

RG Spaces

Trustees' Annual Report

&

Financial Statements

for the year

1 November 2014 to 31 October 2015

Trustees' Annual Report for the year ended 31 October 2015

Reference and administrative information

The name of the charity: RG Spaces

Other names by which the charity makes itself known: rgspaces

Charity Commission number: 1160023

The address of the registered offices of the charity: 33 Alexandra Rd, Reading RG1 5PG

The names of the charity's trustees on the date this report was approved:

Guja Bandini
Jenny Halstead
Annette Haworth

Bank: Barclays, Broad Street, Reading

Insurance: Tennyson Insurance

Structure, Governance and Management

The nature of the governing document: Constitution

How the charity is constituted: as a Charitable Incorporated Organisation (CIO)

Methods for new trustee recruitment: personal knowledge of relevant professionals

Methods for new trustee appointment: by trustees as laid down in the Constitution.

Public Benefit Statement

The Trustees confirm that they have complied with their duty under section 4(6) of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity in the year covered by this report.

Risks

Trustees are confident that financial risk is insignificant due to their reserves policy, and that choice of projects to support, and their subsequent management through the Board, will result in the effective and efficient use of resources.

Strategy

The Trustees have adopted a strategy of seeking projects which can be worked on jointly with other local organisations having similar cultural and/or heritage interests. The Trustees' Board acts as Project Board where RG Spaces takes the lead management role in any project.

Trustees

Induction: Potential new trustees will be invited to meet with trustees and to attend Board meetings. All the Charity's policies are made available and activities described through the website, together with reference to the Charity Commission's 'The Essential Trustee' documentation.

Training: A Trustee/Volunteer actively monitors the charity press and Charity Commission communications. Relevant local training opportunities are monitored mainly through subscribing to Reading Voluntary Action newsletters.

Objectives

- a) the advancement of education for the public benefit in particular, but not exclusively, by assisting with the enhancement of publicly accessible spaces in Reading which have educational purposes such as those provided physically in museums, galleries, libraries and other community learning spaces and those provided virtually, through the internet, such as web space, and other media through the provision of human, technical and other resources, grants and other finance;
- b) the advancement of arts, culture and heritage for the public benefit in particular, but not exclusively, by assisting the publicly accessible work of Reading-based organisations which have these aims through the provision of human, technical and other resources, grants and other finance;
- c) the beautification of publicly accessible spaces in Reading for the public benefit through the provision of human, technical and other resources, grants and other finance.

Activities

The trustees held three meetings during the year, and undertook much of their discussion and decision-making electronically. Trustees approved the Constitution at their first meeting in November 2014 and RG spaces was registered by the Charity Commission (England and Wales) as a Charitable Incorporated Organisation on 19 January 2015.

Summary of activities undertaken in relation to the objectives in 2014-15	(a)	(b)	(c)
Initial setting-up of a website in particular to take over responsibility for publishing historic iMuse/iOpener information	✓		
Running local heritage-related activities at East Reading Festival in conjunction with the Ure Museum and Friends of the University of Reading	✓	✓	
Managing a volunteer creating trails around Reading in conjunction with Reading Voluntary Action's Youth volunteer project		✓	
Starting a project with the support of Reading's Year of Culture 2016 with a view to helping arts/cultural/heritage organisations by providing a mobile information point around Reading.		✓	

During 2015-16 we will: assist in a project with Reading typography students to enhance the presentation of material and the structure of publicly accessible information; work with Reading Year of Culture 2016 to help them and other cultural and heritage organisations by assisting with an information service, in particular by running a mobile information point around the town; oversee the completion of current iOpener trail-making and assess whether to continue with the scheme; assess whether to take part in some local activities in conjunction with other cultural/heritage organisations (e.g. East Reading Festival); seek at least one other Reading-centred cultural/heritage organisation to assist under at least one of our objectives (£fewK); stay open to any ideas from those responsible for publicly accessible spaces for a more substantial project (£potentially several 10K over several years).

Achievements and performance - charitable activities

iMuse & iOpener Programme and website

Until June 2015, another charity, Access-ability Communications Technology, managed this Programme which works on projects with partners to improve museum and heritage engagement and accessibility overall. Management now rests with RG Spaces and materials from these projects have been passed to us and made accessible via the website. Bringing the various strands inherited by RG spaces together is a challenge and a branding brief has been submitted to the University of Reading Department of Typography and Graphic Communication as a student project which will complete at the end of this calendar year.

East Reading Festival

RG Spaces led on a mini project to bring together activities from the Ure Museum, Friends of the University, iMuse and iOpener for the day at the East Reading Festival in June. Several hundred visitors came to find out variously about the London Road Heritage Trail, discuss quirky historical facts about East Reading, try out iMuse's Ladybird book and artist in the Harris Garden webapps, view a clip from 'Where's Reading Heading' (Reading Museum, Happy Museum project), compete for prizes by playing Splat Medusa on an iPad, paint pots and receive free local interest books from Two Rivers Press. It is impossible to quantify what impact this activity had overall, but from visitors' reactions to the various activities many seemed to have their interest in the heritage of the area aroused and knowledge of the museum and other heritage sites increased.



iOpener



Help develop this innovative new App

as iOpener Project
A local charity wants to encourage people to look at their town afresh by helping people to set up short walking trails in Reading and publishing trails online to be used on people's smartphones and tablets.

You will be helping by:

- Setting up two new trails, one devised by you.
- Learning about the App and edit your trails.
- Providing feedback on how you found using the App

[Skills & Experience](#) [More Information](#)

We continued the search for volunteers that was started by AACT earlier in the year in conjunction with Reading Voluntary Action's Youth Volunteering project. After a couple of false starts (including one volunteer being offered a full time role elsewhere), a volunteer has taken on the project to produce online trails initially based on those created by the Jelly Arts organisation for their Open for Art weekends. This work is being overseen by a consultant who has excellent knowledge of the technology, Reading town and overseeing volunteers. It is too early to assess whether this technique (making trails) will also strengthen interest in and knowledge of the heritage of the town on the part of trail makers.

Mobile information point



After discussions on the possibilities for enhancing town centre publicly accessible information services sites were put on hold, we turned our attention to a smaller, shorter term project. Working with the support of the Reading Year of Culture 2016 organiser, we aim to run a 'mobile information point' – in the shape of a delivery tricycle inspired by a historic Reading-manufactured Tea Tricycle in Reading Museum – in various spots in the town during 2016. At the end of this financial year, a volunteer project manager was recruited, funds obtained and a brief put in place. The aim is to help local cultural and heritage organisations by distributing information on their activities throughout the town. Trustee/volunteers have also variously attended Reading's Cultural Partnership Arts and Heritage Forum and related YoC meetings.

Fundraising: RG Spaces' bank account was opened with an initial zero interest loan from a trustee, repayable once sufficient other funds became available. A grant from the [CAF-managed] Rozanda Trust towards basic costs and the Information Point project was received towards the end of the year. It will also allow repayment of the loan. We are joining the BT MyDonate service as it provides zero-overhead services for individual donations. No additional fundraising activity was planned for this year.

Volunteers: the bulk of our administration is undertaken by a trustee/volunteer. The iOpener trail making and Mobile information projects each recruited a volunteer towards the end of this financial year.

Other resources: We are grateful to the Ure Museum of Classical Archaeology, the Friends of the University of Reading and the Two Rivers Press for providing material, including photos, activity materials and books, for the East Reading Festival. Website hosting is being provided on an ongoing basis free courtesy of a trustee.

Finance

Policy on reserves: the Trustees have a policy of holding enough funds to cover any known liability without relying on any future income.

Funds materially in deficit: none.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014.

This report was approved by the Trustees and signed on their behalf by

Signature:

Name: Jenny Halstead, Trustee

date: 16/12/2015

Statement of Financial Activities for the year to 31 October 2015

	Note	Unrestricted funds £	Restricted Funds £	2015 total funds £	
A Income and endowments from:					
A1	Donations and legacies	2	1,000	1,500	2,500
B Expenditure on:					
B2	Charitable activities	3	(76)	(76)	
Net income/(expenditure)		924	1,500	2,424	
Reconciliation of funds:					
Total funds brought forward					
Total funds carried forward		924	1,500	2,424	

Balance sheet at 31 October 2015 (charity number: 1160023)

		2015
		£
B Current assets		
B4 Cash at bank and in hand		3,500
C Current Liabilities		
C1 Creditors: Amounts falling due within one year	4	1,076
		<i>Total net assets or liabilities</i>
		2,424
D The funds of the Charity		
D2 Restricted Income Funds		1,500
D3 Unrestricted Funds		924
		<i>Total charity funds</i>
		2,424

Audit exemption statement

With an income of less than £25,000, the Charity is not required to have either an independent examination or audit. In addition, the constitution does not require an audit and the trustees have agreed that no external scrutiny is needed this year.

Signed

Name Jenny Halstead

Trustee, on behalf of the trustees

Approved by the trustees on 16 December 2015

Notes to the financial statement for the year ended 31 August 2015

Note 1

The financial statements have been prepared in accordance with 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)

	Unrestricted	Restricted
	£	£
Note 2		
Grant from Rozanda Trust [CAF]	1000	1500
Note 3		
Public liability insurance	76	
Note 4		
Repayment of zero interest loan from trustee	1000	
Repayment of insurance bought on trustee's card	76	

There have been no related party transactions in the reporting period that require disclosure.

No staff were employed during this financial year.