

# **Interim Spaces Cio**

## **REPORT AND FINANCIAL STATEMENTS**

**31st March 2023**

**CHARITY REGISTRATION NUMBER 1165694**

**Frank S Lachman  
16b North End Road  
Golders Green  
London  
NW11 7PH**

**Legal and Administrative Information**

**31st March 2023**

Registered Charity Number	1165694	
Registered Office	41 Whitcomb Street London WC2H 7DT	
Directors and Trustees	Marcus Warry Rachel Fletcher Joshua Neicho Natalie Scott	Resigned 19th July 2022
Examiner	Frank S Lachman Chartered Accountant 16B North End Road London NW11 7PH	

## **DIRECTORS' AND TRUSTEES' REPORT**

The trustees, who are also directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of charity for the year ending 31st March 2023.

### **DIRECTORS' RESPONSIBILITIES**

Company Law which is also applicable to charitable companies in England and Wales requires the directors, who are also trustees of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the results of the company for that period.

In preparing those financial statements, the directors/trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and 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 company will continue in business.

The directors/trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **PRINCIPAL ACTIVITY AND CHARITABLE OBJECTIVE**

The charity provides low cost work and development space for artists, entrepreneurs, non-profit and creative organisations. Establishing creative hubs and facilitating learning and networking.

### **ORGANISATION AND CONSTITUTION**

CIO - Foundation Registered 23 Feb 2016

The company is limited by guarantee and has no share capital. The guarantees of individual members are limited to £1.

The company is a registered charity, number 1165694.

The directors of the company form its Committee of Management and Governing Body and are empowered to act as necessary in order for the company to fulfil its objectives. Directors may be appointed by the members of the company or fellow directors at any time.

Registered Office: 41 Whitcomb Street, London WC2H 7DT

### **PUBLIC BENEFIT**

The Trustees confirm that in compiling this report they have had due regard to the guidance on public benefit issued by the Charity Commission in compliance with the duty set out in section 4 of the Charities Act 2006.

## REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

### Summary

During the period March 2022 to March 2023, the charity provided affordable work and development space to 128 members across its projects. The charity continued into its fourth year operating its affordable workspace project PopHub Leicester Square on Whitcomb Street, and brought to a close Church Street Studios which operated as a low-cost artist studio facility off Edgware Road. During the period the charity also began preparing for its first regional project outside of London, applying for funding to buy and renovate 10 Market Place in the historic town of Shepton Mallet, Somerset, for use as a retail incubator, affordable hire space, and the charity's West Country headquarters.

### Church Street Studios

Church Street Studios at 382-386 Edgware Road, which was leased to us by Westminster City Council and which operated between April 2021 to January 2023, was forced to close following consultation with the users of the space due to significant increases (around 400%) in energy costs brought on largely by the Ukraine/Russia war. Church Street demonstrated to the charity that low-cost space must be subsidised by higher rate tiers of hire in order to ringfence against unpredictable changes in market forces such as seismic fluctuations in energy costs, a particular risk in the current climate given escalating international conflicts.

The project was a considerable success during its operation, and since its closure most of its former eight members have taken up studios with other providers.

### PopHub Leicester Square

Having successfully navigated the covid pandemic, PopHub emerged into 2022 having preserved its member base and with its businesses resuming growth.

The PopHub workspace comprises desk-based membership plans on Floor 1, and allocations of studio spaces on Floor 2. Situated on Floor 1 is the reception lobby for the premises, two meeting rooms and a fully equipped AV Studio, all of which can be booked at no cost for up to three hours a day by PopHub members. The facility also comprises a workshop, print room, staff offices and a large studio (Studio 1) which has become very popular as a low-cost facility for rehearsal and casting hires, workshops and classes, wellbeing, and other creative and professional development activities.

The focus of the PopHub model is to provide, as part of the charity's activities, truly affordable and flexible workspace to freelancers, micro-businesses, social enterprises, charities and other such creative people and organisations who would otherwise have no other option than to work from home or unsuitable or unsafe premises that could hinder or halt their work, as a result of the significant absence of general market workspace plans that are truly flexible and affordable.

Over the period, there were a total of 120 memberships of which 44% were studio based and 56% were desk based. Of the total memberships, 10 were UNLTD Plan Work Exchange plans, providing Front Desk staffing and some general help in exchange for unlimited use of the desks, and one studio member on the exchange plan. In total, 26,194 check-in hours were registered during the period – equivalent to around 3,400 working days, and approximately 2,500 visitors, 1,204 of whom were registered visitors.

The charity offers up to four Sponsored UNLTD Plans (Unlimited hotdesking on the first floor coworking section) to groups or individuals it determines are in particular need and/or are non-profit ventures that focus on activities aligned with the charity's objects. Four memberships were the sponsored over the period and included ShowerBox, a CIC startup providing homeless people with free and secure shower space and Nyheke Lambert, an entrepreneur in fashion and textile design.

*Three of the many positive feedback responses gained via the biannual surveys between 2022-2023:*

"Being at PopHub has had an enormous impact on my productivity and given me a real sense of purpose, direction, community, stability, and optimism" – *David Worswick, The Violin School*

"I totally value and cherish this space, it has everything I need - my business as a milliner is growing as a result of being in central London." – *Sahar Freemantle, owner, Sahar Millinery*

“PopHub provides a fantastic community and location for creatives in an otherwise unaffordable area. Studio/rehearsal/workshop spaces are an overlooked yet vital part of the urban ecology and should be integral to an area with high numbers of galleries, theatres and shops. Interim Spaces is one of the few organisations providing truly affordable workspace in the centre of London and I hope it continues to get the support it needs to do so” – *Georgia de Grey, Theatre set designer*

### 10 Market Place

In September 2022, the charity began a conversation with the landlord of several buildings in the centre of Shepton Mallet, Somerset – a rural town well-connected to other towns and cities in the region and with a growing population of artists, makers, creatives and small businesses. The surge in living costs, particularly rent, in larger cities such as London and Bristol, but also affecting other regional locales such as Frome and Wells, appears to be resulting in migration to areas typical to Shepton Mallet, aided by improvements in technology, a shift towards hybrid and remote working, and a desire for community and higher living standards.

The landlord expressed interest in selling 10 Market Place to the charity – a historic building in the town centre which was falling into dereliction and untenanted for around two years. Following this conversation, the charity began a period of research and consultation which resulted in applications being made to the Community Ownership Fund and the Somerset Community Foundation for £264,000 to buy and renovate 10 Market Place and fund the first year of operations as a retail incubator and hire space, comprising a £120,000 capital grant and £24,000 revenue grant from the Community Ownership Fund, match-funded by £120,000 from the Somerset Community Foundation split into a £40,000 grant and an £80,000 loan, repayable over a five year term.

The objective of the charity is to transform the property into a retail incubator offering rent/bill free use of the retail unit on three-month licences, up to a maximum of nine months, supported with a £1,500 capital grant and mentorship; and a second floor space hired at low or no cost to local facilitators to programme in regular classes in music and wellbeing.

### Social Impact Reporting

The charity publishes an in-depth Social Impact Report every April for the previous calendar year, which include case studies, site maps and graphically presented statistical data. The reports are available upon request.

### Advisory Board

Adrian Judge a chartered surveyor joined in July 2021, and Paul Whalan, former Head of Estates at Soho Estates, joined in November 2021.

### ACCOUNTANTS

A resolution proposing the re-appointment of Frank S Lachman as Independent Examiner will be submitted at the Annual General Meeting.

### DIRECTORS/TRUSTEES

The directors/trustees set out below have held office during the whole year of this report unless otherwise stated:

Joshua Neicho	Marcus Warry	
Natalie Scott	Rachel Fletcher	Resigned 19th July 2022

### RESERVES POLICY

The company endeavours to maintain a level of reserves that will enable it, if the situation arises that funding is curtailed, to carry on its activities whilst alternative sources of funding are obtained.

The unrestricted reserves as at 31st March 2023 were £25,250 surplus ( 2022 £20,589)

The movement in reserves is shown in note 8 to the accounts.

### RELATED PARTIES

The charity has relationships with other charities on a project-by-project basis.

The charity owns 100% of its trading subsidiary Interim Spaces Trading Limited.

**GOING CONCERN**

The directors confirm that:

A going concern basis is appropriate for these accounts.

The company has sufficient reserves to continue for at least 12 months after the date of signing these accounts.

**RISK MANAGEMENT**

The company undertakes periodic reviews for different areas of risk including insurance cover, health and safety policies in the workplace and whilst performing, working with young children, financial affairs; personnel practices; ICT technology.

This report has been prepared in accordance with the provisions in Section 419(2) of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 18/01/2024

and signed on its behalf by Marcus Warry



Trustee

## ACCOUNTANTS REPORT

### Independent Examiner's Report on the Accounts

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2023 which are set out on pages 7 to 12 .

#### 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 report

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:

- (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 accounting 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.

Frank S Lachman FCA  
Member Institute of Chartered Accountants in England and Wales  
Chartered Accountant  
Independent Examiner

16b North End Road  
London NW11 7PH

Dated:



# Interim Spaces Cio

## Statement of Financial Activities For the Year Ended 31st March 2023

	Notes	Unrestricted Funds	Total Funds 2023	Unrestricted Funds	Total Funds 2022
<b>Income from:</b>					
Donations and Legacies	2	-	-	30,000	30,000
Charitable activities	3	105,263	105,263	89,798	89,798
<b>Total income</b>		105,263	105,263	119,798	119,798
<b>Expenditure on:</b>					
<b>Charitable Activity Costs</b>	4	100,602	100,602	108,926	108,926
<b>Total expenditure</b>		100,602	100,602	108,926	108,926
Net income for year		4,661	4,661	10,872	10,872
Funds brought forward		20,589	20,589	9,717	9,717
<b>Funds carried forward</b>	9	25,250	25,250	20,589	20,589

The statement of Financial Activities reflects the results of continuing activities for the year.

There were no recognised gains or losses other than the net outgoing resources for the year.

The net outgoing resources for the year have been calculated on the historical cost basis.

The notes on pages 9 to 12 form part of these accounts.



**Interim Spaces Cio**  
**Balance Sheet at 31st March 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Investment in subsidiary			1		1
Office equipment	5		10,383		14,406
<b>Current assets</b>					
Debtors	6	1,650		1,300	
Cash at bank and in hand		13,216		14,718	
<b>Total current assets</b>		<u>14,866</u>		<u>16,018</u>	
<b>Creditors falling due within one year</b>	7	<u>-</u>		<u>1,440</u>	
<b>Net current assets</b>			14,866		14,578
<b>Creditors falling due after one year</b>	8		-		8,396
<b>Net assets</b>			<u>25,250</u>		<u>20,589</u>
<b>The Funds of the Charity</b>					
<b>Unrestricted Funds</b>	10		25,250		20,589
<b>Total Charity Funds</b>			<u>25,250</u>		<u>20,589</u>

a) For the year ended 31 March 2023 the company was entitled to exemption under section 477(2) of the Companies Act 2006.

(b) No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

(c) The directors acknowledge their responsibility for:

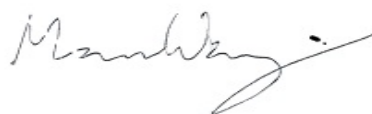
i. ensuring the company keeps accounting records which comply with section 386; and

ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

(d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the directors on \_\_\_\_\_, and signed on their behalf by Marcus Warry  
 18/01/24 - Trustee

The notes on pages 9 to 12 form part of these accounts.



**Notes to the Financial Statements  
For the Year Ended 31st March 2023**

**1 Accounting Policies**

**(a)** 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) (effective 1 January 2022) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Interim Spaces Cio 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 note(s).

**(b) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income from grants, whether capital or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants has been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

**(c) Expenditure**

All expenditure is accounted for on an accruals basis. Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably.

Costs are allocated to a category either because such costs are directly incurred in relation to such category, or because they are support costs in respect of which an apportionment has been made between the categories.

Support costs consist of infrastructure costs for salaries, premises, office administration. Such costs are apportioned on a reasonable and consistent basis to the various categories with a view to determining, as accurately as possible, the total resources expended for each category. The basis of apportionment used is either a function of staff time applied to a given activity, or an estimate of the proportion of costs associated with the same, or a combination of both.

Direct and Support costs are separately shown by natural classification in Note 5 to these accounts for each category of cost.

**(d) Taxation**

The company as a registered charity ( number 1165694 ) is exempt from taxation on most investment income insofar as it is applied for charitable purposes. The company is also exempt from taxation on capital gains.

**(e) Debtors**

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

**(f) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(g) Depreciation**

The rates of depreciation of asset class are:

Office equipment	20% straight line
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**Notes to the Financial Statements**  
**For the Year Ended 31st March 2023**

**2 Donations and legacies**

	Unrestricted Funds	2023	Unrestricted Funds	2022
<b>Grants for General Running Costs</b>				
Arts Council England	-	-	30,000	30,000
<b>Donations</b>				
Interim Spaces Trading Limited	-	-	-	-
	-	-	30,000	30,000

**3 Charitable activity**

	Unrestricted Funds	2023	Unrestricted Funds	2022
Space hire	100,313	100,313	89,798	89,798
Sundry income and recharges	4,950	4,950	-	-
	105,263	105,263	89,798	89,798

**4 Charitable activity costs**

	Support Costs and Governance Unrestricted	Charitable Activity Costs Unrestricted	Total 2023	Support Costs and Governance Unrestricted	Charitable Activity Costs Unrestricted	Total 2022
<b>Charitable Activity Costs</b>						
Advertising & Marketing	907	-	907	825	-	825
Audit & Accountancy fees	1,000	-	1,000	1,000	-	1,000
Bank Fees	-	75	75	32	-	32
Business rates	-	-	-	-	8,968	8,968
Consumables	-	1,623	1,623	-	2,407	2,407
Direct labour	-	39,767	39,767	-	34,190	34,190
General Expenses	-	3,510	3,510	-	8,950	8,950
Insurance	-	668	668	-	532	532
IT Software and Consumables	363	-	363	4,452	-	4,452
Light, Power, Heating etc	-	16,976	16,976	-	13,210	13,210
Cleaning and waste	-	6,853	6,853	-	7,260	7,260
Printing & Stationery	431	-	431	395	-	395
Professional services	4,860	-	4,860	1,323	-	1,323
Repairs & Maintenance	-	4,553	4,553	-	9,054	9,054
Security Software & Infrastructure	-	4,639	4,639	-	144	144
Subscriptions & memberships	1,911	-	1,911	2,568	-	2,568
Telephone & Internet	3,632	-	3,632	3,110	-	3,110
Travel - National	2,770	-	2,770	3,904	-	3,904
Volunteer Expense	1,484	-	1,484	2,161	-	2,161
Depreciation	4,580	-	4,580	4,441	-	4,441
<b>Total</b>	<b>21,938</b>	<b>78,664</b>	<b>100,602</b>	<b>24,211</b>	<b>84,715</b>	<b>108,926</b>

# Interim Spaces Cio

## Notes to the Financial Statements For the Year Ended 31st March 2023

### 5 Fixed Assets

	Fixtures Fittings & Office Equipment
Cost	
As at 1st April 2022	22,343
Additions in year	557
As at 31.3.2023	<u>22,900</u>
Depreciation	
As at 1st April 2022	7,937
Charge for year	4,580
As at 31.3.2023	<u>12,517</u>
Net Book Value	
31st March 2023	14,406
31st March 2022	10,383

### 6 Debtors

**2023                      2022**

Loan to Subsidiary company	1,650	1,300
	<u>1,650</u>	<u>1,300</u>

### 7 Creditors due within one year

**2023                      2022**

Accruals	-	-
Bank loan	-	1,440
	<u>-</u>	<u>1,440</u>

### 8 Creditors falling due after one year

**2023                      2022**

Bank Loan	-	8,396
	<u>-</u>	<u>8,396</u>

### 9 Reconciliation of movement of funds

	Funds at 1st April 2022	Income	Expenses	Funds at 31st March 2023
Unrestricted Funds	20,589	105,263	100,602	25,250
	<u>20,589</u>	<u>105,263</u>	<u>100,602</u>	<u>25,250</u>

The above funds comprise:

**General Fund:** are moneys which can be used by the Trustees at their discretion for any purpose and which have not been designated by them previously

Notes to the Financial Statements  
For the Year Ended 31st March 2023

10 Analasys of assets over funds

	Fixed Assets	Net Assets	Total 2023	Total 2022
Unrestricted Funds:	10,384	14,866	25,250	20,589
	<u>10,384</u>	<u>14,866</u>	<u>25,250</u>	<u>20,589</u>

11 Trustees

During the year, none of the trustees received any remuneration from the trust and no expenses were reimbursed to any of them.