Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2025		31	December	2025

Section A Reference and administration details

Charity name	Wymondham Arts Forum
Other names charity is known by	WAF
Registered charity number (if any)	1153188
Charity's principal address	Becket's Chapel
	2 Church Street
	Wymondham
	Postcode **NR18 0PH**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Mary Buckton	Chair		
2	Alistair Martin			
3	Adrienne Lennox MacFarlane Cleary			
4	George Gabor Szirtes			
5	Christopher Richard White			
6	Amelia Fair Robbie			
7	Sharon Rose Stone	Treasurer		
8	Robert Coe		Appointed April 2025	
9	Elizabeth Mary Lewis -Williams			
10	Susan Mary Zavanaiu			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution))	CIO – Foundation registered 1 August 2013 and amended 29 March 2021
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	By Appointment

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

Upon appointment Trustees are provided personal copies of the CIO that includes details of their limits and responsibilities

Trustees combine with volunteers to manage the Wymondham Art exhibitions and events at Becket's Chapel. The Trustees also organise a Literary Festival – 'Wymondham Words'.

Becket's Chapel was acquired by Norfolk Historic Buildings Trust (NHBT) from Wymondham Old Grammar School Foundation (WOGSF) in September 2022. Significant refurbishment works commenced shortly thereafter. These Stage 1 works were completed in June 2023. WAF manages exhibitions and events within the Chapel, hiring the full facilities under licence with NHBT. Further funding and permissions are being sought by NHBT to extend the Chapel to provide catering, eating, storage and eco-heating facilities.

WAF has a suite of policies and procedures that govern the day to day workings of the Charity including Complains Handling, Data Protection, Safeguarding Young Persons, Volunteers, Equal Opportunities, Health and Safety, Equality and Diversity. These policies and procedures were reviewed and updated during 2024 to ensure completeness and best practice.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

WAF objectives are to advance the education of the public in the understanding and appreciation of the creative arts including music, by any appropriate method which may include but not be limited to:

- maintaining an information exchange to facilitate participation in arts events in the parish of Wymondham, Norfolk and neighbouring areas whether organised by the CIO or others
- establishing and maintaining a regular arts programme in the said parish
- the management of a gallery and other facilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2025 WAF offered a 30 week programme of arts and events within Becket's Chapel.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

WAF activities are management wholly by the Trustees and some 24 volunteers.

The strengthening of the Trustee Board enabled a 4 day literary event to be delivered in collaboration with local community book shop, Kett's Books. The Literary Festival continues to grow in popularity and attracts participating authors and poets from across the East Anglian Region.

Further planning and preparation is in hand for musical events.

Investment in visual aids such as wide screen TV or screen and projector equipment is being considered. Grant funding might be sought in this respect.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The 30 week programme of art exhibitions including wall art, ceramics, pottery, photography, sculpture, textiles and crafts was offered. Artists and crafters came from across the East Anglian Region and included The Wymondham Art Society and Wymondham High School.

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity sets space rentals rates to exhibitors to be affordable, to encourage participation in arts and to generate a modest annual surplus. Since incorporation, accumulated reserves have placed the Charity on a sound financial footing. The near £10k investment in new facilities in 2023 has been well received by exhibitors. The Charity is planning further use of reserves on audio/visual, exhibition and security equipment.

Details of any funds materially in deficit

There are no fund deficiencies

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

WAF's prime source of funds is the exhibition space fees charged to artists and commission levied of art sales on some exhibitions. Donations are received from the general public and there are modest sales of greeting cards and donated books.

A £340 grant was received in 2025 for specific application in schools during the Wymondham Words Festival.

Expenditures primarily concern the management of the gallery in Becket's Chapel, the building running costs, insurance and the publication of an arts programme. WAF has invested significantly in exhibition facilities and equipment as needed to fulfil the Charity objectives.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature		
Full name(s)	Sharon Rose Stone	
Position (eg Secretary, Chair, etc)	Treasurer	

Date	29 October 2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Wymondham Arts Forum	1153188

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Jan-25		31-Dec-25

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Commission Receipts	278	-	-	278	247
Exhibtion Space Hire Fees	11,380	-	-	11,380	10,210
Donations from the general public	346	-	-	346	520
Greeting Card, Donated Books and other minor receipts	23	-	-	23	67
Bank Interest Received	333	-	-	333	390
Wymondham Words Literary Events	729	340	-	1,069	1,205
Exhibition Deposits received for 2025	1,495	-	-	1,495	1,155
	-	-	-	-	-
Sub total *(Gross income for AR)*	14,584	340	-	14,924	13,794
A2 Asset and investment sales, (see table).					
Sale of Sack Barrow	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,584	340	-	14,924	13,794
A3 Payments					
Utilities - Gas, Water, Electicity, Telephone & Internet	67	-	-	67	67
Licence to use Becket's Chapel Wymondham	9,830	-	-	9,830	8,300
Insurance	242	-	-	242	239
Private View Events & Other Meetings	195	-	-	195	154
Safety, Security & Storage charges	-	-	-	-	-
Marketing	598	-	-	598	1,380
Minor Equipment items	-	-	-	-	-
Bank Charges	55	-	-	55	82
Stewards' Expenses	373	-	-	373	294
Trustees' Expenses	80	-	-	80	251
Professional Fees	300	-	-	300	288
Wymondham Words Performance Fees & Refreshments	1,164	340	-	1,504	1,241
Sub total	12,904	340	-	13,244	12,296
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Exhibition Equipment & Vaccuum	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	12,904	340	-	13,244	12,296
Net of receipts/(payments)	1,680	-	-	1,680	1,498
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,868		-	33,868	32,370
Cash funds this year end	35,548	-	-	35,548	33,868

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Money Manager Account	20,681		-
	Community Account	14,867	-	-
	Cash in Hand	-	-	-
	Total cash funds	35,548	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Vaccuum Cleaner		358	-
	Exhibition Panels		8,854	-
	Pavement Poster Display Unit		180	-
	Step Ladders		60	-
	Other Equipment		103	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Professional Fees	Unrestricted	300	
	Book Sales on behalf of D Balcombe		60	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		SHARON STONE	**29.10.26**

Independent Examiner's Report to the Trustees of Wymondham Arts Forum

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2025.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

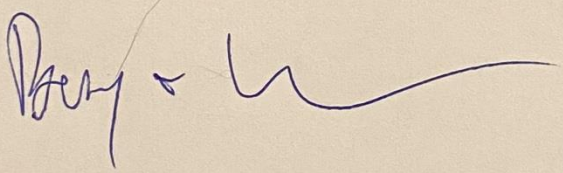
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Signed:

Joanne Fox BA FCA

Berry & Warren
Chartered Accountants
Norwich

Date: 29 October 2026