



**Plummer Parsons**  
Chartered Accountants

**EASTBOURNE MUSIC AND ARTS FESTIVAL  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2022**

Charity Registration No. 278903

Chartered Accountants  
& Registered Auditors

# EASTBOURNE MUSIC AND ARTS FESTIVAL

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr F Albon
<b>Charity number</b>	278903
<b>Principal address</b>	70 Kings Avenue Eastbourne East Sussex BN21 2PD
<b>Independent examiner</b>	Alastair Towler BFP ACA DChA 18 Hyde Gardens Eastbourne East Sussex BN21 4PT
<b>Bankers</b>	Barclays Bank plc 63/67 Terminus Road Eastbourne East Sussex BN21 3NE

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# EASTBOURNE MUSIC AND ARTS FESTIVAL

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# **EASTBOURNE MUSIC AND ARTS FESTIVAL**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MAY 2022**

The Trustees present their report and accounts for the year ended 31 May 2022.

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

The Trust was established by a constitution on 19th March 1979 in the form of a Declaration of Trust and relates to the Charitable Trust which is registered with the Charity Commissioners as Number 278903, the Eastbourne Music and Arts Festival, with its registered office at 70 Kings Avenue, Eastbourne.

The objects of the Trust are: the maintenance, improvement and development of artistic taste and the knowledge, understanding, improvement and appreciation of music, dancing, elocution, literature and acting, particularly by the holding of music and arts festivals in Eastbourne, East Sussex. The objects of the festivals are to advance the education of the public in the arts, and in particular music, speech and drama, and dance, in all their branches.

The Trustees who served during the year were:

Mr S Freeman (Passed away June 17<sup>th</sup> 2022)

Mr F Albon (Now in residential care)

New trustees are appointed at a meeting of the Board of Trustees in accordance with the Trust's constitution.

The organisation of these festivals is under the direction of the Executive Chair, Mrs Beverley Potter, and staffed by voluntary helpers, with an executive committee responsible for the planning and execution of each year's events.

The Trustees report that, in accordance with the Trust Deed and in respect of the Eastbourne Music and Arts Festival, they have, with the invaluable assistance of a voluntary executive committee, endeavoured to comply with the aims and objects of the Trust Deed.

Following formulated accounting policies, accounts for the year ended 31 May 2022 have been carefully prepared and follow this statement. These accounts comply with the recommended guidance on receipts and payments accounts provided by the Charity Commission.

Reasonable and prudent judgements and estimates are used in the management of the Festival's operations to ensure the correct application of funds and income. The assets of the Trust, including a wide range of trophies, have been carefully managed for the advantage of the Festival and the competitors.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

In planning the activities for the year the Trustees have complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to the Public Benefit guidance published by the Charity Commission.

#### **Objectives and activities**

The principal activities and aims are : The organisation of an annual, competitive festival with representative classes in music, dance, elocution, acting and literature. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Every performance in the festival is professionally assessed and marked. This benefits the children, young people and adults by their participation in cultural activity, adding to their education in the arts, developing their self-confidence and increasing their social skills.

# **EASTBOURNE MUSIC AND ARTS FESTIVAL**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MAY 2022**

We welcome all children, young people and adults regardless of personal background, faith, gender or personal circumstances and we believe this philosophy of openness to all enriches everyone through the sharing of the talents, skills, aptitudes and life experiences of our children, young people aged from 3 to 18 and adults and volunteers.

#### **Achievements and performance**

The Eastbourne Music and Arts Festival is in its 62nd year, but the 61<sup>st</sup> Festival had to be cancelled due to the effects of the Covid 19 pandemic. The Festival was relaunched at the Winter Gardens, Eastbourne in February 2022

During the past year, there have been no changes in the Committee's policies in the management of the Festival, nor in the trustees' operation of the Trust. In line with the Trust Deed, the aim is to run the Festival on a self-financing basis (with appropriate and much valued sponsorship from various sources), to achieve ever higher standards. Performances are under fair and strict competitive adjudication by professionals duly appointed by the Festival Chairman.

In order to achieve so large a festival, great reliance has to be placed on the officers and the full range of volunteers without whom standards and successes could not be achieved and tribute is also paid to the cooperation of members of the community, advisers, teachers, parents and the competitors themselves. At the time of these accounts the current situation with regard to Covid 19 allows us to actively plan for our next festival, and this planning is underway.

As part of the festival, one of the trustees also administers the Norah Sande Music Prize which is in its sixteenth year. The prize has been made possible through a bequest, in which the benefactor required the Eastbourne Festival to administer an award for young musicians. Normally, the Norah Sande award final would be held in Eastbourne in July with a first prize of £2,000 and the offer of a recital before public audiences. During the lifting of lockdown during the Covid 19 pandemic, the festival in July 2021 was able to go ahead. Plans for this award to be staged in July 2022 are now being finalised.

#### **Financial review**

The results for the year show a deficit of £10,188 (2021: deficit £1,244). This is partially due to the fact that we were not able to hold a festival in 2021 due to the Covid 19 pandemic and planning and relaunching the 2022 Festival incurred expenses to update the website and to set up an on-line entry system. The latter incurred a large outlay but has proved to be a good investment for the future of the Festival.

As a result of a reduction in income in recent years and a corresponding requirement to draw from the Festival's reserves, the Trustees carried out a detailed examination of the festival's position financially and as a result a programme of rejuvenation and strict control of expenditure was instituted. This programme is on-going and is appearing to show results with regard to festival income and some direct costs, where these can be controlled.

#### **Reserves Policy**

In previous years, the Trust was not covering the costs of the Festival. The Trustees recognised that the charity's reserves could not support continuing deficits indefinitely and so remedial action needed to be taken to build up reserves. This policy was put in place and reserves have improved over the short-term.

# **EASTBOURNE MUSIC AND ARTS FESTIVAL**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MAY 2022**

With this in mind, it is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and twelve month's expenditure, the latter being equivalent to £34,000. This level of reserves has been achieved in the year. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to cover the costs of putting on the forthcoming Annual Festival which has to be planned in advance and for which planning is usually at an advanced stage by the Trust's year end. This level of reserves will allow the Trustees to continue the Trust's current activities whilst consideration is given to ways in which additional funds may be raised. Currently, free reserves are £57,165 and so are in excess of the policy.

However, the uncertain situation regarding Covid 19 means the Trustees are happy to maintain reserves above the reserves policy in these uncertain times. The 2022 Festival went ahead with a return to the Winter Gardens with funding through ticket sales increasing from those in 2020. Festival costs are predicted to rise with increased venue and insurance costs. This is likely to require higher reserves in the future.

#### **Plans for the future**

The current situation regarding Covid 19 means that we can actively plan for the 2023 Festival, returning again to the Winter Garden, Eastbourne for the competition. Related expenditure and potential income in all areas will be closely monitored during the months ahead.

On behalf of the board of Trustees

**F Albon**  
**Trustee**

Dated: 18 August 2022

# **EASTBOURNE MUSIC AND ARTS FESTIVAL**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EASTBOURNE MUSIC AND ARTS FESTIVAL**

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I report to the Trustees on my examination of the accounts of Eastbourne Music and Arts Festival (the Trust) for the year ended 31 May 2022.

### **Responsibilities and basis of report**

As the charity Trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

### **Alastair Towler BFB ACA DChA**

Chartered Accountant  
18 Hyde Gardens  
Eastbourne  
East Sussex  
BN21 4PT

Dated : 29 September 2022

# EASTBOURNE MUSIC AND ARTS FESTIVAL

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MAY 2022

	Unrestricted Funds	Restricted Funds (Note 2)	Total 2022	Total 2021
	£	£	£	£
<b>Receipts</b>				
Entry fees	14,732	-	14,732	-
Box office ticket sales	19,017	-	19,017	-
Trophy, medal and sales	2,579	-	2,579	-
Friends	2,960	-	2,960	520
Legacies received	500	-	500	1,000
Subscriptions	-	-	-	-
Syllabus and programme sales	1,290	-	1,290	166
Advertising	690	-	690	-
Bank interest received	2	-	2	148
Sundry receipts	-	-	-	49
	<b>41,770</b>	<b>-</b>	<b>41,770</b>	<b>1,883</b>
<b>Payments</b>				
Adjudicators' fees and expenses	3,030	-	3,030	-
Adjudicators' hotels	809	-	809	-
Hire of theatre	26,348	-	26,348	121
Printing, stationery and advertising	3,140	-	3,140	-
Insurance	1,487	-	1,487	1,245
Subscriptions	88	-	88	125
Trophies, awards and medal purchases	4,242	-	4,242	-
Merchandising costs	2,217	-	2,217	-
Computer expenses	8,589	-	8,589	-
Room hire	314	-	314	-
Accountancy	690	-	690	756
Independent examination	-	-	-	186
Repayment of 60th Anniversary Income	-	-	-	560
Sundry expenses	1,004	-	1,004	134
	<b>51,958</b>	<b>-</b>	<b>51,958</b>	<b>3,127</b>
<b>Surplus/(Deficit) of receipts over payments</b>	<b>(10,188)</b>	<b>-</b>	<b>(10,188)</b>	<b>(1,244)</b>
Bank and cash brought forward at 1 June 2021	66,351	799	67,150	68,394
Bank and cash carried forward at 31 May 2022	<b>56,163</b>	<b>799</b>	<b>56,962</b>	<b>67,150</b>



# EASTBOURNE MUSIC AND ARTS FESTIVAL

## STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 MAY 2022

	Unrestricted Funds £	Restricted Funds (Note 2) £	2022 Totals £	2021 Totals £
<b>Current assets</b>				
Stock of Medals	1,002	-	1,002	1,002
Debtors	-	-	-	-
National Savings Bank account	20,464	-	20,464	20,462
Cash at bank and in hand	35,699	799	36,498	46,688
<b>Total current assets</b>	<b>57,165</b>	<b>799</b>	<b>57,964</b>	<b>68,152</b>
<b>Current liabilities</b>				
Creditors	1,380	-	1,380	450
	1,380	-	1,380	450
<b>Total assets less current liabilities</b>	<b>55,785</b>	<b>799</b>	<b>56,584</b>	<b>67,702</b>

The accounts were approved by the Trustees on 18 August 2022.

**F Albon**  
Trustee

# EASTBOURNE MUSIC AND ARTS FESTIVAL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2022

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### 1. Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared on the Receipts and Payments basis and in accordance with the Charities Act 2011.

#### 1.2 Going Concern

At the date of this report, there exists considerable uncertainty regarding the potential impact of the Coronavirus and the economic consequences, both within the U.K. and overseas, which may result from government policies to contain the spread. The duration and geographical extent of any possible lockdown or future government policies are unknown. Whilst we are unable to predict what the economic consequences may be and the impact on the charity's future ability to continue operating, we have continued to use the going concern basis as appropriate in the preparation of these accounts.

#### 1.3 Investments

Current asset investments are stated at market value. The funds comprise a National Savings Investment account.

#### 1.4 Restricted funds

Restricted funds comprise funds which are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

### 2. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 June 2021	Receipts	Payments	Transfers	Balance at 31 May 2022
Derek Ellis Award Fund	799	-	-	-	799
	799	-	-	-	799

The above funds are set aside for the provision of awards at the Festival.

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# **EASTBOURNE MUSIC AND ARTS FESTIVAL**

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2022**

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### **2. Restricted funds (Cont.)**

The sum of £1,000 was donated to the Festival by Mr Derek Ellis on his retirement as Festival Chairman. A further £500 was donated in 2007 and £1,000 was received in his memory following his death in 2011. A sum is awarded at the end of each Festival to an individual who has displayed outstanding ability in their chosen field and is awarded at the discretion of the adjudicators. The award will be made annually until the funds are depleted.

### **3. Related parties and transactions with trustees.**

None of the Trustees (or any persons connected with them) received any remuneration or expenses during the year (2021: £Nil). No persons connected with the trustees were reimbursed out of pocket' festival expenses during the year (2021: £Nil).

The trustee, Mr S Freeman, was also a trustee of Eastbourne Music Festival Norah Sande Award, charity number 1108317, which administers one of the awards at the Festival.