

Lewes Live Literature Trustees Annual Report 2020-21

The Trustees present their annual report and accounts for the year ended 31st March 2021.

Reference and administrative details of the charity, its trustees and advisers

The full name of the charity is **Lewes Live Literature**

Charity Number: 1071730

The company became a registered charity on 28 September 1998.

Company Number: 03593698

The company was incorporated on 7 July 1998 under the Companies Act 1985.

Registered Office: 19 Newton Road, Lewes, East Sussex BN7 2SH

General Postal Address: LLL Mailbox, Lewes Town Hall, High Street, Lewes, East Sussex BN7 2Q5

Bankers	Natwest	Lewes Branch, 11 High Street, Lewes, East Sussex BN7 2LH
Accountant	Hunt Armstrong	Albion House, Albion Street, Lewes, East Sussex BN7 2NF

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year-end were as follows:

Linda Salway	Trustee / Chairperson
Nicky Crabb	Trustee
Gus Watcham	Trustee / Company Secretary
John Agard	Trustee
Annika Cooper	Trustee

Employees

Mark Hewitt	Artistic Director (freelance)
-------------	-------------------------------

In line with current artistic policy and developments, the company now – for specific projects – operates also under the name: **LLL Productions**.

Structure, Governance and Management

Governing Document

Lewes Live Literature is an incorporated company limited by guarantee governed by its Memorandum and Articles of Association adopted on 18 June 1998. It is registered as a charity with the Charity Commission. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

Appointment of Trustees

Trustees may be appointed at any time either to fill a vacancy or by way of addition to the Board of Directors. We look for trustees that possess relevant skills and experience which may be of practical use to the charity. Every trustee appointed shall retain his or her office until the next Annual General Meeting, but he or she shall then be eligible for re-election.

Induction and Training of Trustees

New trustees are briefed on their obligations in law and under the regulations of the Charity Commission. Every new trustee receives a copy of the Memorandum and Articles of Association, the Charity Commission's leaflet on the responsibilities of being a Trustee, and the aims and objectives of the charity.

Organisational Structure

The board of trustees, with an optimum number of 3 – 6 members, administers the charity. The Board of Trustees meets three to four times per year, to discuss plans and long-term objectives and their implementation. Meetings include budget reviews and risk assessments on current activities. A

freelance Artistic Director is appointed by the trustees, to whom the trustees delegate day-to-day operations of the charity, including finance, employing other freelance support and artistic policy and direction. The Artistic Director reports regularly to the trustees on matters of general concern.

Related Parties

There are no related party transactions.

Risk Management

The trustees have a risk management process which comprises:

- an annual review of any long-term risks the charity may face;
- the establishment of systems and procedures to mitigate these risks;
- the implementation of procedures designed to minimize any potential impact on the charity should these risks materialize;
- financial, health & safety, and operational procedures are annually reviewed

Objectives and Activities

The charity's objects and principal activities are to advance education for the public benefit by the promotion of the arts, in particular literature and the spoken word but also with a view to developing 'live literature productions' and presenting events that involve elements of music, theatre, visual art, and film. Lewes Live Literature (LLL) aims to offer opportunities for local people of all ages to see and participate in high quality artistic activities through the presentation of productions, festivals, events, creative participative workshops and other projects involving professional writers and artists.

The main objectives for 2020-2021 were:

- to survive the coronavirus pandemic intact as an organisation;
- to take advantage of the local authority and government support that was available;;
- to review company practices and procedures;
- to prepare for the future when it is possible to run events and stage productions again.

The strategies employed to achieve the charity's objectives during 2017-18 were:

- to seek funding for a future programme of work from Arts Council England;
- to apply for business rate relief on the company's studio space;
- to apply for a local business covid emergency grant from the local authority;
- to maintain electronic contact amongst the trustees regarding developments,

The major areas of activity that contributed to our stated objectives were:

- a successful application to Arts Council England for a project entitled 'Supporting Freelancers and Supporting Community Participation';
- successful applications to East Sussex Arts Partnership and Lewes District Council for the same project;
- as no activity was possible because of lockdowns, covid restrictions and venues being closed to bide our time and to prepare and plan for the future;
- to maintain contact with artists and venues involved with our production activity so that when lockdown restrictions were eased we could begin work.

Summary

2020-21 was a uniquely barren year for LLL due to successive lockdowns and theatres and venues being closed. Our main aim was to ensure the survival of the organisation, be flexible and adaptable and plan for the future. The company is fortunate in having a very streamlined light touch staffing structure.

Main achievements

The stated objectives for 2020-21 were achieved in the following ways:

ACTIVITY DURING 2020-21

Local authority support

As a cultural charity, LLL was eligible for a £25,000 covid emergency business support grant from Lewes District Council, for which we successfully applied in May 2020. LLL also applied successfully for a business rates holiday, with this reduction passed on to the freelance artists that use our studio space.

Arts Activity

LLL applied successfully for a grant from Arts Council England for a project entitled Supporting Freelancers and Supporting Community Participation. Our intention was to put on a series of events that ran from late 2020 through to the Spring of 2021 and through which we could support freelance

artists by creating new work and new opportunities. Unfortunately, the second delta wave of Covid infections and consequent lockdowns and restrictions meant that this could not take place, and in fact the entire project had to be moved into the following financial year.

LLL still also had existing funding for its production, 'Prison Dialogues', a new work for theatre that we had planned to run at Brighton Fringe Festival in May 2020 but could not for obvious reasons. In the absence of any immediate way forward we sought to maintain regular contact with the cast and to plan for how we would initiate the project when it became possible to do so.

KEY OUTCOMES

It is difficult to talk of outcomes during a year when, effectively, nothing happened and no arts activity was possible. But Lewes Live Literature – with its lean infrastructure – has ensured its survival and maintained its purpose through the implementation of the measures outlined above.

FUNDRAISING ACTIVITY

No fundraising events were held during 2020/21.

Financial Review

Transactions and Financial position

The financial accounts are set out in the accompanying document. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (effective October 2005) and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Operating review

Although LLL could not pursue its usual activities or continue with projects that had already been funded, but the grant support and covid support benefits that it received meant it was not a bad a year as regards income.

Gross income for the year was £42,534. Expenditure totalled £13,787

As Lewes Live Literature has no reserves, total reserves at the year end stand at £0.00.

Principal funding sources were funding bodies relevant to the aims of the charity and a one-off grant from Lewes District Council. Arts Council England remains our main source of funding for arts activity, supplemented by small grants from Lewes Town Council and East Sussex Arts Partnership.

Policies on Reserves, Investment Policies and Investment Performance

The charity currently has no reserves of and does not commit to any expenditure without the necessary funding in place. There are no long-term overheads committed.

Share Capital

The company is limited by guarantee and therefore has no share capital

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The trustees identify the major risks to which the charity is exposed each financial year when preparing and updating a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks which have been identified and establish systems to mitigate those risks. The charity is satisfied that the systems are in place to mitigate their exposure to the major risks which have been so identified and reviewed.

Plan for the Forthcoming Year

RESUMPTION OF OUR EVENTS PROGRAMME

Our plan for 2021-22 is to return to presenting live events and staging productions, depending what government and local authority covid restrictions make possible. We already have Arts Council funding to present a programme of work and will maintain email contact with the local arts centre to find out when this can begin. We also plan to begin our creative workshops programme for local poets.

PRODUCTION ACTIVITY

We plan to complete the casting, rehearse and premiere our planned production of 'Prison Dialogues' by LLL's Artistic Director, Mark C. Hewitt, as part of Brighton Fringe Festival, which is scheduled to take place in May/June 2021.

Funds Held as Custodian Trustees

This is not relevant to the organisation.

Statement of Directors' and Trustees' Responsibilities

Charity Law and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Trustees approved this report on 17 December, 2021.

Linda Salway
Chair of Trustees

Report of the Directors and Unaudited Financial Statements

for the year ended 31 March 2021

for

LEWES LIVE LITERATURE

LEWES LIVE LITERATURE
Contents Page
For the year ended 31 March 2021

Report of the Directors and Unaudited Financial Statements
for the year ended 31 March 2021

Company information	3
Directors' report	4
Accountants' report	6
Income statement	7
Statement of financial position	8
Notes to the financial statements	9
Detailed income statement	11

LEWES LIVE LITERATURE
Company Information
For the year ended 31 March 2021

Directors

Nicola Crabb
Linda Salway
Giorsal Watcham
John Agard
Annika Cooper

Registered Number

03593698

Registered Office

19 Newton Road
Lewes
Sussex
BN7 2SH

Accountants

Armstrong Hunt
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF

LEWES LIVE LITERATURE
Directors' Report
For the year ended 31 March 2021

The directors present their annual report and the financial statements for the year ended 31 March 2021.

Principal activities

The company is a charitable organisation (Registered Charity Number 1071730). During the financial year the company organises and promotes arts events and literary events and makes literary productions for the education and entertainment of the general public. The charity also runs creative writing classes and other participative activities.

Directors

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

Nicola Crabb
Linda Salway
Giorsal Watcham
John Agard
Annika Cooper

Statement of directors' responsibilities

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to :

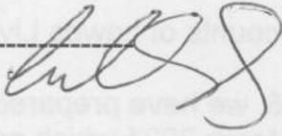
- select suitable accounting policies and then apply them consistently
- make judgements and accounting estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom, governing the preparation and dissemination of financial statements, may differ from legislation in other jurisdictions

LEWES LIVE LITERATURE
Directors' Report
For the year ended 31 March 2021

This report was approved by the board and signed on its behalf by:

Linda Salway
Director



Date approved: 30 December 2021



Anthony Hunt
Alton House
Alton Street
Lewes
East Sussex
BN1 2NF
30 December 2021

LEWES LIVE LITERATURE
Accountants' Report
For the year ended 31 March 2021

Report to the directors on the preparation of the unaudited statutory accounts of Lewes Live Literature for the year ended 31 March 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Lewes Live Literature for the year ended 31 March 2021 which comprise of the Profit and Loss Account, the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity and the related notes from the company's accounting records and from information and explanations you have given us

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at

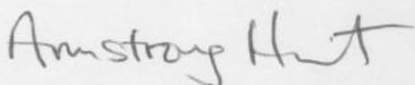
<http://rulebook.accaglobal.com/>

This report is made solely to the Board of Directors of Lewes Live Literature, as a body, in accordance with the terms of our engagement letter dated 30 December 2021. Our work has been undertaken solely to prepare for your approval the accounts of Lewes Live Literature and state those matters that we have agreed to state to the Board of Directors of Lewes Live Literature, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Lewes Live Literature and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Lewes Live Literature has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Lewes Live Literature. You consider that Lewes Live Literature is exempt from the statutory audit requirement for the year

We have not been instructed to carry out an audit or a review of the accounts of Lewes Live Literature. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts

31 March 2021



.....
Armstrong Hunt
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF
30 December 2021

LEWES LIVE LITERATURE
Income Statement
For the year ended 31 March 2021

	Notes	2021 £	2020 £
Turnover		-	5,742
Cost of sales		(6,753)	(26,284)
Gross loss		(6,753)	(20,542)
Administrative expenses		(7,034)	(13,160)
Other operating income	2	42,534	31,911
Operating profit/(loss)		28,747	(1,791)
Profit/(Loss) on ordinary activities before taxation		28,747	(1,791)
Tax on profit on ordinary activities		-	-
Profit/(Loss) for the financial year		28,747	(1,791)

Linda Selway
Director

LEWES LIVE LITERATURE
Statement of Financial Position
As at 31 March 2021

	Notes	2021 £	2020 £
Current assets			
Cash at bank and in hand		49,783	18,503
Creditors: amount falling due within one year	4	(13,202)	(10,669)
Net current assets		<u>36,581</u>	<u>7,834</u>
Total assets less current liabilities		36,581	7,834
Net assets		<u>36,581</u>	<u>7,834</u>
 Capital and reserves			
Profit and loss account	5	36,581	7,834
Members' funds		<u>36,581</u>	<u>7,834</u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

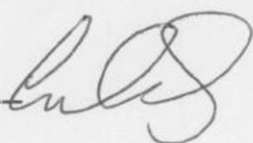
Directors' responsibilities:

1. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
2. The directors acknowledge their responsibilities for complying with the requirements of the companies act 2006 with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the board of directors on 30 December 2021 and were signed on its behalf by:

 Linda Salway
 Director



LEWES LIVE LITERATURE
Notes to the Financial Statements
For the year ended 31 March 2021

General Information

Lewes Live Literature is a private company, limited by guarantee, registered in England and Wales, registration number 03593698, registration address 19 Newton Road, Lewes, Sussex, BN7 2SH

The presentation currency is £ sterling.

1. Accounting policies

Significant accounting policies

Statement of compliance

These financial statements have been prepared in compliance with FRS 102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Basis of preparation

The financial statements have been prepared on the going concern basis and under the historical cost convention as modified by the revaluation of land and buildings and certain financial instruments measured at fair value in accordance with the accounting policies.

The financial statements are prepared in sterling which is the functional currency of the company.

Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

Committed grant monies not distributed at the year end are carried forward to the next financial year, in order that the accounts reflect the activity for the current year.

Government grants

Government grants received are credited to deferred income. Grants towards capital expenditure are released to the income statement over the expected useful life of the assets. Grants received towards revenue expenditure are released to the income statement as the related expenditure is incurred.

2. Other operating income

	2021 £	2020 £
Government Grants	25,000	-
Grants - project related	10,364	22,375
Grants - running costs	2,050	500
Workshop fees	-	1,416
Hire of premises and equipment	5,120	7,320
Other income	-	300
	<u>42,534</u>	<u>31,911</u>

3. Average number of employees

Average number of employees during the year was 1 (2020 : 1).

LEWES LIVE LITERATURE
Notes to the Financial Statements
For the year ended 31 March 2021

4. Creditors: amount falling due within one year

	2021 £	2020 £
Accrued Expenses	305	305
Deferred Grants	12,897	10,364
	<u>13,202</u>	<u>10,669</u>

5. Profit and loss account

	2021 £
Balance at 01 April 2020	7,834
Profit for the year	28,747
Balance at 31 March 2021	<u>36,581</u>

6. Company Limited by Guarantee

The company is limited by guarantee and therefore has no shares.

2021 £	2020 £	
28,000	28,000	Other operating income
10,364	10,364	Government Grants
5,000	5,000	Grants - project related
1,418	-	Grants - running costs
7,320	6,120	Volunteer fees
300	-	Hire of premises and equipment
34,812	49,524	Other income

LEWES LIVE LITERATURE
Detailed Income Statement
For the year ended 31 March 2021

	2021 £	2020 £
Turnover		
Ticket sales	-	5,742
	<u>-</u>	<u>5,742</u>
Cost of sales		
Performers' fees and expenses	1,330	13,070
Venue, staging and production costs	349	5,564
Promotion and publicity	274	1,300
Freelance operatives-fees and expenses	4,800	6,350
	<u>(6,753)</u>	<u>(26,284)</u>
Gross loss	(6,753)	(20,542)
Administrative expenses		
Accountancy Fees	323	328
Rent	5,520	7,718
Light, Heat & Power	-	260
General Travel Expenses	76	550
General Insurance	-	504
Computer Expenses	1,026	3,049
Stationery & Postage	88	520
Telephone, Fax & Internet	-	231
Sundry Expenses	1	-
	<u>(7,034)</u>	<u>(13,160)</u>
Other operating income		
Government Grants	25,000	-
Grants - project related	10,364	22,375
Grants - running costs	2,050	500
Workshop fees	-	1,416
Hire of premises and equipment	5,120	7,320
Other income	-	300
	<u>42,534</u>	<u>31,911</u>
Operating profit/(loss)	28,747	(1,791)
Profit/(Loss) on ordinary activities before taxation	28,747	(1,791)
Profit/(Loss) for the financial year	28,747	(1,791)