

Trustees' Annual Report for the period									
From		Period start date			To		Period end date		
		01	09	2021			31	08	2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

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	Mary O'Keeffe		21/02/2022 – 31/08/2022	
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 2021/22, 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 2021/22:

#### **ASHFORD AND ITS RAILWAYS IN COVID R&D PROJECT**

Funded by Ashford BC and Arts Council England, this research and development project looked at the effects of the Covid pandemic on local railway workers, commuters and their families, rail users and primary school children. Research then informed the re-writing of Act 3 of *All Change for Ashford - Live Performance Project* and provided the interview footage for *All Change for Ashford - Film Project*.

#### **ALL CHANGE FOR ASHFORD - LIVE PERFORMANCE PROJECT**

Commissioned by Ashford BC, to follow on from *Ashford and its Railways in Covid R&D Project* and *Ashford Railway Project* (2019/20), and funded by Arts Council England, Ashford BC and various local and national charitable trusts and funding bodies. A site-responsive community performance project, working alongside over 200 community participants to perform a celebration of Ashford’s railway connections, past and present.

#### **ALL CHANGE FOR ASHFORD - FILM PROJECT**

Commissioned by Southeast Rail Community Partnership (SRCP), and funded by SRCP and the Community Rail Network Fund. This ten-minute video explores the effects of Covid and the ensuing lockdowns on rail users and workers from the local area. The video will be available for passengers to watch in the waiting room at Ashford International Station for a period of three months during autumn/winter 2022/23.

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

Commissioned by the South Downs National Park Authority and funded by the SDNPA and various local and national charitable trusts and funding bodies. These six short videos about the Battle of Lewes are now accessible to the general public via QR codes/NFC tags placed around the battle site, and on the SDNPA YouTube channel, enabling a greater understanding and appreciation of the struggles of the civil war of 1264, and the effects of this important battle on our current democratic system.

#### **BOURNE FREE YOUTH CLUB – SASBAH**

A four-day workshop project with a group of 16 participants with different needs; focusing, through discussion and improvisation, on the impacts of lockdown and how connections were forged. The work culminated in a performance to family and friends on Friday 29<sup>th</sup> October 2021.

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

Continuing discussions and meetings with Discovery College staff and peer mentors to develop a project working with young people with mental health challenges, to take place in Autumn 2023. The project, working title “*Outside-Inside*”, will examine the positives and negatives of the world within our own four walls (including social media), and the world

outside this space, and how young people with mental health challenges can navigate between the two.

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

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

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

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

### **ASHFORD AND ITS RAILWAYS IN COVID R&D PROJECT**

This research and development project began in summer 2021 with the aim of examining and recording the experiences of local railway workers, commuters, and their families during the pandemic, and their hopes for the future. Up to the end of August 2021 the work undertaken included: filming interviews with rail users and workers, holding art workshops in 2 local primary schools, engaging with the wider local community through social media to gather music suggestions and gathering selfie videos from local residents.

During September, October and November 2021, this material was developed by the artists working on the project to create:

- The script for a new Act 3 of the play *All Change for Ashford* (previous title *Ticket to Ride*) on the theme of the effects of the pandemic on Ashford and its railways and how the community has been, and is, working together to forge a new future. The script integrated projected interviews and visuals with live performances and music.
- A musical score for 4 community choirs and the Ashford Concert Band based on *Memories* by Maroon 5 and Pachelbel's Canon, as suggested by local residents on social media. This music was developed to accompany the live action and projections throughout Act 3 of *All Change for Ashford*.
- A 10-minute projection sequence including filmed interviews, selfie videos, school children's artwork and images of Ashford, that would be central to the finale of the play.

### **ALL CHANGE FOR ASHFORD - LIVE PERFORMANCE PROJECT**

Funds for this project were raised during Autumn 2021, the project opened in January 2022 and 6 performances took place in April/May 2022. This project continued the work begun through *The Ashford Railway's Project* (2019/2020) and continued with *Ashford and its Railways in Covid R&D Project* (2021).

The main achievements of the project include:

- Rehearsing and performing the script *All Change for Ashford*, based on the stories and memories of residents of Ashford and the surrounding area told to us through interviews and oral history recordings. The performances were developed to reflect the lives of local people, both historically and in the present, and included 28 filmed interviews with local people about their experiences during the pandemic and 51 selfie videos of people's lived experiences in the town, edited into a 10-minute projected

montage which was screened on the walls of the Travelodge Hotel in Elwick Place, Ashford.

- Working alongside 4 community choirs and the Ashford Concert Band (92 participants) to rehearse and perform the play
- Working alongside 16 students from Ashford College who stage managed the production, gaining new skills and practical experience of this work.
- Holding 3 art workshops with pupils of Great Chart Primary School during which the children created artwork that formed a major part of the stage sets for Acts 1 and 2.
- Performing across 3 central Ashford venues, the third venue being an outdoor open access space, Elwick Place, which was open to both ticketed audiences and members of the public. Performing the 3<sup>rd</sup> Act in this space enabled people who rarely attend arts events to experience this multi-media performance.

The production was highly successful, leading to sell out performances in the second week and receiving positive feedback from both funders and audiences.

### **ALL CHANGE FOR ASHFORD - FILM PROJECT**

This project was developed alongside *Ashford and its Railways in Covid R&D Project*, working with the filmed interviews from this previous work to create a 10-minute film about the experiences of railway staff and railway users during the Covid Pandemic. Modus Film, based in Ashford, filmed and edited (with the support of The Company) this video, with a film score created by Mike Simmonds.

At the time of writing this report, Southeast Railway are in the process of renovating one of their platform waiting rooms at Ashford International Station. The work includes installing old railway carriage seating and a video display unit. When the works are completed, an official opening will be organised, and the video *All Change for Ashford* will then be screened in this waiting room, on a loop, for three months.

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

The majority of the work on this project was completed during 2020/21, and by the close of August 2021 the 6 short videos about the events and historical context of this major battle had been filmed and edited. However, the posts and lecterns showing information about the walking trail and the QR codes/NFC tags to access the videos were yet to be installed, and the films had yet to be put online.

In 2022, with the anniversary of the battle falling on the 14<sup>th</sup> May, it was decided that an opening event for the walking trail (organised by the SDNPA and Battlefields Trust) would be held on Friday 13<sup>th</sup> May as part of the commemorations. The SDNPA installed the posts and lecterns in April, and at this event (marked by a battle re-enactment with professional re-enactors and local schoolchildren, and a series of lectures and guided walks over the weekend) the videos became available to the public to view via the QR codes/NFC tags placed around Landport Bottom in Lewes (site of the battle), and on the SDNPA YouTube Channel.

Since this date, viewing figures for these videos has been high and the SDNPA (project commissioner) are pleased with the impact of the work.

### **BOURNE FREE YOUTH CLUB – SASBAH**

Oct 26<sup>th</sup> – 29<sup>th</sup> 2021 at Ratton School, Eastbourne

A 4-day theatre and music workshop/performance project with 16 participants from the Bourne Free Youth Club (part of SASBAH - Sussex Association of Spina Bifida and Hydrocephalus). The participants engaged with the subject of the effects of the Covid lockdowns, and looked at imaginative escapes from this constrained world. The participants were guided in the development of a performance, created through improvisation, music, poetry, games and artwork, by theatre and music practitioners and Bourne Free youth workers. The final performance entitled *Break the Lockdown Blues*, was made up of short vignettes and songs which took place in front of a large enthusiastic audience of friends and family.

The participants developed new acting, music and performance skills as well as self-confidence in their own abilities.

## 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 (e.g., insurance and accountancy costs for the next financial year).

### Details of any funds materially in deficit

None

### 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, private funders, 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)	Sophia Kingshill	Chris Sheffield
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	3 Jan 2023	



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## Signed By

**Signer:** skingshill@gmail.com

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** c\_sheffield@compuserve.com

**Identity Check:** Email Authentication

**Signature Type:** Hand Drawn (finger or stylus on a touch screen or pad)

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Jan 3, 2023, 4:16:09 PM** - Email notification sent to c\_sheffield@compuserve.com.

**Jan 3, 2023, 4:16:09 PM** - Email notification sent to skingshill@gmail.com.

**Jan 3, 2023, 4:16:10 PM** - Email notification delivered to skingshill@gmail.com.

**Jan 3, 2023, 4:16:11 PM** - Email notification delivered to c\_sheffield@compuserve.com.

**Jan 3, 2023, 4:21:36 PM** - c\_sheffield@compuserve.com opened the email notification (estimated).

**Jan 3, 2023, 4:24:05 PM** - c\_sheffield@compuserve.com electronically signed or completed the document, from 81.86.67.89.

**Jan 3, 2023, 6:03:42 PM** - skingshill@gmail.com opened the email notification (estimated).

**Jan 3, 2023, 6:05:17 PM** - skingshill@gmail.com electronically signed or completed the document, from 2.31.203.49.

END OF LOG





Charity Name The Company		No (if any) 1163093		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/09/2021	To	Period end date 31/08/2022	

## 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	3,520	38,949	-	42,469	39,678
Other		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	3,520	38,949	-	42,469	39,678
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	3,520	38,949	-	42,469	39,678
<b>A3 Payments</b>					
	-	-	-	-	-
Charitable Activities	1,169	76,221	-	77,390	15,051
Governance	483	-	-	483	489
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	1,652	76,221	-	77,873	15,540
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	1,652	76,221	-	77,873	15,540
<b>Net of receipts/(payments)</b>	1,868	- 37,272	-	- 35,404	24,138
<b>A5 Transfers between funds</b>	- 470	470	-	-	-
<b>A6 Cash funds last year end</b>	1,668	41,845	-	43,512	19,374
<b>Cash funds this year end</b>	3,066	5,042	-	8,108	43,512

## 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	3,066	5,042	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,066</b>	<b>5,042</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	3 Jan 2023	
		Sophia Kingshill	3 Jan 2023	

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**Signer:** skingshill@gmail.com

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Dec 31, 2022, 4:39:17 PM** - Email notification sent to c\_sheffield@compuserve.com.

**Dec 31, 2022, 4:39:18 PM** - Email notification sent to skingshill@gmail.com.

**Dec 31, 2022, 4:39:18 PM** - Email notification delivered to skingshill@gmail.com.

**Dec 31, 2022, 4:39:20 PM** - Email notification delivered to c\_sheffield@compuserve.com.

**Dec 31, 2022, 5:44:23 PM** - c\_sheffield@compuserve.com opened the email notification (estimated).

**Dec 31, 2022, 7:04:53 PM** - skingshill@gmail.com opened the email notification (estimated).

**Jan 3, 2023, 8:28:51 AM** - skingshill@gmail.com electronically signed or completed the document, from 2.31.203.49.

**Jan 3, 2023, 2:56:32 PM** - c\_sheffield@compuserve.com electronically signed or completed the document, from 81.86.67.89.

END OF LOG

**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 2022, 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 FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Trafalgar Place, Mocatta House  
Brighton  
BN1 4DU  
5 January 2023

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**Signer:** Michelle Westbury FCCA (michelle@westandberry.co.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Jan 5, 2023, 9:19:32 AM** - Email notification sent to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Jan 5, 2023, 9:19:34 AM** - Email notification delivered to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Jan 5, 2023, 9:20:05 AM** - Michelle Westbury FCCA (michelle@westandberry.co.uk) electronically signed or completed the document, from 31.48.102.24.

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