

Dukeries Community Workshop

Dukeries Complex, Whinney Lane,
New Ollerton, Newark
Nottinghamshire NG22 9TD



(Registered Charity No: 1077837)

Annual report & Financial Statement for the
year ending 31st March 2019

Email: communityworkshop@dukeries.attrust.org.uk

Web Site: <http://thedukeriescommunityworkshop@weebly.com>

Tele. 01623 860545 ext. 152 (term time only)

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This annual report has been compiled and produced in house
by volunteers and staff

Dukeries Community Workshop

Aims & Objectives

- 1) The aim of the organisation is a to provide supervised workshop space for members of the public residing primarily in Ollerton, Boughton and surrounding areas.
- 2) Our aim is the advancement of education for the general public by provision of vocational and other training courses. The provision of workshop facilities for recreation and leisure time activities for people who have need of them by reason of age, infirmity or disablement, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Mission Statement

We aim to provide a drop in workshop space for both general public and those with special needs from the local & surrounding areas where, in a socially supportive environment and an atmosphere of mutual respect and understanding, they may pursue their own creative interests and, if they wish, acquire new skills and interests thus furthering their own personal development.

Policy Statement on Equal opportunities Policy

The Dukeries Academy has agreed an Equal Opportunities Policy.

'The academy will promote and support justice and respect for all individuals and groups regardless of gender, race, language, belief, ability, class or age.

It recognises the right of access to all and the right to opportunities in education, recreation and welfare.

Furthermore, prejudice in these areas must be counteracted to allow individuals to have confidence in their own identity and a positive self image'

Our Service User's are expected to respect and comply with this policy at all times whilst on the premises. Matters concerning this policy may be taken up with any of the Management Committee on

Voluntary Management Committee 2018 – 2019

Honorary Officers and Trustees

Chairman	Terry McLaughin
Vice Chairman	Bill Woodcock
Treasurer	Tina Shirt
Secretary	Alan Perry

General Committee Members

Elaine Mirfin, Colin Thompson, Nabeel Hadadd,
Ilona Vilkaitis , Audrey Kew,

Key Volunteers and Other Helpers

Tutors and regular session leaders, :

Phil Parr & Alan Perry general woodwork and working with students from the Academy & MIND Group,

Ann Haynes (fused glass and working with the MIND Group),
Elaine Mirfin (stained glass)

Claire Roberts (Weaving)

Mark O'Connor (Pyrography, general woodwork),

Alan Perry (one to one tuition with disabled adults),

Peter Jackson & Bill Woodcock (wood carving),

Bill Woodcock & Roy Chapman (walking sticks),

Roy Haynes (carving & general woodworking)

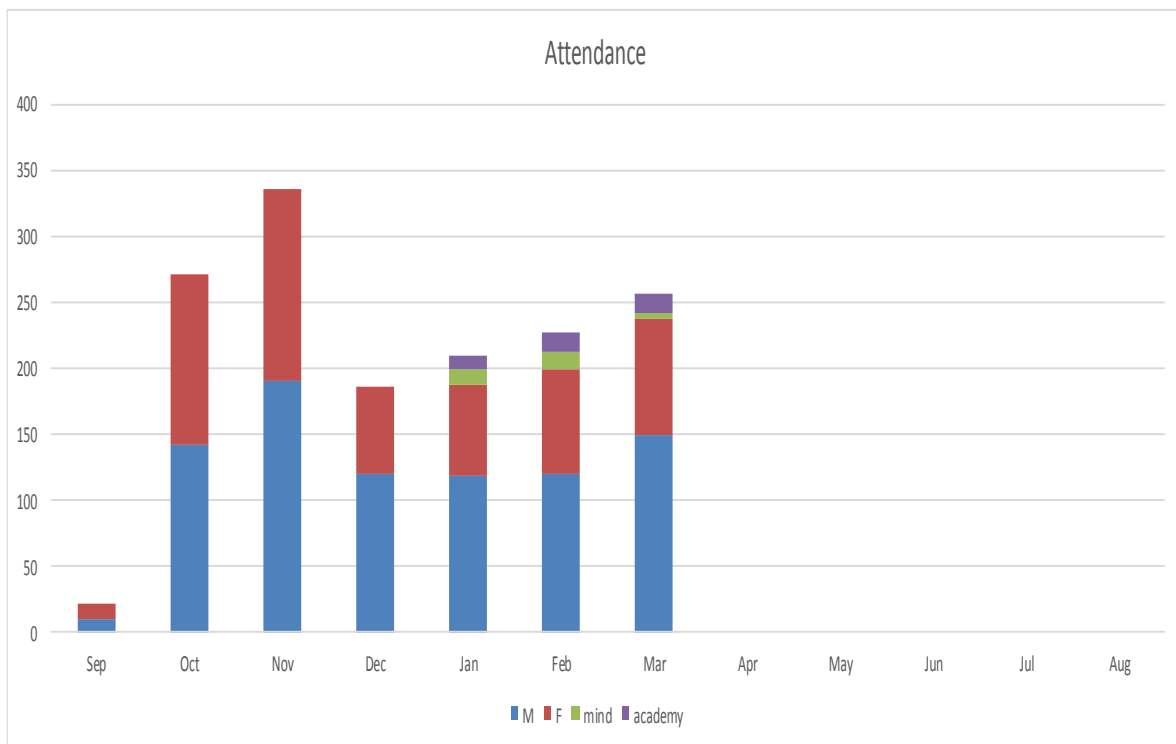
Stand in session leaders: Margaret Smith (stained glass),

Julie Randall (fused glass),

Authorised Machine Maintenance: Phil Parr, Alan Perry, Colin Thompson.

Breakdown of service users 2018 -2019

We aim to provide activities not usually available in the area and at affordable prices. We achieve this by using our skilled volunteers and where possible by bringing in additional resources.



**Our maximum daily capacity is 12/15 depending on activity
During 2018-19:**

We had 137 registered members

We had an average daily attendance of 12 users

We have an attendance to Sept 2018 to March 2019 of 1500 users
and a predicted total annual usage of 2500 Sept—Aug

Beneficiaries with long term illness or disability

Approximately 30% of our service users have a long term illness or disability

In order for service users to attend within the confines of age, disability or ill health we impose no maximum or minimum attendance requirements

How do we fund the Community Workshop

Helping ourselves

Volunteers and service users do all they can to save costs by recycling wood and other materials

They contribute also a daily user fee (via honesty box) and make items for sale both in house and at the following:

- ◇ Sherwood Forest Robin Hood Festival (Aug)
- ◇ Thoresby Christmas Craft fair (Dec)
- ◇ Mansfield Folk Club (Dec)

Community activities

- ◇ Assistance to Dukeries Academy
- ◇ Sessions for Dukeries Graduation Academy for young adults who prefer manual rather than academic skills
- ◇ Sessions for MIND, this group have spent time between making bird tables and fused glass.
- ◇ Working on the construction of a new shelter for the horses at the Dukeries Riding for Disabled Centre
- ◇ Commissions for local Parish Councils & community organisations Churches

External funding & support

We are very thankful to the following who have supported us over the past 12 months, financial support :-

- ◇ - Lady Hind Trust
- ◇ - Sir John Eastwood Foundation
- ◇ - Jessie Spencer Charitable Trust
- ◇ - Newark & Sherwood DC for art grant aid (Christmas courses)
- ◇ - Coop Causes Edwinstowe & Ollerton Funeral Care (general funding assistance)

And to the following for general support

- ◇ - Dukeries Academy Principal and staff
- ◇ - Dukeries Lions (use of Santa Sleigh)
- ◇ - Thoresby Estates (Christmas Event)
- ◇ - RSPB for permission to stand at Robin Hood Festival

Our grateful thanks to those who work so hard to keep the Community Workshop doors open.

Activities at our Drop in Facility

Individual & Group Sessions

Regular weekly sessions

Monday:	Tutored wood carving
Tuesday:	Individual projects
Tuesday Eve:	Tutored Woodcarving
Wednesday :	Tutored Stained Glass Work
Thursday:	Individual projects
Friday:	Tutored Kiln Fused glass work
Friday:	Making Walking Sticks

Special classes

Tuesday one-to-one sessions for adults with special needs

Dedicated Wednesday morning session for Dukeries Academy pupils

Dedicated Thursday afternoon sessions woodwork & fused glass for MIND

Courses held during 2018-19

Introduction to hand Weaving

Christmas Kiln Fused glass

Christmas Stained Glass

Festive flowers & foliage

Our regular drop in and special sessions



Our Walking Stick session users proudly displaying prizes for examples of work



Alan is shown here assisting Chris on a one to one assistance also shown are members of the MIND group making bird tables

Individual Sessions



Some of our Woodcarvers in the workshop



One of our major Supporter
CO-OP Causes

Our regular sessions

Our fused, stained glass & walking sticks sessions have proved very popular this



Helping Ourselves

Due to the nature of our services it is unlikely that the Community Workshop will be able to be completely self financing.

However, our dedicated volunteers and helpers have made every effort to raise funds by making items for sale, manning stalls and providing hands on activities at local events.

Commissions are also undertaken from local Councils and organisations.

Thoresby Christmas Event

This event proved very popular and helped boost our funds

Santa was also a great success and the children loved it



Display created to remember the 100 years Armistice Event

Displayed in the Co-operative Funeral Care Window



Dukeries Community Workshop
2018-19 TREASURERS' REPORT to the AGM held on 26th April 2019
presented by Tina Shirt (Hon Treasurer)

Statement of fact regarding Registered Charities Accounting

The Dukeries Community Workshop (referred to as DCW) is a registered charity (No 1077837) and the trustees have a legal obligation to ensure that it is run in an appropriate and transparent manner.

The Charities Commission requires all registered charities with an income of £25,000 and above to submit fully audited accounts to them each financial year. Charities with an income below £25K are still obliged to return certain information about the charity and its governance, but are not required to have an independent audit and this information is in the public domain on the Charities Register

As the total income for the financial year 2018-19 for DCW was £21,446 these accounts have been prepared internally and have not been verified by external examination.

However, some grant funding bodies do require fully audited accounts before considering a grant application regardless of income and so the situation will be regularly reviewed

FINANCIAL STATEMENT –

Balance Sheet 2018-19

Opening Balance at 1 April 2018	£21,251
Closing Balance at 31 March 2019	£27,199

	Bank C/A balance	£23,168
	Bank deposit account balance	£3,930
	Petty cash in hand	£101
	Actual cash assets (bank + petty cash) =	£27,199
	END OF YEAR REGISTER^ BALANCE =	£27,199
there are no outstanding debtors or creditors at the year end		

Income and Expenditure for period 1st April 2018 – 31st March 2019

Detailed breakdown is attached in the Banking Summary

Summary	Income	£21,446
	Expenditure	£15,498
	Excess of income over expenditure =	£5,948

Many factors have contributed to this successful result which has been achieved without any increase in fees to our users and we are very grateful to all those involved in this.

- *Continued diligence in day to day spending along with collection of daily subs and material charges by our volunteer supervisors & tutors.
- *Increase in our user numbers – thanks largely to DCW being registered with an on-line Craft Courses site (annual registration £66). This has resulted in a 45% increase in “user contributions” through attendance fees –see table.
- *Receiving external financial support totalling £9020 – *breakdown below*
- *Our employed equipment technician is now carrying out his maintenance and Due Diligence record keeping on a voluntary basis, which not only saves salary but also payroll fees.
- *Our 3rd party liability insurance costs and premises rent were static
- *As in 2017-18, we have not had the cost of an external financial review by C A Plus (approx. £800) but we are still “on their books” and officers from DCW have attended legal & financial seminars during the year.

Breakdown of grants received 2018-19

date	Awarding body	Amount
April 2018	Lady Hind Trust	£2,500
April 2018	Sir John Eastwood Foundation	£2,000
April 2018	Jessie Spencer Charitable Trust	£500
July 2018	Newark & Sherwood District Council Arts Fund- to support Christmas related courses	£300
July 2018	Co-Op Local Good Causes- Ollerton Funeral Care & Edwinstowe Food store	£503 }
Nov 2018		£3216} £3720
	TOTAL GRANT SUPPORT (2017-18 grant support = £1710)	£9020

We are very grateful to all of our funders

Exceptional costs

1)The purchase of a much needed replacement planner – thickneser went ahead, despite failing to get a capital grant from Notts County Council. With a spares pack and installation this amounted to £2,430. I am pleased to report that it is well used and the reduced noise is a great benefit to everyone. We are also saving on repair and maintenance costs.

2)acquisition of an additional (second hand) band saw & relocation of other machinery to lobby – again reducing the noise level within the main area and creating extra work space

Key areas to note and compare with previous year:

	2018-19	2017-18
User contribution-		
Daily subs (H/box)	£5200}	£3443}
	£1170} = £6370	£940} = £4383
Events		
Robin Hood		
Income	£1,223} nett	£736 gross
Costs	£131} = £1092	
Xmas –Thoresby		
Income	£1366 nett	£1108 gross
Costs	£141 + 50 stall = £1175	

Thanks to all those who contributed by making items for sale and manned the stalls.

Regrettably, we will not be able to attend the Robin Hood event this coming year with a sales table as the RSPB, who now manage Sherwood Forest, feel there is a clash of commercial interests.

There is also some doubt over our attendance at Thoresby Winterfest

Detailed banking Summaries of Income & Expenditure follow on pages 15/16

Tina Shirt

Hon Treasurer

23/04/2019

Banking Summary
01/04/2018 Through 29/03/2019 (in U.K. Pounds Sterling)

Page 1

Category Description	01/04/2018- 29/03/2019	2018/18
INCOME		
Uncategorised	0.10	
BANK INTEREST	0.75	
Cours Fees - Weaving	217.00	
Course Fees Glass	120.00	
Course Fees Kf Glass	180.00	
Fund Raising Events		
Folk Club Xmas Sales	15.00	
In house Xmas Sales	52.00	
Robin Hood	1,223.00	730
Honesty XMAS	1,365.50	1100
TOTAL Fund Raising Events	2,655.50	<u>£2010</u>
Grant		
Edwinstowe CoOp	3,720.23	
Jessie Spencer fund	500.00	
Lady Hind Trust	2,500.00	
N & S DC Arts	300.00	
Sir John Eastwood	2,000.00	
TOTAL Grant	9,020.23	<u>£1700</u>
Honesty Box	5,200.65	<u>£3443</u>
MATERIALS - Kfglass	1,888.86	
MATERIALS -glass	455.00	
MATERIALS-misc	106.00	
MATERIALS-wood	101.50	
Membership Fees	1,170.00	<u>£940</u>
Outreach -Dawn House	70.00	
Outreach -Mind	63.00	
SALES- Equipment	130.00	
SALES- In House	86.00	
TOTAL INCOME	21,445.59	<u>£11,795</u>
EXPENSES		
Uncategorised	0.00	
TOTAL EXPENSES	0.00	
TRANSFERS		
FROM CASH	15,820.64	
FROM CURRENT	550.00	
FROM DEPOSIT	1,071.42	
TOTAL TRANSFERS	17,442.06	
OVERALL TOTAL	38,887.65	

Banking Summary

01/04/2018 Through 29/03/2019 (in U.K. Pounds Sterling)

23/04/2019

Page 1

Category Description	01/04/2018- 29/03/2019
EXPENSES	
A.G.M & HOSPITALITY	46.81
Community project - WW1 memorial	24.99
Community project MIND	119.65
Course Costs -Kf Glass	99.35
Course Costs-Festive glass	206.33
Course Costs-weaving	48.00
Equipment - H & S	80.90
Equipment office	17.00
Equipment- hand tools	36.00
Equipment-capital	2,429.90
Fund Raising exp	50.00
Health & Safety	20.40
Insurance	770.56
MATERIALS - KF Glass	822.22
MATERIALS - Robin Hood	130.79
MATERIALS - XMAS STOCK	140.69
Materials Glass	51.99
MATERIALS Misc	70.20
MATERIALS-timber	5.00
OFFICE	
postage	5.00
PRINTING	47.07
PUBLICITY	66.00
STATIONERY	41.99
telephone & IT	366.00
TOTAL OFFICE	526.06
R & R	630.89
Rent Paid	6,883.82
SALARY	360.00
PAYROLL EXPENSES	90.00
TAX & N.I.	90.00
TOTAL SALARY	540.00
VOLUNTEER EXPENSES	1,734.10
TOTAL EXPENSES	15,497.74
TRANSFERS	
TO CASH	550.00
TO CURRENT	-16,892.06
TOTAL TRANSFERS	-17,442.06
OVERALL TOTAL	-32,939.80

£16,443 (2018)