

# HEADS TOGETHER PRODUCTIONS LIMITED

England & Wales · Charity number 1188725

## Details

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**Other names** CHAPEL FM, HEADS TOGETHER PRODUCTIONS

**Status** Registered

**Legal form** Charitable company

**Company number** [03623974](#)

**Registered** 2020-03-24

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Chapel FM Arts Centre  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Phone** 01132255944

**Email** [info@headstogether.org](mailto:info@headstogether.org)

**Website** <https://www.chapelfm.co.uk/>

## Activities

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**Objects:** 3. THE OBJECTS ARE SPECIFICALLY RESTRICTED TO SUCH PURPOSES WHICH ARE EXCLUSIVELY CHARITABLE UNDER THE LAWS OF ENGLAND AND WALES AS THE TRUSTEES SHALL IN THEIR ABSOLUTE DISCRETION DETERMINE, INCLUDING(BUT NOT LIMITED TO):3.1 FOR THE PUBLIC BENEFIT ADVANCING THE EDUCATION IN THE ARTS, IN PARTICULAR VOCATIONAL EDUCATION AND TRAINING INCLUDING IN RADIO BROADCASTING AND MEDIA SKILLS TECHNIQUES AND IN DESIGNING AND DELIVERING CREATIVE PROGRAMS OF WORK FOR INDIVIDUALS AND COMMUNITIES IN THE FIELDS OF PRINT, PHOTOGRAPHY, FILM, VIDEO, MUSIC, THEATRE, DANCE, RADIO AND MULTIMEDIA TECHNOLOGIES AND THEREBY SUPPORTING SUCH PEOPLE TO DEVELOP PROFESSIONAL AND LIFE SKILLS. 3.2 THE PROMOTION OF SOCIAL INCLUSION THROUGH THE ARTS, AND OTHER CULTURAL ACTIVITIES BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEED OF PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY. FOR THE PURPOSE OF THIS CLAUSE "SOCIALLY EXCLUDED" MEANS BEING EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF ONE OF MORE OF THE FOLLOWING FACTORS: HEALTH, DISABILITY, UNEMPLOYMENT ,FINANCIAL HARDSHIP, POOR EDUCATIONAL OR SKILLS ATTAINMENT, YOUTH OR OLD AGE, DISCRIMINATION ON THE GROUNDS OF SEX, RACE, DISABILITY, ETHNIC ORIGIN, RELIGION, BELIEF, CREED, SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT. 3.3 TO HELP YOUNG PEOPLE, ESPECIALLY BUT NOT EXCLUSIVELY THROUGH LEISURE TIME ACTIVITIES, SO AS TO DEVELOP THEIR CAPABILITIES THAT THEY MAY GROW TO FULL MATURITY AS INDIVIDUALS AND MEMBERS OF SOCIETY IN PARTICULAR THROUGH ENGAGEMENT IN THE ARTS 3.4 PROVIDING OR ASSISTING IN THE PROVISION OF FACILITIES FOR THE BENEFIT OF THE INHABITANTS OF EAST LEEDS, AND THE SURROUNDING AREA IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR, RACE, GENDER, RELIGION OR BELIEF, AGE, INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE .

**Activities:** The promotion of education and social inclusion through the arts. Helping young people to develop their capabilities that they may grow to full maturity as individuals and members of society in particular through engagement in the arts. The provision of facilities for the benefits of the inhabitants of East Leeds. Training people in the area of arts activism across the north of England.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

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- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£372,308	£383,413	-	-
2024-03-31	£365,113	£363,270	-	-
2023-03-31	£347,487	£314,319	-	-
2022-03-31	£264,047	£271,894	-	-
2021-03-31	£266,879	£262,817	-	-

## Trustees

Name	Role	Appointed
Caroline Turton		2024-10-16
Dr Margaret Bending		2024-10-16
Isabelle Walker		2023-04-19
John Toolan		2021-01-06
Joshua Dixon		2023-10-09
KATHRYN JANE DYE		2019-07-23
Laura Graham		2024-10-16
Lucy Smickersgill		2024-01-16
Timothy Mark Bending		2024-10-16

**HEADS TOGETHER PRODUCTIONS LIMITED**

England & Wales - Charity number 1188725

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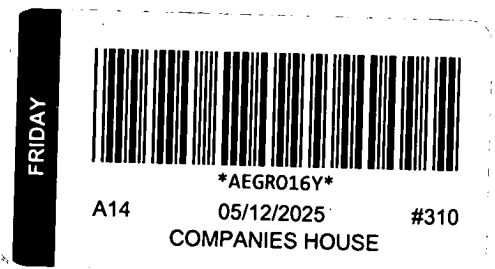
# Accounts

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Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**



**Heads Together Productions Limited  
Directors' Report and Unaudited Financial Statements  
For the Year Ended 31 March 2025**

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**Heads Together Productions Limited  
Company Information  
For the Year Ended 31 March 2025**

**Directors and Trustees**

Mr G Pope  
Ms K Dye  
Ms N Kweyama  
Mr B Williams (Resigned 16/10/24)  
Mr J Toolan  
Ms I Walker  
Mr J Dixon  
Ms L Smickersgill  
Ms M Bending (Appointed 16/10/24)  
Ms L Graham (Appointed 16/10/24)  
Mr T Bending (Appointed 16/10/24)  
Ms C Turton (Appointed 16/10/24)  
Mr N Billingham (Appointed 16/10/24)

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
61-65 Pegholme, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2025**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2024/25 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. UNION has now provided extended professional development programmes to over 140 artists and activists across the north of England and Chapel FM celebrated 10 years of operations since it was opened as the first-ever arts venue in East Leeds.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Heads Together Productions' long-term project Chapel FM Arts Centre based in Seacroft, East Leeds, continued to fulfill its mission and theory of change during the 2024-2025 fiscal year through delivering the following five core strands of activity:

### **1) Core Community Arts & Social Change Work**

Chapel FM serves as a key anchor organisation in working with local residents to help shape the future of our community of Seacroft, East Leeds and surrounding areas. As part of this work, we completed the second year of our 3-year core community arts project "Home From Home" exploring the places in Seacroft and across Leeds where people come together to create and develop projects for social change. We played an increasingly significant role engaging with the many asylum seekers living in Seacroft, reducing political tensions, and developing projects designed to foster dialogue around growing diversity during the past year.

### **2) Training Programmes**

We delivered courses and workshops where people developed skills and gained practical experience in radio broadcasting, oral history, creative-writing, music, theatre, cooking, community activism campaign organizing, and other arts for more than 3,400 people from our community and the wider city through 17 different regular courses, as well as pathways for progression.

### **3) Community Radio Broadcasts and Podcasts**

We expanded the work of our radio station, East Leeds Community Radio, for which more than 230 community members produced +700 broadcasts of more than three dozen different shows for +26,500 listeners on a wide range of topics all of which are accessible in our digital archives: <https://www.chapeifm.co.uk/elfm-player/archive/>

### **4) Live Arts Events**

We presented +160 performances and other events for +5,800 attendees ranging from local productions to national touring shows, bringing a diverse spectrum of art forms, topics and artists to our local community. In addition, we produced a number of major festivals and special arts event projects described below.

### **5) Hosting Community Activities**

Our venue hosted 45+ other arts and third sector organisations-in-residence during the past year, providing them with space, marketing, media coverage, community connections and other resources. Among those hosted at Chapel FM on a regular basis were: Andy's Man Club, Food Cycle, LS14 Trust, Performance Ensemble, Red Flag Theatre, Season Well, South Asian Arts-UK, Through Our Eyes music ensemble, West Yorkshire Dance, and many others.

During the period covered by this report Chapel FM Arts Centre progressed in significant ways, most notably through strengthening vital core support from multi-year grants from key funders such as The National Lottery, Arts Council England, Leeds City Council, Leeds Community Foundation which provide essential operating supporting enabling Chapel FM to engage in long-term strategic planning and ensure our community of Seacroft and wider East Leeds that we will continue to be a stable presence.

In addition, Chapel FM evolved a number core, long-term projects and partnerships, filled several essential staff positions, expanded the role of the board of trustees, most notably through the addition of 6 new board members with a range of important skills and experience, and increased participation and audience numbers. During this period, Chapel FM Arts Centre venue had 25,400 in-person visitors and 208,000 digital engagements for our numerous radio broadcasts, podcasts, streamed performances and community events.

**Key achievements by Chapel FM Arts Centre during fiscal year 2024-2025 included:**

**Deepening Impact of Arts & Media Training Programmes**

During the year we conducted 604 formal and informal arts training sessions using radio, music, writing, theatre, citizen journalism and other arts, engaging 8,800 participants with a strong focus on local youth. In addition, Chapel FM staff developed a number of new and expanded output projects to showcase the results of training ranging from music ensembles such as *Grey Ravens* and *Through Our Eyes* to radio shows such as *Red Kite* and events such as the *Blue Owl Youth Performance Loft*. In 2024-2025 we also significantly strengthened our training work with asylum seekers and refugees as well as training programmes designed to counter far-right extremism opposed to immigration with projects such as the new radio show and podcast *Bridges Not Borders*.

**Delivering Core Community Arts Project "Home From Home"**

During 2024-2025 we completed Year Two of our 3-year "Home From Home" project which culminated in a site-specific, interactive performance and soundscape installation exploration explore three types of spaces in Leeds where people come together: urban forests & gardens, teen creative places, and buses.

We also began Year Three of the project which shifted to a global focus through gathering and creatively reshaping stories about connections between Seacroft and the wider world, including through several of Leeds' twin cities (Lille, France; Dortmund, Germany; Durban, South Africa; Louisville, the United States; and Kharkiv, Ukraine).

These "Home From Home" oral histories were made available in digitally for our wider community here: <https://www.chapelfm.co.uk/elfm-player/shows/list/home-from-home-snippets/>, creatively reinterpreted by artists as part of live events, included in radio and podcast broadcasts, sent to the British Library to be stored in their permanent Sounds Archive.

**Expanding Artistic Programming**

Key events included major festivals such as our annual "Writing on Air Festival" of original Yorkshire writing on the radio which took the theme of "Recovery" and involved more than 260 writers and other artists creating 80 unique events, our 24-hour "Musicathon," our summer youth radio and arts camp "Sound it Out," and hosting arts partners from our twin community of Moulins in Lille, France.

**Strengthening Radio and Podcast Production**

Among the key East Leeds Community Radio achievements in 2024-2025 we launched a number of key new flagship shows including programmes on Leeds history, women's voices, LGBTQ+ perspectives, and arts across West Yorkshire; implemented a major branding and marketing overhaul for the station; and used our radio resources to engage in a major national social justice campaign with Citizens UK that including interviewing the Mayor of West Yorkshire and other key northern UK metro mayors.

**“We Are Seacroft” Network of Third Sector Organisations & Other Community Partnership Work**

Chapel FM continued to serve as a lead member of this innovative collaboration between nine other organisations in our community of Seacroft which grew out of work that began during the Covid pandemic. We Are Seacroft implements joint training for staff and participants, long-term strategic community planning, advocacy for social change, joint funding, and many other forms of sharing resources.

Experimenting with the format and social-change value of our evolving Community Forums was another key achievement in 2024-2025. These events are a unique hybrid of a kind of town hall discussion of a key social issue, combined with artist performances, a live radio and video broadcast (that is also archived to create a record and sharing), a chance to speak directly with those in positions of power, and a potential catalyst for direct social action. During the year Chapel FM worked with 21 organisations to present 6 forums on the following topics: International Women’s Day, migration and asylum seekers, literature in Leeds, political extremism and hate crimes, youth and technology, saving and strengthening local community spaces, and local responses to the climate emergency.

Finally, three specific examples of new partnerships and achievements that expand our capacity for the future that we initiated in 2024-2025, Chapel FM formed a new long-term relationship with Nidderdale National Landscape which will enable us to bring residents from Seacroft to wild, green, rural spaces to better understand issues around food production and the Climate Emergency and we have begun to work closely with a pair of forthcoming new major Leeds cultural anchor organisations the British Library and the National Poetry Centre, both of which are due to open in the coming years and with whom Chapel FM and our participants are already creating innovative radio/soundscape projects and other projects with potential to expand in the future.

**UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

More than 140 artists and activists have now taken part in one of UNION’s extended programmes of professional development. During the year we completed a 5-year evaluation of the original cohort from 2019. 95% of the original cohort of early career social activists and participatory artists continue to develop their work and careers in this area of work. They were able to point to a range of benefits and impacts of the training programme, both in terms of skills development and the subsequent community of practice.

***“UNION was brilliant. Transformative. Gave me a language and put me on a path, particularly finding a balance between my own creative work and my work with the dwarfism community. Five years on UNION is still with me”***

Steph Shields: artist and disability activist, Sunderland. Participant in UNION 2019

During the year we also worked with three other UNION cohorts:

- **UNION 24:** We recruited 22 participants for the 2024 cohort, a range of early- to mid-career artists and activists. Their training journey ended with a final residential weekend in Birkenhead in January 2025 and they started a range of five different collaborative learning projects which will be completed by December 2025.

- **Leeds 2023 Neighbourhood Hosts:** We continued our work with 8 of the original Neighbourhood Hosts, developing Participatory Research techniques with them with support from the University of Leeds Centre for Cultural Value.

- **Bradford 2025 Our Patch:** We started working with the community producers and lead community artists who were planning to work across the Bradford District as part of the Bradford 2025 Festival.

With 140 alumni from the various training programmes across the north of England, UNION is now a strong network of artists and activists and has an impact across the sector as well as for the individuals who have taken part in the training. UNION has been bringing organisations involved in training initiatives together to create a Community of Practice, again with an aim to strengthen the quality of the professional development across the sector and to ensure diversity in approach and with respect to the participants who take part in the different programmes.

#### **Financial Review**

Total income in 2024/25 was £372,308 a small increase on the previous year. At the end of the financial year there was a 5% increase in unrestricted reserves to £130,125, within the optimum range identified by the Board.

#### **Plans for Future Periods**

The competition for charitable and public funds is extremely competitive in the current financial climate. In 2025/26 we are due to re-apply for several of our multi-annual funds and that creates uncertainty for our financial predictions. We are working hard on those applications and must be prepared to cut costs if some of that funding doesn't come through so that we don't have to use a significant proportion of our reserves to offset a reduction in income.

#### **Reserves Policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to 150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income are in Notes 2 and 3 of the accounts.

The Charity completed a second phase of capital development on Chapel FM Arts Centre with Final Completion back on 24<sup>th</sup> March 2022. The full cost of the two phases of development was over £1.6m. The cost is covered by grant income which is being depreciated over 20 years: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

### **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020.

The trustees of the charity also act as directors for the purposes of company law. There were eight trustees at the beginning of the year and Brian Williams stepped down in October 2024 due to ill health. Following an open recruitment process we were able to recruit five new trustees with a broad range of experience and skills, meaning we finished the year with a strong Board of twelve trustees. Full trustee meetings take place four times a year to take key decisions for the charity and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two senior staff, Tony Macaluso and Adrian Sinclair. Tony is lead on all operational activities at Chapel FM Arts Centre, and Adrian Sinclair is responsible for Business Management of the company, and the UNION training programme. There was a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

### **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

### **Trustees' Responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 charitable company will continue in operation.

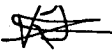
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

**Disclosure of information to Independent Examiners**

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



.....  
Katie Dye (Nov 20, 2025, 4:29pm)  
MS K Dye - Director

Date 20 Nov 2025

**Heads Together Productions Limited**  
**Independent Examiners Report**  
**For the Year Ended 31 March 2025**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 8 to 15.

**Responsibilities and basis of report**

As the charity 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 company'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 confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the 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 (FRS102).

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.



.....  
David Pollitt FCCA  
Burrow & Crowe Accountants & Business Advisers Ltd  
61-65 Pegholme, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

Date... 2/12/25...

**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2025**

	Notes	2025		2024	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		796,940		867,055
<b>CURRENT ASSETS</b>					
Debtors	7	2,702		23,133	
Cash at bank and in hand		<u>170,502</u>		<u>172,336</u>	
		173,204		195,469	
<b>Creditors: Amounts due within one year</b>	8	<u>(16,474)</u>		<u>(26,800)</u>	
<b>NET CURRENT ASSETS</b>			<u>156,730</u>		<u>168,669</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>953,670</u>		<u>1,035,724</u>
<b>Creditors: Amounts due after one year</b>	9		(795,045)		(865,994)
<b>NET ASSETS</b>			<u>158,625</u>		<u>169,730</u>
<b>FUNDS</b>					
Unrestricted funds			130,125		123,730
Restricted funds	10		<u>28,500</u>		<u>46,000</u>
<b>TOTAL FUNDS</b>			<u>158,625</u>		<u>169,730</u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



Nobuhle Kweyama (Dec 1, 2025, 3:02pm)  
 Ms N Kweyama

Director

01 Dec 2025  
 Date.....

Registered Company Number: 03623974

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2025**

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2025	2025	2025	2024
Notes		£	£	£	£
<b>Incoming Resources from</b>					
<b>Charitable Activities</b>					
	2	65,000	264,793	329,793	329,180
	3	38,136	-	38,136	32,889
		1,098	-	1,098	151
<b>Investment Income</b>					
		3,281	-	3,281	2,893
<b>TOTAL INCOMING RESOURCES</b>		<u>107,515</u>	<u>264,793</u>	<u>372,308</u>	<u>365,113</u>
<b>Resources Expended</b>					
Charitable expenditure:					
	4	169,751	280,247	449,998	427,609
	5	4,364	-	4,364	4,109
<b>TOTAL RESOURCES EXPENDED</b>		<u>174,115</u>	<u>280,247</u>	<u>454,362</u>	<u>431,718</u>
NET INCOMING/(OUTGOING) RESOURCES					
BEFORE OTHER RECOGNISED GAINS/(LOSSES)		<u>(66,600)</u>	<u>(15,454)</u>	<u>(82,054)</u>	<u>(66,605)</u>
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
	9	70,949	-	70,949	68,448
NET INCOMING/(OUTGOING) RESOURCES					
BEFORE TRANSFERS		<u>4,349</u>	<u>(15,454)</u>	<u>(11,105)</u>	<u>1,843</u>
<b>Transfers between funds</b>		2,046	(2,046)	-	-
Total funds brought forward		<u>123,730</u>	<u>46,000</u>	<u>169,730</u>	<u>167,887</u>
<b>Total funds carried forward</b>		<u><u>130,125</u></u>	<u><u>28,500</u></u>	<u><u>158,625</u></u>	<u><u>169,730</u></u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2025**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing. The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute. Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period. Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned. All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management. Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 8 (2024: 8)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2025**

2. Grant income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2025	2025	2025	2024
	£	£	£	£
Arts Council of England	50,000	-	50,000	50,000
IGEN Trust	-	28,783	28,783	37,900
Leeds City Council – Arts@Leeds	-	-	-	11,000
Leeds City Council – Housing Advisory Panel	-	-	-	2,000
Leeds City Council – Leeds Inspired	-	-	-	9,745
Leeds City Council – Shared Prosperity Fund	-	10,000	10,000	-
Leeds City Council – Cultural Investment Programme	15,000	-	15,000	-
Leeds Culture Trust	-	-	-	8,000
Leeds Community Foundation	-	25,000	25,000	34,750
Leeds Mencap	-	-	-	5,000
LS14 Trust	-	2,010	2,010	-
National Lottery Community Fund	-	149,500	149,500	110,500
Paul Hamlyn Foundation	-	49,500	49,500	49,500
Rotary Club of Roundhay	-	-	-	500
Welcome Spaces	-	-	-	1,000
West Riding Masonic Charity	-	-	-	2,500
Allianz Foundation	-	-	-	6,785
	65,000	264,793	329,793	329,180
Chapel Development Phase 2 grant released against revenue costs	-	-	-	-
<b>Total Grant income</b>	<b>65,000</b>	<b>264,793</b>	<b>329,793</b>	<b>329,180</b>

3. Earned income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2025	2025	2025	2024
	£	£	£	£
Sales	884	-	884	673
Fee income	21,123	-	21,123	18,892
Dry hire and training	12,670	-	12,670	12,309
Food sales	3,459	-	3,459	1,015
<b>Total Earned income</b>	<b>38,136</b>	<b>-</b>	<b>38,136</b>	<b>32,889</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2025**

<b>4. Charitable expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	25,470	196,386	221,856	200,255
Artists fees	6,489	55,209	61,698	62,119
Venue costs	15,277	19,307	34,584	27,275
<b>Allocated support services:</b>				
Design materials	212	558	770	1,084
Equipment Hire	-	-	-	4,153
Print & production	6,882	1,942	8,824	7,685
Vehicle hire & project Travel	450	1,262	1,712	4,026
Staff training	-	2,784	2,784	2,333
Travel & subsistence expenses	752	1,037	1,789	2,433
Light & heat	7,603	-	7,603	12,423
Rates	729	-	729	902
Cleaning	5,974	-	5,974	5,829
Vehicle fuel costs	112	69	181	64
Computer software, consumables & maintenance	950	488	1,438	907
Repairs, renewals & maintenance	14,433	-	14,433	8,928
Insurance	8,211	-	8,211	8,152
Printing, postage & stationery	1,073	120	1,193	619
Advertising & marketing costs	198	830	1,028	2,841
Telecommunications & data costs	2,168	-	2,168	2,241
Subscriptions	1,776	255	2,031	1,964
Sundry (inc donations)	43	-	43	427
Depreciation of fixtures & fittings	11,970	-	11,970	11,970
Depreciation of freehold land & property	58,979	-	58,979	58,979
<b>Total Charitable expenditure</b>	<b>169,751</b>	<b>280,247</b>	<b>449,998</b>	<b>427,609</b>

<b>5. Governance costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Accountancy fees	3,997	-	3,997	3,783
Legal fees	34	-	34	13
Bank charges & interest	333	-	333	313
	<b>4,364</b>	<b>-</b>	<b>4,364</b>	<b>4,109</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2025**

**6. Tangible Assets**

	Freehold Land & Property £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
As at 1 April 2024	1,179,581	176,622	1,356,203
Additions	-	833	833
Disposals	-	-	-
As at 31 March 2025	<u>1,179,581</u>	<u>177,455</u>	<u>1,357,036</u>
<b>Depreciation</b>			
As at 1 April 2024	337,601	151,547	489,148
Charge for the year	58,979	11,969	70,948
On disposals	-	-	-
As at 31 March 2025	<u>396,580</u>	<u>163,516</u>	<u>560,096</u>
<b>Net Book Value</b>			
As at 31 March 2025	<u>783,001</u>	<u>13,939</u>	<u>796,940</u>
As at 31 March 2024	<u>841,980</u>	<u>25,075</u>	<u>867,055</u>

**7. Debtors**

	2025 £	2024 £
Trade debtors	2,452	22,883
Other debtors	250	250
Other taxes and social security	-	-
VAT	-	-
	<u>2,702</u>	<u>23,133</u>

**8. Creditors: Amounts due within one year**

	2025 £	2024 £
Trade creditors	6,514	5,902
Other creditors	928	897
Accruals	3,890	4,571
Deferred Income	-	9,500
Other taxes and social security	4,671	3,941
VAT	471	1,989
	<u>16,474</u>	<u>26,800</u>

**9. Creditors: Amounts due after one year**

	2025 £	2024 £
Capital grants (See Note 11)	<u>795,045</u>	<u>865,994</u>

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	<u>865,994</u>	-	-	(70,949)	<u>795,045</u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2025**

**10. Movement on Restricted funds**

	Balance B/fwd £	Incoming funds £	Outgoing funds £	Assets Purchased	Transfers £	Balance C/fwd £
IGEN Trust	13,000	28,783	(28,627)	-	(156)	13,000
Leeds City Council – Housing Advisory Panel	1,000	-	(1,000)	-	-	-
Leeds City Council - Shared Prosperity Fund	-	10,000	(10,068)	-	68	-
Leeds Community Foundation	7,500	25,000	(25,360)	-	360	7,500
LS14 Trust	-	2,010	(2,017)	-	7	-
National Lottery Community Fund	-	149,500	(149,384)	-	(116)	-
Paul Hamlyn Foundation	22,000	49,500	(63,791)	-	291	8,000
<b>Total Restricted funds</b>	<b>43,500</b>	<b>264,793</b>	<b>(280,247)</b>	<b>-</b>	<b>454</b>	<b>28,500</b>

**11. Capital Grants**

		2025 £	2024 £
Chapel Development Phase 1	Arts Council of England	141,390	155,466
Chapel Development Phase 1	Jimbo's Fund	21,596	23,746
Chapel Development Phase 1	Leeds City Council	15,118	16,623
Chapel Development Phase 1	The Tudor Trust	32,393	35,618
Chapel Development Phase 1	Monument Trust	43,192	47,492
Chapel Development Phase 1	Wren	21,596	23,746
Chapel Development Phase 1	Caird Bardon	36,426	40,054
Chapel Development Phase 1	Clothworkers	3,456	3,800
	Sub-Total Chapel Development Phase 1	315,167	346,545
Chapel Development Phase 2	Arts Council of England	218,945	235,916
Chapel Development Phase 2	The Tudor Trust	81,033	87,314
Chapel Development Phase 2	Power to Change	76,415	83,755
Chapel Development Phase 2	Veolia Trust	33,732	36,346
Chapel Development Phase 2	Leeds City Council	35,408	38,152
Chapel Development Phase 2	Biffa Award	25,058	27,001
Chapel Development Phase 2	Clothworkers Foundation	6,402	6,898
Chapel Development Phase 2	WY Covid Recovery Fund	2,381	2,566
	Sub-Total Chapel Development Phase 2	479,374	517,947
		794,541	864,492
West Riding Masonic Charity - Equipment Grant		504	1,502
	<b>Total Capital Grants</b>	<b>795,045</b>	<b>865,994</b>

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.

The equipment grant of £1,502 was not shown in the 2024 accounts due to a presentation error.

**HEADS TOGETHER PRODUCTIONS LIMITED**

England & Wales - Charity number 1188725

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# Accounts

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Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**Heads Together Productions Limited  
Directors' Report and Unaudited Financial Statements  
For the Year Ended 31 March 2024**

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**Heads Together Productions Limited  
Company Information  
For the Year Ended 31 March 2024**

**Directors and Trustees**

Mr G Pope  
Ms K Dye  
Ms F Evans (Resigned 23/10/23)  
Mr L Judd (Resigned 16/01/24)  
Ms N Kweyama  
Mr B Williams  
Mr J Toolan  
Ms I Walker (Appointed 19/04/23)  
Mr J Dixon (Appointed 07/09/23)  
Ms L Smickersgill (Appointed 16/01/24)

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2024**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2023/24 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. UNION has now provided extended professional development programmes to over 130 artist and activists and there was a big increase in use of Chapel FM as the first-ever arts venue in this part of the city prepares for its 10th anniversary, having been saved from dereliction and redeveloped by the company back in 2014.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Heads Together Productions Limited's largest long-term project, the operating of the Chapel FM Arts Centre in Seacroft, East Leeds, continued to flourish in accordance with its mission of providing skills and cultural resources for local residence and the wider region through four key areas of activity:

**1. Training programmes in radio and other arts;**

Through courses and workshops to develop skills and practical experience in radio broadcasting, creative-writing, music, theatre, cooking, community activism campaign organizing, and other arts for more than 3,000 people from our community and the wider city through 14 different regular courses, as well as pathways for progression.

## **2. Community Radio Broadcasts and Podcasts**

Through East Leeds Community Radio, for which more than 220 community members produced +600 broadcasts of more than three dozen different shows for +25,000 listeners on a wide range of topics all of which are accessible in our digital archives: <https://www.chapelfm.co.uk/elfm-player/archive/>

## **3. Live Arts Events**

Presenting +160 annual events for +5,500 attendees ranging from local productions to national touring shows, bringing a diverse spectrum of art forms, topics and artists to our local community. In addition, we produced a number of major festivals and special arts event projects described below.

## **4. Hosting Community Activities**

Our venue hosted more than 40 other arts and third sector organisations-in-residence during the past year, providing them with space, marketing, media coverage, community connections and other resources.

During the period covered by this report Chapel FM Arts Centre progressed in significant ways, most notably through strengthening vital core support from multi-year grants from key funders such as The National Lottery, Arts Council England, Leeds City Council, Leeds Community Foundation which provide essential operating supporting enabling Chapel FM to engage in long-term strategic planning and ensure our community of Seacroft and wider East Leeds that we will continue to be a stable presence.

In addition, Chapel FM evolved a number core, long-term projects and partnerships, filled several essential staff positions, expanded the role of the board of trustees, most notably through the increasing prominence of Board Subgroups, and increased participation and audience numbers. During this period, Chapel FM Arts Centre venue had 24,200 in-person visitors and 212,000 digital engagements for our numerous radio broadcasts, podcasts, streamed performances and community events.

During this period, Chapel FM Arts Centre venue had 21,300 in-person visitors and 215,000 digital engagements for our numerous radio broadcasts, podcasts, streamed performances and community events.

Key achievements by Chapel FM Arts Centre during fiscal year 2023-2024 included:

### **Deepening Impact of Arts & Media Training Programmes**

During the year we conducted 624 formal and informal arts training sessions using radio, music, writing, theatre, citizen journalism and other arts, engaging 9,200 participants with a strong focus on local youth. In addition, Chapel FM staff developed a number of new and expanded output projects to showcase the results of training ranging from music ensembles such as Grey Ravens and Through Our Eyes to radio shows such as Red Kite and events such as the Blue Owl Youth Performance Loft. In 2023-2024 we also significantly strengthened our training work with asylum seekers and refugees as well as training programmes designed to counter far-right extremism opposed to immigration.

A vital development in our community journalism broadcast training work in 2023 has been the implementation of a new distinct Chapel FM training methodology called the “9 Radio Waves of Change Toolkit” that consists of distinct skills that we specialise in teaching, each of which has strong community-building and social change applications such as using radio to “Setting the Agenda,” or “Hosting People,” or exploring “The Power of the Mic.”

### **Delivering Core Community Arts Project “Home From Home”**

During 2023-2024 we completed Year One of our 3-year “Home From Home” project which culminated in an original theatre production, “Save Our Stories,” created by more 40 community members showcasing oral histories and radio programmes about the places in Seacroft where people connect and become part of larger projects. We also began Year Two of the project which shifted to a Leeds-wide focus through gathering and creatively reshaping stories about urban gardens, buses, and teenage creative spaces as examples of “Home From Home” third places.

These “Home From Home” oral histories were made available in digitally for our wider community here: <https://www.chapelfm.co.uk/elfm-player/shows/list/home-from-home-snippets/>, creatively reinterpreted by artists as part of live events, included in radio and podcast broadcasts, sent to the British Library to be stored in their permanent Sounds Archive.

### **Expanding Artistic Programming**

Key events included major festivals such as our annual “Writing on Air Festival” of original Yorkshire writing on the radio which took the theme of “Missing” and involved more than 250 writers and other artists creating 80 unique events, our 24-hour “Musicathon” which was part of Leeds 2023 city of culture and expanded outside to the Seacroft Village Green, 5-weeks of youth radio and arts camps: the “Sound it Out” Healthy Holidays programme.

### **Strengthening Radio and Podcast Production**

Among the key East Leeds Community Radio achievements in 2023-2024 we celebrated the 10th anniversary of the station in July 2023 with a monthlong festival; we launched a number of key new flagship shows including programmes on the food, science, women’s voices, LGBTQ+ perspectives, global arts and activism; we hired a new Community Radio Facilitator; implemented a major branding and marketing overhaul for the station; and used our radio resources to engage in a major national social justice campaign with Citizens UK that including interviewing the Mayor of West Yorkshire and other key northern UK metro mayors.

### **Deepening the Impact of Residencies and Collaborations**

As a result of this new Partners Residency approach to hosting other organisations, over the course of 2023 we had 21 organisations delivering activities for an extended period of time with the aim of engaging local residents projects that will enable them to change something about their community. These organisations included: Andy's Mans Club, Balbir Singh Dance Company, Brave Words Theatre, Care for Calais, Citizens UK, East Leeds Labour Party, East Leeds Project, Food Cycle, Leeds Conservatoire, LS14 Trust, Mencap, National Prison Radio, The Performance Ensemble, Red Flag Theatre, Seacroft and Manston Local Schools, Season Well, Space2, South Asian Arts-UK, Stand Up to Racism, The Youth Association, Tower of Song, Vocologee Choir, West Yorkshire Dance

A key result of this new Third Partner Organisation in Residence way of working as also been to free Chapel FM staff from needing to try to deliver quite so many services or programmes that are outside of core areas of expertise, enabling our staff to devote more time to planning, delivering and reflecting on the core work (training in community broadcasting, story-telling and socially-engaged artistic event organising and producing). This means that the people Chapel FM supports will receive deeper and more sustained attention and mentoring.

### ***"We Are Seacroft" Network of Third Sector Organisations & Other Community Partnership Work***

Chapel FM continued to serve as a lead member of this innovative collaboration between nine other organisations in our community of Seacroft which grew out of work that began during the Covid pandemic. We Are Seacroft implements joint training for staff and participants, long-term strategic community planning, advocacy for social change, joint funding, and many other forms of sharing resources.

Experimenting with the format and social-change value of our new Community Forums was another key achievement in 2023-2024. These events are a unique hybrid of a kind of town hall discussion of a key social issue, combined with artist performances, a live radio and video broadcast (that is also archived to create a record and sharing), a chance to speak directly with those in positions of power, and a potential catalyst for direct social action. During the year Chapel FM worked with 17 different organisations to present 7 forums on the following topics: police brutality and racism, reforming buses and public transportation, cancer awareness, political extremism and hate crimes, youth and technology, saving and strengthening local community spaces, and local responses to the climate emergency.

To share one specific example of a Community Forum that embodies the unique type of community event combined with artistic contributions and outcome-oriented actions that we are developing, we would like to point to the Hisbiscus Rising / David Oluwale event which took place on 1st December and explored the legacy of racism, police brutality, and marked the inauguration of a major new public sculpture to celebrate the life of the Leeds-Nigerian man who has become a touchstone for civil rights activity in Leeds.

## **International Connections**

It is a core tenet of Chapel FM's work that being deeply grounded in local community is strengthened by also creating strategic international links, providing residents with opportunities to connect with the wider world through engagement at Chapel FM. During this period, Chapel FM strengthened "twin radio station" partnership with Radio Moulins in Lille, France, working on several joint projects and established a new "twin radio station partnership" with Forward Radio in Louisville, Kentucky. Chapel FM staff also worked closely with Leeds Council's Department of International Relations to deliver international radio projects with poets and other artists in Leeds' twin cities Brno, Czech Republic and Kharkiv, Ukraine.

## **UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

More than 130 artists and activists have now taken part in one of UNION's extended programmes of professional development. We are currently undertaking a 5-year evaluation of the original cohort from 2019:

"UNION was brilliant. Transformative. Gave me a language and put me on a path, particularly finding a balance between my own creative work and my work with the dwarfism community. Five years on UNION is still with me"

Steph Shields: artist and disability activist, Sunderland. Participant in UNION 2019

During the year we also worked with 3 other UNION cohorts:

- Leeds 2023 Neighbourhood Hosts:** We worked with a second cohort of participants in partnership with the year-long Leeds 2023 festival. The Neighbourhood Hosts programme worked with 33 local activists across the city to put on community-based events in all the city wards in the summer of 2023. UNION provided group training and individual coaching for the Hosts and other artists involved with the My World, My City, My Neighbourhood programme. We were then awarded additional funding from the University of Leeds Centre for Cultural Value to undertake a further participatory research project with eight of the further hosts looking at how to embed the legacy of the programme.

- UNION 23:** The 2023 cohort of 24 participants continued their final training weekends in Sheffield and Blackpool and began their collaborative action learning projects across the north.

- UNION 24:** We recruited 22 participants for the 2024 cohort, a range of early- to mid-career artists and activists. They started their training journey with a weekend based at Chapel FM Arts Centre in March 2024 and will continue with weekends in Manchester, on the East Durham coast, in Bradford and Liverpool.

With 130 alumni from the various training programmes across the north of England, UNION is now a strong network of artists and activists and has an impact across the sector as well as for the individuals who have taken part in the training. UNION has been bringing organisations involved in training initiatives together to create a Community of Practice, again with an aim to strengthen the quality of the professional development across the sector and to ensure diversity in approach and with respect to the participants who take part in the different programmes.

## **Financial Review**

Total income in 2023/24 was £365,113, representing a 5% increase on the previous year. At the end of the financial year there was a 6% increase in unrestricted reserves to £123,730, within the optimum range identified by the Board.

## **Reserves Policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to 150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income are in Notes 2 and 3 of the accounts.

The Charity completed a second phase of capital development on Chapel FM Arts Centre with Final Completion back on 24th March 2022. The full cost of the two phases of development was over £1.6m. The cost is covered by grant income which is being depreciated over 20 years: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

## **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020.

The trustees of the charity also act as directors for the purposes of company law. There are currently 8 trustees who meet 4 times a year as a full group and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two joint directors, Tony Macaluso who takes the lead on operational activities at Chapel FM Arts Centre, and Adrian Sinclair who is responsible for Business Management of the company, and the UNION training programme. There is a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

## **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

**Trustees' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 charitable company will continue in operation.

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

**Disclosure of information to Independent Examiners**

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



.....

Ms K Dye  
Director

Date.....

**Heads Together Productions Limited  
Independent Examiners Report  
For the Year Ended 31 March 2024**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 8 to 15.

**Responsibilities and basis of report**

As the charity 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 company'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 confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the 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 (FRS102).

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.

*Burrow & Crowe*

.....

David Pollitt FCCA  
Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire

LS21 3JP  
20 Nov 2024

Date.....

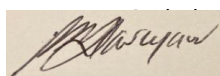
**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2024**

	Notes	2024		2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		867,055		933,463
<b>CURRENT ASSETS</b>					
Debtors	7	23,133		15,702	
Cash at bank and in hand		<u>172,336</u>		<u>161,085</u>	
		195,469		176,787	
<b>Creditors: Amounts due within one year</b>	8	<u>(26,800)</u>		<u>(7,920)</u>	
<b>NET CURRENT ASSETS</b>			<u>168,669</u>		<u>168,867</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>1,035,725</u>		<u>1,102,330</u>
<b>Creditors: Amounts due after one year</b>	9		(865,994)		(934,443)
<b>NET ASSETS</b>			<u>169,730</u>		<u>167,887</u>
<b>FUNDS</b>					
Unrestricted funds			123,730		116,855
Restricted funds	10		<u>46,000</u>		<u>51,032</u>
<b>TOTAL FUNDS</b>			<u>169,730</u>		<u>167,887</u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

 of the board

.....  
 Ms N Kweyama  
 Director

Date.....

**Registered Company Number: 03623974**

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2024**

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
	Notes				
<b>Incoming Resources from</b>					
<b>Charitable Activities</b>					
Grant income	2	61,000	268,180	329,180	317,544
Earned income	3	32,889	-	32,889	29,022
Donations		151	-	151	293
<b>Investment Income</b>					
Interest income		2,893	-	2,893	628
<b>TOTAL INCOMING RESOURCES</b>		<u>96,933</u>	<u>268,180</u>	<u>365,113</u>	<u>347,487</u>
<b>Resources Expended</b>					
Charitable expenditure:					
Projects & allocated support services	4	153,175	274,434	427,609	384,133
Governance costs	5	4,109	-	4,109	4,098
<b>TOTAL RESOURCES EXPENDED</b>		<u>157,284</u>	<u>274,434</u>	<u>431,718</u>	<u>388,231</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS/(LOSSES)		<u>(60,351)</u>	<u>(6,254)</u>	<u>(66,605)</u>	<u>(40,744)</u>
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
Capital grants released	9	68,448	-	68,448	69,814
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		<u>8,097</u>	<u>(6,254)</u>	<u>1,843</u>	<u>29,070</u>
<b>Transfers between funds</b>		(1,222)	1,222	-	-
Total funds brought forward		<u>116,855</u>	<u>51,032</u>	<u>167,887</u>	<u>138,817</u>
<b>Total funds carried forward</b>		<u><u>123,730</u></u>	<u><u>46,000</u></u>	<u><u>169,730</u></u>	<u><u>167,887</u></u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2024**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing.

The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute.

Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period.

Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned.

All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management.

Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 8 (2023: 7)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2024**

2. Grant income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2024	2024	2024	2023
	£	£	£	£
Arts Council of England – National Portfolio Organisation	50,000	-	50,000	47,463
Esmee Fairbairn Foundation	-	-	-	33,000
European Cultural Foundation	-	-	-	5,876
I-Portunus	-	-	-	280
IGEN Trust	-	37,900	37,900	23,800
Leeds City Council – Arts@Leeds	11,000	-	11,000	10,500
Leeds City Council – Housing Advisory Panel	-	2,000	2,000	3,077
Leeds City Council – Leeds Inspired	-	9,745	9,745	-
Leeds Culture Trust	-	8,000	8,000	-
Leeds Community Foundation	-	34,750	34,750	34,670
Leeds Mencap	-	5,000	5,000	-
LS14 Trust	-	-	-	4,500
National Lottery Community Fund	-	110,500	110,500	108,482
Paul Hamlyn Foundation	-	49,500	49,500	45,000
Rotary Club of Roundhay	-	500	500	-
Welcome Spaces	-	1,000	1,000	-
West Riding Masonic Charities	-	2,500	-	-
Allianz Foundation	-	6,785	6,785	-
	61,000	268,180	326,680	316,648
Chapel Development Phase 2 grant released against revenue costs	-	-	-	896
<b>Total Grant income</b>	<b>61,000</b>	<b>268,180</b>	<b>326,680</b>	<b>317,544</b>

3. Earned income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2024	2024	2024	2023
	£	£	£	£
Sales	673	-	673	1,869
Fee income	18,892	-	18,892	11,190
Dry hire and training	12,309	-	12,309	15,329
Food sales	1,015	-	1,015	634
<b>Total Earned income</b>	<b>32,889</b>	<b>-</b>	<b>32,889</b>	<b>29,022</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2024**

<b>4. Charitable expenditure</b>	<b>Unrestricted Funds 2024 £</b>	<b>Restricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	14,078	186,177	200,255	177,435
Artists fees	6,728	55,391	62,119	62,524
Venue costs	9,251	18,024	27,275	20,966
<b>Allocated support services:</b>				
Design materials	225	859	1,084	1,089
Equipment Hire	-	4,153	4,153	-
Print & production	3,274	4,411	7,685	12,908
Vehicle hire & project Travel	2,374	1,652	4,026	1,881
Staff training	1,213	1,120	2,333	2,559
Travel & subsistence expenses	1,116	1,317	2,433	2,823
Light & heat	12,423	-	12,423	3,738
Rates	902	-	902	513
Cleaning	5,829	-	5,829	5,633
Vehicle fuel costs	64	-	64	15
Computer software, consumables & maintenance	509	398	907	1,827
Repairs, renewals & maintenance	8,928	-	8,928	6,665
Insurance	8,152	-	8,152	7,228
Printing, postage & stationery	619	-	619	698
Advertising & marketing costs	2,552	289	2,841	2,309
Telecommunications & data costs	2,113	128	2,241	2,541
Subscriptions	1,449	515	1,964	438
Sundry (inc donations)	427	-	427	529
Depreciation of fixtures & fittings	11,970	-	11,970	10,835
Depreciation of freehold land & property	58,979	-	58,979	58,979
<b>Total Charitable expenditure</b>	<b>153,175</b>	<b>274,434</b>	<b>427,609</b>	<b>384,133</b>

<b>5. Governance costs</b>	<b>Unrestricted Funds 2024 £</b>	<b>Restricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Independent examiners fees	3,783	-	3,783	3,568
Legal fees	13	-	13	13
Bank charges & interest	313	-	313	517
	<b>4,109</b>	<b>-</b>	<b>4,109</b>	<b>4,098</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2024**

**6. Tangible Assets**

	<b>Freehold Land &amp; Property</b>	<b>Fixtures, fittings &amp; equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
As at 1 April 2023	1,179,581	174,049	1,353,630
Additions	-	4,540	4,540
Disposals	-	1,968	- 1,968
As at 31 March 2024	<u>1,179,581</u>	<u>176,622</u>	<u>1,356,203</u>
<b>Depreciation</b>			
As at 1 April 2023	278,622	141,545	420,167
Charge for the year	58,979	11,970	70,949
On disposals	-	1,968	- 1,968
As at 31 March 2024	<u>337,601</u>	<u>151,547</u>	<u>489,147</u>
<b>Net Book Value</b>			
As at 31 March 2024	<u>841,980</u>	<u>25,075</u>	<u>867,055</u>
As at 31 March 2023	<u>900,959</u>	<u>32,504</u>	<u>933,463</u>

**7. Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	22,883	3,000
Other debtors	250	12,116
Other taxes and social security	-	59
VAT	-	527
	<u>23,133</u>	<u>15,702</u>

**8. Creditors: Amounts due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,902	3,784
Other creditors	897	671
Accruals	4,571	3,465
Deferred Income	9,500	-
Other taxes and social security	3,941	-
VAT	1,989	-
	<u>26,800</u>	<u>7,920</u>

**9. Creditors: Amounts due after one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Capital grants (See Note 11)	<u>865,994</u>	<u>934,443</u>

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	<u>934,443</u>	-	-	<u>(68,449)</u>	<u>865,994</u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2024**

**10. Movement on Restricted funds**

	Balance B/fwd £	Incoming funds £	Outgoing funds £	Assets Purchased	Transfers £	Balance C/fwd £
Esmee Fairbairn Foundation	12,000	-	(12,271)	-	271	-
IGEN Trust	-	37,900	(24,840)	-	(60)	13,000
Leeds City Council – Housing Advisory Panel	-	2,000	(1,000)	-	-	1,000
Leeds Inspired	-	9,745	(9,885)	-	140	-
Leeds Community Foundation	18,032	34,750	(45,300)	-	18	7,500
Leeds Culture Trust	-	8,000	(8,047)	-	47	-
Leeds Mencap	-	5,000	(5,074)	-	74	-
National Lottery Community Fund	4,500	110,500	(114,928)	-	(72)	-
Paul Hamlyn Foundation	16,500	49,500	(44,232)	-	232	22,000
Rotary Club of Roundhay	-	500	(800)	-	300	-
Allianz Foundation	-	6,785	(7,057)	-	272	-
Welcome Spaces	-	1,000	(1,000)	-	-	-
West Riding Masonic Charities	-	2,500	-	(2,500)	-	-
<b>Total Restricted funds</b>	<b>51,032</b>	<b>268,180</b>	<b>(274,434)</b>	<b>(2,500)</b>	<b>1,222</b>	<b>43,500</b>

**11. Capital Grants**

		2024 £	2023 £
Chapel Development Phase 1	Arts Council of England	155,466	169,543
Chapel Development Phase 1	Jimbo's Fund	23,746	25,896
Chapel Development Phase 1	Leeds City Council	16,623	18,128
Chapel Development Phase 1	The Tudor Trust	35,618	38,843
Chapel Development Phase 1	Monument Trust	47,492	51,792
Chapel Development Phase 1	Wren	23,746	25,896
Chapel Development Phase 1	Caird Bardon	40,054	43,680
Chapel Development Phase 1	Clothworkers	3,800	4,144
	Sub-Total Chapel Development Phase 1	346,545	377,922
Chapel Development Phase 2	Arts Council of England	235,916	252,887
Chapel Development Phase 2	The Tudor Trust	87,314	93,595
Chapel Development Phase 2	Power to Change	83,755	91,094
Chapel Development Phase 2	Veolia Trust	36,346	38,961
Chapel Development Phase 2	Leeds City Council	38,152	40,897
Chapel Development Phase 2	Biffa Award	27,001	28,943
Chapel Development Phase 2	Clothworkers Foundation	6,898	7,394
Chapel Development Phase 2	WY Covid Recovery Fund	2,566	2,750
	Sub-Total Chapel Development Phase 2	517,947	556,521
	<b>Total Capital Grants</b>	<b>864,492</b>	<b>934,443</b>

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.



**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

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### Parties involved with this document

#### Document processed

#### Party + Fingerprint

Fri, 18th Oct 2024 16:24:39 BST	Ms Kathryn Jane Dye - Signer (99a41acc28c2ab1e3dc68d23f5b4d76b)
Sun, 20th Oct 2024 22:53:34 BST	Ms Nobuhle Kweyama - Signer (a07dc28733e3826cf7367fa90dc55eb9)

### Audit history log

Date	Action
Sun, 20th Oct 2024 22:53:35 BST	Ms Nobuhle Kweyama viewed the envelope (81.102.248.247)
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Sun, 20th Oct 2024 22:53:34 BST	Ms Nobuhle Kweyama signed the envelope (81.102.248.247)
Sun, 20th Oct 2024 22:46:33 BST	Ms Nobuhle Kweyama viewed the envelope (81.102.248.247)
Sun, 20th Oct 2024 22:41:06 BST	Ms Nobuhle Kweyama viewed the envelope (81.102.248.247)
Sun, 20th Oct 2024 10:42:51 BST	Ms Nobuhle Kweyama viewed the envelope (81.102.248.247)
Sun, 20th Oct 2024 9:46:04 BST	Document emailed to party email (13.41.77.22)
Sun, 20th Oct 2024 9:46:04 BST	Sent Ms Nobuhle Kweyama a reminder to sign the document. ()
Sat, 19th Oct 2024 12:56:38 BST	Ms Nobuhle Kweyama viewed the envelope (81.102.248.247)
Sat, 19th Oct 2024 9:45:04 BST	Document emailed to party email (18.171.237.202)
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Fri, 18th Oct 2024 9:44:04 BST

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(35.176.231.177)

Fri, 18th Oct 2024 9:44:04 BST

Ms Kathryn Jane Dye has been assigned to this envelope.  
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**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

**Document generated** Wed, 20th Nov 2024 8:55:55 GMT

**Document fingerprint** b9a04312e259c778eaf9a4bb0ac4379e

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### Parties involved with this document

Document processed	Party + Fingerprint
Wed, 20th Nov 2024 9:45:23 GMT	David Pollitt - Signer (4246a0b1f882b14d6bd8b35a2eb94736)

### Audit history log

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Wed, 20th Nov 2024 8:55:55 GMT	Envelope generated with fingerprint 688e389e99040b407c3b6e786e5af887 (35.176.231.177)

**HEADS TOGETHER PRODUCTIONS LIMITED**

England & Wales - Charity number 1188725

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# Accounts

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Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**Heads Together Productions Limited  
Directors' Report and Unaudited Financial Statements  
For the Year Ended 31 March 2023**

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Statement of Financial Activities	8
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Notes to the Financial Statements	10-15

**Heads Together Productions Limited**  
**Company Information**  
**For the Year Ended 31 March 2023**

**Directors and Trustees**

Mr G Pope  
Mr S Cameron (resigned 9 January 2023)  
Ms E Cameron (resigned 9 January 2023)  
Ms K Dye  
Ms F Evans (resigned 25 October 2023)  
Mr L Judd  
Ms N Kweyama  
Mr B Williams  
Ms L Sage (resigned 9 January 2023)  
Mr J Toolan  
Ms I Walker (appointed 19 April 2023)  
Mr J Dixon (appointed 9 October 2023)

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2023**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2022/23 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. UNION has now provided extended professional development programmes to over 100 artist and activists and there was a big increase in use of Chapel FM as the effects of the Covid pandemic receded and the Company could develop the full potential of the extended and improved premises following the second phase of capital development.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Heads Together Productions Limited's largest long-term project, the operating of the Chapel FM Arts Centre in Seacroft, East Leeds, continued to flourish in accordance with its mission of providing skills and cultural resources for local residence and the wider region through four key areas of activity:

1. Training programmes in radio and other arts;
2. A community radio station, East Leeds Community Radio;
3. Live arts events and projects;
4. A community arts centre that brings together a wide variety of people and activities.

During the period covered by this report Chapel FM Arts Centre progressed in significant ways, most notably through securing a number of vital multi-year grants from key funders (The National Lottery, Arts Council England, Leeds City Council, Leeds Community Foundation) which provide essential operating support through to fiscal year 2025-2026.

In addition, Chapel FM evolved a number core, long-term projects and partnerships, filled several essential staff positions, expanded the role of the board of trustees, most notably through the roles of Subgroups, and increased participation and audience numbers.

During this period, Chapel FM Arts Centre venue had 21,300 in-person visitors and 215,000 digital engagements for our numerous radio broadcasts, podcasts, streamed performances and community events.

Significant activities Chapel FM conducted during the fiscal year 2022-2023 included:

#### **Training Programmes**

652 formal and informal arts training sessions using radio, music, writing, theatre, citizen journalism and other arts, engaging 9,450 participants with a strong focus on local youth. In addition, Chapel FM staff developed a number of new and expanded output projects to showcase the results of training ranging from music ensembles such as *Grey Ravens* and *Through Our Eyes* to radio shows such as *Red Kite* and events such as the *Blue Owl Performance Loft*.

#### **Core Community Arts Project**

The inauguration of our 3-year *Home From Home*, which expanded our use of radio as a local oral history gathering tool to collect stories about socially significant shared spaces and the creative re-use of these stories for a number of community arts projects, most notably the theatre production *Save Our Stories*.

#### **Artistic Programming**

54 live arts events and 22 days of special community arts festivals such as our annual *Writing on Air Festival* of Yorkshire writing on the radio, our 24-hour *Musicathon* which was part of Leeds 2023 city of culture and expanded outside to the Seacroft Village Green, 5-weeks of youth radio and arts camps: the *Sound it Out* Healthy Holidays programme.

#### **Radio and Podcast Production**

842 unique radio and podcast broadcasts through our radio station *East Leeds FM*, produced by members of the community on a wide variety of topics related to community issues, the arts, youth experiences and preparations to re-brand the radio station under the new name *East Leeds Community Radio* along with the formulation of a series of new flagship community radio shows and podcasts to begin debuting in the winter of 2023.

#### **Residencies and Collaborations**

350+ residency events by other arts and third sector organisations who used our venue for a multitude of community offers ranging from forums on the Climate Emergency to dementia-friendly singing groups to regularly hosting groups of refugees and asylum seekers housed in a local hotel.

#### **We Are Seacroft Network of Third Sector Organisations**

Chapel FM continued to serve as a lead member of this innovative collaboration between nine other organisations in our community of Seacroft which grew out of work that began during the Covid pandemic. We Are Seacroft implements joint training for staff and participants, long-term strategic community planning, advocacy for social change, joint funding, and many other forms of sharing resources.

## International Connections

It is a core tenant of Chapel FM's work that being deeply grounded in local community is strengthened by also creating strategic international links, providing residents with opportunities to connect with the wider world through engagement at Chapel FM. During this period, Chapel FM established a new "sister radio station" partnership with Radio Moulins in Lille, France, working on several joint projects. Chapel FM staff also worked closely with Leeds Council's Department of International Relations to establish ties with artists in cities such as Brno, Czech Republic and Kharkiv, Ukraine.

### **UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

The original 2019 cohort continued to be involved in various ways throughout 2022/23, attending alumni events, working on collaborative projects, supporting and helping to facilitate sessions with current UNION participants and accessing mentoring and coaching support from the core team.

During the year we also worked with 3 other UNION cohorts:

- **UNION Leeds 22:** Funding from the Esmée Fairbairn Foundation allowed us to take on a new cohort of 29 participants in a city-based programme in Leeds which started in October 2021. The training programme continued til January 2022 and the cohort then took on the action research part of the programme with ongoing collaborative learning programmes.
- **Leeds 2023 Neighbourhood Hosts:** We worked with a second cohort of participants in partnership with the year-long Leeds 2023 festival. The Neighbourhood Hosts programme worked with 33 local activists across the city to put on community-based events in all the city wards in the summer of 2023. UNION provided group training and individual coaching for the Hosts and other artists involved with the My World, My City, My Neighbourhood programme.
- **UNION 23:** A new cohort of 24 participants were recruited from across the north of England, this time aimed at mid-career participants. They started with three weekend training sessions in Leeds, Hull and Tyne and Wear and the training programme will continue 'til the end of the year.

With over 100 alumni from the various training programmes across the north of England, UNION starts to be a strong network of artists and activists and has an impact across the sector as well as for the individuals who have taken part in the training. UNION has been bringing organisations involved in training initiatives together to create a Community of Practice, again with an aim to strengthen the quality of the professional development across the sector and to ensure diversity in approach and in participants.

In 2022/23 European work continued to develop under the banner of the Fellowship of Questions. The UNION project worked alongside organisations in Romania, Serbia, Portugal, and Germany, delivering a range of local and transnational projects (online and offline) based on the idea of asking questions across borders. With funding from the European Cultural Foundation in the Netherlands and the Allianz Kulturstiftung in Germany, the Fellowship launched the second phase of an online platform to assist the work and to invite other organisations and individuals to participate in the initiative. And funding from i-Portunus allowed for two young artists from Romania and Portugal to take up a "Residency with No Answers" at Chapel FM Arts Centre, whilst two UNION Fellows undertook similar residencies in Almada and Bucharest.

## **Financial Review**

Total income in 2022/23 was £347,487, representing a 31% increase on the previous year. Expenditure also increased, particularly with increased staffing, artist and venue costs because of the increase in activity from the previous year. At the end of the financial year there was a small decrease in unrestricted reserves to £116,855, within the optimum range identified by the Board.

## **Reserves Policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to £150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income are stated in Notes 2 and 3 of the accounts.

The Charity completed a second phase of capital development on Chapel FM Arts Centre with Final Completion being agreed just before the beginning of the financial year on 24th March 2022. The full cost of the development is over £634,185. The cost is covered by grant income: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

## **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020.

The trustees of the charity also act as directors for the purposes of company law. There are currently 8 trustees who meet 4 times a year as a full group and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two co-directors, Tony Macaluso who takes the lead on operational activities at Chapel FM Arts Centre, and Adrian Sinclair who is responsible for Business Management of the company, and the UNION training programme. There is a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

## **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

## **Trustees' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 charitable company will continue in operation.

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

#### **Disclosure of information to Independent Examiners**

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



Ms K Dye (Dec 7, 2023, 3:17pm)

Director

07 Dec 2023

Date.....

**Heads Together Productions Limited  
Independent Examiners Report  
For the Year Ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 8 to 15.

**Responsibilities and basis of report**

As the charity 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 company'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 confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the 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 (FRS102).

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.

*DF Pollitt*

.....  
David Pollitt (Dec 12, 2023, 10:01am)

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

12 Dec 2023

Date.....

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2023**

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming Resources from Charitable Activities</b>					
Grant income	2	57,963	259,581	317,544	240,537
Earned income	3	29,022	-	29,022	23,061
Donations		293	-	293	436
<b>Investment Income</b>					
Interest income		628	-	628	13
<b>TOTAL INCOMING RESOURCES</b>		<b>87,906</b>	<b>259,581</b>	<b>347,487</b>	<b>264,047</b>
<b>Resources Expended</b>					
Charitable expenditure:					
Projects & allocated support services	4	159,974	224,159	384,133	297,923
Governance costs	5	4,059	39	4,098	3,890
Phase 2 Consultancy fees		-	-	-	1,458
<b>TOTAL RESOURCES EXPENDED</b>		<b>164,033</b>	<b>224,198</b>	<b>388,231</b>	<b>303,271</b>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS/(LOSSES)					
		<b>(76,127)</b>	<b>35,383</b>	<b>(40,744)</b>	<b>(39,224)</b>
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
Capital grants released	9	69,814	-	69,814	31,377
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		<b>(6,313)</b>	<b>35,383</b>	<b>29,070</b>	<b>(7,847)</b>
<b>Transfers between funds</b>					
		<b>(1,976)</b>	<b>1,976</b>	<b>-</b>	<b>-</b>
Total funds brought forward					
		<b>125,144</b>	<b>13,673</b>	<b>138,817</b>	<b>146,664</b>
<b>Total funds carried forward</b>					
		<b>116,855</b>	<b>51,032</b>	<b>167,887</b>	<b>138,817</b>

**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2023**

	Notes	2023		2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		933,463		1,000,745
<b>CURRENT ASSETS</b>					
Debtors	7	15,702		20,115	
Cash at bank and in hand		<u>161,085</u>		<u>125,891</u>	
		176,787		146,006	
<b>Creditors: Amounts due within one year</b>	8	<u>(7,920)</u>		<u>(4,800)</u>	
<b>NET CURRENT ASSETS</b>			<u>168,867</u>		<u>141,206</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>1,102,330</u>		<u>1,141,951</u>
<b>Creditors: Amounts due after one year</b>	9		(934,443)		(1,003,134)
<b>NET ASSETS</b>			<u><u>167,887</u></u>		<u><u>138,817</u></u>
<b>FUNDS</b>					
Unrestricted funds			116,855		125,144
Restricted funds	10		<u>51,032</u>		<u>13,673</u>
<b>TOTAL FUNDS</b>			<u><u>167,887</u></u>		<u><u>138,817</u></u>

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

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



...Nobuhle Kweyama (Dec.10, 2023,

11:16pm)  
**Ms N'Kweyama**

Director

10 Dec 2023

Date.....

**Registered Company Number: 03623974**

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2023**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing. The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute. Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period. Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned. All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management. Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 7 (2022: 7)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2023**

2. Grant income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Arts Council of England – National Portfolio Organisation	47,463	-	47,463	47,463
Cambodian Living Arts	-	-	-	372
Esmee Fairbairn Foundation	-	33,000	33,000	30,000
European Cultural Foundation	-	5,876	5,876	-
I-Portunus	-	280	280	2,470
IGEN Trust	-	23,800	23,800	11,900
Leeds City Council – Arts@Leeds	10,500	-	10,500	10,500
Leeds City Council – Housing Advisory Panel	-	3,077	3,077	-
Leeds City Council – Leeds Inspired	-	-	-	11,288
Leeds City Council – Small Business Support Grant	-	-	-	7,875
Leeds Community Foundation	-	34,670	34,670	11,550
LS14 Trust	-	4,500	4,500	-
National Lottery Community Fund	-	108,482	108,482	86,973
Paul Hamlyn Foundation	-	45,000	45,000	-
Utley Foundation	-	-	-	7,600
Youth Music	-	-	-	9,618
	<b>57,963</b>	<b>258,685</b>	<b>316,648</b>	<b>237,609</b>
Chapel Development Phase 2 grant released against revenue costs	-	896	896	2,928
<b>Total Grant income</b>	<b>57,963</b>	<b>259,581</b>	<b>317,544</b>	<b>240,537</b>

From the residue balance of income provided for Phase 2 of the Chapel Development, £896 has been used this year against the revenue costs attributable to the Chapel Development, charged as expenses in the statement of financial activities.

3. Earned income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Sales	1,869	-	1,869	462
Fee income	11,190	-	11,190	15,465
Dry hire and training	15,329	-	15,329	5,977
Food sales	634	-	634	1,157
<b>Total Earned income</b>	<b>29,022</b>	<b>-</b>	<b>29,022</b>	<b>23,061</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2023**

<b>4. Charitable expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	32,138	145,297	177,435	154,502
Artists fees	12,334	50,190	62,524	45,874
Venue costs	7,747	13,219	20,966	10,272
<b>Allocated support services:</b>				
Design materials	141	948	1,089	580
Hire of plant & equipment	118	1,763	1,881	50
Print & production	5,364	7,544	12,908	11,837
Staff training	1,715	844	2,559	3,846
Travel & subsistence expenses	795	2,028	2,823	2,979
Use of home allowances	-	-	-	156
Light & heat	3,738	-	3,738	6,930
Water rates	513	-	513	416
Cleaning	5,633	-	5,633	4,360
Vehicle fuel costs	15	-	15	291
Computer software, consumables & maintenance	1,497	330	1,827	6,032
Repairs, renewals & maintenance	5,769	896	6,665	3,188
Insurance	7,228	-	7,228	6,819
Printing, postage & stationery	481	217	698	650
Advertising & marketing costs	1,813	496	2,309	4,863
Telecommunications & data costs	2,366	175	2,541	2,031
Subscriptions	244	194	438	304
Sundry (inc donations)	511	18	529	-
Depreciation of fixtures & fittings	10,835	-	10,835	566
Depreciation of freehold land & property	58,979	-	58,979	31,377
<b>Total Charitable expenditure</b>	<b>159,974</b>	<b>224,159</b>	<b>384,133</b>	<b>297,923</b>

<b>5. Governance costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examiners fees	3,568	-	3,568	3,494
Legal fees	13	-	13	13
Bank charges & interest	478	39	517	383
	<b>4,059</b>	<b>39</b>	<b>4,098</b>	<b>3,890</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2023**

**6. Tangible Assets**

	<b>Freehold Land &amp; Property £</b>	<b>Fixtures, fittings &amp; equipment £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2022	1,179,581	171,517	1,351,098
Additions		2,532	2,532
Disposals			-
As at 31 March 2023	<u>1,179,581</u>	<u>174,049</u>	<u>1,353,630</u>
<b>Depreciation</b>			
As at 1 April 2022	219,643	130,710	350,353
Charge for the year	58,979	10,835	69,814
On disposals			-
As at 31 March 2023	<u>278,622</u>	<u>141,545</u>	<u>420,167</u>
<b>Net Book Value</b>			
As at 31 March 2023	<u>900,959</u>	<u>32,504</u>	<u>933,463</u>
As at 31 March 2022	<u>959,938</u>	<u>40,807</u>	<u>1,000,745</u>

**7. Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Trade debtors	3,000	704
Other debtors	12,116	12,150
Other taxes and social security	59	3,562
VAT	527	3,699
	<u>15,702</u>	<u>20,115</u>

**8. Creditors: Amounts due within one year**

	<b>2023 £</b>	<b>2022 £</b>
Trade creditors	3,784	897
Other creditors	671	629
Accruals	3,465	3,274
	<u>7,920</u>	<u>4,800</u>

**9. Creditors: Amounts due after one year**

	<b>2023 £</b>	<b>2022 £</b>
Capital grants (See Note 11)	<u>934,443</u>	<u>1,003,134</u>

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	<u>1,003,134</u>	<u>2,019</u>	<u>(896)</u>	<u>(69,814)</u>	<u>934,443</u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2023**

**10. Movement on Restricted funds**

	<b>Balance B/fwd</b>	<b>Incoming funds</b>	<b>Outgoing funds</b>	<b>Transfers</b>	<b>Balance C/fwd</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Esmee Fairbairn Foundation	-	33,000	(21,154)	154	12,000
European Cultural Foundation	-	5,876	(5,934)	58	-
I-Portunus	1,145	280	(1,515)	90	-
IGEN Trust	-	23,800	(24,860)	1,060	-
Leeds City Council – On the road	8,528	-	(8,646)	118	-
Leeds City Council – Housing Advisory Panel		3,077	(3,878)	801	-
Leeds Community Foundation	4,000	34,670	(20,528)	(110)	18,032
LS14 Trust	-	4,500	(4,536)	36	-
National Lottery Community Fund	-	108,482	(103,705)	(277)	4,500
Paul Hamlyn Foundation	-	45,000	(28,546)	46	16,500
Grant income released against revenue costs	-	896	(896)	-	-
<b>Total Restricted funds</b>	<b>13,673</b>	<b>259,581</b>	<b>(224,198)</b>	<b>1,976</b>	<b>51,032</b>

**11. Capital Grants**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
Chapel Development Phase 1	Arts Council of England	169,543	183,620
Chapel Development Phase 1	Jimbo's Fund	25,896	28,046
Chapel Development Phase 1	Leeds City Council	18,128	19,633
Chapel Development Phase 1	The Tudor Trust	38,843	42,068
Chapel Development Phase 1	Monument Trust	51,792	56,092
Chapel Development Phase 1	Wren	25,896	28,046
Chapel Development Phase 1	Caird Bardon	43,680	47,307
Chapel Development Phase 1	Clothworkers	4,144	4,488
	<b>Sub-Total Chapel Development Phase 1</b>	<b>377,922</b>	<b>409,300</b>
Chapel Development Phase 2	Arts Council of England	252,887	268,173
Chapel Development Phase 2	The Tudor Trust	93,595	100,000
Chapel Development Phase 2	Power to Change	91,094	98,578
Chapel Development Phase 2	Veolia Trust	38,961	41,627
Chapel Development Phase 2	Leeds City Council	40,897	43,695
Chapel Development Phase 2	Biffa Award	28,943	30,923
Chapel Development Phase 2	Clothworkers Foundation	7,394	7,900
Chapel Development Phase 2	WY Covid Recovery Fund	2,750	2,938
	<b>Sub-Total Chapel Development Phase 2</b>	<b>556,521</b>	<b>593,834</b>
	<b>Total Capital Grants</b>	<b>934,443</b>	<b>1,003,134</b>

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.



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Tue, 12th Dec 2023 10:01:03 UTC	David Pollitt - Signer (f0800e067f15d364951431be3f9c7425)

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**HEADS TOGETHER PRODUCTIONS LIMITED**

England & Wales - Charity number 1188725

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# Accounts

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Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Heads Together Productions Limited  
Directors' Report and Unaudited Financial Statements  
For the Year Ended 31 March 2022**

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Notes to the Financial Statements	10-15

**Heads Together Productions Limited**  
**Company Information**  
**For the Year Ended 31 March 2022**

**Directors and Trustees**

Mr G Pope  
Mr S Cameron  
Ms E Cameron  
Ms K Dye  
Ms F Evans  
Mr L Judd  
Ms N Kweyama  
Mr B Williams  
Ms L Sage  
Mr J Toolan

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2022**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2021/22 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. The Company was also able to welcome local people back to Chapel FM Arts Centre following the second phase of capital development.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Heads Together Productions Limited were able to revise and expand the community arts offer in East Leeds following the £634,000 renovation and expansion of the venue, and the emergence from pandemic in-person activity restrictions.

During this period, our community arts centre venue had 16,400 in-person visitors and 204,800 digital engagements for our numerous radio broadcasts, podcasts, streamed performances and community events. This marked a near-return to pre-covid levels.

Among activities Chapel FM conducted were:

- 639 formal and informal arts training sessions using radio, music, writing, theatre, citizen journalism and other arts, engaging 8,620 participants;

- 51 live arts events and 18 days of special community arts festivals such as our annual *Writing on Air Festival* of Yorkshire writing on the radio, our 24-hour *Musicathon* featuring 200+ musicians from across the city and a 3-week *Chapel FM Good to Go* festival celebrating the re-opening of our venue.
- 857 unique radio and podcast broadcasts through our radio station *East Leeds FM*, produced by members of the community on a wide variety of topics related to community issues, the arts, youth experiences.
- 371 residencies by other arts and third sector organisations who used our venue for a multitude of community offers ranging from forums on the Climate Emergency to dementia-friendly singing groups to regularly hosting groups of refugees and asylum seekers housed in a local hotel.

Several other highlights during this period included:

- Taking a group of 12 youth radio participants from our economically deprived community to the COP26 Climate Summit in Glasgow where they recorded stories, created audio documentaries and shared information with the wider community through live events.
- Developing a new network of 12 third-sector organisations in our community, now named *We Are Seacroft*, which now works together strategically to share resources and create large-scale community festivals and social change projects.
- Reimagining the role and schedule of East Leeds FM radio, developing a new thematic schedule and adding new regular programmes around youth disability experiences, older peoples' experiences, local responses to the climate emergency, social activism and the arts, and, sports as a catalyst for community connections.
- Delivering a month-long summer youth broadcasting and arts project, *Sound it Out*, that included audio gathering expeditions to Yorkshire Sculpture Park, River-Aire Canal boat and local history walking expeditions along the Wyke Beck in East Leeds.
- Adding several new permanent staff including a new Community Broadcasting Arts Worker and Community Music Worker who bring a combined 35 years of community arts experience to our already seasoned staff and freelance network and formalising our new Board of Trustees subgroup structure, enabling Board Members to have greater impact on how we shape and evaluate goals and work.
- Establishing a new long-term programme delivery plan around a core community arts projects that will incorporate local oral history gathering and resharing to complement our already existing activities and resources to enable us to better deliver our *Theory of Change* for Seacroft and wider East Leeds.

### **UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

In 2021/22, UNION continued to support the original 2019 cohort of artists and activists as they continued to feel the effects of the pandemic on their work. With continuing Paul Hamlyn Foundation support, UNION 19 Fellows were offered paid collaborative commissions, individual coaching and a chance to re-connect and develop new learning at a summer residential in the Yorkshire Dales.

Funding from the Esmée Fairbairn Foundation allowed us to take on a new cohort of 29 participants in a city-based programme in Leeds which started in October 2021. This in-person programme was one of the first full-group activities that many of the participants had been able to take part in since the pandemic began and the programme continues into 2022.

Despite the pandemic and Brexit, our European work continued to develop under the banner of the Fellowship of Questions. The UNION project worked alongside organisations in Romania, Serbia, Portugal, and Germany, delivering a range of local and transnational projects (online and offline) based on the idea of asking questions across borders. With funding from the European Cultural Foundation in the Netherlands and the Allianz Kulturstiftung in Germany, the Fellowship launched the first phase of a brand new online platform to assist the work and to invite other organisations and individuals to participate in the initiative. And at the end of the year, funding from i-Portunus allowed for two young artists from Romania and Portugal to take up a “Residency with No Answers” at Chapel FM Arts Centre, whilst two UNION Fellows undertook similar residencies in Almada and Bucharest.

### **Chapel FM Arts Centre—Phase 2 development**

The second phase of development of Chapel FM achieved practical completion in December 2020 extending the size of the Arts Centre and giving us a large workshop and performance space, a dedicated kitchen and cafe area, more storage, an external seating area, more bike parking, and improved toilets.

In January 2021 we worked through the 12-months Defects period and achieved final completion, on schedule and on budget.

This work would not be possible without the support of the following funders: The Tudor Trust, Leeds City Council, Arts Council England, Power to Change, Veolia Trust, The Clothworkers' Foundation, Biffa Award together with pro-bono support from Mills and Reeve Solicitors.

Both phases of the development were designed by Matt Strong Architect and built by contractors, Roebuck & Holmes.

### **Financial Review**

Total income in 2021/22 was £264,047, representing a small decrease of just over £2,000 from the previous financial year. Expenditure remained stable with some changes due to staffing fluctuations and changes in contracted service provision. At the end of the financial year there was a small increase in unrestricted reserves to £125,144, in the middle of the optimum range identified by the Board.

### **Reserves Policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to £150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income are stated in Notes 2 and 3 of the accounts.

During the year, the Charity completed a second phase of capital development on Chapel FM Arts Centre with Final Completion being agreed just before the end of the financial year on 24th March 2022. The full cost of the development is over £634,185. The cost is covered by grant income: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

### **Effects of Covid 19**

There was no significant financial impact of COVID-19 on the charity in the second year of the pandemic. The main impact was on the delivery of the work with a range of participation activities continuing online and then a series of hybrid activities. By the end of the year, lockdown restrictions had been removed and most work was back to working in-person.

We believe that the power of local, community-based creativity has been shown to be even more important as a result of the pandemic and it is important that we continue to develop and expand our services in East Leeds as well as training across the north of England and beyond to promote social inclusion.

### **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020.

The trustees of the charity also act as directors for the purposes of company law. There are currently 10 trustees who meet 4 times a year as a full group and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two co-directors, Tony Macaluso who takes the lead on operational activities at Chapel FM Arts Centre, and Adrian Sinclair who is responsible for Business Management of the company, and the UNION training programme. There is a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

### **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

### **Trustees' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 charitable company will continue in operation.

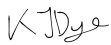
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

**Disclosure of information to Independent Examiners**

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



.....  
Katie Dye (Nov 23, 2022, 12:00pm)

**Ms K Dye**

Director

23 Nov 2022  
Date.....

**Heads Together Productions Limited  
Independent Examiners Report  
For the Year Ended 31 March 2022**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 8 to 15.

**Responsibilities and basis of report**

As the charity 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 company'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 confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the 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 (FRS102).

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.



..David.Pollitt (Nov.24.,2022, 10:44am)

David Pollitt FCCA  
Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

24 Nov 2022  
Date.....

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2022**

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming Resources from Charitable Activities</b>					
Grant income	2	65,838	174,699	240,537	253,381
Earned income	3	23,061	-	23,061	11,918
Donations		436	-	436	1,471
<b>Investment Income</b>					
Interest income		13	-	13	109
<b>TOTAL INCOMING RESOURCES</b>		<b>89,348</b>	<b>174,699</b>	<b>264,047</b>	<b>266,879</b>
<b>Resources Expended</b>					
Charitable expenditure:					
Projects & allocated support services	4	106,698	191,225	297,923	243,675
Governance costs	5	3,890	-	3,890	5,012
Phase 2 Consultancy fees		-	1,458	1,458	14,130
<b>TOTAL RESOURCES EXPENDED</b>		<b>110,588</b>	<b>192,683</b>	<b>303,271</b>	<b>262,817</b>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS/(LOSSES)					
		<b>(21,240)</b>	<b>(17,984)</b>	<b>(39,224)</b>	<b>4,062</b>
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
Capital grants released	9	31,377	-	31,377	32,045
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		<b>10,137</b>	<b>(17,984)</b>	<b>(7,847)</b>	<b>36,107</b>
<b>Transfers between funds</b>		<b>(8,917)</b>	<b>8,917</b>	<b>-</b>	<b>-</b>
Total funds brought forward		123,924	22,740	146,664	110,557
<b>Total funds carried forward</b>		<b>125,144</b>	<b>13,673</b>	<b>138,817</b>	<b>146,664</b>

**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2022**

	Notes	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		1,000,745		1,006,089
<b>CURRENT ASSETS</b>					
Debtors	7	20,115		9,374	
Cash at bank and in hand		<u>125,891</u>		<u>132,470</u>	
		146,006		141,844	
<b>Creditors: Amounts due within one year</b>	8	<u>(4,800)</u>		<u>(7,003)</u>	
<b>NET CURRENT ASSETS</b>			<u>141,206</u>		<u>134,841</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>1,141,951</u>		<u>1,140,930</u>
<b>Creditors: Amounts due after one year</b>	9		(1,003,134)		(994,266)
<b>NET ASSETS</b>			<u><u>138,817</u></u>		<u><u>146,664</u></u>
<b>FUNDS</b>					
Unrestricted funds			125,144		123,924
Restricted funds	10		<u>13,673</u>		<u>22,740</u>
<b>TOTAL FUNDS</b>			<u><u>138,817</u></u>		<u><u>146,664</u></u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

*N Kweyama*  
 .....

Ms N Kweyama  
 Director

24 Nov 2022  
 Date.....

**Registered Company Number: 03623974**

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2022**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing. The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute. Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period. Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned. All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management. Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 7 (2021: 7)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2022**

2. Grant income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Arts Council of England – National Portfolio Organisation	47,463	-	47,463	47,463
Leeds City Council – Arts@Leeds	10,500	-	10,500	10,500
Leeds City Council – Housing Advisory Panel	-	-	-	4,153
Leeds City Council – Leeds Inspired	-	11,288	11,288	6,840
Leeds City Council – Small Business Support Grant	7,875	-	7,875	10,000
Leeds City Council – Other	-	-	-	1,000
Youth Music	-	9,618	9,618	28,853
Paul Hamlyn Foundation	-	-	-	18,600
IGEN Trust	-	11,900	11,900	23,800
Leeds Community Foundation	-	11,550	11,550	6,500
National Lottery Community Fund	-	86,973	86,973	81,348
Esmee Fairbairn Foundation	-	30,000	30,000	-
Utley Foundation	-	7,600	7,600	-
Cambodian Living Arts	-	372	372	-
I-Portunus	-	2,470	2,470	-
	<b>65,838</b>	<b>171,771</b>	<b>237,609</b>	<b>239,057</b>
Chapel Development Phase 2 grant released against revenue costs	-	2,928	2,928	14,324
<b>Total Grant income</b>	<b>65,838</b>	<b>174,699</b>	<b>240,537</b>	<b>253,381</b>

From the residue balance of income provided for Phase 2 of the Chapel Development, £2,928 has been used this year against the revenue costs attributable to the Chapel Development, charged as expenses in the statement of financial activities.

3. Earned income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Sales	462	-	462	-
Fee income	15,465	-	15,465	10,544
Dry hire and training	5,977	-	5,977	1,374
Food sales	1,157	-	1,157	-
<b>Total Earned income</b>	<b>23,061</b>	<b>-</b>	<b>23,061</b>	<b>11,918</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2022**

**4. Charitable expenditure**

	<b>Unrestricted Funds 2022 £</b>	<b>Restricted Funds 2022 £</b>	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	23,817	130,685	154,502	142,644
Artists fees	3,310	42,564	45,874	31,567
Venue costs	4,590	5,682	10,272	772
<b>Allocated support services:</b>				
Design materials	96	484	580	33
Hire of plant & equipment	50		50	81
Print & production	8,567	3,270	11,837	11,767
Staff training	2,429	1,417	3,846	535
Travel & subsistence expenses	1,213	1,766	2,979	213
Use of home allowances	156		156	1,950
Light & heat	6,930		6,930	2,431
Water rates	416		416	504
Cleaning	4,080	280	4,360	783
Vehicle fuel costs	159	132	291	30
Computer software, consumables & maintenance	5,868	164	6,032	5,614
Repairs, renewals & maintenance	2,398	790	3,188	899
Insurance	6,819		6,819	5,724
Printing, postage & stationery	585	65	650	23
Advertising & marketing costs	1,188	3,675	4,863	2,803
Telecommunications & data costs	1,840	191	2,031	2,337
Subscriptions	244	60	304	354
Depreciation of fixtures & fittings	566		566	1,234
Depreciation of freehold land & property	31,377	-	31,377	31,377
<b>Total Charitable expenditure</b>	<b>106,698</b>	<b>191,225</b>	<b>297,923</b>	<b>243,675</b>

**5. Governance costs**

	<b>Unrestricted Funds 2022 £</b>	<b>Restricted Funds 2022 £</b>	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
Independent examiners fees	3,494	-	3,494	3,572
Legal fees	13	-	13	1,113
Bank charges & interest	383	-	383	327
	<b>3,890</b>	<b>-</b>	<b>3,890</b>	<b>5,012</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2022**

**6. Tangible Assets**

	<b>Freehold Land &amp; Property £</b>	<b>Fixtures, fittings &amp; equipment £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2021	1,164,705	159,794	1,324,499
Additions	14,876	11,723	26,599
Disposals			-
As at 31 March 2022	<u>1,179,581</u>	<u>171,517</u>	<u>1,351,098</u>
<b>Depreciation</b>			
As at 1 April 2021	188,266	130,144	318,410
Charge for the year	31,377	566	31,943
On disposals			-
As at 31 March 2022	<u>219,643</u>	<u>130,710</u>	<u>350,353</u>
<b>Net Book Value</b>			
As at 31 March 2022	<u>959,938</u>	<u>40,807</u>	<u>1,000,745</u>
As at 31 March 2021	<u>976,439</u>	<u>29,650</u>	<u>1,006,089</u>

**7. Debtors**

	<b>2022 £</b>	<b>2021 £</b>
Trade debtors	704	4,800
Other debtors	12,150	1,170
Other taxes and social security	3,562	462
VAT	3,699	2,942
	<u>20,115</u>	<u>9,374</u>

**8. Creditors: Amounts due within one year**

	<b>2022 £</b>	<b>2021 £</b>
Trade creditors	897	235
Other creditors	629	518
Accruals	3,274	2,250
Deferred income – Leeds Music Education Partnership	-	4,000
	<u>4,800</u>	<u>7,003</u>

**9. Creditors: Amounts due after one year**

	<b>2022 £</b>	<b>2021 £</b>
Capital grants (See Note 11)	<u>1,003,134</u>	<u>994,266</u>

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	<u>994,266</u>	<u>43,173</u>	<u>(2,928)</u>	<u>(31,377)</u>	<u>1,003,134</u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2022**

**10. Movement on Restricted funds**

	Balance B/fwd £	Incoming funds £	Outgoing funds £	Transfers £	Balance C/fwd £
Youth Music	-	9,618	(9,737)	119	-
National Lottery Community Fund	-	86,973	(87,988)	1,015	-
Paul Hamlyn Foundation	4,000	-	(4,022)	22	-
IGEN Trust	11,900	11,900	(27,861)	4,061	-
Leeds City Council – On the road	6,840	11,288	(9,679)	79	8,528
Leeds Community Foundation	-	11,550	(7,686)	136	4,000
Esmee Fairbairn Foundation	-	30,000	(33,277)	3,277	-
Utley Foundation	-	7,600	(7,751)	151	-
I-Portunus	-	2,470	(1,325)	-	1,145
Cambodian Living Arts	-	372	(429)	57	-
Grant income released against revenue costs	-	2,928	(2,928)	-	-
<b>Total Restricted funds</b>	<b>22,740</b>	<b>174,699</b>	<b>(192,683)</b>	<b>8,917</b>	<b>13,673</b>

**11. Capital Grants**

		2022 £	2021 £
Chapel Development Phase 1	Arts Council of England	183,620	197,695
Chapel Development Phase 1	Jimbo's Fund	28,046	30,197
Chapel Development Phase 1	Leeds City Council	19,633	21,138
Chapel Development Phase 1	The Tudor Trust	42,068	45,293
Chapel Development Phase 1	Monument Trust	56,092	60,392
Chapel Development Phase 1	Wren	28,046	30,196
Chapel Development Phase 1	Caird Bardon	47,307	50,934
Chapel Development Phase 1	Clothworkers	4,488	4,832
	Sub-Total Chapel Development Phase 1	409,300	440,677
Chapel Development Phase 2	Arts Council of England	268,173	225,000
Chapel Development Phase 2	The Tudor Trust	100,000	100,000
Chapel Development Phase 2	Power to Change	98,578	101,506
Chapel Development Phase 2	Veolia Trust	41,627	41,627
Chapel Development Phase 2	Leeds City Council	43,695	43,695
Chapel Development Phase 2	Biffa Award	30,923	30,923
Chapel Development Phase 2	Clothworkers Foundation	7,900	7,900
Chapel Development Phase 2	WY Covid Recovery Fund	2,938	2,938
	Sub-Total Chapel Development Phase 2	593,834	553,589
	<b>Total Capital Grants</b>	<b>1,003,134</b>	<b>994,266</b>

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.



**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

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### Parties involved with this document

Document processed	Party + Fingerprint
Wed, 23rd Nov 2022 12:00:03 UTC	Katie Dye - Signer (40075097fac212a663a5b6dd2909f695)
Thu, 24th Nov 2022 10:39:14 UTC	Nobuhle Kweyama - Signer (331b4e2bc9badef58aab8f9a32f8be58)
Thu, 24th Nov 2022 10:44:42 UTC	David Pollitt - Signer (670b5bb139b533e440af0953b60f4ad2)

### Audit history log

Date	Action
Thu, 24th Nov 2022 10:44:46 UTC	David Pollitt viewed the envelope. (109.73.121.1)
Thu, 24th Nov 2022 10:44:42 UTC	The envelope has been signed by all parties. (109.73.121.1)
Thu, 24th Nov 2022 10:44:42 UTC	David Pollitt signed the envelope. (109.73.121.1)
Thu, 24th Nov 2022 10:39:59 UTC	David Pollitt viewed the envelope. (109.73.121.1)
Thu, 24th Nov 2022 10:39:16 UTC	Nobuhle Kweyama viewed the envelope. (85.115.52.202)
Thu, 24th Nov 2022 10:39:14 UTC	Document emailed to david.pollitt@burrow-crowe.co.uk (35.179.76.15)
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Thu, 24th Nov 2022 10:39:14 UTC	Nobuhle Kweyama signed the envelope. (85.115.52.202)
Thu, 24th Nov 2022 10:36:49 UTC	Nobuhle Kweyama viewed the envelope. (85.115.52.202)
Thu, 24th Nov 2022 10:36:45 UTC	Nobuhle Kweyama opened the document email. (66.249.93.206)
Wed, 23rd Nov 2022 20:31:28 UTC	Nobuhle Kweyama opened the document email. (172.225.176.227)
Wed, 23rd Nov 2022 14:18:01 UTC	Nobuhle Kweyama viewed the envelope. (85.115.52.202)
Wed, 23rd Nov 2022 14:17:57 UTC	Nobuhle Kweyama opened the document email. (66.249.93.207)
Wed, 23rd Nov 2022 13:31:51 UTC	Nobuhle Kweyama viewed the envelope. (85.115.52.202)
Wed, 23rd Nov 2022 13:31:29 UTC	Nobuhle Kweyama opened the document email. (66.249.93.205)
Wed, 23rd Nov 2022 12:00:05 UTC	Katie Dye viewed the envelope. (217.45.75.191)
Wed, 23rd Nov 2022 12:00:04 UTC	Document emailed to buhlek12@gmail.com (13.40.49.190)
Wed, 23rd Nov 2022 12:00:03 UTC	Sent the envelope to Nobuhle Kweyama (buhlek12@gmail.com) for signing. (217.45.75.191)

Wed, 23rd Nov 2022 12:00:03 UTC	Katie Dye signed the envelope. (217.45.75.191)
Wed, 23rd Nov 2022 11:56:40 UTC	Katie Dye viewed the envelope. (217.45.75.191)
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Tue, 22nd Nov 2022 20:50:35 UTC	Katie Dye opened the document email. (172.225.176.235)
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Tue, 22nd Nov 2022 17:00:27 UTC	Sent the envelope to Katie Dye (katiejdye@me.com) for signing. (109.73.121.1)
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Tue, 22nd Nov 2022 16:54:29 UTC	Envelope generated by Colin Parker (109.73.121.1)

**HEADS TOGETHER PRODUCTIONS LIMITED**

England & Wales - Charity number 1188725

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# Accounts

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Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**Heads Together Productions Limited  
Directors' Report and Unaudited Financial Statements  
For the Year Ended 31 March 2021**

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**Heads Together Productions Limited**  
**Company Information**  
**For the Year Ended 31 March 2021**

**Directors and Trustees**

Mr S Cameron	
Mr G Pope	
Ms K Dye	
Ms E Cameron	
Mr J Richardson	Resigned 03/06/2021
Ms F Evans	Appointed 07/10/2020
Mr L Judd	Appointed 07/10/2020
Ms N Kweyama	Appointed 07/10/2020
Ms L Sage	Appointed 06/01/2021
Mr J Toolan	Appointed 06/01/2021
Mr B Williams	Appointed 06/01/2021

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2021**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2020/2021 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. The Company was also able to complete the second phase of capital development at Chapel FM.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Despite the twin challenges of the Covid-19 pandemic and the renovation and expansion of our venue there were a broad range of activities at Chapel FM

- The **Next Generation Youth Courses** in Broadcasting, Music, Foundation and Writing carried on meeting weekly and engaged 47 young people in long-term skill development and mentoring. When the initial Covid lockdown arrived, worked shifted to online delivery and more than 80% of the youth participants continued to attend. The organisation conducted a total of 86 Next Generation course sessions during the year.

- **Red Kite**, Chapel FM's new flagship radio programme launched in August 2020 and was formed to showcase the creative work of the young broadcasters, musicians, theatre-makers and writers. The programmes were planned and hosted by the youth participants and the 29 episodes covered a wide variety of themes ranging from exploring the wild spaces in East Leeds, education during lockdown, Black Lives Matter, the U.S. Presidential Election, the Climate Emergency, finding your quirk, Bonfire Night/Halloween and Christmas specials and much more.
- In response to the Covid-19 pandemic and lockdown Chapel FM launched a new daily FM radio broadcast **Keeping a Distance, Staying Close** which was broadcast daily for 3 hours between March and July. This project drew on the resourcefulness and skills of our entire staff and dozens of community volunteers, as produced the shows by linking up remote studio in all of our homes during lockdown. All 65 episodes of *Keeping a Distance* was designed in particular to provide useful information about the pandemic and community resources with a particular focus on reaching older residents and those without digital access.
- Chapel FM's **Summer Youth Arts Project** ran for five weeks in July and August 2020. This initiative used radio, creative writing, music and theatre to prompt young people to explore the wild spaces of East Leeds. The project was also showcased on ITV.
- Chapel FM expanded the **Find Your Frequency** training programme for adults in East Leeds who were struggling with finding employment or educational pathways, providing 40 hours of one-on-one training and mentoring in using radio and other arts to develop confidence and new projects. Staff conducted 72 sessions with 18 participants.
- Chapel FM expanded **intergenerational community arts** work through a number of partnerships, most notably a deepening collaboration with Seacroft Friends and Neighbours (which serves vulnerable older residents) and the Performance Ensemble, an oral history and theatre storytelling company developing long-term projects with older residents.
- Chapel FM annual 24-hour **Musicathon**, featuring more than 100 mostly local musicians took place despite lockdown in a largely digital format and provided many artists with a platform to perform in front of live audiences in a professional context for the first time in months.
- **East Leeds FM**, Chapel FM's community radio station, continued to produce more than two dozen original broadcasts each month throughout the pandemic, featuring regular shows hosted by members of our community on topics ranging from self-care & wellbeing, local creative writers, northern brass bands, remote education during lockdown, Leeds West Indian carnival, urban planning & design and more.
- Chapel FM entered into a formal partnership with seven other third sector peer organisations in East Leeds through the **Seacroft & Killingbeck Community Cares Hub** (anchored by the LS14 Trust) and meeting daily throughout lockdown to coordinate actions in response to wide variety immediate community needs such as food deliveries, essential information sharing, cultural prescribing offers and educational resources.

#### **UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

A cohort of twenty-one early-career artists and activists from across the north were recruited at the beginning of 2019 for a year-long training and coaching programme that ended just before the pandemic hit.

Covid-19 had a big effect on the UNION '19 graduates. Many of them were freelance and lost both work and opportunities because of the lockdown. Some were in the clinically vulnerable category and others weren't eligible for any government support. Heads Together took the decision to extend the programme and continue supporting the UNION '19 graduates with a combination of on-line meetings and individual coaching. The Paul Hamlyn Foundation provided additional resources and, during 2020-21, UNION was able to offer paid commissions to support graduates to try out new ways of delivering participatory work in the context of Covid-19. Nineteen of the original twenty-one UNION '19 participants were supported in this way and continue their ongoing links to the programme through into 2021.

However, Covid-19 did mean that plans to apply for further funding to recruit a new cohort during the year were put on hold. Also, a linked initiative to develop a city-based training initiative in Leeds was delayed as we agreed with the Esmée Fairbairn Foundation to pause our application for funds to them (now agreed and the programme is going ahead).

Despite the pandemic and Brexit, one area where we were able to make considerable progress was our European partnership work. In the summer of 2020, we were invited to take part in a European Culture Lab in Rijeka, Croatia. With lockdown restrictions across Europe continuing, the event ended up being conducted remotely. However, we were still able to develop a brand new project; the Fellowship of Questions. The UNION project has teamed up with organisations in Romania, Serbia, Portugal, and Germany to develop and deliver a range of local and transnational projects (online and offline) based on the idea of asking questions across borders. With funding from the European Cultural Foundation in the Netherlands and the Allianz Kulturstiftung in Germany, the Fellowship also began to develop a brand new online platform to assist the work and to invite other organisations and individuals to participate in the initiative.

### **Chapel FM Arts Centre—Phase 2 development**

In 2014 we completed the first phase of capital development to rescue the deteriorating Old Seacroft Chapel and convert it into a state-of-the-art community arts centre. In 2020 we completed the second phase of development, purchasing the freehold from the Methodist Church and converting the adjacent 1980s-built Church Hall and linking it back to the Chapel.

We originally planned to be on site in April 2020. There was a delay of a month because of the first lockdown, but we managed to liaise with the design team and contractors and practical completion was agreed for the building in December 2020, only a month behind our original schedule.

This second phase has vastly improved the offer at Chapel FM, giving us a large workshop and performance space, a dedicated kitchen and cafe area, more storage, an external seating area, more bike parking, and improved toilets.

This work would not be possible without the support of the following funders: The Tudor Trust, Leeds City Council, Arts Council England, Power to Change, Veolia Trust, The Clothworkers' Foundation, Biffa Award together with pro-bono support from Mills and Reeve Solicitors.

Both phases of the development were designed by Matt Strong Architect and built by contractors, Roebuck & Holmes.

### **Financial Review**

Compared to the previous financial year, total income in 2020/21 increased by £18,892 to £266,879. Expenditure remained stable with some changes due to staffing fluctuations and changes in contracted service provision. At the end of the financial year there was increase in free reserves of £13,367 to £123,924, in the middle of the optimum range identified by the Board.

## Reserves Policy

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to 150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income in Notes 2 and 3 of the accounts.

During this year, the Charity undertook a major second phase of capital development on Chapel FM Arts Centre with Practical Completion being agreed on 2nd December 2020 beginning a 12-month defects period. The full cost of the development is over £630,000 and detailed accounts will be available after Final Completion. The cost is covered by grant income: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

## Plans for future periods

### Effects of Covid 19

There has been no significant financial impact of COVID-19 on the charity. The main impact has been on working practices with staff working from home and continuing their work and participation activities online. Despite the lockdown restrictions, construction of the Phase 2 development at Chapel FM was able to continue with only minor delays. Both revenue and capital funders have been kept informed and, in all cases, have allowed flexibility for us to change the method of our delivery as needed. The Charity also benefited from additional local authority business support in both revenue (£10,000) and capital (£2,938.34). The Arts Council of England has also awarded an additional capital grant to cover COVID-related expenditure on Phase 2 which will be drawn upon in the coming Financial Year. The Charity has not used the furlough scheme.

At the time of writing (October 2021) face-to-face activity on the UNION programme has recommenced and Chapel FM Arts Centre has re-opened to the public. However, there is still a great deal of uncertainty and the Charity is planning for possible contingencies.

We believe that the power of local, community-based creativity has been shown to be even more important as a result of the pandemic and it is important that we continue to develop and expand our services in East Leeds as well as training across the north of England and beyond to promote social inclusion.

Our approach remains to use the inclusive and developmental power of creativity in a range of situations. Heads Together has prioritised the following areas of impact in the business plan for 2021-22:

1. Provide **young people** from our community with sustained opportunities to **connect**, often for the first time, with **arts and media** that are not otherwise easily available.
2. Provide **emerging artists and media makers** with platforms and mentoring to help further their **personal and professional development**.
3. Provide **adults and seniors**, who may have lacked opportunities earlier in life, to explore **creative new chapters**.
4. Provide **residents and organisations in Seacroft and East Leeds** with shared tools to create a more **cultural community** and to define their own visions for the places where they live.
5. Provide **Leeds and our wider region** with resources and connections with residents in order to communicate a more **inclusive artistic vision**.
6. Provide established **artists from across England** with deeply rooted community arts context in which to **develop and test dynamic new artistic ideas and work**.

Partnership work remains of key importance to the Charity, whether on a local level as with the development of the Seacroft Hub of organisations during the pandemic; or on a broader strategic level our alliances with the Donut group of community-based venues in Leeds; our involvement with the Participatory Arts Yorkshire grouping of organisations; or developing training opportunities alongside the national Artworks Alliance.

### **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020. The trustees of the charity also act as directors for the purposes of company law. There are currently 10 trustees who meet 4 times a year as a full group and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two co-directors, Tony Macaluso who takes the lead on operational activities at Chapel FM Arts Centre, and Adrian Sinclair who is responsible for the Phase 2 Development, finance, and the UNION training programme. There is a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

### **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

### **Trustees' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 charitable company will continue in operation.

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

**Disclosure of information to Independent Examiners**

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



Ms K Dye (Dec 1, 2021, 1:35pm)

Director

01 Dec 2021

Date.....

**Heads Together Productions Limited  
Independent Examiners Report  
For the Year Ended 31 March 2021**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 9 to 16.

**Responsibilities and basis of report**

As the charity 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 company'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 confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the 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 (FRS102).

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.



David Pollitt FCCA, 10:05am)

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

09 Dec 2021

Date.....

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming Resources from Charitable Activities</b>					
Grant income	2	68,963	184,418	253,381	211,230
Earned income	3	11,918	-	11,918	36,338
Donations		1,471	-	1,471	230
<b>Investment Income</b>					
Interest income		109	-	109	189
<b>TOTAL INCOMING RESOURCES</b>		<b>82,461</b>	<b>184,418</b>	<b>266,879</b>	<b>247,987</b>
<b>Resources Expended</b>					
Charitable expenditure:					
Projects & allocated support services	4	93,004	150,671	243,675	274,983
Governance costs	5	5,012	-	5,012	4,962
Phase 2 Consultancy fees		-	14,130	14,130	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>98,016</b>	<b>164,801</b>	<b>262,817</b>	<b>279,945</b>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS/(LOSSES)					
		(15,555)	19,617	4,062	(31,958)
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
Capital grants released	9	32,045	-	32,045	32,381
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		16,490	19,617	36,107	423
<b>Transfers between funds</b>					
		(3,123)	3,123	-	-
Total funds brought forward					
		110,557	-	110,557	110,134
<b>Total funds carried forward</b>					
		<b>123,924</b>	<b>22,740</b>	<b>146,664</b>	<b>110,557</b>

**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2021**

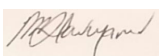
	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		1,006,089		602,265
<b>CURRENT ASSETS</b>					
Debtors	7	9,374		13,364	
Cash at bank and in hand		<u>132,470</u>		<u>278,126</u>	
		141,844		291,490	
<b>Creditors: Amounts due within one year</b>	8	<u>(7,003)</u>		<u>(13,395)</u>	
<b>NET CURRENT ASSETS</b>			<u>134,841</u>		<u>278,095</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>1,140,930</u>		<u>880,360</u>
<b>Creditors: Amounts due after one year</b>	9		(994,266)		(769,803)
<b>NET ASSETS</b>			<u><u>146,664</u></u>		<u><u>110,557</u></u>
<b>FUNDS</b>					
Unrestricted funds			123,924		110,557
Restricted funds	10		<u>22,740</u>		-
<b>TOTAL FUNDS</b>			<u><u>146,664</u></u>		<u><u>110,557</u></u>

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

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



Nobuhle Kweyama (Dec 4, 2021, 9:01pm)  
 Ms N Kweyama

Director

04 Dec 2021

Date.....

**Registered Company Number: 03623974**

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2021**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing. The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute. Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period. Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned. All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management. Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 7 (2020: 7)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

2. Grant income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2021	2021	2021	2020
	£	£	£	£
Arts Council of England – National Portfolio Organisation	47,463	-	47,463	46,605
Arts Council of England – Other	-	-	-	25,000
Leeds City Council – Arts@Leeds	10,500	-	10,500	10,500
Leeds City Council – Housing Advisory Panel	-	4,153	4,153	-
Leeds City Council – Leeds Inspired	-	6,840	6,840	-
Leeds City Council – Small Business Support Grant	10,000	-	10,000	-
Leeds City Council – Other	1,000	-	1,000	1,188
Youth Music	-	28,853	28,853	28,853
Paul Hamlyn Foundation	-	18,600	18,600	35,043
IGEN Trust	-	23,800	23,800	1,348
Leeds Community Foundation	-	6,500	6,500	-
National Lottery Community Fund	-	81,348	81,348	40,858
European Social Fund	-	-	-	10,815
Pears Youth Fund	-	-	-	10,000
	<b>68,963</b>	<b>170,094</b>	<b>239,057</b>	<b>210,210</b>
Chapel Development Phase 2 grant released against revenue costs	-	14,324	14,324	1,020
<b>Total Grant income</b>	<b>68,963</b>	<b>184,418</b>	<b>253,381</b>	<b>211,230</b>

From the residue balance of income provided for Phase 2 of the Chapel Development, £14,324 has been used this year against the revenue costs attributable to the Chapel Development, charged as expenses in the statement of financial activities.

3. Earned income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2021	2021	2021	2020
	£	£	£	£
Sales	-	-	-	3,886
Fee income	10,544	-	10,544	22,888
Dry hire and training	1,374	-	1,374	9,564
<b>Total Earned income</b>	<b>11,918</b>	<b>-</b>	<b>11,918</b>	<b>36,338</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

<b>4. Charitable expenditure</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	33,315	109,329	142,644	147,290
Artists fees	3,612	27,955	31,567	49,248
Venue costs	740	32	772	9,584
<b>Allocated support services:</b>				
Design materials	33	-	33	417
Hire of plant & equipment	81	-	81	216
Print & production	1,763	10,004	11,767	3,611
Staff training	516	19	535	1,135
Travel & subsistence expenses	51	162	213	2,251
Use of home allowances	1,950	-	1,950	-
Light & heat	2,431	-	2,431	3,380
Water rates	504	-	504	663
Cleaning	663	120	783	1,804
Vehicle fuel costs	30	-	30	214
Computer software, consumables & maintenance	5,614	-	5,614	5,404
Repairs, renewals & maintenance	685	214	899	3,502
Insurance	5,724	-	5,724	4,922
Printing, postage & stationery	23	-	23	394
Advertising & marketing costs	528	2,275	2,803	4,790
Telecommunications & data costs	1,886	451	2,337	2,549
Website costs	-	-	-	215
Subscriptions	244	110	354	448
Depreciation of fixtures & fittings	1,234	-	1,234	1,569
Depreciation of freehold land & property	31,377	-	31,377	31,377
<b>Total Charitable expenditure</b>	<b>93,004</b>	<b>150,671</b>	<b>243,675</b>	<b>274,983</b>

<b>5. Governance costs</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examiners fees	3,572	-	3,572	3,257
Legal fees	1,113	-	1,113	853
Bank charges & interest	327	-	327	385
Corporation tax	-	-	-	467
	<b>5,012</b>	<b>-</b>	<b>5,012</b>	<b>4,962</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**6. Tangible Assets**

	Freehold Land & Property £	Fixtures, fittings & equipment £	Motor Vehicles £	Total £
<b>Cost</b>				
As at 25 March 2020	757,353	130,711	-	888,064
Additions	403,852	32,583	-	436,435
Disposals				-
As at 31 March 2021	<u>1,161,205</u>	<u>163,294</u>	-	<u>1,324,499</u>
<b>Depreciation</b>				
As at 25 March 2020	156,889	128,910	-	285,799
Charge for the year	31,377	1,234	-	32,611
On disposals				-
As at 31 March 2021	<u>188,266</u>	<u>130,144</u>	-	<u>318,410</u>
<b>Net Book Value</b>				
As at 31 March 2021	<u>972,939</u>	<u>33,150</u>	-	<u>1,006,089</u>
As at 24 March 2020	<u>600,464</u>	<u>1,801</u>	-	<u>602,265</u>

**7. Debtors**

	<b>2021</b> £	<b>2020</b> £
Trade debtors	4,800	13,214
Other debtors	1,170	150
Other taxes and social security	462	-
VAT	2,942	-
	<u>9,374</u>	<u>13,364</u>

**8. Creditors: Amounts due within one year**

	<b>2021</b> £	<b>2020</b> £
Trade creditors	235	6,713
Corporation tax	-	467
Other taxes and social security	-	2,811
VAT	-	738
Other creditors	518	516
Accruals	2,250	2,150
Deferred income – Leeds Music Education Partnership	4,000	-
	<u>7,003</u>	<u>13,395</u>

**9. Creditors: Amounts due after one year**

	<b>2021</b> £	<b>2020</b> £
Capital grants (See Note 11)	<u>994,266</u>	<u>769,803</u>

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	<u>769,803</u>	<u>270,832</u>	<u>(14,324)</u>	<u>(32,045)</u>	<u>994,266</u>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**10. Movement on Restricted funds**

	Balance B/fwd £	Incoming funds £	Outgoing funds £	Transfers £	Balance C/fwd £
Youth Music	-	28,853	(28,434)	(419)	-
National Lottery Community Fund	-	81,348	(83,393)	2,045	-
Paul Hamlyn Foundation	-	18,600	(15,094)	494	4,000
IGEN Trust	-	23,800	(12,467)	567	11,900
Leeds City Council – Housing Advisory Panel	-	4,153	(4,362)	209	-
Leeds City Council – On the road	-	6,840	-	-	6,840
Leeds Community Foundation	-	6,500	(6,727)	227	-
Grant income released against revenue costs	-	14,324	(14,324)	-	-
<b>Total Restricted funds</b>	-	<b>184,418</b>	<b>(164,801)</b>	<b>3,123</b>	<b>22,740</b>

**11. Capital Grants**

		<b>2021</b> £	<b>2020</b> £
Chapel Development Phase 1	Arts Council of England	197,695	212,072
Chapel Development Phase 1	Jimbo's Fund	30,197	32,392
Chapel Development Phase 1	Leeds City Council	21,138	22,675
Chapel Development Phase 1	The Tudor Trust	45,293	48,587
Chapel Development Phase 1	Monument Trust	60,392	64,784
Chapel Development Phase 1	Wren	30,196	32,392
Chapel Development Phase 1	Caird Bardon	50,934	54,638
Chapel Development Phase 1	Clothworkers	4,832	5,183
	Sub-Total Chapel Development Phase 1	<u>440,677</u>	<u>472,723</u>
Chapel Development Phase 2	Arts Council of England	225,000	89,250
Chapel Development Phase 2	The Tudor Trust	100,000	100,000
Chapel Development Phase 2	Power to Change	101,506	107,830
Chapel Development Phase 2	Veolia Trust	41,627	-
Chapel Development Phase 2	Leeds City Council	43,695	-
Chapel Development Phase 2	Biffa Award	30,923	-
Chapel Development Phase 2	Clothworkers Foundation	7,900	-
Chapel Development Phase 2	WY Covid Recovery Fund	2,938	-
	Sub-Total Chapel Development Phase 2	<u>553,589</u>	<u>297,080</u>
	<b>Total Capital Grants</b>	<u><u>994,266</u></u>	<u><u>769,803</u></u>

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.



**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

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### Parties involved with this document

#### Document processed

#### Party + Fingerprint

Wed, 1st Dec 2021 13:35:06 UTC

Katie Dye - Signer (e700bfc355776ffacc0494d31f52d0e4)

Sat, 4th Dec 2021 21:01:00 UTC

Nobuhle Kweyama - Signer (a9312a5c44037907b9526a261a4e69ae)

### Audit history log

#### Date

#### Action

Sat, 4th Dec 2021 21:01:00 UTC

The envelope has been signed by all parties. (2.221.192.88)

Sat, 4th Dec 2021 21:01:00 UTC

Nobuhle Kweyama signed the envelope. (2.221.192.88)

Sat, 4th Dec 2021 20:48:50 UTC

Nobuhle Kweyama viewed the envelope. (2.221.192.88)

Sat, 4th Dec 2021 20:48:36 UTC

Nobuhle Kweyama opened the document email. (66.249.93.215)

Sat, 4th Dec 2021 17:20:39 UTC

Nobuhle Kweyama opened the document email. (66.249.93.207)

Sat, 4th Dec 2021 12:54:12 UTC

Document emailed to buhlek12@gmail.com (13.40.107.5)

Sat, 4th Dec 2021 12:54:02 UTC

Sent Nobuhle Kweyama a reminder to sign the envelope. (3.8.173.210)

Sat, 4th Dec 2021 12:54:02 UTC

The active signer will be automatically reminded. (3.8.173.210)

Sat, 4th Dec 2021 10:50:37 UTC

Nobuhle Kweyama opened the document email. (66.249.93.207)

Fri, 3rd Dec 2021 12:55:16 UTC

Document emailed to buhlek12@gmail.com (13.40.31.110)

Fri, 3rd Dec 2021 12:55:01 UTC

Sent Nobuhle Kweyama a reminder to sign the envelope. (3.8.173.210)

Fri, 3rd Dec 2021 12:55:01 UTC

The active signer will be automatically reminded. (3.8.173.210)

Thu, 2nd Dec 2021 18:09:03 UTC

Nobuhle Kweyama opened the document email. (66.249.93.212)

Thu, 2nd Dec 2021 18:08:47 UTC

Nobuhle Kweyama opened the document email. (66.249.93.208)

Thu, 2nd Dec 2021 12:56:04 UTC

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Thu, 2nd Dec 2021 12:56:01 UTC

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Thu, 2nd Dec 2021 12:56:01 UTC

The active signer will be automatically reminded. (3.8.173.210)

Thu, 2nd Dec 2021 1:35:57 UTC

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Wed, 1st Dec 2021 14:03:10 UTC

Katie Dye opened the document email. (104.28.86.52)

Wed, 1st Dec 2021 13:48:33 UTC

Katie Dye opened the document email. (66.249.93.212)

Wed, 1st Dec 2021 13:48:12 UTC

Katie Dye opened the document email. (66.249.93.212)

Wed, 1st Dec 2021 13:46:11 UTC	Katie Dye opened the document email. (109.152.45.199)
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Wed, 1st Dec 2021 13:45:34 UTC	Nobuhle Kweyama opened the document email. (66.249.93.207)
Wed, 1st Dec 2021 13:45:14 UTC	Nobuhle Kweyama opened the document email. (66.249.93.210)
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Wed, 1st Dec 2021 13:35:31 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:31 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:13 UTC	Nobuhle Kweyama opened the document email. (72.14.199.76)
Wed, 1st Dec 2021 13:35:07 UTC	Document emailed to buhle12@gmail.com (13.40.11.212)
Wed, 1st Dec 2021 13:35:06 UTC	Sent the envelope to Nobuhle Kweyama (buhlek12@gmail.com) for signing. (109.152.45.199)
Wed, 1st Dec 2021 13:35:06 UTC	Katie Dye signed the envelope. (109.152.45.199)
Wed, 1st Dec 2021 13:33:37 UTC	Katie Dye viewed the envelope. (109.152.45.199)
Wed, 1st Dec 2021 13:33:28 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 12:57:21 UTC	Document emailed to katiejdye@me.com (13.40.6.52)
Wed, 1st Dec 2021 12:57:21 UTC	Sent the envelope to Katie Dye (katiejdye@me.com) for signing. (109.73.121.116)
Wed, 1st Dec 2021 12:56:33 UTC	Automatic reminders for this envelope have been set to occur every 1 days (109.73.121.116)
Wed, 1st Dec 2021 12:50:54 UTC	Nobuhle Kweyama has been assigned to this envelope (109.73.121.153)
Wed, 1st Dec 2021 12:50:54 UTC	Katie Dye has been assigned to this envelope (109.73.121.153)
Wed, 1st Dec 2021 12:48:24 UTC	Document generated with fingerprint 8e3a1fa2b4cd8cde82a2c940aaa4bcb8 (109.73.121.116)
Wed, 1st Dec 2021 12:48:13 UTC	Envelope generated by Colin Parker (109.73.121.116)



**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

**Document generated** Thu, 9th Dec 2021 9:49:51 UTC

**Document fingerprint** f1455be90a67084885f056d54cc4da54

### Parties involved with this document

Document processed	Party + Fingerprint
Thu, 9th Dec 2021 10:05:51 UTC	David Pollitt - Signer (c5e2389ded335e994511827ce90dc064)

### Audit history log

Date	Action
Thu, 9th Dec 2021 10:05:51 UTC	The envelope has been signed by all parties. (86.11.218.37)
Thu, 9th Dec 2021 10:05:51 UTC	David Pollitt signed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:04:16 UTC	David Pollitt viewed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:04:05 UTC	David Pollitt opened the document email. (86.11.218.37)
Thu, 9th Dec 2021 10:04:04 UTC	David Pollitt opened the document email. (86.11.218.37)
Thu, 9th Dec 2021 10:02:48 UTC	David Pollitt viewed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:00:07 UTC	David Pollitt opened the document email. (104.28.89.46)
Thu, 9th Dec 2021 9:58:37 UTC	Document emailed to david.pollitt@burrow-crowe.co.uk (18.133.75.60)
Thu, 9th Dec 2021 9:58:36 UTC	Sent the envelope to David Pollitt (david.pollitt@burrow-crowe.co.uk) for signing. (109.73.121.94)
Thu, 9th Dec 2021 9:57:37 UTC	David Pollitt has been assigned to this envelope (109.73.121.94)
Thu, 9th Dec 2021 9:49:59 UTC	Document generated with fingerprint f1455be90a67084885f056d54cc4da54 (109.73.121.102)
Thu, 9th Dec 2021 9:49:51 UTC	Envelope generated by Colin Parker (109.73.121.102)