

**The Cambridgeshire and Peterborough Foundation
For the Arts and Mental Health**

Accounts for the year ended 30 June 2019

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Trustees	Hilary Bungay Jane Gaskell (resigned 11 October 2018) Wendy Knightley (appointed 23 January 2019) Helen McCallum	Christina Rowland-Jones Martin Stefan Richard Taylor Richard Townley
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Company Secretary Gavin Clayton

Executive Director Gavin Clayton To 07-Apr-19
Lucy Oliver Harrison From 01-Apr-19

Registered Office Cambridge Junction
Clifton Way
Cambridge
CB1 7GX

Company Registration Number 6339920

Charity Registration Number 1122845

Independent Examiner Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

Bankers CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Accounts for the year ended 30 June 2019

Report of the Trustees

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the independently examined accounts for the year ended 30 June 2019.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2015).

Statement of Trustees' Responsibilities

Company law requires the trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice subject to any material departures disclosed and explained in the accounts.
- (v) Observe the methods and principals of the Charities SORP.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Structure, Governance and Management

Governing document

The Cambridgeshire and Peterborough Foundation for the Arts and Mental Health is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

Accounts for the year ended 30 June 2019

Report of the Trustees

Appointment of trustees

New trustees are appointed by a majority of trustees in office at that time.

Trustee induction and training

The trustees are currently reviewing the procedures in place for trustee induction and training by reference to guidance published by the Charity Commission.

Organisational structure

The charity has a board of trustees who meet quarterly and are responsible for its strategic direction and policy. An executive director has been appointed by the trustees to manage the day to day operations of the charity.

Risk management

The trustees are conducting their own review of the major risks to which the charity is exposed, and, as part of this process, they are implementing a risk management strategy comprising:

- (i) an annual review of the risks which the charity may face;
- (ii) the establishment of systems and procedures to mitigate those risks identified in the plan; and
- (iii) the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

Objectives and Activities

The object of the charity is the relief of poverty; particularly amongst residents of the county of Cambridgeshire (including Peterborough) by the amelioration of social deprivation suffered by those with mental health problems, including learning difficulties or other relevant conditions within the ambit of the Cambridgeshire and Peterborough Mental Health Partnership NHS Trust or any successor organisation or organisations) by promoting the provision of facilities for enjoying and experiencing the arts in all its forms.

Activities in the Year

Arts and Minds offer high quality arts activities for people of all ages experiencing mental health problems in Cambridgeshire, Peterborough and beyond.

Research by LSE and Anglia Ruskin Universities has shown that participation in our services contributes to people's ability to address their mental health problems and develop internal resilience and external resources (cultural) that enable them to maintain improved mental health and wellbeing, ultimately through self-management skills developed through the introduction offered by Arts and Minds.

Our research base gives grounds to advocate for the wider use of the arts in mental health. This year, Arts and Minds has offered Arts on Prescription sessions for adults in Cambridge, St Ives and Peterborough. Arts and Minds also administers Pottery Workshops for younger people with dementia, and the Michaelhouse Singers.

This report sets out what Arts and Minds has achieved this year.

Vital Statistics:

Numbers of people we have supported this year

Arts on Prescription for adults – 8 series, each lasting 3 months, with 15 to 20 participants in each series – 1365 participant sessions

Weekly Michaelhouse Singers sessions - 1000 participant sessions

Weekly Pottery sessions - 500 participant sessions

Funds raised to support our work

£86,915

Promoting the role of arts in maintaining positive mental health

Social media: Twitter followers up to 3334, Facebook membership up to 1462.

Arts and Minds is committed to its role as a national leader in the development of (arts based) social prescribing for good mental health and during the year undertook a number of activities in support of this.

Highlights and Achievements

Despite the continuing challenging financial and strategic environment for arts, health and social care sector, Arts and Minds has managed to maintain all of its core activities and develop new initiatives in the year which include:

- Arts on Prescription for adults in Cambridgeshire which continued to develop with Arts and Minds offering a year-round programme of sessions in Cambridge in partnership with the University of Cambridge Museums Service as well as a year-round series in St Ives, in association with the Norris Museum. Arts and Minds also ran two series of Arts on Prescription in Peterborough for the first time which were heavily oversubscribed. These projects were supported by the Heritage Lottery Fund, the Arts Council, Cambridge City Council and South Cambridgeshire District Council. The sessions have given participants an enhanced opportunity to develop confidence, interest in local heritage and culture and to make new social connections in addition to learning new, or improving, their art skills.

Following a pilot project which saw Arts and Minds run a series of Arts on Prescription for young people in ten

Activities in the Year

Cambridgeshire schools, we began discussions with six other charities who also deliver interventions for this age group to develop a common plan to provide a comprehensive and clear programme of support for young people experiencing mental health problems. Our work has shown that the need for early intervention for young people with mental health problems is growing and that the provision is limited and, in most cases, increasingly provided by the Third Sector. With support from Norfolk and Norwich Bridge Organisation and ARM Holdings, the newly formed group 'Fullscope' have been able to develop funding proposals that, with investment, will see this project develop over the next three years. Funding had been secured from the National Lottery Community Fund to support a three-year development project for the initiative which was launched on October 2019.

The Trustees are grateful to the many organisations who have generously supported our work during the year – some long-term supporters and others who have more recently shown an interest in our work – their names appear later in this report.

National Development and Research

The Creative Health report from APPG has had a continued influence over the status and commentary around the role of the arts in health and social care. Despite this we still encounter real difficulty in getting research proposals approved by the major funders of such work. We have ongoing discussions with partners such as RAND Europe about developing a multi-site research study for Arts on Prescription, but as yet have not found a funder willing to invest.

Fundraising

Securing sufficient funds to provide our services continues to be a challenge and we are very grateful for the support of long-term funders such as the PYE Foundation and for multi-year project funding we have received from the Heritage Lottery Fund, which came to an end in 2019. We continue to work hard to raise sufficient funds, whilst keeping our costs as low as possible. A grant from the Garfield Weston Foundation for core costs helped to ensure that we could continue with this work.

Main Activities

Arts on Prescription

The service continued in Cambridge City and other parts of Cambridgeshire. This year there were 8 series of Arts on Prescription, These took place in the Norris Museum in St Ives (3 series), the Museum of Archaeology and Anthropology in Cambridge (3 series). There were also two series in Peterborough for the first time which proved extremely popular. The partnership with Cambridge University Museums has proved extremely beneficial to both organisations and we hope to continue to build on this partnership both with the Museum of Archaeology and Anthropology and the Norris Museum and with other museums in the eastern region.

Arts and Minds maintained a continuous evaluation of Arts on Prescription during the year, using recognised measures for mental health. The findings indicate that participants experienced statistically significant improvements in wellbeing and social engagement, and statistically significant reductions in anxiety and depression. Participants also rated the sessions highly on the programme evaluation form.

Michaelhouse Singers.

In partnership with the Michaelhouse Charity, we continued to deliver our communal singing project 'The

Activities in the Year

Michaelhouse Singers – formerly the 'Michaelhouse Chorale' which is an open access choir that provides expertly facilitated communal singing for people with a wide range of mental health problems, their families and carers in the wonderful surroundings of the Michaelhouse Centre. This project is funded by donations, both of attendees and the monthly concert programme at Michaelhouse. The choir gives occasional public performances and provides a valuable ongoing activity for the benefit of the mental health of its members.

Members of the choir have reported a wide variety of benefits including increased confidence, making friends, improved physical health and the chance to take part in an activity where they are not defined by their illness.

Pottery Sessions

Throughout the year, Arts and Minds has delivered weekly pottery sessions for people experiencing early onset dementia and their carers. The sessions are led by a potter, Bob Race, who has extensive experience in this field. The sessions take place weekly at the Rachel Dormor Studios in Cambridge. The sessions provide a focus for the participants and as they work they develop very meaningful friendships – helping and supporting each other and understanding the individual difficulties each of them faces.

Our Staff Volunteers and Supporters

Our salaried staffing levels include an Executive Director at 3 days per week and Admin/Finance at 1 day per week and Arts on Prescription Manager who works 1.5 days a week. Alongside this were freelance project workers (x6) who provided the direct delivery of project sessions and research. In addition, we have the support of three ambassadors, communications volunteers (newsletter, website and events coordinator) and nine Trustees. Further volunteers have supported delivery of the Arts on Prescription, Michaelhouse Chorale and Pottery sessions by helping out at weekly sessions.

In April 2019, our Director of 10 years, Gavin Clayton moved to become Chief Executive Officer at Hoot Creative Arts in Huddersfield. The Trustees are grateful for all his work developing Arts and Minds over the last 10 years and wish him well in his new post. He was replaced in April 2019 by Lucy Oliver-Harrison.

RESERVES POLICY

Arts and Minds reserves policy aims to cover the costs of honouring contracts to service providers and contracted staff in the event of the charity ceasing operations. This includes office rental agreements, mobile phone contracts, and salary notice periods (3 months).

With the above in mind we have set a level of £12,500 and have been successful in maintaining this over the course of the financial year.

A Big Thank You

Arts and Minds is grateful to a number of Trusts for their confirmed grants for multiple years, notably this includes The Heritage Lottery Fund, Pye Foundation, Norfolk and Norwich Bridge organisation, South Cambridgeshire District Council, Cambridge City Council and Cambridgeshire Community Foundation. We are also extremely grateful to the Garfield Weston Foundation who supported our running costs this year.

Once again may we also thank all our Trustees for their invaluable support and expert guidance during the year and all the other volunteers (Claire Adams for work on our website and Kevin Hall Emma Monteiro and Jon Warden who helped out at project sessions), and the participants in our projects who are brave enough to

**Accounts for the year ended 30 June 2019
Report of the Trustees
Activities in the Year**

confront the mental health problems they have and work hard to overcome them in a world that is often hostile and unsupportive of a very human experience.

A very big thank you is also given to our wonderful artists and counsellors who have worked with us over the last 12 months. These include Anne Taylor (Michaelhouse Chorale), Janet Barraclough, Alison Gilling, Susanne Jasilek, and Caroline Wendling, (Arts on Prescription), Bob Race (Pottery for Young People with Dementia) and to our researcher, Lida Efstathopoulou.

The above report has been prepared in accordance with the small companies regime of the Companies Act 2006. It was approved by the Trustees on 9 January 2020 and signed on their behalf.

A handwritten signature in blue ink that reads "Helen McCallum". The signature is written in a cursive style with a large initial 'H'.

Helen McCallum
Trustee

Accounts for the Year ended 30 June 2019

Independent Examiner's Report

**To the Trustees of the Cambridgeshire and Peterborough Foundation
For the Arts and Mental Health**

I report on the accounts of the charitable company for the year ended 30 June 2019, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective Responsibilities of the Trustees and of the Examiner

The trustees (who are also the directors of the company for the purpose of company law) 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 Act) and that an independent examination is needed.

Having been satisfied that the Charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 144 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of 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:
 - to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

Accounts for the Year ended 30 June 2019

Statement of Financial Activities

	Notes	Unrestricted Funds £	2019 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018 Restricted Funds £	Total Funds £
Income							
Incoming resources from generated funds:							
Voluntary income	2	15,976	70,939	86,915	4,433	63,445	67,878
Investment income		132	0	132	49	0	49
Total Income	1	<u>16,108</u>	<u>70,939</u>	<u>87,047</u>	<u>4,482</u>	<u>63,445</u>	<u>67,927</u>
Expenditure							
Charitable activities		<u>41,327</u>	<u>60,138</u>	<u>101,465</u>	<u>4,907</u>	<u>88,985</u>	<u>93,892</u>
Total Expenditure	3	<u>41,327</u>	<u>60,138</u>	<u>101,465</u>	<u>4,907</u>	<u>88,985</u>	<u>93,892</u>
		-25,219	10,801	-14,418	-425	-25,540	-25,965
Transfers	9	<u>25,200</u>	<u>-25,200</u>	<u>0</u>	<u>-250</u>	<u>250</u>	<u>0</u>
Net income/(expenditure) and net movement in funds for the year		-19	-14,399	-14,418	-675	-25,290	-25,965
Reconciliation of Funds							
Total Funds brought forward		<u>12,513</u>	<u>31,355</u>	<u>43,868</u>	<u>13,188</u>	<u>56,645</u>	<u>69,833</u>
Total Funds carried forward		<u>12,494</u>	<u>16,956</u>	<u>29,450</u>	<u>12,513</u>	<u>31,355</u>	<u>43,868</u>

Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2019 or 2018 other than those included in the Statement of Financial Activities.

Accounts for the Year ended 30 June 2019

Balance Sheet

	Notes	2019 £	2018 £
Current Assets			
Debtors	5	2,067	24,129
Cash at bank and in hand		69,061	80,056
Total Current Assets		71,128	104,185
Liabilities			
Creditors: amounts falling due within one year	6	41,678	60,317
Net Assets		29,450	43,868
The Funds of the Charity			
Unrestricted Income Funds	8	12,494	12,513
Restricted Income Funds	9	16,956	31,355
Total Charity Funds		29,450	43,868

For the year ended 30 June 2019 the charity was entitled to exemption from audit under section 477 Companies Act 2006 and no notice has been deposited under section 476. The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the charity as at the year end and of its deficit for the year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the charity.

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to charities subject to the small companies regime and were approved by the trustees on 9 January 2020 and signed on their behalf.



Helen McCallum
Trustee

Accounts for the Year ended 30 June 2019

Notes to the Accounts

1 Accounting Policies

(a) Basis of Preparation of Accounts

The accounts 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) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Cambridgeshire and Peterborough Foundation for the Arts and Mental Health meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in relevant accounting policy note(s).

(b) Grants and Donations

These are credited to the Statement of Financial Activities in the financial year to which they relate. Tax refunds are provided for where they are due but have not been received by the year end.

(c) Total expenditure

Includes all expenditure incurred in pursuing the charity's objects and principal activities, other than that which has been capitalised.

(d) Debtors

Trade debtors and other debtors are recognised at their settlement amount due after any discounts. Prepayments are valued at the amount prepaid net of any trade discount due.

(e) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(f) Going Concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Accounts for the Year ended 30 June 2019

Notes to the Accounts

(g) **Fund Accounting**

Restricted funds are to be used for the specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overhead and support costs.

(h) **Pensions**

The charity contributes to money purchase, defined contribution schemes, on behalf of its employees. No liability exists in respect of pensions other than monthly contributions due which is included within creditors

2 **Grants and Donations**

	2019			2018		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Grants						
Cambridge City Council	0	4,000	4,000	0	5,000	5,000
Cambs Community Foundation	0	2,550	2,550	0	3,450	3,450
Cambridgeshire County Council	0	0	0	0	28,000	28,000
Garfield Weston	0	0	0	0	0	0
Heritage Lottery Fund	0	22,558	22,558	0	15,905	15,905
Newby Trust	0	0	0	0	0	0
Norfolk and Norwich	0	31,216	31,216	0	5,500	5,500
Pye Foundation	3,000	0	3,000	2,500	0	2,500
Rayne	0	0	0	0	0	0
South Cambs District Council	0	2,500	2,500	0	2,500	2,500
	3,000	62,824	65,824	2,500	60,355	62,855
Donations						
	12,976	8,116	21,092	1,933	3,090	5,023
	12,976	8,116	21,092	1,933	3,090	5,023
Totals						
	15,976	70,940	86,916	4,433	63,445	67,878

Accounts for the Year ended 30 June 2019

Notes to the Accounts

3	Total Expenditure	Charitable activities	2019 Governance costs	Total resources expended	Charitable activities	2019 Governance costs	Total resources expended
		£	£	£	£	£	£
	Staff costs	43,903	0	43,903	43,694	0	43,694
	Other costs	57,062	500	57,562	49,698	500	50,198
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		100,965	500	101,465	93,392	500	93,892
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4 **Staff Costs**

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them. The staff costs were:

	2019 £	2018 £
Wages and salaries	43,044	43,289
Other pension costs	859	405
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	43,903	43,694
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The average weekly number of staff employed by the charity during the year was 3 (2018 - 3)

5	Debtors : amounts falling due within one year	2019 £	2018 £
	Grants receivable	1,500	23,562
	Other debtors	567	567
		-----	-----
		2,067	24,129
		-----	-----

6	Creditors : amounts falling due within one year	2019 £	2018 £
	Accruals	600	500
	Grants received in advance	33,539	57,000
	Trade creditors	7,539	2,817
		-----	-----
		41,678	60,317
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Accounts for the Year ended 30 June 2019

Notes to the Accounts

7 **Liability of the Members**

The charity is limited by guarantee. In the event of the charity being wound up, the liability of the members is limited to £1.

8 **Unrestricted Funds**

	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
General Funds	13	16,108	41,327	25,200	-6
Designated Funds	12,500	0	0	0	12,500
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	12,513	16,108	41,327	25,200	12,494
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The trustees have set aside designated funds to cover redundancy pay, leasing contracts and outstanding invoices.

9 **Restricted Funds**

	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
Arts on Prescription	13,951	50,058	43,107	-19,000	1,902
Inside Out	0	16,216	10,719	-5,497	0
Michaelhouse Chorale	3,775	2,115	2,436	0	3,454
Mobile Studio	13,816	0	0	-2,203	11,613
YOD Pottery	-187	2,550	3,876	1,500	-13
	-----	-----	-----	-----	-----
	31,355	70,939	60,138	-25,200	16,956
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