

Design South East Limited

England & Wales · Charity number 1160651

Details

Other names	NORTH KENT ARCHITECTURE CENTRE, THE NORTH KENT ARCHITECTURE CENTRE LIMITED, DESIGN SOUTH EAST
Status	Registered
Legal form	Charitable company
Company number	03284438
Registered	2015-02-26
Register	View on the Charity Commission register

Contact

Address	Design South East 70 Cowcross Street London EC1M 6EJ
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Phone	01634401166
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Email	accounts@designsoutheast.org
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Website	www.designsoutheast.org
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Activities

Objects: 1) ADVANCE THE EDUCATION OF PEOPLE OF ALL AGES BY ENCOURAGING THE UNDERSTANDING OF THE ARTS, ARCHITECTURE AND THE BUILT ENVIRONMENT;2) PROMOTE SOCIAL INCLUSION AND DEVELOP THE SKILLS OF MEMBERS OF THE COMMUNITY, INCLUDING THOSE WHO ARE SOCIALLY AND ECONOMICALLY DISADVANTAGED, BY HELPING LOCAL PEOPLE TO PARTICIPATE IN THE IMPROVEMENT OF THE QUALITY OF THE BUILT ENVIRONMENT;3) PROVIDE ADVICE AND SUPPORT TO ENABLE THE DELIVERY OF HIGH QUALITY SUSTAINABLE DEVELOPMENT OF THE BENEFIT OF THE PUBLIC;4) PROVIDE ADVICE AND SUPPORT TO ENABLE THE IMPROVEMENT OF THE QUALITY OF BUILT ENVIRONMENT FOR THE BENEFIT OF THE PUBLIC IN AREAS OF URBAN REGENERATION, INCLUDING AREAS OF SOCIAL AND ECONOMIC DEPRIVATION; AND5) HELP PEOPLE ADVANCE IN LIFE BY DEVELOPING THEIR SKILLS IN THE ARATS, ARCHITECTURE AND THE BUILT ENVIRONMENT, PRIMARILY, BUT NOT EXCLUSIVELY, IN THE SOUTH OF ENGLAND.

Activities: We developed and delivered a range of events relating to sustainable developmentWe helped local communities prioritise sustainable development We continued to promote sustainable development

through our process of design review, through which we advised people on how to deliver the best design outcomes for communities.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PRIMARILY, BUT NOT EXCLUSIVELY, IN THE SOUTH OF ENGLAND.
- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£891,454	£824,332	£278,049	10
2024-03-31	£806,641	£774,343	£210,927	11
2023-03-31	£860,104	£931,179	£178,629	12
2022-03-31	£880,833	£899,306	£249,705	12
2021-03-31	£739,487	£741,677	£268,178	12

Trustees

Name	Role	Appointed
Mary Jane COOK	Chair	2021-11-04
Euan Silva Mills		2025-05-27
Gemma Lucy Hyde		2025-05-27
HILARY ANNE SATCHWELL		2017-10-16
Helen Louise Cuthbert		2025-05-27
Jeremy David James STOCKWELL		2023-07-12
John Michael Stiles		2025-05-27
Karl William FitzGerald		2025-05-27
Laura Anne Keay		2025-05-27
Peter Maxwell		2025-05-27

Design South East Limited

England & Wales - Charity number 1160651

Accounts

Charity registration number 1160651

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

DESIGN SOUTH EAST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	H Satchwell
	M Cook
	J Martin
	R Nazzari
	J Stockwell
	L Keay
	P Maxwell
	G Hyde
	K Fitzgerald
	E Mills
	J Stiles
	H Cuthbert
Secretary	C A Lamb
Charity number	1160651
Company number	03284438
Registered office	70 Cowcross Street London EC1M 6EJ
Independent examiner	TC Group Star House Star Hill Rochester Kent ME1 1UX
Bankers	Barclays PLC 62 Earl Street Maidstone Kent ME14 1PS

DESIGN SOUTH EAST LIMITED

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DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Design South East Limited (the company) for the year ended 31 March 2025. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Constitution

Design South East is a Company Limited by Guarantee governed by its Memorandum and Articles of Association dated 18 December 2014. It is registered as a charity with the Charity Commission.

Method of appointment or election of trustees

Directors are either 'A' or 'B' directors. 'A' directors are those appointed by 'A' members. 'A' members are currently:

- Medway Council
- University of Greenwich
- Gravesham Borough Council

Each 'A' member may nominate one 'A' director, carried out in accordance with our Articles of Association.

A 'B' member is a member admitted as a 'B' member in accordance with the Articles of Association. A 'B' director is any director appointed as a 'B' member. Anyone wishing to become a B director must make an application for membership and an appointment is subject to approval by a majority of the directors. When considering applications the Board has regard to the requirement for any specialist skills on the board and geographic representation, in addition to the understanding of and alignment with the objects of the company.

Policies adopted for the induction and training of trustees

New trustees undergo an orientation session to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit; and to inform them of the content of the memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Organisational structure and decision making

The board administers the charity. The board meets quarterly, or more frequently, if necessary. There is a finance subcommittee which also meets quarterly, or more frequently if required.

A Chief Executive whose working title is Director (though he is not a director for legal purposes) is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and programme-related activity.

Our objects are:

1. To advance public education and to develop and improve the skills and capabilities of people of all ages by encouraging the understanding of the arts, architecture and the built environment;
2. To promote social inclusion for the public benefit in particular those that are, or feel they are, excluded from society by helping local people to participate in the improvement of the quality of their built environment (being "excluded" from society, or part of society, as a result of being a member of a socially and economically deprived community or on the grounds of their social and economic position);
3. To promote sustainable development for public benefit in particular best practice in the field of sustainable development. Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs";
4. To advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration in areas of social and economic deprivation for the public benefit;
5. To help young people advance in life by developing their skills in the arts, architecture and the built environment; and
6. To further such other charitable purposes (charitable under English law) as the Directors see fit from time to time primarily, but not exclusively in the south of England.

Review of activities

Our work this year has focused primarily on three of our objectives:

- Object 2: to promote social inclusion;
- Object 3: to promote sustainable development for public benefit;
- Object 4: to develop and improve the skills and capabilities of people.

Though independent design review remained our primary activity - helping to promote sustainable development and develop and improve people's skills - we have continued to broaden the range of activities we deliver, including ones that promoted social inclusion.

Promoting social inclusion

Thurrock Council commissioned us to lead several local walking tours through which to discuss with local people the existing context and an emerging vision and focus for Thurrock's updated Residential Design Code, following the process in the National Model Design Code (NMDC). The walkabout provided an opportunity for collaborative conversation between the Council and community, mediated and facilitated by Design South East, to help the Council better understand what 'good design' means to residents in their neighbourhoods. One of our key takeaways from the event was the importance of 'deep' engagement with the community – allowing sufficient time for in-depth, detailed conversations, to build trust and facilitate engagement with local people.

Medway Council commissioned us to lead the co-creation of a Vision and Action Plan for Gillingham Town Centre, supporting the Council with the recruitment and selection of a demographically representative community panel to ensure that diverse voices were part of the co-creation process. A series of three in-person workshops designed and facilitated by DSE allowed for the sharing of perspectives through interactive discussions about what local people value and where there are opportunities for improvements to the town centre to support the health and well-being of the wider community. By working with the community to develop an action plan to deliver on the shared vision, the programme fostered long-term stewardship of the town centre and built community resilience through shared responsibility for and ownership of the process of change.

Promoting sustainable development for public benefit

We continued to increase promotion of sustainable development through our core activity; design review by embedding into the structure of the sessions. This was particularly important in relation to larger urban projects, where we sought coherent sustainability strategies to underpin design development, and for specific measures and actions, including the reuse of existing built forms and the inclusion of sustainable urban drainage. On major rural sites, we promoted the importance of a sustainability strategy, commitment to sustainable travel and drainage, and a zero-carbon approach.

We continued to create opportunities to engage earlier in the planning process than design review typically allows, at the visioning, strategy, policy, or plan-making stages of projects. We achieved this through design code support, co-production, and community engagement activities. This early engagement enabled us to help clients and communities embed the principles of sustainable development at the formative stage of projects.

Starting in September 2024, we worked in partnership with the Ministry of Housing, Communities and Local Government (MHCLG) to support the latest group of Pathfinder authorities in the delivery of exemplary design codes across the country. Our programme of support is built on our expertise from our involvement in the 2021 NMDC pilot programme to provide critical friend support and design code review for 10 local authorities across the country. Our bespoke panel comprised experts with extensive experience in the preparation and application of design codes. As part of the national Design Network, we can draw on experts from Design Midlands, Design Yorkshire, and Design North East to bring local knowledge and to reflect the geographical diversity of the Pathfinder programme.

We complemented these activities with several training sessions to promote sustainable development:

- One year on from the policy requiring all new developments to deliver 10% Biodiversity Net Gain (BNG), we organised a workshop-based training session to share perspectives and learning on how was working in practice, helping professionals unpick and troubleshoot some of the recurring issues. This was a three-hour session that started with a Kent local authority perspective, followed by three case studies.
- We also delivered several shorter online sessions, including one to support sustainable development through sensitive approaches to housing densification and another that explored masterplanning Best Practice and how to plan and design sustainable settlements, taking landscape, water and ecology as the starting point.

Developing and improving the skills and capabilities of people

We delivered a significant amount of our work to develop and improve the skills and capabilities of people through our Kent Design programme, which supports built environment professionals through place-specific learning focused on high-quality, sustainable design.

Through this programme, we delivered a range of online sessions, in addition to events described above, including:

- Effective Parking Solutions for New Development - Successfully integrating car parking is a common challenge for delivering high-quality and people-focused developments, and this webinar explored solutions for car parking that do not result in car-dominated streets or bleak parking courts
- New Technologies in Planning and Design explored how technologies such as artificial intelligence, virtual reality and digital twins are disrupting the planning and design sectors and explored how they can enhance public engagement, speed up the design process and provide an evidence-based approach to development.
- Urban Design in Town Centres about urban design principles in town centre regeneration and development projects, which explored the townscape and design that responds to the local context.
- Landscape and Visual Impact Assessments

A major training workshop brought public and private sectors together to learn about alternative models of housing delivery and tenure and how they can contribute to addressing the housing crisis. Topics include community-led housing, custom-build and co-housing. This reflected the fact that over the coming decades, tens of thousands of homes will be delivered in Kent and Medway, which presents an opportunity to complement mainstream delivery approaches with alternative housing models, which may offer people more flexibility, customisation, community-building and affordability.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

To support the development of design coding skills in local authorities, we developed a Design Code Network through which we delivered four events, using expert speakers, but promoting knowledge sharing. The series included:

- Getting Started with Design Coding
- Exploring Different Types of Codes
- Building Evidence-Based and Community Support
- *Creating Effective Design Codes*

Our Urban Design Foundation Course comprised 3 online webinars, a study tour and culminated in a full-day urban design skills training. The study tour was of Ebbsfleet and provided an opportunity to hear from the team behind the development of the new garden city. The final session provided participants with a basic understanding of urban design principles and helped to develop practical skills through a guided walking tour of Dartford, a design review exercise of a real scheme and a chance to design a concept masterplan for part of the town centre led by experienced urban designers.

We also organised a study tour of Folkestone Town Centre and Seafront, which provided an opportunity to hear about coastal regeneration.

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

Income

The charity reported total income of £891k for the year, marking an increase of 10% compared to the previous year (£807k). This represents a strong recovery from the previous year's decline (2022-23: £860k falling to £807k in 2023-24), which had been affected by reduced client demand due to economic uncertainty. The current growth was driven by:

- Charitable activities, which contributed £884k (up 10% from 2024)
- Investment income, which rose by 28% to £7k

Expenditure

Total expenditure was £824k, an increase of 6% from 2024 (£774k). This follows significant efficiency improvements in recent years, where cost reductions were achieved through careful budget management, including:

- Reduced administrative costs
- Renegotiated contracts
- Streamlined service delivery processes (without compromising quality)

Financial Position

The charity achieved a surplus of £67k, a substantial improvement from:

- £32k surplus in 2023-24
- £69k deficit in 2022-23

Unrestricted funds grew from £211k to £278k, strengthening our financial resilience.

The balance held in the Community Savings Account represents unrestricted funds earmarked internally for future community engagement activity.

Risks and Mitigation

Key risks to financial performance include:

- Economic recession and its effect on the planning and development sector
- Changes to government planning policy affecting demand for our core services

To address these, we are:

- Diversifying revenue streams
- Expanding service offerings
- Maintaining strict cost controls

Conclusion

The 2024/25 results demonstrate successful recovery and sustainable financial management. While mindful of economic challenges, our strong reserves and efficiency measures position us well to continue delivering our mission effectively.

Reserves policy

The trustees have maintained the core reserves policy established in 2023-24, with the operational reserve policy set at 3 months' operational coverage plus 10% to be adjusted annually. Moving into 25/26 our required operational reserves is thus set at a minimum of £225k.

Additionally, from the 2024/25 surplus, the trustees have approved the creation of a new £50k infrastructure reserve to fund essential capital improvements and strategic investments.

This two-tier reserve approach ensures the charity can:

- Operational Security: Sustain core activities during income fluctuations
- Strategic Development: Fund vital infrastructure upgrades without compromising services

As of 31 March 2025, our financial position supports this policy with £278k in unrestricted funds.

The trustees will review both reserve levels annually, considering:

- Sector-specific economic risks
- Evolving operational requirements
- Capital investment opportunities

This enhanced policy demonstrates our commitment to both financial resilience and sustainable growth, ensuring we can continue delivering our mission effectively.

This policy complies with Charity Commission guidance on financial governance and forward planning.

In addition to the unrestricted reserves, DSE maintains a designated Community Fund to support community-led design and engagement projects. This fund is treated as a *designated* pot within unrestricted funds, ring-fenced by trustees for its specific purpose. At 31 March 2025, the balance stood at £9,500. The fund will be drawn down over the next few financial years to support the delivery of community projects.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Plans for future periods

Our short-term objectives are to improve operational efficiency, enhance our service delivery, and transform our communications. Specific short-term goals include:

- Increased Efficiency: We will continue to streamline our administrative processes.
- Continued diversification: We will continue to increase our range of activities by engaging with new and existing client and stakeholder groups.
- Improved communications with stakeholders

Our long-term objectives are designed to ensure the sustainability and growth of our charity, while also expanding our impact on the communities we work in. These objectives include:

- Sustainable growth: Over the next five years, we aim to grow and diversify our funding sources and activities.
- Strengthening our capacity: To support our long-term growth we are focused on building our internal capacity. This includes investing in staff development, improving our operating processes and making greater use of technology.

To achieve these objectives, the following key activities are planned.

- Stakeholder Engagement: We will conduct surveys and meet stakeholder groups to better understand their needs and refine our service offerings accordingly and hold a stakeholder forum.
- Monitoring and Evaluation: We will implement a robust monitoring and evaluation framework to measure our impact.
- Partnership Building: We will establish new partnerships with local authorities and government departments
- Staff Training and Development: Continuous professional development will be provided to our staff to ensure they have the skills necessary to implement our strategic objectives effectively.
- Strengthening our executive management structure and our board of trustees.

Experience has influenced our plans and decisions in terms of:

- The importance of responding rapidly to a changing operating environment.
- The need for effective pricing of our activities.
- The need for investment in systems and processes.
- The value of being responsive to feedback from stakeholders.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Arrangements for setting pay of key personnel

All employees of Design South East are subject to annual appraisal and mid-term reviews.

In the case of the Chief Executive, the appraisal is conducted with the Chair of the Board. The remuneration committee comprises three directors of the company, advised by the Chief Executive. A total sum available for staff team pay raises and the salaries of key staff were agreed by this committee. The pay of the Chief Executive was also agreed by the committee but without the presence of the Chief Executive. Decisions are reached in accordance with our remuneration policy, including factors such as performance as judged by the appraisal process, and the financial position of the company.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

H Satchwell	
B Rogers	(Resigned 27 May 2025)
S Willcox	(Resigned 19 December 2024)
M Cook	
J Martin	
R Nazzari	
L Archer	(Resigned 17 April 2024)
J Stockwell	
L Keay	(Appointed 27 May 2025)
P Maxwell	(Appointed 27 May 2025)
G Hyde	(Appointed 27 May 2025)
K Fitzgerald	(Appointed 27 May 2025)
E Mills	(Appointed 27 May 2025)
J Stiles	(Appointed 27 May 2025)
H Cuthbert	(Appointed 27 May 2025)

None of the trustees has any beneficial interest in the company.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities statement

The Trustees (who are also directors of Design South East Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under Company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.


M Cook

Date: 1 December 2025

DESIGN SOUTH EAST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DESIGN SOUTH EAST LIMITED

I report to the trustees on my examination of the financial statements of Design South East Limited (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

S Meah FCCA

On behalf of TC Group

Star House

Star Hill

Rochester

Kent

ME1 1UX

Dated:

DESIGN SOUTH EAST LIMITED**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income from:			
Charitable activities	2	884,203	800,957
Investments	3	7,251	5,684
Total income		891,454	806,641
 Expenditure on:			
Charitable activities	4	824,332	774,343
Total expenditure		824,332	774,343
Net income and movement in funds		67,122	32,298
 Reconciliation of funds:			
Fund balances at 1 April 2024		210,927	178,629
Fund balances at 31 March 2025		278,049	210,927

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		1,170		1,760
Current assets					
Debtors	11	104,134		143,710	
Cash at bank and in hand		464,934		267,106	
		569,068		410,816	
Creditors: amounts falling due within one year	12	(292,189)		(201,649)	
Net current assets			276,879		209,167
Total assets less current liabilities			278,049		210,927
Net assets excluding pension liability			278,049		210,927
The funds of the charity					
Unrestricted funds			278,049		210,927
			278,049		210,927

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 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the trustees on 1 December 2025

Mary J. Cook

M Cook

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from operations	16		191,576		9,871
Investing activities					
Purchase of tangible fixed assets		(999)		-	
Investment income received		7,251		5,684	
Net cash generated from investing activities			6,252		5,684
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			197,828		15,555
Cash and cash equivalents at beginning of year			267,106		251,551
Cash and cash equivalents at end of year			464,934		267,106

1 Accounting policies

Charity information

Design South East Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 70 Cowcross Street, London, EC1M 6EJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Design South East Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentational currency is GBP.

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

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for the other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charges against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants received from County Council and Medway Council and are accounted for on receivable basis.

Project income is recognised when the company obtains the right to consideration under the terms of the individual contract. Where the right to consideration occurs before the service is invoiced the income is accrued. When the right to consideration occurs after the service is invoiced the income is deferred.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

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 and fittings	33% straight line
Computer Equipment	33% straight line

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 the statement of financial activities.

1.7 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.

1 Accounting policies

(Continued)

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.10 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

2 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
All charitable activities	884,203	800,957

3 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	7,251	5,684

4 Charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Panel fees	185,979	168,466
Panel expenses	18,925	19,450
Venue hire	1,156	729
Gifts and samples	176	-
Wages and salaries	354,541	335,754
National insurance	27,098	29,841
Pension cost	8,684	8,089
Seminars and conference fees	6,718	3,639
Marketing and communications	7,285	-
BHL delivery costs	2,156	-
	612,718	565,968
Share of support costs (see note 5)	210,124	206,955
Share of governance costs (see note 5)	1,490	1,420
	824,332	774,343

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Support costs

	Support costs	Governance costs	2025	Support costs	Governance costs	2024
	£	£	£	£	£	£
Consultancy	38,050	-	38,050	36,257	-	36,257
Premises costs	26,700	-	26,700	26,352	-	26,352
Travel & entertainment	9,233	-	9,233	11,644	-	11,644
Office costs	29,458	-	29,458	25,971	-	25,971
Accountancy fees	3,514	-	3,514	3,225	-	3,225
Professional fees	8,170	-	8,170	6,338	-	6,338
Marketing and communications	540	-	540	762	-	762
Bad debts	517	-	517	3,420	-	3,420
Training	6,318	-	6,318	-	-	-
Wages and salaries	75,702	-	75,702	78,259	-	78,259
National insurance	9,013	-	9,013	9,716	-	9,716
Pension costs	1,321	-	1,321	1,321	-	1,321
Depreciation	1,588	-	1,588	3,690	-	3,690
Independent examiners' remuneration	-	1,490	1,490	-	1,420	1,420
	<u>210,124</u>	<u>1,490</u>	<u>211,614</u>	<u>206,955</u>	<u>1,420</u>	<u>208,375</u>
Analysed between						
Charitable activities	<u>210,124</u>	<u>1,490</u>	<u>211,614</u>	<u>206,955</u>	<u>1,420</u>	<u>208,375</u>

6 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>1,588</u>	<u>3,690</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, other than what is disclosed in note 15.

8 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Director	1	1
Head of Programmes	1	1
Programme Coordinator	2	2
Programme Administrator	-	1
Events and Marketing Coordinator	1	1
Finance Manager	1	1
Head of Service Delivery	3	4
Panel Cordinator	1	-
Total	10	11

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
In the band £70,001 - £80,000	1	1
In the band £60,000 - £70,000	1	1

The key management personnel of the charity comprise the Chief Executive Officer, Head of Service Delivery and the Head of Programmes. The total employee benefits of the key management personnel of the Charity were £207,228 (2024 - £189,781).

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Tangible fixed assets

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2024	1,360	31,275	32,635
Additions	-	999	999
At 31 March 2025	1,360	32,274	33,634
Depreciation and impairment			
At 1 April 2024	1,360	29,516	30,876
Depreciation charged in the year	-	1,588	1,588
At 31 March 2025	1,360	31,104	32,464
Carrying amount			
At 31 March 2025	-	1,170	1,170
At 31 March 2024	-	1,760	1,760

11 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	75,846	133,128
Other debtors	406	760
Prepayments and accrued income	27,882	9,822
	104,134	143,710

12 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		35,407	40,022
Deferred income	13	160,319	85,455
Trade creditors		33,963	17,524
Other creditors		1,378	1,172
Accruals		61,122	57,476
		292,189	201,649

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

13 Deferred income

	2025	2024
	£	£
Other deferred income	160,319	85,455
	<u> </u>	<u> </u>

Deferred income is included in the financial statements as follows:

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	160,319	85,455
	<u> </u>	<u> </u>
Movements in the year:		
Deferred income at 1 April 2024	85,455	62,675
Released from previous periods	(85,455)	(62,675)
Resources deferred in the year	160,319	85,455
	<u> </u>	<u> </u>
Deferred income at 31 March 2025	160,319	85,455
	<u> </u>	<u> </u>

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Designated Community Fund	-	-	-	9,500	9,500
General funds	210,927	891,454	(824,332)	(9,500)	268,549
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	210,927	891,454	(824,332)	-	278,049
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	178,629	806,641	(774,343)	-	210,927
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Community Fund - to support community led design and engagement projects.

DESIGN SOUTH EAST LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2025****15 Related party transactions**

During the year under review the following transactions took place with the company Tibbalds Planning and Urban Design Ltd, a company in which H Satchwell is a Director and shareholder;

Sales of £720 (2024 - £720)

All transactions were at arms' length and as at 31 March 2025 £Nil (2024 - £Nil) was due from Tibbalds Planning and Urban Design Ltd.

16 Cash generated from operations	2025	2024
	£	£
Surplus for the year	67,122	32,298
Adjustments for:		
Investment income recognised in statement of financial activities	(7,251)	(5,684)
Depreciation and impairment of tangible fixed assets	1,589	3,690
Movements in working capital:		
Decrease/(increase) in debtors	39,576	(27,987)
Increase/(decrease) in creditors	15,676	(15,226)
Increase in deferred income	74,864	22,780
Cash generated from operations	191,576	9,871

Design South East Limited

England & Wales - Charity number 1160651

Accounts

Charity registration number 1160651

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

DESIGN SOUTH EAST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	H Satchwell
	B Rogers
	S Willcox
	M Cook
	J Martin
	R Nazzari
	J Stockwell
Secretary	C A Lamb
Charity number	1160651
Company number	03284438
Registered office	70 Cowcross Street London EC1M 6EJ
Independent examiner	TC Group Star House Star Hill Rochester Kent ME1 1UX
Bankers	Barclays PLC 62 Earl Street Maidstone Kent ME14 1PS

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DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Design South East Limited (the company) for the year ended 31 March 2024. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Constitution

Design South East is a Company Limited by Guarantee governed by its Memorandum and Articles of Association dated 18 December 2014. It is registered as a charity with the Charity Commission.

Method of appointment or election of trustees

Directors are either 'A' or 'B' directors. 'A' directors are those appointed by 'A' members. 'A' members are currently:

- Medway Council
- University of Greenwich
- Gravesham Borough Council

Each 'A' member may nominate one 'A' director, carried out in accordance with our Articles of Association.

A 'B' member is a member admitted as a 'B' member in accordance with the Articles of Association. A 'B' director is any director appointed as a 'B' member. Anyone wishing to become a B director must make an application for membership and an appointment is subject to approval by a majority of the directors. When considering applications the Board has regard to the requirement for any specialist skills on the board and geographic representation, in addition to the understanding of and alignment with the objects of the company.

Policies adopted for the induction and training of trustees

New trustees undergo an orientation session to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit; and to inform them of the content of the memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Organisational structure and decision making

The board administers the charity. The board meets quarterly, or more frequently, if necessary. There is a finance subcommittee which also meets quarterly, or more frequently if required.

A Chief Executive whose title is Director (though he is not a director for legal purposes) is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and programme related activity.

Our objects are:

1. To advance public education and to develop and improve the skills and capabilities of people of all ages by encouraging the understanding of the arts, architecture and the built environment;
2. To promote social inclusion for the public benefit in particular those that are, or feel they are, excluded from society by helping local people to participate in the improvement of the quality of their built environment (being "excluded" from society, or part of society, as a result of being a member of a socially and economically deprived community or on the grounds of their social and economic position);
3. To promote sustainable development for public benefit in particular best practice in the field of sustainable development. Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs";
4. To advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration in areas of social and economic deprivation for the public benefit;
5. To help young people advance in life by developing their skills in the arts, architecture and the built environment; and
6. To further such other charitable purposes (charitable under English law) as the Directors see fit from time to time primarily, but not exclusively in the south of England.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Review of activities

Our work this year has focused primarily on three of our objects; to develop and improve the skills and capabilities of people, to promote social inclusion and to promote sustainable development for public benefit. The majority of our activities have been delivered through on-location events, workshops, study tours. We have where possible used online platforms (where their use has not been detrimental to the activity) on sustainability grounds.

Though design review remained our main activity thereby helping to promote sustainable development, we have increased activities that promote social inclusion, by establishing panels and forums to support public engagement in planning and design processes.

Developing and improving the skills and capabilities of people

We launched a new **local authority design code network** to provide training and support for local authorities in the southeast who are developing or considering design codes. The network meets quarterly, with each session starting with expert speakers with the rest of the session providing an opportunity for officers to meet colleagues and to share knowledge.

We organised a **study tour** of the urban extension of Chilmington Green in collaboration with Ashford Borough Council to explore the delivery of the vision and design principles for this new community.

Our 'Revitalising Rural Places' **workshop** explored the challenges and opportunities associated with managing and revitalising rural places, including a review of best practices in rural master planning and placemaking.

Our first **webinar** in 2024 was broadcast on 23 January. Our guest speaker explored best practices in street design and drew on his experience working across the southeast.

Promoting social inclusion

The Kingston **Citizens' Panel**, which we facilitated with officers at the Royal Borough of Kingston upon Thames earlier in 2023 was shortlisted for the London Planning Awards for 'Best Community Engagement Outcomes'.

With area-wide **design codes** soon to becoming a statutory requirement, we supported local authorities with strategic advice on how to develop design codes. We also trained officers and stakeholders in the design coding process, which is predicated on effective community engagement. This work supported the in-house production of an area-wide design code for Runnymede Borough Council.

We were also commissioned by a government department to carry out a short **research project** around the concept of 'provably popular design' in relation to engaging communities in design coding and planning processes.

Promoting sustainable development for public benefit

We continued to increase our emphasis on **promoting sustainable development** through our design review **activities** and made this a key factor in how we structured sessions. This was particularly important in relation to larger urban projects, where we sought coherent sustainability strategies to underpin design development, and for specific measures and actions, including the reuse of existing built form and the inclusion of sustainable urban drainage. On the major rural sites on which we were engaged we again promoted the importance of a sustainability strategy and commitment to sustainable travel and drainage and a zero carbon approach. To support this we delivered a training event to review the latest zero carbon developments being planned and delivered across the UK, and particularly the south east, in line with the government's 2050 target.

We developed new **design review** panel on behalf of the London Borough of Bexley and Dover District Council and we became the design review partner for Thurrock Council. Our Kingston upon Thames and Brighton and Hove design review panels were refreshed in 2023 and continued to support the delivery of sustainable developments.

We also created opportunities to deliver activities that enabled us to engage with projects earlier in the planning process than design review typically allows; at the visioning, strategy, policy- or plan-making stages of projects. We achieved this through design code support, co-production, and community engagement activities. This early engagement enabled us to help clients and communities embed the principles of sustainable development at the formative stage of projects.

We continued to embed Building for a Healthy Life principles into the end-to-end development process for major sites in partnership with governmental and regional organisations that share our values and purpose across England.

During the 23-24 financial year we also planned a major conference that was successfully delivered in April 2024. With a theme of 'Planning for a Sustainable Future' the conference brought 150 people from the public and private sectors together to share knowledge on sustainable placemaking, collaborate on new approaches and reach agreement on the priorities for the south east.

Through our climate quarterly, we rounded up important sustainability news and inspiring projects from the south east of England. In one edition we reflected on the need for climate adaptation and highlighted the work being done to drive forward decarbonisation and nature recovery.

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

The charity achieved a surplus for the period; however, the charity experienced a slight decrease in income, which fell to £801,000 from £860,000 in the previous year (2022-23). This reduction was primarily due to reduced client demand, influenced by overall economic uncertainty. However, our costs were lower than budgeted for the period, which enabled the charity to deliver a surplus of £32,000 for the year, a significant improvement compared to the £71,000 deficit recorded in 2022-23. The reduction in costs was achieved through careful budget management and efficiency improvements. Specific areas where cost savings were realised included reduced administrative costs and renegotiation of contracts. Additionally, the charity implemented several cost-saving measures to our service delivery processes, without compromising the quality of our services.

We consider the main risks facing the company that might impact on financial performance to be:

- Economic recession and a downturn in development and housebuilding.
- A change in government policy on planning generally, or specifically on design review, causing a reduction in demand for our core service.

To mitigate these risks, we are diversifying our activities and therefore our sources of revenue.

Reserves policy

From 2023-24, the reserve level has been set at £175,000. The trustees consider that reserves at this level ensure that, in the event of a significant drop in income, the charity can continue its current activities while exploring ways to raise additional income.

Our policy mandates maintaining a minimum reserve of £175,000. At the close of the fiscal year, we successfully maintained this level and continue to do so.

Plans for future periods

Our short-term objectives are aimed at addressing immediate needs within our community, improving operational efficiency, and enhancing our service delivery. Specific short-term goals include:

- Continued diversification: We will increase our range of activities by engaging with new and existing client and stakeholder groups.
- Increased Efficiency: We will streamline our administrative processes to reduce our costs

Our long-term objectives are designed to ensure the sustainability and growth of our charity, while also expanding our impact on the communities we work in. These objectives include:

- Sustainable growth: Over the next five years, we aim to grow and diversify our funding sources and activities.
- Strengthening our capacity: To support our long-term growth we are focused on building our internal capacity. This includes investing in staff development, improving our operating processes and upgrading our IT infrastructure to better support our operations.

To achieve these objectives, the following key activities were planned and executed:

- Stakeholder Engagement: We will conduct surveys and meet stakeholder groups to better understand their needs and refine our service offerings accordingly.
- Monitoring and Evaluation: We will implement a robust monitoring and evaluation framework to track the progress of our initiatives.
- Partnership Building: We will establish new partnerships with local authorities and government departments
- Staff Training and Development: Continuous professional development will be provided to our staff to ensure they have the skills necessary to implement our strategic objectives effectively.

Past experience has influenced our plans and decisions in terms of:

- The importance of responding rapidly to a changing operating environment.
- The need for effective pricing of our activities.
- The need for investment in systems and processes.
- The value of being responsive to feedback from stakeholders.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Arrangements for setting pay of key personnel

All employees of Design South East are subject to annual appraisal and mid-term reviews. In the case of the Chief Executive the appraisal is conducted with the Chair of the Board. The remuneration committee comprises three directors of the company, advised by the Chief Executive. Pay rises for staff were agreed by this committee. The pay of the Chief Executive was also agreed by the committee but without the presence of the Chief Executive. Decisions are reached in accordance with our remuneration policy, including factors such as performance as judged by the appraisal process, and the financial position of the company.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J J Armitt	(Resigned 29 June 2023)
H Satchwell	
B Condon	(Resigned 16 October 2023)
B Rogers	
S Willcox	
M Cook	
J Martin	
A Von Bradsky	(Resigned 4 March 2024)
R Nazzari	
L Archer	(Resigned 17 April 2024)
J Stockwell	(Appointed 12 July 2023)

None of the trustees has any beneficial interest in the company.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Trustees' responsibilities statement

The Trustees (who are also directors of Design South East Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under Company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

.....
B Rogers

Date: 23 October 2024

DESIGN SOUTH EAST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DESIGN SOUTH EAST LIMITED

I report to the trustees on my examination of the financial statements of Design South East Limited (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



S Meah FCCA

On behalf of TC Group

Star House

Star Hill

Rochester

Kent

ME1 1UX

Dated: 1/11/2024

DESIGN SOUTH EAST LIMITED**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Charitable activities	2	800,957	858,561
Investments	3	5,684	1,543
Total income		806,641	860,104
Expenditure on:			
Charitable activities	4	774,343	931,179
Total expenditure		774,343	931,179
Net income/(expenditure) and movement in funds		32,298	(71,075)
Reconciliation of funds:			
Fund balances at 1 April 2023		178,629	249,704
Fund balances at 31 March 2024		210,927	178,629

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	10	1,760	5,450
Current assets			
Debtors	11	143,710	115,723
Cash at bank and in hand		267,106	251,551
		410,816	367,274
Creditors: amounts falling due within one year	12	(201,649)	(194,095)
Net current assets		209,167	173,179
Total assets less current liabilities		210,927	178,629
Net assets excluding pension liability		210,927	178,629
The funds of the charity			
Unrestricted funds		210,927	178,629
		210,927	178,629

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 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the trustees on 23 October, 2024

.....
B Rogers

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	17		9,871		51,529
Investing activities					
Purchase of tangible fixed assets				(3,321)	
Investment income received		5,684		1,543	
Net cash generated from/(used in) investing activities			5,684		(1,778)
Net cash used in financing activities					
Net increase in cash and cash equivalents			15,555		49,751
Cash and cash equivalents at beginning of year			251,551		201,800
Cash and cash equivalents at end of year			267,106		251,551

1 Accounting policies

Charity information

Design South East Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 70 Cowcross Street, London, EC1M 6EJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Design South East Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentational currency is GBP.

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

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for the other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charges against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

1 Accounting policies

(Continued)

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants received from County Council and Medway Council and are accounted for on receivable basis.

Project income is recognised when the company obtains the right to consideration under the terms of the individual contract. Where the right to consideration occurs before the service is invoiced the income is accrued. When the right to consideration occurs after the service is invoiced the income is deferred.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

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 and fittings	33% straight line
Computer Equipment	33% straight line

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 the statement of financial activities.

1.7 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.10 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
All charitable activities	800,957	858,561

3 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	5,684	1,543

4 Charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Panel fees	168,466	238,341
Panel expenses	19,450	15,639
Venue hire	729	2,223
Catering design review	-	2,782
Wages and salaries	335,754	387,951
National insurance	29,841	37,854
Pension cost	8,089	10,448
Seminars and conference fees	3,639	2,173
	565,968	697,411
Share of support costs (see note 5)	206,955	232,353
Share of governance costs (see note 5)	1,420	1,415
	774,343	931,179

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Support costs

	Support costs	Governance costs	2024		Governance costs	2023
	£	£	£	£	£	£
Consultancy	36,257	-	36,257	25,917	-	25,917
Premises costs	26,352	-	26,352	34,168	-	34,168
Travel & entertainment	11,644	-	11,644	8,852	-	8,852
Office costs	25,971	-	25,971	45,594	-	45,594
Accountancy fees	3,225	-	3,225	2,917	-	2,917
Professional fees	6,338	-	6,338	8,506	-	8,506
Marketing and communications	762	-	762	4,045	-	4,045
Bad debts	3,420	-	3,420	-	-	-
Wages and salaries	78,259	-	78,259	86,761	-	86,761
National insurance	9,716	-	9,716	9,257	-	9,257
Pension costs	1,321	-	1,321	1,452	-	1,452
Depreciation	3,690	-	3,690	4,884	-	4,884
Independent examiners' remuneration	-	1,420	1,420	-	1,415	1,415
	<u>206,955</u>	<u>1,420</u>	<u>208,375</u>	<u>232,353</u>	<u>1,415</u>	<u>233,768</u>
Analysed between						
Charitable activities	<u>206,955</u>	<u>1,420</u>	<u>208,375</u>	<u>232,353</u>	<u>1,415</u>	<u>233,768</u>

6 Net movement in funds

2024 **2023**
£ £

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	<u>3,690</u>	<u>4,884</u>
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7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Director	1	1
Head of Programmes	1	1
Programme Coordinator	2	2
Programme Administrator	1	1
Events and Marketing Coordinator	1	1
Finance Manager	1	1
Head of Service Delivery	1	1
Design Advisor	4	3
Total	12	11

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
In the band £70,001 - £80,000	1	1
In the band £60,000 - £70,000	1	-

The key management personnel of the charity comprise, the Chief Executive Officer, Operations Manager and the Head of Programmes. The total employee benefits of the key management personnel of the Charity were £189,781 (2023 - £151,586).

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Tangible fixed assets

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2023	1,360	31,275	32,635
At 31 March 2024	1,360	31,275	32,635
Depreciation and impairment			
At 1 April 2023	1,360	25,825	27,185
Depreciation charged in the year	-	3,690	3,690
At 31 March 2024	1,360	29,515	30,875
Carrying amount			
At 31 March 2024	-	1,760	1,760
At 31 March 2023	-	5,450	5,450

11 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	133,128	102,854
Other debtors	760	300
Prepayments and accrued income	9,822	12,569
	143,710	115,723

12 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		40,022	37,588
Deferred income	13	85,455	62,675
Trade creditors		17,524	29,048
Other creditors		1,172	2,220
Accruals		57,476	62,564
		201,649	194,095

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Deferred income

	2024 £	2023 £
Other deferred income	85,455	62,675

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	85,455	62,675
Movements in the year:		
Deferred income at 1 April 2023	62,675	13,145
Released from previous periods	(62,675)	(13,145)
Resources deferred in the year	85,455	62,675
Deferred income at 31 March 2024	85,455	62,675

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	178,629	806,641	(774,343)	210,927
Previous year:				
	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	249,704	860,104	(931,179)	178,629

DESIGN SOUTH EAST LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2024****15 Related party transactions**

During the year under review the following transactions took place with the company Tibbalds Planning and Urban Design Ltd, a company in which H Satchwell is a Director and shareholder;

Sales of £720 (2023 - £600)

All transactions were at arms' length and as at 31 March 2024 £Nil (2023 - £Nil) was due from Tibbalds Planning and Urban Design Ltd.

16 Analysis of changes in net funds

The charity had no material debt during the year.

17 Cash generated from operations	2024	2023
	£	£
Surplus/(deficit) for the year	32,298	(71,075)
Adjustments for:		
Investment income recognised in statement of financial activities	(5,684)	(1,543)
Depreciation and impairment of tangible fixed assets	3,690	4,884
Movements in working capital:		
(Increase)/decrease in debtors	(27,987)	60,303
(Decrease)/increase in creditors	(15,226)	9,430
Increase in deferred income	22,780	49,530
Cash generated from operations	9,871	51,529

Design South East Limited

England & Wales - Charity number 1160651

Accounts

Charity registration number 1160651

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

Formerly known as The North Kent Architecture Centre Limited

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

DESIGN SOUTH EAST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	H Satchwell B Condon B Rogers S Willcox M Cook J Martin A Von Bradsky R Nazzari L Archer J Stockwell	(Appointed 12 July 2023)
Secretary	Mr C A Lamb	
Charity number	1160651	
Company number	03284438	
Registered office	70 Cowcross Street London EC1M 6EJ	
Independent examiner	Crossley Financial Accounting Star House Star Hill Rochester Kent ME1 1UX	
Bankers	Barclays PLC 62 Earl Street Maidstone Kent ME14 1PS	

DESIGN SOUTH EAST LIMITED

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DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The North Kent Architecture Centre Limited (the company) for the year ended 31 March 2023. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The company trades under the name Design South East.

Constitution

Design South East (name changed from The North Kent Architecture Centre on 01.04.22) is a Company Limited by Guarantee governed by its Memorandum and Articles of Association dated 18 December 2014. It is registered as a charity with the Charity Commission.

Method of appointment or election of trustees

Directors are either 'A' or 'B' directors. 'A' directors are those appointed by 'A' members. 'A' members are currently:

- Medway Council
- University of Greenwich
- Gravesham Borough Council

Each 'A' member may nominate one 'A' director, carried out in accordance with our Articles of Association.

A 'B' member is a member admitted as a 'B' member in accordance with the Articles of Association. A 'B' director is any director appointed as a 'B' member. Anyone wishing to become a B director must make an application for membership and an appointment is subject to approval by a majority of the directors. When considering applications the Board has regard to the requirement for any specialist skills on the board and geographic representation, in addition to the understanding of and alignment with the objects of the company.

Policies adopted for the induction and training of trustees

New trustees undergo an orientation session to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit; and to inform them of the content of the memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2023*

Organisational structure and decision making

The board administers the charity. The board meets quarterly, or more frequently, if necessary. There is a finance and audit subcommittee which also meets quarterly, or more frequently if required.

A Chief Executive whose title is Director (though he is not a director for legal purposes) is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and programme related activity.

Our objects are:

1. To advance public education and to develop and improve the skills and capabilities of people of all ages by encouraging the understanding of the arts, architecture and the built environment;
1. To promote social inclusion for the public benefit in particular those that are, or feel they are, excluded from society by helping local people to participate in the improvement of the quality of their built environment (being "excluded" from society, or part of society, as a result of being a member of a socially and economically deprived community or on the grounds of their social and economic position);
1. To promote sustainable development for public benefit in particular best practice in the field of sustainable development. Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs";
1. To advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration in areas of social and economic deprivation for the public benefit;
1. To help young people advance in life by developing their skills in the arts, architecture and the built environment; and
1. To further such other charitable purposes (charitable under English law) as the Directors see fit from time to time primarily, but not exclusively in the south of England.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Review of activities

Throughout the year we have focused on education in urban and rural regeneration by promoting best practice, the promotion of sustainable development and the development of people's skills and capabilities to deliver sustainable development. We continued with our return to in-person delivery where it was more effective. However, where there was no advantage to in-person delivery, we delivered the activity online, enabling us to be more sustainable and often to reach a more diverse audience.

Though design review remained our dominant activity and means of promoting sustainable development, we have sought to ensure that we contribute to the education of everyone involved in the process. As one council officer said: "Design South East's work has been very valuable in improving the quality of schemes and has improved officers understanding of what constitutes 'exceptional design'. In all reviews to date, the added value is from positive changes arising from DRP recommendations as well as suppressing poor quality design, which is considered to represent positive planning for our future." We also received positive feedback in terms of how our work benefits local authority elected members and communities. Another council officer said: "In my opinion, the design process for this project, which involved the community and councillors, is a good example of what can be achieved through collaboration."

Increased emphasis on promoting zero carbon development.

We continued to increase the emphasis on sustainable development in our design review delivery and made this a dominant factor in how we assessed the quality of development proposals. This was particularly important in relation to larger urban projects, where we consistently pressed for a coherent sustainability strategy to underpin design development, and for specific measures like the reuse of built form and inclusion of sustainable urban drainage. It was also vitally important on the major rural sites that we reviewed, where again we pushed for developments based on a sustainability strategy and strongly promoted multi-modal travel, sustainable drainage and coherent energy strategies.

Other ways in which we promoted net zero carbon development included the development of a Strategic Sites Design Review Panel to support North Hertfordshire District Council, a Dover Design Review Panel to support Dover District Council and a Design Review Panel to support Westminster City Council. One of the key areas of focus for the Design Review Panel for Westminster City Council will be the delivery of its zero carbon commitments.

For Oxford City Council we delivered sustainability training for officers. As part of our Kent Design Learning Programme, our masterclasses brought together practitioners across Kent and the south east, learning from specialists on Integrating Design and Sustainability in Planning, Water Sensitive Urban Design, Landscape Transformation and Climate Change, and Sustainable and Low Carbon Design Principles. These activities not only promoted sustainable development, but also helped to build public and private sector capabilities by promoting best practice.

Activities to influence policies and projects and promote social inclusion and engagement.

We continued to engage earlier in the planning process at the visioning, strategy, policy- or plan-making stages of projects through support with design coding, co-design, and community engagement. This enabled us to embed the principles of sustainable development at the formative stage of projects and extended to advising at the policy and strategic framework scale on major sites.

We continued to increase the range of activities we delivered to promote social inclusion, improve the skills and capabilities of people, and advance the engagement of the public in regeneration. This work focused on engaging communities in shaping their neighborhoods. We continued to deliver the engagement work to enable local communities to help to shape the Royal Borough of Kingston's Town Centre Vision.

The value of this has been recognised by the council's Communication and Engagement staff who said: "It has been great to have Design South East independently facilitate and support our Citizens' Panel, which is creating a community-led vision for the Kingston town centre area. They have been a helpful sounding board before and after the workshops to review the content and structure and discuss the outcomes. During the workshop they have helped encourage full engagement from all attendees and brought an independent perspective, allowing us to better resolve alternative viewpoints among panel members and keep meetings on track. After the workshops they have helped us to capture the discussions and present this in detailed reports which we can share."

We delivered activity to embed Building for a Healthy Life principles into the end-to-end development process for major sites in partnership with organisations that share our values and purpose across England.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to manage the major risks facing the business.

We consider the main risks facing the company that might impact on financial performance to be:

- Economic recession and/or a downturn in housebuilding. To mitigate this risk, we are diversifying our activities in training and mentoring and therefore our sources of revenue.
- A change in government policy on planning generally, or specifically on design review, causing a steep reduction in demand for our work. To mitigate this risk, we are diversifying our activities and therefore our sources of revenue.
- Litigation, including the risk of judicial review, because of any perceived inadequacy of our professional advice.

Reserves policy

From 2021-22 this level has been set at £225,000. The trustees considered that reserves at this level ensured that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level was met throughout 2021-22. The level set by this policy is under review by the trustees.

Income rose in the year to £858,561 (£880,688 2021-22). However, costs also rose leading to a deficit for the year of £71,075 (£18,473 deficit 2021-22). As small deficits have continued into the 2023-24 financial year the trustees have resolved to reduce costs this year to improve the position significantly.

Plans for future periods

During the year we continued to implement our diversification strategy and to make improvements to the efficiency of our processes. The diversification strategy includes diversification into activities that deliver built environment education and engage stakeholders and communities in place making.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Arrangements for setting pay of key personnel

All employees of Design South East are subject to annual appraisal. In the case of the Chief Executive the appraisal is conducted with the Chair of the Board. The remuneration committee comprising three directors of the company, advised by the Chief Executive. Pay rises for staff were agreed by this committee. The pay of the Chief Executive was also agreed by the committee but without the presence of the Chief Executive. Decisions are reached in the light of individual performance as judged by the appraisal process, and the financial position of the company.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J J Armitt	(Resigned 29 June 2023)
H Satchwell	
B Condon	
B Rogers	
S Willcox	
M Cook	
J Martin	
M Parsons	(Resigned 15 October 2022)
A Von Bradsky	
R Nazzari	
L Archer	
J Stockwell	(Appointed 12 July 2023)

None of the trustees has any beneficial interest in the company.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Trustees' responsibilities statement

The Trustees (who are also directors of The North Kent Architecture Centre Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under Company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

B Rogers

23 October 2023

DESIGN SOUTH EAST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DESIGN SOUTH EAST LIMITED

I report to the trustees on my examination of the financial statements of Design South East Limited (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

S Meah FCCA

Crossley Financial Accounting

Star House
Star Hill
Rochester
Kent
ME1 1UX

Dated: 6 November 2023

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income from:</u>			
Charitable activities	3	858,561	880,688
Investments	4	1,543	145
Total income		860,104	880,833
<u>Expenditure on:</u>			
Charitable activities	5	931,179	899,306
Net expenditure for the year/ Net movement in funds		(71,075)	(18,473)
Fund balances at 1 April 2022		249,704	268,178
Fund balances at 31 March 2023		178,629	249,705

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		5,450		7,011
Current assets					
Debtors	11	115,723		176,029	
Cash at bank and in hand		251,551		201,800	
		<u>367,274</u>		<u>377,829</u>	
Creditors: amounts falling due within one year	12	<u>(194,095)</u>		<u>(135,135)</u>	
Net current assets			173,179		242,694
Total assets less current liabilities			<u>178,629</u>		<u>249,705</u>
Income funds					
Unrestricted funds			178,629		249,705
			<u>178,629</u>		<u>249,705</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 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 23 October 2023

B Rogers
Trustee

Company registration number 03284438

DESIGN SOUTH EAST LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	16		51,529		(123,450)
Investing activities					
Purchase of tangible fixed assets		(3,321)		(2,839)	
Investment income received		1,543		145	
Net cash used in investing activities			(1,778)		(2,694)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			49,751		(126,144)
Cash and cash equivalents at beginning of year			201,800		327,944
Cash and cash equivalents at end of year			251,551		201,800

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Design South East Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 70 Cowcross Street, London, EC1M 6EJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Design South East Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentational currency is GBP.

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

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for the other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charges against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants received from County Council and Medway Council and are accounted for on receivable basis.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Project income is recognised when the company obtains the right to consideration under the terms of the individual contract. Where the right to consideration occurs before the service is invoiced the income is accrued. When the right to consideration occurs after the service is invoiced the income is deferred.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

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 and fittings	33% straight line
Computer Equipment	33% straight line

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 the statement of financial activities.

1.7 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.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.10 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2 Critical accounting estimates and judgements

The estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

The recoverability of debtors is considered to be an area where there is significant estimation involved in valuing the debtors of the charitable company as at the year end date.

Critical areas of judgement:

No significant judgments have had to be made by management in preparing these financial statements.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
All charitable activities	858,561	880,688

4 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	1,543	145

5 Charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Panel fees	238,341	238,704
Panel expenses	15,639	6,029
Venue hire	2,223	240
Catering design review	2,782	88
Wages and salaries	387,951	351,158
National insurance	37,854	32,361
Pension cost	10,448	9,279
Seminars and conference fees	2,173	55
Literature and brochures	-	788
	697,411	638,702
Share of support costs (see note 6)	232,353	259,354
Share of governance costs (see note 6)	1,415	1,250
	931,179	899,306

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Support costs

	Support costs	Governance costs	2023 Support costs	Governance costs	2022
	£	£	£	£	£
Consultancy	25,917	-	25,917	-	-
Premises costs	34,168	-	34,168	28,595	28,595
Travel & entertainment	8,852	-	8,852	3,017	3,017
Office costs	45,594	-	45,594	44,574	44,574
Accountancy fees	2,917	-	2,917	2,683	2,683
Professional fees	8,506	-	8,506	12,029	12,029
Marketing and communications	4,045	-	4,045	8,310	8,310
Bad debts	-	-	-	(1,650)	(1,650)
Subcontract costs	-	-	-	22,247	22,247
Wages and salaries	86,761	-	86,761	118,798	118,798
National insurance	9,257	-	9,257	13,650	13,650
Pension costs	1,452	-	1,452	2,056	2,056
Depreciation	4,884	-	4,884	5,045	5,045
Independent examiners' remuneration	-	1,415	1,415	-	1,250
	<u>232,353</u>	<u>1,415</u>	<u>233,768</u>	<u>259,354</u>	<u>260,604</u>
Analysed between Charitable activities	<u>232,353</u>	<u>1,415</u>	<u>233,768</u>	<u>259,354</u>	<u>260,604</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Director	1	1
Head of Programmes	1	1
Programme Coordinator	2	1
Programme Administrator	1	1
Events and Marketing Coordinator	1	2
Finance Manager	1	1
Head of Service Delivery	1	1
Design Advisor	3	4
Total	11	12

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023 Number	2022 Number
In the band £70,001 - £80,000	1	1

The key management personnel of the charity comprise, the Chief Executive Officer, Operations Manager and the Head of Programmes. The total employee benefits of the key management personnel of the Charity were £151,586 (2022 - £149,377).

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Tangible fixed assets

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2022	1,360	27,954	29,314
Additions	-	3,321	3,321
At 31 March 2023	1,360	31,275	32,635
Depreciation and impairment			
At 1 April 2022	1,360	20,941	22,301
Depreciation charged in the year	-	4,884	4,884
At 31 March 2023	1,360	25,825	27,185
Carrying amount			
At 31 March 2023	-	5,450	5,450
At 31 March 2022	-	7,011	7,011

11 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	102,854	156,198
Other debtors	300	8,150
Prepayments and accrued income	12,569	11,681
	115,723	176,029

12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		37,588	36,390
Deferred income	13	62,675	13,145
Trade creditors		29,048	51,928
Other creditors		2,220	592
Accruals		62,564	33,080
		194,095	135,135

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Deferred income

	2023 £	2022 £
Other deferred income	62,675	13,145

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	62,675	13,145
Movements in the year:		
Deferred income at 1 April 2022	13,145	43,375
Released from previous periods	(13,145)	(43,375)
Resources deferred in the year	62,675	13,145
Deferred income at 31 March 2023	62,675	13,145

14 Analysis of net assets between funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fund balances at 31 March 2023 are represented by:		
Tangible assets	5,450	7,011
Current assets/(liabilities)	173,179	242,694
	178,629	249,705

15 Related party transactions

During the year under review the following transactions took place with the company Tibbalds Planning and Urban Design Ltd, a company in which H Satchwell is a Director and shareholder;

Sales of £600 (2022 - £600)

All transactions were at arms' length and as at 31 March 2023 £Nil (2022 - £Nil) was due from Tibbalds Planning and Urban Design Ltd.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16		2023	As restated 2022
	Cash generated from operations	£	£
	Deficit for the year	(71,075)	(18,473)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(1,543)	(145)
	Depreciation and impairment of tangible fixed assets	4,884	5,045
	Movements in working capital:		
	Decrease/(increase) in debtors	60,303	(25,676)
	Increase/(decrease) in creditors	9,430	(53,971)
	Increase/(decrease) in deferred income	49,530	(30,230)
	Cash generated from/(absorbed by) operations	51,529	(123,450)

Within the prior years' accounts the allocation of the above figures had been revised. The figures have been re-allocated within the current accounts with the result having no change on the bottom line.

17 Analysis of changes in net funds

The charity had no debt during the year.

Design South East Limited

England & Wales - Charity number 1160651

Accounts

Charity registration number 1160651

Company registration number 03284438 (England and Wales)

DESIGN SOUTH EAST LIMITED

Formerly known as The North Kent Architecture Centre Limited

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

DESIGN SOUTH EAST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Rushton J J Armitt H Satchwell B Condon B Rogers S Willcox M Cook J Martin M Parsons A Von Bradsky R Nazzari L Archers
Secretary	Mr C A Lamb
Charity number	1160651
Company number	03284438
Registered office	Main Gate Road The Historic Dockyard Chatham Kent ME4 4TZ
Independent examiner	Crossley Financial Accounting Star House Star Hill Rochester Kent ME1 1UX
Bankers	Barclays PLC 62 Earl Street Maidstone Kent ME14 1PS

DESIGN SOUTH EAST LIMITED

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DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The North Kent Architecture Centre Limited (the company) for the year ended 31 March 2022. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The company trades under the name Design South East.

Constitution

Design South East (name changed from The North Kent Architecture Centre on 01.04.22) is a Company Limited by Guarantee governed by its Memorandum and Articles of Association dated 18 December 2014. It is registered as a charity with the Charity Commission.

Method of appointment or election of trustees

Directors are either 'A' or 'B' directors. 'A' directors are those appointed by 'A' members. 'A' members are currently:

- Medway Council
- University of Greenwich
- Gravesham Borough Council

Each 'A' member may nominate one 'A' director, carried out in accordance with our Articles of Association.

A 'B' member is a member admitted as a 'B' member in accordance with the Articles of Association. A 'B' director is any director appointed as a 'B' director. Anyone wishing to become B directors must make an application for membership and an appointment is subject to approval by a majority of the directors. When considering applications the Board has regard to the requirement for any specialist skills on the board and geographic representation, in addition to understanding of and alignment with the objects of the company.

Policies adopted for the induction and training of trustees

New trustees undergo an orientation session to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit; and to inform them of the content of the memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Organisational structure and decision making

The board administers the charity. The board meets quarterly, or more frequently, if necessary, as was necessary during the early part of the Coronavirus crisis. There is a finance and audit subcommittee which also meets quarterly, or more frequently if required. This met very frequently during the early part of the coronavirus period.

A Chief Executive whose title is Director (though he is not a director for legal purposes) is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and artistic performance related activity.

Our objects are:

1. To advance public education and to develop and improve the skills and capabilities of people of all ages by encouraging the understanding of the arts, architecture and the built environment;
2. To promote social inclusion for the public benefit in particular those that are, or feel they are, excluded from society by helping local people to participate in the improvement of the quality of their built environment (being "excluded" from society, or part of society, as a result of being a member of a socially and economically deprived community or on the grounds of their social and economic position);
3. To promote sustainable development for public benefit in particular best practice in the field of sustainable development. Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs";
4. To advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration in areas of social and economic deprivation for the public benefit;
5. To help young people advance in life by developing their skills in the arts, architecture and the built environment; and
6. To further such other charitable purposes (charitable under English law) as the Directors see fit from time to time primarily, but not exclusively in the south of England.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Review of activities

Throughout the year we have focused on education in urban and rural regeneration by promoting best practice, the promotion of sustainable development and the development of people's skills and capabilities to deliver sustainable development.

Return to in-person activities

We continued online delivery of our activities due to the continuing impact of the coronavirus pandemic. However, as the situation improved, we returned to in person delivery where it was more effective. However, where there was no advantage to in-person delivery, we delivered the activity online, enabling us to be more sustainable and often to reach a more diverse audience.

Increased emphasis on promoting zero carbon development

We delivered a greater volume of work than in the previous year, and our staff team expanded accordingly. We increased the emphasis on sustainable development in our design review delivery and made this a dominant factor in how we assessed the quality of development proposals. This was particularly important on larger urban projects, where we consistently pressed for a coherent sustainability strategy to underpin design development, and for specific measures like the reuse of built form and inclusion of sustainable urban drainage. It was also vitally important on the major rural sites that we reviewed, where again we pushed for developments based on a sustainability strategy and strongly promoted multi-modal travel, sustainable drainage and coherent energy strategies.

Other ways in which we promoted net zero carbon development included the development of Canterbury Design Review Panel to support Canterbury City Council and help accelerate their journey to net zero by 2030. For Brighton and Hove City Council, we led a 'Shaping the Carbon Neutral City' one-day event, bringing together communities, the city council and design and sustainability experts to focus minds on the challenges and opportunities, actions and priorities to meet the target of becoming carbon neutral by 2030. As part of our Kent Design Learning Programme, we delivered a Lunch and Learn Briefing on 'Delivering Zero Carbon', when we explored the concept of Net Zero Carbon and the big changes needed in the UK to achieve this target by 2050. Our annual Urban Design School brought together practitioners across Kent and the south east for an intensive two days of learning from specialists around the theme of 'Delivering Zero Carbon: From Big Picture to Local Action'. These activities not only promoted sustainable development, but also helped to build capabilities by promoting best practice.

Increased delivery of activities to influence policies and projects.

Though design review remained our dominant activity and means of promoting sustainable development, we increasingly engaged earlier in the planning process at the visioning, strategy, policy- or plan-making stages of projects through support with design coding, co-design and community engagement, enabling us to embed the principles of sustainable development at the formative stage of projects.

This extended to advising at the policy and strategic framework scale on major sites. For example, we advised on the strategic framework and transport plan for Hamel Garden Communities, helping to promote long-term health and wellbeing, and quality of life of new and existing communities in Hamel Hempstead.

Again, working at the policy stage, we worked with one of the government's design code 'pathfinder' councils on the production of a design code for its council owned housing. This work also helped to build the capacity of the council and its stakeholders. One of our masterclasses explored how to deliver 'locally popular' development using tools and techniques to bring communities into the design coding process through practical, hands-on training in engagement techniques.

We delivered activity to embed the principles of sustainable development across local authority planning departments, including a programme of workshops for Cheshire West and Chester Council in partnership with another organisation that shares our values and purpose in the north west.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

Activities to promote social inclusion and engagement

We increased the range of activities we delivered to promote social inclusion, improve the skills and capabilities of people and advance the engagement of the public in regeneration. This work focused on engaging communities in shaping their neighborhoods. For Winchester City Council, we facilitated a stakeholder workshop for local architects, developers, planners and consultants to review existing design policies, followed by workshops for local communities from the city and surrounding market towns and rural villages to bring their local knowledge to inform the review of the Local Plan. In Norwich, a Community Review Panel we developed is providing an opportunity for people who might not usually get involved in design or planning discussions to have their voices heard in relation to the proposed city centre development of 1000+ new homes at Anglia Square. We independently facilitated the engagement the new Citizen's Panel in shaping the future of the town center in Kingston-upon-Thames. Finally, we also facilitated three workshops for local stakeholders to inform the review of the existing Winchester Local Plan and consider how the new Local Plan could help deliver high-quality design.

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to manage the major risks facing the business. We consider the main risks facing the company that might impact on financial performance to be:

- A continuing deficit arising from economic recession because of political uncertainty in the wake of Brexit and Covid
- A change in government policy on planning generally, or design review, causing a steep reduction in demand for our work. To mitigate this risk we are diversifying our activities and therefore our sources of revenue.
- Litigation, including the risk of judicial review, because of any perceived inadequacy of our professional advice.

Reserves policy

For 2021-22 we have set this level at £225,000. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Income rose in the year to £880,833 (£739,487 2020-21). However, costs also rose leading to a deficit for the year of £18,473 (£2,190 deficit 2020-21). As deficits have continued into the early part of the 2022-23 financial year the trustees have resolved to reduce costs in year to improve the position significantly.

Plans for future periods

During the year a major new strategy was completed, which involves work to generate new areas of business, work to undertake training and development of employees and steps to improve the efficiency of business processes. The aim is for this work be generating results by the end of 2022-23.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Arrangements for setting pay of key personnel

All employees of Design South East are subject to annual appraisal. In the case of the Chief Executive the appraisal is conducted with the Chair of the Board. The remuneration committee comprising three directors of the company, advised by the Chief Executive. Pay rises for staff were agreed by this committee. The pay of the Chief Executive was also agreed by the committee but without the presence of the Chief Executive. Decisions are reached in the light of individual performance as judged by the appraisal process, and the financial position of the company.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Rushton	(Resigned 4 November 2021)
J J Armitt	
H Satchwell	
B Condon	
B Rogers	
S Willcox	
M Cook	(Appointed 4 November 2021)
J Martin	(Appointed 4 November 2021)
M Parsons	(Appointed 4 November 2021)
A Von Bradsky	(Appointed 4 November 2021)
R Nazzari	(Appointed 4 November 2021)
L Archers	(Appointed 9 December 2021)

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.

DESIGN SOUTH EAST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Trustees' responsibilities statement

The Trustees (who are also directors of The North Kent Architecture Centre Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under CQmPany law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.


Judith J Armitt (Nov 22, 2022 12:13 GMT)

J J Armitt

Date: Nov 22, 2022

DESIGN SOUTH EAST LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DESIGN SOUTH EAST LIMITED

I report to the trustees on my examination of the financial statements of Design South East Limited (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



S Meah FCCA

Crossley Financial Accounting

Star House
Star Hill
Rochester
Kent
ME1 1UX

Dated: 25 November 2022

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>			
Donations and legacies	3	-	5,713
Charitable activities	4	880,688	733,340
Investments	5	145	434
Total income		880,833	739,487
<u>Expenditure on:</u>			
Charitable activities	6	899,306	741,677
Net expenditure for the year/ Net movement in funds		(18,473)	(2,190)
Fund balances at 1 April 2021		268,178	270,368
Fund balances at 31 March 2022		249,705	268,178

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

DESIGN SOUTH EAST LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	10		7,011		9,218
Current assets					
Debtors	11	176,029		150,352	
Cash at bank and in hand		201,800		327,944	
		377,829		478,296	
Creditors: amounts falling due within one year	12	(135,135)		(219,336)	
Net current assets			242,694		258,960
Total assets less current liabilities			249,705		268,178
Income funds					
Unrestricted funds			249,705		268,178
			249,705		268,178

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 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on Nov 22, 2022

Judith J Armitt
Judith J Armitt (Nov 22, 2022 12:18 GMT)

J J Armitt
Trustee

Company registration number 03284438

DESIGN SOUTH EAST LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	As restated 2021 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	16		(123,450)		18,791
Investing activities					
Purchase of tangible fixed assets		(2,839)		(6,204)	
Investment income received		145		434	
Net cash used in investing activities			(2,694)		(5,770)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(126,144)		13,021
Cash and cash equivalents at beginning of year			327,944		314,923
Cash and cash equivalents at end of year			201,800		327,944

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Design South East Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentational currency is GBP.

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

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for the other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charges against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants received from Kent County Council and Medway Council and are accounted for on receivable basis.

Project income is recognised when the company obtains the right to consideration under the terms of the individual contract. Where the right to consideration occurs before the service is invoiced the income is accrued. When the right to consideration occurs after the service is invoiced the income is deferred.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

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 and fittings	33% straight line
Computer Equipment	33% straight line

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 the statement of financial activities.

1.7 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.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.10 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2 Critical accounting estimates and judgements

The estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

The recoverability of debtors is considered to be an area where there is significant estimation involved in valuing the debtors of the charitable company as at the year end date.

Critical areas of judgement:

No significant judgments have had to be made by management in preparing these financial statements.

3 Donations and legacies

	Total	Unrestricted funds
	2022	2021
	£	£
Government grants	-	5,713

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
All charitable activities	880,688	733,340

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	145	434

6 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Panel fees	238,704	204,965
Panel expenses	6,029	(2,003)
Venue hire	240	250
Catering design review	88	502
Wages and salaries	351,158	288,930
National insurance	32,361	25,107
Pension cost	9,279	6,860
Seminars and conference fees	55	-
Literature and brochures	788	-
	638,702	524,611
Share of support costs (see note 7)	259,354	217,066
Share of governance costs (see note 7)	1,250	-
	899,306	741,677

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Premises costs	28,595	-	28,595	16,573	-	16,573
Travel & entertainment	3,017	-	3,017	257	-	257
Office costs	44,574	-	44,574	36,777	-	36,777
Accountancy fees	2,683	-	2,683	1,518	-	1,518
Professional fees	12,029	-	12,029	6,679	-	6,679
Marketing and communications	8,310	-	8,310	14,535	-	14,535
Bad debts	(1,650)	-	(1,650)	(5,584)	-	(5,584)
Independent examiners' remuneration	-	-	-	4,350	-	4,350
Subcontract costs	22,247	-	22,247	-	-	-
Wages and salaries	118,798	-	118,798	121,484	-	121,484
National insurance	13,650	-	13,650	13,133	-	13,133
Pension costs	2,056	-	2,056	2,313	-	2,313
Depreciation	5,045	-	5,045	5,031	-	5,031
Independent examiners' remuneration	-	1,250	1,250	-	-	-
	<u>259,354</u>	<u>1,250</u>	<u>260,604</u>	<u>217,066</u>	<u>-</u>	<u>217,066</u>
Analysed between Charitable activities	<u>259,354</u>	<u>1,250</u>	<u>260,604</u>	<u>217,066</u>	<u>-</u>	<u>217,066</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Director	1	1
Programme Manager	1	1
Programme Coordinator	1	1
Programme Administrator	1	1
Events and Marketing Coordinator	2	1
Finance Manager	1	1
Office Manager	1	1
Design Advisor	4	5
Total	12	12

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2022 Number	2021 Number
In the band £70,001 - £80,000	1	1

The key management personnel of the charity comprise, the Chief Executive Officer, Operations Manager and the Head of Programmes. The total employee benefits of the key management personnel of the Charity were £149,377 (2021 - £115,979).

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Tangible fixed assets

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2021	1,360	25,115	26,475
Additions	-	2,839	2,839
At 31 March 2022	1,360	27,954	29,314
Depreciation and impairment			
At 1 April 2021	1,360	15,897	17,257
Depreciation charged in the year	-	5,046	5,046
At 31 March 2022	1,360	20,943	22,303
Carrying amount			
At 31 March 2022	-	7,011	7,011
At 31 March 2021	-	9,218	9,218

11 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	156,198	143,911
Other debtors	8,150	(1,350)
Prepayments and accrued income	11,681	7,791
	176,029	150,352

12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		36,390	86,907
Deferred income	13	13,145	43,375
Trade creditors		51,928	56,949
Other creditors		592	1,201
Accruals		33,080	30,904
		135,135	219,336

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Deferred income

	2022 £	2021 £
Other deferred income	13,145	43,375

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	13,145	43,375
Movements in the year:		
Deferred income at 1 April 2021	43,375	68,189
Released from previous periods	(43,375)	(68,189)
Resources deferred in the year	13,145	43,375
Deferred income at 31 March 2022	13,145	43,375

14 Analysis of net assets between funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Fund balances at 31 March 2022 are represented by:		
Tangible assets	7,011	9,218
Current assets/(liabilities)	242,694	258,960
	249,705	268,178

15 Related party transactions

During the year under review the following transactions took place with the company Tibbalds Planning and Urban Design Ltd, a company in which H Satchwell is a Director and shareholder;

Sales of £600 (2021 - £720)

All transactions were at arms' length and as at 31 March 2022 £Nil (2021 - £Nil) was due from Tibbalds Planning and Urban Design Ltd.

DESIGN SOUTH EAST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16		2022	As restated 2021
	Cash generated from operations	£	£
	Deficit for the year	(18,473)	(2,190)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(145)	(434)
	(Gain)/loss on disposal of tangible fixed assets	-	1,043
	Depreciation and impairment of tangible fixed assets	5,045	3,988
	Movements in working capital:		
	(Increase)/decrease in debtors	(25,676)	14,076
	(Decrease)/increase in creditors	(53,971)	27,122
	(Decrease) in deferred income	(30,230)	(24,814)
	Cash (absorbed by)/generated from operations	(123,450)	18,791

Within the prior years' accounts the allocation of the above figures were not correct. The figures have been re-allocated within the current accounts with the result having no change on the bottom line.

17 Analysis of changes in net funds

The charity had no debt during the year.

Design South East Limited

England & Wales - Charity number 1160651

Accounts

Registered number: 03284438
Charity number: 1160651

THE NORTH KENT ARCHITECTURE CENTRE LIMITED
(TRADING AS DESIGN SOUTH EAST)
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

THE NORTH KENT ARCHITECTURE CENTRE LIMITED
(TRADING AS DESIGN SOUTH EAST)
(A company limited by guarantee)

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THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees

J Rushton
B M Shaw (resigned 28 October 2020)
K D Burbidge (resigned 28 October 2020)
J J Armitt
R M Holdsworth (resigned 28 October 2020)
A P Penfold (resigned 27 November 2020)
N Smith (resigned 27 November 2020)
H Satchwell
B Condon
B M Rogers
S Wilcox

Company registered number

03284438

Charity registered number

1160651

Registered office

The North Kent Architecture Centre
The Admiral Office
The Historic Dockyard
Chatham
Kent
ME4 4TZ

Company secretary

C A Lamb

Chief executive officer

C A Lamb

Independent examiners

Kemp Chartered Accountants
42A High Street
Broadstairs
Kent
CT10 1JT

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021

Advisers (continued)

Bankers

Barclays PLC
62 Earl Street
Maidstone
Kent
ME14 1PS

Note

Design South East is the trading name of The North Kent Architecture Centre Limited

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The North Kent Architecture Centre Limited (the company) for the year ended 31 March 2021. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

The company trades under the name Design South East.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The North Kent Architecture Centre is a Company Limited by Guarantee governed by its Memorandum and Articles of Association dated 18 December 2014. It is registered as a charity with the Charity Commission.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Directors are either 'A' or 'B' directors. 'A' directors are those appointed by 'A' members. 'A' members are currently:

- Medway Council
- University of Greenwich
- Gravesham Borough Council

Each 'A' member may nominate one 'A' director, carried out in accordance with our Articles of Association. In the period ending 31 March 2021 there was one A director, Kevin Burbage from Gravesham Borough Council. He stepped down in October 2020 and was not replaced.

A 'B' member is a member admitted as a 'B' member in accordance with the Articles of Association. A 'B' director is any director appointed as a 'B' director. Anyone wishing to become B directors must make an application for membership and an appointment is subject to approval by a majority of the directors. When considering applications the Board has regard to the requirement for any specialist skills on the board and geographic representation, in addition to understanding of and alignment with the objects of the company.

'A' Directors are nominated for a fixed period not exceeding, 3 years. 'B' Directors were appointed for an indefinite period. 'A' Directors are eligible for re-nomination in accordance with the Articles of Association.

Before the start of the year a group of Board members undertook a review of governance arrangements, and subsequently the Board agreed to revise the arrangements for length of term of B directors. The changes took effect from the Annual meeting on 28 October 2021. The Board has agreed: to reduce the size of the Board to about eight or nine members (as a guideline); to aim for a minimum of three directors of each gender, as well as one person from a BAME background; to ensure there is open recruitment of Board members; and to limit directors serving for a maximum of two periods of three-years, unless there are exceptional circumstances relating to key skills. As a result of implementing these changes in October the Board reduced in size to six directors (three men and three women, but no-one of a BAME background). Judith Armitt is the only director who has now served more than six years on the Board. She has been retained for the time being because of her skills in relation to finance.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

At the end of the year the Board commenced an exercise to recruit additional directors which was completed in the following financial year, increasing the size of the Board to ten members for the time being.

All directors are circulated with invitations to nominate trustees prior to the AGM advising of retiring directors and requesting nominations for the AGM.

POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

New trustees undergo an orientation session to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit; and to inform them of the content of the memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity. During induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The board administers the charity. The board meets quarterly, or more frequently if necessary, as was necessary during the early part of the Coronavirus crisis. There is a finance and audit subcommittee which also meets quarterly, or more frequently if required. This met very frequently during the early part of the coronavirus period.

A Chief Executive whose title is Director (though he is not a director for legal purposes) is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and artistic performance related activity.

None of our trustees receive remuneration or other benefit from their work with the charity.

POLICIES AND OBJECTIVES

Our objects are specifically restricted to the following:

1. To advance public education and to develop and improve the skills and capabilities of people of all ages by encouraging the understanding of the arts, architecture and the built environment;
2. To promote social inclusion for the public benefit in particular those that are, or feel they are, excluded from society by helping local people to participate in the improvement of the quality of their built environment (being "excluded" from society, or part of society, as a result of being a member of a socially and economically deprived community or on the grounds of their social and economic position);
3. To promote sustainable development for public benefit in particular best practice in the field of sustainable development. Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs";
4. To advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration in areas of social and economic deprivation for the public benefit;
5. To help young people advance in life by developing their skills in particular in the arts, architecture and the built environment; and
6. To further such other charitable purposes (charitable under English law) as the Directors see fit from time to time primarily, but not exclusively in the south of England.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

REVIEW OF ACTIVITIES

Throughout the year we have focused particularly on the education of the public in urban and rural regeneration, the development of people's skills and capabilities and the promotion of sustainable development.

The year was dominated by the coronavirus pandemic. While demand for our activity remained strong until April 2020 there was then a sharp drop, followed by a slow recovery to more typical levels of activity. Our design review activity was moved to an online offering very swiftly after lockdown was imposed and we were pleased to be able to offer an almost comprehensive service on a virtual basis.

We continued to deliver a range of events, including online conferences, roundtables and seminars on issues relating to sustainable development and urban and rural regeneration. The programme focused on housing, and on approaches to densifying town centres and planning urban extensions. These activities were delivered to authorities in London, Kent, Oxford, Sussex, Essex and Surrey and elsewhere, but principally in the south-east and east of England.

- We helped to advance the education of the public in urban and rural regeneration by promoting best practice in the field of regeneration across Kent and Surrey, both of which contain areas of social and economic deprivation.
- We continued to promote sustainable development through our process of design review, through which we advised people on how to deliver the best design outcomes for local communities.
- We helped to balance the demands of communities, developers and local authorities by facilitating a number of workshops and charrettes in London, the South East and the East of England. These workshops addressed several critical aspects of sustainable development including: the delivery of sustainable high-quality, high-density development in cities; and the development of sustainable communities in new garden settlements, and extensions to existing settlements.

The board of trustees have considered the Charity Commission's publication 'Charity Fundraising' (CC20) and confirm that The North Kent Architecture Centre Limited's income is derived from charitable trading, and as such the charitable company does not undertake any specific campaigns that require donations. The use of professional fundraisers is therefore not required in order to raise funds and no complaints have been received.

PUBLIC BENEFIT

The trustees confirm that they have complied with the duties in Section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

We have referred to the guidance in the Charity Commission general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that they have set.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Income fell in the year to £739,487 (£857,147 2019-20). However, costs were controlled (partly due to use of the Government's Job Retention Scheme) leading to only a small deficit for the year of £2,190. (£78,398 deficit in 2019-20). In the circumstances of a global pandemic this was a satisfactory result. Our reserves remain healthy.

RESERVES POLICY

During 2020-21 it was the policy of the Trustees to retain a minimum of reserves sufficient to cover our exposure to the main risks facing the organisation. We estimated this exposure at £225,000. At the end of 2020-21 the reserves were £268,178, giving confidence these risks can be sustained. We consider the main risks facing the company that might impact on financial performance are:

- A continuing deficit arising from economic recession during and/or following the coronavirus pandemic
- A change in government policy on planning generally, or design review in particular, causing a steep reduction in demand for our support. During the year the Government proposed major changes to the planning system which were expected to change the nature of our operations significantly. We started to prepare new approaches accordingly, as well as lobby Government. However, after the year concluded and following a Government re-shuffle the reforms were put on hold.
- Litigation, including the risk of judicial review, as a result of any perceived inadequacy of our professional advice.

PLANS FOR FUTURE PERIODS

During the year work on strategy and the annual strategy day were deferred until the situation in relation to coronavirus stabilised. After the year end we commenced work on a new strategy and held a series of strategy days with staff and directors. It is anticipated this work will be concluded by the end of 2021.

ARRANGEMENTS FOR SETTING PAY OF KEY PERSONNEL

Shortly after the start of the year as we experienced a drop in workload, we took advantage of the Government's Job Retention Scheme (furlough) to retain employees who did not have sufficient workload. We used the flexible furlough scheme to rotate staff back into the workplace as much as possible. By the summer of 2021 however, we were able to reduce and then end our use of the furlough scheme as work levels resumed a more typical level. We also experienced some staff turnover.

All employees of Design South East are subject to annual appraisal. In the case of the Chief Executive the appraisal is conducted with the Chair of the Board. This year, as a trial, we set up a remuneration committee comprising three directors of the company, advised by the Chief Executive. Pay rises for staff were agreed by this committee. The pay of the Chief Executive was also agreed by the committee but without the presence of the Chief Executive. Decisions are reached in the light of individual performance as judged by the appraisal process, and the financial position of the company as a whole.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The North Kent Architecture Centre Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

THE NORTH KENT ARCHITECTURE CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

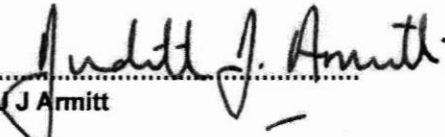
DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINERS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant information of which the charitable company's independent examiners are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee to be aware of any relevant information and to establish that the charitable company's independent examiners are aware of that information.

In preparing this report, the Trustees have taken advantage of the small company's exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 29/11/2021 and signed on their behalf by:


J J Armitt

29/11/2021

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF THE NORTH KENT ARCHITECTURE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NORTH KENT ARCHITECTURE CENTRE LIMITED

I report on the financial statements of the Charity for the North Kent Architecture Centre Limited Year ended 31 March, 2021, which are set out on pages 10-24.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with 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 the 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.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF THE NORTH KENT ARCHITECTURE
CENTRE LIMITED**

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no material matters have come to my attention

which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; and
- the accounts did not accord with the accounting records; and
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I have no concerns and have come across no other 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.

Signed:



Dated: ...22/12/2021

Mr H C Kemp FCA

Kemps Chartered Accountants
42A High Street
Broadstairs
Kent
CT10 1JT

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Charitable activities	2	-	733,340	733,340	856,459
Investments	3	-	6,147	6,147	658
TOTAL INCOME		-	739,487	739,487	857,117
EXPENDITURE ON:					
Charitable activities	4	-	741,677	741,677	935,193
TOTAL EXPENDITURE	7	-	741,677	741,677	935,193
NET INCOME BEFORE TRANSFERS		-	(2,190)	(2,190)	(78,076)
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		-	(2,190)	(2,190)	(78,076)
NET MOVEMENT IN FUNDS		-	(2,190)	(2,190)	(78,076)
RECONCILIATION OF FUNDS:					
Total funds brought forward		-	270,368	270,368	348,444
TOTAL FUNDS CARRIED FORWARD		-	268,178	268,178	270,368

The notes on pages 14 to 24 form part of these financial statements.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

REGISTERED NUMBER: 03284438

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	10		9,218		8,045
CURRENT ASSETS					
Debtors	11	150,352		164,428	
Cash at bank and in hand		327,944		314,923	
			<u>478,296</u>	<u>479,351</u>	
CREDITORS: amounts falling due within one year	12	(219,336)		(217,028)	
NET CURRENT ASSETS			<u>258,960</u>	<u>262,323</u>	
NET ASSETS			<u>268,178</u>	<u>270,368</u>	
CHARITY FUNDS					
Restricted funds			-	-	
Unrestricted funds	13		<u>268,178</u>	<u>270,368</u>	
TOTAL FUNDS			<u>268,178</u>	<u>270,368</u>	

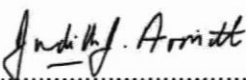
For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

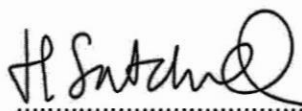
The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved and authorised for issue by the Trustees on 4 November 2021 and signed on their behalf, by:


.....
J J Armitt
21/12/21


.....
H Satchwell
21-12-21

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**STATEMENT OF CASH FLOWS FOR THE YEAR
ENDED 31 MARCH 2021**

		2021	2020
	Note	£	£
Cash flows from operating activities			
Net cash provided by operating activities	15	18,791	(42,532)
Cash flows from investing activities:			
Dividends, interest and rents from investments		434	658
Purchase of tangible fixed assets		(6,204)	(7,013)
Net cash used in investing activities		(5,770)	(6,355)
Change in cash and cash equivalents in the year		13,021	(48,887)
Cash and cash equivalents brought forward		314,923	363,810
Cash and cash equivalents carried forward	16	327,944	314,923

The notes on pages 13 to 24 form part of these financial statements.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

There were no material departures from those standards.

The North Kent Architecture Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentational currency is GBP.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants are received from Kent County Council and Medway Council and are accounted for on receivable basis.

Project income is recognised when the company obtains the right to consideration under the terms of the individual contract. Where the right to consideration occurs before the service is invoiced the income is accrued. When the right to consideration occurs after the service is invoiced the income is deferred.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Charitable activities and Governance costs are costs

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1. ACCOUNTING POLICIES (continued)

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	- 33% straight line
Computer equipment	- 33% straight line

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (continued)

1.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.13 Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

The recoverability of debtors is considered to be an area where there is significant estimation involved in valuing the debtors of the charitable company as at the year end date.

Critical areas of judgment:

No significant judgments have had to be made by management in preparing these financial statements.

2. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
All charitable activities	-	733,340	733,340	856,459
Total 2020	-	856,459	856,459	

THE NORTH KENT ARCHITECTURE CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3. INVESTMENT INCOME

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment income - local cash and grant	-	6,147	6,147	658
<i>Total 2020</i>	-	658	658	

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
All charitable activities	-	741,677	741,677	935,193
<i>Total 2020</i>	-	935,193	935,193	

5. DIRECT COSTS

	All charitable activities £	Total 2021 £	Total 2020 £
Material purchases	-	-	6,760
Panel fees	204,965	204,965	223,393
Panel expenses	(2,003)	(2,003)	55,868
Venue hire	250	250	3,332
Catering design review	502	502	822
Premises costs	-	-	2,065
Travel & entertainment	-	-	2,645
Gifts and donations	-	-	-
Wages and salaries	288,930	288,930	308,377
National insurance	25,107	25,107	27,932
Pension cost	6,860	6,860	7,253
	<u>524,611</u>	<u>524,611</u>	<u>638,447</u>
<i>Total 2020</i>	<u>638,447</u>	<u>638,447</u>	

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021**

5. DIRECT COSTS (continued)

DIRECT COSTS BY FUND TYPE

	Restricted	Unrestricted	2020
	£	£	£
Material purchases	-	-	6,760
Panel fees	-	204,965	223,393
Panel expenses	-	(2,003)	55,868
Venue hire	-	250	3,332
Catering design review	-	502	822
Travel & entertainment	-	-	2,065
Premises costs	-	-	2,645
Gifts and donations	-	-	-
Wages and salaries	-	288,930	308,377
National insurance	-	25,107	27,932
Pension cost	-	6,860	7,253
	-	524,611	638,447

6. SUPPORT COSTS

	All charitable activities	Total	Total
	£	£	£
Premises costs	17,616	17,616	38,283
Travel & entertainment	257	257	6,731
Office costs	36,777	36,777	26,523
Legal fees	-	-	-
Accountancy fees	1,518	1,518	21,300
Consultancy fees	-	-	5,733
Professional fees	6,679	6,679	14,565
Marketing and communications	14,535	14,535	29,970
Bad debts	(5,584)	(5,584)	(1,081)
Independent examiners' remuneration	4,350	4,350	5,763
Wages and salaries	121,484	121,484	128,202
National insurance	13,133	13,133	13,202
Pension cost	2,313	2,313	3,600
Depreciation	3,988	3,988	3,949
Total 2021	217,066	217,066	296,746
Total 2020	296,746	296,746	

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

SUPPORT COSTS BY FUND TYPE

	Restricted	Unrestricted	2020
	£	£	£
Premises costs	-	17,616	38,283
Travel & entertainment	-	257	6,731
Office costs	-	36,777	26,523
Accountancy fees	-	1,518	21,300
Consultancy fees	-	-	5,733
Professional fees	-	6,679	14,565
Marketing and communications	-	14,535	29,970
Bad debts	-	(5,584)	(1,081)
Auditor's remuneration	-	4,350	5,763
Wages and salaries	-	121,484	128,202
National insurance	-	13,133	13,202
Pension cost	-	2,313	3,600
Depreciation	-	3,988	3,949
	<u>-</u>	<u>217,066</u>	<u>296,746</u>

7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs	Depreciation	Other costs	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
All charitable activities	<u>457,826</u>	<u>3,988</u>	<u>279,862</u>	<u>741,677</u>	<u>935,193</u>
<i>Total 2020</i>	<u>488,572</u>	<u>3,949</u>	<u>442,672</u>	<u>935,193</u>	

8. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	3,988	3,949
Independent examiners' remuneration	<u>4,350</u>	<u>5,763</u>

During the year, no Trustees received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2020 - £NIL).

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021**

9. STAFF COSTS

Staff costs were as follows:

	2021	2020
	£	£
Wages and salaries	410,414	436,585
Social security costs	38,240	41,134
Pension costs	9,173	10,853
	<u>457,827</u>	<u>488,572</u>

The average number of persons employed by the company during the year was as follows:

	2021	2020
	No.	No.
Director	1	1
Programme Manager	1	1
Programme Coordinator	1	1
Programme Administrator	1	1
Events and Marketing Coordinator	1	1
Finance Manager	1	1
Office Manager	1	1
Design Advisor	5	5
	<u>12</u>	<u>12</u>

The number of higher paid employees was:

	2021	2020
	No.	No.
In the band £70,001 - £90,001	1	1

The key management personnel of the charity comprise, the Chief Executive Officer and the Head of Programmes. The total employee benefits of the key management personnel of the Charity were £115,979 (2020 - £136,500).

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

10. TANGIBLE FIXED ASSETS

	Fixture and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2020	1,360	20,160	21,520
Additions	-	6,204	6,204
Disposals	-	(1,249)	(1,249)
	<u>1,360</u>	<u>25,115</u>	<u>26,475</u>
At 31 March 2021			
Depreciation			
At 1 April 2020	1,360	12,115	13,475
Charge for the year	-	3,988	3,988
On disposals	-	(206)	(206)
	<u>1,360</u>	<u>15,897</u>	<u>17,257</u>
At 31 March 2021			
Net book value			
At 31 March 2021	<u>-</u>	<u>9,218</u>	<u>9,218</u>
	<u>-</u>	<u>8,045</u>	<u>8,045</u>
At 31 March 2020			

11. DEBTORS

	2021 £	2020 £
Trade debtors	143,911	157,746
Prepayments and accrued income	6,441	6,682
	<u>150,352</u>	<u>164,428</u>

12. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	56,949	48,625
Other taxation and social security	88,989	55,132
Other creditors	1,201	2,320
Accruals and deferred income	72,197	110,951
	<u>219,336</u>	<u>217,028</u>

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021**

12. CREDITORS: Amounts falling due within one year (continued)

	£
Deferred income	
Deferred income at 1 April 2020	68,189
Resources deferred during the year	43,375
Amounts released from previous years	(68,189)
Deferred income at 31 March 2021	<u>43,375</u>

13. STATEMENT OF FUNDS**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
General Funds - all funds	270,368	739,487	(741,677)	-	268,178
Total of funds	<u>270,368</u>	<u>739,487</u>	<u>(741,677)</u>	<u>-</u>	<u>268,178</u>

THE NORTH KENT ARCHITECTURE CENTRE LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

13. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance/at 31 March 2020 £</i>
General Funds - all funds	348,444	857,117	(935,193)	-	270,368
Total of funds	<u>348,444</u>	<u>857,117</u>	<u>(935,193)</u>	<u>-</u>	<u>270,368</u>

SUMMARY OF FUNDS - CURRENT YEAR

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
General funds	270,368	739,487	(741,677)	-	268,178
Restricted funds	-	-	-	-	-
	<u>270,368</u>	<u>739,487</u>	<u>(741,677)</u>	<u>-</u>	<u>268,178</u>

**SUMMARY OF FUNDS -
PRIOR YEAR**

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2020 £</i>
General funds	348,444	857,117	(935,193)	-	270,368
Restricted funds	-	-	-	-	-
	<u>348,444</u>	<u>857,117</u>	<u>(935,193)</u>	<u>-</u>	<u>270,368</u>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021**

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	9,218	9,218
Current assets	-	478,296	478,296
Creditors due within one year	-	(219,336)	(219,336)
	<u>-</u>	<u>268,178</u>	<u>268,178</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Restricted funds 2020 £</i>	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	-	8,045	8,045
Current assets	-	479,351	479,351
Creditors due within one year	-	(217,028)	(217,028)
	<u>-</u>	<u>270,368</u>	<u>270,368</u>

15. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	(2,190)	(78,076)
Adjustment for:		
Depreciation charges	3,988	3,949
Dividends, interest and rents from investments	(434)	(658)
Decrease/(increase) in debtors	13,835	(51,321)
Increase in creditors	3,592	83,874
	<u>18,791</u>	<u>(42,532)</u>
Net cash provided by operating activities	<u>18,791</u>	<u>(42,532)</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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16. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021	2020
	£	£
Cash in hand	<u>327,944</u>	<u>314,923</u>
Total	<u>327,944</u>	<u>314,923</u>

17. RELATED PARTY TRANSACTIONS

During the year under review the following transactions took place with the company Tibbalds Planning and Urban Design Ltd, a company in which H Satchwell is a Director and shareholder;

Sales of £720 (2020 - £6,898)

All transactions were at arms' length and as at 31 March 2021 £0 (2020 - £1,185) was due from Tibbalds Planning and Urban Design Ltd.