



SCOTTISH POTTERS ASSOCIATION SCIO
Annual Report & Financial Statements
For the period ending
30 November 2020



Scottish Charity No SC048850

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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the period ending 30 November 2020.

This annual report covers the period from 1 December 2019 to 30 November 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Current Trustees

Christine Flynn	Chair	
Fiona Robertson	Treasurer	Appointed 9 March 2019
Iain Campbell	Secretary	
Fran Marquis		
Caroline Gault		Appointed 9 March 2019
Elaine Hill		Appointed 31 March 2020
Anna Kretsinger		Appointed 9 March 2019
Juliet McLeod		Appointed 9 March 2019
Kathleen Morison		Appointed 9 March 2019
Maria Nordgren		Appointed 9 March 2019
Lynn Pitt		Appointed 9 March 2019
Elaine Pollitt		Appointed 9 March 2019
Karen James		Resigned 15th March 2020
Steve Hay		Resigned 31st March 2020

Email treasurer@scottishpotters.org

Website www.scottishpotters.org

Bankers Bank of Scotland PO Box 1000 BX2 1LB

Independent Examiner Lee Stevenson ACIE
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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 19 November 2018. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 19 November 2018. It is governed by a written constitution.

Appointment of Trustees

All Trustees are elected annually by the membership at its Annual General Meeting. The Trustees are expected to serve for a minimum 3-year term to ensure continuity.

The people serving on the Management Committee are the Trustees. The Management Committee consists of up to fifteen members who are all volunteers. During the year two trustees resigned.

Sub Committee

The Management Committee is supplemented by voluntary sub-committees whose members offer their services either to assist with specific projects or to support committee members where the role involves a lot of work such as setting up exhibitions or running workshops. The work of sub-committee members is invaluable.

Membership of the committee is open to all paid-up members of the SPA.

Organisational Structure

The structure of the organisation consists of: -

- the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the Management Committee and take decisions on changes to the constitution itself;
- the MANAGEMENT COMMITTEE - who hold regular meetings, and generally control the activities of the organisation; for example, the Management Committee is responsible for monitoring and controlling the financial position of the organisation.



Committee & Sub-Committee Team Building Workshop January 2020

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

OBJECTS & ACTIVITIES

Charitable Purposes

The Scottish Potters Association objectives are the advancement of the Arts and Culture and in furtherance of this:

- To promote and encourage the making, appreciation and development of Scottish pottery and ceramic craft, art and culture.
- To provide information and opportunities for communication and collaboration between ceramic makers, artists and the public.
- To work in partnership with other organisations.
- To provide and promote Equal Opportunities such that; the organisation will not discriminate based on race, sex, disability, sexuality, age or based on political, religious or other opinions. As and if required by funders and/or members, the fuller Local Authority Equal Opportunities policies may be adopted.

Activities

To meet those objectives, the SPA aims to:

- arrange opportunities for the public:
 - to see potters at work;
 - to get hands on with clay;
 - to see potters work on display;
- run workshops for members;
- organise demonstration events for members;
- organise public exhibitions of members work;
- produce and distribute a map of potters active in Scotland;
- provide financial support in the form of a bursary;
- provide opportunities for members to network.

ACHIEVEMENTS & PERFORMANCE

As we settled into our second year as a charity, the Management Committee worked on expanding our knowledge of the regulatory environment governing the running of a charity. We undertook an organisational review of the SPA, assessing all aspects of how it was run and identified areas where organisational improvements could be made. We also identified areas where, although we were meeting the regulatory requirements, the evidence of our policies and procedures was not transparent. To that end, we have focussed in 2020 on writing clear and detailed procedural documents including a Code of Conduct for Trustees and Complaints, Health and Safety, Financial Management and Conflicts of Interest policies in support of our underlying Constitution.

The other major challenge this year was the Covid-19 pandemic which resulted in a complete lockdown across the country in late March 2020. By early March, with our annual residential weekend at Tulliallan Police College looming, the Committee were faced with the decision to go ahead with the event despite rising Covid-19 infection rates across Scotland or cancel. The decision was made to cancel, and the ticket sale receipts were all refunded - a massive undertaking for the committee members involved. A small loss was made in cancelling the event, but the SPA were very grateful to Tulliallan Police College for not charging a cancellation fee, despite the last-minute decision.

As a result of cancelling the residential weekend, our AGM, which would normally take place during that weekend, was also cancelled. An emergency meeting of the Management Committee was held just before lockdown to agree the continuation in post of the members of the Management Committee for a further year to enable the work of the Management Committee to continue during lockdown. Our Chair agreed to continue in post for a fourth year to ensure continuity during the global crisis.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

Early in the first lockdown of 2020, we received the very sad news that our Treasurer, Steve Hay, had died from cancer. Steve had stepped down as treasurer only weeks earlier as his illness took hold. As a result of his illness and the lockdown restrictions, there were various hurdles to be overcome in moving the SPA bank account to new signatories and transferring all the physical and electronic financial records from Steve's home in Aberdeenshire to the new treasurer's home in Perthshire. The Management Committee were very grateful to the extraordinary efforts of Steve's wife and sons during a tremendously difficult time for them personally.

The ongoing pandemic restrictions with regional and country-wide lockdowns, travel restrictions preventing movement between local authority areas and severe restrictions on the numbers of people from different households who could mix in any given setting indoors or out, resulted in all our normal activities as a charity being stopped.

The Management Committee faced a series of challenges to ensure that the SPA not only survived the pandemic but continued to offer members support, learning and networking opportunities by whatever means possible and to engage with the public to raise awareness of pottery in Scotland whenever restrictions permitted.

The first challenge was that the Management Committee were no longer able to meet in person and had to source an electronic means to communicate as a committee 'face-to-face' while in physically separate places. Zoom was discovered and the committee quickly became adept at having regular meetings online. Rather than the previous quarterly meetings, it was decided to meet monthly online. The pandemic was a fast moving and ever-changing consideration and the inability to carry out our charitable purposes in the usual ways meant that there was a lot to discuss on alternative methods that could be used.

The Management Committee acknowledged that members often worked at home alone and, with lockdowns, the isolation would be heightened. Our engagement with members was re-focused to include:

- online workshops filmed and made available as videos to members;
- online exhibitions open to all members to showcase their work with links to members' websites and online stores;
- weekly Monday coffee evenings and Wednesday coffee mornings via Zoom to chat about anything and everything affecting members; and
- a new Facebook group for members to connect, share ideas, answer questions and offer support to each other.

The coffee mornings/evening have been a particular success in supporting the mental health of our members with many of those participating specifically mentioning feeling isolated or cut-off from the pottery community. Some members who had recently joined described them as a great way to feel included and get to know fellow potters and all have generally felt that it would make attending events post-lockdown more enjoyable as they would know more people. Initially conversations focussed on the pandemic but quickly moved on to a sharing of ideas, information, techniques and tips as well as the ability to let off steam about issues in a safe and welcoming environment. On the whole, participants have found them a really positive addition to the other activities offered by the Management Committee and have asked for them to continue permanently.

We continued throughout 2020 to offer members a quality quarterly newsletter and ensured that the content reflected the difficult times members were going through. Articles included how different members were finding a loss of creativity during lockdowns as a result of stress and how they overcame that or turned to other forms of creativity to cope with the events around them as well as practical tasks to try and hints and tips.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

In September, the Management Committee liaised extensively with the organisers of Potfest Scotland to attend the event and offer live demonstrations to the public. Detailed health and safety risk assessments were carried out to minimise the risk to demonstrators, volunteers and members of the public from Covid-19 with one-way systems, socially-distanced seating, hand sanitisers and the use of screens. Volunteers also raised the profile of the SPA by manning an information stand where merchandise was sold and our new SPA Map was available free to the public, highlighting various potteries around Scotland.

Sadly, another lockdown followed and further public-facing events were not possible. An exhibition and members' trade fair scheduled to take place in early November in Perth was cancelled. Having held off on re-scheduling the AGM in the hope that it could be held in person during the exhibition and trade fair, the Management Committee quickly switched the AGM to online. Attendance wasn't as high as usual but was very good in the circumstances and it allowed us to make changes to our Constitution to clarify our position on online meetings in line with guidance from the Office of the Scottish Charities Regulator.

Another casualty of the pandemic was our participation in the emerging/established maker programmes run in conjunction with Craft Scotland, where a bursary is given to either an emerging maker to help get them started on their career as a potter or to an established potter to help them develop their business or move in a new direction. Craft Scotland was facing similar difficulties during the repeated lockdowns with all staff moving to home working and, when combined with the general lack of creativity within the pottery community and constant personal distractions faced by potters with home-schooling, lack of craft fairs, reduced incomes etc., the decision was reluctantly taken to move the programme to 2021. The SPA are still very keen to engage in the bursary, especially after the events of 2020 as many potters took time during the various lockdowns to re-assess their business models. The Management Committee feel that this would be an excellent time to support an established potter to bring their business development ideas to fruition.

As we move into 2021, further online workshops are in the process of being filmed by various members and we have also organised live online events involving demonstrations and opportunities for Q&A sessions to allow interaction between members and demonstrators.

The pandemic has resulted in the Management Committee learning a huge variety of new practical skills such as filming demonstrations from multiple angles, grappling with sound quality, video editing, using Zoom, creating a YouTube channel and Facebook group. This year has also focused our minds on ensuring that the Charity is built on a strong organisational foundation with clear and transparent procedures. As well as supporting members, the Management Committee have pulled together to support and encourage each other through these difficult times.

Our membership is steadily rising, and our new technical knowledge gives us the ability to offer a mix of online and physical events as restrictions ease through 2021 and beyond, including filming and editing future physical workshops and exhibitions and making them available online to all members. This year has required the Management Committee to take a long hard look at what the SPA does, what it stands for, what its aims are and how we can achieve those aims in the most trying and difficult of circumstances and the result is that we face the future better, stronger as a committee and more prepared for whatever comes our way.

FINANCIAL REVIEW

Overview

Generally, our main source of funding is subscriptions from members. Other sources of income this year were from selling advertising space in our quarterly newsletter and branded merchandise at Potfest.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

In cancelling our annual residential weekend at Tulliallan in March 2020, a small loss was incurred as a result of unrecoverable expenses paid in advance.

Bookings for Tulliallan 2020 opened in August 2019 with the offer of an early bird discount until 1st December 2019 to encourage attendance. By the end of November 2019 almost all places at the March 2020 event were booked and paid for. This meant that £6,718 of the income for Tulliallan was shown as receipts in the 2018-19 Annual Financial Statement. During this financial year, that income was repaid to members as a result of the event being cancelled due to Covid-19. The result of the ticket sales being largely in one financial year and the refunds being in another was that it appeared that we made a significant loss this year on Tulliallan when, in fact, the losses incurred in cancelling the event were minimal.

Taking that £6,718 into consideration when looking at the funds in the bank at the end of the last financial year, we ended 2018-19 at slightly over £19,500. We ended the 2019-20 financial year on £15,305.77, despite paying £6000 for our new website. This was largely due to the inability to carry out our charitable activities in the usual way.

Receipts in the unrestricted funds were £2,419.30. There was no restricted income. Unrestricted payments for the accounting period were £13,708.77 and there were no restricted payments. The charity had a deficit of £11,289.47. The purposes of these funds can be found in Note 1.

Reserves Policy

Scottish Potters Association has reserves of £15,305.77. The trustees believe that three month's running costs are a good level of reserves and £5,000 represents approximately three months. This will allow for the day to day running of the organisation and to cover any unexpected eventualities.

FUTURE PLANS

The Charity Trustees continually discuss ways to improve the services offered by the SPA to both members and the public.

Sadly, the Covid-19 pandemic has severely restricted our ability to offer any face-to-face activities in this financial year and that is likely to be the case for much of 2021.

However, as a result of our healthy financial position and in light of those continued restrictions on activities, the Management Committee took the decision to reduce members subscription fees for 2021.

A further £5000 budget has been agreed for 2020-21 to enable the creation of online workshops which will be provided free to all members via Zoom and with the resulting videos being available subsequently on our website and YouTube channel.

We plan to have two exhibitions in 2021, with at least one being an open exhibition which all members can participate in. A selected exhibition is scheduled for July 2021 at the Watermill Gallery in Aberfeldy, Covid-19 restrictions permitting. Following the success of our two online exhibitions, we will organise further online exhibitions to support and advertise members' work should our physical exhibitions be curtailed due to Covid-19 restrictions.

Given the restrictions for our professional members in the opportunities for face-to-face sales with the public during the pandemic, we are planning a pottery trade fair allowing members to come together and sell directly to the public. The plan is to organise this for early November to capitalise on Christmas 2021 market.

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We will continue to hold our online coffee mornings and evenings as a networking opportunity for members as well as encourage participation in our Facebook group as a means of sharing ideas and offering support to each other.

Unfortunately, the ongoing restrictions mean that we are unable to hold our annual Tulliallan residential weekend for a second year, but we have already commissioned an exciting line-up of demonstrators for the event in March 2022.

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APPROVAL

This report was approved by the trustees on (date) and signed on their behalf by:

Christine Flynn
Chair

Fiona Robertson
Treasurer

INDEPENDENT EXAMINER'S REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2020

To be completed

STATEMENT OF RECEIPTS AND PAYMENTS

AS AT 30 NOVEMBER 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Receipts		£	£	£	£
Charitable Activities	4	582	-	582	32,120
Trading	5	1,587	-	1,587	135
Donations	6	-	250	250	20,095
		2,169	250	2,419	52,349
Payments					
Bursary Award		-	-	-	1,600
Charitable Activities	7	10,196	250	10,446	22,663
Governance Costs	8	1,108	-	1,108	847
Trading	9	1,240	-	1,240	-
		12,544	250	12,794	25,110
Purchase of Equipment	10	915	-	915	644
		13,459	250	13,709	25,754
Surplus/(Deficit) for year		(11,290)	-	(11,290)	26,595

The Notes on pages 13 to 15 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020
Funds Reconciliation		£	£	£
Balance at 30 November 2019		26,595	-	26,595
Surplus/(Deficit) for year		(11,290)	-	(11,290)
Balance at 30 November 2020		15,305	-	15,305
 Bank & Cash Balances				
Cash at Bank				15,305
Cash in Hand				-
				15,305
 Assets				
Battery Pack				644
Merchandise				863
Equipment donated from Steve Hay (est)				1,000
Hi-visibility vests				43
Fire extinguisher				54
Sum Up Card Reader				119
External Storage Drive for Archives				90
Exhibition shelving				542
Fire blanket				20
First Aid Kit				29
Chalkboard				18
 Liabilities				
Independent Examination				450
Charitable activities				1528

Scottish Potters Association has no contingent liabilities

The Notes on pages 13 to 15 form an integral part of these accounts.

These accounts were approved by the trustees on (Date) and signed on their behalf by:

Christine Flynn
Chair

Fiona Robertson
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds. There were no designated funds during the accounting period.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes. The charity had one restricted fund see Note 10.
- (d) The purposes of the funds are shown in Note 12.

3. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or connected persons during the accounting period.
- (b) No expenses were reimbursed to the trustees during the accounting period.
- (c) Travelling expenses were reimbursed to six trustees during the accounting period, this amounted to £658.

4. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Membership Fees	7,437	-	7,437	8,448
Tulliallan Weekend	(6,899)	-	(6,899)	21,191
Newsletter	-	-	-	600
Workshops	44	-	44	1880
	582	-	582	32,120

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2020

5. Trading

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Merchandise sales	177	-	177	135
SPA Trail Map Entries	1,410	-	1,410	-
	1,587	-	1,587	135

6. Donations

	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£
Workshop donation from Scarva Pottery	-	250	250
	-	250	250

7. Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Newsletter	1,501	-	1,501	4,426
Insurance	310	-	310	295
Consumables	98	-	98	174
Tulliallan Costs	135	-	135	15,394
Workshops and exhibitions	389	250	639	1,639
Events	206	-	206	192
Website	6,460	-	6,460	543
Volunteer expenses	619	-	619	-
Administration costs	341	-	341	-
Rent	77	-	77	-
Sundries	60	-	60	-
	10,196	250	10,446	22,663

8. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Committee Meeting Costs	658	-	658	370
AGM Catering	-	-	-	477
Independent Examination for 2018-19	450	-	450	-
	1,108	-	1,108	847

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2020

9. Trading Costs

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Map and Logo Design	400	-	400	-
Map Printing	840	-	840	-
	1,108	-	1,240	-

10. Equipment

	Unrestricted Funds	Restricted Funds	Total 2020
Hi-visibility vests	43	-	43
Fire extinguisher	54	-	54
Sum Up Card Reader	119	-	119
External Storage Drive for Archives	90	-	90
Exhibition shelving	542	-	542
Fire blanket	20	-	20
First Aid Kit	29	-	29
Chalkboard	18	-	18
	915	-	915

11. Movement in Funds

	As at 30 November 2019	Receipts	Payments	As at 30 November 2020
<u>Unrestricted Funds</u>				
General Fund	26,595	2,169	(13,459)	15,305
<u>Restricted Funds</u>				
Scarva Workshop Fund	-	250	(250)	-

12. Purpose of Funds

General Fund An unrestricted fund that can be expended at the discretion of the trustees in furtherance of the objects of the charity

Scarva Workshop Fund A restricted fund to pay for the demonstration fee for an online workshop.