



SCOTTISH POTTERS ASSOCIATION SCIO

Annual Report & Financial Statements

For the period ending

30 November 2021



Scottish Charity No SC048850

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TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2021

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the period ending 30 November 2021.

This annual report covers the period from 1 December 2020 to 30 November 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Current Trustees

Fiona Robertson	Chair	Appointed March 2019
Irene Hughes	Secretary	Appointed March 2021
Carol Hiles	Treasurer	Appointed March 2022
Iain Campbell		Founding trustee
Christine Flynn		Founding trustee
Caroline Gault		Appointed March 2019
Maria Nordgren		Appointed March 2019
Roos Eisma		Appointed March 2022
Miranda Macdonald		Appointed March 2022
John Townsend		Appointed March 2022
Carl Radford		Appointed March 2022
Ian Gray		Appointed June 2022

Former Trustees

Steve Hay	Resigned March 2020
Karen James	Resigned March 2020
Juliet McLeod	Resigned March 2021
Fran Marquis	Resigned March 2022
Elaine Hill	Resigned March 2022
Anna Kretsinger	Resigned March 2022
Kathleen Morison	Resigned March 2022
Lynn Pitt	Resigned March 2022
Elaine Pollitt	Resigned March 2022
Mina Rusk	Resigned March 2022

Email chair@scottishpotters.org
Website www.scottishpotters.org

Bankers Bank of Scotland, [REDACTED]

Independent Examiner Karen Henderson CA

[REDACTED]
[REDACTED]
[REDACTED]
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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2021

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. 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 one trustee resigned. Membership of the Management Committee is open to all paid-up members of the SPA.

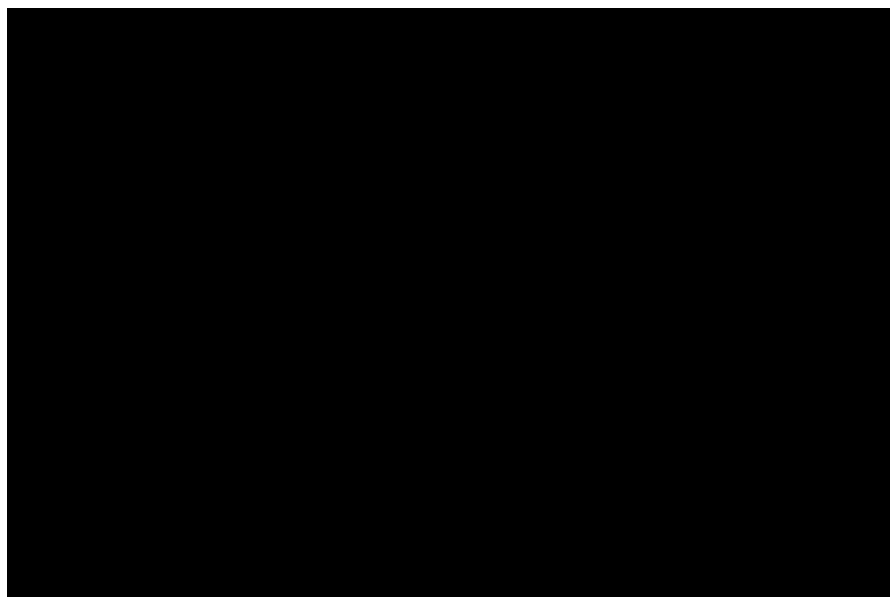
Working Teams

The Management Committee is supplemented by voluntary working teams 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 team members is invaluable.

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 & Team Members Workshop January 2020

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2021

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

The Covid-19 pandemic continued to influence and affect the work of the Charity throughout 2021.

Our annual Spring Gathering residential weekend at Tulliallan Police College was cancelled for a second year due to lockdown period, social distancing requirements, and restrictions on large gatherings.

As a result of cancelling the residential weekend, our AGM, which would normally take place during that weekend, was held online for the second year. A quorum was easily reached and members were given an opportunity at the end of the meeting to chat via Zoom in small breakout rooms. Following a Good Governance review recommended by the Independent Examiner in 2020, we identified a number of areas where the Management Committee knew processes and procedures, but these were not written down for members and the public to access and review. As a result, we realised that our processes were not as transparent as they needed to be. Various policy documents were drafted throughout 2020 and these were put to members at the AGM for approval. These include a Financial Management Policy, Complaints Policy, Conflict of Interest Policy and Health & Safety Policy as well as a Code of Conduct for Trustees. We have continued with this work in 2021 and have now drafted a Cancellation Policy for approval at our 2022 AGM as well as a revision of our Financial Management Policy to clarify the position on allowable expenses for Management Committee meetings

All Management Committee meetings during 2021 were held online via Zoom. We had hoped to be able to hold at least one in-person meeting during the year but each time we planned for it, the restrictions changed, and we moved it to an online meeting. This has had a positive impact on our finances as in-person Management Committee meetings can involve significant travel expenses, with the Trustees needing to travel from all parts of Scotland.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2021

When the pandemic first hit in 2020, we were ill-prepared for the effect it would have on our ability to continue our usual activities, all of which were live, in-person events. Much of 2020 was a steep learning curve in moving our activities online wherever possible and introducing new activities to support our members during long lockdowns. This work continued throughout 2021.

We made the decision in February 2021, given the level of restrictions on our activities, to reduce membership fees by almost half. This also reflected the concern that many of our members were facing substantially reduced incomes due to the cancellation of so many trade fairs in 2020 and the prospect of many more being cancelled in 2021. An unexpected result of this decision was that our membership grew steadily throughout 2021.

As well as offering pre-filmed online workshops, we organised live online workshops where members were able to interact with demonstrators, asking questions as they would in a face-to-face event. Such workshops are recorded and uploaded to the SPA YouTube Channel to enable as many members to view the workshops as possible. Due to the nature working with of clay, it was not possible within the restrictions to hold in-person workshops during 2021. These are due to re-start in 2022.

In June, the SPA took part in Potfest Scotland at Scone Palace with an information stall promoting pottery and ceramic art in Scotland. We also promoted classes and courses that were re-starting to enable members of the public to try their hand at pottery. A team of volunteers attended the event to man the stall and also support our members who were taking part with their own trade stalls by offering cover for the stalls for rest breaks. As always, the event was a great success with a large number of visitors to the stall and hundreds of Pottery Trail leaflets distributed to the public to enable them to find independent potteries throughout the country.

In July, restrictions lifted sufficiently that we were able to have a full exhibition for 6 weeks at the Watermill Gallery in Aberfeldy. It was a tremendous success with over 75% of work sold. We also held a second online exhibition, this one attracting over 100 entries and affording our members an opportunity to sell direct to the public. By making it an open, rather than selected, exhibition, we were able to include work by potters who had never exhibited work before.

We attempted to hold a Pottery Fair in October but had to cancel at short notice due to a mix up with the local authority over the need for a traders' licence. This has now been resolved and a licence application is being processed with a view to us holding two pottery fairs a year starting in Autumn 2022.

With ever-changing restrictions throughout 2021, a key priority for the Management Committee was ensuring access for members to networking opportunities to relieve any feelings of isolation and support our members' mental health.

Our weekly coffee mornings/evenings have continued to be a real success, with many of those participating specifically mentioning feeling isolated or cut-off from the pottery community during the various lockdowns. Each session now lasts about two hours and, as well as general conversations on day-to-day events, all sessions involve a sharing of ideas, information, techniques, and tips. Members joining from their studios frequently do impromptu demonstrations on what they are currently working on. Overall, participants have found them a positive addition to the other activities offered by the Management Committee and have asked for them to continue permanently.

Another networking opportunity started in 2020 was our Facebook group, where members share ideas, connect with each other, and generally offer support. Almost half of our members are now members of this group, and it has proven extremely popular with numerous posts each day. It has also enabled members to connect with others in their area to share delivery costs from suppliers and arrange small local social gatherings.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2021

Throughout 2021, we continued to offer members our quality quarterly newsletter. Whereas in 2020, topics reflected the general mood of the membership and the difficult times we were facing, the content in 2021 reflected a more upbeat and positive look to the future. Focus moved to planned events, reviews of events which had taken place in 2021, showcasing members work and their working environments as well as tips and techniques to improve practices.

A monthly e-bulletin is sent out to all members and any non-members who sign up to receive it, with news of what we are doing and also links to any events our members are participating in and events held by other associated organisations such as Craft Scotland.

At the end of 2021, we organised new member signs to be sent to all members to display in their studio, gallery or trade stall, to raise public awareness of the Charity and initiate conversations on the benefits of membership. Members have reported obtaining feedback on the public perception of the sign as a mark of quality.

The Management Committee have continued to expand their practical skills in filming demonstrations and using Zoom for online demonstrations - skills which we will continue to use as restrictions lessen to film live workshops so they can be made available to a much wider audience.

As well as supporting members, the Management Committee have continued to pull together to support and encourage each other through these difficult times. When the pandemic hit, the existing Trustees agreed to stay in post to ensure continuity for the Charity. As we now emerge from the pandemic, around half of our Trustees have decided to resign after spending significantly longer in post than originally planned. This has afforded the Management Committee the opportunity to assess the roles within the committee, streamlining and clarifying job descriptions to match the future needs of the Charity. With the significant amount of governance work done in 2020 and 2021, we are in a strong place to accommodate a large turnover of Trustees. Several members have volunteered to become Trustees and fill vacant posts on the Management Committee at our AGM in 2022.

2021 has, in many ways, been a frustrating year for the Management Committee, with highs and lows - events planned and then cancelled - and with a growing need within both the Trustees and members alike to get together in-person, to share creativity, and just to talk to like-minded people. As the pandemic ebbs and the Management Committee refreshes with new members, it feels like a fresh start - stepping out into a world full of opportunities and possibilities and lots of clay!

FINANCIAL REVIEW

Overview

Generally, our main source of funding is subscriptions from members. Other sources of income this year were from selling branded merchandise at Potfest and a small donation.

Receipts in the unrestricted funds were £6,065.71. There was no restricted income. Unrestricted payments for the accounting period were £3,958.19 and there were no restricted payments. The charity had a surplus of £2,107.52. The purposes of these funds can be found in Note 1.

Reserves Policy

Scottish Potters Association has reserves of £17,413.29. 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.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2021

FUTURE PLANS

The 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 face-to-face activities in this financial year, but it is hoped that this will change as we progress through 2022.

As a result of our relatively healthy financial position and considering the continued prospect of ongoing restrictions on activities, the Management Committee took the decision to continue with the reduction of members subscription fees for 2022.

The £5000 budget set aside for the creation of online workshops in 2020-21 was not all used so the balance will be available for 2021-22 financial year, to continue providing this valuable service as well as enabling subsidised in-person workshops in 2022.

Our annual Spring Gathering event will be replaced by an online event, with live demonstrations by two highly talented and respected ceramic artists. This will be offered free to members and will also be open to the public.

We plan to have three exhibitions in 2022. An open exhibition featuring the work of 50 members is scheduled for May in West Kilbride. A workshop space at the venue will allow us the opportunity to hold live demonstrations for members and the public by ceramic artists participating in the exhibition. In July/August, we are collaborating with the World Congress on Soil Science to create a pottery/clay exhibition with hands-on opportunities at the Scottish Exhibition Centre in Glasgow. This will include information displays for the public on working with wild clays and locally-sourced materials, and the influence of the landscape around us on the work we produce. A final exhibition will be planned for the end of the year.

We are also planning to begin holding pottery fairs in 2022, allowing members to come together and sell directly to the public. Our aim is to offer the public a unique opportunity to view and purchase ceramics, where all work on display is made in Scotland. It will showcase the breadth and quality of work produced by studio potters and introduce the public to the work of many ceramic artists they will not have seen before. If successful, we will hold two such events a year beginning in 2023.

Several in-person workshops are being organised in 'Covid-safe' semi-outdoor settings. The first will be for Trustees only, to test out the health and safety aspects of running a live workshop within the pandemic guidance. If successful, this will be rolled out to members and the public through the year.

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. Our e-bulletins are being extended to include more information on member's activities as advertising for those events and our quarterly newsletter will also continue. If restrictions allow, we hope to facilitate small regional networking events to allow members to get to know other ceramic artists in their area.

APPROVAL

This report was approved by the trustees on 11th August 2022 and signed on their behalf by:

Fiona Robertson
Chair

Carol Hiles
Treasurer

STATEMENT OF RECEIPTS AND PAYMENTS

AS AT 30 NOVEMBER 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOTTISH POTTERS ASSOCIATION

YEAR ENDED 30 NOVEMBER 2021

I report on the accounts of the above charity for the period ended 30 November 2021 which are set out on pages 10 to 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations").

The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations 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.

Karen Henderson CA

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[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
11 August 2022

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2021

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Receipts		£	£	£	£
Charitable Activities	4	5,992	-	5,992	582
Trading	5	69	-	69	1,587
Donations	6	5	-	5	250
		6,066	-	6,066	2,419
Payments					
Bursary Award		-	-	-	-
Charitable Activities	7	3,448	-	3,448	10,536
Governance Costs	8	510	-	510	1,108
Trading	9	-	-	-	1,240
		3,958	-	3,958	12,884
Purchase of Equipment	10	-	-	-	824
		3,958	-	3,958	13,708
Surplus/(Deficit) for year		2,108	-	2,108	(11,289)

The Notes on pages 12 to 14 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2021

	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£
Funds Reconciliation			
Balance at 30 November 2020	15,305	-	15,305
Surplus/(Deficit) for year	2,108	-	2,108
Balance at 30 November 2021	17,413	-	17,413

Bank & Cash Balances

Cash at Bank	17,413
Cash in Hand	-
	17,413

Assets

Battery Pack (donated)	644
Merchandise (donated)	700
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

Charitable activities	796
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Scottish Potters Association has no contingent liabilities

The Notes on pages 12 to 14 form an integral part of these accounts.

These accounts were approved by the trustees on 11 August 2022 and signed on their behalf by:

Fiona Robertson
Chair

Carol Hiles
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2021

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 no restricted funds see Note 11.
- (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) Accommodation expenses were reimbursed to one trustees during the accounting period, this amounted to £60.
- (c) Travelling expenses were reimbursed to two trustees during the accounting period, this amounted to £187.

4. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2021 £	Total 2020 £
Membership Fees	6,005	-	6,005	7,437
Tulliallan Weekend	-	-	-	(6,899)
Workshops	-	-	-	44
Pottery Fairs	(13)		(13)	
	5,992	-	5,992	582

5. Trading

	Unrestricted Funds	Restricted Funds	Total 2021 £	Total 2020 £
Merchandise sales	69	-	69	177
SPA Trail Map Entries	-	-	-	1,410
	69	-	69	1,587

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2021

6. Donations

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Workshop donation from Scarva Pottery	-	-	-	250
Amazon Smile	5	-	5	-

7. Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Newsletter	1,767	-	1,767	1,501
Insurance	310	-	310	310
Consumables	-	-	-	98
Tulliallan Costs	-	-	-	135
Workshops and exhibitions	300	-	300	639
Events	-	-	-	206
Website	396	-	396	6,460
Volunteer expenses	187	-	187	619
Administration costs	243	-	243	341
Rent	-	-	-	77
Sundries	245	-	245	60
	3,448	-	3,448	10,446

8. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Committee Meeting Costs	60	-	60	658
Independent Examination Fee	450	-	450	450
	510	-	510	1,108

9. Trading Costs

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Map and Logo Design	-	-	-	400
Map Printing	-	-	-	840
	-	-	-	1,240

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2021

10. Movement in Funds

	As at 30 November 2020	Receipts	Payments	As at 30 November 2021
<u>Unrestricted Funds</u>				
General Fund	15,305	6,066	(3,958)	17,413
<u>Restricted Funds</u>				
None	-	-	-	-

11. 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
Restricted Fund	A restricted fund can only be used for a specified purpose