

Harding House Gallery Limited
Annual Report
2003

Contents

(The work illustrated in this Report is just a small sample of that which is available through the Gallery).

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Officers and Professional Advisers

The Board of Directors

H Neale
I Rylatt
Dawn Hoyer
(Resigned November 2002)
Gail Lee
Viv Sharland
(Joined November 2002)
Allison Payne
(Joined November 2002)

Company Secretary

Bridget Skanski (Member)

Registered Office

81, Village Street,
Oasby,
Nr. Grantham
Lincs.
NG32 3NB

Accountants

Sheffield Community Enterprise
Development Unit
131 Upperthorpe Road
Upperthorpe
Sheffield
S6 3EB

Bankers

NatWest Bank Plc
Smiths Bank Branch
225 High Street
Lincoln
LN2 1AZ

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Directors' Report

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 28 February 2003.

Principal Activities

The principal activity of the company during the year was the leasing and management of Harding House Gallery, Lincoln on the behalf of the members of the company.

Directors

The directors who served the company during the year were as follows:

H Neale
I Rylatt
Dawn Hoyer
(Resigned November 2002)
Gail Lee
Viv Sharland
(Joined November 2002)
Allison Payne
(Joined November 2002)

Small Company Provisions

This Report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed on behalf of the directors



H Neale
Director
25 September 2003
Registered Office
81, Village Street
Oasby
Nr. Grantham
NG32 3NB

Review of the Year

What the Gallery is for

Harding House Gallery is a guarantee limited company, which is run as a co-operative by its members.

The Gallery's main aims are to:

- Supply high quality hand crafted art and craft; and
- Offer a commodity to the public that involves the Gallery's members and makers, the community and national makers and artists.

It is therefore essential that the Gallery continues to offer a broad spectrum of exhibitions in its calendar to suit and develop this audience.

Overview of the Year

This has been yet another successful year at the Gallery and although the membership has remained at 9 all the responsibilities have been covered and opening days managed without too many problems.

Membership

For the first time since the co-operative was founded the Gallery has had no new members this year and the whole issue of membership has been in flux with some members finding their commitment difficult and thinking of resigning.

At the end of the year the situation is more optimistic. Dawn is taking a sabbatical six months but plans to return, Jaq is to be congratulated on being accepted to commence an M.A. in September but wishes to remain within the co-operative and Sue Lancaster has joined with a view to being a member from July.

It would obviously be of benefit to attract more members but this has to be balanced against the need for members to be reliable and conscientious. And for members to be able to see the "big picture" in being part of running a gallery as well as promoting the quality and sales of their own work.

The annual vote has taken place as to which Sale or Return (SOR) artists were felt to be still suitable for the Gallery and 5 makers leave with our best wishes. Several new SOR makers have joined and are selling well.

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author to the editor.

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The second part of the document is a letter from the

editor to the author, dated 10/10/1964.

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author to the editor, dated 10/10/1964.

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author to the editor, dated 10/10/1964.

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Several social events have taken place during the year. These have been successful in promoting the feeling of team spirit and as a result it seems Harding House has ended the year with a small but strong group.

Sales

December takings were down partially due to the threat of a firemen's strike leading to coach cancellations over the Christmas Market. There also seemed a reluctance to spend large sums of money during the market. (this was not only true for the Gallery but also elsewhere in East Anglia) On the other hand November was extremely good with high spending every weekend. Over the two months there was no overall shortfall.

Good sales from some of the exhibitions have proved a boost too, and perhaps the reluctance of the customers to spend money at the exhibitions rather than in the shop is diminishing. A small charge of £20 a week is made for exhibitions to cover advertising etc – exhibitors pay the same 40% on sales as SOR makers

Two opportunities arose this year for members to exhibit their work together at other venues. An exhibition, held in September 2002, resulted in sales for the two members. In addition Rosi organised an exhibition at the Trinity Arts Centre at Gainsborough. These external events raise the status of the Gallery and provide good publicity opportunities. They are also a good example of the advantages of membership of Harding House.

Administration

2002-3 has proved a successful year financially and money has been spent on improvements to the Gallery. The year began with members working together over four days to clean and redecorate the upstairs gallery resulting in improved exhibition space.

In the past year the coding system for all sale or return work has proved most effective and beneficial, both in terms of tracing work and stock taking. It has also improved the quality of information given to makers on their monthly invoices.

It was decided to remove the payment by new members of three months rent in advance as it was felt the amount, together with the £60 non-returnable bond, was too much to ask before any sales had been made.

Stolen work, which sadly still continues, is easily noticed and artists are suitably recompensed for their losses.

1. The first part of the paper discusses the importance of understanding the underlying mechanisms of the observed phenomena.

2. The second part of the paper focuses on the development of a theoretical framework that can explain the observed results.

3. The third part of the paper presents the empirical evidence that supports the theoretical framework.

4. The fourth part of the paper discusses the implications of the findings for future research and policy.

5. The fifth part of the paper concludes the paper and summarizes the main findings.

6. The sixth part of the paper discusses the limitations of the study and suggests areas for future research.

7. The seventh part of the paper discusses the policy implications of the findings.

8. The eighth part of the paper discusses the conclusions of the study.

9. The ninth part of the paper discusses the implications of the findings for future research.

10. The tenth part of the paper discusses the conclusions of the study.

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2002-2003 proved to be a difficult year for the accounts department. Helen Neale was in the process of completing a College course and therefore had to delegate work. This led to a long delay in the completion of the final accounts for 2001-2002 resulting in payment of a fine imposed by Companies House. Thanks go to Dawn Hoyer and Bridget Skanski for the help given during this time.

This year we are more ahead, both due to improvements in the computer programme and to the help of Bridget Stanski who is now assistant Treasurer to all intents and purposes. It had been hoped that Helen could stand down but the reduction in membership and the feeling of many members that the Treasurer's post carries too much responsibility for them to take it over has meant that she continues in post for the foreseeable future.

The use of the safe for the daily takings has proved very valuable – paying in to the bank now takes place once or twice a month (apart from December). Most large purchases are by credit or debit card and it is very rare now to see a cheque.

In June the rent was raised to £6,100 p.a. which will be held for the next 3 years. The rent raise was followed by two episodes when the City Council threatened Court action for non-payment of rent. The problem turned out to be a computer error on the part of the Council.

There have also been problems with the electricity supplier, British Gas who demanded increased Direct Debit payments during the year. Apologies were made and rebates received when this too proved to be an administrative error.

Heating and lighting systems in the Gallery have remained difficult issues to tackle throughout the year, mainly because of the unusual nature of the Building and the constraints imposed by its Listed status.

During the year various members have expressed their concern at the need to attend meetings. Viv has worked hard as Chairman to promote attendance and to conduct meetings in an efficient and businesslike manner and members for their part have endeavoured to respect her role.

On a more optimistic note it was decided that the computer needed updating and Gail was able to arrange for installation of a new system. As the year progressed we were able to purchase a computer desk for downstairs so that the system is available for use by members while manning the Gallery. It also enabled us to print off Gallery documents without recourse to photocopying. This has proved most advantageous particularly for the clerical work and bookkeeping.

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As the year went on the on going problem of lack of storage in the upstairs area was solved by the inclusion of partitions. This has slightly reduced the exhibition space but has greatly improved the upstairs accommodation. Further improvement is also planned in the downstairs shop.

Rosi has worked hard to produce a new postcard for the Gallery. This is invaluable for raising the profile of the Gallery and providing a reference for our customers.

Forward Trends

The Acquire scheme has been renewed and the Gallery is once again offering delayed payment.

Overall - The strength and success of the Gallery is totally dependent on the membership working as a co-operative and although in 2002 we have faced and dealt with some difficult issues, by reflecting on and learning from our experiences we are stronger and more committed to the success and further development of the Gallery

Exhibitions 2002

The exhibition programme for 2002/3 has been full and varied, offering interesting and sometimes challenging artwork for the customers of Harding House to enjoy and the exhibition team to display.

The programme began in March with an extremely successful and profitable exhibition of glass and textiles by Clare Cooper-Walsh. This was followed in April by an exhibition of various artists exploring the idea of "Fashion of Art".

In June we were able to offer the opportunity of exhibiting in a commercial environment to the "Nottingham group" – five amateur artists who had never exhibited before. In July we had the combined exhibition of the painter Nick Gorman and the bronze sculptor Jonathan Cox who made the Gallery space come alive with his lively farmyard birds.

The summer exhibition in 2002 was contemporary Ceramics and we were particularly pleased to be able to show the work of Anna Stina Naess, a potter from Norway.

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"Four into Three" was the September exhibition of four members of the Designer Craftsmen Course at West Nottinghamshire College, Mansfield, this included hand spun knitted garments, jewellery, batik and very interesting design work.

October saw exhibitions by the Portuguese mosaic artist Marcelo de Melo and the London-based glass artist, James Carcass.

The year ended with our Christmas exhibition by various makers in a variety of media and was this year based around the theme of ".....and a partridge in a pear tree."

The 2003 exhibition season began a year earlier than in the past, with an exhibition of contemporary prints in February.

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Accountants' Report

The Accountants present their report to the directors on the unaudited financial statements of Harding House Gallery Limited.

The financial statements for the year ended 28 February 2003 are set out on pages 12 to 16.

You are responsible for their preparation and you consider that the company is exempt from an audit.

In accordance with your instructions (and in order to assist you to fulfil your statutory responsibilities) we have prepared these unaudited financial statements from the accounting records and information and explanations supplied to us.

We have not carried out an audit.

Sheffield Community Enterprise Development Unit
131 Upperthorpe Road
Upperthorpe
Sheffield
S6 3EB

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Profit and Loss Account
For the Year to 28 February 2003

	Note	2003 £	2002 £
Turnover	1	23 356	19 145
Administrative Expenses		(18 684)	(17 623)
Operating Profit/(Loss)	2	4 672	1 522
Revenue Reserves at 1 March 2002		2 120	598
Revenue Reserves at 28 February 2003		6 792	2 120

The notes on pages 13 and 14 form part of these Financial Statements.

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Balance Sheet
At 28 February 2003

	Note	2003	2002
		£	£
Fixed Assets			
Tangible assets	3	996	713
Current Assets			
Debtors	4	642	393
Cash at bank and in Hand		6 729	4 137
		7 371	4 530
Creditors: Amounts falling Due within one year	5	(1 575)	(3 123)
Net Current Assets/(Liabilities)		5 796	1 407
Total Assets Less Current Liabilities		6 792	2 120
Reserves			
Profit and Loss Account		6 792	2 120

The notes on pages 13 and 14 form part of these Financial Statements.

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Balance Sheet
At 28 February 2003
(Continued)

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the accounts for the year by virtue of section 249A (1) and that no member or members have requested an audit pursuant to section 249 B(2) of the Act.

The directors acknowledge their responsibilities for:

1. Ensuring that the company keeps proper accounting records which comply with section 221 of the Act; and
2. Preparing accounts that give a true and fair view of the state of the company's affairs as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities.

These financial statements were approved by the directors on 25 September 2003 and are signed on its behalf by:

H Neale
Director
(25/09/03)

A handwritten signature in black ink, appearing to read 'H Neale', written in a cursive style.

The notes on pages 13 and 14 form part of these Financial Statements.

Notes to the Financial Statements
For the Year to 28 February 2003

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

Turnover

The turnover shown in the Profit and Loss Account represents amounts invoiced during the year.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and Fittings - 25%

2. Operating Profit/(Loss)

The Operating Profit/(Loss) is stated after charging:

Depreciation £ 332 (2002: £ 708)

3. Tangible Fixed Assets

	Fixtures & Fittings £
Cost	
At 1 March 2002	3 752
Additions	615
At 28 February 2003	4 367

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Notes to the Financial Statements
For the Year to 28 February 2003
(Continued)

Tangible Fixed Assets
(Continued)

Depreciation

At 1 March 2002	3 039
Charge for the year	332
At 31 March 2003	3 371

Net Book Value

At 28 February 2003	996
At 29 February 2002	713

4. Debtors

Trade Debtors	£ 642 (2002: £ 393)
---------------	---------------------

5. Creditors: Amounts falling due within one year

	2003 £	2002 £
Trade Creditors	-	-
Other Creditors	865	2 145
Accruals and Deferred Income	710	978

6. Related Party Transactions

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

7. Company Limited by Guarantee

The liability of members (and any ex-member who has resigned in the last 12 months) is limited to £ 1.