

Charity Registration No. 1023010
Company Registration No. 02513706 (England and Wales)

THE CRAWLEY FESTIVAL
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

THE CRAWLEY FESTIVAL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Anthony Witton (Chairman) Angela Finn Josephine Anne McQuade
Company Secretary	Angela Finn
Charity number	1023010
Company number	02513706
Registered office	3 Laurel Close Furnace Green Crawley RH10 6QE
Independent examiner	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Barclays Bank plc Leicester LE87 2BB

THE CRAWLEY FESTIVAL

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 – 8

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees present their report and accounts for the year ended 30 September 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011 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 (FRS102) (effective 1 January 2015).

Structure, governance and management

The Crawley Festival ('the Organisation') is a company limited by guarantee registered in England and Wales, number 02513706. It is also a registered Charity number 1023010. The organisation was incorporated on 20 June 1990 and registered as a charity on 23 June 1993. The company is governed by its Memorandum and Articles of Association.

The Trustees, who are also the Directors for the purpose of company law, who served during the year, were:

Angela Finn

Anthony Witton

Josephine Anne McQuade (appointed by committee 17 November 2020, ratified at AGM 20 April 2021).

Objectives and activities

We believe that the arts are a part of everyday life and are fundamental to community engagement and ownership. They generate economic growth and enable skills development. They provide a positive means to get people involved and accessible tools to encourage people to generate their own ideas to explore and address local interests and issues.

These aims are usually realised specifically through the organisation and delivery of an annual festival which showcases local talent and encourages engagement to deliver cultural learning and economic growth. Events during 2020-21 were modified to take account of the Coronavirus mitigation rules.

The company is a charity and is limited by guarantee with no share capital. Each member agrees to contribute £1 towards the liabilities of the company on winding up.

Achievements and performance

At the beginning of the 2020 financial year, Crawley Festival had funds available because Coronavirus had forced the cancellation of any live events during Summer 2020. During 2020 we had begun to work with Creative Crawley, a consortium of local people representing organisations with an interest in supporting, producing, and presenting high quality arts and cultural activity in Crawley. Crawley Festival Chairman, Tony Witton, is on the Creative Crawley board.

During Autumn 2020 Crawley Festival worked alongside Creative Crawley in preparing for 'Right Here', a micro-festival on 29/30 January 2021. With the agreement of funding providers Crawley Borough Council, Crawley Festival contributed £8,000 to the project. Tony was involved in recruiting and appointing lead artists and was able to contribute Crawley Festival's experience and expertise of putting on workshops and other arts events to engage the community in Crawley. This involvement gave Crawley Festival an opportunity to participate in regeneration planning for the town's future. Due to increased coronavirus restrictions in early 2021 the Right Here micro-festival was adapted to be mainly online events, alongside art installations on several local shopping parades. As a registered charity, Crawley Festival was able to support Creative Crawley by administering the funding provided by Crawley Festival and an additional £5000 funding from Sussex Community Fund. Crawley Festival's secretary Angela Finn, and acting treasurer Shannon Witton, worked closely with Louise Blackwell of Creative Crawley to keep accurate financial records.

The Crawley Festival Annual General Meeting was held online, using Zoom, on 20 April 2021. Joe Exler joined the committee, and Josephine Anne McQuade was confirmed as a trustee.

During the summer of 2021 Crawley Festival worked closely with Crawley Borough Council (CBC) to programme entertainment on The Bandstand for several Thursday afternoons, making several new performing contacts.

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2021

As Covid restrictions were reduced, the committee planned a new medium scale covid-safe event for September 2021 in the Memorial Gardens, choosing the name BACKstage to show that we were back in business. With generous support from Crawley Business Improvement District and Diverse Crawley, both of whom provided infrastructure and event delivery services in kind, and with Crawley Borough Council funding, we were able to maximise access to the event by providing all activities free of charge. Activities included live music on the bandstand from a variety of local performers, cooking demonstrations and food tasting at the Cultural Kitchen run by Diverse Crawley, rides and games for children, an art workshop and a limited street food offer of wood fired pizza, beer, sparkling wine and ice cream. A wide variety of community information stalls set up in individual gazebos gave local organisations the opportunity to raise awareness of their services. The weather was excellent and this, together with the variety of activities, attracted an estimated 4,000 people across the course of the afternoon between the opening hours of midday to 5pm.

The Festival Committee rose to the challenge of putting together a redesigned programme for 2021 in a time of considerable uncertainty, firmly believing in the value of cultural activity in reconnecting the community. The enthusiastic engagement of the public and positive comments received on the day were a clear endorsement of our approach and the value attributed to high quality and high-profile cultural activity by the local community.

Plans

With changes to committee membership in 2020, and only two trustees after the 2020 AGM, we put on hold plans to move to a Charitable Incorporated Organisation (CIO). In November 2020 committee member Anne McQuade was appointed as a Trustee. An uncertain future due to the pandemic and reduced funding opportunities gave us further cause for caution. As the future now looks more stable, we hope to proceed with conversion to a CIO, which will simplify our reporting requirements and bring our governance arrangements up to date. We will continue to work with Crawley Community Action (previously Crawley CVS) to prepare updated governance documents.

The Management Committee's intention is to continue to recruit more committee members, including a new treasurer, and to encourage and promote events in future years.

Financial review

The Statement of Financial Activities is attached. The charity reports a deficit of £9,529 for the year to 30 September 2021 (2020: surplus of £11,232).

Reserves policy

The management committee have established a policy whereby the free reserves held by the charity should be between 25% and 50% of the annual resources expended. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. The free reserves totalled £3,500 at the 30 September 2021 are in line with this policy (2020: £13,029).

Risk review

The management committee considers risk issues on a regular basis and acts to mitigate risk on an ongoing basis to which the charity is exposed.

Key Risks:

1. Financial – The Festival has low levels of reserves and depends upon annual grants to deliver an events programme. The impact of Covid 19 on Gatwick Airport will have ongoing effects. Crawley Borough Council have reviewed their Community Grant Funding for 2022. Crawley Festival has applied for 3 years of funding from CBC for 2022 to 2024 and will continue to seek additional sources of funding.

Relationships are maintained with key stakeholders and applications for grants are made in good time to give early indication of the level of expenditure events which can be achieved. No commitments are made if funds are not in place to meet them. Events are also scalable.

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2021

2. Personnel – The Festival has a small committee and depends on the skills and time commitment of individual volunteers to deliver an annual events programme. Succession planning is considered on an ongoing basis and new volunteers are introduced to Festival activities to build up local support. Recruitment of new committee members is a priority.
3. Reputational – The Festival is known for delivering good quality and well organised events. Regular event planning meetings are held throughout the year to provide opportunities for discussion and checks on quality and a robust health and safety process is in place. Ongoing government recommendations on Covid safety may continue to have an impact on future event plans.

Public Benefit

The Charity's trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Recruitment and appointment of Directors

Directors are recruited based on skill gaps identified by existing directors. They are formally appointed at the Annual General Meeting.

Responsibilities of the Directors

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors should follow best practice and:


- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Directors are also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Directors on 26 March 2022

Signed on their behalf by:
Mr A Witton (Chairman)



THE CRAWLEY FESTIVAL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE CRAWLEY FESTIVAL

I report on the charity trustees on my examination of the accounts of the Charitable Company for the year ended 30 September 2021.

Responsibilities and basis of report

As the trustees of the Charitable Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

TC Group

Jonathan Aikens FCA, DChA
Independent Examiner
For and on behalf of TC Group

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 30 March 2022

THE CRAWLEY FESTIVAL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Notes	2021 £	2020 £
Income from:			
Donations and grants		8,825	12,750
Charitable activities		500	-
Total income		9,325	12,750
Expenditure on:	4		
Charitable activities		18,854	1,518
Total expenditure		18,854	1,518
Net income/(expenditure)		(9,529)	11,232
Reconciliation of funds			
Total funds brought forward		13,029	1,797
Total funds carried forward		3,500	13,029

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derives from continuing activities.

All income and expenditure in 2021 and 2020 was unrestricted.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE CRAWLEY FESTIVAL
BALANCE SHEET
AS AT 30 SEPTEMBER 2021

	Notes	2021	2020
		£	£
Current assets			
Cash at bank and in hand		<u>4,400</u>	<u>13,629</u>
			13,629
Creditors: amounts falling due within one year	7	<u>(900)</u>	<u>(600)</u>
Net assets		<u>3,500</u>	<u>13,029</u>
The funds of the charity			
Unrestricted funds		<u>3,500</u>	<u>13,029</u>
		<u>3,500</u>	<u>13,029</u>

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2021. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 7 to 8 form part of these accounts.

Anthony Witton

Mr A Witton
Chairman
26 March 2022

Company number: 02513706

THE CRAWLEY FESTIVAL

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

1 Statutory information

The Crawley Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative information page.

2 Accounting policies

2.1 Basis of preparation

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 2015), Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Crawley Festival 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 the relevant accounting policy note(s). There are no material uncertainties about The Crawley Festival ability to continue as a going concern.

The functional currency of the charity is pounds sterling and items are rounded to the nearest pound.

2.2 Income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants are recognised in full in the Statement of Financial Activities when the grant can be reliably measured, the charity become entitled to the income and it is probable that the charity will receive the funds.

Charitable activity income are stall holder fees at events. These are recognised in full when receivable.

2.3 Expenditure

Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item of expense to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity. These are included as support costs.

2.4 Taxation

The charity is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

2.5 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.

2.6 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

THE CRAWLEY FESTIVAL
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

3. Net income/(expenditure) for the year

This is stated after charging:

	2021	2020
	£	£
Independent Examination Fees	900	600

4. Expenditure on:

	Total 2021	Total 2020
	£	£
Charitable Activities		
Direct costs	17,954	918
Support costs	900	600
Total expenditure	18,854	1,518

Support costs include governance costs (consisting entirely of independent examiner fees) of £900 (2020: £600).

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Trustee expenses

During the year no trustees received reimbursement of expenditure (2020: £Nil).

6. Staff Costs

There were no employees during the year.

7. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	900	600
	900	600

8. Control

The charity is a company limited by guarantee. No one member has overall control of the charity.