

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	12	2023	To	30	11	2024

Reference and administration details

Charity name	Cupar Arts
Other names charity is known by	
Registered charity number	SC 043402
Charity's principal address	31 Millbank
	Cupar
	Fife
	Postcode KY15 5DP

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Margaret Robertson	Trustee	Whole year	
2	Mairi MacGregor	Treasurer	Whole year	
3	Sarah Kennedy	Secretary	Whole year	
4	Kate Cowcher	Chairperson (Joint)	14.08.24 - present	
5	David Hill	Chairperson (Joint)	17.07.24 - present	
6				
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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name		Dates acted if not for whole year	
Trustee name	Office (if any)	Dates acted if not whole year	Name of person (or body) entitled to appoint trustee (if any)
Kate Strang	Trustee	14.03.24 – 01.03.25	
Mike Melville	Trustee	14.03.24 – 27.11.24	

Structure, governance and management

Type of governing document

The organisation is a Scottish Charitable Incorporated Organisation (SCIO). The structure of the organisation consists of:

- the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
- the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.

Trustee recruitment and appointment

Membership is open to any individual aged 16 or over who are approved by the Board as providing such skills and expertise deemed beneficial to the sustainability of the organisation.

Board members will not be eligible for election or appointment to the board unless he/she is a member of the organisation.

At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.

The board may at any time appoint any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.

Objectives and activities

Charitable purposes

1. To advance the arts, heritage, culture or science and in furtherance of this:
2. To promote, develop and sustain the arts and arts activity in and around Cupar.
3. To organise and develop arts events, projects and initiatives.
4. To support, involve and highlight artists drawn from a national and international base with an emphasis on contemporary art and innovation.
5. To promote contemporary art as a way of enhancing and strengthening the local community, and to attract a national and international audience.
6. To secure appropriate funding for such events and initiatives.

Summary of the main activities in relation to these objects

Cupar Arts presents work that engages, inspires and challenges audiences by artists working over a broad range of contexts from across the UK and overseas. Its curated programme has integrated art at the heart of Cupar's local community with art projects that use interior and exterior spaces in and around the town. In 2023-4, our focus has been on exploring possibilities for a permanent arts hub, and in growing our community of followers and members, in support of this aim. We have also begun preparations for a local events programme for 2024-5.

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Growing our Organisation

In 2023/24, through our AGM and through other public engagement events, we welcomed a number of new members and four new Trustees. Establishing an Arts Hub remains a long-term goal. There was a lot of enthusiasm for this from our new members and Trustees, following on from the Scoping Study produced last year, in association with Cupar Museum and Heritage Trust and the Three Estates Cupar group. In order to achieve this long term goal, we need to continue to grow our organisation through quality events and activities in the short and medium term.

One of our areas of focus in 2023-4 has been growing our communications reach, including both our mailing list and social media followings. In September 2023, we took over the community stall at the Farmers' Market, in order to raise awareness of the organisation, share information on the Scoping Study, and enable sign up to our mailing list. We recruited over 60 new subscribers on this day. Our social media following has also increased, with nearly 100 new followers (a growth of over 10%) following us on Instagram by autumn 2024.

Governance

Our new Trustee team have been reviewing our processes and procedures over 2023/24, updating policy, including creating an Interim Privacy Statement and redeveloping our website. During 2024/25, we aim to include links to OSCR and to make our Trustees' Annual Report available via the website. This will support increased transparency as we grow our organization. Our Trustees will also take part in training, offered by Fife Voluntary Action, to develop understanding of our roles as Trustees.

In 2023-4, new trustees were recruited through the 2024 AGM, which attracted large public interest due to our announcement of our hopes to establish an Arts Hub. Of those who joined as members and Trustees in 2024, two (David Hill and Kate Cowcher) have remained and become Co-Chairs for 2024/5.

Fundraising and Future events

We applied for and were successful in being granted £1000 funding from the University of St Andrews Community Fund in September 2024. The funding, which is expected to arrive in March 2025, relates to our new community-focused programme, Meet the Neighbours which will run throughout 2025. This will be a series of talks, demonstrations, pop-up exhibitions and related showcases of creative talent in and around Cupar. It is a series specifically designed to help build our community engagement and to enable us to get to know the range of artists and other creative individuals in Cupar. We are grateful to the University of St Andrews Community Fund for this support, which is given specifically for community-focused projects in Fife. This funding will appear in our 2024/25 financial report.

Much of our work during 2023/24 involved planning events for the next financial year. These plans included a gig at Castlehill Community Centre, with Adam Ross and Gillian Fleetwood headlining, in December 2024. We also developed plans for our 'Meet the Neighbours' programme during 2023/24. This involves bringing together creative people from the Cupar area to discuss and showcase their work. The first Meet the Neighbours event took place on 20th February, featuring the work of local artist Carolyn Scott. This series of events is funded by University of St Andrews Community Fund. Full coverage of these events and costs will be reported in the Treasurer's Report 2024/25.

Core Administrative Expenses

As our main focus in 2023/24 was growing our organisation and planning for 2024/25, core administrative expenses made up all our expenditure. As previously noted in our annual Treasurer's report, the auditor's report tended to be one of our largest expenses, at over £400, in the past. In recent years, we have been very grateful to Fife Voluntary Action for carrying out the independent examination of our accounts. It is very worthwhile to continue this relationship. Our other core expense, beyond £60 for the independent examination of accounts, is our annual website hosting, costing £150. During 2023/24, we explored various venues for meetings and events. Costs for venue hire in 2023/24 came to £66.84. A further core administrative cost for 2024/25 will be Public Liability Insurance. Ongoing budgeting and fundraising needs to take these core expenses into account. As mentioned above, we are delighted to be in receipt of funding for 2024/25 for our Meet the Neighbours programme, from University of St Andrews Community Fund. We will also be seeking further funds, through our fundraising events and grants, to develop our planned programmes and future events.

All our finances have been approved by OSCR, the charity regulator and are available to review through OSCR.

Financial review

Brief statement of the charity's policy on reserves

Details of any deficit

None

Donated facilities and services (if any)

None

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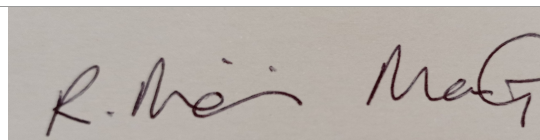
Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kate Cowcher

Mairi MacGregor

Position (e.g. Chair)

Co-Chair

Treasurer

Date

6.05.25

6.05.25