

# **RG Spaces**

**Trustees' Annual Report**

**&**

**Financial Statements**

**for the year**

**1 November 2015 to 31 October 2016**

# Trustees' Annual Report for the year ended 31 October 2016

## 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  
Adam Koszary (joined 8 December 2016)

**Bank:** Barclays, Broad Street, Reading

**Insurance:** Zurich (previously 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 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 four formal meetings during the year, several other discussion sessions in relation to specific activities, and undertook much of their discussion and decision-making electronically.

Summary of activities undertaken in relation to the objectives in 2015-16	(a)	(b)	(c)
Taking part in early development of The Things Network Reading	✓		
Running local heritage-related activities at East Reading Festival (in conjunction with the Ure Museum and Friends of the University of Reading) and at the Reading Volunteer Fair	✓	✓	
Managing a volunteer creating trails around Reading in conjunction with Reading Voluntary Action's Youth volunteer project		✓	
Running a mobile information point in support of Reading's Year of Culture 2016		✓	
Organising and running an exhibition of local artists, creating an educational trail and encouraging understanding of part of Reading's industrial heritage in conjunction with Reading Museum, Bel and the Dragon Restaurant and national Heritage Open Days	✓	✓	
Assisted Reading typography student project to create branding material for the charity	✓		

During 2016-17 we will: assist a group of local artists in their exhibitions in a town centre heritage building and a museum by the loan of display equipment; initiate project Turbo Charged (£5K) working with Reading Museum and others on projects centred around the Turbine House to further raise awareness of the site and evaluate the potential for its future use; investigate the potential for supporting a publication covering local museums; continue to seek a more substantial project (£few 10K) - long term space which our input can substantially enhance; work through the Reading Arts and Heritage Forum and others to enable local cultural, educational and heritage organisations, activities and places become more widely known, for example by improved signage and advertising around the town; find a suitable use for the information tricycle post the Reading 2016 Year of Culture; further assist The Things Network Reading and others in work related to education/culture/heritage.

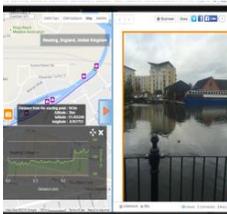
## Achievements and performance - charitable activities

### Design project



The branding brief submitted to the University of Reading Department of Typography and Graphic Communication as a student project last year was accepted. Six students undertook the project which we helped oversee. We accepted aspects of the recommendations and altered the website as appropriate. The simple, bold logo design has been particularly effective, standing out in the street on our information tricycle and easily adaptable to different uses.

### iOpener



A Youth Volunteer, overseen on our behalf by an experienced consultant, created some trails around central Reading which are published through our iOpener site. We discovered that difficulties with the technology were seriously slowing down progress and there was not enough time in the project to complete the planned uploading of Open for Art trails. This activity is currently put on one side, but there remains potential for further investigation, for example in conjunction with existing trail-makers.

### Mobile information point



We ran a 'mobile information point' – a delivery tricycle inspired by a historic Reading-manufactured Tea Tricycle in Reading Museum – in various spots in the town during 2016. A volunteer acquired, branded and runs the tricycle. Around 60 events/locations have been attended and several thousand Reading Year of Culture What's On guides distributed as well as information from other cultural organisations. During the late Summer, the tricycle with information on various cultural and heritage events was displayed in the 'heritage' Jacksons shop window courtesy of Reading Bicycle Kitchen. The tricycle was also used as a platform in early demonstrations of The Things Network Reading (Internet of Things).

### RG Spaces @ The Turbine House



We organised an exhibition involving 22 local artists and 9 quilters on the theme Reading and its Rivers, together with a trail around the Blake's Lock site, information on the architecture and local heritage books from Two Rivers Press. This was open to the public during the four national Heritage Open Days in September and attracted 809 visitors to this site which normally has only a handful of visits per week. The large majority of visitors had not known about the site beforehand and there was enthusiastic and appreciative feedback. The event has encouraged us to consider further the power of art to enhance understanding and interest in heritage spaces in general and to investigate this site's potential.

### Other events



We undertook mini projects to bring together activities from the Ure Museum and Friends of the University for the East Reading Festival in June and to inform visitors about museums in Reading at the Volunteer Fair in October. Visitors found out something about the University's heritage and the six museums in East Reading. Almost no-one knew of them all. It is impossible to quantify what impact these activities had overall, but from visitors' reactions many seemed to have their interest in the heritage of the area aroused and knowledge of the museum and other heritage sites increased. There were several hundred visitors, with around 150, mainly children, taking part in the ceramic decoration activities.

**Fundraising:** Donations were received from two private trusts. 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 was undertaken by a youth volunteer under the guidance of a consultant. The mobile information point was set up and run by a volunteer from January. Five volunteers (including trustees) helped with organising and manning events.

**Other resources:** 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:** 26 January 2017

## Statement of Financial Activities for the year to 31 October 2016

	Note	Unrestricted funds £	Restricted Funds £	2016 total funds £	2015 total funds £
<b>A Income and endowments from:</b>					
A1 Donations and legacies	2	6,000	0	6,000	2,500
<b>B Expenditure on:</b>					
B2 Charitable activities	3	(3,721)	(1,500)	(5,221)	(76)
<b>Net income/(expenditure)</b>		<b>2,279</b>	<b>(1,500)</b>	<b>779</b>	<b>2,424</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		924	1,500	2,424	
<b>Total funds carried forward</b>		<b>3,203</b>	<b>0</b>	<b>3,203</b>	<b>2,424</b>

## Balance sheet at 31 October 2016 (charity number: 1160023)

		2016	2015
		£	£
<b>B Current assets</b>			
B4 Cash at bank (none in hand)		5,665	3,500
<b>C Current Liabilities</b>			
C1 Creditors: Amounts falling due within one year	4	(2,462)	(1,076)
		<b>3,203</b>	<b>2,424</b>
<b>D The funds of the Charity</b>			
D2 Restricted Income Funds		0	1,500
D3 Unrestricted Funds		3,203	924
		<b>3,203</b>	<b>2,424</b>

### 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 26 January 2017

## Notes to the financial statement for the year ended 31 October 2016

### 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		
Rozanda Trust [CAF]	5000	
Claydon Family Trust [CAF]	1000	
Note 3		
General (insurance; printing)	221	
iOpener (consultant to complete the project)	308	
East Reading Festival (fee, materials)	90	
RG Spaces @ the Turbine House (banner, printing, other materials)	783	
Volunteer Fair (fee, materials) & tile activity	91	
Exhibition support including for other organisations (display boards)	1696	
The Things Network Reading (printing)	151	
Reading Year of Culture info point (tricycle, materials)	382	1500
Note 4		
Repayments to individuals of items bought on behalf of the Charity	2462	

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

No staff were employed during this financial year.