

RG Spaces

Trustees' Annual Report

&

Financial Statements

for the year

1 November 2016 to 31 October 2017

Trustees' Annual Report for the year ended 31 October 2017

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:

Guja Bandini (resigned 11 October 2017)

Jenny Halstead

Annette Haworth

Adam Koszary (joined 8 December 2016)

Bank: Barclays, Broad Street, Reading

Insurance: Zurich

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.

During this year the Charity worked towards the Safe and Sound governance mark overseen by Reading Voluntary Action and was granted the mark in June.

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 2016-17	(a)	(b)	(c)
Assisting local exhibitions by the loan of display equipment	✓		
Helping with local heritage-related activities in conjunction with other organisations	✓	✓	
Running the Turbocharged project in conjunction with Reading Museum	✓	✓	
Running a mobile information point in support of Reading's Year of Culture		✓	
Co-ordinating the All of a Twist exhibition	✓	✓	
Giving short talks on Reading heritage spaces	✓		

During 2017-18 we will

- continue with some activities started but not completed this year:
 - investigate the potential for supporting a publication covering some aspect of local heritage
 - 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 Reading2016 Year of Culture.
- continue to assist The Things Network Reading, The Friends of the University of Reading and others in work related to education/culture/heritage.
- work with Reading Library Services and Reading Voluntary Action on enhancing facilities in the Central Library.
- work with Reading Museum on enhancing the Turbine House heritage & exhibition area (depending on the conclusions of the Turbo Charged project)

Achievements and performance - charitable activities

Turbo Charged



This project was set up in conjunction with Reading Museum to encourage further use of the Turbine House & environs as a means of evaluating potential for this heritage space. 9 exhibitions were mounted by various local groups (artists' groups; a mental health campaign; a furniture restoring/training charity; science/technology based). Over 3000 visitors were recorded over 3 months' worth of exhibitions. The Project reported to the Museum in October 2017 and work by RG Spaces to enhance further exhibitions (publicity; signage pack) has been agreed. The Project made further suggestions on longer term enhancement which remain open for discussion. Our Riverside family trail was revised and reprinted with visitors taking around 550 booklets during the Summer.

Grants



We gave modest grants towards a few exhibitions in Reading Museum's Turbine House as part of Turbo Charged, as part of the Whiteknights Studio Trail in the Museum of English Rural Life and for printing Whiteknights Park Heritage Trail booklets. The aim was to help leverage further funds and/or other effort and resources rather than to pay totally for an activity. Additionally, in the case of the Turbine House we wished to enhance publicity and to encourage a variety of types of exhibition to provide further input to the evaluation.

Mobile info point



The tricycle, based on Reading's heritage of tricycle making, continued its role as an information point for Reading 2016 Year of Culture until the New Year, ending as part of the Light up Reading festival back in the Reading Bicycle Kitchen, Jackson's Corner, courtesy RLab/Reading's Hackspace. During 2017 it attended various other events (qv) and was used occasionally as an information point in the town centre. It is now used occasionally as part of a mini-exhibition accompanying talks to community groups.

All of a Twist



We co-ordinated an exhibition on the science and technology of 'twisty-turny' stuff in, on, above and beside Reading's rivers. Each of 16 subject areas was advised by Reading-based scientists, mainly from Reading University, with additional material and activities from local craftspeople, artists and teachers. There were around 30 contributors in all. 1012 visits were recorded. Analysis of visitor patterns and comments can be found on <http://turbocharged.org.uk> Experiences of this activity fed into the Turbo Charged project evaluation. The exhibition formed part of the new Reading UK CIC led Reading on Thames Festival and the national Heritage Open Days.

Other events



We helped with local heritage-related activities at: East Reading Festival, Forbury Fiesta, Water Fest, Dee Park Community Day, Reading on Thames in Caversham Court, The Friends of the University of Reading at East Reading Festival and Whiteknights Park Heritage Trail Day. It is impossible to quantify what long-term 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 museums and other heritage sites increased. Over 800 tiles were painted, mainly by children each accompanied by an adult who then went on to learn about Reading Abbey from Reading Museum's Abbey on Wheels project. A talk on some local spaces was given to an older-person's social group.

Fundraising: Donations were received from a private trust. No additional fundraising activity was planned for or needed this year.

Volunteers: the bulk of our administration is undertaken by a trustee/volunteer. Five volunteers (including trustees) helped with organising and manning events and a further eight volunteers helped with demonstrations or with visitors over the All of a Twist exhibition.

Interns: two interns were taken on to assist with the All of a Twist exhibition. One, a postgraduate research student from Portugal, came through the good auspices of the Ure Museum of Classical Archaeology, and the other, an ancient history student, we took on as casual worker. We were able to give them experience of exhibition operations, health and safety risk analysis & management and general visitor interactions.

Other resources: Website hosting is being provided on an ongoing basis free courtesy of a trustee. Trustees and volunteers use their own IT equipment for the Charity's work. All of a Twist was helped with the loan of weaving equipment and iPads from the Ure Museum, artwork from three local artists, craftwork (yarn bombing) from the Thames Path Community Project and engineering demonstration equipment from a Reading-based science teacher.

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: A Haworth

date: 22 November 2017

Statement of Financial Activities for the year to 31 October 2017

	Note	Unrestricted funds £	Restricted Funds £	2017 total funds £	2016 total funds £
A Income and endowments from:					
A1 Donations and legacies	2	7,000	0	7,000	6,000
B Expenditure on:					
B2 Charitable activities	3	(5,807)	0	(5,807)	(5,221)
Net income/(expenditure)		1,193	0	1,193	779
Reconciliation of funds:					
Total funds brought forward		3,203	0	3,203	2,424
Total funds carried forward		4,396	0	4,396	3,203

Balance sheet at 31 October 2017 (charity number: 1160023)

		2017	2016
		£	£
B Current assets			
B4 Cash at bank (none in hand)		4,754	5,665
C Current Liabilities			
C1 Creditors: Amounts falling due within one year	4	(358)	(2,462)
		<i>Total net assets or liabilities</i>	<i>3,203</i>
D The funds of the Charity			
D2 Restricted Income Funds		0	0
D3 Unrestricted Funds		4,396	3,203
		<i>Total charity funds</i>	<i>3,203</i>

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 A Haworth Trustee, on behalf of the trustees

Approved by the trustees on 22 November 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		
Private Trust [CAF]	7000	
Note 3		
General (insurance, printing, reusable exhibition equipment - stands+tent)	1235	
Turbo Charged Project (grants for orgs mounting exhbns, signage etc)	668	
Abbey on Wheels (help project with painting activity, brand tricycle)	175	
East Reading Festival (stand and advertising)	35	
All of a Twist exhibition	2304	
Other events (materials/fees; grants for exhibition in Museum of Eng RL & Whiteknights Park heritage trail booklet)	547	
Info tricycle	267	
Reading & its Rivers exhibition	228	
Note 4		
Cheques issued but not yet cashed	358	

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

An intern (classed as a casual worker) was taken on to help with the All of a Twist exhibition. No other staff were employed.