

# **Lewes Live Literature Trustees Annual Report 2022-23**

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 2022-2023 were:

- to continue to build on our core activities 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 maintaining our ongoing programmes of events and participative workshops
- to review company practices and procedures;

The strategies employed to achieve the charity's objectives during 2022-23 were:

- to seek further funding for future programmes of work from Arts Council England and local authority funds;
- to initiate a programme of events and workshops,

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

- to find a new space for storing technical and office equipment following the termination of our tenancy at Lewes Bus Station after 13 years;
- a successful application to the Arts Council to initiate a project entitled 'Supporting Grassroots Live Literature Production / Programme 2022';
- to run our annual professional check on all of our technical equipment.

### **Summary**

Our Arts Council funded activity, 'Supporting Grassroots Live Literature Production / Programme 2022', allowed us to continue building our cultural offer for local audiences in Lewes as well as staging two theatre productions as part of Brighton Fringe Festival. Our programme of participative workshops continued throughout the year. The board was unchanged during this year.

### **Main achievements**

The stated objectives for 2022-23 were achieved in the following ways:

#### **ACTIVITY DURING 2022-23**

##### 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. Unfortunately our tenancy was terminated by Generator Real Estate Solutions in July 2022 requiring us to find alternative space for our equipment, initially in a garage space offered to the company by Lewes District Council, then at a workshop/unit in nearby Newhaven. The organisation applied successfully for further project support from Lewes Town Council and East Sussex Arts Partnership.

##### ARTS ACTIVITY

Our Arts Council funded project: 'Supporting Grassroots Live Literature Production / Programme 2022' was the main body of work undertaken during this year.

• Lewes Live Literature was successful in serving the key communities and individuals it set out to support. We know from our extensive handwritten event feedback that audiences in our local community, and at our Brighton Fringe productions, continued to value the high quality "inspirational" performing arts events we provide. These comments are typical: "One of the most soulful evenings

I've had in a long time. Totally transforming." / "Wonderful reading. These kind of events enrich life in Lewes." / "A cultural gem in these dark days."

- Within this programme, some events targeted specific communities: a poetry reading showcasing a new collection by queer writer Maria Jastrzbska engaged with the LGBTQ+ audience, while our diversity-focused strand co-curated with British-Caribbean poet John Agard, engaged particularly with people from ethnic minorities: "I came down from London for this! John Agard was and is an important part of discovering my identity as a mixed race person. I'm deeply grateful for this event."
- Our production 'Prison Dialogues', set within the socially excluded world of a prison, succeeded in reaching a diverse fringe festival audience beyond traditional theatregoers and also provided the platform for a workshop session with prisoners at HMP Erlestoke in Wiltshire, an activity that will be further developed in 2023 through a planned playwrighting/drama course for prisoners.
- Our production of 'Labyrinth', performed by Portuguese actress Marta Carvalho, engaged particularly with a female audience for its dates at Brighton Fringe and earned a booking as part of an International Women's Day Season at Omnibus Theatre, Clapham, in March 2023.
- Despite it being a difficult year, we continued to provide challenging and explorative cultural events, while supporting the creativity of emerging and established artists of all ages, backgrounds and ethnicities, through our work as a grassroots live literature producer and through our participative workshops. Production activity included the previewing of a new production by John Agard, entitled 'Coleridge in the Afterlife', and the development of a one-woman spoken word show by Marcia Morgan, focused on intersectionality and her experience of being a black woman working in the prison system.
- We continued to support the development of new work by local playwrights and performance makers, emerging and established, through our Works in Progress strand of rehearsed readings, taking the audience into the heart of the creative process and creating much-needed work for local actors.
- We also continued to support the close-knit well-established community of local poets, both through our highly valued programme of Small Group Poetry Seminars, led by poet Mimi Khalvati, and through our innovative programme of live readings.

#### OUTCOMES & HIGHLIGHTS

One of the things our production team became acutely aware of during 2022 was how the combination of the residual 'omicron' variant, the psychological impacts of the war in Ukraine, and the cost of living crisis, conspired to negatively affect the willingness or capacity of audiences to attend live events, with audience numbers reported down 30% at major public events such as Brighton Fringe Festival. This translated through to our own experience throughout the year, with ticket sales and workshop attendance notably down on 2021. Feedback on the events, however, was as strong as ever, as the following audience feedback comments illustrate.

April 2022. NEW POETRY 2022: MARIA JASTRZĘBSKA / MAGGIE SAWKINS / MIMI KHALVATI

- "So great to be at a live performance with real people and very good poets."
- "Great to hear live post-Covid (!) poetry readings. Thanks."

April 2022. JOHN AGARD: BORDER ZONE

- "Wonderful reading by John Agard. These kind of events enrich life in Lewes. So appreciate that someone organises them."
- "What an essential treat for these strange, intense, emergent times to see and feel legendary performances like this in Lewes. Thank you so much."

May 2022. PRISON DIALOGUES (Brighton Fringe)

- "Stunning writing, great acting, excellent ensemble. Funny, clever, the complete opposite of patronising, unusual, rhythmic. I loved it."

May 2022. TORMENTA FLAMENCA: "VIDA"

- "Absolutely fantastic. I started crying I don't know why - intense loved it."

May 2022 MARTA CARVALHO: LABYRINTH (Brighton Fringe)

- "Great, really intense play! I loved the interaction with the public and how the actress kept focus despite outside noise. Really empowering and engaging play, I absolutely loved it."

September 2022. WORKS IN PROGRESS

- "This was a fabulous experience - so good to see work in progress, work talking to the past and future. I loved the technique, the mix of voices. Altogether a brilliant evening."

October 2022. XELÍS DE TORO: POETS WITHOUT WORDS

- "Fascinating! Love these nights of exploration and discovery."

October 2022. LLL's OCTOBER LITERARY CABARET with GEORGE SZIRTES / ZENA EDWARDS

- "Homespun community vibe. Just what we need at these times. A fantastic evening."
- "One of the most soulful evenings I've had in a long time. Totally transforming. Thank you."

December 2022. MARCO CRIVELLO: MAKING SENSE

- "A beautiful evening set up and hosted in a relaxed and clear way with thoroughly enjoyable subject matter. It was wonderful to hear from the artist in an original, genuine interaction about his artistic journey."

January 2023: JACKIE WILLS & GRACE NICHOLS: ON POETRY / THE FAT BLACK WOMAN'S POEMS

- "Two extraordinary & fantastic writers. What a coup! Stimulating moving & engaging. An inspiration."

#### FUNDRAISING ACTIVITY

No fundraising events were held during 2022/23.



## **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

2022-23 was a difficult but not unsuccessful or unproductive year in which the charity successfully pursued its key objectives with commitment and integrity.

Gross income for the year was 34,161. Expenditure totalled £34,886

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 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**

Our plan for 2023-24 is to secure further Arts Council funding that will enable us to initiate a new programme of events for local audiences and create two new live literature productions, working with award-winning poets. LLL is also committed to supporting Windows of Wonder, a grassroots artist-led community initiative to turn empty shop windows in Lewes town centre into temporary exhibition / installation spaces for one month during September 2023.

### **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 28 December, 2023.

Linda Salway  
Chair of Trustees

Report of the Directors and Unaudited Financial Statements

for the year ended 31 March 2023

for

**LEWES LIVE LITERATURE**



LEWES LIVE LITERATURE  
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LEWES LIVE LITERATURE  
Company Information  
For the year ended 31 March 2023

<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 2023

**Director's report and financial statements**

The directors present his/her/their annual report and the financial statements for the year ended 31 March 2023.

**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



LEWES LIVE LITERATURE  
Directors' Report  
For the year ended 31 March 2023

**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

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

  
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Linda Salway  
Director

Date approved: 15 December 2023

LEWES LIVE LITERATURE  
Accountants' Report  
For the year ended 31 March 2023

Report to the directors on the preparation of the unaudited statutory accounts of Lewes Live Literature for the year ended 31 March 2023

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 2023 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 15 December 2023. 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 2023

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Armstrong Hunt  
Albion House  
Albion Street  
Lewes  
East Sussex  
BN7 2NF  
15 December 2023



LEWES LIVE LITERATURE  
Income Statement  
For the year ended 31 March 2023

	Notes	2023 £	2022 £
Turnover		34,161	31,289
Cost of sales		(34,886)	(39,218)
<b>Gross loss</b>		<b>(725)</b>	<b>(7,929)</b>
Administrative expenses		(6,599)	(10,982)
<b>Operating loss</b>		<b>(7,324)</b>	<b>(18,911)</b>
<b>Profit/(Loss) on ordinary activities before taxation</b>		<b>(7,324)</b>	<b>(18,911)</b>
Tax on profit on ordinary activities		-	-
<b>Profit/(Loss) for the financial year</b>		<b>(7,324)</b>	<b>(18,911)</b>

**LEWES LIVE LITERATURE**  
**Statement of Financial Position**  
**As at 31 March 2023**

	Notes	2023 £	2022 £
<b>Current assets</b>			
Cash at bank and in hand		10,651	17,975
<b>Creditors: amount falling due within one year</b>	3	(305)	(305)
<b>Net current assets</b>		<u>10,346</u>	<u>17,670</u>
<b>Total assets less current liabilities</b>		<u>10,346</u>	<u>17,670</u>
<b>Net assets</b>		<u>10,346</u>	<u>17,670</u>
<b>Capital and reserves</b>			
Profit and loss account	4	10,346	17,670
<b>Members' funds</b>		<u>10,346</u>	<u>17,670</u>

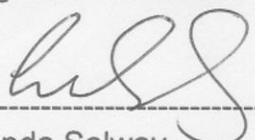
For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 15 December 2023 and were signed on its behalf by:

  
 Linda Salway  
 Director



**LEWES LIVE LITERATURE**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2023**

**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. Average number of employees**

Average number of employees during the year was 1 (2022 1).

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accrued Expenses	305	305
	<u><b>305</b></u>	<u><b>305</b></u>

LEWES LIVE LITERATURE  
Notes to the Financial Statements  
For the year ended 31 March 2023

**4. Profit and loss account**

	<b>2023</b>
	<b>£</b>
Balance at 01 April 2022	17,670
Loss for the year	(7,324)
Balance at 31 March 2023	<u><b>10,346</b></u>

**5. 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 2023

	2023 £	2022 £
<b>Turnover</b>		
Grants - project related	25,159	16,992
Hire of premises	4,352	5,953
Ticketing Sales	4,650	8,344
	<u>34,161</u>	<u>31,289</u>
<b>Cost of sales</b>		
Performers' fees and expenses	17,966	22,426
Venue, staging and production costs	5,425	8,106
Promotion and publicity	3,659	3,133
Freelance operatives-fees and expenses	6,550	3,550
Artist Accommodation & Subsistence	1,286	2,003
	<u>(34,886)</u>	<u>(39,218)</u>
Gross loss	<u>(725)</u>	<u>(7,929)</u>
<b>Administrative expenses</b>		
Accountancy Fees	420	420
Rent	2,547	7,724
General Travel Expenses	798	748
Bank Charges	68	96
General Insurance	578	563
Computer Expenses	2,175	1,418
Sundry Expenses	13	13
	<u>(6,599)</u>	<u>(10,982)</u>
Operating loss	<u>(7,324)</u>	<u>(18,911)</u>
<b>Profit/(Loss) on ordinary activities before taxation</b>	<u>(7,324)</u>	<u>(18,911)</u>
<b>Profit/(Loss) for the financial year</b>	<u><u>(7,324)</u></u>	<u><u>(18,911)</u></u>