

Lewes Live Literature Trustees Annual Report 2024-25

The Trustees present their annual report and accounts for the year ended 31st March 2025

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, Brighton Town Centre (F) Branch, Unit 40, Churchill Square, Brighton BN1 2ES

Accountant Armstrong Hunt 54 Cliffe High Street, Lewes, East Sussex BN7 2AN

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 2024-2025 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 2024-25 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;
- to undertake a phase of enhancing our technical capacity to develop contemporary live literature productions.

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

- securing our storage space for technical and office equipment at Newhaven Workshops;
- a successful application to the Arts Council to initiate a project entitled 'Technical/Creative Development & Broadening Participation';
- a successful application to continue development work on a new multimedia live literature production entitled 'Flyweight'.

Summary

After completing a project entitled 'Two New Live Literature Productions / Local Support for New Writing / Work In our Local Prison', we went onto develop a project entitled 'Technical/Creative Development & Broadening Participation', which allowed us to continue building our cultural offer for local audiences in Lewes and continue running a programme of events and workshops at Lewes Prison. Our programme of participative workshops was expanded during the year to create new opportunities for local people to get involved in artistic activity under the tutelage of acclaimed tutors. The board was unchanged during this year.

Main achievements

ACTIVITY DURING 2023-24

Local authority support

The organisation applied successfully for further community grant support from Lewes Town Council as well as successfully applying for Arts Council funding as itemised.

Overview of arts activity

The stated objectives for 2024-25 were achieved in the following ways. Our Arts Council funded project: 'Technical/Creative Development & Broadening Participation' was the main body of work initiated during this year. 2025 was the 30th anniversary of Lewes Live Literature and some of the activity undertaken in the first three months of 2025 involved the programming of an anniversary weekend in April 2025. Additionally, we were able to undertake preparatory work for developing and

previewing a new multimedia production entitled *Flyweight* (written and performed by award-winning poet Maggie Sawkins and focused on female boxing with audio/visual material created in partnership with Heart of Portsmouth Boxing Academy) which we made plans to tour between May and July 2025. We feel we were successful in serving the key communities and individuals we set out to support and the extensive handwritten feedback received from audiences continued to be. Also, during the year started a series of podcasts to support the promotion of our events.

Outcomes & highlights

- Our events programme at HMP Lewes included two workshops for prisoners led by author/philosopher Andy West and a Black History Month event with writer Colin Grant, author of *I'm Black So You Don't Have to Be*.
- We initiated a programme at a new venue in Lewes, Westgate Chapel, which turned out to be a productive new partnership leading to a series of well-attended events, including a Slavic Voices choral Christmas concert and local multilingual musical ensemble, Pam and De Femmes. As part of the same partnership, we were able to work with Radio Lewes (based at the venue), using their studio to record a series of podcasts, posted on a range of platforms.
- 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. Our regular playwriting group went from strength to strength over the year, offering local playwrights a forum for mutual support and critical feedback.
- We continued to support the close-knit well-established community of local poets through another season of Small Group Poetry Seminars, led by poet Mimi Khalvati.
- One key aim driving activity during 2024/25 was technical development. Theatre gauze we acquired created exciting new possibilities for presenting work and it was great to have an opportunity to experiment with it. We were also able to update our ageing projection equipment alongside a new laptop and this significantly increased our capacity for using high-definition visual material as part of future stage productions and events.

Examples of audience and participant feedback

- "Incredible! Made me cry with joy." (Slavic Voices)
- "Mimi Khalvati's Lewes workshops have been very helpful to my work as a poet. The group includes some very experienced poets so the peer feedback and encouragement is always excellent and Mimi's forensic look at the workshopped poems is absolutely invaluable." (Small Group Poetry Seminars)
- "The Lewes Live Lit sessions have been extremely beneficial to my writing practice, both in terms of craft and community. Regular meetings with other writers to discuss process, share work, and troubleshoot obstacles (whether creative or logistical) have not only strengthened my writing and opened up new opportunities, but also provided a vital sense of connection in what is often a solitary field. These sessions have been especially valuable to my development as a playwright, offering the chance to read work by and learn from other emerging and mid-career writers, while also receiving thoughtful feedback on my own work. The public showings have helped me bring work to a production-ready state much more quickly than the usual development process. Presenting early drafts in front of an audience allows me to immediately see what is working and what isn't, making my edits more focused." (Playwriting Group)
- "'Fascinating, eclectic, thought-provoking. What a privilege to witness these 'states of becoming'.'" (Works in Progress event)

FUNDRAISING ACTIVITY

No fundraising events were held during 2024/25

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

2024-25 was a year in which the charity successfully pursued its key objectives with commitment and integrity.

Gross Income for the year was 49,167. Expenditure totalled £43,279

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 (who remain our main source of funding for arts activity), supplemented by small grants from Lewes Town Council and support for prison events from HMPPS (His Majesty's Prison & Probation Service).

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. Technical equipment is professionally tested and checked each year.

Plan for the Forthcoming Year

Our plan for 2025-26 is to secure further Arts Council funding that will enable us to further develop our work with local playwrights in support of new theatre writing and to continue our commitment to grassroots work live literature production, whilst maintaining our cultural offer for local people through an ongoing programme of participative activities and high quality cultural events. Alongside this, we will continue to work with HMP Lewes to offer inspiring events for prisoners.

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 5th January, 2026.

Linda Salway
Chair of Trustees

Report of the Directors and Unaudited Financial Statements

for the year ended 31 March 2025

for

LEWES LIVE LITERATURE

LEWES LIVE LITERATURE
Contents Page
For the year ended 31 March 2025

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	10

LEWES LIVE LITERATURE
Company Information
For the year ended 31 March 2025

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 54 Cliffe High Street Lewes East Sussex BN7 2AN

LEWES LIVE LITERATURE
Directors' Report
For the year ended 31 March 2025

Director's report and financial statements

The directors present his/her/their annual report and the financial statements for the year ended 31 March 2025.

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 2025

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:



12/11/2025

Linda Salway
Director

LEWES LIVE LITERATURE
Accountants' Report
For the year ended 31 March 2025

Report to the directors on the preparation of the unaudited statutory accounts of Lewes Live Literature for the year ended 31 March 2025.

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 2025 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 09 December 2025. 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 2025.

Armstrong Hunt

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Armstrong Hunt
54 Cliffe High Street
Lewes
East Sussex
BN7 2AN
09 December 2025

LEWES LIVE LITERATURE
Income Statement
For the year ended 31 March 2025

	Notes	2025 £	2024 £
Turnover		49,167	31,238
Cost of sales		(35,318)	(26,467)
Gross profit		13,849	4,771
Administrative expenses		(7,961)	(4,485)
Operating profit		5,888	286
Profit/(Loss) on ordinary activities before taxation		5,888	286
Tax on profit on ordinary activities		-	-
Profit/(Loss) for the financial year		5,888	286

LEWES LIVE LITERATURE
Statement of Financial Position
As at 31 March 2025

	Notes	2025 £	2024 £
Current assets			
Cash at bank and in hand		16,825	10,938
Creditors: amount falling due within one year	3	(305)	(306)
Net current assets		16,520	10,632
Total assets less current liabilities		16,520	10,632
Net assets		16,520	10,632
Capital and reserves			
Profit and loss account	4	16,520	10,632
Members' funds		16,520	10,632

For the year ended 31 March 2025 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 and were signed on its behalf by:



12/11/2025

 Linda Salway
 Director

LEWES LIVE LITERATURE
Notes to the Financial Statements
For the year ended 31 March 2025

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.

2. Average number of employees

Average number of employees during the year was 1 (2024 : 1).

3. Creditors: amount falling due within one year

	2025	2024
	£	£
Accrued Expenses	305	306
	<u>305</u>	<u>306</u>

4. Profit and loss account

	2025
	£
Balance at 01 April 2024	10,632
Profit for the year	5,888
Balance at 31 March 2025	<u>16,520</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 2025

	2025	2024
	£	£
Turnover		
Grants - project related	35,888	19,959
Hire of premises	7,851	1,542
Ticketing Sales	5,428	9,737
	<u>49,167</u>	<u>31,238</u>
Cost of sales		
Performers' fees and expenses	16,730	13,282
Venue, staging and production costs	6,896	4,729
Promotion and publicity	2,867	2,096
Freelance operatives-fees and expenses	7,520	5,150
Artist Accommodation & Subsistence	1,305	1,210
	<u>(35,318)</u>	<u>(26,467)</u>
Gross profit	<u>13,849</u>	<u>4,771</u>
Administrative expenses		
Accountancy Fees	450	420
Legal and Professional Fees (Allowable)	15	-
Rent	6,056	1,500
General Travel Expenses	176	894
Bank Charges	101	127
General Insurance	704	612
Computer Expenses	400	920
Sundry Expenses	59	12
	<u>(7,961)</u>	<u>(4,485)</u>
Operating profit	<u>5,888</u>	<u>286</u>
Profit/(Loss) on ordinary activities before taxation	<u>5,888</u>	<u>286</u>
Profit/(Loss) for the financial year	<u>5,888</u>	<u>286</u>