

Lewes Live Literature Trustees Annual Report 2023-24

The Trustees present their annual report and accounts for the year ended 31st March 2024

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 2023-2024 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 way of securing our storage space for technical and office equipment at Newhaven Workshops;
- a successful application to the Arts Council to initiate a project entitled 'Two New Live Literature Productions / Local Support for New Writing / Work in our Local Prison';
- to run our annual professional check on all of our technical equipment.

Summary

Our Arts Council funded activity, 'Two New Live Literature Productions / Local Support for New Writing / Work in our Local Prison', allowed us to continue building our cultural offer for local audiences in Lewes as well as R&D-ing two new stage productions and running a programme of events and workshops at Lewes Prison. We also contributed a programme of events to a grassroots artist-led community regeneration project related to works by local artists being exhibited in empty shop windows. Our programme of participative workshops also continued throughout the year. The board was unchanged during this year.

Main achievements

The stated objectives for 2023-24 were achieved in the following ways:

ACTIVITY DURING 2023-24

Local authority support

The organisation applied successfully for further project support from Lewes Town Council and East Sussex Arts Partnership.

Overview of arts activity

Our Arts Council funded project: 'Two New Live Literature Productions / Local Support for New Writing / Work in our Local Prison' was the culminating body of work initiated during this year. Unusually, it took three attempts to get this programme of work funded during 2023, so that events between April 202 to October 2023 had to be largely self-sufficient. Fortunately, audience attendance was particularly good this year and we were able to adequately maintain our programme until funding eventually arrived. We learned from each of the unsuccessful applications, the first being perhaps overly complex and the second being judged to have a minor inconsistency in the budget which the

Arts Council had picked up on, a consequence of project ideas developing while applications are being written. We feel, however, we were successful in serving the key communities and individuals we set out to support and the extensive handwritten feedback we get from audiences was as positive as ever.

Key events prior to receiving funding included:

- *Poetry in Black & White* – a touring project focused on contemporary filmpoems and involving a number of poets and film artists, leading to presentations in Lewes, Portsmouth, Brighton, Rugby and Ventnor Fringe on the Isle of Wight.
Bob Dylan's Greatest Rejected Album Tracks – a well-attended talk with recordings and video by author Michael Gray.
- *Tormenta Flamenca* – authentic flamenco brought back to Lewes in another exhilarating new sell-out show.
- *Chris Drury: Edge of Chaos* – another event in our Lives of the Artists series featuring local eco/land -artist, Chris Drury.
The Wonder Sessions – a programme of 4 events at Fitzroy House in Lewes, a hub venue linked to a pop-up artist-led initiative focused on showing work by local artists in empty shop windows, contributing to community regeneration. The activity featured performances by Caribbean-British poet John Agard, Ukrainian/klezmer singer Polina Shepherd, classical and world music arrangements by Sussex Flutes with Guyanese flautist Keith Waithe, and *We Hear You Now*, a landscape-focused literature project by Alinah Azadeh.

Outcomes & highlights of funded activity

- November/December 2023: *Waiting for Shakespeare* – a new production by poet John Agard, developed through LLL and performed in Rugby, Lewes and London.
- November 2023 – March 2024: *LLL at HMP Lewes*, a series of four events for prisoners in HMP Lewes, featuring philosopher Andy West, rapper Craft-D, LGBTQ author Darren Charlton and writer/activist David Kendall.
March/April 2024: *Flyweight* – R&D of a new live literature production by award-winning poet Maggie Sawkins, focused on female boxing, leading to try-outs in Portsmouth, Lewes and the Isle of Wight.
March/April 2024: *Works in Progress* – 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.
- March/April 2024: *Supporting local poets* – 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. This is an ongoing activity that continued through to 2024-25.

Examples of audience feedback

- "Fantastic talk. Loved every minute. More please." (Michael Gray on Bob Dylan)
- "Another brilliant LLL event. Such dynamism, such musicality. Inspirational." (*Tormenta Flamenca*)
- "The best flamenco show I've ever seen – out of this world!" (*Tormenta Flamenca*)
- "Wow! Wow! Wow! Moving and emotional!" (*Tormenta Flamenca*)
- "Really enjoyed, stimulating. Ideas and a life in art." (Chris Drury "Edge of Chaos")
- "Fabulous ... Very funny and great acting and inventiveness." (John Agard production – *Waiting for Shakespeare*)
- "Flyweight makes surprising connections and opens up possibilities for boxing to appeal to an uninitiated audience." (Maggie Sawkins production – *Flyweight*)
- "A really engaging, interesting event. It felt such a privilege to be part of the audience for these works in progress, each so different and true to its own purpose. The advantage for the audience is that we can ask questions of the writers, and understand something of their creative and dramatic processes. This is especially helpful for writers in the audience, but also great for anyone who is interested in how stage plays are written." (*Works in Progress*)
- "Really compelling work. ... So wonderful to see new writing." (*Works in Progress*)
- "Great experience to see such amazing and diverse/different plays on the same night. Brilliant talents. Lots of food for thought." (*Works in Progress*)

Feedback from prison events

- "I've never done this before but thought it was very good. After struggling I managed to get a story together."
- "A fantastic afternoon, brilliantly presented. Time went too quickly."
- "Was very engaging, educational and enjoyable. Please come back."
- "Brilliant. Was beyond my expectations. Really helped push people out their comfort zones."
- "Inspiring. Confidence building."
- "A fantastic afternoon, brilliantly presented. Time went too quickly."
- "Liked the freedom to talk and discuss. This should happen more often."
- "It opens your mind to there's always a different way of thinking."

FUNDRAISING ACTIVITY

No fundraising events were held during 2023/24

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 2007).

Operating review

2023-24 was a year in which the charity successfully pursued its key objectives with commitment and integrity.

Gross income for the year was 31,238. Expenditure totalled £26,467

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, 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 2024-25 is to secure further Arts Council funding that will enable us to complete development work on the emerging production, Flyweight, leading to a short tour, whilst maintaining our participative activities and events programmes for local people, including prisoners at HMP Lewes. 2025 will be the 30th anniversary of Lewes Live Literature as a project, which we plan to commemorate/celebrate in April 2025.

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.

Report approved on 6th January, 2024.

Linda Salway
Chair of Trustees

Report of the Directors and Unaudited Financial Statements

for the year ended 31 March 2024

for

LEWES LIVE LITERATURE

LEWES LIVE LITERATURE
Contents Page
For the year ended 31 March 2024

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 2024

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 2024

Director's report and financial statements

The directors present his/her/their annual report and the financial statements for the year ended 31 March 2024.

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

Glorsal Watcham

John Agard

Annika Cooper

LEWES LIVE LITERATURE
Directors' Report
For the year ended 31 March 2024

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 (United Kingdom Accounting Standards and applicable law). 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:

Signature: Linda Salway
Linda Salway (Dec 27, 2024 16:58 GMT)

-----Email: linda.salway1992@gmail.com

Linda Salway
Director

Date approved: 27 December 2024

LEWES LIVE LITERATURE
Accountants' Report
For the year ended 31 March 2024

Report to the directors on the preparation of the unaudited statutory accounts of Lewes Live Literature for the year ended 31 March 2024

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 2024 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 2024. 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 2024

Armstrong Hunt

.....
Armstrong Hunt
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF
27 December 2024

LEWES LIVE LITERATURE
Income Statement
For the year ended 31 March 2024

	Notes	2024 £	2023 £
Turnover		31,238	34,162
Cost of sales		(26,467)	(34,886)
Gross profit/loss		<u>4,771</u>	<u>(724)</u>
Administrative expenses		(4,485)	(6,600)
Operating profit/(loss)		<u>286</u>	<u>(7,324)</u>
Profit/(Loss) on ordinary activities before taxation		286	(7,324)
Tax on profit on ordinary activities			
Profit/(Loss) for the financial year		<u>286</u>	<u>(7,324)</u>

LEWES LIVE LITERATURE
Statement of Financial Position
As at 31 March 2024

	Notes	2024 £	2023 £
Current assets			
Cash at bank and in hand		10,937	10,651
Creditors: amount falling due within one year	3	(305)	(305)
Net current assets		10,632	10,346
 Total assets less current liabilities		 10,632	 10,346
Net assets		10,632	10,346
 Capital and reserves			
Profit and loss account	4	10,632	10,346
Members' funds		10,632	10,346

For the year ended 31 March 2024 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.

The financial statements were approved by the board of directors on 27 December 2024 and were signed on its behalf by:

Signature: Linda Salway

Linda Salway (Dec 27, 2024 20:00 GMT)

Email: lindatudor1992@gmail.com

Linda Salway
 Director

LEWES LIVE LITERATURE
Notes to the Financial Statements
For the year ended 31 March 2024

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 (2023 : 1).

3. Creditors: amount falling due within one year

	2024 £	2023 £
Accrued Expenses	305	305
	<u>305</u>	<u>305</u>

LEWES LIVE LITERATURE
Notes to the Financial Statements
For the year ended 31 March 2024

4. Profit and loss account

	2024 £
Balance at 01 April 2023	10,346
Profit for the year	286
Balance at 31 March 2024	<u>10,632</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 2024

	2024 £	2023 £
Turnover		
Grants - project related	19,959	25,160
Hire of premises	1,542	4,352
Ticketing Sales	9,737	4,650
	<u>31,238</u>	<u>34,162</u>
Cost of sales		
Performers' fees and expenses	13,282	17,966
Venue, staging and production costs	4,729	5,425
Promotion and publicity	2,096	3,659
Freelance operatives-fees and expenses	5,150	6,550
Artist Accommodation & Subsistence	1,210	1,286
	<u>(26,467)</u>	<u>(34,886)</u>
Gross Profit/Loss	4,771	(724)
Administrative expenses		
Accountancy Fees	420	420
Rent	1,500	2,547
General Travel Expenses	894	798
Bank Charges	127	68
General Insurance	612	578
Computer Expenses	920	2,175
Sundry Expenses	12	14
	<u>(4,485)</u>	<u>(6,600)</u>
Operating profit/(loss)	286	(7,324)
Profit/(Loss) on ordinary activities before taxation	286	(7,324)
Profit/(Loss) for the financial year	<u>286</u>	<u>(7,324)</u>