

**COMPANY NUMBER**

**3061090**

**LANDMARK ARTS CENTRE LIMITED  
REPORT OF THE DIRECTORS AND FINANCIAL  
STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2007**

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## **LANDMARK ARTS CENTRE LTD**

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**LANDMARK ARTS CENTRE LIMITED**

**COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2007.**

**DIRECTORS**

**J R F Brown (resigned 20.11.06)  
G Dobson Hunter  
J S Perry  
G G Watson  
B Shorter Beckwith  
J Child  
A Holt  
A Nieper**

**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**

## **LANDMARK ARTS CENTRE LIMITED**

### **Report of Directors year ended 31 March 2007**

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 2007

#### **Legal and administrative information**

The legal and administrative information set out on Page 3 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 and 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

Jean R.F Brown (until 20<sup>th</sup> November 2006)  
George Dobson Hunter  
Graham Watson  
Barbara Shorter Beckwith (Chair)  
Joan Child  
Andrew Holt  
Anthony Nieper  
John Perry (Secretary)

Jean Brown stood down as a trustee and director at the Annual General Meeting in November. The trustees have been immensely grateful for the service and commitment of Jean Brown who was prominent in a campaign to save St Alban at Teddington Lock and had been actively involved with Landmark Arts Centre since its inception in 1995. We are delighted that Jean has agreed to remain with us as Honorary President.

There were no new directors appointed during the year

#### **REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS**

The Landmark Arts Centre has been going for just over 10 years. From nothing more than an overgrown – albeit stunning – building, derelict and frequented on occasions by rough sleepers, the Landmark has evolved into a vibrant arts centre which fills a special niche in the community. The Centre is open for business virtually 365 days a year and offers stimulating mix of activities including no less than 30 arts related classes for children and adults; an eclectic performing arts programme which typically covers dance, jazz, blues, classical chamber music and

choral music. Added to these delights are four annual arts based fairs, renowned in South West London. We are proud of what we have achieved.

### **Our building**

During the year we have gratefully deployed grants for building developments, many of which came in the last financial year. We remain most grateful to those funders – Awards for All, the Garfield Weston Foundation and the Hampton Fuel Allotment Charity and the Coutts and Co Charitable Trust.

The funders' grants have allowed us to install access ramps to the building, and we are also pleased to report that, with the aid of Civic Pride and of the Teddington Society, we have been able to light the exterior of the Landmark, meaning that on autumn and winter nights the magnificence of our building is clear for all to see. The lights also ensure that the surrounding grounds are better illuminated and therefore safer.

Additionally we have been able to develop a new kitchen which acts as a service both to our staff and to the community groups and classes who use our building regularly.

### **Activities and programmes**

The year saw the development of the Landmark's own branded education programme bringing a variety of theatre, music, dance and arts classes for children ranging from the very young to teenagers. In this regard we are grateful for the advice and commitment of our external education specialist, Jennie Weir.

There has been a wide range of arts related activities run by or hosted by the Landmark Arts Centre this year. These include the Kingston Tiffin Boys School 50<sup>th</sup> anniversary concerts; four arts based fairs which hosted close on 300 stands and which were visited by approaching 10,000 visitors. A special highlight was the 'transformation' of the Landmark into Venice. A Venetian Masked Ball was organised by the Kingston based Momentum charity to support children with cancer – and their families.

Our new General Manager, Joanna Morrison Mayo, joined us in February 2007. She has previously worked at the Royal College of Music and at the Association of British Orchestras. We shall report more in next year's annual report about the events and programming that are springing from Joanna's stewardship.

### **Finance**

We have had a very successful year financially. Our operations brought in a surplus of £28488 and we were therefore able to fully restore the reserve, as we committed to in last year's report, and also contribute from internally generated funds to the ramps, kitchen and external lights project.

As well as raising funds from our cultural and community programmes we also rely upon income from the Landmark Trading Company whose sole objective is to raise funds for the Trust. During the year in question the trading company has made a substantial contribution raised in a number of innovative ways including the mounting of successful Wedding Fair and Mother and Baby Fair both of which were well attended by and appreciated by the local community and businesses. The Trust

is especially indebted to Judy White who conceived, developed and implemented these successful fairs.

### **Legacy**

It was in February 2007 that we received the news that we had been left a legacy in the will of a former Teddington resident, although the relevant funds were due to arrive during the next financial year. To receive a bequest of this kind is humbling and planning its imaginative and sensible use is a real responsibility. As the financial year drew to a close we formed a small legacy committee of directors and staff to collect and decide upon ways in which this most welcome of windfalls might be used. We shall explain more in next year's report

### **Our thanks to staff and volunteers**

During the last financial year we lost the services of our Arts Centre Manager, James West and our Financial Director Andrew Holt took up the reins temporarily. Our recruitment process found us an excellent replacement, but she was unable to join us until February 2007. In all, Andrew Holt stood in for nearly nine months – all of it unpaid. The Board is hugely grateful to Andrew for his generous commitment of time and effort.

Throughout this difficult inter-regnum between our Managers we have been hugely thankful for the efforts of our staff – Barbara Robertson, Judy White, Tim Cannings and Lourda Collins – who have worked with dedication on their own roles and with great flexibility to help bridge any gaps that occurred. Also deserving of our warmest thanks is our band of experienced and enthusiastic volunteers who between them carry out a broad range of tasks including box office and stewarding duties, bar and café service, technical assistance, administrative assistance and gardening. The volunteers are too numerous to mention, but we salute them all.

### **Investment powers**

The trustees have the power to make investments as the trustees think fit.

### **Risk Management and Reserves**

During the year we conducted a thorough review of our insurance and reserve policy and prepared a full risk assessment which came to fruition in July 2007. We concluded that our insurance policies, with the addition of business interruption cover, adequately met our needs and this was confirmed by an external critique. Our consideration of the Reserve led us to the conclusion that we should be holding £85,000 over the next few years. About £40,000 of that is to cover any liquidity pressures that might arise from operational and uninsured risks. The remainder is to ensure that we have funds available 3 to 5 years hence to be able to provide for necessary reinvestment in our key operational facilities – primarily the screens we use for our exhibitions and our heating - for which we may only be able to obtain partial funding from external sources. We will report on risk assessment more fully in next year's report but are satisfied that the steps taken will cover the main risks to the Landmark

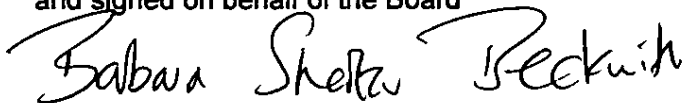
### **Directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and the profit and loss of the company for the period. In preparing those financial statements the directors are required to:

- Select suitable policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Directors on 27<sup>th</sup> September 2007  
and signed on behalf of the Board



Director

**LANDMARK ARTS CENTRE LIMITED**

**REPORT OF THE INDEPENDENT EXAMINER TO THE  
TRUSTEES FOR THE YEAR ENDED 31 MARCH 2007**

I report on the accounts of the charity for the period from 1st April 2006 to 31 March 2007, 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 procedure undertaken does 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

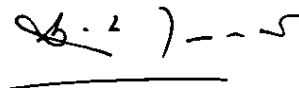
to keep accounting records in accordance with section 41 of the Act,  
and

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 28.9.07



**LANDMARK ARTS CENTRE LIMITED**  
**CONSOLIDATED STATEMENT OF FINANCIAL**  
**ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2007.**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2006 £
<b>INCOMING RESOURCES</b>					
Donations gifts & subscriptions	3	1747	0	1747	3726
Grants from Trusts and other bodies	5	500	4000	4500	15500
Bank interest		5274	0	5274	5245
Activities for generating funds		214404	0	214404	188438
Commercial trading operation of subsidiary	4	13578	0	13578	6089
<hr/>					
Total Incoming resources		235503	4000	239503	218998
Less Cost of generating funds		86953	0	86953	84814
Net incoming resources available for charitable application		148550	4000	152550	134184
<hr/>					
<b>RESOURCES EXPENDED</b>					
Charitable expenditure					
Cost of operating the building	6	24704	0	24704	25547
Building Improvements		6135	11959	18094	4307
Managing and administration of the charity	7	84112	863	84975	97782
Financial Costs		4524	0	4524	2890
Examination of Accounts		587	0	587	529
<hr/>					
Total charitable expenditure		120062	12822	132884	131055
<hr/>					
Total resources expended		207015	12822	219837	223868
<hr/>					
Movement in total funds for the year net income / (expenditure) for the year		28488	-8822	19666	3129
<b>TOTAL FUNDS AT 1 APRIL 2006</b>		89311	16590	105901	102772
<hr/>					
<b>TOTAL FUNDS AT 31 MARCH 2007</b>		117799	7768	125567	105901
<hr/>					

The statement of financial activities included all gains and losses recognised in the year  
All incoming resources and resources expended derive from continuing activities

The notes form part of these financial statements

**LANDMARK ARTS CENTRE LIMITED****CONSOLIDATED AND CHARITY BALANCE SHEET  
AS AT 31 MARCH 2007**

	Notes	Un Restricted	Restricted	Total 2007	Total 2006
<b>FIXED ASSETS</b>					
Tangible assets	10	4646	7768	12414	4920
Investments	4	100	0	100	100
		4746	7768	12514	5020
<b>CURRENT ASSETS</b>					
Debtors		282	0	282	283
Prepayments		4195	0	4195	4002
Due from subsidiary		0	0	0	0
Short term deposit		105018	0	105018	126582
Cash at bank		13091	0	13091	6247
		122586	0	122586	137114
<b>CREDITORS- amounts due within one year</b>					
Taxes and social security		0	0	0	2572
Creditors		0	0	0	2058
Accruals and deferred income		9533	0	9533	31603
		9533	0	9533	36233
<b>NET CURRENT ASSETS</b>		113053	0	113053	100881
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		117799	7768	125567	105901
<b>FUNDS</b>					
General	11	117799		117799	89311
Restricted	12		7768	7768	16590
		117799	7768	125567	105901

The company was entitled to exemption from audit under section 249A(1) of the Companies Act 1985 for the year ended 31 March 2007

No notice has been deposited with the company under section 249B(2) of the Act requiring an audit to be carried out

The directors acknowledge their responsibility for:

- a) ensuring the company keeps accounting records in accordance with section 221 of the Companies Act 1985, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end financial year and its profit/loss for that financial year in accordance with the requirements of section 226 of the Companies Act of 1985 and which otherwise comply with the accounting requirements of that Act relating to accounts so far as they are applicable to the company

These accounts have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies

Approved by the Board of Directors on 27<sup>th</sup> September 2007  
and Signed on behalf of the Board



Director

## **LANDMARK ARTS CENTRE LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2007**

#### **1 ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Statements of Recommended Practice, Accounting and Reporting by Charities (SORP2005) , applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows

##### **Group financial statements**

The financial statements consolidate the results of the charity and its wholly -owned subsidiary Landmark Arts Centre Limited on a line by line basis. A separate Statement of Financial Activities for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by section 230 of the Companies Act 1985 and paragraph 304 of SORP 2005.

##### **Incoming resources**

Commercial trading activities

Income from commercial trading activities is included in the period in which the group is entitled to receipt.

##### **Donations**

Donations are regarded as income on a received basis.

##### **Interest receivable**

Interest is included on a received basis.

##### **Resources expended**

Resources expended are included in the Statement of Financial Affairs on an accruals basis, inclusive of any VAT which cannot be recovered.

##### **Tangible fixed assets**

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows

Building fixtures	10%
Fixtures and equipment	25%

##### **Funds Accounting**

Funds held by the charity are either-

Unrestricted general funds- these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees .

Restricted funds - these are funds donated for a specific purpose

#### **2 LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

**3 DONATIONS AND GIFTS**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Unrestricted donations	1747	3726

**4 INTEREST IN, COMMERCIAL TRADING AND OPERATION OF SUBSIDIARY**

The wholly owned trading subsidiary Landmark Trading Limited, which is incorporated in England, pays all its profits, after retention for working capital, to the charity Landmark Arts Centre Limited operates the building as an arts centre. The charity owns the entire issued share capital of 100 ordinary shares of £1 each. A summary of the trading results is shown below.

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Turnover	29742	14088
Cost of sales and administration expenses	-29742	-14088
Interest Received	0	0
	0	0
	=====	=====
The assets and liabilities of the subsidiary were,		
Fixed Assets	0	0
Current Assets	100	100
Creditors amounts falling due within one year	0	0
	=====	=====
Total net assets	0	100
	=====	=====
Aggregated share capital and reserves	100	100
	=====	=====

**5 GRANTS FROM TRUSTS AND OTHER BODIES**

	2007	2006
	unrestricted	restricted
	£	£
Roger Sutton	500	0
Civic Pride (RUTC)	3000	0
Teddington Society	1000	0
	<hr/> 500	<hr/> 4000
		15500

**6 COST OF OPERATING THE BUILDING**

	2007	2006
	£	£
Maintenance and Repairs	6200	8427
Insurance	10131	9431
Utility charges	8373	7689
	<hr/> 24704	<hr/> 25547

**7 MANAGING AND ADMINISTERING THE CHARITY**

	2007	2006
	£	£
Staffing costs	58405	59030
General Administration Costs	25355	34168
Sundry expenses	0	0
Professional fees	352	4584
	<hr/> 84112	<hr/> 97782

Independent examination of accounts	<hr/> 587	<hr/> 529
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**Finance**

Finance costs	1590	0
Bank charges	336	724
Credit card charges	2598	2166
	<hr/> 4524	<hr/> 2890

**8 STAFF AND TRUSTEES**

	2007	2006
No trustees were paid any remuneration during the year (2005 Nil)		
Number of employed staff are	2	3
No employee was paid more that £50000		
The Trustees were reimbursed for out of pocket expenses	£660	£890

**LANDMARK ARTS CENTRE LIMITED****NOTES****Continued****9 NET INCOME/(OUTGOING) RESOURCES**

	2007 £	2006 £
This is stated after charging		
Depreciation	3402	5160
Independent Examiners remuneration	587	529

**10 TANGIBLE FIXED ASSETS**

	Unrestricted £	Restricted £	Total £
Cost			
At 1 April 2006	20642		20642
Additions	2263	8631	10894
At 31 March 2007	22905	8631	31536
Depreciation			
At 1 April 2006	15721	0	15721
Charge for the year	2538	863	3401
At 31 March 2007	18259	863	19122
Net Book Value 31 March 2007	4646	7768	12414
Net Book Value 31 March 2006	4920	0	4920

**11 UNRESTRICTED FUNDS**

The charity has entered into a lease with the London Diocesan Board for 40 years from 22 January 2002 at a peppercorn rent. On the signing of the lease trusts funds were released to the charity.

The Trustees determined that a fund of £85,000 be designated to meet any obligations under the lease for future maintenance and therefore designated the balance of funds to improve the facilities of the building.

The movement on these funds is as follows

	General fund	Reserve	Total
Brought forward at 1 April 2006	-5689	95000	89311
Net Increase	38488	-10000	28488
Transfers between funds	32799	85000	117799
Carry forward at 31 March 2007	-	-	-
	32799	85000	117799

**LANDMARK ARTS CENTRE LIMITED**  
**NOTES**

**Continued**

**12 RESTRICTED FUNDS**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Brought forward at 1 April 2006	16590	2500
Grants received	4000	15500
Expenditure	-12822	-1410
Carry forward at 31 March 2007	<u>7768</u>	<u>16590</u>

These notes form part of the statement of affairs