

COMPANY NUMBER

3061090

**LANDMARK ARTS CENTRE LIMITED
REPORT OF THE DIRECTORS AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED
31 MARCH 2009**

LANDMARK ARTS CENTRE LIMITED

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LANDMARK ARTS CENTRE LIMITED

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2009.**

DIRECTORS

G Dobson Hunter

J S Perry

G G Watson (retired July 2008)

B Shorter Beckwith

J Child

A Holt

A Neiper

SECRETARY

J S Perry

REGISTERED OFFICE

Ferry Road, Teddington,

Middlesex, TW11 9NN

REGISTERED NUMBER

3061090 (England and Wales)

CHARITY REGISTERED

NUMBER

1047080

INDEPENDENT EXAMINER

G L Turner 23 Pine Gardens Surbiton Surrey KT5 8LJ

BANKERS

Lloyds Bank Plc 17 Heath Road Twickenham, Middlesex
CafCash Limited Kings Hill West Malling Kent ME19 4JA

Landmarks Arts Centre Limited
Report of Directors for the year ended March 31 2009.

Report of Directors for year ended 31 March 2009.

The Directors, who also act as Trustees for the charitable activities of the company, present their report with the financial statements of the company for the period ended March 31 2009.

Legal and administrative information.

The legal and administrative information set out on Page3 forms part of this report. The governing document is the Memorandum and Articles of Association, and the company is constituted as a Company limited by Guarantee.

Principal Activity.

The principal activity of the company is to continue to preserve for the benefit of the townspeople of Teddington and the London Borough of Richmond upon Thames, the listed former church building of St Alban the Martyr at Teddington Lock and its curtilage and to promote the development of the building as an arts and community centre.

Trustees/Directors.

The Trustees, who are also the Directors for the purpose of company law, during the year, were:

George Dobson Hunter
Graham Watson (retired July 2008)
Barbara Shorter Beckwith (Chair)
Joan Child
Andrew Holt
Anthony Nieper
John Perry (Secretary)

Who we are.

The Landmark Arts Centre is housed in a magnificent Grade II* listed building. It operates to preserve the building and uses it to foster the development and celebration of the arts within the borough of Richmond upon Thames and beyond. Through a varied rolling programme of events and activities within the building, it specifically aims to:

- Enrich the quality of cultural life for all residents and visitors;
- Encourage wide participation in the performing, visual and literary arts;
- Educate, inspire and encourage creative activity for all sections of the community.

Our Arts Centre is a creative resource for the whole community. Its programme of events and activities has something for everyone, with lots of opportunities to watch, listen to and participate in a diverse range of music, art, theatre, literature and dance, right on the community's doorstep and in a welcoming and accessible environment.

The beautiful building, saved by public intervention from dereliction and possible demolition, is an asset in that it helps attract audiences, and also commitment from our dedicated volunteers who help both to maintain it and to manage the programmes that we mount within it. We are delighted that we have been able to honour our lease obligations in both maintaining and also developing it.

The Landmark principally serves people within the borough of Richmond upon Thames, but also attracts audiences from further afield. Visitor numbers for 2008-9 were in excess of 40,000. Audiences consist of three main groups – families with pre-school & primary age children, 45 years+ professionals and the, mainly retired 60 years+ age group. We currently

have over 130 members, around 50 committed volunteers and a small staff of three (although only one of those posts is full time).

Community and arts programme.

During the year 2008-9 our programme included:

- A programme of staged events over three seasons a year (autumn, winter/spring and summer) featuring a mix of international stars such as Stacey Kent plus local community groups including the Twickenham Choral Society.
- Four art fairs featuring over 280 artists, designers and makers and attracting visitor numbers in excess of 5,000.
- The first VOX Festival of Song; a two week celebration of the human voice in song. Further information about the festival is set out below.
- A programme of weekly classes for adults including painting & drawing, community and ensemble singing, feltmaking, printmaking, life drawing, illustration, philosophy, tango, yoga and salsa.
- A programme of weekly and holiday time visual and performing arts activities for both pre- and school age children.

VOX Festival of Song.

Vox was a two week festival of singing in November 2008, featuring a programme full of interest and challenge for all members of our community. There were concerts, singing workshops and classes involving singers – amateur and professional – of all ages. It became very clear that singing – especially collective singing – had a great capacity to involve and enthuse, promoting the kind of engagement and uplift in spirits amongst its participants and audiences that has always been at the core of the Landmark's objectives.

One of the highlights was the School Choir Competition and number of schools leapt at the chance for their choirs to sing in the event. The feedback was excellent, with school choir directors telling us that the confidence of the children who took part had been hugely boosted and that choir numbers had increased as a result! The competition was judged by Howard Goodall, the well known composer who is also the National Singing Ambassador, spearheading a national campaign to encourage the joys and benefits of choral singing in our schools. The Landmark made no charges for the schools participating and audiences listening at both the competition and accompanying evening showcases.

The VOX Festival of Song was a bold step for the Landmark Arts Centre, planned for some time but launched with some courage as the recession was beginning to bite. We were therefore hugely grateful for the following support for the festival:

London Borough of Richmond upon Thames; The Gosling Foundation; Palmers Solicitors of Kingston upon Thames; **Hands Music** of Kingston up Thames and the **National Lottery Awards For All**.

All in all, the event was a huge success and it was a source of pride for our small staff and volunteers to have our magnificent building so successfully used. In response to demand we are planning to hold a second school choir competition in November 2009 and will report on this further next year.

A year of singing at the Landmark

The other major arts development at the Landmark was the choir activity. It was little more than 18 months ago that we carried a small piece on our web site asking if people were interested in joining a choir. From that small seed has grown, during the current year, two full blown choirs – the Landmark Sound, under the direction of experienced choir leader Phoebe Cave and the Landmark Singers, a smaller group suitable for singers who are able to read music or hold a line. They work under the leadership of experienced choir leader and musician, Liz Swain.

The two choirs together now number over 130 people and were due to make their first public appearance in June 2009.

Fund raising and building improvement.

The Landmark Arts centre receives no external funding for core costs and virtually none for the programmes and activities that we mount, though we have been very grateful over the years to receive funding for improving the fabric and facilities of our splendid building. For example this year we have been hugely grateful to the **Hampton Fuel Allotment Charity** for a grant towards the conversion of the West Room into much needed new gentlemen's toilet facilities. We had to wait for a gap in our programme of commitments before the work could start, but the toilets are now finished and look splendid as they incorporate part of one of the original church pillars into the wall.

Over the years the Hampton Fuel Allotment Charity has helped the Landmark on a number of occasions and we remain much in their debt.

The **Landmark Trading Company** contributed £8.8k to the funds in 2008 -9. For a variety of reasons the success of the Eco Fair in the previous year proved unrepeatable and this area of the Landmark's activity is the most affected by the recession.

A legacy from the estate of Mary Ryan has enabled us to replace some of our seating, build a new bar and reception area, including a new gallery space, and underpinned some of the development costs of the VOX festival.

Work is just beginning on raising funds for the Landmark Loft Visual Arts Space which will be developed within the loft at the west end of the building. The success of our own arts classes plus a waiting list of independent tutors seeking space to run arts and related classes has highlighted the need to create more space within the Centre. This project will allow us provide a purpose built visual arts space and increase the availability of the stage area for performing arts rather than as currently using the stage for both. A public fund raising campaign will begin shortly and details about our progress will appear in our Director's Report next year.

Finance/Reserve/Risk

The Landmark Board did not see any reason to change the desired Reserve level and it remains at £85k

The receipt of a £30k legacy in 2007-8 added significantly to our funds and the Board decided to spend it on projects providing facilities supporting the arts programmes in line with the interests of donor of the legacy. In the early part of the financial year it became clear that we could expect less income than we hoped from the arts programmes and the Trading Company, and we would need to take actions to limit the deficit that would arise during the year. After considered discussion it was decided to:

- complete the projects under the legacy fund, using unrestricted resources to meet any excess spend to ensure the legacy benefits are tangible rather than meeting temporary deficits
- carry through the Vox Festival as an innovation with its significant public benefit
- maintain the staffing levels needed to run our programmes and building responsibilities
- make some cuts on overheads and freeze investments other than those connected to the legacy projects

These steps, and success in obtaining external funds for the Vox Festival, limited the potential outflow on the profit and loss account. The outcome was that the Balance Sheet at the end of the financial year showed an increase in fixed assets of £9.2k but a need to dip into the cash Reserve for £7.8k (which is in line with the Charity Commission's advice to use

the Reserve in the first instance in response to lower income due to the recession). The Board intend to restore the cash position to the £85k Reserve gradually as the recessionary pressures ease.

We are a small charity and our staff multi task. In this year's accounts we have, for the first time, shown a split of our costs between those supporting the charitable activities and those covering fundraising and the administration of membership and other aspects of running a charity. We are able to identify some 70% of our cost as definitely supporting our charitable activities, and are confident that if other costs (such as IT support and telephones) were split this figure would be above 80%. Given that unlike many other arts centre we have no regular subsidy, this is a significant achievement

Our risk assessment during this year concentrated on the financial position and a more financially cautious programme has been put in place for 2009 -10, accompanied by tight control on overheads and investment.

Public benefit

The Charity Act 2006 requires that all charities have clear aims; that the benefits of its activities are in line with these aims; and that the opportunity to benefit must not be unreasonably restricted by ability to pay.

In planning and overseeing the affairs of the Landmark Arts Centre, the Directors keep the issue of public benefit to the fore. The preservation of St Alban's Church was decided upon as a public benefit by others. Its development as arts and community centre expands that benefit and also brings in other recognised public benefits – both cultural and arts educational.

Examples of benefit are

- the building is open around 340 days a year to the public, being closed only for essential maintenance.
- The use of the building as an arts and community centre brings in a substantial number of visitors who benefit both from the activity within the building and appreciate the building itself (the visitor numbers are an important statistic for us and the 40,000 estimate above is a substantial increase from the numbers visiting 5 years ago)
- our renowned arts fairs are based upon the principle of promoting the individual artist and in providing a stage upon which they can show their work, sometimes for the very first time;

This year's school choir competition is a prime example of the public benefit we keep in mind. It enabled our wonderful building to be available to children, teachers, and families across the borough of Richmond upon Thames.

We have to charge fees for our arts events and classes – we receive no regular funding for supporting our activities - and this represents two thirds of our income. The fees charged fall within the range regarded as reasonable in Charity Commission guidance and wherever we can, we ensure that there are discounted rates available for those less able to afford what we have on offer.

We decide upon the fees and other benefits as best we can against the need to make a targeted annual surplus on operations of £10k (all of which is used to fund investments in the building and its facilities). We note the Charity Commission's ideas on increasing the number of low fees or free events and will decide when setting the financial plan for each year what we can afford to do against this need to make an operational surplus (which did not occur in 2008 -9 as the financial tables show)

Our people

2008/09 was a year of substantial change in our staffing. Our General Manager, Joanna Morrison Mayo, had unexpectedly to leave us to relocate to the Netherlands with her husband and family. Barbara Robertson, our arts fairs coordinator, decided to leave us and we were able to express our gratitude to her in our last annual report. Our excellent administrator, Corrina Briggs, relocated to the West Country after her marriage.

It was into this sea of change that we were delighted to recruit Lesley Bossine as our new Arts Centre Manager. Formerly director of the Kew Bridge Steam Museum, Lesley had been working with the Landmark on our community fairs. Lesley was then instrumental in engaging two new specialist consultants, Ben Kidger who runs our renowned arts fairs and Meg Fisher who produces our Contemporary Textile Fair & Sparkle: Contemporary Craft & Gourmet Food Fair. Finally a new administrator, Sylvie Talbot, has joined the centre. Tim Cannings our Facilities and Technical Manager, completes the permanent staff of our Centre.

This is also an appropriate place to mark the retirement of Graham Watson who retired as trustee, director and building manager from the Landmark in July 2008. It's well nigh impossible to describe the contribution that Graham has made over the years since the Landmark Arts Centre was created. In all that time he was never stinting either of his talents – which are many – or of his labour.

Most nooks and crannies of our building bear the mark of Graham's electrical engineering expertise. He was and still is devoted to keeping complete records of this building and of everything that has gone on in since the Landmark was formed. Graham continues with his work as volunteer archivist.

We also send our gratitude to our individual and business members whose support both encourages us and helps to keep us going financially. And finally and warmly we give our appreciation to our highly valued team of volunteers who between them carry out a broad range of tasks, including box office and stewarding duties, bar and café service, office administrative support and gardening and without all of who we simply could not continue.

Approved by the Board of Directors on
and signed on behalf of the Board

Chair

LANDMARK ARTS CENTRE LIMITED

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009

I report on the accounts of the charity for the period from 1st April 2008. to 31 March 2009, which are set out on the accompanying pages.

Respective responsibilities of trustees and examiners.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of the accounting records kept by the charity and the comparison of the accounts presented with those records.

It also includes, seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 41 of the Act;

and

to prepare accounts which accord with the accounting records and

to comply with the accounting requirement of the Act.

have not been met or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G L Turner AFA, MIAB, MCMI.
23 Pine Gardens
Surbiton
Surrey
KT5 8LJ

Date