

Charity no. 290575

**Design West**  
**Report and Unaudited Financial**  
**Statements**  
**31 March 2022**

## Design West

### Reference and administrative details

For the year ended 31 March 2022

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<b>Charity number</b>	290575																				
<b>Registered office and operational address</b>	Architecture Centre 16 Narrow Quay Bristol BS1 4QA																				
<b>Trustees</b>	<p>The trustees who served during the year and up to the date of this report were as follows:</p> <table><tr><td>N Childs</td><td>Chair</td></tr><tr><td>G Eddy</td><td></td></tr><tr><td>S Hilton</td><td></td></tr><tr><td>C Kwiatkowski</td><td></td></tr><tr><td>S Loyn</td><td></td></tr><tr><td>E Marco</td><td></td></tr><tr><td>D Murphy</td><td>appointed 15 July 2021</td></tr><tr><td>T Russell</td><td></td></tr><tr><td>H Salih</td><td></td></tr><tr><td>D Waterhouse</td><td>appointed 15 April 2021</td></tr></table>	N Childs	Chair	G Eddy		S Hilton		C Kwiatkowski		S Loyn		E Marco		D Murphy	appointed 15 July 2021	T Russell		H Salih		D Waterhouse	appointed 15 April 2021
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E Marco																					
D Murphy	appointed 15 July 2021																				
T Russell																					
H Salih																					
D Waterhouse	appointed 15 April 2021																				
<b>Bankers</b>	Natwest Bank plc 45 / 49 Broadmead Bristol BS1 3EU																				
<b>Independent examiners</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																				

## **Design West**

### **Report of the trustees**

#### **For the year ended 31 March 2022**

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The board of trustees presents its annual report and financial statements for Design West for the year ended 31 March 2022. The financial statements comply with current statutory requirements, the constitution and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

### **INTRODUCTION**

Over the past three years, our Annual Reports have documented a journey of transformation and growth for this dynamic charity. The past year (2021/22) marks another important chapter in the journey, but also represents the most significant year of evolution for the charity since 1996.

In 2021 the charity undertook significant renovation work to our harbourside home, combining urgent repairs with a bold re-visioning to create a new venue for design and placemaking based in Bristol, and opening the doors of the building back up to the public.

Alongside the major capital works, the charity worked with the restrictions and stresses of the Covid-19 pandemic, to continue to deliver public programmes, to expand our design and policy review work and to undertake bold new placemaking projects, empowering politicians, skilled professionals and the public to design a better built environment.

To complete the evolution, in July 2021, the board passed two major milestones. Firstly, following a year-long piece of work with our trustees, peers and audiences, we rebranded to become 'Design West' partnering a refreshed building with a new engaging website; and secondly, we joined forces with not-for-profit organisation Creating Excellence to extend our work deep into the South West.

In September 2021 we opened our venue to the public with a new café-bar and harbourside terrace, 'The Architect', forming an engagement hub for everyone interested in design, the name a nod to the rich history of the organisation.

It is a testament to our outstanding team, board, collaborators, audiences, funders and supporters, that despite the huge challenges of the pandemic, emerging and re-emerging through the year, the charity again recorded a year of growth, increasing our impact on the world around us.

## **Design West**

### **Report of the trustees**

**For the year ended 31 March 2022**

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#### **1) OBJECTIVES & ACTIVITIES**

The design of our built and natural environment has a profound impact on all of our lives on a daily basis. From the quality of the homes we live in, the design of our commutes and our communities, our schools and hospitals, our blue and green spaces, to the public realm we share.

Founded in 1996, Design West is a centre of excellence for design and placemaking. Our mission is to inspire the public, politicians and professionals across the built environment to design, better, healthier, places to live, work and relax. We learn from our heritage to build our future. As a registered charity we put design and social value at our heart. Design West is the new name for The Architecture Centre & Creating Excellence.

Our programmes inspire, inform and involve people in the design of the world around them. We work across sectors and society to innovate, co-design and challenge. We are international and local, bringing the best people together to shape better places. We are collaborative, creative, expert, independent, open and visionary.

Our vision is a world designed for life.

We seek to achieve our objectives through:

- **Placemaking**  
We bring people together to co-design and vision great places. We collaborate with the public and private sectors, leading with creativity and community.
- **Design Consultancy**  
Our independent Design Review service supports local authorities and developers to shape better places across the South West. Our interdisciplinary Design Associates combine international expertise with local knowledge.
- **Public Engagement**  
Our world class public programmes inspire and involve. From the Stirling Prize lecture to environmental pioneers, and Bristol Open Doors we engage an audience of over 50,000 with the built and natural environment.
- **Education**  
We develop skills for the future. Our award-winning Shape My City programme accelerates the best diverse talent in partnership with schools, universities, local authorities and the private sector.
- **Strategy**  
From housing to the climate crisis, we address the challenges of today, working with local government to translate ambition into deliverable visions.

## **Design West**

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**For the year ended 31 March 2022**

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## **2) THE YEAR IN NUMBERS**

During the year our activities reached over 500,000 people.

### **Public programme**

Despite covid limiting our activity and audience capacity for much of the year.

- 14,272 people experienced our live talks, workshops, plays and tours;
- 772 attended our monthly talks (paused by covid), 496 people took part in workshops;
- 3,967 Explorers went on 12,171 (covid-safe) Adventures as part of Bristol Open Doors;
- 730 Explorers were children, 504 Adventures were given free of charge and again audiences came from every postcode in the city;
- 260 people helped create Design West commissions for Bristol Open Doors, including 200 people from under-represented backgrounds;
- 900 people attended our outdoor theatre show A Mansion Through Time;
- 1,876 people took an immersive walking tour via the Hidden Bristol App; and
- 2,409 explored an audio tour of Redcliffe Caves.

### **Digital audiences**

- 45,488 views of our videos and highlight films;
- 62,359 people visited our websites during the year (18,540 Design West and 43,819 BOD);
- 15,061 people subscribed to our newsletters; and
- >600,000 people experienced our work through broadcast, traditional and social media.

### **Design and policy review**

- 106 of the best cross-sector professionals served on our expert panels;
- We conducted 71 Design Reviews of developments right across the South West;
  - 50 in the West of England (Bristol, Bath & North East Somerset, South Gloucestershire & North Somerset);
  - 21 in the wider South West including Devon, Swindon, Plymouth, Dorset, South Somerset and Exeter; and
- We advised on improvements to more than 50,000 homes, schools, care homes, a health centre, a science park, a music arena, a new neighbourhood and a zoo.

### **Placemaking**

Our placemaking work saw:

- 1,740 conversations face-to-face;
- 424 people completed online surveys for our placemaking strategies;
- 17 workshops; and
- 100,000+ people again benefit from the placemaking project The Green Way – using the new outdoor furniture and bike parking or experiencing the murals we commissioned.

### **Education and volunteering**

- 28 young people from 12 schools across Bristol people joined Shape My City, a diverse talent accelerator programme;
- 100 children took part in heritage and poetry workshops at Temple Church; and
- We worked safely with 566 volunteers in total across our public programmes.

## Design West

### Report of the trustees

For the year ended 31 March 2022

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#### 3) PROGRAMME

Design West is a place where design, discussion, culture and communities converge. As a world-leading centre for design and creative placemaking, we enable everyone to actively engage with the built environment and architecture around them. Throughout the year we showcase the world's most inspiring thinkers and practitioners from home and abroad through our public programme.

Our programme was heavily impacted by the emergence of new strains of Covid-19. We could not deliver in-person events until June 2021 as gatherings were prohibited, and we temporarily closed our doors again in December 2021, as omicron struck. However, we responded quickly to each challenge, creating online events, bringing our programme into people's living rooms and convening a strong online community.

The pandemic again highlighted the importance of our work. Covid-19 continued to amplify the need for decent homes, and the disparity of access to green space.

*"The Architecture Centre has done a brilliant job developing creative and artistic engagement with architecture over the last 20 years. It is an organisation that consistently challenges itself to innovate, excel and take artistic risks, combining a passion for design excellence with a great track record for bringing people and places together."* Phil Gibby, Area Director, South West, Arts Council England

#### National and international talks programme

In 2021/22 we featured keynote talks from national and international speakers addressing topics of global significance, from the future of high streets, to designing for a climate emergency, and the impact of war on our built environment and heritage.

Highlights included:

- In partnership with the University of Bristol History Commission, we addressed the global topic of memorialisation and statues. A year after the toppling of Colston, academic Dr Roger Griffiths; activist Emma Blake Morsi (Rising Arts); holocaust memorial expert Dr Tanja Schult (University of Stockholm) and Bea Rowlett, commissioner of the infamous Mary Wollstonecraft statue, explored the role of monuments and memory in the public realm.
- As the world began to 'open up', in June we partnered with English Heritage, Landscape Institute and Festival of Nature to trial a new event format; working with covid restrictions to broadcast three, part-digital, part-physical outdoor talks from inside the ruins of Temple Church. Our Director Dr Anna Rutherford and English Heritage Estates Director Rob Woodside hosted a series of 'Midsummer Nature Nights' covering conservation architecture, placemaking and nature-led regeneration. Socially distanced audiences joined us amongst the ruins, with a wider audience taking their seats online. Landscape Architect Eric Jan Pleijsetr spoke from the Netherlands, Dilsiri Welikala took part from Sri Lanka, alongside UK-based designers Dan Pearson and Arit Anderson (Gardeners World), architect George Ferguson (PP RIBA), Shankari Raj, Max Farrell and President of the Black Environment Network, Judy Ling Wong.

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- Following on from COP26 we tackled the climate emergency head-on with 'Just One Thing to Save the Planet' in November. Green Party Leader and Bristol City Councillor Carla Denyer chaired a popular debate where different professions from across the built environment proposed their top climate action, from retrofit (Andy Macintosh, FCB Studios) to mass transit (Jon Usher, Sustrans), recycling existing structures (Austen Bates, Ramboll) and tree planting (Natasha Jones, Stantec). The event was hugely popular with younger audiences, a bold 9 year-old stepped forward at the end to grill the speakers.
- In December, architect Piers Taylor and social entrepreneur Jess Prendergrast (Onion Collective) shared the inspirational story of a community coming together to create East Quay, a multimillion-pound new cultural venue that has transformed Watchet, Somerset.
- Finally, as covid retreated, we finished the year with perhaps its most powerful event 'Architecture & War: Loss, Heritage & Hope'. With bombs falling on Ukraine, the recently-evacuated Ukrainian writer and curator Myroslava Hartmond gave us a passionate overview of Ukrainian architecture, and the very real threat facing Ukraine's cultural heritage. Journalist and author Owen Hatherley supported, taking the long view of history, to reveal the unspoken connection between humans and our built environment, a connection too often symbolically targeted during wartime. Many audience members praised the sensitive handling of the event.

*'We must safeguard this cultural heritage as a testimony of the past but also as a vector of peace for the future.'* **Audrey Azoulay , Unesco Director-General,**

*'Last night at Arnolfini, Myroslava Hartmond - under an image of the Oranta of Kyiv at St Sophia Cathedral – gave an excellent, important tour of an endangered architectural horizon in Ukraine. Thank you'* **Andrew Lynch, Journalist**

Design West remains the only place in the South West for inspiration, information, discussion and debate about the design of our built environment, and how design impacts our environment, economy, social equality and health.

#### 4) BRISTOL OPEN DOORS

The ever-popular Bristol Open Doors is our largest piece of public engagement. In normal times, for one weekend a year, Bristol Open Doors gives citizens the keys to the city, encouraging us all to explore the world around us (Fri 10 – Sun 12 Sept). A unique celebration of heritage, architecture, engineering and design.

In 2021 we faced a huge challenge with the uncertainty of the pandemic, the knock-on impacts on all participating venues, and the development of our own commissions and tours. In Autumn 2020, when we planned for the festival with Heritage Fund and government guidance, we were anticipating minimal covid impact in 2021. Unfortunately, as the virus continued to mutate, we had to scenario-plan various delivery models and delay our festival recruitment. Despite this significant challenge, the team and our network of partners across the city pulled off an incredible festival, opening up the city safely once again. The festival was featured in the Telegraph, The Times and the Independent for the first time, and we are exceptionally proud of our resilience, being one of the few festivals to take place safely in 2021.

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#### For the year ended 31 March 2022

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65 different adventures were created across the city, from tours of new developments, to explorations of historic sites, from outdoor theatre and immersive audio walks, to boat tours, bridges, and ventures in virtual reality. Due to the continuing pandemic, time slots and capacities were strictly implemented, with 847 different sessions open for booking.

*"Bristol Open Doors is an important civic event for Bristol, a shared celebration of learning, powered by hundreds of Bristolians for thousands of visitors from every postcode. In a challenging year we were happy to see the event innovate and use technology to share different perspectives on our city, our history and our future"* **Marvin Rees, Mayor of Bristol**

#### Platforming diverse heritage

In 2020, we successfully commissioned new immersive audio tours to capture hidden histories of the slave trade, the historic city, and graffiti art across Bristol. In 2021, we added to this collection, working with Bristol Archives and the LGBTQ+ community to create a tour of Queer Bristol. As Bristol embarks on revisioning the Western Harbour, we also created 'The Changing Harbour' with theatre-maker Sheila Hannon, audio producer Lucy Skye, and a multitude of voices and perspectives from across the city.

*"I will always remember that plaque on the harbour in memory of the millions of people captured as slaves who lost their lives. I've been there so many times & never noticed it."* **Audience by E-Survey**

Queer Bristol unlocked stories of place including sites of murder, queer bashings, switchboards and sanctuary during the aids pandemic, plus the ground-breaking tale of Lawrence Michael Dillon, the world's first female-to-male transgender person to undergo gender reassignment surgery at the Bristol Royal Infirmary in 1944. The Changing Harbour captured stories of the Irish workers who built the New Cut, the engineering behind the floating harbour and its evolution from an industrial port to a leisure harbour with the gig rowers and disability groups who sail on her today. As a site of change and debate, we also worked with BCC to capture different hopes for the future of the Western Harbour and its spaghetti-like road system.

The Design West team worked with 41 diverse local historians, artists and speakers to create the BOD programme, and involved over 200 people from minority communities in 2021.

*"I've visited today with my gay teenage son, I have little understanding of the LGBTQ+ world he is part of, & he has little access to his 'heritage' in Bristol. Today we both learnt something & built a bridge. Thank you!"* **Bristol Open Doors Audience (Father & Son)**

*'Just completed the Queer Bristol audio tour & it's amazing.'* **Audience by Twitter**



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##### Commissioning covid-safe outdoors events

To keep audiences safe we prioritised the commissioning of outdoor activities and reduced audience capacities across the festival. A particular highlight was the commissioning of the outdoor theatre show 'A Mansion Through Time', a promenade performance that took 900 people through the changing fortunes of Ashton Court Mansion, in groups of up to 40 at a time (Show of Strength Theatre & Artspace Lifespace).

Incorporating outdoor events, meant the festival was accessible to those more vulnerable to covid and enabled more volunteers to take part and feel safe. We also had feedback from parents of children with autism that the distanced audio tours worked well for their families.

*"It was great to be able to open & share our building, to see people enjoy finding new places & to play our small part in that. We appreciate your hard work in making it actually happen this year. It was so good to be open again".* **St Stephens' Church**

*"We had wonderful communication & support in advance. Bristol Open Doors opened up our project to a new audience, the festival was so inclusive & supportive"* **Action Hero Theatre Company**

##### Audiences, volunteers and resilience

As national funding reduces, and costs escalate, Bristol Open Doors has been challenged to transition to a sustainable delivery model, where audiences contribute financially to the cost of the festival. In 2021 we worked with Heritage Fund to pilot an Explorer Wristband model, where audiences could purchase a wristband (£10 adults, £2 children) and book into three different adventures over the weekend.

Despite the pandemic, 3,967 explorers took part in Bristol Open Doors, booking into 12,171 adventures across the city. 730 children took part, and we gave free access to 504 experiences, through inclusion wristbands. The festival beat our Heritage Fund target projections of 3,500 explorers and 10,500 adventures. Audiences came from every Bristol postcode, and beyond. Audience feedback was generally very positive, and 88% said they'd learnt something new about the city.

We worked with 470 volunteers across Bristol Open Doors, with 40 forming part of our central coordinating team. We recruited a developing producer to lead the festival, an engagement officer (BAME background) and gave paid work to a production intern, and a small number of production leads. Every year the whole Design West team contributes to organising the festival, volunteering over the long weekend shoulder-to-shoulder with the city.

In 2021, a new partnership with First Bus meant that Explorers and Volunteers also benefitted from free bus travel across Bristol over the long weekend.

Although we successfully piloted the wristband model, the festival still draws on more team and financial resources than is sustainable, particularly in the face of soaring costs and reduced funding. Moving forward, Bristol Open Doors will move to a biennial festival, as we continue to build resilience for this wonderful event.

## Design West

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*'People seemed so excited to be out & about exploring. It felt extra special'* **M Shed**

*'Visit West were thrilled to partner with Design West on Bristol Open Doors. The city was brought to life again.'* **Kathryn Davies, Head of Tourism, Visit West**

## 5) DESIGN & POLICY SERVICES

The South West of England is growing, with more than 100,000 new homes set to be built across the West of England Combined Authority alone by 2036.

Design West support local authorities, public sector bodies, councillors, and developers to design high-quality and more sustainable places. We help to ensure that the pressure for growth, does not compromise quality, and provide support to authorities that are often under-resourced, whilst giving developers access to the best interdisciplinary advice on design and placemaking.

Building on a long history of bringing people together to shape better places, Design West runs an independent design review service across the South West. We now convene over 100 professionals that represent the best cross-sector talent in the region, with specialisms in design, housing, climate resilience and net zero, engineering, transport and active travel, landscape, heritage, accessibility, inclusive growth and placemaking. The expert panels provide independent guidance early in the planning process for significant development proposals. The Design Review process leads directly to design improvements for citizens and the environment whilst often adding value to projects.

In 2021 we joined forces with Creating Excellence, to become Design West, extending our Design Services beyond WECA and into the South West. Pippa Goldfinger is our head of design for Bristol, Bath & North East Somerset, South Gloucestershire and North Somerset, whilst experienced new lead Julie Tanner heads up our design and planning services for the wider South West region.

In 2021/22 we conducted 71 Design Reviews, 50 in the West of England and 21 in the wider South West including Devon, Swindon, Plymouth, Dorset and South Somerset.

Our panel chairs for 2021/22 were as follows: B&NES, Rob Gregory (MArch BA (Hons) RIBA ARB); Bristol, Cora Kwiatkowski (BSc AA Dip FRSA) and Jane Fowles (BA(Hons) DipLA (Hons) MAUD CMLI); South Gloucestershire, Prof. Alex Wright (BSc Dip Arch MDesS ARB FHEA) and North Somerset, Juliet Bidgood (MA Dip Arch RIBA). We continue to refresh and diversify our panellists to bring new critical skills and experience and to improve gender balance and diversity. We thank our chairs and all of our valued expert panellists for their commitment and contribution to this charitable work.

### Design review highlights

Key schemes reviewed during the year included city centre sites St Mary Le Port and The Galleries in Bristol, care homes, a youth zone and a masterplan for Bedminster. The panels also analysed the former Royal Pier Hotel in Weston-super-Mare, more than 2,000 homes and employment land in the new neighbourhood of Brabazon, and a research park in South Gloucestershire. A new Enterprise Zone and student housing in B&NES, a major net-zero manufacturing base in Swindon, and new housing developments across Devon.

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Notably, the service has particularly supported developers to change their designs with practical interventions to create better, healthier places to live and work, through:

- Prioritizing active travel;
- Improving biodiversity and landscape;
- Improving the character and build quality of developments;
- Guidance on designing for health, well-being and the creation of new communities (e.g. student accommodation and residential-led developments);
- Supporting zero carbon strategies and sustainable transport;
- Accessible and inclusive design; and
- Design & viability advice for creating economically sustainable places.

*"Can you share my appreciation to the panel for their time & constructive advice. I have attended a few of these over the years & I have to say the conduct & approach taken by the panel was by far the best. I would encourage anyone to come & share their ideas with you."*

**Emma Geater, Associate Director, Crest Nicholson**

*Design West acts as a critical friend to the council, providing design review on a regular basis alongside policy and strategy review. The panel members' wide ranging expertise helps the council make robust and well balanced decisions and is an excellent resource for officers and members to draw on.*

**Cllr Nicola Beech, Cabinet Lead Spatial Planning and City Design – Bristol City Council**

*"I would not hesitate to recommend Design West . We presented a redevelopment scheme to the panel & received a range of really helpful & insightful comments. The organisation of the review, site visit & initial meeting were conducted in a friendly & professional manner. We will now reflect upon the advice received & work this into the next iteration"*

**Chris Beaver, Director, Planning Sphere**

## 6) PLACEMAKING

Our Placemaking work brings the public, politicians, and professionals together to shape better places.

### Placemaking strategies for Clevedon and Nailsea

In 2021 we began a significant new project commissioned by North Somerset Council to develop Placemaking Strategies for the two towns of Clevedon and Nailsea. Led by Director Dr Anna Rutherford and Placemaking Associate Juliet Bidgood, Design West coordinated local stakeholders in each town (political, local authority, community and business leaders, and young people) to establish a shared vision and placemaking priorities for each town.

The strategies were developed through a series of innovative stakeholder workshops, with the hopes and ideas that emerged from these core stakeholders, forming the basis of wider public engagement. Creative digital campaigns were run alongside inspired face-to-face public engagement with Show of Strength theatre company, who researched and brought to life historic characters from the towns, taking these characters onto the streets to engage local people in discussion about the future.

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Design West's network of experts fed into the workshops throughout, to help visualise the ideas of the stakeholders, and to support with more detailed feasibility work on key sites in each town. We were also able to coordinate parking studies, landscape designs and more technical work at the request of each group as the project progressed. Led by Design West, the project is run in partnership with Nailsea and Clevedon Town Councils, design agency Maya, Theatre Company Show of Strength, AHMM Architects, Studio Hive, Inner Circle, Weston College, North Somerset Council and the people of each town. The strategies will complete next year.

#### **West of England Placemaking charter**

Following a pause during the pandemic and election periods, we continued to develop the first Placemaking Charter for the West of England with WECA. A plain English copy of the Charter was drafted in 2021 and will be published in 2022.

#### **Green Horizons and Harbour Hopes**

In partnership with Landscape Institute, we produced three in-person interdisciplinary half-day workshops in March, focussed on green placemaking policy, biodiversity net gain, and designing for the public realm. We also worked in partnership with Bristol City Council to run a series of stakeholder engagement workshops on the future of Bristol Harbour and commissioned some case studies of best practice from other harbours nationally and internationally, with McGregor Coxall.

#### **Temple Church**

The first phase of conservation work has commenced with English Heritage at Temple Church. During the year we supported public engagement, including school workshops with 100 x year 7s from St Mary Redcliffe and our city poet Caleb Parkin, a Shape My City live build, and hands-on conservation work with the public for Bristol Open Doors. We also supported English Heritage to develop their bid for the future of the site and partnerships with BCC and Redcliffe & Temple BID.

## **7) EDUCATION PROGRAMME**

Design West is a national leader in place-based education. We inspire young people of all ages in the built environment, and open-up career pathways, intervening to provide valuable opportunities which many young people would otherwise not have. We believe that successful places of the future need a diverse workforce to design them.

Our work is desperately needed by the sector. 1% of British architects are black, 12% of UK engineers are women, and 5% of construction directors and senior managers are BAME. Only 7% of directors and 5% of senior directors in the private planning sector are women.

#### **Shape My City (15 – 18 yrs)**

Shape My City offers high-quality career development support aimed at girls and young people from BAME and lower socio-economic backgrounds, making a tangible impact on their lives, whilst working towards building a more diverse and representative built environment sector.

In 2020 we re-designed the programme in response to the Black Lives Matter movement, to better meet the needs of young people, connecting them with future employers and higher education providers. Trustee and former Shape My City graduate Hani Salih helped to shape the refreshed programme, with our Head of Education, the architect and educator Shankari Raj (AJ 40 under 40). We kept the programme driving forwards in the pandemic, flexing when needed, to deliver workshops online.

## Design West

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*"The best thing about Shape My City was learning about the different career paths within design and architecture (but possibly also the jerk chickenwraps)." Shape My City Student 2021*

In the summer of 2021, our reinvigorated programme saw exceptional outcomes for its first graduates. Over 90% of participants reported growth in:

- Strength to recognise individual skills;
- Confidence to influence change in their environment;
- Knowledge of how to reach goals;
- Ability to communicate with authority; and
- Collaboration: I work collaboratively.

Over 80% reported greater self-belief that they would reach their goals. Some of the student voices are captured below.

*"Being part of Shape My City makes me believe I can gain the skills I need to get the career I want."*

*"I really enjoyed the live build & being able to build something that would benefit the wider community"*

*"Being part of Shape My City makes me believe I can have a real effect on our city, should I really try"*

The programme finished the year with a live build, to put their skills into practice. The team worked alongside staff and students from UWE and English Heritage to create a community shed in the grounds of Temple Church, decorating the new structure with some of the poetry created between our city poet and the year 7 students from Redcliffe and Temple School. The live build was supported by Quartet Community Foundation, English Heritage, AHMM, and the Landscape Institute.

In Autumn 2021 we took on a new cohort of students, and the charity went into school assemblies to further increase and diversify our intake. 50 young people applied, with 28 students accepted from 12 schools, 75% of the students identify as BAME and 50% are female. In Winter 2021 Shankari Raj went on maternity leave and the highly capable Rebecca Nixon covered the role on secondment from AHMM.

We thank the organisations who have signed up to take part in the new academic year, namely Turner Works, BCC, AHMM, Ramboll, Arup, FCB Studios, Churchman Thornhill Finch, LDA, Socius, UWE and Arcadis. And we extend our thanks to all the volunteer professional inspirers, young people and university students who give their energy, enthusiasm and skills to the transformative programme.

*"The Shape My City programme provides invaluable opportunities for young Bristolians from diverse backgrounds to gain new skills and confidence, developing career pathways into built environment and property sectors. Through creative careers workshops, mentoring, live projects and access to inspiring industry role models, the programme aims to nurture a new generation of placemakers, who better reflect the diversity of our city" Asher Craig, Deputy Mayor of Bristol*

## Design West

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For the year ended 31 March 2022

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#### 8) CAPITAL TRANSFORMATION

By Spring 2021, our home on the harbour was in desperate need of renovation. Over the past two years, the trustees and a team led by Dr Anna Rutherford had developed detailed plans to re-model and refurbish the building into a vibrant new venue for design and placemaking, and raised funds for the works.

In April 2021, planning permissions were granted, and our project team of Director Dr Anna Rutherford, project architect Shankari Raj, interior designer Gemma Randall (BBC His Dark Materials), planning support Tom Bell, trustees Nick Childs, Tom Russell, Cora Kwiatkowski, Gavin Eddy and Seb Loyn and a supportive community of built environment professionals began the capital transformation.

The exterior of the building was given a bright reimagining, emblazoned with our bold new name Design West to better engage the public. New entrances were installed and the organization reached across the quayside with a new (accessible) terrace. The ground floor was completely refurbished to create 'The Architect' a design themed café-bar, a place for informal events, and for creativity and conversation to flow. The first floor was transformed into a space for public engagement, education, workshops and events, creating a hub for the city. New wooden flooring and soundproofing created 'The Assembly' and 'The Board Room' spaces for our own programmes, and those of regional and national partners. Our main contractors on the project were Innes Symes, and electricians Kobec. The charity benefitted hugely from in-kind materials, discounts and skills given freely.

We were incredibly thankful for support from Hydrok, Cook Brown, Arup, Altro, Rudge Brothers Vitra, Spatia, One Eighty Light, Furniture 23, Tile Stores, Ecophon, Origin Furniture, Mott Macdonald and Max Fordham.

In June 2021 we successfully raised the final £27,000 for the transformation from a public appeal and crowdfunder. Stride Treglown became a major supporter of The Assembly, firms AHMM, FCB Studios, KB2, HTA, Rise Structures, YTL, Arcadis, Ramboll, Studio Lime and over 100 individuals gave to the project. Many of their names still shine from the brass tiles embedded into the bar.

The pandemic and Brexit impacted the availability of materials and labour throughout the build, proving to be challenging to cost and time. However, the team managed incredibly well to finish within our available funds and only 6 weeks late. Strong project management meant that we had sufficient budget left to begin to renovate the second floor, a new home for our shared office and co-working space.

The venue opened in September 2021, to hugely positive feedback, and despite the interlude of omicron, the building has begun to fill with talks, workshops, new architectural societies and design-related clubs and activities for those aged 8 – 80. Many visitors have commented on how the building's heritage features seem to have been 'restored' and brought back into view.

*"What an addition The Architect is to Bristol harbourside. Great job Dr Rutherford, trustees and team"*  
**Laura Pye, Director National Museums Liverpool**

*"The renovation project has restored what was originally an 18th century sail loft on Narrow Quay near Pero's Bridge, with features including charred timber beams from a fire."* **Bristol 247**

## **Design West**

### **Report of the trustees**

**For the year ended 31 March 2022**

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## **9) FINANCIAL AND OPERATIONAL REVIEW**

### **Financial review and Covid-19**

2021/22 saw Design West again report the highest turnover on record, as the organisation continued to build its impact, whilst controlling a major capital project and maintaining a safe level of reserves.

Income for the year was £824,797 an increase of 39% (£231K) on the previous year (£593,819), reflecting another step forward for the charity. The trustees are pleased to report a tripling in income since 2018, under the leadership of the current director and team, which represents the advances made by the organisation with respect to delivering key services, generating demand from larger audiences, and forging stronger, valued partnerships.

In 2021/22 as planned, the trustees used the designated capital transformation fund (£228K on 31 March 21) to renovate the building. Careful in-year management and additional fundraising by the director and team meant that we were able to expand the scope of interior works to the third floor, and still finish the year with £25K in the designated fund for the building. The whole building project cost ~£260K, and the trustees believe this to represent excellent value for money, finishing well below the £317K originally scoped for two floors by the trustee working group.

Our Design Services work grew as we expanded into the South West region, incorporating capacity from Creating Excellence, and almost doubling income from £162K (2020/21) to £314K (2021/22). Our strong Placemaking work continued, raising £140K (including grants), and we began to work the asset of our building differently, harnessing it for our charitable objectives. Having opened the café bar in September 2021, (despite closure for a winter covid wave) we raised £127K through this new income stream (estimating 60% generated from charitable activity) and continued to generate hires of space and rent.

All income from the café bar and space hires is classified under 'other trading activities' in these accounts, with the associated staff costs added to expenditure under 'raising funds', which explains the significant growth of both these areas. The charity has commenced the process of setting up a wholly owned trading subsidiary to operate the café bar and will separate this arm in 2022/23. The café bar functions to better engage the public and support our charitable activities, but will also drive an income stream to improve the resilience of the parent charity.

Our public programmes include our public talks, education programme and Bristol Open Doors. Despite another covid-hit year, we managed to raise ~£36K from ticket sales towards our programme, demonstrating our value to the public. Important subsidies from the Heritage Fund and Arts Council supported our programmes, alongside sponsorship and surplus from our own services.

Expenditure for the year was £830,628 with ~£127K ploughed into fixed assets (£180K total fixed assets up from £52K in the previous year). Given the planned capital work, the trustees budgeted for a large in-year deficit and are pleased to report that the accompanying in-year growth has reduced this to ~£6K.

We finished the year in a strong and stable financial position. Restricted reserves are at £24,439 which includes a deficit of £25K for the completed resilience project for Bristol Open Doors, which will be drawn down from the Heritage Fund in 2022. Unrestricted reserves total £857,240 which includes the leasehold property (£444,507), designated cash funds of £60K and a general fund of £349,993. The

## **Design West**

### **Report of the trustees**

#### **For the year ended 31 March 2022**

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general fund contains our unrestricted net current assets of approximately £216,158 (up £89K from £127K the previous year) and tangible fixed assets of £133,835.

The trustees have designated funds for projects where we anticipate future spending. This includes setting aside funds for the building (£25K), as we are aware that the roof, rear render and lift have a limited lifespan and may soon need investment. Funds have also been set aside for Education (£10K) to safeguard Shape My City, as sponsorship may dip in the predicted recession and Programme, which always requires subsidy, particularly activity linked to Bristol Open Doors.

Income streams including space hires, box office, sponsorship and the café bar were all impacted by the pandemic in 2020/21. Attendance at talks was at 40% of pre-pandemic levels, although there were signs of audiences returning as we exited the final omicron wave. However, we kept expenditure very tight across projects accordingly, with the director working additional hours to manage projects. Moving forwards we will need to invest in our core team to ensure that we have the resource and stability to underpin our growth.

Despite a challenging year, the trustees are pleased to report a responsible reserves position leading into 2021/22, and a strong mix of income streams now supporting our programmes. With clear leadership and the support of new and existing funders for our impactful work, we are confident in our sustainable future.

The Director and chair met every two weeks during the pandemic, to regularly discuss the ongoing risk and decisions taken by the organisation.

#### **Risk and financial monitoring**

Design West has stringent financial processes. Budgets and cashflow positions are carefully monitored throughout the year to ensure any risks are identified and mitigated at an early stage.

Overhead and administration costs are reviewed annually to ensure maximum cost efficiency and value for money. We continually look for ways to maximise income and make efficiency savings without compromising public benefit or the quality of the offer.

Well-structured accounts software (Quickbooks) enables us to set targets and track spending across the business. Progress against financial targets is monitored closely through monthly reports and regular meetings with budget holders. At an executive level, overall progress is monitored monthly. Highlight reports are sent to the board on a regular basis with full financial reports and forecasts produced and discussed at quarterly board meetings.

Restricted funds are carefully monitored and tracked through profit and loss accounts established for each project. The organisation maintains a risk register to identify and regularly monitor the risks facing the organisation. Monitoring and mitigation of risks is discussed at each board meeting, with any significant changes to risk status escalated to the trustees between meetings.



## **Design West**

### **Report of the trustees**

#### **For the year ended 31 March 2022**

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

Design West is a charity, governed by our Board of Trustees who are non-executive and unpaid. Our Director Dr Anna Rutherford is recognised for transforming organisations, in terms of both impact and financial resilience, and continues to work with the Chair and Board to make sustainable strategic change across the organisation to strengthen key areas of activity, staff structure and to modernise operations.

During the year the board began a process, to modernise the structure of the charity supported by the highly regarded legal firm Counterculture LLP and the director. Originally constituted as a company limited by shares in 1984 (no dividends are paid to the founding shareholders) and a registered charity, the trustees commenced the process of tracking down and communicating with the founding shareholders to prepare for conversion to a CIO. This conversion process enables us to update to a more modern and widely recognised charitable structure, whilst retaining the same registered charity number. The charity completed the process in 2022/23, the next financial year.

The board of trustees meets quarterly and is ultimately responsible for:

- Ensuring the aims & objectives of the organisation are being effectively achieved;
- Providing strategic support to the director and staff;
- Agreeing the annual budget and ensuring financial best practice and resilience;
- Ensuring by regular review the maintenance and implementation of policies, including Child Protection, Equality and Diversity, Health and Safety and Volunteers; and
- Building landlord matters.

The trustees regularly review the composition of the board to ensure it has the skills necessary for continued good management and the financial success of the organisation. The board will continue to develop to update our skillset, networks and to better balance diversity.

##### **Public benefit**

With regard to the Charity Commission public benefit guidance, Design West exists to promote better buildings and places for people. We do this through demonstrating the value of good design and raising awareness and expectations, achieved through our talks, exhibitions, walks, and education programmes and by partnership working. Our design services were established to improve the quality of the built environment around us, raising the standards of the houses and neighbourhoods we live in, the services we use and the public realm we all share. Our programme of talks and workshops have affordable ticket prices and we offer concessionary discounts to a range of groups. Bristol Open Doors is priced affordably, below the cost of delivery, and free tickets are both actively distributed and made available on request to remove barriers to access. Our education and outreach activities are largely aimed at young people from ethnically and socio-economically diverse backgrounds, many of these are free to access, with expenses paid, enabling a wide range of people to participate. We are based centrally on Bristol Harbour with good public transport links and are accessible for disabled visitors. We have an engagement and outreach programme, committed to engaging with diverse communities and delivered in partnership with them. Activity takes place in different neighbourhoods across the region to extend our reach and openness.

## **Design West**

### **Report of the trustees**

#### **For the year ended 31 March 2022**

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##### **Reserves policy**

Design West's reserves form part of the organisation's strategic planning process informing business planning, budget and risk management, ensuring that the organisation remains sustainable, has the capacity to manage unforeseen financial circumstances and is able to invest in its future.

The trustees have reviewed the reserves policy to a risk-based assessment which takes into account our income certainties and sources of income, compared to our fixed and committed expenditure. Following this review, the trustees' agree that in order to weather variations in cash flow our free reserves should reach six months expenditure (£220,000) as a general reserve. In addition to this, the board have assigned designated reserves funds. At the end of March 2022, the board are pleased to report significant progress against our business plan.

Unrestricted free reserves increased to £216,158 in the general unrestricted reserve fund and £60,000 in the designated funds described above. The trustees will continue to balance holding strong reserves for the organisation, with the ongoing business risks, including Covid-19, recession, and the cost of living crisis.

The trustees believe that the current business plan makes the business a going concern and are confident of a mixed income stream over the next 3 years. The organisation has a 125-year lease asset that will be used to generate increased revenue and has demonstrated valuable service provision increasing our earned income through our Design Review and Placemaking Services.

##### **Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. The trustees are also responsible for

## **Design West**

### **Report of the trustees**

#### **For the year ended 31 March 2022**

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safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

#### **Independent examiners**

Godfrey Wilson Limited were appointed as independent examiners to the charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 15 December 2022 and signed on their behalf by



Nick Childs - Chair

## **Independent examiner's report**

### **To the trustees of**

### **Design West**

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I report to the trustees on my examination of the accounts of Design West (the CIO) for the year ended 31 March 2022, which are set out on pages 20 to 39.

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

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

I report in respect of my examination of the CIO'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**

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Godfrey Wilson Limited also provides bookkeeping services to the CIO. I confirm that as a member of the ICAEW I am subject to the FRC's Revised Ethical Standard 2016, which I have applied with respect to this engagement.

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 CIO as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*Alison Godfrey*

Date: 15 December 2022

**Alison Godfrey FCA**

**Member of the ICAEW**

For and on behalf of:

**Godfrey Wilson Limited**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

## Design West

### Statement of financial activities

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
<b>Income from:</b>					
Donations	3	36,118	72,458	<b>108,576</b>	53,442
<i>Charitable activities</i>	4				
Design services		-	314,834	<b>314,834</b>	161,995
Place making		3,000	136,595	<b>139,595</b>	166,367
Public programme		10,000	46,733	<b>56,733</b>	117,958
Other charitable activities		-	8,715	<b>8,715</b>	8,266
Other trading activities	5	-	152,162	<b>152,162</b>	29,600
Investments		-	44,182	<b>44,182</b>	56,191
<b>Total income</b>		<u>49,118</u>	<u>775,679</u>	<u><b>824,797</b></u>	<u>593,819</u>
<b>Expenditure on:</b>					
Raising funds		-	230,137	<b>230,137</b>	15,921
<i>Charitable activities</i>					
Design services		-	255,728	<b>255,728</b>	164,474
Place making		2,707	144,013	<b>146,720</b>	133,000
Public programme		95,718	93,928	<b>189,646</b>	124,437
Other charitable activities		-	8,397	<b>8,397</b>	8,200
<b>Total expenditure</b>	7	<u>98,425</u>	<u>732,203</u>	<u><b>830,628</b></u>	<u>446,032</u>
<b>Net income / (expenditure) and net movement in funds</b>	8	(49,307)	43,476	<b>(5,831)</b>	147,787
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>73,746</u>	<u>813,764</u>	<u><b>887,510</b></u>	<u>739,723</u>
<b>Total funds carried forward</b>		<u><u>24,439</u></u>	<u><u>857,240</u></u>	<u><u><b>881,679</b></u></u>	<u><u>887,510</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 19 to the accounts.

Prior period income and expenditure have been reclassified to reflect the requirements of the Charities SORP (FRS 102) to expand charitable activity categories and to be comparable with the current year. The restatements are purely reclassifications of income and expenditure and do not affect net income.

## Design West

### Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
<b>Fixed assets</b>				
Tangible assets	11		<b>179,994</b>	52,018
Investments	12		<b>398,348</b>	398,348
			<b>578,342</b>	450,366
<b>Current assets</b>				
Stock	13	<b>8,633</b>		-
Debtors	14	<b>159,850</b>		73,210
Cash at bank and in hand		<b>302,379</b>		438,249
		<b>470,862</b>		511,459
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	15	<b>(167,525)</b>		(74,315)
<b>Net current assets</b>			<b>303,337</b>	437,144
<b>Net assets</b>	18		<b>881,679</b>	887,510
<b>Funds</b>	19			
Restricted funds			<b>24,439</b>	73,746
Unrestricted funds				
Designated funds			<b>504,507</b>	683,764
General funds			<b>349,993</b>	127,260
Share capital			<b>2,740</b>	2,740
<b>Total charity funds</b>			<b>881,679</b>	887,510

Approved by the trustees on 15 December 2022 and signed on their behalf by



Nick Childs - Chair

**Design West****Statement of cash flows****For the year ended 31 March 2022**

	<b>2022</b> £	Restated 2021 £
<b>Cash used in operating activities:</b>		
Net movement in funds	<b>(5,831)</b>	147,787
Adjustments for:		
Depreciation charges	<b>24,083</b>	4,004
Decrease / (increase) in stock	<b>(8,633)</b>	-
Decrease / (increase) in debtors	<b>(86,640)</b>	15,438
Increase / (decrease) in creditors	<b>93,210</b>	16,004
Proceeds from investments	<b>(44,182)</b>	(56,191)
<b>Net cash provided by / (used in) operating activities</b>	<b><u>(27,993)</u></b>	<u>127,042</u>
<b>Cash flows from investing activities:</b>		
Proceeds from investments	<b>44,182</b>	56,191
Purchase of tangible fixed assets	<b><u>(152,059)</u></b>	<u>(5,149)</u>
<b>Net cash provided by / (used in) investing activities</b>	<b><u>(107,877)</u></b>	<u>51,042</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>(135,870)</b>	178,084
Cash and cash equivalents at the beginning of the year	<b><u>438,249</u></b>	<u>260,165</u>
<b>Cash and cash equivalents at the end of the year</b>	<b><u><u>302,379</u></u></b>	<u><u>438,249</u></u>

## Design West

### Notes to the financial statements

#### For the year ended 31 March 2022

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##### 1. Accounting policies

###### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Design West meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

###### b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

###### c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

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

Income received in advance of provision of design services is deferred until criteria for income recognition are met.

###### d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

###### e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

###### f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.



## Design West

### Notes to the financial statements

For the year ended 31 March 2022

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#### 1. Accounting policies (continued)

##### g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the proportion of staff time as follows:

	2022	2021
Raising funds	24.0%	6.2%
<i>Charitable activities</i>		
Design services	37.2%	45.5%
Place making	9.0%	13.6%
Public programme	27.7%	31.5%
Other charitable activities	2.1%	3.2%

##### h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold property	125 years
Office equipment	3 years
<i>Fixtures and fittings</i>	
Bespoke fixtures	5 years
Other fixtures and fittings	3 years
Leasehold improvements	10 years

Items of equipment are capitalised where the purchase price exceeds £500.

##### i) Investment property

Investment property is measured at fair value with changes in the fair value recognised in the Statement of Financial Activities. The trustees have a policy of revaluing investment properties every 5 years.

##### j) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

##### k) Debtors

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

##### l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1. Accounting policies (continued)**

**m) Creditors**

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

**n) Pension costs**

The charity operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

**o) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are: depreciation (see accounting policy (h)), the split of the property between tangible fixed assets and investments (see note 12) and the valuation of investment property see (accounting policy (i)).

**Design West**

**Notes to the financial statements**

**For the year ended 31 March 2022**

**2. Prior period comparatives: statement of financial activities**

	Restricted £	Unrestricted £	Restated 2021 Total £
<b>Income from:</b>			
Donations	25,000	28,442	<b>53,442</b>
<i>Charitable activities</i>			
Design services	-	161,995	<b>161,995</b>
Place making	47,399	118,968	<b>166,367</b>
Public programme	16,809	101,149	<b>117,958</b>
Other charitable activities	-	8,266	<b>8,266</b>
Other trading activities	-	29,600	<b>29,600</b>
Investments	-	56,191	<b>56,191</b>
<b>Total income</b>	<b>89,208</b>	<b>504,611</b>	<b>593,819</b>
<b>Expenditure on:</b>			
Raising funds	-	15,921	<b>15,921</b>
<i>Charitable activities</i>			
Design services	-	164,474	<b>164,474</b>
Place making	10,750	122,250	<b>133,000</b>
Public programme	68,398	56,039	<b>124,437</b>
Other charitable activities	-	8,200	<b>8,200</b>
<b>Total expenditure</b>	<b>79,148</b>	<b>366,884</b>	<b>446,032</b>
<b>Net income</b>	<b>10,060</b>	<b>137,727</b>	<b>147,787</b>
Transfers between funds	6,936	(6,936)	-
<b>Net movement in funds</b>	<b>16,996</b>	<b>130,791</b>	<b>147,787</b>

**Design West****Notes to the financial statements****For the year ended 31 March 2022**

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**3. Income from donations**

	Restricted £	Unrestricted £	2022 Total £
Donations	-	35,093	<b>35,093</b>
Grants	<u>36,118</u>	<u>37,365</u>	<u><b>73,483</b></u>
<b>Total income from donations</b>	<u><u>36,118</u></u>	<u><u>72,458</u></u>	<u><u><b>108,576</b></u></u>

**Prior period comparative:**

	Restricted £	Unrestricted £	Restated 2021 Total £
Donations	-	39	39
Grants	<u>25,000</u>	<u>28,403</u>	<u>53,403</u>
<b>Total income from donations</b>	<u><u>25,000</u></u>	<u><u>28,442</u></u>	<u><u>53,442</u></u>

The prior period has been restated for reclassification of grants and membership income as income from charitable activities.

## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £
<i>Design services</i>			
Service provision	-	314,834	<b>314,834</b>
<i>Place making</i>			
Grants	3,000	1,500	<b>4,500</b>
Service provision	-	135,095	<b>135,095</b>
	<u>3,000</u>	<u>136,595</u>	<b><u>139,595</u></b>
<i>Public programme</i>			
Grants	10,000	500	<b>10,500</b>
Service provision	-	6,163	<b>6,163</b>
Space hire	-	560	<b>560</b>
Events	-	39,510	<b>39,510</b>
	<u>10,000</u>	<u>46,733</u>	<b><u>56,733</u></b>
<i>Other charitable activities</i>			
Service provision	-	60	<b>60</b>
Membership	-	8,415	<b>8,415</b>
Space hire	-	240	<b>240</b>
	<u>-</u>	<u>8,715</u>	<b><u>8,715</u></b>
<b>Total income from charitable activities</b>	<u>13,000</u>	<u>506,877</u>	<b><u>519,877</u></b>

## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 4. Income from charitable activities (continued)

Prior period comparative:

	Restricted £	Unrestricted £	Restated 2021 Total £
<i>Design services</i>			
Service provision	-	161,995	161,995
<i>Place making</i>			
Grants	47,399	24,968	72,367
Service provision	-	94,000	94,000
	<u>47,399</u>	<u>118,968</u>	<u>166,367</u>
<i>Public programme</i>			
Grants	16,809	62,707	79,516
Service provision	-	2,350	2,350
Events	-	36,092	36,092
	<u>16,809</u>	<u>101,149</u>	<u>117,958</u>
<i>Other charitable activities</i>			
Membership	-	8,266	8,266
	<u>-</u>	<u>8,266</u>	<u>8,266</u>
<b>Total income from charitable activities</b>	<u>64,208</u>	<u>390,378</u>	<u>454,586</u>

The prior period has been restated to expand charitable activity categories and to reclassify grants and membership income.

#### 5. Income from other trading activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Café/bar sales	-	127,299	127,299	-
Sponsorship	-	22,400	22,400	29,600
Space hire	-	2,070	2,070	-
Service provision	-	393	393	-
<b>Total income from other trading activities</b>	<u>-</u>	<u>152,162</u>	<u>152,162</u>	<u>29,600</u>

All income from other trading activities in the prior year was unrestricted.

**6. Government grants**

The charity receives government grants, defined as funding from the Coronavirus Job Retention Scheme, Bath and North East Somerset Council, Arts Council England and Bristol City Council to fund charitable activities. The total value of such grants in the period ending 31 March 2022 was £53,483 (2021: £145,445). There are no unfulfilled conditions or contingencies attaching to these grants in 2021/22.

## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 7. Total expenditure

	Raising funds £	Design services £	Placemaking £	Public programme £	Other charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 9)	59,022	91,367	22,094	67,917	5,273	34,367	<b>280,040</b>
Recruitment and training	-	-	-	390	-	2,797	<b>3,187</b>
Cost of goods sold	51,191	-	-	-	-	-	<b>51,191</b>
Production	2,674	109,976	107,149	35,541	-	7,496	<b>262,836</b>
Engagement and evaluation	-	-	483	3,873	-	-	<b>4,356</b>
Marketing and communications	2,198	255	3,904	29,974	-	3,313	<b>39,644</b>
Repairs and maintenance	72,666	-	-	11,806	-	16,105	<b>100,577</b>
Building costs	5,250	-	-	-	-	25,182	<b>30,432</b>
Office and admin	-	-	-	-	-	18,617	<b>18,617</b>
Finance and legal	-	-	-	-	-	11,971	<b>11,971</b>
Organisational development	2,169	-	-	(92)	-	1,617	<b>3,694</b>
Depreciation	-	-	-	-	-	24,083	<b>24,083</b>
<b>Sub-total</b>	195,170	201,598	133,630	149,409	5,273	145,548	<b>830,628</b>
Allocation of support and governance costs	34,967	54,130	13,090	40,237	3,124	(145,548)	-
<b>Total expenditure</b>	<u>230,137</u>	<u>255,728</u>	<u>146,720</u>	<u>189,646</u>	<u>8,397</u>	<u>-</u>	<b><u>830,628</u></b>

Total governance costs were £9,224 (2021: £3,922)



## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 7. Total expenditure (continued)

##### Prior period comparative

	Raising funds £	Design services £	Placemaking £	Public programme £	Other charitable activities £	Support and governance costs £	Restated 2021 Total £
Staff costs (note 9)	9,737	70,866	21,249	49,063	5,015	28,059	183,989
Recruitment and training	-	-	-	-	-	1,695	1,695
Cost of goods sold	-	-	-	-	-	-	-
Production	-	48,066	93,924	27,744	-	6,445	176,179
Engagement and evaluation	-	-	2,627	3,205	-	-	5,832
Marketing and communications	-	530	1,704	13,262	-	13,775	29,271
Repairs and maintenance	-	-	-	-	-	-	-
Building costs	-	-	-	-	-	15,402	15,402
Office and admin	-	-	-	-	-	22,368	22,368
Finance and legal	-	-	-	-	-	4,669	4,669
Organisational development	-	-	-	-	-	2,623	2,623
Depreciation	-	-	-	-	-	4,004	4,004
<b>Sub-total</b>	<b>9,737</b>	<b>119,462</b>	<b>119,504</b>	<b>93,274</b>	<b>5,015</b>	<b>99,040</b>	<b>446,032</b>
Allocation of support and governance costs	<u>6,184</u>	<u>45,012</u>	<u>13,496</u>	<u>31,163</u>	<u>3,185</u>	<u>(99,040)</u>	<u>-</u>
<b>Total expenditure</b>	<u><u>15,921</u></u>	<u><u>164,474</u></u>	<u><u>133,000</u></u>	<u><u>124,437</u></u>	<u><u>8,200</u></u>	<u><u>-</u></u>	<u><u>446,032</u></u>

## Design West

### Notes to the financial statements

#### For the year ended 31 March 2022

##### 8. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Depreciation	24,083	4,004
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	125	-
Independent examiner's remuneration:		
▪ Independent examination (excluding VAT)	3,000	2,520

Trustees' reimbursed expenses relating to one trustee consist of travel costs incurred.

##### 9. Staff costs and numbers

Staff costs were as follows:

	2022 £	Restated 2021 £
Salaries and wages	258,101	169,767
Social security costs	16,091	10,174
Pension costs	5,848	4,048
	280,040	183,989
Freelance	118,805	70,206
	398,845	254,195

Freelance costs for the current and prior year are included in productions costs in note 7.

No employee earned more than £60,000 during the year.

The key management personnel of the charity comprise the Trustees, Director, General Manager, and Head of Design. The total employee benefits of the key management personnel were £94,680 (2021: £76,771).

	2022 No.	2021 No.
Average head count	14	8

##### 10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## Design West

### Notes to the financial statements

#### For the year ended 31 March 2022

#### 11. Tangible fixed assets

	Leasehold property £	Office equipment £	Fixtures and fittings £	Leasehold improvements £	Total £
<b>Cost</b>					
At 1 April 2021	132,783	11,363	-	-	<b>144,146</b>
Additions in year	-	7,472	106,437	38,150	<b>152,059</b>
At 31 March 2022	<u>132,783</u>	<u>18,835</u>	<u>106,437</u>	<u>38,150</u>	<u><b>296,205</b></u>
<b>Depreciation</b>					
At 1 April 2021	85,562	6,566	-	-	<b>92,128</b>
Charge for the year	1,062	4,409	16,200	2,412	<b>24,083</b>
At 31 March 2022	<u>86,624</u>	<u>10,975</u>	<u>16,200</u>	<u>2,412</u>	<u><b>116,211</b></u>
<b>Net book value</b>					
<b>At 31 March 2022</b>	<u><b>46,159</b></u>	<u><b>7,860</b></u>	<u><b>90,237</b></u>	<u><b>35,738</b></u>	<u><b>179,994</b></u>
At 31 March 2021	<u>47,221</u>	<u>4,797</u>	<u>-</u>	<u>-</u>	<u>52,018</u>

## Design West

### Notes to the financial statements

#### For the year ended 31 March 2022

#### 12. Investments

##### *Investment property*

16 Narrow Quay, Bristol was transferred to the client on 24 June 1997. The property was held as a tangible fixed asset and depreciated over the 125 year leasehold term. At this time, the building was used fully by Design West for operational use. In the year ended 31 March 2017 the building became a mixed use investment property. At this date 75% of building was transferred to investment property and is held at fair value, with the remaining 25% held as a tangible fixed asset and depreciated over the 125 year leasehold term. The tangible fixed asset portion represents the portion of the building occupied by Design West for operational use.

	2022 £	2021 £
Market value at 1 April 2021	398,348	398,348
Realised gains / (losses)	-	-
Unrealised gains / (losses)	-	-
<b>Market value at 31 March 2022</b>	<b>398,348</b>	<b>398,348</b>
<b>Historical cost at 31 March 2022</b>	<b>398,348</b>	<b>398,348</b>

#### 13. Stock

	2022 £	2021 £
Café and bar stock	8,633	-

#### 14. Debtors

	2022 £	2021 £
Trade debtors	144,263	68,326
Prepayments and accrued income	15,587	4,884
	<b>159,850</b>	<b>73,210</b>

#### 15. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	78,759	26,377
Accruals and deferred income (see note 16)	62,568	32,268
Other taxation and social security	5,643	5,207
VAT	18,720	9,484
Other creditors	1,835	979
	<b>167,525</b>	<b>74,315</b>

## Design West

### Notes to the financial statements

#### For the year ended 31 March 2022

#### 16. Deferred income

	2022 £	2021 £
At 1 April 2021	29,497	19,615
Deferred during the year	45,979	23,297
Released during the year	(29,497)	(13,415)
At 31 March 2022	<u>45,979</u>	<u>29,497</u>

Deferred income relates to services paid for in 2021/22 but were provided in 2022/23.

#### 17. Share capital

	2022 £	2021 £
Allotted called up and fully paid: 274 ordinary shares of £10 each	<u>2,740</u>	<u>2,740</u>

#### 18. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Share capital £	Total funds £
Tangible fixed assets	-	46,159	133,835	-	179,994
Investments	-	398,348	-	-	398,348
Current assets	24,439	60,000	383,683	2,740	470,862
Current liabilities	-	-	(167,525)	-	(167,525)
<b>Net assets at 31 March 2022</b>	<u><b>24,439</b></u>	<u><b>504,507</b></u>	<u><b>349,993</b></u>	<u><b>2,740</b></u>	<u><b>881,679</b></u>

<b>Prior period comparative</b>	Restricted funds £	Designated funds £	General funds £	Share capital £	Total funds £
Tangible fixed assets	-	47,221	4,797	-	52,018
Investments	-	398,348	-	-	398,348
Current assets	73,746	238,195	196,778	2,740	511,459
Current liabilities	-	-	(74,315)	-	(74,315)
<b>Net assets at 31 March 2021</b>	<u><b>73,746</b></u>	<u><b>683,764</b></u>	<u><b>127,260</b></u>	<u><b>2,740</b></u>	<u><b>887,510</b></u>

## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 19. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
<b>Restricted funds</b>					
BCC Lockleaze	8,002	-	(307)	-	<b>7,695</b>
BCC CIL	4,844	-	(2,100)	-	<b>2,744</b>
Temple Commission	20,000	-	-	-	<b>20,000</b>
Green Horizons	13,500	-	(13,500)	-	-
Placemaking	2,400	-	(2,400)	-	-
Unlocking Resilience	25,000	-	(50,000)	-	<b>(25,000)</b>
Creating Excellence					
Regional Fund	-	19,000	-	-	<b>19,000</b>
CRF2 Designing Creative Recovery	-	30,118	(30,118)	-	-
<b>Total restricted funds</b>	<b>73,746</b>	<b>49,118</b>	<b>(98,425)</b>	-	<b>24,439</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Capital Transformation	228,195	-	(203,195)	-	<b>25,000</b>
Property	445,569	-	(1,062)	-	<b>444,507</b>
Education	10,000	-	-	-	<b>10,000</b>
Programme	-	-	-	25,000	<b>25,000</b>
<i>Total designated funds</i>	<b>683,764</b>	-	<b>(204,257)</b>	<b>25,000</b>	<b>504,507</b>
General funds	127,260	775,679	(527,946)	(25,000)	<b>349,993</b>
Share capital	2,740	-	-	-	<b>2,740</b>
<b>Total unrestricted funds</b>	<b>813,764</b>	<b>775,679</b>	<b>(732,203)</b>	-	<b>857,240</b>
<b>Total funds</b>	<b>887,510</b>	<b>824,797</b>	<b>(830,628)</b>	-	<b>881,679</b>

#### Purposes of restricted funds

##### BCC Lockleaze

Bristol City Council partnership funding for a small Placemaking project for community co-design in Lockleaze, Bristol.

##### BCC CIL

Two-year Bristol City Council, Community Infrastructure Levy fund towards The Green Way, a series of infrastructure, cycling and tree planting improvements across three sites (St Pauls Learning Centre, St Pauls Adventure Playground, Halston Drive Community Room) and a 'green' route through St Pauls.

##### Temple Commission

Funding for public art commission in the area of Temple Church (Cubex) to be deployed when the site is open.

##### Green Horizons

Funding towards Public Engagement projects connecting heritage, nature and the built environment. Contributions from Landscape Institute, English Heritage, Quartet Community Foundation.

## **Design West**

### **Notes to the financial statements**

#### **For the year ended 31 March 2022**

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#### **19. Movements in funds (continued)**

##### **Placemaking**

Funding from South Gloucestershire Council to deliver Placemaking Training to officers in 21/22.

##### **Unlocking Resilience**

Heritage Fund project to introduce more resilient models and a CRM to underpin our heritage programme including Bristol Open Doors. Final £25K due on final report submission in 2022/23.

##### **Creating Excellence Regional Fund**

Funding from Creating Excellence to develop regional working, promoting design and placemaking into the South West.

##### **CRF2 Designing Creative Recovery**

Arts Council Cultural Recovery Funding to help support Public Programmes and Placemaking projects through the pandemic, to re-opening.

#### **Purposes of designated funds**

##### **Capital Transformation**

The trustees identified the need to undergo capital transformation of our building, which needed critical renovation and maintenance. The charity created a vision to transform the centre to better deliver public engagement, build charitable impact and create a more resilient financial model. The first part of the transformation was carried out successfully in 2021/22. An ongoing fund is required for further capital work and repairs.

##### **Property**

The property fund represents the net book value of the investment and leasehold property held at the year end.

##### **Education**

The trustees have designated a fund towards the development and safeguarding of our education work with diverse young people.

##### **Programme**

Our public programmes, including Bristol Open Doors are reliant on a dwindling pool of public subsidy. In light of austerity and the current funding climate the trustees have put aside a fund for supporting public tours and events in 2023.

#### **Share capital**

At the balance sheet date, Design West was a charitable company with share capital. Since the year end, Design West has converted to a Charitable Incorporated Organisation (CIO). The share capital remained at 31 March 2022, but will be removed on conversion to CIO status in 2022-23.

#### **Funds in deficit**

Funds in deficit represent restricted grant income which will be recovered in the year ended 31 March 2023.

#### **Transfers**

The transfer to designated funds represents an amount the trustees deem reasonable to allocate for a specific project.

## Design West

### Notes to the financial statements

For the year ended 31 March 2022

#### 19. Movements in funds (continued)

##### Prior period comparative

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2021 £
<b>Restricted funds</b>					
My Place	13,235	-	(13,235)	-	-
Learning and Participation Programme	7,500	-	(7,500)	-	-
Urban Room	-	6,000	(2,310)	(3,690)	-
Homes for Heros	-	2,409	-	(2,409)	-
ACE The Green Way Grant	-	14,900	(14,063)	(837)	-
BCC Lockleaze	3,753	4,999	(750)	-	8,002
BCC CIL	36,134	-	(31,290)	-	4,844
BCC Placemaking	10,000	-	(10,000)	-	-
Temple Commission	-	20,000	-	-	20,000
Green Horizons	-	13,500	-	-	13,500
Placemaking	-	2,400	-	-	2,400
Unlocking Resilience	-	25,000	-	-	25,000
<b>Total restricted funds</b>	<b>70,622</b>	<b>89,208</b>	<b>(79,148)</b>	<b>(6,936)</b>	<b>73,746</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Capital Transformation	133,065	-	-	95,130	228,195
Property	446,036	-	(467)	-	445,569
Education	-	-	-	10,000	10,000
<i>Total designated funds</i>	<b>579,101</b>	<b>-</b>	<b>(467)</b>	<b>105,130</b>	<b>683,764</b>
General funds	87,260	504,611	(366,417)	(98,194)	127,260
Share capital	2,740	-	-	-	2,740
<b>Total unrestricted funds</b>	<b>669,101</b>	<b>504,611</b>	<b>(366,884)</b>	<b>6,936</b>	<b>813,764</b>
<b>Total funds</b>	<b>739,723</b>	<b>593,819</b>	<b>(446,032)</b>	<b>-</b>	<b>887,510</b>

#### 20. Related party transactions

During the year, C Kwiatkowski, a trustee, was paid for design services by the charity totalling £2,200 (2021: £2,100).





Alison Godfrey FCA  
 Godfrey Wilson Limited  
 Chartered Accountants & Statutory Auditors  
 5<sup>th</sup> Floor Mariner House  
 62 Prince Street  
 Bristol  
 BS1 4QD

15 December 2022

Dear Alison

## Letter of Representations on the Financial Statements for the Year Ended 31 March 2022

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. We have fulfilled our responsibilities as trustees, as set out in the terms of your engagement letter dated 22 November 2022, under the Charities Act 2011 for preparing financial statements, in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31 March 2022.

2. We confirm that all accounting records have been made available to you for the purpose of your examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain evidence and have provided any additional information that you have requested for the purposes of your examination.
3. We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.
4. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm that we have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.
5. We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.

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6. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework.
7. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
8. We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
9. We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor provided guarantees of any kind on behalf of the trustees except as disclosed in the financial statements.
10. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
11. We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
12. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the financial statements.
13. We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the organisation.
14. We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by trustees, former trustees, employees, former employees, regulators or others.
15. We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. In reaching this conclusion, we have taken into account all relevant matters of which we are aware, and have considered a period of at least one year from the date on which the financial statements will be approved.
16. We confirm that in our opinion the effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.
17. We confirm that we are not aware of any matters of material significance that should be reported to regulators. We confirm that all correspondence with the Charity Commission has been made available to you.

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18. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
19. We confirm the following specific representations made to you during the course of the independent examination:
  - (a) The valuation of the investment component of 16 Narrow Quay is considered to be at fair value at £398,348. In line with our policy, we plan to assess whether the investment component of the building should be revalued in the year ended 31 March 2023.
  - (b) The investment property and tangible fixed asset split of 16 Narrow Quay is considered reasonable. The operational usage of the building is confirmed to be 25%.
  - (c) We consider that the stock valuation from 30 September 2022 of £8,633 is a fair reflection of the stock value at 31 March 2022.