

Trustees' Annual Report for the period							
		Period start date			Period end date		
<b>From</b>	01	09	2019	<b>To</b>	31	08	2020

## Section A Reference and administration details

<b>Charity name</b>	The Company
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1163093
<b>Charity's principal address</b>	Whitehouse Farm
	Novington Lane
	East Chiltington, Lewes, East Sussex
<b>Postcode</b>	<b>BN7 3AU</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Sheffield			
2	Sally Ann Jayasekera			
3	Sophia Kingshill			
4	John Emerson			
5				
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

TO IMPROVE, DEVELOP AND ADVANCE THE PUBLIC EDUCATION IN, AND APPRECIATION OF ART, IN PARTICULAR BUT WITHOUT LIMITATION, IN PERFORMANCE ART INCLUDING DRAMATIC, MUSICAL, PERFORMANCE, LITERARY AND VISUAL ARTS, THROUGH CREATING LIVE AND RECORDED PRODUCTIONS IN A VARIETY OF SETTINGS INCLUDING RELATED HERITAGE AND COMMUNITY ARTS PROJECTS.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning the activities for The Company in the year 2019/20, the Trustees reviewed the Charity Commission's guidance on public benefit, to ensure that work undertaken by the Charity promotes projects for the benefit of the public.

Projects developed by The Company in the year 2019/20:

#### **Ashford Railway Project**

Following on from substantial community research undertaken in 2018/19, a script, choir music and projection storyboard were created. Community choir rehearsals were underway when Covid restrictions came into force, and the planned performances in April/May 2020 had to be postponed in March 2020, and then cancelled in Nov 2020. This project is now active again with a current R & D Project, and new performance dates planned for Apr/May 2022.

#### **CAMHS (Discovery College)**

Undertook preliminary discussions with CAMHS staff, to develop a project working with young people with mental health challenges, to take place in Autumn 2021. This work has been postponed until Autumn 2022 due to Covid -19 and the restrictions in place to limit the spread of infection

#### **BATTLE OF LEWES WALKING TRAIL**

Commission by the South Downs National Park Authority to create six short videos about the Battle of Lewes, to be accessed by the general public via QR codes/NFC tags. Project research and development, and the writing and filming of the scenes will begin in early 2021, with the project going live to the public at the end of summer of 2021

**Additional details of objectives and activities (Optional information)**

The joint artistic directors of The Company work on a voluntary basis when setting up and fundraising for projects and are paid at a rate agreed by the Trustees when projects are undertaken.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**Ashford Railway Project**

Commissioned by Ashford Borough Council (also the main funder), The Company raised further funds through Arts Council England.

Working in close partnership with Ashford Borough Council, The Company developed creative relationships with businesses, institutions, clubs and individuals in the community, who all wish to further the aims of this project. The Company engaged with five local community choirs (over 200 singers), and a local concert band, who would play an integral part in the final performances in April/May 2020. Seven promenade performances were to take place in three town centre venues, Ashford Revelation, County Square Shopping Centre and Elwick Place, an open air square where members of the public (with or without tickets) could watch the performance finale of music and projections.

The initial research and development stage of this extended project took place between June and August 2019. Between September and December 2019, Suzi Hopkins (playwright) developed a script that was set in three time periods from 1842 to present day, which wove together stories from the community. Mike Simmonds (Composer/Arranger) created a music score for the community choirs and concert band, Sorchia Corcoran (Designer) developed set and costume designs, and Gavin MacArthur and Max Philo (Filmmakers) developed a storyboard for the large projections which were to feature projection mapping technology.

In January 2020 the choirs and band began to rehearse the music, with ongoing support from Stephen Israel (Director) and Mike Simmonds. Professional actors and stage management were engaged, and venue risk assessments undertaken.

By March 2020 it was becoming clear that the Covid 19 pandemic was going to impact on our ability to perform this community work safely, and on 18<sup>th</sup> March, after consultation with all partners and community groups, it was agreed to postpone the performances. New performance dates were set for April/May 2021.

In May 2020 The Company applied to the Arts Council England Emergency Fund for money to continue working online within the communities of Ashford, to create and curate new digital, video and still images to further develop the project. This bid was unsuccessful.

In July 2020 The Company applied to ANSVAR Ecclesiastical Awards for substantial funds that would enable us to create a filmed version of the script, working with community choirs and musicians. This bid was unsuccessful.

Due to the continuing Covid 19 restrictions, The Company could not plan to start community rehearsals in January 2021, so the planned performances were cancelled in November 2020.

Since this time The Company has received funding from Arts Council England National Lottery Grants, to undertake a research and development project in Ashford (work to include filmed interviews, social media campaigns, and school art workshops), looking at the effects of the pandemic on commuters and their families, railway workers, and those who rely on public transport (elderly, disabled and others). This

research will then form the backbone of a new Covid responsive Act 3, with performances planned for Apr/May 2022.

### **CAMHS (Discovery College)**

The Company held meetings in early 2020 with CAMHS staff who are also instrumental in the delivery of Discovery College – a resource of workshops and courses available to young people with mental health challenges. Possibilities of developing a co-production project for autumn 2020 were discussed.

Whilst initial funding options and project focuses were discussed, the pandemic made any face to face workshops and performances unsafe, and this project has been postponed until autumn 2022. The Company has meanwhile been liaising with CAMHS staff and investigating possible themes for the project and funding sources for the work.

### **BATTLE OF LEWES WALKING TRAIL**

This commission by the South Downs National Park Authority, who are also the main funder, was offered to The Company in response to their previous production, *Montfort's March* (2014), which explored the events around the Battle of Lewes from the perspective of footsoldiers.

The Company has been asked to create six short video clips about the politics, battle tactics, weaponry and personal experiences of those who led and fought in the battle of 1264. These videos will then be accessed via QR codes/NFC tags placed around Landport Bottom in Lewes (site of the battle) and on the SDNPA website. This detailed interpretation of an important historical event will be a free public resource.

The Company identified and applied to funding sources to cover the remainder of the project costs, and once funding was secured (Dec 2020), research was undertaken and the scripts written. Filming then took place in April/May 2021 (once Covid restrictions permitted) and it is proposed that the trail will be open to the public by the end of summer 2021.



## Section E Financial review

### Brief statement of the charity's policy on reserves

The Company has an informal policy to hold a reserve of £1,500 of unrestricted funds in The Company's bank account at the end of the financial year in order to cover annual running costs (i.e. insurance and accountancy costs for the next year).

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Company's funds come from charitable trusts, funding organisations such as The Big Lottery Fund and Arts Council England, and project commissions from local authorities and charitable groups.



## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
Full name(s) John Emerson	Christopher Sheffield

Position (eg Secretary, Chair, etc)

Trustee

Trustee



**Date** 18<sup>th</sup> June 2021





Charity Name The Company		No (if any) 1163093		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020	

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	-	-	-	-	-
Charitable activities	-	48,654	-	48,654	36,153
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	48,654	-	48,654	36,153
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	48,654	-	48,654	36,153
<b>A3 Payments</b>					
Charitable Activities	-	42,607	-	42,607	38,620
Governance	522	-	-	522	1,993
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	522	42,607	-	43,130	40,613
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	522	42,607	-	43,130	40,613
<b>Net of receipts/(payments)</b>			-		
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	2,073	11,776	-	13,849	18,309
<b>Cash funds this year end</b>	1,551	17,823	-	19,374	13,849

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	1,551	17,823	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>1,551</b>	<b>17,823</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Short term loan repayable at the Trustees' discretion			
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Christopher Sheffield	18th June 2021	
		John Emerson	18th June 2021	

**Independent examiner's report to the Trustees of The Company (Charitable Incorporated Organisation- number 1163093)**

I report on the accounts of the company for the period ended 31 August 2020, which are set out on pages 1 to 2 of the Receipts and Payments accounts.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirement:
  - To keep accounting records in accordance with section 130 of the 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met;

or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Michelle Westbury*

Michelle Westbury FCCA  
West & Berry Limited  
Trafalgar Place, Mocatta House  
Brighton  
BN1 4DU  
16 June 2021