



SCOTTISH POTTERS ASSOCIATION SCIO
Annual Report & Financial Statements
For the period ending
30 November 2023



Scottish Charity No SC048850

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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING NOVEMBER 2023

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the period ending 30 November 2023.

This annual report covers the period from 1 December 2022 to 30 November 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Current Trustees

Carl Radford	Chair	Appointed March 2022
Kirsty Forsyth	Secretary	Appointed January 2023
Carol Hiles	Treasurer	Appointed March 2022
Caroline Gault		Appointed March 2019
Roos Eisma		Appointed March 2022
Chris Pellow		Appointed November 2022
Rona Slevin		Appointed March 2023

Former Trustees

Iain Campbell	Resigned March 2023
Christine Flynn	Resigned March 2023
Maria Nordgren	Resigned March 2023
John Townsend	Resigned March 2023
Fiona Robertson	Resigned March 2023
	Appointed April 2023 Resigned July 2023
Elaine Henderson	Resigned March 2023
Mandy McIntosh	Appointed April 2023 Resigned May 2023
Lynne Craig	Resigned September 2023
Nicola Seal	Appointed April 2023 Resigned October 2023

Email Chair@scottishpotters.org

Website www.scottishpotters.org

Bankers Bank of Scotland, [REDACTED]

Independent
Examiner Karen Henderson CA
[REDACTED]
Addresses Redacted

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING NOVEMBER 2023

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

Trustees are elected annually by the membership at its Annual General Meeting. Additionally, Trustees may be appointed during year subject to approval by the Management Committee to fill a post that has become vacant or that was not filled at the AGM. Trustees usually 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 five trustees 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.

TRUSTEES' ANNUAL REPORT
FOR THE PERIOD ENDING NOVEMBER 2023

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 see potters work on display
 - to get hands on with clay
- run workshops for members
- organise demonstration events for members
- organise public exhibitions of members' work
- produce and distribute a trail map of potters in Scotland with studios open to the public
- provide opportunities for members to network.

TRUSTEES' ANNUAL REPORT
FOR THE PERIOD ENDING NOVEMBER 2023



ACVC Veterans Art Hub Glasgow – April 2023

ACHIEVEMENTS & PERFORMANCE

Our policies will continue to be reviewed on an ongoing basis. We have updated the Financial Policy adding in a Reserves Policy and compiled two new policies this year - the Equality and Diversity Policy and Safeguarding Policy. These will be presented at the AGM for approval by members.

During this accounting period, Management Committee meetings were held online via Zoom except for one in-person meeting in Oct 2023 with the primary aim of helping the Management Committee bond as a team. This proved to be very successful, it was felt that more in-person meetings should be carried out in the future albeit being mindful that in-person Management Committee meetings can involve significant travelling expenses, with the Trustees needing to travel from all parts of Scotland.

We made the decision in November 2023 to increase the membership fees. This increase remains below the level in place prior to the pandemic. That decision was based on the increased expenditure during our 50th Anniversary year during 2024 and planned changes to make the website to include functionality such as allowing members to post and promote information relating to open studios, courses, and workshops in an online map.

The membership of SPA continues to grow reaching over 400 members by the end of the financial year.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING NOVEMBER 2023

Our annual Spring Gathering residential weekend at Tulliallan Police College in March 2023 went ahead having been cancelled for the previous three years. It proved to be a great success with lots of positive feedback. Our three demonstrators, Wendy Lawrence, James Oughtibridge and Tricia Thom, were all very well received and subsequently advised that they too had had a thoroughly good time and noting that the hospitality shown to them was greatly appreciated. The Anne Lightwood Award, selected by the demonstrators, was won by Catherine Holtet. Donations, sales, and the raffle resulted in over £700 being raised for the charity.

Our AGM was held during the Spring Gathering at Tulliallan and was well attended with a quorum being easily met. During this AGM a number of long serving committee members resigned. This reshuffle has resulted in a relatively inexperienced new committee that has taken time to master the reigns but have been reassured that advice is close at hand should it be required.

In April, our first exhibition of the year was held at An Talla Solais in Ullapool based on the theme of Connections: Past, Present, Future. This was a new venue for SPA and the exhibition proved very successful with extremely good attendance and sales. The feedback from the gallery and those that attended the exhibition will no doubt result in SPA returning to this venue in the future.

In June, the SPA once again 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 run by our members for the public to try pottery. A team of volunteers attended the event to man the stall and support our members who were taking part with their own trade stalls by offering cover for the stalls for rest breaks. For 2023, we also had members doing informal throwing and hand building demonstrations, with Karen James also undertaking a Go Large Challenge throughout the 3-day event, all of which generated a lot of discussion with the public about pottery and the processes. As always, the event was a great success with many visitors to the stall and hundreds of Pottery Trail leaflets distributed to the public to enable them to find independent potteries throughout the country.

August through to October saw our second exhibition of the year held at The Barony West Kilbride based on the theme of Places, Spaces, Traces held in collaboration with Cas Holmes, a well known textile artist. This again proved to be a highly successful exhibition with a great number of visitors and sales. During the exhibitions several members that were taking part also hosted a series of talks about their work and the collaboration with Cas Holmes. SPAs relationship with The Barony continues to grow and we are pleased that SPA will return to The Barony as part of our 50th Anniversary series of exhibitions across the country in 2024.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING NOVEMBER 2023

November saw a workshop with Wendy Lawrence held at the ACVC Hub in Glasgow. Wendy's demonstration at Tulliallan proved so successful that a number of people had said that they planned to travel to Wales to do a workshop at her studio. Taking the opportunity to talk to Wendy about this she agreed that should there be sufficient interest she would return to Scotland to host a workshop. One workshop soon turned into two over successive long weekends due to the demand. We were fortunate to be able to use the ACVC Hub Space at Ibrox Glasgow free of charge and so offered two free places to two veterans who were able to attend the course. The workshops proved to be a very successful with Wendy helping participants to bring their ideas to fruition.

Originally started in response to the pandemic, our weekly coffee mornings have continued to be a real success. Each session 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.

Another networking opportunity started in 2020 was our Facebook group, where members share ideas, connect with each other, and generally offer support. Half of our members are also members of this group, and it continues to be extremely popular. It has also enabled members to connect with others in their area to share delivery costs from suppliers and arrange small local social gatherings. This year it has also been a forum to support members attending Potfest.

Our quality quarterly newsletter has continued with the option for members to receive it digitally or in print. Each issue has been packed with information on events which have taken place, opportunities for members to become involved and interesting articles on a wide variety of topics.

An 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 with links to any events our members are participating in, and events held by other associated organisations such as Craft Scotland.

As well as supporting members, the Management Committee have continued to pull together to support and encourage each other through these difficult times. The number of vacant posts on the Management Committee has put additional pressures on the remaining members and going forward we may have to cut our cloth accordingly should this situation not improve. There have been highs and lows, but the Management Committee have dealt with issues as they arose and found ways to successfully move forward as a stronger, tighter-knit group.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING NOVEMBER 2023

FINANCIAL REVIEW

Overview

Generally, our main source of funding is subscriptions from members. Other sources of income this year were from our spring gathering at Tulliallan including donations and a raffle, and from trading, and advertising in our newsletter.

Receipts in the unrestricted funds were £29,051.41. There was no restricted income. Unrestricted payments for the accounting period were £22,103.94 and there were no restricted payments. The charity had a surplus of £6947.47. The workshop was held near the year end, so half the payments will be in our next financial year. The purposes of these funds can be found in Note 11.

Reserves Policy

Scottish Potters Association has reserves of £19,143.46. The trustees believe that three month's running costs are a good level of reserves and £7,500 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 Trustees continually discuss ways to improve the services offered by the SPA to both members and the public.

The Management Committee took the decision to increase the members subscription fees for 2024. This will help with the increased expenditure for the SPA 50th Anniversary year in 2024 and to help fund enhancements to the website.

Our annual Spring Gathering event will take place from 1st-3rd March 2024. Three very prestigious demonstrators will be present, and members can participate in competitions, mug swaps and lots of networking with other members. Our 2024 AGM will take place in person on 2nd March 2024.

We have planned five exhibitions as part of the SPA 50th Anniversary across the nation. Other 50th Anniversary events include a magazine/book, 50 Mugs for Maggie's, a Go Large 50kgs Clay challenge, increasing the functionality of the website, and three workshops.

We will continue to hold our coffee mornings via Zoom as a networking opportunity for members, as well as continue to encourage participation in our Facebook group. Our e-bulletins will continue to include information on member's activities as advertising for those events and our newsletter will continue to inspire and enthuse our members with interesting articles.

APPROVAL

This report was approved by the trustees on 4th February 2024 and signed on their behalf by

Signatures Redacted



Carl Radford, Chair



Carol Hiles, Treasurer

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

YEAR ENDED 30 NOVEMBER 2023

I report on the accounts of the above charity for the period ended 30 November 2022 which are set out on pages 12 to 16.

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.

Signature and address redacted

[REDACTED]

Karen Henderson CA

Independent Examiner

[REDACTED]

[REDACTED]

Date 4 February 2024

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Receipts					
Charitable Activities	4	28,689	-	28,689	7,753
Trading	5	195	-	195	672
Fundraising	6	168	-	168	5
		29,052	-	29,052	8,430
Payments					
Bursary Award		-	-	-	-
Charitable Activities	7	21,973	-	21,973	13,225
Governance Costs	8	131	-	131	17
Trading	9	-	-	-	405
		22,104	-	22,104	13,647
Surplus/(Deficit) for year	10	6,947	-	6,947	(5,217)

The Notes on pages 14 to 16 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2023

	Unrestricted Funds	Restricted Funds	Total 2023
Funds Reconciliation	£	£	£
Balance at 30 November 2022	12,196	-	12,196
Surplus/(Deficit) for year	6,947	-	6,947
Balance at 30 November 2023	19,143	-	19,143

Bank & Cash Balances

Cash at Bank	19,143
Cash in Hand	-
	19,143

Liabilities

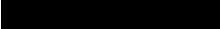
Charitable activities	0
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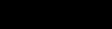
Scottish Potters Association has no contingent liabilities

The Notes on pages 14 to 16 form an integral part of these accounts.

These accounts were approved by the trustees on 4th February 2024 signed on their behalf by:

Signatures Redacted


Carl Radford
Chair


Carol Hiles
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2023

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 10.
- (d) The purposes of the funds are shown in Note 11.

3. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or connected persons during the accounting period.
- (b) Travelling expenses were reimbursed to eight trustees during the accounting period, this amounted to £455.
- (c) No accommodation costs were reimbursed to trustees during the accounting period

4. Charitable Activities

	Unrestricted Funds	Restricted Funds	TOTAL 2023	TOTAL 2022
	£	£	£	£
Membership Fees	7,462	-	7,462	7,067
Tulliallan Weekend	15,514	-	15,514	-
Exhibitions	-	-	-	686
Workshops	4,871	-	4,871	-
Fundraising	642	-	642	-
Newsletter	200	-	200	-
	28,689	-	28,689	7,753

5. Trading

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Merchandise Sales	195	-	195	672
	195	-	195	672

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2023

6. Donations

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Membership	149	-	149	-
Amazon	18	-	18	5
	168	-	168	5

7. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Newsletter	2,795	-	2,795	2,745
Insurance	488	-	488	310
Consumables	158	-	158	439
Tulliallan Costs	13,816	-	13,816	-
Workshops and Exhibitions	2,529	-	2,529	5,223
Website	384	-	384	432
Events	-	-	-	898
Volunteer Expenses	1,196	-	1,196	2,122
Administration Costs	430	-	430	86
Rent	0	-	-	100
Sundries	77	-	77	113
Marketing	100	-	100	757
	21,973	-	21,973	13,225

8. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Committee Meeting	131	0	131	17
	131	0	131	17

9. Trading Costs

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Clay kits	0	0	0	405
	0	0	0	405

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDING 30 NOVEMBER 2023

10. Movement in Funds

	As at 30 November 2022	Receipts	Payments	As at 30 November 2023
<u>Unrestricted Funds</u>				
General Fund	12,196	29,051	22,104	19,143
<u>Restricted Funds</u>				
None	0	0	0	0

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.