

# Ports Fest

England & Wales · Charity number 1114695

## Details

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**Other names** THE PORTSMOUTH FESTIVITIES

**Status** Registered

**Legal form** Charitable company

**Company number** [05447367](#)

**Registered** 2006-06-16

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Portsmouth Grammar School  
1 High Street  
Old Portsmouth  
Hampshire  
PO12LN

**Phone** 02392681390

**Email** [festivities@pgs.org.uk](mailto:festivities@pgs.org.uk)

**Website** [www.portsmouthfestivities.co.uk](http://www.portsmouthfestivities.co.uk)

## Activities

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**Objects:** THE ADVANCEMENT OF EDUCATION; IN PARTICULAR TO EXTEND AND INCREASE KNOWLEDGE AND APPRECIATION OF LEARNING AND CULTURE IN ALL ITS FORMS BY THE GENERAL PUBLIC, AND ESPECIALLY YOUNG PEOPLE, AND PARTICULARLY BY THE PROMOTION OF THE ARTS, AND THE EXPLORATION OF THE HISTORY AND HERITAGE OF THE AREA OF PORTSMOUTH AND NEIGHBOURING DISTRICTS.

**Activities:** The Portsmouth Festivities aims to give the City of Portsmouth its own distinctive festival. It provides a high quality and diverse programme of events and activities which capture imaginations, celebrate diversity and reflects on the heritage value of Portsmouth. It has developed a reputation for providing cultural activities with professional artists in the City's unique venues.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

## Geography

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- **Area of benefit:** AREA OF PORTSMOUTH AND NEIGHBOURING DISTRICTS.
- Portsmouth City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£3,080	£3,475	-	-
2024-08-31	£17,564	£33,662	-	-
2023-08-31	£82,923	£89,666	-	-
2022-08-31	£58,105	£80,724	-	-
2021-08-31	£25,783	£43,726	-	-

## Trustees

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Name	Role	Appointed
<b>David Wickes</b>	Chair	2022-09-01
Adrian Hull		2019-03-14
Ming Chung Wu		2021-11-01

**Ports Fest**

England & Wales - Charity number 1114695

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# Accounts

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Charity registration No. 1114695  
Company registration No. 05447367 (England and Wales)

Ports Fest Ltd  
(Limited by Guarantee)  
Annual Report and Unaudited Accounts

31 August 2023



**Ports Fest Ltd**  
**(Limited by guarantee)**  
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**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Legal and Administrative Information**

**Charity Number** 1114695

**Company number** 5447367

**Principle address** 10 High Street  
Old Portsmouth  
Hampshire  
PO1 2LP

**Trustees:** David Wickes - Chairman  
Louise Chantal  
Maxwell Craft  
Dr Adrian Hull  
Ming Wu  
Laura Doye (Appointed 28th April 2023)  
David Hampshire (Resigned 11th January 2023)  
Drusilla Moody (Resigned 13th December 2022)

**Director** Erica Smith

**Company Secretary:** Cindy Peche

**Independent examiner** BC&A Chartered Accountants  
161-163 Elm Grove  
Southsea  
Hampshire  
PO5 1LU

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**Trustees' Report**  
**For the year ended 31 August 2023**

**Structure Governance & Management**

Ports Fest was incorporated as a private company on 9 May 2005 and is a company limited by guarantee and not having a share capital, governed by the Memorandum and Articles of Association.

The Trustees when complete consist of at least three and not more than ten Trustees.  
If the number of Trustees falls below three, the remaining Trustees may only act to appoint further Trustees as required.

Trustees shall be appointed for terms of three years and a Trustee who has served their term must retire at the next Annual Trustees' Appointment Meeting that occurs following the expiry of their term.

A retiring Trustee who remains eligible may be re-appointed for a further term(s) of office as considered appropriate.

The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional trustee, but a co-opted Trustee only holds office for one year.

The Trustees must hold at least three meetings each year. A quorum at a meeting of the Trustees is two Trustees.

**Mission, Aims and Objectives**

**I) Mission**

***Ports Fest intends to deliver an ambitious creative, diverse, and high-quality festival, connecting with all lives in places and spaces from the everyday to the unusual. Playing a central role in the cultural life of the city and surrounding areas, in collaboration with our cultural and education partners.***

**ii) Aims**

**A. Profile & Excellence: Make a high quality and high impact contribution to the city's cultural calendar.**

- The festival aims to offer a high-quality programme of cultural events presented by and for the communities of Portsmouth.
- The festival seeks to offer exciting, innovative, and memorable experiences.
- Ports Fest celebrates the wealth of cultural assets in Portsmouth and seeks to raise the city's cultural profile.
- Ports Fest acts as an advocate for cultural activities, expressing their value to civic and business leaders.

**B. Creativity: Enable cultural innovation**

- We are keen to support the creation of new and ambitious work and aim to commission events and platform new works each year.
- We aim to support early career artists and to promote careers within the arts.

**C. Audience Development & Diversity: Create meaningful artistic engagement for our local communities.**

- The festival seeks to represent and engage the whole city, rather than isolated parts of it
- The Ports Fest programme aims to increase reach and engagement in arts and culture, by providing accessible activities which appeal to the city's diverse communities.
- The festival seeks to work with, and to facilitate opportunities for active participation, by diverse constituencies within the city.

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**D. Learning & Youth Engagement: Offer cultural opportunity and aspiration for the city's young people.**

- Ports Fest values the link between culture and learning. A key outcome is to increase opportunities for creative learning for those who do not have ready access to the arts, through cultural engagement activities, for instance with schools.
- By facilitating cultural learning, the festival seeks to raise aspiration and broaden horizons for the city's young people.
- Cultural activities aim to provide opportunities to develop skills and confidence, to encourage cultural participation, and to foster lifelong learning.
- Fun and enjoyable activities will be provided for children and families, and programming will seek to offer a relevant programme of events for young people.

**E. Collaboration: Facilitate active partnerships among local cultural organisations, to support dynamic and collaborative creative activity**

- Our aspiration is that the festival forms a hub for genuine cultural and creative arts collaboration within the city, capturing a festive spirit and contributing to a thriving cultural scene in Portsmouth.
- By forming meaningful creative partnerships, Ports Fest will positively contribute to the creative and cultural sector, providing opportunities for amateur, voluntary, and professional groups or artists.
- We will also work alongside businesses and other cultural organisations to deliver a programme of events in venues across the city.

**Artistic Programme 2023**

In June/July 2023, Ports Fest presented a diverse programme of cultural activities and events, held in 28 unique venues across the city, all of which were designed to appeal, and be accessible to, the widest sector of the community and to ensure that the community had an opportunity to fully engage with the activities with a mix of free and ticketed events.

The programme featured professional artists of international repute and provided opportunities for young people of Portsmouth to attend and work alongside professional artists in a range of arts and educational events.

Ports Fest 2023 significantly added to the cultural events calendar in Portsmouth and strived for visibility and impact in and beyond the city.

**Ports Fest 2023 Achievements**

Ports Fest 2023 (28<sup>th</sup> June – 2<sup>nd</sup> July) provided 80 events during the 5 days. 2023 saw the continuation of a theme, and this year the theme was **IGNITE**. 2023 saw Ports Fest work with regional schools, either in workshops, masterclasses, or performances.

Once again Ports Fest were able to attract high quality artists and speakers.

**2023 Key Ports Fest Events included:**

**MSO (Multi Story Orchestra) – The Volcano**

Ports Fest worked for its second year with the world-famous The Multi Story Orchestra – an orchestra that performs in car parks around the country. This concert took place in the Isambard Brunel Car Park. Working in partnership with the PCC car park teams this was a great and well-planned collaboration. In the months before the event, the orchestra musicians worked with two schools (Ark Ayrton & Ark Dickens Primary) running workshops and rehearsals and the amazing young musicians performed alongside the MSO for the concert.

The unmissable concert was an eruption of sound. From lava and surging to eruption and ash, this performance in keeping with the festival's theme told the story of the life of the Volcano, through an amassed percussion and vocal ensemble.

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*The Volcano* combined the music of Philip Glass and Nebojsa Zivkovic with completely new pieces created and improvised in the performance, and featuring incredible young, local musicians.

**Brian Bilston**

Ports Fest hosted two evenings of Brian as his first night sold out.

Brian Bilston has been described as the Banksy of poetry and Twitter's unofficial Poet Laureate. With over 400,000 followers on social media, he has become truly beloved by the online community. As part of his brand-new show Brian performed poetry from his latest collection.

It was a rare chance to see this literary enigma live and at the top of his game.

**The Tempest**

Following on from last year's successful show Ports Fest hosted three evening performances with two sell out nights. Audiences enjoyed the Theatre of Dark Encounters interpretation of this Shakespearean classic which also featured pupils from Fareham college. Set in the inner bailey of Portchester Castle which was a perfect setting for such a tale.

**Portsmouth Keys**

This large-scale event was all about reigniting people's passion for the piano by playing one of our 'Pianos for the People' which were situated in 3 public settings, the dockyard, Cascades, and the international port. Audiences were inspired by hearing others play with choirs gathering and so much activity. We were lucky to have impromptu performances by the inspirational Fabio Tedde the pianist without borders. In addition, there were two piano concerts held at the Portsmouth Grammar School and a concert at the New Theatre Royal featuring the extraordinarily talented Harry the Piano.

**Mardi Gras presents: Ignite**

Hundreds of young people from schools and youth groups paraded to the theme of *Ignite*. This explosive event was the culmination of a Mardi Gras project supported by Arts Council England working in partnership with leading experts from the New Carnival Company who have been developing the personal creativity of young people, teachers, and youth group leaders. The parade was joined by Portsmouth and Isle of Wight drumming groups. This pilot project will look to expand for 2024 to include community groups for all ages.

**Kate Mosses The Ship of the Dead**

Exclusive to Ports Fest and personally narrated by Kate Mosse OBE! The historic dockyard hosted this world premiere of the motion comic adaptation of *The Ship of the Dead*. This classic ghost story has been reimaged by a team of internationally celebrated creatives, including comic book legend Andy Lanning (Marvel, DC). The team shared insights into how they created an adaptation fit to terrify a new generation. The screening was shown throughout the weekend.

**Ignite the Phoenix**

Ports Fest worked in partnership with 432 – Nomads who produced an eclectic collective of local artists from all walks of life (Pompey born and bred to the ones here taking a new, migrants, refugees, asylum seekers brought together with support from local schools), they came together to bring vibrant and expressive art, music, dance, poetry and more. The events took place in a handful of Portsea venues with a finale event at the Wedgewood Rooms featuring 16 performances including a dance spectacular from the Salvadorian dancers. This event was also supported by Arts Council England.

**Ignite Commissions**

Following on from the 2022 open calls for artists and organisations Ports Fest announced an open call for 3 community-engaged practitioners/artists/organisations working in any art form to create a live event to feature during Ports Fest 2023.

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Selected artists/companies work had to respond to the 2023 Festival theme which was Ignite and additionally reach young people and local communities. This opportunity was created to provide scope for unlimited imaginative, and unexpected, ideas – a chance to work creatively and create new work that brings communities together and reach new audiences who do not regularly experience the arts.

Ports Fest received 14 applications for this open call. The three selected pieces of work were: Kino Kult – VJ in a day project, The Making Room – Taste of Pompey, Mark Kellet – Over the Wall. All three of these commissions involved working with young people, colleges, and community groups.

**All 2023 commissions were made possible by our sponsors: The Portsmouth Grammar School, CH&Co, Mayfield School, Coach House Pianos, Kawai, The Graphic Design House, and Bishops Printers.**

**In 2023 we were successful in receiving funding from Arts Council England, Portsmouth City Council and Tesco.**

### **I. Statistics**

In 2023, Ports Fest worked in active partnership with 28 Portsmouth venues and over 40 artistic and cultural organisations, in addition to local authority service providers including schools, colleges and youth and community groups making this a celebration of the city, for the city, by the city.

#### **Numbers benefitting from Ports Fest 2023:**

Volunteers	57
Artists	412
Participants	922
Audience (live)	20,839
Interactions (Socials & Web)	218,276
Interactions (broadcast & Media)	119,526
Interactions (Direct Mail & brochure)	69,644
<b>Total</b>	<b>429,676</b>

There were 62 free events and 16 paid events over the 5-day programme.

### **II. Audiences**

Ports Fest is programmed to attract audiences of all ages, children, young people, families, schools, and community groups within our region.

Analysis of postcode data collected from Ports Fest Box office 2023 demonstrates that Ports Fest engaged with 91% within Portsmouth, and of those, 60% were from the main PO areas (PO1-5). This demonstrates the reach of Ports Fest inside its immediate area. With this information, we can confidently continue to develop our profile across Portsmouth and the wider region and see how this reflects in 2023. We have also identified where outside of the PO areas ticket sales have increased so that we can use this to inform our marketing reach for 2024.

### **III. Creative Partner Hub**

Working in close partnership with 16 cultural organisations from across the City during Ports Fest 2023:

- Art Space Portsmouth

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**For the year ended 31 August 2023**

- Aspex Gallery
- Groundlings Theatre
- Kings Theatre Portsmouth
- New Theatre Royal
- No 6 Cinema
- Portsmouth Cathedral
- Portsmouth Guildhall
- Portsmouth Music Festival
- Portsmouth Music Hub
- Portsmouth Naval Base Property Trust
- Portsmouth Poetry
- The Mary Rose Trust
- The Portsmouth Grammar School
- University of Portsmouth CCI (Creative and Cultural Industries) (Creative and Cultural Industries)
- Wedgewood Rooms

This 'Creative Partner Group' harnessed collective artistic and cultural expertise.

- Members pledged to:
- Act as ambassadors for Ports Fest
- Contribute exciting, creative, and inclusive ideas for programming.
- Platform events relevant to Ports Fest themes.
- Provide marketing support.

In addition to working with our Creative Partners and Education Associates, we also collaborated with the following Portsmouth-based organisations and individuals during Ports Fest 2023:

- Batala
- Cascades Shopping Centre
- Cantate Choir
- CCIXR (Centre for Creative and Immersive Extended Reality) (Centre for Creative and Immersive Extended Reality) (Centre for Creative and Immersive Extended Reality) department from University of Portsmouth
- City of Sanctuary
- Express FM
- 432 Nomads
- Hilsea Lido Trust
- Jack House Gallery
- Kino Kult
- Lizard Events LTD
- MAKE
- Making Room
- Motiv8
- Music in Portsmouth
- Portsmouth International Port
- Portsmouth News
- Portsmouth Academy Youth Dance
- Portsmouth Young Carers
- The Cycle Exchange
- The Graphic Design House
- Solent Sky services
- Wildside Glamping

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The following are Organisations that Ports Fest worked with who are not based in Portsmouth:

- BAFA (British Arts Festival Association)
- Coach House Pianos
- Doye Mosse Productions
- English Heritage
- Family Arts Network
- Fareham College
- HSDC
- Kawai
- Macmillan
- Music Fusion
- New Carnival Company
- Outdoor Arts UK
- Raw Samba
- Solent Community Choir
- Tech Event Services LTD
- The Multi-Story Orchestra
- Theatre of Dark Encounters
- UK Harvest

**IV. Education Associates**

Our Education Associate scheme has allowed us to:

1. Deepen existing relationships with educational organisations.
2. Ensure our communications are targeted to educational objectives (formal or informal)
3. Develop a clearer picture of shared agendas amongst educational organisations across the city, thereby developing more successful collaborations of mutual interest.
4. Work with schools on the school's current development plans and issues arising from them that can be tackled in a creative way.

This was achieved by:

- 1:1 meeting with the Director
- Updated Education newsletters in September, January & April
- Mail outs and Brochure Drops
- Invitation to Ports Fest special activities, events, and meetings
- Consultation with YP (Young People)

Education Associates 2023 were:

- Mayfield School
- The Portsmouth Grammar Junior & Senior School

In addition to these partnerships, we worked with schools across the city and the outskirts. The following schools engaged in Ports Fest events as participants and performers:

- Ark Ayrton
- Ark Charter Academy
- Ark Dickens Primary
- Mayfield School
- Mayville
- Portsmouth Grammar School
- Redwood Park Academy
- Ryde Academy
- Springfield

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- St Edmunds Catholic School
- St John's Catholic primary school
- The Flying Bull Academy

**V. Summary of Education and Community Outreach Activities**

Ports Fest values the link between culture and learning. A key outcome is to increase opportunities for access to creative learning for education and lifelong learning.

Ports Fest 2023 provided schools and colleges and the community with the following formal opportunities:

**Education events:**

There were many educational events such as Portsmouth Keys, Mardi Gras Presents Ignite and the MSO Volcano schools project. Other highlights included:

**NourishEd**

This free event was open to residents of the PO2 area which are the surrounding areas of Mayfield school, so this was really about the school connecting with their local community. Attendees were given inspiration for recipes which were economical as well as healthy. This was led by UK Harvest who are a food rescue and education charity who created a fun, family workshop of pizza making and food waste tips.

**Not For Sale**

A small group of extraordinary students took their art classes to a different level. This boundary-breaking exhibition, challenges society's preconceptions about teenagers and dares us to see the truth, just as they perceive it. This work was displayed in the Jack House Gallery.

**Over The Wall**

Students from HSDC worked with artist Mark Kellet to Ignite their memories of Portsmouth in this fascinating, interactive experience. The artist combined his own memories of growing up in Portsmouth with those of local young people, using a series of cubes. Audiences of the outdoor exhibition which was based at the Hilsea Lido were also invited to create their own work on the theme on blank cubes with some inspiring results.

**Young People and Family Events**

**Zine Making**

In this zine ("Zeen") making workshops, comic artist Russell Mark Olson introduced how to tell an eight-page story using a single sheet of paper. Participants learnt that they were Quick to make, quick to reproduce, and quick to share. Attendees were able to take home their newly created work.

**VJ in a Day**

Young people attended workshops in live video mixing with VJ artist MOWGLI. Ports Fest then hosted an evening showcase where their newfound talents were combined with their own VJ sets with live DJ's and performers. Young people from the Music Fusion project also took part and numbers were much higher than anticipated with young people asking for this to be a regular part of the festival.

**The Crow House**

A family show that dazzled audiences and shoppers at Gunwharf Quay. In a choreographed frenzy of acrobatics, silks trapeze, hat juggling, and slap stick they transformed the battered house into a home. There was only one problem... A furiously territorial bird who took up residence in the chimney of their wooden house.

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This eclectic mix of circus, puppetry, music, and audience participation was a wonderful, silent-movie-inspired show from Circo Rum Ba Ba.

**VI. Financial Review**

Ports Fest continued to be funded principally by sponsorship, donations, and ticket sales. The expenditure in the year enabled a successful programme of events to be put on in the city.

**VII. Funding Ports Fest 2023**

Ports Fest continued with its fundraising campaign amongst corporate organisations and through funding bids however this was limited by staffing and resources. Many sponsors from Ports Fest 2022 pledged their continued support in 2023 however in the current economic climate this has been difficult to maintain, however the in-kind support has increased, and Ports Fest has managed to get new supporters onboard who we hope will continue into 2024.

Ports Fest offers a range of benefits for the city. We have identified the major benefits for our stakeholders as:

- Raising company profile
- Widening the reach of their brand
- Associating their business with artistic excellence and innovation
- Enjoying corporate hospitality
- Demonstrating a commitment to the community
- Making new partnerships and business contacts

Against a background of continuing economic challenge, we need to work ever more closely with our funding partners and to identify ways in which in-kind support and volunteering can add value to the sponsorship packages we offer.

**National Portfolio Organisation Application**

The Director applied for ACE (Arts Council England) NPO (National Portfolio Organisations) to cover core funding for over three years from April 2023. The application focused on two areas which were cultural communities and creative people. The outcome of the application was declined in October 2022.

**Future Plans**

2023 put Ports Fest in its 24th year with a strong programme celebrating our diversity of events. Ports Fest would like to increase its marketing far beyond the city drawing in new audiences from outside of Portsmouth, but this is very much dependant on resources.

Ports Fest 2024 will take place between Wednesday 26<sup>th</sup> June – Sunday 30<sup>th</sup>.

The theme for this year is celebrating 25 years and looking towards the future. This will mark the 25<sup>th</sup> Anniversary of Ports Fest there will be an underlying theme in partnership with our creative partners to highlight our objective of increasing engagement with young people.

We are confident that the 2024 programme will be as exciting, creative, inclusive, and offering a high quality of engaging mix of free and ticketed events.

**5–10-year Intentions**

- To be a major cultural landmark for Portsmouth, embedding Ports Fest and its major partners firmly within the city's cultural landscape
- To offer a year-round cultural education and engagement programme for city schools feeding into the festivals programme
- To offer an active, purposeful forum for individuals and organisations to work in creative collaboration, to innovate and create new work.

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- To offer at least one major new commission each year
- To lead at least one major community initiative each year
- To access major funding

**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



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David Wickes  
Chairman

Date: 15<sup>th</sup> December 2023

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Independent Examiner's Report**  
**For the year ended 31 August 2023**

**To The Trustees of Ports Fest Ltd**

I report on the accounts of the charity for the year ended 31 August 2023.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's qualified statement**

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that in the course of my examination, no matter has come to my attention.



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Name: Tahir Ahmed, FCA, ACMA, BSc (Hons)

BC&A Chartered Accountants

161-163 Elm Grove, Southsea, Hampshire, PO5 1LU

6 December 2023

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Statement of Financial Activities**  
**For the year ended 31 August 2023**

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2023 £	2023 £	2023 £	2022 £
<b><u>Income and endowments:</u></b>					
Charitable activities	3	29,277	-	29,277	-
Other trading activities	4	52,794	-	52,794	57,236
Other income	5	852	-	852	870
<b>Total income and endowments</b>		82,923	-	82,923	58,105
<b><u>Expenditure</u></b>					
Charitable activities	6	88,090	-	88,089	79,284
Governance costs	7	1,576	-	1,576	1,440
<b>Total charitable expenditure</b>		89,666	-	89,665	80,724
<b>Net movement in funds</b>		-6,743	-	-6,743	-22,619
Fund balances at 1 September 2023		57,814	-	57,814	80,433
<b>Fund balances at 31 August 2023</b>		51,071	-	51,071	57,814

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Balance Sheet**  
**As at 31 August 2023**

	Notes	£	2023 £	£	2022 £
<b>Fixed assets:</b>					
Tangible assets	10		1,275		1,911
<b>Current assets:</b>					
Debtors	11	-		12,614	
Cash at bank and hand	12	114,710		81,224	
<b>Total current assets</b>		<u>114,710</u>		<u>93,838</u>	
Creditors falling due within 1 year	13	64,914		37,935	
<b>Net current assets</b>			49,796		55,903
<b>Net assets</b>			<u>51,071</u>		<u>57,814</u>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	14	51,071		57,814	
Total unrestricted funds			51,071		57,814
Restricted income funds					-
<b>Total charity funds</b>			<u>51,071</u>		<u>57,814</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, For the year ended 31 August 2023.

The trustees acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



\_\_\_\_\_  
David Wickes  
Chairman  
Approved by the Trustees on

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts.**  
**Year ended 31 August 2023**

**1 Accounting policies**

**Charity information**

Ports Fest Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 10 High Street, Old Portsmouth, Hampshire. PO1 2LP

**Accounting convention**

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bullet 1 not to prepare a Statement of Cash flows.

The financial statements are prepared in Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The Principle accounting policies adopted are set out below.

**1.2 Going Concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions required deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is unknown, the legacy is treated as a contingent asset.

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts.**  
**Year ended 31 August 2023**

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipts have been complied with.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and includes VAT which cannot be recovered.

**1.6 Tangible Fixed Assets**

Tangible Fixed Assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment -- reducing balance method @ 33.3%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts**  
**For the year ended 31 August 2023**

<b>3 Charitable activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
Grant	29,277	-	29,277	-
	<b>29,277</b>	<b>-</b>	<b>29,277</b>	<b>-</b>
<b>4 Other trading activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
Ticket sales	13,144	-	13,144	11,023
Sponsorship	39,650	-	39,650	46,213
<b>Total</b>	<b>52,794</b>	<b>-</b>	<b>52,794</b>	<b>57,236</b>
<b>5 Other income</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
Other Income	852	-	852	870
	<b>852</b>	<b>-</b>	<b>852</b>	<b>870</b>
<b>6 Charitable activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
Advertising	5,776	-	5,776	1,502
Commissions Paid	750	-	750	1,400
Depreciation	636	-	636	377
Donations Paid	-	-	-	1,288
Entertaining	768	-	768	890
Insurance	1,238	-	1,238	655
Legal fees	-	-	-	7,079
Lighting/Sound/Technical	6,460	-	6,460	2,741
Marketing	8,473	-	8,473	12,964
Misc	96	-	96	93
Parking	85	-	85	109
Performers	30,936	-	30,936	31,345
Performers Expenses	5,914	-	5,914	1,391
PPSA	381	-	381	1,286
Professional fees	768	-	768	-
Professional subscriptions	907	-	907	535
Provision for Bad Debts	-	-	-	1,500
Staff costs	18,954	-	18,954	8,816
Staff Training	86	-	86	1,072
Tickets/Box Office	346	-	346	480
Travel and Accommodation	643	-	643	584
Venue hire	4,874	-	4,874	3,181
	<b>88,090</b>	<b>-</b>	<b>88,089</b>	<b>79,284</b>
<b>7 Governance costs</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
Audit and accountancy fees	1,576	-	1,576	1,440
	<b>1,576</b>	<b>-</b>	<b>1,576</b>	<b>1,440</b>

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts**  
**For the year ended 31 August 2023**

<b>8 Employees</b>	<b>2023</b>	<b>2022</b>
<b>Average number of employees</b>	<b>Number</b>	<b>Number</b>
	<u>1</u>	<u>1</u>
	<b>1</b>	<b>1</b>

<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
Wages and salaries	<b>£</b>	<b>£</b>
	<u>18,954</u>	<u>8,816</u>
	<b>18,954</b>	<b>8,816</b>

**Salaried Employees provided by external party**

Portsmouth Grammar School seconds a staff member to Ports Fest at no charge, covering the majority of the charity's salary cost each year. Ports Fest covered 100% of administrative staff costs in the year, which is shown as an expense within the charitable activities. Although the staff members work for Ports Fest they are permanent employees of Portsmouth Grammar School and as such on the contribution towards this expenditure incurred by Ports Fest is recognised in the Charity's financial Statements. The cost of the staff Salaries incurred by Portsmouth Grammar School on behalf of staff who worked for Ports Fest in the year totalled £41,963 (£55,863 in 2022)

**9 Trustees**

None of the trustees (or any persons connected to them) received any remuneration during the year.

<b>10 Fixed assets: tangible assets</b>	<b>Fixture, fittings &amp; equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
As At 1 September 2022	2,288	2,288
Addition	-	-
Disposals	-	-
At 31 August 2023	<u>2,288</u>	<u>2,288</u>
<b>Depreciation</b>		
As At 1 September 2022	377	377
Charge for the year	636	636
Disposals	-	-
At 31 August 2023	<u>1,013</u>	<u>1,013</u>
<b>Net book value</b>		
At 31 August 2023	1,275	1,275
At 31 August 2022	1,911	1,911

<b>11 Analysis of debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accounts receivables	<u>-</u>	<u>12,614</u>
	<b>-</b>	<b>12,614</b>

**Ports Fest Ltd**  
**(Limited by guarantee)**  
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**For the year ended 31 August 2023**

	<b>2023</b>
<b>12 Analysis of cash movement</b>	<b>£</b>
Balance b/f	81,224
Income	61,202
Payments	<u>-27,716</u>
<b>Balance At 31 August 2023</b>	<b><u>114,710</u></b>

	<b>2023</b>	<b>2022</b>
<b>13 Creditors falling due within 1 year</b>	<b>£</b>	<b>£</b>
Accruals	12,207	2,831
Other creditors (PGS)	<u>52,707</u>	<u>35,104</u>
	<b><u>64,914</u></b>	<b><u>37,935</u></b>

**14 Analysis of charitable funds**

	Balance b/f £	Incoming resources £	Resources expended £	Transfers £	Fund c/f £
<b>Analysis of fund movement</b>					
<b>Unrestricted funds:</b>					
Unrestricted general funds	57,814	82,923	-89,666	-	<u>51,071</u>
	<u>57,814</u>	<u>82,923</u>	<u>-89,666</u>	<u>-</u>	<b><u>51,071</u></b>

	Balance b/f	Incoming resources	Resources expended	Transfers	Fund c/f
<b>Restricted funds:</b>					
Restricted general funds	-	-	-	-	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**15 Related Party Transactions**

There were no disclosable related party transactions during the period (2022 – None)

**Ports Fest**

England & Wales - Charity number 1114695

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# Accounts

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Charity registration No. 1114695  
Company registration No. 05447367 (England and Wales)

Ports Fest Ltd  
(Limited by Guarantee)  
Annual Report and Unaudited Accounts

31 August 2022



**Ports Fest Ltd**  
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**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Legal and Administrative Information**

**Charity Number** 1114695

**Company number** 5447367

**Principle address** 10 High Street  
Old Portsmouth  
Hampshire  
PO1 2LP

**Trustees:** David Wickes- Chairman  
Louise Chantal  
Maxwell Craft  
Dr Adrian Hull  
Ming Wu  
David Hampshire (Resigned 11<sup>th</sup> January 2023)  
Drusilla Moody (Resigned 13<sup>th</sup> December 2022)

**Company Secretary:** Cindy Peche

**Independent examiner** BC&A Chartered Accountants  
161-163 Elm Grove  
Southsea  
Hampshire  
PO5 1LU

**Ports Fest Ltd  
(Limited by guarantee)  
Trustees' Report  
For the year ended 31 August 2022**

**Structure Governance & Management**

Ports Fest was incorporated as a private company on 9 May 2005 and is a company limited by guarantee and not having a share capital, governed by the Memorandum and Articles of Association. The Trustees when complete consist of at least three and not more than ten Trustees.

If the number of Trustees falls below three, the remaining Trustees may only act to appoint further Trustees as required.

Trustees shall be appointed for terms of three years and a Trustee who has served their term must retire at the next Annual Trustees' Appointment Meeting that occurs following the expiry of their term.

A retiring Trustee who remains eligible may be re-appointed for a further term(s) of office as considered appropriate.

The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional trustee, but a co-opted Trustee only holds office for one year.

The Trustees must hold at least three meetings each year. A quorum at a meeting of the Trustees is two Trustees.

**Mission, Aims and Objectives**

**i) Mission**

***Ports Fest intends to deliver an ambitious creative, diverse, and high-quality festival, connecting with all lives in places and spaces from the everyday to the unusual. Playing a central role in the cultural life of the city and surrounding areas, in collaboration with our cultural and education partners.***

**ii) Aims**

**A. Profile & Excellence: Make a high quality and high impact contribution to the city's cultural calendar**

- The festival aims to offer a high-quality programme of cultural events presented by and for the communities of Portsmouth
- The festival seeks to offer exciting, innovative, and memorable experiences
- Ports Fest celebrates the wealth of cultural assets in Portsmouth, and seeks to raise the city's cultural profile
- Ports Fest acts as an advocate for cultural activities, expressing their value to civic and business leaders

**B. Creativity: Enable cultural innovation**

- We are keen to support the creation of new and ambitious work and aim to commission events and platform new works each year.
- We aim to support early career artists and to promote careers within the arts.

**C. Audience Development & Diversity: Create meaningful artistic engagement for our local communities**

- The festival seeks to represent and engage the whole city, rather than isolated parts of it
- The Ports Fest programme aims to increase reach and engagement in arts and culture, by providing accessible activities which appeal to the city's diverse communities.
- The festival seeks to work with, and to facilitate opportunities for active participation, by diverse constituencies within the city.

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**D. Learning & Youth Engagement: Offer cultural opportunity and aspiration for the city's young people**

- Ports Fest values the link between culture and learning. A key outcome is to increase opportunities for creative learning for those who do not have ready access to the arts, through cultural engagement activities, for instance with schools.
- By facilitating cultural learning, the festival seeks to raise aspiration and broaden horizons for the city's young people
- Cultural activities aim to provide opportunities to develop skills and confidence, to encourage cultural participation, and to foster lifelong learning
- Fun and enjoyable activities will be provided for children and families, and programming will seek to offer a relevant programme of events for young people

**E. Collaboration: Facilitate active partnerships among local cultural organisations, to support dynamic and collaborative creative activity**

- Our aspiration is that the festival forms a hub for genuine cultural and creative arts collaboration within the city, capturing a festive spirit and contributing to a thriving cultural scene in Portsmouth
- By forming meaningful creative partnerships, Ports Fest will positively contribute to the creative and cultural sector, providing opportunities for amateur, voluntary, and professional groups or artists.
- We will also work alongside businesses and other cultural organisations to deliver a programme of events in venues across the city.

**Artistic Programme 2022**

In July 2022, Ports Fest presented a diverse programme of cultural activities and events, held in 25 unique venues across the city, all of which were designed to appeal, and be accessible to, the widest sector of the community and to ensure that the community had an opportunity to fully engage with the activities with a mix of free and ticketed events.

The programme featured professional artists of international repute and provided opportunities for young people of Portsmouth to attend and work alongside professional artists in a range of arts and educational events.

Ports Fest 2022 significantly added to the cultural events calendar in Portsmouth and strived for visibility and impact in and beyond the city.

Ports Fest also presented an exhibition at the Mary Rose Museum from October – January 2022

**Ports Fest 2022 Achievements**

Ports Fest 2022 (30<sup>th</sup> June - 3<sup>rd</sup> July) provided over 63 events during the 4 days. 2022 saw the continuation of a theme, and this year the theme was *Remember, Reimagine, Reignite*. 2022 saw Ports Fest work with regional schools, either in workshops, masterclasses, or performances. Once again Ports Fest were able to attract high quality artists and speakers.

In 2022 a series of short films that were produced by the Director with Egg & Spoon films for Ports Fests 20<sup>th</sup> Anniversary event have gathered great momentum and they have received nominations for best experimental short film from Cannes short films, official selection for Beyond the Curve (June 2022) and they have been successful in winning best experimental film from The Multi Dimension Independent Festival.

**Ports Fest Ltd  
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**2022 Key Ports Fest Events included:**

- **Ukraine Benefit Concert**

Ports Fest hosted a Ukraine Benefit concert in June 2022 at the Portsmouth Cathedral featuring Carlos Bonell and musicians Igor Outkine, Debra Adamson-Brattland, Zoe Barnett, and Marley Blandford.

This resulted in monies raised going to With Ukraine via Ukraine Embassy and Doctors without Borders.

- **MSO (Multi Story Orchestra)**

Ports Fest worked with the world-famous The Multi Story Orchestra – an orchestra that performs in car parks around the country. This meant a first holding a concert in the Isambard Brunel Car Park. Working in partnership with the PCC car park teams this was a great and well-planned collaboration. Before the event, the orchestra musicians worked with two schools running workshops and rehearsals and the amazing young musicians performed alongside the MSO for the concert. The music for the whole event was based on Eastman's *'Stay on it.'* Audience members upon entry were invited to join in with different participatory groups before all moving into the centre of the performance piece.

- **Rider Spoke**

We were delighted to host award winning company Blast Theory to Portsmouth, Rider Spoke has travelled to 30 cities worldwide.

Throughout the entire Festival, audiences had the opportunity to immerse themselves in the hidden stories that Portsmouth's residents had recorded as they took an hour-long bike ride or walk around the city and were prompted to share their own tales. Audiences were able to record messages and share them with strangers whilst out on a ride or a walk. These recordings will go on to be used in other Cities for other people to hear. The work of Riders Spoke will keep growing.

Smartphones were provided with handlebar attachments. Accessible options for non-cyclists including for wheelchairs, mobility scooters and participating on foot were made available from the base in Victoria Park.

Discount codes were sent to youth groups and cycling groups to promote the event. Three days before the event we had artists cycling around the city promoting the events. The Big Screen in Guildhall Square was used for promo videos in the run up to the event.

- **Macbeth**

A successful event in the festival with all sessions sold out, and an additional night added. The story of Macbeth was brought to the atmospheric setting of Portchester Castle. Audiences were able to watch Shakespeare's work as he first saw it performed – in the open air; and enjoyed being at the heart of story by seating themselves in the midst of the action.

- **Black Is the Color of My Voice**

The final event of the 2022 Festival was the hugely acclaimed and "nothing short of sensational" play *'Black is the Color of My Voice'*, a production by Apphia Campbell inspired by the life of civil rights and jazz singer Nina Simone. The performance featured many of Simones' most iconic songs performed live.

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• **Film Day at The Fort**

Fort Cumberland played host to a day of open-air films shown in partnership with Historic England, Portsmouth Distillery and No 6 cinema. Three films were shown, selected for different ages and tastes. Making Waves Film Festival also screened four of the winning films from this year's short film competition. These are national and international films that represent just a fraction of the talented filmmakers who submitted to the competition.

**Reignite Commissions**

For the first time 2022 saw Ports Fest announce an open call for 3 community-engaged practitioners/artists/organisations working in any art form to create a live event to feature during Ports Fest 2022.

Selected artists/companies work had to respond to one of the 2022 Festival themes which was Reignite and additionally reach young people and local communities. We wanted this work to Reignite people's passion for all things Portsmouth. This opportunity was created to provide scope for unlimited imaginative, and unexpected, ideas – a chance to work creatively and create new work that brings communities together and reach new audiences who do not regularly experience the arts.

Ports Fest received 12x applications for this open call. The three selected pieces of work were Kates Street's *Situationist City*, Pete Codling's *CROWD – A portrait of the City* and Idle Discourse's *The Little Starfish And Other Stories of The Sea*.

**All 2022 commissions were made possible by our sponsors: The Portsmouth Grammar School, CH&Co, Portsmouth City Council, St John's College, Mayfield School, The Cycle Exchange & Fry and Kent.**

**I. Statistics**

In 2022, Ports Fest worked in active partnership with 25 Portsmouth venues and over 40 artistic and cultural organisations, in addition to local authority service providers including schools, making this a celebration of the city, for the city, by the city.

Numbers benefitting from Ports Fest 2022:

Artists	376
Participants	771
Audience (live)	9,264
Interactions (Socials & Web)	205,138
Interactions (broadcast & Media)	124,392
Interactions (Direct Mail & brochure)	85,919
<b>Total</b>	<b>425,860</b>

There were 43 free events and 20 paid events over the 4-day programme.

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**II. Audiences**

Ports Fest is programmed to attract audiences of all ages, children, young people, families, schools, and community groups within our region.

Analysis of postcode data collected from Ports Fest Box office 2022 demonstrates that Ports Fest engaged with 86% within Portsmouth, and of those, 65.8% are from the main PO areas. This is a 20% increase since pre pandemic. This demonstrates the reach of Ports Fest inside its immediate area and shows that it has increased the percentage from 2021 (the last festival). We can see that this increase could be related to Covid-19 and the public staying more within their geographical areas. With this information, we can confidently continue to develop our profile across Portsmouth and the wider region and see how this reflects in 2023. We have also identified where outside of the PO areas ticket sales have increased so that we can use this to inform our marketing reach for 2023.

**III. Creative Partner Hub**

Working in close partnership with 15 cultural organisations from across the City during Ports Fest 2022:

- Art Space Portsmouth
- Aspex Gallery
- Kings Theatre Portsmouth
- New Theatre Royal
- No 6 Cinema
- Portsmouth Cathedral
- Portsmouth Guildhall
- Portsmouth Music Festival
- Portsmouth Music Hub
- Portsmouth Naval Base Property Trust
- Portsmouth Poetry
- The Mary Rose Trust
- The Portsmouth Grammar School
- University of Portsmouth CCI (Creative and Cultural Industries)
- Wedgewood Rooms

This 'Creative Partner Group' harnessed collective artistic and cultural expertise.

Members pledged to:

- Act as ambassadors for Ports Fest
- Contribute exciting, creative, and inclusive ideas for programming
- Platform events relevant to Ports Fest themes
- Provide marketing support

In addition to working with our Creative Partners and Education Associates, we also collaborated with the following Portsmouth-based organisations and individuals during Ports Fest 2022:

- Cascades Shopping Centre
- CCIXR (Centre for Creative and Immersive Extended Reality) department from University of Portsmouth
- Clarke Reynolds
- Express FM
- Fort Cumberland Laboratories
- Groundlings Theatre
- Idle Discourse
- Jack House Gallery

Company No 5447637  
Charity Registration No 1114695  
E. Smith 01/09/22

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- Kate Street
- Lizard Events LTD
- Marley Blandford
- Music in Portsmouth
- Paulsgrove Adventure Playground and Youth Club
- Pete Codling
- Portsmouth Distillery
- Portsmouth News
- Portsmouth Young Carers
- The Cycle Exchange
- The Graphic Design House
- The Makers Guild
- Twist of Creativity
- Wildside Glamping
- Zoe Barnett

The following are Organisations that Ports Fest worked with who are not based in Portsmouth:

- BAFA (British Arts Festival Association)
- Blast Theory
- English Heritage
- Family Arts Network
- Macmillan
- Outdoor Arts UK
- Penguin
- Pif Paf Theatre
- Seabright Productions
- Skylight
- Tech Event Services LTD
- The Black Dyke Band
- The Multi-Story Orchestra
- Theatre of Dark Encounters
- UK Harvest
- University of the Creative Arts

#### **IV. Education Associates**

Our Education Associate scheme has allowed us to:

1. Deepen existing relationships with educational organisations
2. Ensure our communications are targeted to educational objectives (formal or informal)
3. Develop a clearer picture of shared agendas amongst educational organisations across the city, thereby developing more successful collaborations of mutual interest
4. Work with schools on the school's current development plans and issues arising from them that can be tackled in a creative way.

This was achieved by:

- 1:1 meeting with the Director
- Updated Education newsletters in September, January & April
- Mail outs and Brochure Drops
- Invitation to Ports Fest special activities, events, and meetings
- Consultation with YP

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Education Associates 2022 were:

- Mayfield School
- St Johns College
- The Portsmouth Grammar Junior & Senior School

In addition to these partnerships, we worked with schools across the city and the outskirts. The following schools engaged in Ports Fest events as participants and performers:

- Copnor Junior School
- Cottage Grove Primary School
- King's Academy
- Mayfield School
- Park Community School
- Portsmouth Grammar School
- St George's Beneficial Primary School
- St Johns College
- St Paul's Catholic Primary
- The Flying Bull
- The Priory School
- Westover Primary School

**V. Summary of Education and Community Outreach Activities**

Ports Fest values the link between culture and learning. A key outcome is to increase opportunities for access to creative learning for education and lifelong learning.

Ports Fest 2022 provided schools and colleges and the community with the following formal opportunities:

**Education events**

- **Brighter Sparks**

Talented and emerging local young student artists offered a joint exhibition of paired artwork pieces in response to the festival's theme '*Reignite.*'

- **Chris Riddell**

The award-winning author and children's books illustrator offered pupils in Years 5 and 6 to experience '*Alice Through the Looking Glass*' and '*Alice's Adventures in Wonderland*' beautifully reimagined by him. This was done as a live talk at Mayfield School as well as live streamed to other schools that signed up to this event.

- **MSO**

The Multi-Story Orchestra's professional musicians collaborated with Copnor Primary School and Cottage Grove pupils with workshops at schools and participating in the final performance of '*Stay on It*' at Isambard's Brunel Car Park.

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- **NourishEd**

In consultation with local youth groups UK Harvest hosted multiple free pizza-making sessions for young families. Each session included a planet-positive cookery class with the aim to save money and reduce food waste. Children were also taught how to make a pizza with everyday healthy ingredients using the UK Harvest's wood-fired oven.

- **What a Picture**

7 schools worked on this 4-month project with Artisan Pauline McNamara where they each created a selfie station around the festival's theme of '*Remember, Reimagine, Reignite*'. The stations were later allocated to key destinations in different areas of Portsmouth to create a selfie trail. Audiences were able to follow this trail with a QR code and take selfies with each of the stations.

- **What do Archaeological Scientists do all day?**

Pupils aged 11+ were invited to explore the laboratories at Fort Cumberland and meet the scientists using detective work to find out what really went on in history.

#### **Young People and Family Events**

- **Bee Cart**

Developed from the acclaimed touring show *HONEY* Pif-Paf Theatre's exciting accessible walkabout theatre piece was performed at Cumberland House Gardens. There were three performances including a bookable waggle dance. In-between the performances the actors and staff promenaded around Canoe Lake promoting the show and encouraging children and families to join the show.

- **Paint Back the Past**

This event started with community art workshops that envisaged the lost streets of Old Portsmouth. The workshops focused on a Reimagined version of the High Street. The finished work was then kept outdoors as an outdoor art installation for the entirety of the festival.

- **Situationist City**

Artist Kate Street and students from the University of the Creative Arts hosted workshops embracing the spirit of the Situationist International! Using archival maps and imagery, combined with recent documentation, reigniting the past and present by creating maps of Portsmouth, based on free-flowing movement. The workshops were aimed at all age groups from early years to the elderly. Over the three days the University students were able to cover large areas around the centre of Portsmouth to promote the open workshops and engage participants. The work was then displayed as an exhibition at the Cascades shopping Centre during and for 3 weeks after the festival.

- **The Little Starfish and Other Stories**

Idle Discourse created an inventive live performance that captured Pompey's love of the sea. Promoting silliness, fun, puppets alongside a beautiful sea view audiences witnessed magical short stories – all the audio output was written and recorded by children from Portsmouth Schools and brought to life by professional actors.

- **100**

*100* was a theatrical, often beautiful, sometimes funny, and profound play about what defines us, and what we leave behind. This performance was produced, directed, and performed by pupils from The Portsmouth Grammar School.

**Ports Fest Ltd  
(Limited by guarantee)  
Trustees' Report  
For the year ended 31 August 2022**

• **Submerged Exhibition**

In addition to our annual festival, Port Fest gained funding from HLF to run a second young carers project. This project *Submerged* had to be delayed last year but was able to restart in April 2021.

This work has been produced by Portsmouth Young Carers from over three young carers sites in the city who have been working with artists Linda Mason and Ricky Tart on an arts and heritage project. Young Carers were able to visit and have guided tours of the museum at weekends and in school holidays these trips were fun and informative.

Using mixed media, the young carers have produced their own interpretations of the sinking of one of our most iconic ships: the Mary Rose - a key part of Portsmouth's heritage. This exciting project has enabled Young Carers the chance to engage together following a global pandemic in a fun and creative way with one of the pillars of Portsmouth's history as well as increasing their creative media knowledge. This project has provided a voice for an often-isolated part of our society.

This project produced soundscapes, film, animation, and interviews and culminated in a three-month exhibition at the Mary Rose Museum which took place from October 2021 – January 2022.

**Young Peoples Collective**

In 2022 Ports Fest was successful in gaining a part time Kick Starter employee for 6 weeks to research how the festival could create a team of young programmers that supports the festival's relevant programming for young people.

The idea being that Ports Fest would be open to Portsmouth residents aged 16-28 to join a Young People's Collective that meets to inform the development of Ports Fest from a young person's perspective.

In return they will help to shape the cultural landscape of Portsmouth whilst building their skills and gaining valuable experience. Not to mention an insider's look into the festival and being able to be part of and attend many amazing events.

Research involved looking at other similar models in the UK with festivals and other arts organisations. Online surveys with young people were carried out covering what the Collective looks like? If this the right age bracket? What is its purpose and how best can the festival engage with young people other than through its already existing programmes?

260 surveys went out and we received a 36% return on the surveys.

Ports Fest will now need to use these results to shape the start of this collective in partnership with its Creative Partners so that it is ready for 2023.

**VI. Financial Review**

Ports Fest continued to be funded principally by sponsorship, donations, and ticket sales. The expenditure in the year enabled a successful programme of events to be put on in the city.

**VII. Funding Ports Fest 2022**

Ports Fest continued with its fundraising campaign amongst corporate organisations and through funding bids. Many sponsors from Ports Fest 2021 pledged their continued support in 2022 however in the current economic climate this has been difficult.

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Trustees' Report**  
**For the year ended 31 August 2022**

Ports Fest offers a range of benefits for the city. We have identified the major benefits for our stakeholders as:

- Raising company profile
- Widening the reach of their brand
- Associating their business with artistic excellence and innovation
- Enjoying corporate hospitality
- Demonstrating a commitment to the community
- Making new partnerships and business contacts

Against a background of continuing economic challenge, we need to work ever more closely with our funding partners and to identify ways in which in-kind support and volunteering can add value to the sponsorship packages we offer.

**National Portfolio Organisation Application**

In late 2021 ACE (Arts Council England) announced it was opening a round of funding for National Portfolio Organisations (NPO). Portsmouth was announced as a priority place and with only one NPO within the City, Ports Fest felt that this was an opportunity to try and get this investment given the work that the organisation was currently doing. Additionally, if Ports Fest needed to increase its staffing structure and community outreach then it would need additional financial support.

The Director applied for funding over three years from April 2023. The application focused on two areas which were cultural communities and creative people. The outcome of the application will be October 2022.

**Future Plans**

2022 put Ports Fest in its 23<sup>rd</sup> year with a strong programme celebrating our diversity of events. Ports Fest would like to increase its marketing far beyond the city drawing in new audiences from outside of Portsmouth. Ports Fest began to host events outside of its normal days and will continue to deliver events outside of the festival dates.

Ports Fest 2023 will take place between Wednesday 28<sup>th</sup> June – Sunday 2<sup>nd</sup> July the theme for this year is *'Imagine, Ignite'*. There will be an underlying theme in partnership with our creative partners to highlight our objective of increasing engagement with young people.

We are confident that the 2023 programme will be as exciting, creative, inclusive, and offering a high quality of engaging mix of free and ticketed events.

**5–10-year Intentions**

- To be a major cultural landmark for Portsmouth, embedding Ports Fest and its major partners firmly within the city's cultural landscape
- To offer a year-round cultural education and engagement programme for city schools feeding into the festivals programme
- To offer an active, purposeful forum for individuals and organisations to work in creative collaboration, to innovate and create new work
- To offer at least one major new commission each year
- To lead at least one major community initiative each year
- To access major funding

**Ports Fest Ltd  
(Limited by guarantee)  
Trustees' Report  
For the year ended 31 August 2022**

**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



---

David Wickes  
Chairman

Date: 28.4.23

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Independent Examiner's Report**  
**For the year ended 31 August 2022**

**To The Trustees of Ports Fest Ltd**

I report on the accounts of the charity for the year ended 31 August 2022.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's qualified statement**

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that in the course of my examination, no matter has come to my attention.



---

Name: Tahir Ahmed, FCA, ACMA, BSc (Hons)  
BC&A Chartered Accountants  
161-163 Elm Grove, Southsea, Hampshire, PO5 1LU  
19 April 2023

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Statement of Financial Activities**  
**For the year ended 31 August 2022**

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2022 £	2022 £	2022 £	2021 £
<b><u>Income and endowments:</u></b>					
Other trading activities	3	57,236	-	57,236	25,480
Other income	4	870	-	870	303
<b>Total income and endowments</b>		58,105	-	58,105	25,783
<b><u>Expenditure</u></b>					
Charitable activities	5	79,284	-	79,284	42,226
Governance costs	6	1,440	-	1,440	1,500
<b>Total charitable expenditure</b>		80,724	-	80,724	43,726
<b>Net movement in funds</b>		-22,619	-	-22,619	-17,943
Fund balances at 1 September 2021		80,433	-	80,433	98,376
<b>Fund balances at 31 August 2022</b>		57,814	-	57,814	80,433

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Balance Sheet**  
**As at 31 August 2022**

	Notes	£	2022 £	£	2021 £
<b>Fixed assets:</b>					
Tangible assets	9		1,911		-
<b>Current assets:</b>					
Debtors	10	12,614		5,240	
Cash at bank and hand	11	<u>81,224</u>		<u>79,350</u>	
<b>Total current assets</b>		<b>93,838</b>		<b>84,590</b>	
Creditors falling due within 1 year	12	37,935		<u>4,157</u>	
<b>Net current assets</b>			<b>55,903</b>		<b>80,433</b>
<b>Net assets</b>			<u><b>57,814</b></u>		<u><b>80,433</b></u>
 <b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	13	<u>57,814</u>			
<b>Total unrestricted funds</b>			<b>57,814</b>		<b>80,330</b>
Restricted income funds			-		103
<b>Total charity funds</b>			<u><b>57,814</b></u>		<u><b>80,433</b></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2022.

The trustees acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



David Wickes  
Chairman

Approved by the Trustees on

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts.**  
**Year ended 31 August 2022**

**1 Accounting policies**

**Charity information**

Ports Fest Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 10 High Street, Old Portsmouth, Hampshire. PO1 2LP

**Accounting convention**

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bullet 1 not to prepare a Statement of Cash flows.

The financial statements are prepared in Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The Principle accounting policies adopted are set out below.

**1.2 Going Concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions required deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is unknown, the legacy is treated as a contingent asset.

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts.**  
**Year ended 31 August 2022**

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipts have been complied with.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and includes VAT which cannot be recovered.

**1.6 Tangible Fixed Assets**

Tangible Fixed Assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment -- reducing balance method @ 33.3%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts**  
**For the year ended 31 August 2022**

<b>3 Other trading activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Ticket sales	11,023	-	11,023	4,230
Sponsorship	46,213	-	46,213	21,250
<b>Total</b>	<b>57,236</b>	<b>-</b>	<b>57,236</b>	<b>25,480</b>

<b>4 Other income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Other Income	870	-	870	303
	<b>870</b>	<b>-</b>	<b>870</b>	<b>303</b>

<b>5 Charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Advertising	1,502	-	1,502	1,060
Commissions Paid	1,400	-	1,400	-
Depreciation	377	-	377	-
Donations Paid	1,288	-	1,288	-
Entertaining	890	-	890	614.20
Insurance	655	-	655	562.77
Legal fees	7,079	-	7,079	-
Lighting/Sound/Technical	2,741	-	2,741	2,434
Marketing	12,964	-	12,964	10,283
Misc	93	-	93	2,330
Parking	109	-	109	-
Performers	31,345	-	31,345	15,735
Performers Expenses	1,391	-	1,391	-
PPSA	1,286	-	1,286	105.00
Professional fees	-	-	-	666
Professional subscriptions	535	-	535	665
Project Management Costs	-	-	-	500
Provision for Bad Debts	1,500	-	1,500	-
PRS	-	-	-	228.04
Staff Training	1,072	-	1,072	-
Tickets/Box Office	480	-	480	47
Travel and Accommodation	584	-	584	-
Venue hire	3,181	-	3,181	1,013
Wages and Salaries	8,816	-	8,816	5,983
	<b>79,284</b>	<b>-</b>	<b>79,284</b>	<b>42,226</b>

<b>6 Governance costs</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Audit and accountancy fees	1,440	-	1,440
	<b>1,440</b>	<b>-</b>	<b>1,440</b>	<b>1,500</b>

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts**  
**For the year ended 31 August 2022**

	2022	2021
	Number	Number
<b>7 Employees</b>		
<b>Average number of employees</b>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>

	2022	2021
	£	£
<b>Employment costs</b>		
Wages and salaries	8,816	5,983
Projects management contractor	-	500
	<u>8,816</u>	<u>6,483</u>

**Salaried Employees provided by external party**

Portsmouth Grammar School seconds staff to Ports Fest at no charge, effectively covering the majority of the charity's salary cost each year. Ports Fest covers 50% of administrative staff costs which is shown as an expense within charitable activities. Although the staff members work for Ports Fest they are permanent employees of Portsmouth Grammar School and, as such, on the contribution toward this expenditure incurred by Ports Fest is recognised in the Charity's financial statements. The cost of the staff salaries incurred by Portsmouth Grammar School on behalf of staff who worked for Ports Fest in the year totalled £55,863 (£55,491 in 2021)

**8 Trustees**

None of the trustees (or any persons connected to them) received any remuneration during the year.

	Fixture, fittings & equipment £	Total £
<b>9 Fixed assets: tangible assets</b>		
<b>Cost</b>		
As At 1 September 2021	-	-
Addition	2,288	2,288
Disposals	-	-
At 31 August 2022	<u>2,288</u>	<u>2,288</u>
<b>Depreciation</b>		
As At 1 September 2021	-	-
Charge for the year	377	377
Disposals	-	-
At 31 August 2022	<u>377</u>	<u>377</u>
<b>Net book value</b>		
At 31 August 2022	1,911	1,911
At 31 August 2021	-	-

**10 Analysis of debtors**

	2022	2021
	£	£
Accounts receivables	12,614	3,250
Other debtors	-	1,990
	<u>12,614</u>	<u>5,240</u>

**Ports Fest Ltd**  
**(Limited by guarantee)**  
**Notes to the accounts**  
**For the year ended 31 August 2022**

	<b>2022</b>
<b>11 Analysis of cash movement</b>	<b>£</b>
Balance b/f	79,350
Income	12,278
Payments	-10,404
<b>Balance At 31 August 2022</b>	<b><u>81,224</u></b>

	<b>2022</b>	<b>2021</b>
<b>12 Creditors falling due within 1 year</b>	<b>£</b>	<b>£</b>
Accruals	2,831	4,157
Other creditors (PGS)	35,104	-
	<b><u>37,935</u></b>	<b><u>4,157</u></b>

**13 Analysis of charitable funds**

	Balance b/f	Incoming resources	Resources expended	Transfers	Fund c/f
	£	£	£	£	£
<b>Unrestricted funds:</b>					
Unrestricted general funds	80,330	58,105	-80,724	103	57,814
	<u>80,330</u>	<u>58,105</u>	<u>-80,724</u>	<u>103</u>	<u>57,814</u>
<b>Restricted funds:</b>					
Restricted general funds	103	-	-	-103	-
	<u>103</u>	<u>-</u>	<u>-</u>	<u>-103</u>	<u>-</u>

**14 Transfers**

Restricted funds brought forward £103 were released to be treated as unrestricted; this release was confirmed by the donor.

**15 Related Party Transactions**

There were no disclosable related party transactions during the period (2021 – None)

**Ports Fest**

England & Wales - Charity number 1114695

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# Accounts

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**PORTS FEST LTD**  
(Limited by Guarantee)

**REPORT OF THE TRUSTEES**  
and  
**STATEMENT OF ACCOUNTS**

**31 August 2021**

**Company registration number: 05447367**

**Charity registration number: 1114695**



**PORTS FEST LTD**  
**(Limited by Guarantee)**

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**PORTS FEST LTD**  
(Limited by Guarantee)

**THE CHARITY, ITS MEMBERS,  
BOARD OF TRUSTEES, STAFF AND PROFESSIONAL ADVISERS**

**Year ended 31 August 2021**

**THE TRUST:**

Registered name : Ports Fest Ltd  
Legal status : Company limited by guarantee  
Registered office : 10 High Street  
Old Portsmouth  
Hampshire  
PO1 2LP  
Company registration no. : 05447367  
Registered charity no. : 1114695  
Website : [www.portsfest.co.uk](http://www.portsfest.co.uk)

**BOARD OF TRUSTEES (who are also directors of the company)**

**Officers**

Chairman: Dr Anne Cotton

**Elected members**

Max Craft	Drusilla Moody	David Hampshire
Dr Adrian Hull	Louise Chantal	Ming Wu

**COMPANY SECRETARY** Cindy Peché

**PROFESSIONAL ADVISERS**

Independent examiner: P Sommerville ACA, Wood, Hicks & Co Ltd,  
Chartered Accountants, Units 1-2 Warrior Court,  
9-11 Mumby Road, Gosport, Hampshire, PO12 1BS

Bankers: Lloyds TSB Bank Plc, 2/4 Palmerston Road,  
Southsea, Hampshire, PO3 3QH

**PORTS FEST LTD**  
(Limited by Guarantee)

**TRUSTEES' ANNUAL REPORT**

Year ended 31 August 2021

The Trustees have pleasure in submitting their annual report and the financial accounts of Ports Fest Ltd (the Charity or the Company) as at and for the year ended 31 August 2021.

**SECTION 1 - OBJECTIVES AND ACTIVITIES**

The objectives of Ports Fest as set out in the Memorandum & Articles are the advancement of education; in particular to extend and increase the knowledge and appreciation of learning and culture in all its forms by the general public and especially young people, and particularly by the promotion of the arts, and the exploration of the history and heritage of the area of Portsmouth and neighbouring districts.

Ports Fest intends to deliver an ambitious creative, diverse, and high-quality festival, connecting with all lives in places and spaces from the everyday to the unusual. We play a central role in the cultural life of the city and surrounding areas, in collaboration with our cultural and education partners.

Furtherance of objects

The aims pursued in the attainment of the above objectives are:

- A. Profile & Excellence: Make a high quality and high impact contribution to the city's cultural calendar**
- We aim to offer a high-quality program of cultural events presented by and for the communities of Portsmouth.
  - We seek to offer exciting, innovative, and memorable experiences.
  - Ports Fest celebrates the wealth of cultural assets in Portsmouth and seeks to raise the city's cultural profile.
  - Ports Fest acts as an advocate for cultural activities, expressing their value to civic and business leaders.
- B. Creativity: Enable cultural innovation**
- We are keen to support the creation of new and ambitious work and aim to commission events and platform new works each year.
  - We aim to support early career artists and to promote careers within the arts.
- C. Audience Development & Diversity: Create meaningful artistic engagement for our local communities**
- We seek to represent and engage the whole city, rather than isolated parts of it.
  - We aim to increase reach and engagement in arts and culture, by providing accessible activities which appeal to the city's diverse communities.
  - We seek to work with, and to facilitate opportunities for active participation, by diverse constituencies within the city.
- D. Learning & Youth Engagement: Offer cultural opportunity and aspiration for the city's young people**
- We value the link between culture and learning. A key outcome is to increase opportunities for creative learning for those who do not have ready access to the arts, for instance through cultural engagement programs with schools.
  - By facilitating cultural learning, we seek to raise aspirations and broaden horizons for the city's young people.
  - We run cultural activities which provide opportunities to develop skills and confidence, to encourage cultural participation, and to foster lifelong learning.
  - Fun and enjoyable activities will be provided for children and families, and we will seek to offer a relevant program of events for young people.

PORTS FEST LTD  
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 August 2021

**SECTION 1 – OBJECTIVES AND ACTIVITIES (continued)**

Furtherance of objects (continued)

**E. Collaboration: Facilitate active partnerships among local cultural organisations, to support dynamic and collaborative creative activity**

- Our aspiration is that the festival should form a hub for culture and collaborative, creative arts within the city, capturing a festive spirit and contributing to a thriving cultural scene in Portsmouth.
- By forming meaningful creative partnerships, Ports Fest will positively contribute to the creative and cultural sector, providing opportunities for amateur, voluntary, and professional groups or artists.
- We will also work alongside businesses and other cultural organisations to deliver a program of events in venues across the city.

**SECTION 2 – ACHIEVEMENTS AND PERFORMANCE**

Activities and achievements in the year

In July 2021, Ports Fest presented a diverse programme of cultural activities and events, held in 10 unique venues across the city, all of which were designed to appeal, and be accessible to, the widest sector of the community and to ensure that the community had an opportunity to fully engage with the activities with a mix of free and ticketed events.

The programme featured professional artists of international repute and provided opportunities for young people of Portsmouth to attend and work alongside professional artists in a range of arts and educational events.

Ports Fest 2021 significantly added to the cultural events calendar in Portsmouth and strived for visibility and impact in and beyond the city.

Ports Fest 2021 (2-4th July) was an outstanding success, providing 52 events during the 3 days.

2021 saw the return of having a theme, and this year the theme was Remember, Reimagine, Reset.

2021 saw Ports Fest work with 28 regional schools, either in workshops, masterclasses, or performances.

Once again Ports Fest were able to attract artists and speakers of undisputed international standing.

2021 exclusive Ports Fest Events included:

**The Longest Johns**

The first of three of our outdoor concerts was started by the face of the 2021 sea shanty revival, The Longest Johns. With their track Wellerman bringing them millions of new fans across the globe, they were an a cappella four-piece not to be missed. This event was also supported by local artist Chris Ricketts.

**The Importance of Being Earnest**

We were delighted that the critically acclaimed creators of The HandleBards Slapstick Picnic presented a fantastically wild(e) new production, ripping up the recipe book and celebrating silliness. Attendees witnessed the impossible - the entirety of Oscar

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**TRUSTEES' ANNUAL REPORT**

Year ended 31 August 2021

**SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)**

2021 exclusive Ports Fest Events included:

Wilde's classic play of manners, affairs and handbags which was performed by just two rather dashing entertainers outdoors at Portsmouth Museum gardens.

**The Whale**

Circo Rum Ba Ba provided us with five endearing family show The Whale. Linking in with our theme where everyone can make a difference in resetting the planet. The Guildhall Square was host to an enormous inflatable sperm whale, alongside a leatherback turtle the audience navigated tales of sea creatures and their battles to survive in an ocean full of rubbish.

**Musicals Past and Present**

This was an enthralling evening of musical theatre compered by Duncan Sandilands from G4. Featuring sparkling performances by PGS pupils past and present, it was a chance to revisit classic productions such as West Side Story, Fiddler on the Roof, and 9 to 5, alongside showstoppers from Six, Into the Woods and Little Shop of Horrors.

**Drop City**

In collaboration with No 6 we held an outdoor screening in the Guildhall Square of Drop City (2012) is a documentary about an experimental community on the plains of Colorado which blended the practices of art, architecture and resourceful living in ways that came to define global counterculture of the 1960's.

**Reconnecting**

This main commission was a celebration of reconnecting with live performance, with The London Mozart Players and with the music of our local community. The event celebrated our connection with the sea and the countryside with a programme including new settings of Hampshire Folksongs (performed by school choirs from the local community with the LMP), a British premier of Richard Brown's delightful Pageant of the Sea (performed by the LMP and PGS Musicians), a world premiere performance of a new arrangement of Samuel Coleridge-Taylor's Four African Folk Songs for violin and orchestra, the ever popular Capriol Suite by Warlock, a brand new work for violin and orchestra by 6th Form composer Sam Hemingway and Henry Wood's rousing Fantasia on British Sea Shanties. This event was a sell-out event and a fantastic conclusion of Ports Fest.

All 2021 commissions were made possible by our Principal Partner sponsors: The Portsmouth Grammar School, CH&Co, Portsmouth City Council and Mayfield School.

Statistics

In 2021, Ports Fest worked in active partnership with 10 Portsmouth venues and over 40 artistic and cultural organisations, in addition to local authority service providers including schools, making this a celebration of the city, for the city, by the city.

Numbers benefitting from Ports Fest 2021:

Artists	220
Participants	540
Audience (live)	5,405
Audience (broadcast, online, in writing)	415,488
Total	<hr/> 421,653

There were 46 free events over the 3-day programme with 6 paid events

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Year ended 31 August 2021

**SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)**

Audiences

Ports Fest is programmed to attract audiences of all ages, children, young people, families, schools, and community groups within our region.

In particular, we are committed to developing and extending our work with young people and providing lifelong learning opportunities for all ages.

Analysis of postcode data collected from Ports Fest Box office 2021 demonstrates that Ports Fest engaged with 81.2% of its audience coming from within Portsmouth. This demonstrates the reach of Ports Fest inside its immediate area and shows that it has increased the percentage from 2019 (the last festival). We can see that this increase could be related to Covid-19 and the public staying more within their geographical areas. With this information, we can confidently continue to develop our profile across Portsmouth and the wider region and see how this reflects in 2022.

Creative Partner Hub

Following a successful year, working in close partnership with 14 cultural organisations from across the City during Ports Fest 2021:

- Art Space Portsmouth
- Aspex Gallery
- Kings Theatre Portsmouth
- New Theatre Royal
- Portsmouth Cathedral
- Portsmouth City Council
- Portsmouth Naval Base Property Trust
- Portsmouth Music Festival
- Portsmouth Music Hub
- Portsmouth Poetry
- The Portsmouth Grammar School
- The Mary Rose Trust
- University of Portsmouth CCI
- Wedgewood Rooms

This 'Creative Partner Group' harnessed collective artistic and cultural expertise.

Members pledged to:

- act as ambassadors
- contribute exciting, creative, and inclusive ideas for programming
- provide marketing support

In addition to working with our Creative Partners and Education Associates, we also collaborated with the following Portsmouth-based organisations & Individuals during Ports Fest 2021:

- Stuart Olesker
- Express FM
- D-Day Museum
- Dr Celia Clark
- Jen Evison
- Hotwalls Studios
- Jack House Gallery

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Year ended 31 August 2021

SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)

Creative Partner Hub (continued)

- Journeys Festival International
- Music in Portsmouth
- No 6 Cinema
- Portsdown University of the Third Age
- Portsmouth Museum
- Portsmouth Young Carers Centre
- St John's College Politics Society
- Pete Codling
- The News
- The Graphic Design House

The following are Organisations that Ports Fest worked with who are not based in Portsmouth:

- Ever So Digital
- Political Studies Association
- Trickyart Productions
- Boredom Research
- Slapstick Picnic
- My Dilly
- Circo Rum Ba Ba
- G4
- London Mozart Players
- Phosphoros Theatre
- Pickle Illustration

Education Associates

Following the success of our Education Associates in 2019, we have been able to further engage with our work within the formal education sector. A successful Education Associate scheme has allowed us to:

1. Deepen existing relationships with educational organisations
2. Ensure our communications are targeted to educational objectives (formal or informal)
3. Develop a clearer picture of shared agendas amongst educational organisations across the city, thereby developing more successful collaborations of mutual interest
4. Work with schools on the school's current development plans and issues arising from them that can be tackled in a creative way.

This was achieved by:

- 1:1 meeting with the Director
- Updated Education newsletters in September, January & April
- Mail outs and Brochure Drops
- Invitation to Ports Fest special activities, events, and meetings

Education Associates 2021 were:

1. The Portsmouth Grammar School
2. Mayfield School

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TRUSTEES' ANNUAL REPORT

Year ended 31 August 2021

**SECTION 2 – ACHIEVEMENTS AND PERFORMANCE (continued)**

Education Associates (continued)

In addition to these partnerships, we worked with schools across the city and the outskirts. The following schools engaged in Ports Fest events as participants and performers:

- St Swithin's
- Springfield School
- Churcher's College
- Ryde High School
- Bohunt School
- Bedenham Primary School
- Mayfield School
- Gatcombe Park
- Holbrook Primary
- Redlands School
- The Solent Schools
- Craneswater School
- St Columba School
- Castle Primary
- Northern Parade Junior School
- Beacon View Primary Academy
- Solent Junior School
- Westover Primary School
- Mayfield School
- Fernhurst Junior School
- Wimborne Primary School
- St John's College
- St John's Catholic Primary School
- Meon Primary School
- Milton Park Primary
- Castle Primary School
- The Portsmouth Grammar School
- The Portsmouth Grammar Junior School

Summary of Education and Community Outreach Activities

Ports Fest values the link between culture and learning. A key outcome is to increase opportunities for access to creative learning for education and lifelong learning.

Ports Fest 2021 provided schools and colleges and the community with the following formal opportunities:

Education events

**Michael Rosen**

We were joined by celebrated children's author and former children's laureate Michael Rosen who is one of Britain's best-loved writers and performance poets. His well-known books have won many awards, including the English Association's 'Exceptional' award. We invited all KS2 year groups in the Portsmouth Postcode area to join this online event which included a Q & A session. This was our most well attended event during the festival so moving forward we will make the annual schools talk event a hybrid event so that more schools are able to join in.

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**TRUSTEES' ANNUAL REPORT**

Year ended 31 August 2021

**SECTION 2 – ACHIEVEMENTS AND PERFORMANCE (continued)**

Education events (continued)

**Young Peoples Debate**

Six years running and this event is still going strong. This event gave pupils and debating teams a say in this annual Hampshire & Isle of Wight schools' debate. This year we had a topical theme: "Should we reset to normality after Covid?" The University of the third age also took part and there were strong arguments on both sides. This event could also continue as a hybrid or online event.

**Portsmouth our Place**

This multi schools project culminated in an exhibition of a 3D jigsaw map of Portsmouth. This was showcased in Portsmouth Cathedral and will potentially be shown in other central locations in Portsmouth in the future. Pupils from school years 5-8 produced a 3m x 2m wooden jigsaw map of Portsmouth. Each local school involved was given a jigsaw section on which to create an expression of their own area, using wooden blocks that they painted, sanded, and decorated. Working with local artisan Jen Evison who supported them to link the areas of Portsmouth together to form the final product using words and local materials to give coherence to what the place of Portsmouth means to its residents. This work also involved the wider school community and was used as a springboard to ascertain how people would like their community to develop. QR codes were used on the different sections of the jigsaw for people to access images of the process of creating their section of the jigsaw, the thoughts and feelings people have about their 'place' in Portsmouth and how they would like it to develop; the sounds that people associate with that part of Portsmouth were also recorded and shared.

Young Carers Project

In addition to our annual festival Port Fest gained funding from HLF to run a second young carers project. This project Submerged had to be delayed last year but was able to restart in April 2021.

This work has been produced by Portsmouth Young Carers who have been working with artists Linda Mason and Ricky Tart on an arts and heritage project. Using mixed media, the young carers have produced their own interpretations of the sinking of one of our most iconic ships the Mary Rose a key part of Portsmouth's heritage. This exciting project has enabled Young Carers the chance to engage together following a global pandemic in a fun and creative way with a key part in Portsmouth history as well as increasing their creative media knowledge. This project has provided a voice for an often-isolated part of our society.

This project culminated in an exhibition which took place in October 2021.

Funding Ports Fest 2021

Portsmouth Festivities continued with its fundraising campaign amongst corporate organisations for Festivities 2021. Many sponsors from Festivities 2021 pledged their continued support in 2022.

The Portsmouth Festivities offers a range of benefits for the city. We have identified the major benefits for our stakeholders as:

- Raising company profile
- Widening the reach of their brand
- Associating their business with artistic excellence and innovation
- Enjoying corporate hospitality
- Demonstrating a commitment to the community

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**TRUSTEES' ANNUAL REPORT**

Year ended 31 August 2021

**SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)**

Funding Ports Fest 2021 (continued)

- Making new business contacts

Against a background of continuing economic challenge, we need to work ever more closely with our funding partners and to identify ways in which in-kind support and volunteering can add value to the sponsorship packages we offer.

Subsequent events and future developments

2021 put Ports Fest in its 22nd year with a strong programme celebrating our diversity of events.

Ports Fest would like to increase its marketing far beyond the city drawing in new audiences from outside of Portsmouth. Ports Fest will begin to host events outside of its normal days.

Ports Fest 2022 will take place between Thursday 30th June - 3rd July the theme for this year is Remember, Reimagine, Reignite.

We are confident that the 2022 programme will be as exciting, creative, inclusive, and offering a high quality of engaging mix of free and ticketed events.

**5-10-year Intentions**

- To be a major cultural landmark for Portsmouth, embedding Ports Fest and its major partners firmly within the city's cultural landscape
- To offer a year-round cultural education and engagement programme for city schools feeding into the festivals programme
- To offer an active, purposeful forum for individuals and organisations to work in creative collaboration, to innovate and create new work
- To offer at least one major new commission each year
- To lead at least one major community initiative each year
- To access major funding

**SECTION 3 - FINANCIAL REVIEW**

Ports Fest continued to be funded principally by sponsorship, donations, and ticket sales. The expenditure in the year enabled a successful programme of events to be put on in the city. The Trustees consider that the state of the Company's affairs is satisfactory and that the Charity's assets are available and adequate to fulfil its obligations.

The Company has received direct grants and donations totalling £21,250 (2020: £59,930) and was able to generate funds through ticket sales despite the impact of the Covid-19 pandemic totalling £4,230 (2020: nil). Direct expenditures on charitable activities totalled £43,726 (2020: £29,490).

Reserves

The Charity's policy is to hold sufficient unrestricted and restricted reserves equal to three months operating costs to enable it to:

- a) withstand an unforeseen financial setback and provide a minimum of three months operating costs.

**PORTS FEST LTD**  
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**TRUSTEES' ANNUAL REPORT**

Year ended 31 August 2021

**SECTION 3 - FINANCIAL REVIEW (continued)**

Reserves (continued)

- b) provide temporary financial assistance to project funds that are awaiting funding from other organisations.
- c) take advantage of any opportunity which the Board considers will benefit the Charity and the community it serves.

**SECTION 4 - STRUCTURE, GOVERNANCE AND MANAGEMENT**

Ports Fest was incorporated as a private company on 9 May 2005 and is a company limited by guarantee and not having a share capital, governed by the Memorandum and Articles of Association.

The Trustees when complete consist of at least three and not more than ten individuals, all of whom must be members aged less than 75 years of age.

Historically, one third of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee who remains qualified may only be appointed for three consecutive terms.

The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional trustee, but a co-opted Trustee holds office only until the next AGM.

The Trustees must hold at least three meetings each year. A quorum at a meeting of the Trustees is two Trustees.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Dr Anne Cotton	Max Craft	Drusilla Moody
David Hampshire	Dr Adrian Hull	Louise Chantal
Ming Wu (appointed 1 November 2021)		

Under company law the Trustees must not approve the financial accounts unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its surplus or deficit for that year.

In preparing those financial accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial accounts comply with the Companies Act 2006. 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.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

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**TRUSTEES' ANNUAL REPORT**

**Year ended 31 August 2021**

**SECTION 4 - STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)**

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

The Report of the Committee of Management has been prepared in accordance with provisions of Part 15 of the Companies Act 2006 relating to small companies.

**By order of the Board**



Chairman

Dr Anne Cotton  
23 March 2022

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**PORTS FEST LTD**  
(Limited by Guarantee)  
**REGISTERED CHARITY NUMBER: 1114695**

I report to the charity trustees on my examination of the financial accounts of the Company for the year ended 31 August 2021 which are set out on pages 15 to 21.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of the Company (who are also the directors of the Company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

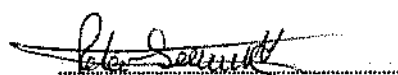
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention that gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or,
- the accounts do not accord with such records; or,
- the accounts do not comply with the relevant accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or,
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102), second edition October 2019.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
P J Sommerville ACA

23 March 2022

Wood, Hicks & Co.  
Chartered Accountants  
Units 1-2 Warrior Court,  
9-11 Mumby Road,  
Gosport  
Hampshire PO12 1BS

**PORTS FEST LTD**  
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**BALANCE SHEET**

**31 August 2021**

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
<b>CURRENT ASSETS</b>			
Debtors	4	5,240	20,358
Cash at bank and in hand		79,350	78,018
		<u>84,590</u>	<u>98,376</u>
<b>LIABILITIES</b>			
Creditors: Amounts falling due within one year	5	4,157	-
<b>NET CURRENT ASSETS</b>		<u>80,433</u>	<u>98,376</u>
<b>TOTAL NET ASSETS</b>		<u>£ 80,433</u>	<u>£ 98,376</u>
 <b>THE FUNDS OF THE CHARITY:</b>			
<b>ACCUMULATED FUNDS</b>			
Unrestricted funds	9,10	80,330	89,376
Restricted funds	9,10	103	9,000
<b>ACCUMULATED FUNDS AT 31 August 2021</b>		<u>£ 80,433</u>	<u>£ 98,376</u>

The directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the Company to obtain an audit in accordance with section 476 of the Act.

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.

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

Approved by the Board of Trustees on  
23 March 2022 and signed on its behalf

  
..... Chairman  
Dr Anne Cotton

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**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating an income and expenditure account)

Year ended 31 August 2021

	Note	2021			2020		
		Unrest- ricted £	Rest- ricted £	Total £	Unrest- ricted £	Rest- ricted £	Total £
<b>INCOME FROM:</b>							
Donations and legacies	6	21,250		21,250	50,030	9,900	59,930
Charitable activities	7	4,230		4,230			-
Other income		303		303	103		103
<b>Total income</b>		<b>25,783</b>	<b>-</b>	<b>25,783</b>	<b>50,133</b>	<b>9,900</b>	<b>60,033</b>
<b>EXPENDITURE ON</b>							
Charitable activities	8	34,829	8,897	43,726	28,590	900	29,490
<b>Total resources expended</b>		<b>34,829</b>	<b>8,897</b>	<b>43,726</b>	<b>28,590</b>	<b>900</b>	<b>29,490</b>
<b>NET INCOME (EXPENDITURE)</b>		<b>( 9,046)</b>	<b>( 8,897)</b>	<b>(17,943)</b>	<b>21,543</b>	<b>9,000</b>	<b>30,543</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>( 9,046)</b>	<b>( 8,897)</b>	<b>(17,943)</b>	<b>21,543</b>	<b>9,000</b>	<b>30,543</b>
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward	9,10	89,376	9,000	98,376	67,833	-	67,833
<b>TOTAL FUNDS CARRIED FORWARD</b>	9,10	<b>£ 80,330</b>	<b>£ 103</b>	<b>£ 80,433</b>	<b>£ 89,376</b>	<b>£ 9,000</b>	<b>£ 98,376</b>

The Statement of Financial Activities contains all the necessary disclosure requirements of an Income and Expenditure Account under the Companies Act 2006.

The notes set out on pages 17 to 21 form part of these financial accounts.

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**NOTES TO THE ACCOUNTS**

**31 August 2021**

**NOTE 1 – LEGAL STATUS OF PORTS FEST LTD**

The Charity is a company limited by guarantee and not having a share capital. It is managed by a Board of Trustees, the members of which are directors and charity trustees respectively within the meaning of the Companies Act 2006 and the Charities Act 2011.

**NOTE 2 – NATURE AND PURPOSE OF RESTRICTED FUNDS**

**(a) National Heritage Submerged**

Funds received to produce/create a multimedia exhibition marking the anniversary of the sinking of the iconic Tudor ship, the Mary Rose.

**NOTE 3 – ACCOUNTING POLICIES**

**(a) Accounting convention**

The financial accounts are prepared under the historical cost convention in accordance with the:

- provisions of Financial Reporting Standard 102 (FRS 102);
- Companies Act 2006; and,
- Statement of Recommended Practice applicable to charities preparing accounts in accordance with FRS 102.

**(b) Basis of preparation of accounts**

The accounts of the Charity include all the assets and liabilities under the control of its Board of Trustees. Grants and donations received for non-specific purposes or general funding are available for utilisation at the discretion of the Board.

Grants and donations received for specific charitable projects are treated as restricted funds available only for use on such specified projects.

**(c) Debtors**

Debtors are stated at the amounts due to the Charity at the balance sheet date. Prepayments are recorded for the proportion of time-based expenditures attributable to the ensuing year.

**(d) Cash and cash equivalents**

Amounts held in bank accounts and cash at the balance sheet date. This is held to meet the day to day running costs of the charity as they fall due. Bank overdrafts are shown within borrowings in current liabilities.

**(e) Creditors**

Creditors are recognised as soon as an outflow of economic benefit is considered more likely than not to occur under a legal or constructive obligation committing the Charity to pay out resources. Creditors that are current liabilities are recognised at the settlement amount expected to be paid at the balance sheet date.

**(f) Taxation**

The Company is a registered charity and, as such, is exempt from corporation tax on its surpluses on financial activities in accordance with S.486 of the Corporation Tax Act 2010.

**PORTS FEST LTD**  
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**NOTES TO THE ACCOUNTS**

**31 August 2021**

**NOTE 3 – ACCOUNTING POLICIES (continued)**

**(g) Grant income recognition**

A grant that becomes receivable on the occurrence of a certain specified future event is recognised in the financial accounts when the specified event has occurred and all the grantor's requirements associated with it have been complied with.

**(h) Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**NOTE 4 – DEBTORS**

Falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Trade debtors	5,240	20,358
	£ 5,240	£20,358

**NOTE 5 – CREDITORS**

Falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Accruals	4,157	-
	£ 4,157	£ -

**NOTE 6 – INCOME FROM DONATIONS AND LEGACIES**

	<u>2021</u>		
<u>Year ended 31 August 2021</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Donations and gifts	21,250	-	21,250
	£21,250	£ -	£21,250
	<u>2020</u>		
<u>Year ended 31 August 2020</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Donations and gifts	48,550	-	48,550
Grants	1,480	9,900	11,380
	£50,030	£ 9,900	£59,930

PORTS FEST LTD  
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NOTES TO THE ACCOUNTS

31 August 2021

NOTE 7 - INCOME FROM CHARITABLE ACTIVITIES

<u>Year ended 31 August 2021</u>	<u>2021</u>		
	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Ticket sales	4,230		4,230
	<u>£4,230</u>	<u>£ -</u>	<u>£4,230</u>
	<u>2020</u>		
<u>Year ended 31 August 2020</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Ticket sales			-
	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>

NOTE 8 - EXPENDITURE ON CHARITABLE ACTIVITIES

<u>Year ended 31 August 2021</u>	<u>2021</u>		
	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Subscriptions and licences	998		998
Marketing	11,343		11,343
General expenses	2,897	94	2,991
Legal/professional fees	666		666
Performers	8,671	7,064	15,735
Lighting, sound and technical	1,781	653	2,434
Venue hire	1,013		1,013
Insurance	282	281	563
Salary and project management	5,678	805	6,483
Accountancy	1,500		1,500
	<u>£34,829</u>	<u>£ 8,897</u>	<u>£43,726</u>
	<u>2020</u>		
<u>Year ended 31 August 2020</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	£	£	£
Subscriptions	518		518
Marketing	14,561		14,561
General expenses	611		611
Legal/professional fees	2,664		2,664
Performers	2,530	900	3,430
Trustee expenses	(154)		(154)
Insurance	488		488
Salary costs	5,872		5,872
Accountancy	1,500		1,500
	<u>£28,590</u>	<u>£ 900</u>	<u>£29,490</u>

**PORTS FEST LTD**  
(Limited by Guarantee)

**NOTES TO THE ACCOUNTS**

**31 August 2021**

**NOTE 9 – MOVEMENT ON FUNDS IN THE YEAR**

<u>Year ended 31 August 2021</u>	Balances brought forward £	Incoming resources £	Direct outgoing resources £	Transfers between funds £	Balances carried forward £
Unrestricted General fund	89,376	25,783	(34,829)		80,330
Restricted - National Heritage Submerged	9,000		(8,897)		103
	<u>£ 98,376</u>	<u>£ 25,783</u>	<u>£ (43,726)</u>	<u>£ -</u>	<u>£ 80,433</u>
<u>Year ended 31 August 2020</u>	Balances brought forward £	Incoming resources £	Direct outgoing resources £	Transfers between funds £	Balances carried forward £
Unrestricted General fund	67,833	50,133	(28,590)		89,376
Restricted - National Heritage Submerged	-	9,900	(900)		9,000
	<u>£ 67,833</u>	<u>£ 60,033</u>	<u>£ (29,490)</u>	<u>£ -</u>	<u>£ 98,376</u>

**NOTE 10 – ANALYSIS OF NET ASSETS BETWEEN FUNDS**

<u>Year ended 31 August 2021</u>	Fixed assets £	Net current assets £	Net assets £
Unrestricted General fund		80,330	80,330
Restricted - National Heritage Submerged		103	103
<b>ACCUMULATED FUNDS AT 31 AUGUST 2021</b>	<u>£ -</u>	<u>£ 80,433</u>	<u>£ 80,433</u>
<u>Year ended 31 August 2020</u>	Fixed assets £	Net current assets £	Net assets £
Unrestricted General fund		89,376	89,376
Restricted - National Heritage Submerged		9,000	9,000
<b>ACCUMULATED FUNDS AT 31 AUGUST 2020</b>	<u>£ -</u>	<u>£ 98,376</u>	<u>£ 98,376</u>

**PORTS FEST LTD**  
**(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS**

**31 August 2021**

**NOTE 11 - TRUSTEES' EMOLUMENTS AND EXPENSES**

No Trustees or any persons connected with them have received remuneration or reimbursement of expenses during the year.

**NOTE 12 - RELATED PARTY TRANSACTIONS**

There were no disclosable related party transactions during the period (2020 - none).

**NOTE 13 - SALARIED EMPLOYEES PROVIDED BY EXTERNAL PARTY**

Portsmouth Grammar School seconds staff to Ports Fest at no charge, effectively covering the majority of the Charity's salary costs each year. Ports Fest covers 50% of administrative staff costs which is shown as an expense within charitable activities. Although the staff members work for Ports Fest they are permanent employees of Portsmouth Grammar School and, as such, only the contribution toward this expenditure incurred by Ports Fest is recognised in the Charity's financial statements. The cost of the staff salaries incurred by Portsmouth Grammar school on behalf of staff who worked for Ports Fest in the year totalled £55,491 (2020: £55,231).



Ports Fest Ltd  
10 High Street  
Old Portsmouth  
Hampshire  
PO1 2LP

Wood, Hicks & Co.  
Units 1-2, Warrior Court  
9-11 Mumby Road  
Gosport,  
Hampshire PO12 1BS

23 March 2022

Dear Sirs

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other trustees, management and staff of Ports Fest Ltd (the Company) the following representations given to you in connection with your independent examination of the Company's financial accounts as at and for the year ended 31 August 2021.

- (1) We acknowledge as officers our responsibility under the Companies Act 2006 for preparing financial accounts, which give a true and fair view of the financial position of the Company, of its operations for the year then ended, and for making accurate representations for you.
- (2) All accounting records and relevant information have been made available to you for the purpose of your independent examination and all transactions undertaken by the Company have been properly reflected in the accounting records or other information provided to you. All other records and related information including minutes of all management and general meetings have been made for you.
- (3) We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect error and fraud. We confirm the financial statements are free of material misstatements identified during the independent examination and immaterial both individually and in aggregate to the financial statements as a whole.
- (4) There have been no irregularities or allegations thereof involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements.
- (5) We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the company conducts its business. The Company has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- (6) We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.
- (7) We confirm that we have disclosed to you all related party transactions relevant to the company and that we are not aware of further related party matters that require disclosure other than those disclosed in the accounts.
- (8) We confirm that having considered our expectations and intentions for the next twelve months and the availability of working capital, the Company is a going concern.
- (9) The Company has satisfactory title to all assets and there are no liens or encumbrances on the assets except for those disclosed in the accounts.
- (10) There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the accounts.
- (11) There have been no events since the balance sheet date that require disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts.
- (12) The Company has at no time during the year entered into any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans or credit transactions) for elected officers nor to guarantee or provide security for such matters, except as disclosed in the accounts.

continued .....

- (13) We acknowledge that you have informed us that you will be subject to current and future regulations regarding money laundering and similar activities.
- (13) Adequate disclosure has been made of funds received from grantors the uses of which have been restricted to purposes designated by the grantor. Expenditures directly incurred on the various activities of the Company have been charged to the appropriate funds. Any allocations of general funds designated for use on a restricted activity have been properly recorded in the minutes of the Board of Trustees.
- (14) We acknowledge that you have limited your enquiries into the Company's accounts to those matters which you are required to address in accordance with:
- (i) the Charities Act 2011 and the Statement of Recommended Practice applicable to charities.
  - (ii) the General Directions of the Charity Commission in carrying out an independent examination; and,
  - (iii) your letter of engagement to us.

We understand that your procedures have not constituted an audit and, as such, you give no assurance that the accounts as a whole give a true and fair view of the state of affairs or results of operations.

Yours faithfully



..... Chairman  
Dr Anne Cotton