

# **Lewes Live Literature Trustees Annual Report 2021-22**

The Trustees present their annual report and accounts for the year ended 31<sup>st</sup> 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)
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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 2021-2022 were:

- to reconnect post-covid lockdown with our core activity as an events promoter and live literature production company;
- to support freelance arts practitioners by creating work and generating opportunities;
- to serve local audiences by reviving our programmes of events and participative workshops
- to review company practices and procedures;

The strategies employed to achieve the charity's objectives during 2021-22 were:

- to seek funding for a future programme of work from Arts Council England;
- to seek to continue business rate relief on the company's studio space;
- to initiate a programme of events and workshops,

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

- a successful application to the Arts Council to initiate a project in 2022 entitled 'Supporting Grassroots Live Literature Production / Programme 2022';
- to run a professional check on all of our technical equipment.

#### **Summary**

Having survived the covid lockdowns intact as an organisation, 2021-22 saw LLL return to its core activities as a production company, offering a programme of events for local audiences in Lewes and staging a theatre production as part of Brighton Fringe Festival. Our programme of participative workshops was recommenced as soon as it was safe to do so. The company is fortunate in having a very streamlined light touch staffing structure which helped us to ride the difficulties caused by the covid lockdown and the closure of venues and theatre spaces.

### **Main achievements**

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

#### **ACTIVITY DURING 2021-22**

##### Local authority support

LLL applied successfully to continue with reduced business rates, with this reduction passed on to the freelance artists that use our studio space. The organisation applied successfully for project support from Lewes Town Council and East Sussex Arts Partnership.

##### Arts Activity

Supporting freelancers and supporting community participation' was a project undertaken in unpredictable and extraordinary times. Our stated aim was to: "support the talents and livelihoods of freelance writers and artists working in the live literature / theatre sector" and "to reconnect with our audience base and offer opportunities to engage once again with the performing arts", as well as relaunching our much valued seminar/workshops for local poets and rehearsed readings of new work by local playwrights. The original timeframe for the project had been November 2020 through to May 2021 but the many months of lockdown and restrictions meant that the entire programme had to be

put back by 8 months and eventually was able to start in late June 2021 running through to December. Changing government guidance concerning live in-person events - and the way this guidance was interpreted and implemented by our local authority - meant that events were conducted within constantly evolving restrictions and safety requirements and always with a reduced capacity at the venue. But we're happy that we succeeded in welcoming audiences back to an engagement with cultural events whilst paying freelance artists to work at a time when opportunities were scarce. Changes to the detail of the programme had to be made where practitioners were nervous of travelling to live events or because their practice and ways of working had changed because of the pandemic. So, for example, writer Sudhir Hazareesingh was unable to find any time that he felt safe to undertake speaking engagements whilst Ayanna Witter-Johnson's agents wanted any date to coincide with a full tour by the artist, which proved impossible to arrange. On the other hand, poets Martina Evans, Sonya Smith and Grace Nichols were variously able to read 'live' for the first time from books published during lockdown whilst explorative new performance texts by Caribbean-British poet John Agard, playwright Mark C. Hewitt and writer Catherine Smith were tried out for the first time in front of appreciative audiences. Screenings of film-poems made during lockdown were shared for the first time and mixed race flamenco group Tormenta Flamenca were invited to contribute to the programme in an exhilarating and well-attended performance. A participative event with Penned Up co-director David Kendall and two ex-prisoners focused on discussion of the value of the arts to people in prison and in supporting prisoner rehabilitation, whilst our poetry workshop seasons for local poets, led by Mimi Khalvati, resumed in October 2021. One audience member summed up much of what made this programme important: "SO good", she wrote in our Comments Book, "to be back here for a live event with real people." Actor Benjamin May presented the other side of the equation: "I won't labour the sentiment too much, but it was such a joy and privilege to have the opportunity to perform in front of an audience for the first time since March 2020." Alongside a focus on developing online video presentations linked to events, we also commissioned our website designers to come up with a podcast page on the LLL website, so that over the coming months and years we can run artist podcasts alongside our live events programmes.

Towards the end of 2022, LLL also applied successfully for a grant from Arts Council England for a project entitled 'Supporting Grassroots Live Literature Production / Programme 2022'.

#### KEY OUTCOMES

The fact that Lewes Live Literature was one of the first local arts organisations to start presenting cultural events in 2021 for local audiences meant that these events were often the first public event people had attended for over 18 months. We feel the organisation received a degree of kudos and enhanced reputation for blazing the trail in this way. Certainly, our very loyal emailing list has continued to grow, whilst our roster of event volunteers started to return once they felt it was safe to do so. The project has enabled us to forge new relationships with artists and to explore new artforms. One example of this was our film-poem event in December 2021. Audiences seemed to enjoy an event in which the collaboration between a poet/writer and a filmmaker or digital artist can become the starting point for intriguing live conversation about the artistic processes involved, as feedback comments illustrated: "... loved the Q&A with poets and filmmakers - insight from creators is always interesting". This is an area we will be interested in exploring for future events. It also enabled us to work with young local creatives in a new way; so, for example, young documentary filmmaker Millie Dobres was able to collaborate filmically with famous septegenarian poet John Agard to great effect, in a way that was both cross-cultural, intergenerational, and just somehow very positive. Talking about her role as an interviewee in the culminating event, Millie commented: "It was an amazing experience for me". Our event looking at what an engagement with the arts can mean to people in prison strengthened our connection with the education team at HMP Lewes and, even though we were not able to go into the prison because of restrictions, our event (at Lewes All Saints Centre) was attended by a number of staff from the prison library and education team, allowing us to highlight recent lockdown writing projects at the prison. The project has now given us the technical capacity to initiate a collection of podcasts that will be hosted on our website and which can both contribute to promoting and documenting forthcoming events and also become a parallel 'thing in itself' as we invite poets, writers, artists and performers to reflect on elements of practice and on cultural connections related to our core activities and artistic mission.

Our programme also had an effect on people attending that will last, as these comments illustrate:

NEW POETRY: MARTINA EVANS/SONYA SMITH

- "It was a really lovely evening, so much needed after over a year of live poetry starvation."

PRISON DIALOGUES

- "An evocative and moving portrayal of that world. The emotional range expressed ... within each character ... powerfully drawn and performed. I was genuinely immersed and touched by the reality of their situations. It was something special. I felt fortunate to have been there."

PENNED UP: AGAINST THE CURRENT

- "The feedback from the guest speakers was truly inspiring. Creativity matters!"

LABYRINTH

- "Powerful. Profound. Difficult to fathom. This will stay with me a while."



#### WORKS IN PROGRESS

- "It's such a privilege to be allowed into these works at their early stage. Very special and generous."

#### **FUNDRAISING ACTIVITY**

No fundraising events were held during 2021/22.

### **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

One of the main things we learned is that it is not easy to run a programme of events in the middle of a pandemic - although we also discovered that what you are able to offer is really truly valued by people wanting to reconnect with a shared cultural experience. It reminded us of the value of our role within the local community and the importance within a small town of providing access to original high quality arts events. Expenditure was unusually high because of the delays in initiating projects funded during or prior to the covid lockdowns.

Gross income for the year was £31,289. Expenditure totalled £50,200.

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 remainss 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**

#### CONTINUATION OF OUR EVENTS PROGRAMME

We already have Arts Council funding to present a programme of work, entitled 'Supporting Grassroots Live Literature Production'.

#### PRODUCTION ACTIVITY

We plan to reconnect post-lockdown with our core mission of supporting grassroots live literature production, developing a range of new works by diverse practitioners whilst expanding its programme of participative arts activity and live literature / theatre events for local people.

#### **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 15 December, 2022.

Linda Salway  
Chair of Trustees

Report of the Directors and Unaudited Financial Statements

for the year ended 31 March 2022

for

LEWES LIVE LITERATURE

LEWES LIVE LITERATURE  
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For the year ended 31 March 2022

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**LEWES LIVE LITERATURE**  
**Company Information**  
**For the year ended 31 March 2022**

<b>Directors</b>	Nicola Crabb Linda Salway Giorsal Watcham John Agard Annika Cooper
<b>Registered Number</b>	03593698
<b>Registered Office</b>	19 Newton Road Lewes Sussex BN7 2SH
<b>Accountants</b>	Armstrong Hunt Albion House Albion Street Lewes East Sussex BN7 2NF



**LEWES LIVE LITERATURE**  
**Directors' Report**  
**For the year ended 31 March 2022**

**Director's report and financial statements**

The directors present their annual report and the financial statements for the year ended 31 March 2022.

**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. The directors 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 2022

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

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Linda Salway  
Director

Date approved:

LEWES LIVE LITERATURE  
Accountants' Report  
For the year ended 31 March 2022

Report to the directors on the preparation of the unaudited statutory accounts of Lewes Live Literature for the year ended 31 March 2022

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 2022 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 27 December 2022. 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 2022

*Armstrong Hunt*

.....  
Armstrong Hunt  
Albion House  
Albion Street  
Lewes  
East Sussex  
BN7 2NF  
29 December 2022

LEWES LIVE LITERATURE  
Income Statement  
For the year ended 31 March 2022

	Notes	2022 £	2021 £
Turnover		31,289	17,534
Cost of sales		(39,218)	(6,753)
<b>Gross profit/loss</b>		<b>(7,929)</b>	<b>10,781</b>
Administrative expenses		(10,982)	(7,034)
Other operating income	2	-	25,000
<b>Operating profit/(loss)</b>		<b>(18,911)</b>	<b>28,747</b>
<b>Profit/(Loss) on ordinary activities before taxation</b>		<b>(18,911)</b>	<b>28,747</b>
Tax on profit on ordinary activities		-	-
<b>Profit/(Loss) for the financial year</b>		<b>(18,911)</b>	<b>28,747</b>



**LEWES LIVE LITERATURE**  
**Statement of Financial Position**  
**As at 31 March 2022**

	Notes	2022 £	2021 £
<b>Current assets</b>			
Cash at bank and in hand		17,975	49,783
<b>Creditors: amount falling due within one year</b>	4	(305)	(13,202)
<b>Net current assets</b>		<u>17,670</u>	<u>36,581</u>
<b>Total assets less current liabilities</b>		17,670	36,581
<b>Net assets</b>		<u>17,670</u>	<u>36,581</u>
<b>Capital and reserves</b>			
Profit and loss account	5	17,670	36,581
<b>Members' funds</b>		<u>17,670</u>	<u>36,581</u>

For the year ended 31 March 2022 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 and were signed on its behalf by:

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Linda Salway  
Director

**LEWES LIVE LITERATURE**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2022**

**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 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**

	2022 £	2021 £
Government Grants	-	25,000
	<u>-</u>	<u>25,000</u>

**3. Average number of employees**

Average number of employees during the year was 1 (2021 : 1).

LEWES LIVE LITERATURE  
Notes to the Financial Statements  
For the year ended 31 March 2022

**4. Creditors: amount falling due within one year**

	2022	2021
	£	£
Accrued Expenses	305	305
Deferred Grants	-	12,897
	<u>305</u>	<u>13,202</u>

**5. Profit and loss account**

	2022
	£
Balance at 01 April 2021	36,581
Loss for the year	(18,911)
Balance at 31 March 2022	<u>17,670</u>

**6. Company Limited by Guarantee**

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

**LEWES LIVE LITERATURE**  
**Detailed Income Statement**  
For the year ended 31 March 2022

	2022 £	2021 £
<b>Turnover</b>		
Grants - project related	16,992	10,364
Grants - running costs	-	2,050
Hire of premises	5,953	5,120
Ticketing Sales	8,344	-
	<u>31,289</u>	<u>17,534</u>
<b>Cost of sales</b>		
Performers' fees and expenses	22,426	1,330
Venue, staging and production costs	8,106	349
Promotion and publicity	3,133	274
Freelance operatives-fees and expenses	3,550	4,800
Artist Accommodation & Subsistence	2,003	-
	<u>(39,218)</u>	<u>(6,753)</u>
Gross Profit/Loss	<u>(7,929)</u>	<u>10,781</u>
<b>Administrative expenses</b>		
Accountancy Fees	420	323
Rent	7,724	5,520
General Travel Expenses	748	77
Bank Charges	96	-
General Insurance	563	-
Computer Expenses	1,418	1,026
Stationery & Postage	-	88
Sundry Expenses	13	-
	<u>(10,982)</u>	<u>(7,034)</u>
<b>Other operating income</b>		
Government Grants	-	25,000
	<u>-</u>	<u>25,000</u>
Operating profit/(loss)	<u>(18,911)</u>	<u>28,747</u>
<b>Profit/(Loss) on ordinary activities before taxation</b>	<u>(18,911)</u>	<u>28,747</u>
<b>Profit/(Loss) for the financial year</b>	<u>(18,911)</u>	<u>28,747</u>