

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

Accounts for the year ended 30 June 2018

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Trustees	Hilary Bungay	Martin Stefan	(appointed 1 February 2018)
	Jane Gaskell	Richard Taylor	
	Stephen Haworth	Richard Townley	
	(resigned 12 April 2018)	Jon Warden	(resigned 7 September 2017)
	Helen McCallum		
	Christina Rowland-Jones		

Company Secretary	Richard Taylor	(resigned 1 February 2018)
	Gavin Clayton	(appointed 1 February 2018)

Executive Director Gavin Clayton

Registered Office
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

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 2018

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 2018.

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.

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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.

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Report of the Trustees

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 & Minds.

Our research base gives grounds to advocate for the wider use of the arts in mental health. This year, Arts & Minds has offered Arts on Prescription sessions for adults in centres throughout Cambridgeshire. Arts & Minds also administers Pottery Workshops for younger people with dementia, and the Michaelhouse Singers as well as Creative Writing workshops to support well-being.

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 – 5 series, each lasting 3 months, with 15 to 20 participants in each series – 900 participant sessions

Weekly Michaelhouse Singers sessions - 1000 participant sessions

Weekly Pottery sessions - 500 participant sessions

Creative Writing – 50 participant sessions

Funds raised to support our work

£67,878

Promoting the role of arts in maintaining positive mental health

Social media: Twitter followers up to 2,761, Facebook membership up to 1290.

Arts & 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.

- Arts & Minds took part in the launch of the APPG (All Part Parliamentary Group) Inquiry report 'Creative Health' in July 2017 where the Secretary of State for Culture spoke as did the Chair of the Health Select Committee. Our own Arts on Prescription scheme features in the report as a case study.
- Arts & Minds was invited to present evidence at an APPG for arts and health session, specifically looking at 'Social Prescribing', in March 2018
- As Eastern Region Representative, Arts & Minds attended National Alliance for Arts Health and Wellbeing (NAAHW) meetings regarding developments in funding to enable merger of NAAHW & Museums AAWW to form Culture Health and Wellbeing Alliance (CHWA) as a Sector Support Organisation. CHWA launched in Birmingham in March 2018 and will now look to appoint a Director.
- Poster presentation at the international Psychiatry Conference in Malta in Sept 2017

- Attended a Social Prescribing Network event in Ipswich in Nov 2017
- Spoke on stage at Cambridge Folk Festival as part of a Mental Health and Music event at the festival.
- Arts & Minds was invited to speak at the Black History Month event hosted by Black Thrive in London on Oct 16
- Radio interview for BBC Radio Cambridgeshire from Cambridge Folk Festival.
- With national colleagues we attended numerous planning meetings about establishing an Eastern Region Network for arts and health.
- Our Director was invited to Hong Kong this year to take part in the launch of a local think tank paper on the arts and social inclusion. While there, he was approached to support the Hong Kong office of the British Council in developing a local Arts on Prescription scheme so we will follow this up with Hong Kong partners in 2018/19.

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 & Minds offering a year-round programme of sessions in Cambridge in partnership with the University of Cambridge Museums Service as well as two series in St Ives, in association with the Norris Museum. These projects were part of a three-year agreement, supported by the Heritage Lottery Fund. This partnership has proved a very beneficial collaboration as it has 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.

During the year Arts & Minds also secured funds to run a pilot project of Arts on Prescription for adults in Peterborough which will start in October 2018. The aim is to move towards running year-round programmes in three centres – Cambridge, St Ives and Peterborough.

- Following a pilot project which saw Arts & Minds run a series of Arts on Prescription for young people in 10 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. Initially they are approaching the Big Lottery to see if a pilot phase of delivery can be funded.

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 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. 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, maintaining a countywide service with 69% of City and South Cambs based GP practices referring patients to the service. This year there were 5 series of Arts on Prescription, four funded by the Heritage Lottery Fund (as part of a three-year agreement). These took place in the Norris Museum in St Ives and the Museum of Archaeology and Anthropology in Cambridge. A third series in Cambridge was supported by funding from Cambridge City Council and South Cambridgeshire District Council. The developing partnership with Cambridge University Museums is proving extremely beneficial to both organisations and we hope that when the current project comes to an end in March 2019 we will be able 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 & 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 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 & 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 as they work and they develop very meaningful friendships – helping and supporting each other and understanding the individual difficulties each of them faces. Bob comments on the experience of one participant:

The Cambridgeshire and Peterborough Foundation for the Arts and Mental Health

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'when he is talking to us, no one can understand his meaning because his sentences are now so confused and haphazard. Yet everyone seems to understand he has a problem, so they listen to

him with respect, and react accordingly. For example, if he laughs at the end of one of his 'stories', everyone takes this as a cue and laughs along with him. This is incredibly important for his self-confidence. He has never missed a session in all the time it has been going. It is actually the kindness of the group members to each other that is outstanding. Dementia so often decreases empathy but we are not seeing that at all in this group'.

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 co-ordinator) and nine Trustees. Further volunteers have supported delivery of the Arts on Prescription, Michaelhouse Chorale and Pottery sessions by helping out at weekly sessions.

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 & 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 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 23 January 2019 and signed on their behalf .



Helen McCallum
Trustee

Accounts for the year ended 30 June 2018

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 2018, 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 2018

Statement of Financial Activities

	Notes	Unrestricted Funds £	2018 Restricted Funds £	Total Funds £	2017 Total Funds £
Income					
Incoming resources from generated funds:					
Voluntary income	2	4,433	63,445	67,878	100,543
Investment income		49	0	49	97
Total Income	1	4,482	63,445	67,927	100,640
Expenditure					
Charitable activities		4,907	88,985	93,892	84,190
Total Expenditure	3	4,907	88,985	93,892	84,190
		-425	-25,540	-25,965	16,450
Transfers	9	-250	250	0	0
Net income/(expenditure) and net movement in funds for the year		-675	-25,290	-25,965	16,450
Reconciliation of Funds					
Total Funds brought forward		13,188	56,645	69,833	53,383
Total Funds carried forward		12,513	31,355	43,868	69,833

Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2018 or 2017 other than those included in the Statement of Financial Activities.

Accounts for the year ended 30 June 2018

Balance Sheet

	Notes	2018 £	2017 £
Current Assets			
Debtors	5	24,129	8,157
Cash at bank and in hand		80,056	103,572
Total Current Assets		104,185	111,729
Liabilities			
Creditors: amounts falling due within one year	6	60,317	41,896
Net Assets		43,868	69,833
The Funds of the Charity			
Unrestricted Income Funds	8	12,513	13,188
Restricted Income Funds	9	31,355	56,645
Total Charity Funds		43,868	69,833

For the year ended 30 June 2018 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 23 January 2019 and signed on their behalf.



Helen McCallum
Trustee

Accounts for the year ended 30 June 2018

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 2018

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**

		2018	2017
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Grants			
Cambridge City Council	0	5,000	5,000
Cambs Community Foundation	0	3,450	3,450
Cambridgeshire County Council	0	28,000	28,000
Garfield Weston	0	0	0
Heritage Lottery Fund	0	15,905	15,905
Newby Trust	0	0	0
Norfolk and Norwich	0	5,500	5,500
Pye Foundation	2,500	0	2,500
Rayne	0	0	0
South Cambs District Council	0	2,500	2,500
	-----	-----	-----
	2,500	60,355	62,855
	-----	-----	-----
Donations	1,933	3,090	5,023
	-----	-----	-----
	1,933	3,090	5,023
	-----	-----	-----
Totals	4,433	63,445	67,878
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Accounts for the year ended 30 June 2018

Notes to the Accounts

3	Total Expenditure	2018	2017
		Charitable activities	Governance costs
		£	£
	Staff costs	43,694	0
	Other costs	49,698	500
		-----	-----
		93,392	500
		-----	-----
		93,892	84,190
		-----	-----

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:

	2018	2017
	£	£
Wages and salaries	43,289	39,164
Other pension costs	405	301
	-----	-----
	43,694	39,465
	-----	-----

The average weekly number of staff employed by the charity during the year was 3 (2017 - 3)

5	Debtors : amounts falling due within one year	2018	2017
		£	£
	Grants receivable	23,562	7,557
	Other debtors	567	600
		-----	-----
		24,129	8,157
		-----	-----

6	Creditors : amounts falling due within one year	2018	2017
		£	£
	Accruals	500	480
	Grants received in advance	57,000	35,500
	Trade creditors	2,817	5,916
		-----	-----
		60,317	41,896
		-----	-----

Accounts for the year ended 30 June 2018

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	688	4,482	37,657	32,500	13
Designated Funds	12,500	0	0	0	12,500
	-----	-----	-----	-----	-----
	13,188	4,482	37,657	32,500	12,513
	-----	-----	-----	-----	-----

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	39,283	50,759	76,091	0	13,951
Creative Writing	0	167	417	250	0
Inside Out	0	5,500	5,500	0	0
Michaelhouse Chorale	3,546	2,754	2,525	0	3,775
Mobile Studio	13,816	0	0	0	13,816
YOD Pottery	0	4,265	4,452	0	-187
	-----	-----	-----	-----	-----
	56,645	63,445	88,985	250	31,355
	-----	-----	-----	-----	-----