

SPIRE ARTS LIMITED
TRUSTEES' ANNUAL REPORT as at 21st October 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Spire Arts Ltd was incorporated as a company limited by guarantee on 26 March 2013 (Company number 08463076) and registered as a charity on 20 January 2016 (Registered Charity Number 1165244). Its governing document is its Memorandum and Articles of Association.

The board

The Spire Arts is governed by a Board of Trustees; these volunteers are trustees of the charity and members of the company. The minimum number of trustees is three and, unless otherwise determined by a General Meeting, a maximum of seven. Five trustees served in 2017/18.

The Board meets at least four times a year, at quarterly intervals, and the Annual General Meeting precedes the January board meeting.

There are no permanent sub-committees of the Board. Working groups of trustees and staff (and third parties where helpful) are convened to support specific projects. Individual trustees undertake tasks in support of the staff team when required, notably recruitment, meetings with partners and funders and advising on matters that fall within their area of expertise, (eg building related issues).

In 2017/18 the Trustees were:

Emma Haughton (Creative Coach & Arts Consultant)
Jill Whittaker (Lawyer for Pensions Advisory Service)
Lord Steven Bassam (Labour, House of Lords)
Susan Meek (Former Headmistress of St. Mary's Hall School)
Fr Andrew Manson-Brailsford (Vicar of St George's Parish Church)

One third of the Trustees retire annually at the AGM but can be reappointed. The composition, development and capacity of the Board are regularly reviewed. Potential trustees are attracted either by advertisement or word of mouth and are selected on the basis of their experience of life (personal and professional), skill and capacity. Candidates are interviewed by at least one trustee and one of the Co-Directors before attending a Board meeting as an observer. If both parties are keen to proceed, the trustee is elected at the next Board meeting they are able to attend. New trustees can be elected at any point in the year and are confirmed in office at the AGM. New trustees receive an induction pack, which provides a comprehensive introduction to the organisation and sets out their responsibilities.

Risk management

The Spire Arts has a risk management policy and practice which helps us to anticipate risks to the organisation, assess their likely impact and plan how to reduce them and manage them.

Staffing

The Spire Arts is led by Co-Directors Faith Dodkins and David Sheppeard, both working one day per week on a freelance basis. Faith and David are jointly responsible for operations and building, finance, artistic programme, participation and audience development.

David and Faith maintain external freelance careers and this way of working has reaped rewards in attracting new projects and activity for The Spire Arts.

In addition to the Co-Directors, the staff team is made up of freelance subcontractors covering Front of House duties and repairs and maintenance tasks when required.

Volunteers

In 2017/18, The Spire Arts was supported by a total of 12 volunteers in roles including assisting with front of house and repairs, maintenance and rubbish clearance in the building. The Spire will continue to invest in the training and development of its volunteers as they are key to The Spire's capacity to deliver our mission.

Partnerships

Funded partnerships: At a local level The Spire Arts retained and developed partnerships with Brighton Festival, Abigail Conway, Brighton Fringe, The Finnish Institute, Traumfrau and Brighton Puppetry School contributing £24,259.

In 2017/18 The Spire Arts continued to receive support from its main stakeholder the Diocese of Chichester in the form of a peppercorn rent agreement on our premises, which underpins our activity.

PUBLIC BENEFIT

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 17 (5) of the Charities Act 2011 to have due regard to public benefit. The Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The following paragraphs, 'Objectives and Activities' and 'Achievements and Performance', detail the benefits that The Spire Arts provides to the public.

OBJECTIVES AND ACTIVITIES

The Charity's objectives are to advance education for the public benefit by the promotion of the arts, in particular but not exclusively the art of drama.

The Spire Arts supports the development and presentation of theatre and performance for the former listed church it occupies in East Brighton. It encourages an open dialogue between professional artists and local people within our space and produces a programme of audience development activity that strives to remove barriers to access, engagement and understanding.

The Spire Arts Programme comprises three interlinked strands of activity. These are:

- A rolling programme of artist support through the provision of free or low-cost development space for artist and companies
- At key moments in Brighton & Hove's cultural calendar we present a programme of events in partnership with other organisations (e.g. Brighton Festival, Brighton Digital Festival, Brighton Pride and at Christmas and Halloween)
- Advocacy and advice for local artists and companies comprising one-to-one sessions with the Co-Directors

In summary, The Spire Arts is working to:

- build new audiences for theatre and performance
- enable people of different ages, backgrounds and abilities to work with professional artists to develop and realise their own creative ideas
- create opportunities for active engagement with theatre and performance, particularly for young people and others for whom there are economic, cultural or other barriers to mainstream arts provision
- raise the level of debate about contemporary theatre and performance practice and develop awareness of the creative process
- provide opportunities for artists to create new work in response to The Spire Art's unique space, or the immediate locality
- contribute to the economic and cultural life of Brighton and Hove and the wider region
- support the professional development of artists in the South East through the provision of advice and advocacy
- develop partnerships with other organisations, locally and further afield, to enhance what The Spire Arts has to offer

ACHIEVEMENTS AND PERFORMANCE

In 2017/18, The Spire Arts delivered:

- 50+ performance days with 9,000 visits to The Spire Arts' programme of performances
- 12+ artist residencies with local artists supporting the development of new pieces of theatre and performance that have gone on to tour nationally and internationally
- Opportunities for 12 volunteers
- Supported the development of paid working opportunities for over 25+ artists through the provision of in-kind and low cost rehearsal space

Online Visitors and Social Media

The Spire Arts increased its online content and visitors. The Spire Arts, and social media followers on Facebook, Twitter and Instagram increased from 900 to 1200 in 2018.

Investing in Local Artists and Creative Development

In 2017/18 The Spire Arts worked with 10+ artists and companies, supporting the development of new work including Take The Space, Xelis Del Toro, Xavier De Sousa, Marlborough Pub & Theatre and True Story Theatre company.

The Spire Arts continued to champion the value of the arts, contributing to local and regional strategy, policy and provision of services through involvement with Brighton Venues Access Forum and Brighton Fringe.

Venue Hire and Income Generation

Between activity, The Spire Arts hired out the venue for one wedding reception and two private parties which were attended by an estimated 400 people. This activity raised our profile within the city and provides vital earned income to support the organisation and our charitable work. Combined with income from venue hire our total raised income from private and charitable sources in 2017-18 was £26,941.

Priorities and Policies

The Spire Arts is planning on making applications for project support from Arts Council England and Brighton & Hove City Council in 2018/19.

To support the ongoing capital redevelopment of the building we will seek funding from Heritage Lottery Fund, Sussex Community Foundation and the Architectural Heritage Fund in 2018/19.

FINANCIAL REVIEW

The level of reserves is monitored by the Trustees at its quarterly meetings and is currently considered to be reasonable, given the nature and scale of our activities. Our aim is that the level of free reserves (that is those funds not tied up in fixed assets and not designated or restricted) should be in the region of £10,000.

The charity uses Lloyds Bank for its banking purposes.

PLANS FOR FUTURE PERIODS

During 2017/18 The Spire Arts worked towards the objectives contained in our business plan for 2017-2020. This articulates our programming plans and the principles behind our approach to audience development. The plan reflects our continued ambition to increase access to, and understanding and enjoyment of, theatre and performance. Designed to increase the quality of experience at The Spire Arts for artists, audiences, participants and partners, the plan positions the building as an everyday place, putting creative processes at the heart of people's daily lives.

REGISTERED COMPANY NUMBER: 08463076 (England and Wales)
REGISTERED CHARITY NUMBER: 1165244

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
25 MARCH 2018
FOR
THE SPIRE ARTS LIMITED**

Simon Winnard & Company
Redington Court
69 Church Road
Hove
East Sussex
BN3 2BB

THE SPIRE ARTS LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 25 MARCH 2018**

	Page
Report of the Trustees	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4 to 5
Notes to the Financial Statements	6 to 9
Detailed Statement of Financial Activities	10

THE SPIRE ARTS LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 25 MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 25 March 2018. The trustees have adopted the provisions of 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 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08463076 (England and Wales)

Registered Charity number

1165244

Registered office

c/o Father Andrew Manson-Brailsford
St George's Church
St George's Road
Brighton
East Sussex
BN2 1ED

Trustees

Lord J S Bassam
Mrs S M Meek
Ms J Whittaker
Reverend A H Manson-Brailsford
Mrs E V M Haughton

Company Secretary

Independent examiner

Simon Winnard & Company
Redington Court
69 Church Road
Hove
East Sussex
BN3 2BB

Approved by order of the board of trustees on and signed on its behalf by:

.....
Reverend A H Manson-Brailsford - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SPIRE ARTS LIMITED

Independent examiner's report to the trustees of The Spire Arts Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 25 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Mr Lawrence Vosper
MAAT
Simon Winnard & Company
Redington Court
69 Church Road
Hove
East Sussex
BN3 2BB

Date:

THE SPIRE ARTS LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 25 MARCH 2018**

		2018	2017
		Unrestricted	Total
		fund	funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies		22,272	-
Other trading activities	2	26,316	29,686
Total		48,588	29,686
EXPENDITURE ON			
Raising funds		1,800	1,514
Charitable activities			
Activities for generating funds		12,893	18,678
Governance costs		540	540
Other		26,390	7,772
Total		41,623	28,504
NET INCOME		6,965	1,182
RECONCILIATION OF FUNDS			
Total funds brought forward		5,111	3,929
TOTAL FUNDS CARRIED FORWARD		12,076	5,111
CONTINUING OPERATIONS			
All income and expenditure has arisen from continuing activities.			

The notes form part of these financial statements

THE SPIRE ARTS LIMITED

**BALANCE SHEET
AT 25 MARCH 2018**

	Notes	2018 Unrestricted fund £	2017 Total funds £
CURRENT ASSETS			
Debtors	6	1,300	2,180
Cash at bank		11,676	3,771
		12,976	5,951
CREDITORS			
Amounts falling due within one year	7	(900)	(840)
NET CURRENT ASSETS		12,076	5,111
TOTAL ASSETS LESS CURRENT LIABILITIES		12,076	5,111
NET ASSETS		12,076	5,111
FUNDS	8		
Unrestricted funds		12,076	5,111
TOTAL FUNDS		12,076	5,111

The notes form part of these financial statements

THE SPIRE ARTS LIMITED

**BALANCE SHEET - CONTINUED
AT 25 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 25 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 25 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Reverend A H Manson-Brailsford -Trustee

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 25 MARCH 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Room hire	23,634	27,577
Parking space rent	2,682	2,109
	<u>26,316</u>	<u>29,686</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 25 March 2018 nor for the year ended 25 March 2017 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 25 March 2018 nor for the year ended 25 March 2017 .

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 25 MARCH 2018

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

2018	2017
-	-
<u>-</u>	<u>-</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Other trading activities	29,686
Total	<u>29,686</u>
EXPENDITURE ON	
Raising funds	1,514
Charitable activities	
Activities for generating funds	18,678
Governance costs	540
Other	7,772
Total	<u>28,504</u>
NET INCOME	<u>1,182</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	3,929
TOTAL FUNDS CARRIED FORWARD	<u><u>5,111</u></u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	<u><u>1,300</u></u>	<u><u>2,180</u></u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 25 MARCH 2018

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other creditors	420	420
Accrued expenses	480	420
	<u>900</u>	<u>840</u>

8. MOVEMENT IN FUNDS

	At 26/3/17	Net movement in funds	At 25/3/18
	£	£	£
Unrestricted funds			
General fund	5,111	6,965	12,076
	<u>5,111</u>	<u>6,965</u>	<u>12,076</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	48,588	(41,623)	6,965
	<u>48,588</u>	<u>(41,623)</u>	<u>6,965</u>

Comparatives for movement in funds

	At 26/3/16	Net movement in funds	At 25/3/17
	£	£	£
Unrestricted Funds			
General fund	3,929	1,182	5,111
	<u>3,929</u>	<u>1,182</u>	<u>5,111</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 25 MARCH 2018

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	29,686	(28,504)	1,182
TOTAL FUNDS	<u>29,686</u>	<u>(28,504)</u>	<u>1,182</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 25 March 2018.

THE SPIRE ARTS LIMITED

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 25 MARCH 2018**

	2018	2017
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	22,272	-
Other trading activities		
Room hire	23,634	27,577
Parking space rent	2,682	2,109
	<u>26,316</u>	<u>29,686</u>
Total incoming resources	48,588	29,686
EXPENDITURE		
Other trading activities		
Purchases	1,800	1,514
Support costs		
Management		
Management fees	11,666	18,678
Security & other event costs	797	913
Insurance	442	963
Light and heat	1,989	418
Telephone	781	-
Postage and stationery	39	-
Advertising	430	-
Sundries	538	278
Subscriptions	498	132
Property repairs	17,268	2,828
Rates & water	174	1,367
Cleaning	474	374
Legal & professional	4,116	385
	<u>39,212</u>	<u>26,336</u>
Finance		
Bank charges	71	114
Governance costs		
Accountancy	540	540
	<u>41,623</u>	<u>28,504</u>
Total resources expended	41,623	28,504
Net income	<u><u>6,965</u></u>	<u><u>1,182</u></u>

This page does not form part of the statutory financial statements