

Company registration number: 09144072

Charity registration number: 1161161

Nottingham City of Literature

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Nottingham City of Literature

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Nottingham City of Literature

Reference and Administrative Details

Trustees	Patrick Limb William Gregory Helen Lawrenson Barbara Cathcart Claire Bale Emily York Trevor Wright Amy Bere
President	Stephen Lowe
Senior Management Team	Hannah Trevarthen, Director, from 20 April 2022
Charity Registration Number	1161161
Company Registration Number	09144072
Registered Office	Lakeside Arts University of Nottingham University Park Nottingham NG7 2RD
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Nottingham City of Literature

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Patrick Limb
	William Gregory
	Helen Lawrenson
	Barbara Cathcart
	Claire Bale
	Emily York
	Trevor Wright
	Amy Bere (appointed 16 November 2022)
	Barbara Matthews (resigned 3 August 2022)
	Rosemary Healy (resigned 16 November 2022)
	Jenny Swann (resigned 16 November 2022)
	Khaya Ayomide Job (resigned 13 September 2023)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 23/7/14 and most recently amended 07/10/2020. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees apply via submitting an expression of interest and a CV, we then shortlist candidates for an interview, then invite the potential trustee to attend a meeting as observer, and finally the new trustee is ratified by the Board.

Objectives and activities

Objects and aims

Promote the education of the public at large by providing or assisting in the provision of opportunities to access, engage in, understand and enjoy literature and writing, including, but not limited to, promoting and organising a bid for Nottingham to become a UNESCO City of Literature; and/or to pursue such other charitable purposes analogous to any of the above as the Directors in their absolute discretion shall determine.

Nottingham City of Literature

Trustees' Report

Public benefit

We deliver activity to engage young people in reading, writing and creativity. We offer creative writing workshops, gift books, support creatives to deliver literature related activity. We also support writers and creatives and direct them to partners' opportunities (local, national and international), and give creatives paid work through delivering activity for us. We promote all things literature across the city and beyond.

These activities benefit the public by inspiring personal and social transformation through reading, writing and creativity.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements & performance

Nottingham was awarded UNESCO City of Literature status in December 2015 and since then has taken its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the international stage.

Our Mission

Nottingham UNESCO City of Literature believes in building better futures with words.

Our Vision

Our vision is of a city where everyone is reading and writing their way to a better life. We believe in literature as a reflection of humanity at its best, enabling people to better understand each other and the world we live in.

Objectives

In pursuit of our mission and vision, we have four objectives:

LEADERSHIP: to provide leadership for the city through our role as strategic catalyst, helping cultural organisations to work together more effectively;

LEARNING: To make an impact on long-term literacy levels by growing diverse audiences for reading and writing in collaboration with Nottingham's universities, literacy hub, libraries, schools, arts and literary organisations;

PLACE: to animate the city's UNESCO designation and positively impact placemaking, the position and promotion of Nottingham's international reputation as a creative city;

INTERNATIONAL: to strengthen international partnerships by providing access to new knowledge and creative exchange opportunities between individuals and organisations in Nottingham's creative sectors.

Nottingham City of Literature

Trustees' Report

Executive Summary

Our mission is 'Building Better Futures with Words' and all our activity in the period was focused on developing connectivity, nurturing creativity and amplifying young voices.

Key projects and achievements in the period April 2022 - 2023 included:

- Young Voices Amplified: we worked with schools in the city to empower young people through creative writing and their work was published in specially produced anthologies
- Big City Reads: our city wide reading campaign featured four books and reached over 250,000 people in the city
- Youth Voices Symposium: we gathered change makers, young creatives and decision makers together to discuss youth voice and share best practice
- Youth Advisory Board: our youth board strengthened its role as part of our governance structure and assisted shaping the strategy of the organisation for our NPO and beyond.

On a global level we connected Nottingham to the world via international projects and UNESCO days:

- Slamovision: Nottingham triumphed again in the Cities of Literature global poetry slam showcasing the calibre of our poets and vibrant spoken word scene.
- International Youth Day: young people from the city wrote a call to action on how best to support the creatives of the future
- Story Valley: we continued our work on the ERASMUS+ funded project and the policy toolkit and shared best practice from the initiative in Melbourne, Australia

This period also marked a period of change and transition with our new director Hannah Trevarthen starting in April 2022 and the achievement of our successful Arts Council England National Portfolio Organisation application - leading us into the next chapter of our work ahead of our 10th anniversary in 2025.

2022/23 Creative Programme

UNESCO Cities of Literature Conference and International collaboration

The UNESCO Cities of Literature network brings together 42 cities across 6 continents. While the designation marks existing literary excellence within a city, becoming a UNESCO City of Literature also gives cities a place within a supportive network who share and collaborate with each other. It calls upon cities to nurture creativity, support freedom of speech, and ensure literature reaches as wide and diverse an audience as possible. In September 2022 the network met in Melbourne, Australia discussing challenges, opportunities, aspirations and met with the literary community from Melbourne and beyond.

Nottingham was represented by our new director Hannah Trevarthen. Hannah presented the progress of our Story Valley project. In addition, Hannah was asked to co-lead the Development and Integration group that focuses on diversifying the cities in the network and building a cohesive community for incoming Cities of Literature.

The work of our city continued to be recognised by the network. In November 2022, we were part of a delegation to Bucheon and Wonju, South Korea to share best practice with colleagues from both cities and the UNESCO National Commission, and experience the 2nd Bucheon Literary Diaspora Awards. The award goes to novels that foreground diaspora and migration and celebrate literature that communicates hospitality and richness instead of hatred and discrimination.

Nottingham City of Literature

Trustees' Report

Story Valley

An international Erasmus+ project which enables NUCoL to collaborate with Edinburgh, Ljubljana, and Leeuwarden UNESCO Cities of Literature to use oral histories and languages as a way to build literacy skills and celebrate sanctuary and inspire hope for all migrant, refugee and sanctuary seeking young people. Over the project period, we are working together to deliver three outputs:

- **Student Programme and Teacher Pack designed and delivered by National Literacy Trust** will provide teachers and students with all that is needed to reach the objectives. It's the training programme for school teachers including the methodology, lesson plan and evaluation plan, loaded with practical tools.
- **Online Community and Platform designed and delivered by Leeuwarden (Netherlands)** will provide a teaching, learning and collaborative network for students, teachers and specialists in the field of literature, literacy and the creative industry. A virtual place where everything comes together and is also the main legacy of the project.
- Nottingham is specifically tasked with producing a **Story Valley Policy Framework and Toolkit** to ensure that VET (Vocational Educational Training) is at the forefront of development in the language & literacy sector, specifically targeted at UNESCO Cities of Literature organisations worldwide. It will give VET institutions better access to these networks they can reach out to in order to improve their curriculum in the fields of literacy, multilingualism and cultural heritage (oral history). We will showcase how the Story Valley approach to literacy & language learning, culture, citizenship and inclusion could be implemented in other UNESCO Cities of Literature (from 2023 onwards when we expect to have completed the pilot and evaluation).

As part of the project in 2022/2023, Director Hannah Trevarthen and Associate Researcher Dr Katie Harrison attended a transnational partner meeting in Leeuwarden. The meeting allowed for the sharing of good practice between the VET and further education institutions. Partners had the opportunity to work on each of the Outputs face-to-face and to meet some of the staff and students involved in the project to see first-hand what they have been working on in each location.

In early 2023, we began planning for the Nottingham transnational partner meeting to be held in May 2023 in collaboration with partners across the city and the National Literacy Trust hub Read on Nottingham. With the NLT, we established a pilot with Nottingham College for them to test the student and teacher pack with plans for the work to be showcased in the meeting in May.

Dr Katie Harrison stepped away from the project at the end of 2022 and we appointed Katy Birch, in partnership with the University of Nottingham to complete the project.

Young Voices Amplified

In Autumn 2021, we were successful in securing a £88,000 Arts Council England Project Grant to deliver Young Voices Amplified (2021-23) a creative leadership and literature programme for young people including work with schools, a city-wide reading campaign Big City Reads and a Young Voices Symposium.

Young Voices Amplified was an ambitious programme which ran from November 2021 until February 2023. Funded by Arts Council England, the project aimed to engage young people in Year 9 (13-14 year olds) in Nottingham through words and creative writing and in collaboration with writers. It worked with two schools in disadvantaged areas with low literacy levels in Nottingham through developing skills, leadership qualities, and providing opportunities of working with writers and getting published. 400 pupils were reached through 14 workshops. These workshops explored the theme of the climate crisis from young people's perspectives. All the work produced has been included in specially produced zines, making each pupil involved a published author. 30 pieces from the workshops have been selected for an anthology zine by Manjit Sahota and Sophie Sparham, two of the writer-facilitators. A cohort of students from these and another school attended an Authors' Day in partnership with Lakeside Arts and First Story, where professional writers led a range of workshops which aimed to empower young people through creative writing. Students explored what a sense of place means to them, and how the environments in which we live could benefit from change.

"I enjoyed how we talked about multiple problems in our society so that we can think about all the things we can fix or make better."

"I like how they let us use our imagination."

Nottingham City of Literature

Trustees' Report

It culminated in a Young Voices Symposium bringing together young co-producers & creative practitioners to share effective practices for engaging young people in the art:

Young Voices Symposium

The Young Voices Symposium was held in February 2023 at Nonsuch Studios, Nottingham. There were a range of speakers and a variety of workshops and panels to explore and identify best practice and ideas for empowering youth voices and to bring together young co-producers and creative practitioners. Sessions ranged from running effective hybrid events to how to be a child friendly city, as well as performances and introducing the International Youth Day young people's manifesto: A Promise for Change.

What was gained:

- 29% developed knowledge of how to communicate with young people.
- 56% were inspired to read for pleasure.
- 88% felt that the Young Voices Amplified project and the Young Voices Symposium had inspired them to be more creative.
- 94% enjoyed taking part in the Young Voices Symposium.
- 94% said they would like to take part in other Nottingham City of Literature events in the future
- 94% said they would recommend NCoL events to friends.

The panels on the day were a particular highlight. In addition, audience evaluation showed that panels felt educational and inclusive, addressing relevant issues and showcasing international perspectives.

The event culminated with performances and the launch of our 'A Promise for Change Manifesto', developed in collaboration with young people.

Thinking to the future, audience members commented that they would like to see more of these events to share best practices and information and to hold events focused on journalism, publishing, and how to get published.

"I was blown away by the day to be honest, everyone that was brought in to contribute was amazing and excellent. It was a really nice turnout and you don't know what you're going to get at these type of events but everyone that was given a space was so attentive and ready for what was to come in the day made it feel a very powerful day."

"I feel like connections are really important and events like this establish connections and mean that you can go further as a creative, which I think is really crucial as a young person seeking work ... in the arts one day. I think the conversations around access are really crucial, like I've always been an advocate for accessibility. To be able to pioneer those and kind of be welcomed with open arms is really rewarding. And I think going on to next year as chair of the youth board, I'd quite like to see this event be done but run by young people."

Big City Reads

Big City Reads was a summer reading campaign that took place between 4 July and 12 August 2022, specifically led by and targeted at young people. A cohort of young people selected four mood-boosting books for city-wide distribution:

- 'Sad Ghost Club' by Lize Meddings
- 'Excuse Me While I Ugly Cry' by Joya Goffney
- 'Furthermoor' by Darren Simpson
- 'Punching the Air' by Yusef Salaam and Ibi Zoboi

The books prioritised exploring issues of mental health in sincere but accessible ways, and promoted creativity and writing as means of practicing mental wellbeing. Representation and inclusivity were important when selecting these books: three of these authors are Black and Indigenous people of colour (BIPOC) who are based internationally in the US whilst two are from the UK, one is locally based in Nottingham and the other is based in Bristol.

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2000 books were distributed targeting areas of high deprivation, low literacy, and limited access to books, through 55 city areas nominated by their City Councillors, 47 secondary schools, 16 city libraries, and other key partner creative organisations and venues. Reviews of each of the four books were written by young people and published through Left Lion, Nottingham's magazine. These reviewers felt that the books 'depict mental health struggles in a very accurate yet accessible way', while being positive and providing 'encouragement to be proactive with mental wellbeing.

Youth Advisory Board

The Nottingham City of Literature Youth Advisory Board (YAB), established in early 2021 continued to develop in this period and was led by chair Abigail Hutchison and vice-char Nidaa Raoof. The YAB is a collective of twelve young creatives, aged 18-25, advocating for young people around Nottingham. Their work seeks to co-create Nottingham City of Literature activities, create opportunities for developing creative practices, spread a love for words and literature across the city, and contribute to strategic thinking of the organisation, ensuring youth voice is at the heart of our work.

YAB members attend monthly meetings, contribute to governance, help create opportunities and develop plans, and act as ambassadors/advocates for Nottingham City of Literature. In return, they receive free books, free tickets, opportunities to develop key skills in leadership and teamwork, and advice on how to find a career in the creative sector.

A survey of the Youth Advisory Board in February 2023 found very high levels of satisfaction in the members. Since being on the Board, they identify they have developed skills in:

- writing
- creativity
- leadership
- public speaking
- communication
- poetry
- politics
- copywriting
- climate change
- administration

Looking forward, they want to develop skills in are:

- idea presentation
- young engagement
- freelancing
- event development

It is clear these members want to give more to their local community and want to further promote Nottingham City of Literature's events. 75% of board members would be open to joining other City of Literature committees and action groups.

"I have enjoyed attending meetings and participating in discussions about current and future projects"

Speak Easy

Speak Easy is a spoken word collective which encourages young people to showcase their own creative work in a safe and relaxed environment. Created by two members from Nottingham City of Literature's Youth Advisory Board, Connor Brown and Abi Hutchinson, this collective has blossomed since its first event on 30 December 2021. Connor and Abi's idea has evolved into a bi-monthly programme which Nottingham Playhouse has committed to host and to promote and which also has the support of Writing East Midlands. Artistic outputs ranging from music to poetry to stand-up comedy to rap have been performed, illustrating the strong connection between all creative forms and the abundant creativity and talent of young people in Nottingham.

Nottingham City of Literature

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Speak Easy has provided Abi and Connor with experience of working in the creative sector, vital professional experience when, sometimes, the negativity surrounding careers in arts in the media and in politics can deter people from pursuing their ideal career. Connor and Abi acknowledge how important and vital a welcoming, inclusive space is in the creative sector right now.

Connor: "It's just such a special place, and a place where everyone can belong".

Abi: "I truly believe that projects such as this are only possible because of organisations like Nottingham City of Literature and those alike. Without their support a project that now helps many individuals would have been nothing more than an idea".

Slamovision

Slamovision is an international competition held between the UNESCO Cities of Literature. Nottingham has and continues to perform very strongly in this competition. In December 2021, we were crowned Slamovision champions with Cara Thompson's winning poem 'Island Screams'. Cara is a writer and poet from Nottingham, whose poetry explores and embraces her identity and Jamaican-British heritage, alongside interrogating the impact of racism upon the Black British community. We're incredibly proud of Cara's achievement.

In 2022, Nottingham hosted Slamovision with the heats in October and the grand finale in December. 10 poets from different cities made it into the final. We were ecstatic not only to host the competition but also to be the home city of the crowned winner, Abíódún 'Abbey' Abdul, with her poem, 'Strong Tea'. Abíódún 'Abbey' Abdul is a Yorùbá-Nigerian English Language Lecturer and writer of poems, essays and memoir-polemics reflecting on social issues encompassing her schooling across three continents. She won various poetry awards throughout childhood and her work focusing on social justice and celebrating our common humanity has been published in anthologies, such as 'Stained Glass Eyes: A Memoir on Race, Family & Multiculturalism'.

"It turns out Strong Tea had the right blend of flavour to rouse me from my poetic stupor and waft Nottingham to worldly heights."

When asked about Slamovision, Abbey said: "It's a chance for the UNESCO cities network to hear and appreciate talented poets across the world, through the pressing topics they wish to express, and the engaging deliveries they wish to present. In this way, Slamovision bypasses borders to bring creatives and audiences together in literary celebration, sharing exciting and insightful spoken word with the world, and I'm all here for it!"

We are hosting the competition again in Autumn/Winter 2023.

Notts TV Book Club

Notts TV Book Club broadcasts monthly on Notts TV, a local TV station on Freeview 7 and Virgin 159, with 300,000 regular viewers. The show is also available internationally on demand. From its launch in 2021 onwards, the show has had a strategic connection to Nottingham's UNESCO status, celebrating reading for pleasure across different genres and themes. Host Dr Becky Cullen from Nottingham Trent University's WRAP (Writing, Reading and Pleasure) programme works in partnership with Nottingham City of Literature to curate a diverse bookshelf, from bestsellers to titles which open dialogues around race, gender, migration, sexual identity and class. Notts TV Book Club features a panel of 3 guests each month, including publishers, writers, booksellers, librarians and community leaders, building the visibility of reading infrastructure in the City. With over 120,000 viewers in Season 2, Notts TV Book Club is now entering its third season.

International Youth Day (12th August): 2022

Nearly 30% of Nottingham City's population is aged 18-29. The young age-structure of the City informs and reinforces Nottingham City of Literature's desire to focus on young voices and young creatives in our city. UNESCO sees that young people are essential in finding solutions to the issues faced in the world today. They must be given the opportunity to engage in social development and be supported in this work by their communities. One of the ways this is achieved is through the International Youth Day (IYD).

Nottingham City of Literature

Trustees' Report

In we worked with Nottingham Playhouse to host a one-day youth forum and celebration in 2022, exploring manifestos for change with youth boards from across Nottingham. The theme was Intergenerational Solidarity and the day was used to investigate Nottingham's plans to become a UNICEF Child Friendly City, outcomes from the recent LGBTQIA+ UNESCO Futures Literacy Lab, and discussions around the new Central Library opening in 2023. Young people in attendance created their own manifesto entitled 'A promise for change', with a foreword by the Chair of the Youth Advisory Board in 2022, Abigail Hutchinson. This is being published in a zine by local printing studio Dizzy Ink.

'To me this manifesto for change is so much more than a document: to me it is a promise that our generation may have the chance to positively impact the lives of young people for generations to come'.

Rainbow Library

The Rainbow Library is a pioneering initiative led by Pop Up Projects, looking to fill in the gap of LGBTQ+ inclusive books for children and young adults, aiming to get books in every school library in the UK and Ireland. The books are being developed with LGBTQ+ young people in Nottingham and seven other cities through intensive workshops.

The cohort in Nottingham has been involved in the development of a comic/graphic novel that will be published in Autumn 2023. The professional writers and illustrators have worked with the young people to evolve their story concepts, plots and other elements. The young people have also developed their own stories for inclusion in an anthology of the very best writing and illustration.

In Autumn 2023, Pop Up and three UNESCO Cities of Literature - Nottingham, Manchester and Dublin - will co-present a three one-day conferences, programmed and presented by LGBTQ+ young people, about some of the themes and experiences that come out of the project.

Nottingham and beyond

In addition to the above projects, NUCoL also participated in local, national and international initiatives including:

- International Mother Language Day: we participated in 'Words From the Childhood Home' a brand new, exciting, multilingual chain poem written to celebrate International Mother Language Day 2023. Manchester City of Literature invited our fellow UNESCO Cities of Literature to nominate a poet to respond to Anjum Malik, a Manchester Multilingual City Poet who writes in Urdu and English. We commissioned Moss Selkin to represent Nottingham. You can read the poem [here](#).
- Five Leaves visits... : we collaborated on six international online events organised by Five Leaves Bookshop, with funding from Arts Council England. The events brought together writers from our region of England together with writers from other Cities of Literature. The events connected authors and bookshops from Jakarta, Seattle, Quebec City, Nanjing and Lviv. The event series can be viewed on YouTube.
- Rialto Poetry: We worked with leading poetry journal The Rialto on an online showcase from The Rialto issue number 98. The event platformed diverse intellectual and emotional work in the magazine through six readers: Kevin Maynard's translations from the seventeenth century Italian poet Tommaso Campanella; Carol Watts' reading included her brilliant poem of solidarity for those caught in the Ukrainian war, Tim Tim Cheng read from work that explores the full political consequences of 'private' life, Martha Sprackland's reading include love poems that are at once vulnerable and sharply exact, and Caleb Klaces and James Turner will read from their collaborative sequence of experimental poems which use grafting techniques to modify the work of GM Hopkins.

Our core team and volunteers have worked tirelessly to engage with broad and diverse audiences from across the city and beyond. As ever, we would like to take this opportunity to thank all our core partners, Nottingham City Council, Nottingham Trent University, University of Nottingham and Arts Council England for their support.

Nottingham City of Literature

Trustees' Report

University collaborations

During the period, we continued our strategic partnerships with our Higher Education Institutions, University of Nottingham and Nottingham Trent University to collaborate on a range of projects, lectures, research outputs and public engagement alongside student placements and design sprints using the lens of the sustainable development goals. Below are a couple of examples of numerous collaborations during the period.

To ensure we remain inclusive and encourage involvement from the reading and writing communities in Nottingham, we continued our work offering student placements and internships. During the year we provided seven student placements (four University of Nottingham, and three Nottingham Trent University (NTU)), a couple of these were directed to students from widening participation backgrounds. In addition we had a 6 month full-time placement, completing the University of Nottingham's Creative Pathways internship, who was then recruited to join the staff of Nottingham City of Literature.

We also worked with NTU students developing a series of challenges/projects based on real life problems in the workplace, including NTU illustration students, who looked at how we could represent young people in our visual branding; NTU Business School students, who looked at alternative Fundraising options for us, and NTU Human Resources Management Students, who looked at our HR practices.

With the University of Nottingham, we collaborated on a range of outcomes linked to the Story Valley project working with the School of Cultures, Languages and Area Studies. Thanks to the University of Nottingham Faculty of Arts Impact Accelerator award, we hosted a series of multilingual creative writing workshops facilitated by Dr Emma Dawson Varughese and the work produced was developed into a zine by Dizzy Ink. The sessions were born from a desire to encourage young people living in Nottingham to have fun and get creative with their languages whilst sharing their stories with one another in an informal setting. Attendees brought a breadth of languages and stories to the workshops with them, and produced work that reflected on their languages, cultures, and stories.

'We have many exciting and mutually-beneficial partnerships and arrangements with Nottingham UNESCO City of Literature, and our students benefit significantly from the opportunities and experiences that arise as a result. For example, the Director, Hannah Trevarthen, is a regular guest on our MA Creative Writing, keen to involve our students in the City of Literature's activities, and the City of Literature also keenly supports our MA anthology publishing project. The City of Literature plays a valued role in helping our students to develop the skills and talents to thrive, which in turn helps our city and region to thrive. We are proud to be connected to the organisation, which is - like us - an integral part of a great city for writing and the arts.'

Dr Rory Waterman, Associate Professor in Creative Writing, Nottingham Trent University

Funding, resilience and governance

During this period, we focused on strengthening existing partnerships and building dynamic new collaborations with organisations working in the city and beyond; we held our first partnership event with national organisation First Story and connected with Writing East Midlands and Nottingham Playhouse on our poetry collective Speak Easy.

Our work was supported by the Norman Trust for the first time to build on programmes with young people. The funding environment continued to be challenging as we modified our proposed plans to meet our funding situation. During this period, our core funding was cut by Nottingham City Council for the second year in a row.

Looking ahead

In March 2022, Hannah Trevarthen was appointed as NUCoL new director, officially starting in April 2022. She joined us from English PEN, one of the world's oldest human rights organisations, where she has worked as their Events and Partnerships Manager since 2015, leading their year round programme of high-profile events and prizes. She brings with her strong experience of working internationally, building local and national partnerships, creative programming and championing new talent.

Nottingham City of Literature

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In October 2022, Arts Council England announced that (NUCOL) would become a National Portfolio Organisation (NPO) in recognition of our ability to deliver projects that celebrate the region's literary excellence and tackle historically poor literacy rates, working on a local, national and international level.

This status guarantees funding over three years to deliver a wide range of projects to improve the life chances of our younger members of society, while ensuring Nottingham is seen as an exemplar in its approach to words and their power.

The funding period starts in April 2023 and marks the start of a period of transformational development and ambition for the organisation.

Financial review

Policy on reserves

NUCoL's Reserves Policy ensures unrestricted designated funds and free reserves are built up and maintained as a contingency provision for three months' operating costs.

Principal risks and uncertainties

Financial risks

Not fundraising enough to compromise the core operational costs.

Nottingham City of Literature

Trustees' Report

Statement of Responsibilities

The trustees (who are also the directors of Nottingham City of Literature 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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 state of affairs of the charitable company and of the incoming resources and application of resources, including its 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 apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can 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.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 19/12/23 and signed on its behalf by:



Patrick Limb
Trustee

Nottingham City of Literature

Independent Examiner's Report to the trustees of Nottingham City of Literature ('the Company')

Independent examiner's report to the trustees of Nottingham City of Literature ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023.

Responsibilities and basis of report

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

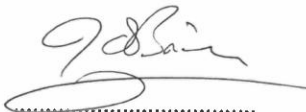
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

I have completed my examination. I confirm that no 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 19/12/23

Nottingham City of Literature

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	109,127	-	109,127	129,397
Charitable activities	3	4,424	96,948	101,372	17,974
Total Income		113,551	96,948	210,499	147,371
Expenditure on:					
Charitable activities	5	(122,119)	(96,948)	(219,067)	(167,041)
Total Expenditure		(122,119)	(96,948)	(219,067)	(167,041)
Net expenditure		(8,568)	-	(8,568)	(19,670)
Net movement in funds		(8,568)	-	(8,568)	(19,670)
Reconciliation of funds					
Total funds brought forward		73,831	-	73,831	93,501
Total funds carried forward	16	65,263	-	65,263	73,831

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 16.

The notes on pages 17 to 23 form an integral part of these financial statements.

Nottingham City of Literature

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	129,397	-	129,397
Charitable activities	3	427	17,547	17,974
Total Income		<u>129,824</u>	<u>17,547</u>	<u>147,371</u>
Expenditure on:				
Charitable activities	5	(149,494)	(17,547)	(167,041)
Total Expenditure		<u>(149,494)</u>	<u>(17,547)</u>	<u>(167,041)</u>
Net expenditure		<u>(19,670)</u>	<u>-</u>	<u>(19,670)</u>
Net movement in funds		(19,670)	-	(19,670)
Reconciliation of funds				
Total funds brought forward		<u>93,501</u>	<u>-</u>	<u>93,501</u>
Total funds carried forward	16	<u>73,831</u>	<u>-</u>	<u>73,831</u>

The notes on pages 17 to 23 form an integral part of these financial statements.

Nottingham City of Literature
(Registration number: 09144072)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Current assets			
Debtors	10	9,837	9,756
Cash at bank and in hand		<u>62,242</u>	<u>110,075</u>
		72,079	119,831
Creditors: Amounts falling due within one year	11	<u>(6,816)</u>	<u>(46,000)</u>
Net assets		<u>65,263</u>	<u>73,831</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>65,263</u>	<u>73,831</u>
Total funds	16	<u>65,263</u>	<u>73,831</u>

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

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 14 to 23 were approved by the trustees, and authorised for issue on 19th December 2023 and signed on their behalf by:



 Patrick Limb
 Trustee

The notes on pages 17 to 23 form an integral part of these financial statements.

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Nottingham City of Literature 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 notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £400 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	76,827	76,827	104,172
Grants, including capital grants;			
Government grants	32,300	32,300	25,225
	<u>109,127</u>	<u>109,127</u>	<u>129,397</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Grants & donations	-	93,478	93,478	17,547
Sundry income	4,424	3,470	7,894	427
	<u>4,424</u>	<u>96,948</u>	<u>101,372</u>	<u>17,974</u>

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Nottingham City Council	32,300	6,800	39,100
University of Nottingham	25,000	-	25,000
Arts Council England	-	85,678	85,678
Nottingham Trent University	25,000	-	25,000
Erasmus	16,965	-	16,965
Sundry grants & donations	9,862	1,000	10,862
	<u>109,127</u>	<u>93,478</u>	<u>202,605</u>

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

5 Expenditure on charitable activities

	Unrestricted		Total 2023	Total 2022
	General £	Restricted £	£	£
Programme development	6,231	36,663	42,894	14,239
People costs	99,977	40,763	140,740	113,680
Marketing & PR	1,073	11,010	12,083	15,915
Overheads & administration	14,838	8,512	23,350	23,207
	<u>122,119</u>	<u>96,948</u>	<u>219,067</u>	<u>167,041</u>

6 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2023 £	2022 £
Depreciation of fixed assets	-	441

7 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	121,019	87,942
Social security costs	5,148	3,298
Pension costs	3,612	2,624
	<u>129,779</u>	<u>93,864</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023 No	2022 No
Average number of employees	5	4

4 (2022 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,612 (2022 - £2,624).

No employee received emoluments of more than £60,000 during the year.

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

The total employee benefits of the key management personnel of the charity were £48,763 (2022 - £35,821).

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2023 £	2022 £
Independent examination	455	430
Other financial services	640	627
	<u>1,095</u>	<u>1,057</u>

10 Debtors

	2023 £	2022 £
Other debtors	<u>9,837</u>	<u>9,756</u>

11 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	1,937	1,372
Other creditors	703	534
Accruals	4,176	2,416
Deferred income	-	41,678
	<u>6,816</u>	<u>46,000</u>

12 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

14 Related party transactions

There were no related party transactions in the year.

15 Analysis of net assets between funds

	Unrestricted		2023
	General		Total funds
	£		£
Current assets	72,079		72,079
Current liabilities	(6,816)		(6,816)
Total net assets	<u>65,263</u>		<u>65,263</u>

	Unrestricted		2022
	General	Restricted	Total funds
	£	£	£
Current assets	78,153	41,678	119,831
Current liabilities	(4,322)	(41,678)	(46,000)
Total net assets	<u>73,831</u>	<u>-</u>	<u>73,831</u>

Nottingham City of Literature

Notes to the Financial Statements for the Year Ended 31 March 2023

16 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
General fund	73,831	113,551	(122,119)	65,263
Restricted funds				
Young Voices Amplified	-	96,948	(96,948)	-
Total funds	<u>73,831</u>	<u>210,499</u>	<u>(219,067)</u>	<u>65,263</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
General fund	93,501	129,824	(149,494)	73,831
Restricted				
Young Voices Amplified	-	17,547	(17,547)	-
Total funds	<u>93,501</u>	<u>147,371</u>	<u>(167,041)</u>	<u>73,831</u>

The specific purposes for which the funds are to be applied are as follows:

Young Voices Amplified expands engagement, inclusion and reach with young people in Nottingham through a 12-month creative leadership & literature programme. We plan to educate, inspire, equip and empower young audiences to: shape and inform conversations about Nottingham's new central library; collaborate with writers on creative writing and book club activities; co-produce a mass shared reading campaign promoting the positive benefits of reading for mental health; and to participate in training, mentoring, networking & ideation workshops. It will culminate in a Young Voices Symposium bringing together young co-producers & creative practitioners to share effective practices for engaging young people in the arts.