WOA AGM
AGENDA Saturday 17th October 2026
4.00pm
The Gallery, Bampton

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
5. Chairman's report
6. Treasurer's report
7. Election of Committee members
8. AOB

WEST OX ARTS

MINUTES OF AGM 1st July 7.00PM 2025
THE GALLERY, BAMPTON

1	**Attendees** 20 attendees Committee Kay Adamson KA, Laura Hounam LH, Shirley Townley ST, Fiona Self FS, Jan Fennelly JF, Diana Alcock DA (full list attached)
2	**Apologies** Christine Payne, Maggie White, Christine Keeble, Judith Scott,
3	**Previous Minutes** Signed by Kay Adamson after being amended to say Diana Alcock did not step down from the committee
4	**Matters Arising** KA explained that members had come forward to assist with the practicalities for exhibitions including hanging.
5	**Chairman's Report** Members were welcomed on a very hot evening. Kay Adamson then read out the Chair report which thanked the committee for all their hard work and set out what a busy and successful year WOA has had. (Full Report attached)
6	**Treasurer's Report** Reference to accounts this year we have lower outgoings and are as a consequence in a relatively good financial position. Artweeks was very successful. Funds were in credit (Report attached)
7	**Election of Trustees** KA explained that Christine Payne, Nicola Dyche and Kay Gibbons were stepping down from the committee and we would welcome new members. The following Trustees were willing to stand again. Trustees: Kay Adamson, Laura Hounam, Shirley Townley, Fiona Self, Diana Alcock An en bloc vote took place Proposed by Sally Proctor Seconded Marjolein Trewavas The Trustees were re-elected en bloc

	Jan Fennelly agreed to stand as a Trustee having been a committee member. Proposed by Sally Proctor Seconded by Claire Milner KA explained that more committee members were welcome and asked for volunteers. It was explained meetings were going to be less frequent and they last no longer 1.5 hours. No volunteers came forward in the meeting.
8.	**AOB** Kay Gibbons asked if there was any reason that a social gathering like the monthly meetings at the Double Red Duke couldn't take place in another location nearer to Abingdon. There are a number of members in the Abingdon area and Clanfield is quite a distance to go especially in the winter evenings. KA responded that WOA would welcome someone to take on organising a different location to suit Abingdon members if that was what was wanted. Kay Gibbons reported on the Nuffield Exhibition and the WOA had been offered the space at the Nuffield Orthopaedic Hospital again for 2026. There had been a very positive response from hospital visitors when the artwork was being delivered and how uplifting it was. Some people said they would like to come to next committee meeting to see if they would be interested: Claire Milner Jenny Baxter Amanda B Lynne Fisher would like to help with workshops

S K Adamson 17 October 2026.

West Ox Arts Chair Report 2026

The members of West Ox Arts have been busy!

This year has included 3 members exhibitions, 2 workshops weeks, 1 artweeks with 13 artists participating, 10 events days with nearly 50 members attending one or more days, 3 community tapestry days at Kelmscott manor, 2 external exhibitions for members at Soldiers of Oxfordshire Museum and Nuffield Hospital, several coffee meetings at the Market Tavern, plus gift bag making at Marjolein Trewavas and 10 great events days.

This has been possible because WOA is an organisation run by members for members.The events, held at local places of both interest and beauty have been coordinated by Jenny Smith and Christine Payne. Individual members led days at Brize Norton and Cumnor Churches, Stanton Harcourt Manor, Aston Pottery, Filkin's Woollen Mill, Blenheim Palace and Kelmscott Manor. Thank you to everyone who stepped forward to organise a day, always with suitable facilities and great places for lunch and to chat.
Thank you also to the various venues for hosting our artists.

On one of the hottest days of the year there was a very popular life drawing session in the delightfully shady garden of Jan Lewington with cake and coffee to sustain during the intensive drawing sessions. A number of attendees were new to Life Drawing and found it a supportive way into a drawing practice that is not easy.

Our Tapestry Project with Kelmscott Manor, brings full circle our work alongside Doctor Hannah Brittain who has facilitated our association with the manor so well for the last five years. Three days held at the manor gave artists an in depth look at the restoration and story of the tapestries.

Pushing outside the realms of working independently several artists have been collaborating to reinterpret one of the tapestries with embroidery and textile techniques.
This will be joined with other work created under the Tapestry project banner. It will hang in the manor in 2027. We look forward to seeing the finished work.

The two workshop weeks brought new members into the gallery to run varied sessions. Members and non members enjoyed watercolour techniques, botanical drawing, making origami clay dishes, embroidering flowers, creating the designs of William Morris, pastel drawing and learning the stitches of the Bayeux Tapestry. Thank you to everyone who came forward to run workshops and those who attended.

We had visitors to the gallery who had not discovered us before and members were able to try something new. .

There has been an interesting and full exhibition schedule thanks to the efforts of Lizzie Hicks, our dedicated Gallery Manager, along with a team of volunteers who help with setting up and taking down work. The gallery has been full of the most wonderful work, from our members, with every exhibition having its own personality..

Whether it has been paintings of 'The Natural World' or 'Pushing the Boundaries' of the artist's imagination and materials they use, the gallery has provided a calm space full of light. It has also been a privilege to hold a solo exhibition', 'Portals of Gnosis' and the poignant 'Holding and Yielding' curated by the artists Helen Pakeman and Mary Norowein.

The year began with 'Heaven on Earth' bringing together the work of members who attended art days during the previous year. A true celebration of being part of an organisation that values art in all its forms and encourages everyone to be a part of it.

I began with a list of what WOA has achieved, all made possible by a group of people working together. Artists who continue to put their work into our exhibitions..
Members who run events, support with membership and importantly sit in the gallery.

Not forgetting the WOA committee, who have been fantastic support, involved in appointing a new member of staff, organising sitters, opening receptions, sorting deliveries, collections and revamping and cleaning.

However, it is the continuing dedication of our Treasurer Laura Hounam who does the important job of paying artists and diligently keeps our finances in order, along with often sitting at short notice to keep the gallery open for which I thank her.

Art can be better together and I hope that the next year will build on the accomplishments of 2026.

Kay Adamson
Chair

TREASURER REPORT 2025-2026 FINANCIAL YEAR

We finished the 2025-2026 financial year with a positive result: £7688 surplus.

It was this surplus that encouraged us to employ a second members of staff. The contract is an 18 months fixed term contract and will end in July 2027

Subscriptions, donations and gift aid were marginally lower than the previous year while exhibition fees were marginally higher.

Workshops and life drawings were popular (£259) although the income was lower than the previous year (£768),

We continued to benefit from the relative high interest rate on our deposit account (£734)

Sales were the main factor in generating the surplus - up by £3080, for a total of £11,656 (35%) although the bombing of Iran seem to have greatly affected sales from February onwards, a trend that has continued this year.

Staff costs is our main expense (£13,730) and it was £1250 (10%) higher than the previous year.

All the other expenses were comparable.

We finished the financial year with assets of £47,849 non restricted funds and £2040 restricted funds for a total £49,889.
Restricted funds is money that has given for specific projects which might take time to be completed.
We are very grateful to the Bampton Community shop that supports us with grants (£250 this year)

We are already half way the current financial year, and we can see how the Iran crisis has affected our income which in conjunction with higher expenses (staff, telephone to name two) makes it doubtful if we will finish without a loss.

Our assets should cushion us from the increased expenses facing us in the future like

- Increased staff cost in the nest financial year
- Increased electricity costs (the 3 years contract with edf will have to be renegotiate in July 27)
- general increases due to inflation, which we have already seen with Artweeks (increase in membership fees of £2.50 and £20 for group registration fees.

Woa needs about £2,200-£2,500 a month to operate and that is being very careful with expenses.

As times are difficult for everybody we decided, for the time being, to keep the membership and exhibition fees at the level of previous years.

Laura Hounam 9/10/2026

WEST OX ARTS

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2026

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West Oxfordshire Arts Association Reg Charity No 266542
Working names: West Ox Arts, WOA, West Ox Arts Association
West Ox Arts Gallery

WEST OX ARTS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Sara Kay Adamson

Christine Payne until 1st July 2025

Laura Hounam

Shriley Townley

Fiona Self

Diana Alcock

Jan Fennelly from 1st of July 2025

Chair

Sara Kay Adamson

Secretary

Christine Payne until 1st July 2025

Shirley Townley from 7th Julys 2025

Treasurer

Laura Hounam

Registered Address

The Gallery
Town Hall
Market Square
Bampton
Oxfordshire

OX18 2JH

Bankers

HSBC plc
Market Square
Witney
Oxfordshire
OX8 7BG

See attached documentation

I report on the accounts of the Trust for the year ended 31 March 2026 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

a) to keep accounting records in accordance with section 130 of the 2011 Act; and

b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed and dated: Ray Proctor, M.B.A.

23 July, 2026

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 202
INCOME AND EXPENDITURE ACCOUNT

	2025-2026 Unrestricted Funds	2024-2025 Total
Incoming resources		
	£	£
Grants, Subscriptions,Donations,gift aid	**8,138**	8,256
Artists sales	**11,656**	8,756
Exhibition fees	**8,481**	8,198
Bank inetrests and HMRC credits	**734**	834
Workshops, drawing from life,events	**259**	768
Sundries (includes sitters errors)	**60**	126
	29,328	26,938
	Restricted funds	
Bampton Community shop	**250**	750
Total	**250**	**750**
Total Incoming Resources	**29,578**	27,688

WEST OX ARTS

6 STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2026
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2025-2026 Unrestricted Funds	2024-2025 Total
Resources expended	£	£
Staff costs	**13,730**	12,480
Rent	**1,750**	1,750
Electricity	**1,915**	2,043
Insurance	**587**	548
Telephone, internet	**392**	378
Equipment, stationery, packaging, photocopying	**63**	447
Cleaning, repairs and maintenance	**729**	1,679
Pubblicity, hospitality,public relations	**1,262**	1,143
Affiliations,consultancy	**262**	271
Credit cards, bank, paypal charges	**787**	708
Sundries	**183**	16
Total resources expended non restricted	**21,660**	21,463
Net balance non restricted	**7,668**	5,475
Restricted Funds expended	**958**	2,033
Total resources expended	**22,618**	23,496
Net balance (All Funds)	**6,960**	4,192
Balance brought forward	**42,929**	38,737
Net accumulated income carried forward	**49,889**	42,929

WEST OX ARTS

BALANCE SHEET

AS AT 31 MARCH 2026

	Notes	2025-2026		2024-2025
Current assets		£	£	£
Debtors	(6)	**954**		1,138
Current Account		**735**		898
Deposit Account		**51,986**		45,432
Petty Cash/float		**100**		100
Cash at gallery		**250**		152
Total Current /Savings			**54,025**	47,720
Creditors: amounts falling due within one year	(7)	**-1,686**		-2,236
Expenses deferred to following year	(8)	**360**		548
Income deferred to following year	(9)	**-2,810**		-3,103
unexplained difference				
Net current assets			**49,889**	42,929
Net assets			**49,889**	42,929
Accumulated funds:				
Carried forward :				
Unrestricted funds from previous year			**40,181**	34,706
Restricted Funds from previous year			**2,748**	4,031
Restricted net balance			**-708**	-1,283
Unrestricted Net Balance			**7,668**	5,475
unexplained difference				
Total accumulated funds			**49,889**	42,929

The financial statements on pages 3 to 7 were approved by the trustees on... 1/7/26
And signed on their behalf by:

S K. Adamson

Kay Adamson
Chair

WEST OX ARTS

NOTES TO THE FINANCIAL STATEMENTS

1 *Accounting policies*

(a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

(b) **Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Restricted funds are those which have been made available for specific projects.

(c) **Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

(d) **Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

(e) **Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

Grants & Donations

2 *The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent* endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000. There were no grants this year.

3 **Sundry Income**

Generally photocopying and sitters errors

4 **Gift aid**

Gift Aid is monies claimed back from Inland Revenue on membership subscriptions and donations

5 **Employee information**

The average number of employees during the year was 1

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NOTES TO THE FINANCIAL STATEMENTS - continued

YEAR ENDED 31st MARCH 2026

		2025-2026	2024-2025
6	**Debtors**	£	£
	Gift Aid	**954**	1,138
		954	1,138
7	**Creditors**		
	Artist's Payments for Sales	**1,188**	1,291
	Cleaning	**60**	60
	Edf Arrears	**227**	277
	Credit card charges	**20**	42
	Bank charges	**4**	8
	Bampton archives (sale of maps)	**3**	6
	Nest contributions	**0**	44
	HMRC PAYE NI contributions	**184**	507
		1,686	2,235
8	**Expenses deferred to following year**		
	Exhibition costs	**360**	548
		360	548
9	**Income deferred to following year**		
	Exhibition fees	**2,410**	3,103
	events	**400**	
	Total	**2,810**	3,103

10 Bad Debts

There were no bad debts during 2024-2025

11 Trustee expenses

No Trustees claimed any expenses for their trustee duties during the year.

12	**Restricted funds at 31st March**		
	Total	**2,040**	2748

NOTES TO THE FINANCIAL STATEMENTS - continued

YEAR ENDED 31st MARCH 2026

13 Outlook for the financial year ending on 31st March 2027

High inflation and energy costs will increase our running costs and affect spending power.

The unfavourable economic climate might affect sales

We might have to use some of our reserves

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months running costs, reserves to cover possible staff redundancy payment and contributions, to cover rent and utilities for at least 6 months while the gallery is not operational and not borrow money