

Westbury Arts Centre

Registered Charity Number 1151531



2019 Annual Report



To be a creative community that engages people of all ages and abilities in active discovery and exploration of the arts, heritage and local environment.



**WESTBURY ARTS CENTRE
(Limited by Guarantee)**

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Westbury Arts Centre is a studio providing venue situated on the western flank of Milton Keynes whose mission is to:

"To be a creative community that engages people of all ages and abilities in active discovery and exploration of the arts, heritage and local environment."

The key objectives are:

Artistic development through provision of affordable studios and opportunities for professional development to a range of artists and makers and through encouraging and supporting a strong artistic community.

Community engagement through offering a rolling programme of affordable events, workshops and activities across a range of disciplines for people of all ages and abilities and to engage other organisations and groups in artist-led co-production.

In order to achieve this the objectives also cover ensuring the facilities are fit for purpose and fully utilised and enabling strong governance and development of the organisational structure.



Measurable Achievements

- Total number of attendees: 5902
- Workshops and room hire attendees: 3975
- Number of exhibitions with external artists: 9
- Number of exhibitions with Westbury's resident artists : 8
- Exhibition attendees: 610
- Event attendees: 1317
- Days open to the public: 310
- Funding received from grants: £5500 - £1500 from Milton Keynes Community Foundation (MKCF) for MK Open, £1500 from MKCF for Easter event, £2500 from Milton Keynes Council for consultancy (A further £2500 was received in 2020 as part of the consultancy grant)
- Volunteer numbers: 30 + 3 days of charitable days from Network Rail.

Key achievements in 2019

- Major success - Milton Keynes Open, new event to be repeated in 2021 (2020 cancelled due to Corona virus)
- Significant increase in workshop attendance from 1771 to 3975 (124%)
- New heritage project - Exhibition based on research showing contents of the house in 1696. This was linked to a Easter family event and included tours of the house and activities.
- Increase in number of exhibitions.
- New format for our annual Winter Fayre with new stalls which saw an increase in attendance doubling from previous year.
- All studios fully occupied
- Commemorations of Legge and official opening of Legge Gallery with exhibitions of Legge's work.
- Three new trustees joined the board during 2019 with a further two in early 2020. Farewell to two trustees with gratitude for their contributions.
- Work with consultant to develop a new strategic plan in 2019 to be continued in 2020.
- Moat cleared by Green Gym revealing another heritage tree - very old willow tree.

Event Programme




2019 saw four main events take place:

April: Easter Event - "Back in Time at Westbury Manor"

July: NEW for 2019 - Milton Keynes Open

September: Heritage Open Days

November: Annual Winter Fayre




**MILTON KEYNES OPEN
CALL FOR ENTRIES**

**SUBMIT
YOUR
WORK!**

DEADLINE:
3RD JUNE
2019

#MKOPENART

f t i WESTBURYARTSCENTRE.CO.UK

Westbury Arts Centre 
Registered Charity Number 1131871

More about Milton Keynes Open:

Milton Keynes Open was an initiative launched to celebrate creative talent in Milton Keynes and the surrounding areas. The event offered those selected the opportunity to have their work displayed at a dedicated exhibition and event in mid July.

We received over 225 submissions. All ages were represented, from 10 years old. A judging panel consisting of Dr Renate Dohmen - Lecturer in Modern and Contemporary Art – The Open University, Zoe Nolan - Councillor for Loughton & Shenley Ward, Simon Wright – Curator of Public Programmes for MK Gallery, Mary Barnes and Robin Souter who are both– Resident Artists at Westbury, selected 109 pieces for the exhibition.

The event was held over a weekend and included art demonstrations, children's art tent, a circular walk and natural dye workshop with Phil Tipper, Nicky Kenny and Alissa Pemberton, who at the time were residents at Westbury for The Pilgrim's Trail project. Local food vendors, Scone Quest, The Healthy Jamaican Kitchen and Really Awesome Coffee were on site all weekend. Live music added to the great atmosphere.

We welcomed nearly 600 visitors over the weekend; each visitor was asked to take part in our People's Choice as a way to engage with the event. This proved extremely popular with all ages. The artists with the highest number of votes received a rosette and card, and everyone who won was delighted with the recognition.

The event demonstrated that our community valued the opportunity and we intend to build upon this and for it to become a yearly fixture within the Milton Keynes calendar of creative events.



Milton Keynes Open

"I've been meaning to say all week what a splendid opening you had to your open call exhibition last Saturday. I was so impressed from the moment I arrived and had to park up on a verge, I thought what a buzz. Your treasurer delivered an engaging and passionate speech about the importance of culture and it's impact, as did the mayor. The exhibition itself was so impressive in its quality, excellence and inclusion. Welcoming amateurs as well as professionals. I hear you had a good selection panel including Simon Wright. One of the people on the amateur (and very talented) journey said to me, they were unsure about putting their work forward but then thought if it is good enough they will accept it and if not then that is fine - so how encouraged they were to be accepted and have the quality of their work recognised. This in turn feeds peoples ambitions and development.

I have been saying we do not recognise enough how people can discover this talent in themselves at any point in their lives and progress rapidly".

Workshops

2019 saw increased opportunities for workshops and activities achieved with numbers of workshop attendees significantly increased. This was as a direct result of the work done by our Office & Programme Manager who continues the programme of marketing and development of workshops started in 2018 with the help of a grant from MK Council.

The range of workshops covered included:

- Life Drawing
- Portrait Painting
- Oil Painting
- Pastels
- Printing
- Inks & Mixed Media
- Flower Painting
- Body Painting
- Ceramics (Raku & Clay throwing)
- Felting
- Batik
- Photography
- Sewing
- Writing and Poetry
- Yoga
- Beekeeping

One of our studio artists also ran Creative Wednesday sessions weekly which were highly successful and enables all ages and abilities to come together and learn about Chinese meditation.



Workshops were targeted at a wide range of abilities and ages including a programme of workshops for children over half terms and school holidays.

2019 saw our most popular childrens workshops during the summer holidays with some new workshops on offer:

- Mixed media
- Fantastical Birds
- Go Sketch
- Batiks
- Abstract Felt
- It's all about Wood



We also offered two workshops for older children (12-18 yrs) which included:

- Pop Art Printing
- Printing from Nature



" My daughter thoroughly enjoyed the two summer workshops she attended - Thank you".

"I was so proud of the batik work my daughter produced I got them professionally framed; they now hang in pride of place at the top of the stairs".



In addition to the publicised programme of workshops and courses other organisations held professional development and community focussed workshops at Westbury. This included the Westbury Fabric and Fibre Crafters Guild (WFFCG) which meet weekly and offer demonstrations and talks to members.

Feedback from attendees was excellent with no adverse comments and just one request for clearer guidance on parking and one suggesting there should be no more than 8 students.

Life Drawing: "Amazing course, Jo is an absolute Inspiration"

Printing: "Very inspiring morning and a great tutor"

Pastels: "really informative and enjoyable course. Thoroughly recommend"

Textile Landscapes: "Anna was absolutely clear and gave helpful instructions and suggestions. She was very enthusiastic and knowledgeable"

Area for improvement; Not all workshops collected feedback systematically, this is down to the tutors who need clear guidance on the importance of both qualitative and quantitative feedback. We have quantitative but lack full qualitative feedback.

Exhibitions

2019 was a very good year. In addition to the Milton Keynes Open exhibition Robin Souter and Joe Little held a first World Ocean Day exhibition.

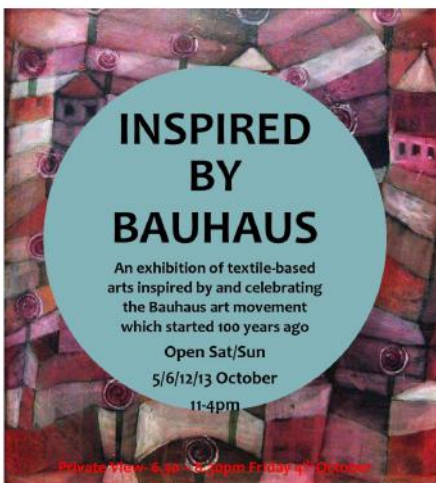
In 2020 they continued with this theme and held an online exhibition once again celebrating World Oceans Day. This was our first online exhibition which was held during the Corona Virus pandemic. It has provided a model for future online exhibitions.

It was also a good year for textile enthusiasts - In addition to the Westbury Fabric and Fibre Guilds own exhibition there were a further two textile exhibitions:

"Bauhaus Textiles" and "Paper to Cloth", the latter being a display of Westbury artist Nicky Hunter's textile designs.

A further two Westbury artists held a very successful exhibition combining ceramics and textiles which was also a farewell to Helen denDulk who left Westbury in 2019.

There was also an exhibition of Botanical art by Clare Latham and an exhibition of MK College student work which was mounted and organised by the students and their lecturer, Kate Edwards.



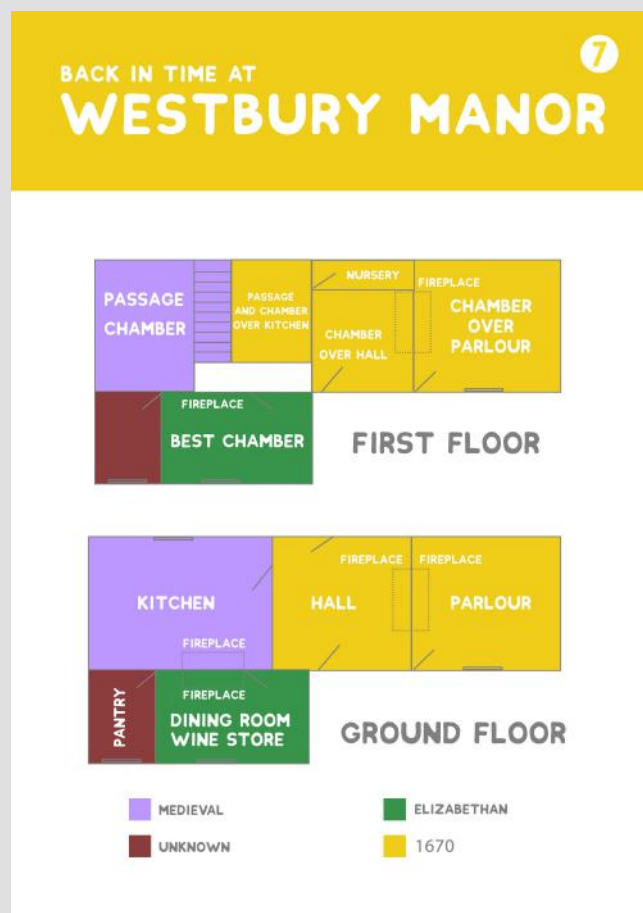
Fire & Fibre
exhibition of ceramics & textiles
Mark Compton & Helen den Dulk

Heritage

The discovery of an inventory attached to a will from 1694 during the latter part of 2018 led to more research to identify the rooms in the old part of the house and link them to the inventory.

The research was used in the Easter family event in 2019 with the assistance of a Milton Keynes Community foundation grant.

The grant enabled us to commission a series of illustrated boards outlining the rooms and some of the contents of the rooms - These were used in a tour of the old part of the house led by volunteers acting the parts of characters of the period.



Partnerships and Community Participation

Westbury continued to engage in activities involving local organisations and in partnership with the Permaculture project, the Fabric and Fibre Guild and MK College with students who engaged in two exhibitions during 2019. The Fabric and Fibre Guild continue to meet at Westbury on a weekly basis and hold an annual exhibition. Their membership continues to grow with a total of 123 on their mailing list and 33 full members (this is the maximum capacity) by the end of 2019.

Westbury participated in Bucks Open Studios and Heritage Open Days.

An encouraging level of partnership linked to the existing programmes and events were evident during the year. The Guild linked with Camphill for their annual exhibition.

We also worked along side charity MK GIV - who work with children with challenges at school. Small groups were invited to Westbury and with the help of their group leader and our caretaker, Frances Fox, they built an insect hotel, two composting bins, painted stones for plant verification and undertook other light gardening work.

The group leader said that they had gained so much out of the experience that they would like to come back on a more regular basis

Westbury also worked on a community project, The Pilgrims Trail, which was led by the City Discovery Centre. The aim was to establish a heritage trail from the side of Snellshall Priory to the current remains of Bradwell Abbey, taking in Westbury as a 14th Century manor en route. Westbury gave studio space to the team of 3 makers who devised the trail and brought it to life with poetry and historical information.

Local bands continue to use Westbury for rehearsals and for recording and other community groups continue to use Westbury for their activities. This includes the Community Team for Adults with Learning Disabilities who have been holding weekly art therapy sessions for over 12 years.

Volunteers and Facilities

The new exhibition and workshop space - The Legge Gallery - was created by moving the office in 2018. This increased capacity considerably and is offering opportunities for pop-up events to local artists and organisations.

The current landlords, Milton Keynes Development Partnership, undertook a major programme of repairs which started in January 2020. The repairs have been interrupted by lockdown but has since resumed and completion date is July 2020.

Governance and Structure

Westbury's future and the potential partnership with MK Council was not resolved in 2019. The board started work with a consultant to review the current structure and governance and to develop a new Business Plan.

The lack of resolution of the ownership of Westbury meant that the consultants window of time was exhausted and she had to move on. This is still unresolved as the scheduled date for the Councils Property Portfolio Board was in Mid march 2020 and due to lockdown measures this has been postponed. It is now scheduled for late July.

The board and sub groups met as required and all board meetings were quorate. The board continue to act as executives as well as trustees although the increased hours of the Office and Programme manager with additional support from Julia Canham has been of great assistance. The board continues to recruit new trustees and were joined by three new trustees by the end of 2019 with a further two during the early part of 2020. Two trustees resigned - Joe Little and Mark Compton - who were thanked for their contributions to Westbury.

With Thanks to



WESTBURY ARTS CENTRE
(a company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 DECEMBER 2019

Legal and Administrative Information

DIRECTORS/TRUSTEES: Mr M Compton (resigned 12th March 2020)
Mr L Fennell
Mrs C Malone
Mrs K Holuj
Ms C Butler
Ms M Henson (appointed 7th November 2019)
Ms J Herriman (appointed 7th November 2019)
Ms H Grayson (appointed 7th November 2019)
Mr R Souter (appointed 7th May 2020)
Mr A Stansfield (appointed 7th May 2020)
Mr Joe Little (resigned 5th January 2020)

REGISTERED OFFICE: Westbury Arts Centre
Foxcovert Road
Shenley Wood
Milton Keynes
MK5 6AA

CHARITY NUMBER: 1151531

COMPANY NUMBER: 8328547

INDEPENDENT EXAMINERS: Tearle Carver Limited
Chartered Accountants
Chandos House
School Lane
Buckingham
MK18 1HD

REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 DECEMBER 2019

The Trustees present their report along with the financial statements of the charity for the period ended 31 December 2019.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on and registered as a charity (number 1151531) on 12 December 2012. The company began its charitable activities on 1 April 2013. The charity was created by its Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The full list of Trustees who served during the period is shown on page 19.

The Trustees meet regularly as an executive board and are advised on all material matters as they occur. They take decisions on the various projects the charity undertakes.

Risk Management

The Trustees have examined the major risks and operations that the charity faces during the financial year. They are continually taking action to ensure that the risks are minimised as much as possible.

Objectives

In setting the programme each year, the Trustees have regard to both the Charity Commission's general guidance on public benefit and meeting the charity's objectives outlined above for the public benefit. The Trustees always ensure that the programmes undertaken are in line with the charitable objects and aims.

Financial Review

In the period to 31 December 2019, the Company made a deficit of £69 which was deducted from Total Funds. The total amount of reserves carried forward amounts to £25,349.

The Company's reserves policy is to retain a minimum of £5,000. The Company continually monitors the financial position and expenditure is only incurred from available funds.

Achievements and Performance

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work from January to December 2019 and indicates progress into 2020. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 December 2012 and registered as a charity on 6th April 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Membership of the trust is open to any individual over the age of 18 interested in promoting its objectives and each of whom will have:

- applied to the trust in the form required by the trustees
- been approved by the trustees, whose decision shall be final
- expressed in writing their personal agreement with the mission statement and objectives of the charity.

There are currently 9 members.

Recruitment of new trustees

As set out within the Articles of Association:

- the chair of the trust is nominated by Westbury Arts Centre
- the trust maintains a register of members.

Unless the trustees or the trust in a general meeting shall make other provisions under Article 61, the trustees may in their absolute discretion permit any member of the trust to retire provided that after such retirement the number of members is not less than 3.

The trustees may establish different classes of membership and prescribe their respective privileges and duties and set the amounts of any subscriptions. The trustees shall permit such organisations as they approve to become Associate Members, with such entitlements as the trustees shall prescribe. For the avoidance of doubt Associate Members shall not have any of the usual entitlement of a member of the company.

The Board of Trustees consists of elected members and can include co-opted members. Elected members are appointed at the Annual General Meeting and the cop-opted members are appointed by a meeting of the committee. Trustees are elected for a period of three years, following which they may be re-elected for a further period of three years provided that there are vacancies amounting to one third of the total number of trustees.

The Board has the potential for representation from other organisations in the form of non-voting advisors and regularly updates the Milton Keynes Council Arts and Culture Manager.

Induction and training of new trustees

New trustees receive training and paperwork outlining their legal obligations under charity and company law and the content of the Memorandum and Articles of Association. Two new trustees were appointed during 2018 and confirmed at the AGM in 2018. One trustee stepped down after taking on a paid administrative role for the centre. She continues to attend Board meetings and to chair the Programme group.

Organisational structure

The Board of Trustees is responsible for overall control and responsibility for policy and major decision making. In the 2018-2019 year the trustees met bi-monthly. All meetings were quorate and took place appropriately.

There are three working groups and also a named representative for the house artists – the working groups are:

- The Programme Group – developing the annual programme of exhibitions, open days, projects etc and liaising with the studio artists
- The Maintenance Group – overseeing the maintenance of the house and grounds
- The Fundraising Group – group responsible for preparing funding bids.

The administrator who worked for 20-25 hours a week and supports the Chair and the Treasurer was joined by a second freelance support working for 6 hours a week started in April 2018. The Trustees currently have executive tasks including managing the studios, volunteers, finance and overseeing the house and grounds. In addition, there is a caretaker who lives on the premises and prepares/clears up after bookings and events and keeps the common areas of the building clean.

The existing structure is still insufficient to provide adequate support to the Board and the charity and compares unfavourably with similar charities which receive core funding. We will seek to secure funding for projects and organisational development, recognising that our organisational structure requires substantial strengthening to enable us to develop our charitable services.

The Board plans to continue seeking to recruit new trustees with expertise in business planning, marketing and fundraising through advertising and networking in the future.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

(Continued)

Volunteering

Volunteers play a vital role at Westbury as there is a limited amount of paid employee time. There are two main sources of volunteers:

The studio artists and Board members themselves who carry out an executive function as well as a governance function together with a regular group of friends of Westbury.

□ External volunteers such as BT Community Challenge volunteers and members of Letnet. BT Community Challenge undertook 3 days of work during 2018 which included painting and decorating and clearing the garden.

Major risks, reviews and systems to mitigate risks

Regular discussions and monthly monitoring of the fund balances, income and expenditure have enabled the trustees to identify risks and to take action in the short and medium term. The charity's policies and practices are reviewed annually including Health and Safety, Safeguarding Vulnerable Adults, Safeguarding Children and Young People, Equal Opportunities, Best Practice for Volunteers code and Policy on Rent Arrears.

The key risk the charity faces is uncertainty about the venue. Discussions continued throughout 2018 with the landlord (Milton Keynes Development Partnership), who provisionally agreed that a lease of 30 years was necessary to enable Westbury Arts Centre to undertake any capital funding and a provisional offer was made in January 2018 but the necessary conditions have not been met and further discussion about the best way of managing the ownership of Westbury are ongoing (June 2018). MKDP have drawn up a significant programme of structural work and maintenance which should ensure the main building is secure

and in a better state of repair but the expected programme has not started and no date has been specified for the programme.

Board cohesion was good with the new programme of bi-monthly Board meetings and sub-groups reporting

to the Board worked well and has led to a great improvement in Board cohesion and effectiveness.

Implementation of parts of the Business Plan was not possible because of the continuing lack of a lease and the uncertainty about tenure but progress has been made where possible and a major review and rewrite of the Business Plan is scheduled for 2018, including specific links with the new Milton Keynes Creative and Cultural Strategy, 2018-2027

Capacity is still a key issue as much of the work is done by trustees and volunteers. Our administrator has continued to support us with excellent skills and enthusiasm.

Procedures are in place to ensure compliance with health and safety of volunteers, contracted service providers, and visitors. All events are risk assessed beforehand.

Related parties

Westbury worked with several organisations including the Guild of Textile Artists, MK College, New City Radio, the Community Team for Adults with Learning Disabilities who run art therapy sessions, the Beekeepers' Association who keep hives at Westbury and ran a course on beekeeping, Comedy Cow, who held a weekend event at Westbury and Milton Keynes Council who provided ongoing support/advice.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)

HIGHLIGHTS OF THE YEAR

- Significant increase in workshop programme and doubling of attendance
- Successful outcome of HLF My Heritage grant – major exhibition shown at multiple venues on history of Westbury Manor, entitled Milton Keynes’s Hidden Jewel
- Further projects around heritage including development of a website and archiving of art centre history
- All studios fully occupied
- Residency awarded to graduates
- Public opening days increased from 300 to 310
- Professional development – sessions on use of social media in marketing
- Family and children programme fully implemented – Easter event focussed on rhyme. Trial of regular sessions for young artists
- Partnerships maintained and new partnerships developed – working with City Development Centre on Pilgrim’s Trail project
- Office move enabling establishment of new workshop/exhibition space – the Legge Gallery

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019 (Continued)

MISSION AND OBJECTIVES

The Charity's mission agreed in the Business Plan (2016-2021):

'To be a creative community that engages people of all ages and abilities in active discovery and exploration of the arts, heritage and the local environment.'

Values

- Approachable
- Affordable
- Artist-led
- Artistic excellence
- Enabling
- Sustainable

The objectives

1. Artistic Development

- a) To offer affordable studios to local, national and international artists, makers and practitioner and opportunities for professional development.
- b) To create and maintain a strong sense of community and support for WAC amongst the studio holders and users of the centre.

2. Community and Co-production

- a) To offer a rolling programme of affordable events/workshops and activities across a range of disciplines targeted at people of different ages, abilities, backgrounds and experience under the heading of arts, heritage and local environment.
- b) To engage groups in artist-led co-production that allows them to explore and discover arts, heritage and the local environment.

3. Building and Site

- a) To ensure that all the facilities are fit for purpose and fully utilised.
- b) To work towards capital development of the site that delivers enhanced facilities for an enhanced programme.

4. Governance and Development

- a) To ensure that we have the mix of skills, experience and attitudes amongst the board level, employees and resident artists to advocate for and deliver our purpose.
- b) To ensure that the organisation develops in line with our mission and objectives, enabling a sustainable future.

Westbury is delivering to the emerging Creative and Cultural Strategy and its vision for the city – 'Milton Keynes, where creative experiences and opportunities transform lives'. Our work contributes to this vision in the areas of Empowered Citizens, Enhanced Cultural and Creative Industries.

Goals achieved under objectives

Workshops: Increased opportunities for workshops and activities achieved with numbers of workshops increased and twofold increase in attendees. This was achieved with the support of an MKC grant which enabled WAC to increase paid working hours for the Office and Programme Manager who was able to undertake a programme of marketing and development of workshops. The range of subjects covered was extended to include a wide range of areas including fine arts – life drawing, oil painting, printmaking, collage, photography – crafts – ceramics (raku and clay throwing), stone carving, felting, papercrafting, calligraphy – and other areas including writing, story telling, poetry, nature, yoga, meditation and beekeeping.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019 (Continued)

The workshops were targeted at a wide range of abilities and ages including a programme of workshops for children over half-terms and school holidays.

In addition to the publicised programme of workshops and courses other organisations held professional development and community focussed workshops at Westbury, including the Fabric and Fibre Guild which meets weekly and offers demonstrations and talks to members.

□ **Heritage:** The group of volunteers for the project worked together to research the history of Westbury Manor and then to produce a booklet and exhibition panels – their contribution has been outstanding and the exhibition received widespread praise. It moved from the initial exhibition in June 2018 to a month in MK Central Library and was then shown again over the HODs weekends in September as well as some with panels being taken for an open day at the County Archive Offices in Aylesbury. It has been a most rewarding project and has contributed to the heritage of Milton Keynes.

A permanent website is under construction which will ensure that the materials will be accessible to the public and to local history researchers. The group has continued to follow up their research and a further exhibition looking in more detail at the present house is planned for 2020 after a family event featuring a tour of the 1670 house which was presented in April 2019.

□ The project involved many people including people from many other organisations – two schools projects (Longmeadow Primary and Shenley Brook End), the Heritage Society, MK Natural History Group whose members carried out environmental surveys of the grounds and whose report formed part of the exhibition, Living Archive and it also involved the house artists and the staff at Westbury. It has firmly established Westbury Arts Centre as a champion of MK heritage and enhanced the skills and materials available to celebrate Heritage Open Days and other festivals. Further projects focussing on Westbury's history are planned.

□ **Partnerships and community participation:** Westbury continued to engage in activities involving local organisations and in partnership with the Permaculture project, the Fabric and Fibre Craft Guild who continue to meet regularly at Westbury and hold an annual exhibition and MK College, with students engaging in two exhibitions. The Fabric and Fibre Craft Guild continued to grow with a total of 115 on their mailing list and 25 full members by the end of 2018. Westbury participated in Bucks Open Studios and Heritage Open Days, including hosting one of the artists from MK wide Groundworks project over the HOD weekend (name, Tracing the Pathway).

□ Local bands continue to use Westbury for rehearsals and for recording and other community groups continue to use Westbury for their activities, including the Community Team for Adults with Learning Disabilities who have been holding weekly art therapy sessions for over 12 years. Local quilting group, chose to hold their annual exhibition at Westbury.

Facilities: A new caretaker moved in to Westbury in April 2018 and has made significant contribution to the community and assistance to the Office and Programme manager. She reinstated Wednesday soup sessions and has taken over some of the maintenance management as well as working with volunteers.

The office was moved to a smaller space to enable the large room to become a new workshop/exhibition space during the autumn of 2018. This has increased capacity considerably and is offering opportunities for pop-up events to local artists and organisations.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019 (Continued)

Structure and governance: The Board and sub-groups met as required and all Board meetings were quorate. The Board continue to act as executives as well as trustees although the increased hours of the Office and Programme manager and additional support from Julia Canham has been of great assistance. The Board continued to recruit new trustees and appointed one new trustee during 2018.

The Business Plan action plan was reviewed but external events have overtaken the relevance of the original Business Plan – initially an offer of negotiating to take over Westbury by MK Community Foundation which was itself put on hold as MK Council Culture and Development team saw Westbury as a potential cultural asset and has been working with the Board and with MK Council to implement this decision. The final decision rests with MK Council Cabinet. A new Business Plan will be needed as a change in ownership would create a new and welcome context for Westbury.

MKDP, our current landlords, produced a one year lease which was agreed in December.

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)**

Trustees' Responsibilities in relation to the Financial Statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the company for that year. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the Financial Statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

Approved by the Board on

and signed on its behalf by

.....
Trustee – L Fennell

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WESTBURY ARTS CENTRE (LIMITED BY GUARANTEE)

I report on the accounts of the company for the year ended 31 December 2019 which are set out on pages 13 to 20.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

.....
Tearle & Carver Limited
Chartered Accountants
Chandos House
School Lane
BUCKINGHAM
MK18 1HD

WESTBURY ARTS CENTRE
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)
FOR THE PERIOD ENDED 31 DECEMBER 2019

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
		£	£	£	£
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Investment Income	4	10	-	10	4
Incoming Resources from Charitable Activities	5	57,273	3,334	60,607	54,698
Voluntary Income	6	-	-	-	36
TOTAL INCOMING RESOURCES		57,283	3,334	60,617	54,738
RESOURCES EXPENDED					
Costs of Generating Funds					
Charitable Activities	7	36,358	-	36,358	33,777
Governance Costs	8	20,994	3,334	24,328	18,140
TOTAL RESOURCES EXPENDED		57,352	3,334	60,686	51,917
NET MOVEMENT IN FUNDS		(69)	-	(69)	2,821
RECONCILIATION OF FUNDS					
Brought forward		23,467	1,951	25,418	22,597
Surplus/(Deficit) for the Year		(69)	-	(69)	2,821
		23,398	1,951	25,349	25,418

Total Recognised Gains and Losses

The Company has no recognised gains or losses other than the surplus for the periods above.

WESTBURY ARTS CENTRE
(Limited by Guarantee)
Company No. 8328547

BALANCE SHEET - 31 DECEMBER 2019

	Note	2019 £	2018 £
NON CURRENT ASSETS			
Fixed Assets	9	2,260	2,759
CURRENT ASSETS			
Debtors	10	633	801
Cash and Bank		30,699	24,607
		-----	-----
		31,332	25,408
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	12	8,243	2,751
		-----	-----
NET CURRENT ASSETS		23,089	22,657
		-----	-----
TOTAL ASSETS		25,349	25,418
		-----	-----
REPRESENTED BY:			
FUNDS			
Unrestricted Reserves		23,398	23,467
Restricted Reserves		1,951	1,951
		-----	-----
		25,349	25,418
		-----	-----

For the financial period ended 31 December 2019, the company was entitled to exemption from audit under section 477(1) of the Companies Act 2006; and no notice has been deposited under section 476(1) requesting an audit. The director acknowledges his responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 394 and which otherwise comply with the Companies Act 2006; so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Trustees on and signed on its behalf by:

.....
Trustee – L Fennell

WESTBURY ARTS CENTRE
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2019

1) Principal Accounting Policies

a) Accounting Convention

The financial statements of the charitable company, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

b) Cashflows

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

c) Fund Accounting

Funds held by the Charity are either:

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

d) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

WESTBURY ARTS CENTRE
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)

5) Incoming Resources from Charitable Activities

	Unrestricted	Restricted	2019 Total	2018 Total
	£	£	£	£
Studio Hire	26,738	-	26,738	24,798
Room Hire	14,568	-	14,568	9,219
Workshops & Events	10,838	-	10,838	5,539
Studio Hire: Studio & Accom	3,167	-	3,167	2,500
Workshops & Events: Sales of Product	1,264	-	1,264	1,117
Sundry Income	194	-	194	594
Commission on sale	504	-	504	234
Workshops & Events: Refreshments Sales	-	-	-	172
Restricted income		3,334	3,334	10,524
	-----	-----	-----	-----
	57,273	3,334	60,607	54,698
	-----	-----	-----	-----

6) Voluntary Income

	Unrestricted	Restricted	2019 Total	2018 Total
	£	£	£	£
General Donations & Fundraising	-	-	-	36
	-----	-----	-----	-----
	-	-	-	36
	-----	-----	-----	-----

WESTBURY ARTS CENTRE
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)

7) Charitable Activities

	Unrestricted	Restricted Total	2019 Total	2018 Total
	£	£	£	£
Project Costs	-	-	-	6,753
Event Expenditure: Personnel/Freelance	2,673	-	2,673	1,973
Event Expenditure: Publicity/Marketing	148	-	148	158
Event Expenditure: Refreshments/Hospitality	-	-	-	23
Event Expenditure: Professional Services	207	-	207	7
Event Expenditure: Performers	5,600	-	5,600	567
Event Expenditure: Workshops	3,972	-	3,972	3,056
Boiler "Loan"	2,706	-	2,706	2,706
Fire & Security	3,157	-	3,157	2,931
Heat & Light	7,229	-	7,229	6,264
Domestic rates	1,144	-	1,144	1,098
Cleaning	1,129	-	1,129	1,250
Repairs & Renewals	8,393	-	8,393	6,991
	-----	-----	-----	-----
	36,358	-	36,358	33,777
	-----	-----	-----	-----

8) Governance Costs

	Unrestricted	Restricted	2019 Total	2018 Total
	£	£	£	£
Administration staff	15,428	3,334	18,762	11,817
Profit/Loss on sale of assets	-93	-	-93	-
Office costs	-	-	-	490
Office consumables	953	-	953	644
Printing, Postage	449	-	449	465
Telephone/Internet	1,844	-	1,844	1,582
Insurance	598	-	598	523
Licences & Subscriptions	527	-	527	390
Website costs	-	-	-	91
Legal & Professional	294	-	294	846
Bank charges	256	-	256	136
Depreciation Charge	565	-	565	690
Bad debts	95	-	95	220
Volunteers	78	-	78	208
Sundry	-	-	-	38
	-----	-----	-----	-----
	20,994	3,334	24,328	18,140
	-----	-----	-----	-----

WESTBURY ARTS CENTRE
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019
(Continued)

9) Fixed Assets

	Plant & Machinery	2019 Total	2018 Total
COST			
At 1 January 2019	3,779	3,779	840
Additions	384	384	2,939
Disposal	620	620	-
	-----	-----	-----
At 31 December 2019	3,543	3,543	3,779
	-----	-----	-----
DEPRECIATION			
At 1 January 2019	1,021	1,021	331
Charge for the Period	565	565	690
Eliminated on disposal	303	303	-
	-----	-----	-----
At 31 December 2019	1,283	1,283	1,021
	-----	-----	-----
NET BOOK VALUE			
At 31 December 2019	2,260	2,260	2,759
	-----	-----	-----
At 31 December 2018	2,759	2,759	509
	-----	-----	-----

10) Debtors

	2019 £	2018 £
Debtors	274	494
Prepayments	359	308
	-----	-----
	633	801
	-----	-----

11) Taxation

As a Charity, Westbury Arts Centre is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the Charity.

