diverse artists and a fabulous selection of work, which judging by sales the public loved too.



The, very small, exhibitions team have done an excellent job in building a diverse program, putting in many, many hours behind the scenes, corresponding with and meeting artists and then many days hanging and taking down each exhibition. My thanks go to the whole team for the time they have devoted and in particular to Nik Stanbridge who led the team and has brought about many changes to improve the process.

As well as holding exhibitions in the gallery we also have access to the Vesey Room, in the Old Grammar School in Bampton for three, two-month, art and craft exhibitions a year. These are selling opportunities for artists with small, giftable type work as the customers are mainly tourists visiting Bampton as part of a Downton Abbey tour. A big thank you to Sally Proctor for her hard work behind the scenes making this all happen, the commission from these sales make a significant and valuable contribution to WOA.

For the second year in a row we have made significant improvements to the gallery, our new hanging system has made hanging exhibitions infinitely easier and has been warmly welcomed by everyone involved, not least the walls of this Grade II listed building which could not have taken much more abuse with a hammer! Our new lighting system looks great, is cheaper to run and we no longer have to hit bulbs with a broom handle to stop them flickering. We have improved our security with the introduction of a key safe thereby reducing the number of key holders to the gallery and a safe for sensitive documents and cash. The introduction of music in the gallery was so successful that we have renewed our PRS licence so that it can continue.

However, all of this has been achieved despite this being an extremely difficult year for the staff and trustees at WOA. After being with us for only 4 months our exhibitions Manager Julia Harvey was desperately sad to leave us in December due to family reasons, we were very pleased that she continued to help us remotely until her replacement was recruited.

Jenn Huggle moved from a temporary position to take on the role of exhibitions manager and stayed with us until last month. At Easter our long-standing member of staff Fiona West was suddenly admitted to hospital and has been on sick leave ever since. We send Fiona our love and best wishes as she continues her treatment for cancer and are expecting her to be returning to the WOA family in the new year. We have been fortunate to find excellent temporary staff cover but as you can imagine each new person requires training and takes time to learn the ropes. Finally, me taking four months sick leave earlier in the year left an already under resourced committee, a further person down.



In order to survive every organisation has to change and evolve and WOA is no exception. This year changes have been made that have not been to everyone's liking. We acknowledge that the way we communicated the changes to life drawing in the gallery could have been done in a more sensitive way and we regret that we were not able to find an immediate solution to providing life drawing classes for WOA members. On a positive note I understand that this may change soon. Sometimes success brings its own challenges, a number of members were upset that their favourite work was not hung for 'New Work' due to the large number of entries. Taking this on board we changed our submission process for Earth, Air, Fire and Water asking you to mark your 'reserve' piece on your entry form. This accidentally resulted in a few pieces reaching the catalogue with the word reserve after the title, swiftly followed by a strongly worded email from an affected member pointing out that this made it look like the work for not for sale. We're sorry we're not perfect and we're volunteers!

To my team this year I wish to extend my heartfelt thanks, at our toughest moments you were rock solid in your support, together we have moved WOA forward and have made some small and some large changes for the better. To Nik, Natalie, Sonja, Sue and Jo who are standing down, thank you for taking your turn on the committee and making a difference in your own ways. To Pip and Laura who are staying on, a very big thank you as I know both of you are digging deep.

Earlier in the summer, when it became clear how many of the current committee were standing down, along with the resignation of both of our staff within a few weeks it became clear that there was a very real possibility that WOA would be closing. Our first email asking for committee member elicited almost no response and working our way through members who had expressed an interest in standing in the past was drawing blanks. As you know we stopped asking nicely for help and told it how it was! We are all extremely relieved and grateful to those of you who have stepped up to keep WOA going.

As I come to the end of my 2-year term as chair and 3 years as a trustee I wish the new team every success. Be bold, be courageous, there is still much to do, you can make a difference. Finally, I have received enormous support and encouragement from many of you and quite honestly without it I would not have survived this year. So, thank you, you know who you are.

Sue Turner
Chair West Ox Arts
4th September 2019

Treasurer report – Year ending march 31st 2019

I'll start thanking Nigel Wallis who like previous years checked the accounts
He has told me that after many years of acting as independent examiner is going to retire. I'll miss his help and advise.

The 2018-2019 financial year has been challenging.

We had to comply with the Data Protection Act . It meant changes in our procedures as well as expenses for consultancy, secure disposal of documents and purchase of equipment like the safe and the cross cutter shredder (about £314)

Our biggest expense is staff salaries and this was compounded by extra expenses for change over of staff (about £730)

In January we saw the installation of the new lighting system which was founded by the Birkhead Trusts. The grant of £6,000 included fund for the making good of the ceiling. The arrangement with the decorator failed twice and the money reserved is still in our restricted funds.

A total of £974 was spent for the installation of the hanging system which proved essential for the current demanding schedule of exhibitions.

We operated in volatile economic climate. I am sure it contributed to some of the exhibitions not having the success of footfall and sales they deserved.

At the beginning of November we could see a downward spiral emerging in the income from exhibitions.

The success of the Xmas Fair and of the two exhibitions in February (New work, a members' exhibition) and March (Glass), which featured a new fee structure and format, readdressed the situation leaving us with an operative loss of £601.

We are grateful to the Bampton parish Council for a grant of £650 and to the Bampton Community community shop for a grant of £1,000 to improve signage.

Laura Hounam

Treasurer

4/0/9/2019

WEST OX ARTS

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2019

Contents	Page
Charity Information	1
	2
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3-4
Balance sheet	5
Notes to the financial statement	6-7

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

Sue Turner

Diana Homer (until 20 September 2018)

Laura Hounam

Martin Beek (until 20 September 2018)

Tricia Waples (until 20 September 2018)

Justine Sutcliffe (until 20 September 2018)

Kathy Philson (until 9 October 2018)

Jo Marshall (from 20 September 2018)

Sonja Coles (From 20 September 2018)

Sue Helm (from 20 September 2018)

Nik Standbridge (from 20 September 2018)

Natalie day (from 20 September 2018)

Pip Shuckburgh

Chair

Sue Turner

Acting chair

Nik Standbridge from 27 March 2019

Secretary

Kathy Philson (until 9 October 2018)

Treasurer

Laura Hounam

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 2018, 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
2 July 2019

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2019**
INCOME AND EXPENDITURE ACCOUNT

	2018-2019	2017-2018
	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	
Incoming resources	£	£
Grants and Subscriptions		
Bampton Parish Council	650	650
Bampton Community shop		2200
Endowment Income (2)		946
Membership subscriptions	3,933	4383
Donations	120	92
Special donations and sponsorships	442	805
Activities generating funds		
Exhibitions sales	14,595	11769
Exhibition Fees	4,840	3544
Workshops	225	144
Life Drawing Classes (Donations)	237	647
Craft Group (Donations)	9	87
Still life group (Donations)	27	120
Artist led workshops		200
Robert Vesey Room	4,678	1265
Shop sales	5,114	6403
Events		75
Summer and Christmas Fairs sales	7,207	6577
Summer and Christmas Fairs fees	1,290	1005
January sale donations	982	554
Jan Sale Artists	317	98
Other Income		
Sundries (includes sitters errors) (3)	-17	-1
Gift Aid (4)	624	690
Bank Interest	17	5
	<u>45,290</u>	<u>42257</u>
	<u>Restricted funds</u>	
Bampton Community shop (signage)	<u>1000</u>	
Birkhead Trust (lights -repair of ceiling)	<u>5000</u>	
Life Drawing classes (monday float)	<u>100</u>	
	<u>6,100</u>	
Total Incoming Resources	<u>51,390</u>	<u>42257</u>

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2019**
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2018-2019	2017-2018
	Unrestricted	Total
	Funds	
Resources expended		
Charitable expenditure		
Exhibition payments to artists	10,756	8240
Exhibition costs	839	1160
january sale artist	222	69
january sale costs	50	
crafts exhibition costs	177	130
crafts exhibition payment to artists	5,040	4582
shop payment to artists	3,563	4481
Vesey Room artists	3,567	156
workshop costs	160	0
events		120
electricity	1,596	1595
staff salaries and consultancy	11,156	9239
rent	1,750	1750
insurance	543	686
repairs and maintenance	1,629	3199
cleaning	575	550
equipment	699	1731
	42,323	37687
Management and Administration		
Publicity	883	328
Telephone & Internet	794	591
affiliations	463	254
Postage	160	39
Card charges	447	440
Photocopies & stationery	558	345
Hospitality and Public relations	198	
Sundries	64	40
	3,568	2037
Total resource expended unrestricted funds	45,891	
	Restricted funds	
Lighting	4439	
Signage	30	
	4,469	
Total resource expended	50,360	39723
Net balance (All Funds)	1,031	2533
Balance brought forward	15,429	12896
Net accumulated income carried forward	16,460	15429

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2019**

	Notes	<u>2018-2019</u>		<u>2017-2018</u>
Current assets		£	£	
Debtors	(6)	694		689
Current Account		7,699		4540
Deposit Account		13,532		12515
Petty Cash/float		100		100
Cash at gallery		433		798
Total Current /Savings			22,458	18642
Creditors: amounts falling due				
within one year	(7)	3,153	-3,153	-1557
Expenses deferred to following year	(8)	295	295	144
Income deferred to following year	(9)	3,140	-3,140	-1800
Net current assets			16,460	15429
Net assets			16,460	15429
Accumulated funds:				
Carried forward			15,429	12896
Restricted Funds				
Monday life drawing float			100	
Balance from Birkead trust grant for lighting			561	
Bampton Community shop grant (signage)			970	
Unrestricted Net Balance			-601	2,533
Total accumulated funds			16,460	15429

The financial statements on pages 3 to 7 were approved by the trustees on 29/5/19
 And signed on their behalf by:



Sue Turner
 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 of 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 contributionfull payment for their time and effort. No effort has been made to quantify theirand the accounts have been prepared without including any provision for this income. Contribution

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.

3 Sundry Income

Generally photocopying and sitters errors

4 Other incoming resources

Gift Aid is monies claimed back from Inland Revenue.

5 Employee information

The average number of employees during the year was 2

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2019****6 Bank charges**

None this year

7 Debtors

	<u>2018-2019</u>	<u>2017-2018</u>
	£	£
Gift Aid	684	690
	<u>684</u>	<u>690</u>

Creditors**8 Artist's Payments for Sales**

Cleaning	2,738	1,043
Edf arrears	50	50
	366	464
	<u>3,153</u>	<u>1,557</u>

Expenses deferred to following year

Publicity for exhibitions	250	144.12
affiliations	45	
	<u>295</u>	<u>144</u>

9 Income deferred to following year

Exhibition fees	3140	1800
	<u>3,140</u>	<u>1,800</u>

10 Bad Debts

There were no bad debts during 2018-2019

11 Trustee expenses

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

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Signed and dated:

Nigel Wallis
2 July 2019