

**The Assembly House Trust**  
**Unaudited annual report and financial**  
**statements**  
**For the year ended**  
**30 June 2013**

**Company Registration Number 05486947**

**Charity Number 1111391**

**TUESDAY**



**\*A34VYGAG\***

**A11**

**01/04/2014**

**#176**

**COMPANIES HOUSE**

# **The Assembly House Trust**

## **Financial statements**

**Year ended 30 June 2013**

---

<b>Contents</b>	<b>Pages</b>
Trustees' annual report	<b>1 to 5</b>
Independent examiner's report	<b>6</b>
Statement of Financial Activities (incorporating the income and expenditure account)	<b>7</b>
Balance sheet	<b>8</b>
Notes to the financial statements	<b>9 to 14</b>

# The Assembly House Trust

## Trustees' annual report

---

The trustees present their report and financial statements for the year ended 30 June 2013

**Registered charity name** The Assembly House Trust

**Charity number** 1111391

**Company registration number** 05486947

**Trustees** Mr P Norton (Chairman)  
Mr C Dugdale  
Mrs J Jury  
Mrs M C Rudd  
Mr J Malt

**Secretary** Mr P Norton

**Patron** Sir Nicholas Bacon Bt

**Secretary to the trust** Mr M King

**Independent examiner** C H Dicker FCA DChA  
Lovewell Blake LLP  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

**Bankers** National Westminster Bank PLC  
15 Red Lion Street  
Norwich  
NR1 3QG

**Solicitors** Hansells  
13 The Close  
Norwich  
NR1 4DS

# **The Assembly House Trust**

## **Trustees' annual report (continued)**

**Year ended 30 June 2013**

---

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

#### ***Governing document***

The Assembly House Trust was incorporated under the Companies Act 1985 on 21 June 2005 as a Company limited by guarantee, governed by its Memorandum and Articles of Association. The Company was registered with the Charity Commission on 21 September 2005.

#### ***Recruitment and appointment of trustees***

Under the requirements of the Memorandum and Articles of Association, one third of the Trustees are required to retire from office each year and are eligible for re-election at the next Annual General Meeting. Mr C Dugdale retires by rotation and being eligible offers himself for re-election.

The Articles of Association states that existing Trustees have the power to appoint new Trustees. The Trustees should always be not less than three in number. The Trustees wish to ensure they maintain an appropriate balance of skills and this is seen as essential when candidates are nominated.

#### ***Induction and training of Trustees***

All new Trustees will be provided with copies of

- The Memorandum and Articles of Association
- The latest accounts of the Charity and periodic financial activity reports

In addition, Trustees are encouraged to read the Charity Commission guidance notes CC3 - 'The Essential Trustee', other Charity Commission guidance and newsletters, and to attend courses designed to keep them abreast of their duties and responsibilities.

#### ***Risk management***

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to mitigate these risks.

#### ***Organisational structure***

The Trust is administered and controlled by the Trustees of The Assembly House Trust, who meet regularly and not less than four times a year. The day to day operation and services of The Assembly House are now outsourced to The House, a non charitable company, who are required to provide facilities for the arts and other public benefit. The House pays a pavement fee monthly to Assembly House Caterers Limited, a subsidiary of The Trust. The House provides regular reports to the Trustees on its operation and in particular that it is fulfilling its obligations under the outsourcing agreement. The Trust pays to The House an annual payment towards the cost of employing an arts and public benefit facilitator and to subsidise the arts. The Trust continues to use the services of Mr M King on a part time self employed basis, to carry out secretarial and other responsibilities for the Trust.

#### ***Related parties***

The Charity is the sole Trustee of the unincorporated entity, H J Sexton Norwich Arts Trust, which owns the freehold of The Assembly House, Norwich.

The majority of the Trustees are also directors of Assembly House Caterers Limited, which is incorporated in the United Kingdom. Assembly House Caterers Limited receives a pavement fee for the use of the facilities at The Assembly House.

# **The Assembly House Trust**

## **Trustees' annual report (continued)**

**Year ended 30 June 2013**

---

### **Objectives and activities**

The objectives of the Charity are for the benefit of the public to preserve, renovate and keep in good order the buildings known as The Assembly House in Norwich so that they may be used primarily for charitable and other purposes and in particular

- To provide and promote the use of the buildings known as The Assembly House in Norwich for the benefit of the public, particularly those living in Norfolk and Suffolk, in pursuance for the following purposes
- promotion of the arts, in particular the performance of plays, drama, music, opera, ballet and any other works of art, the showing of films and other visual images for educational, scientific or artistic purposes, the exhibition of pictures, drawings, sculptures and other artistic, literary or scientific works,
- to provide a meeting place and otherwise assist in the provision of facilities for recreation or other leisure time occupation for the people of Norwich, Norfolk and Suffolk, provided it is in the interests of social welfare and to improve their conditions of life, and
- such other charitable purposes for the benefit of the public as the Trustees think fit and which are exclusively charitable under the law of England and Wales
- To promote the preservation and conservation of The Assembly House for the benefit of the public

### **Public benefit**

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit. The Charity adheres to and continues in its remit to advance its objects, these being the arts, culture, education and heritage. The Charity can demonstrate that it recognises its responsibility to all sectors of the public and further can demonstrate that through its continued commitment to the preservation of the building which affords free public admission to the building, through its support of art exhibitions which affords free admission to all, and through its support of concerts and concert series which offer ticket price banding recognising the various socio-economic groups within its potential visitor profile. Therefore, the Charity's benefit to the public is continuing and clear. With the development of its activities which embrace education for both children and adults alike, the Charity continues to secure the future of the historic/heritage site both externally, through a developing outreach programme of activities, and in its internal events which demonstrate that the advancement of its remit is paramount.

### **Achievements and performance**

The Assembly House Trust through its management representatives has continued to consolidate its activities in support of both its charitable and arts remit.

- Performance Art – The Great Hall Theatre Company has continued in its presentation of six, week long performances of both contemporary and traditional drama
- Concerts – Britten Sinfonia have continued with their seasonal presentation of lunchtime concerts and have attracted a significant audience. The UEA Performance Studies faculty similarly have continued with the presentation "Music at One". This series of concert performances features current undergraduates studying at the School of Music. Contemporary and world music concerts have also continued with performances promoted by Acoustic Music Promotions. The Assembly House has also created an association with Norwich based initiative called "Mixed Voices" who present regular chorus and choral based productions
- Exhibitions – Visual continues to be a major part of Assembly House activities. The creation of the bi-annual regional art show continues. This year the exhibition entitled "Art Alive" attracted many artists from across East Anglia and proved to be an extremely popular occasion attracting over 5000 visitors
- Public Lectures/Education – The U3A, The Norwich Society, John Innes Institute, Council for the Preservation of Rural England, Amnesty International are regular users of the facilities

# **The Assembly House Trust**

## **Trustees' annual report (continued)**

**Year ended 30 June 2013**

---

### **Achievements and performance (continued)**

As with prior years the Assembly House continues to support the Norfolk & Norwich Festival Lunch time concert events featuring young student musicians from the Royal Academy of Music. The Norfolk County Music Festival, Piano Class held its yearly Grade presentation in the Music Room. Support continues in respect of subsidised rates to the Noverre Visual Arts Society, Club, the Norwich Baroque Ensemble, the Norwich Music Society, the Norwich Opera Club, The Norwich Society, The Norwich Writers Circle, The Friends Norwich in Bloom & The Trustees of The Friends of Norwich in Bloom Trust, Norwich & Norfolk Writers Circle, The Battlefield Trust, The Richard 3<sup>rd</sup> Society, the University of the Third Age, and similar institutions.

### **Financial review**

Total incoming resources amounted to £145,525 (2012 - £127,625) and after incurring expenditure of £102,978 (2012 - £105,129), the funds increased by £42,547 (2012 - £22,496). At 30 June 2013 general funds totalled £674,416 and designated funds amounted to £31,142.

### **Investment policy**

It is the policy of the Trustees to deposit funds not immediately required within short-term deposit accounts and to hold works of art, previously donated to the Charity, as long-term investments.

### **Reserves policy**

The Trustees consider that it should be their aim to maintain reserves of approximately £125,000 to cover the costs of unforeseen expenditure.

At the year end the Trust had unrestricted reserves, excluding fixed assets, of £485,079, of which £31,142 related to designated funds, leaving free reserves of £453,937.

These reserves do not include the Charity's investments of £76,226, being the investment in the subsidiary company Assembly House Caterers Limited and works of art which could be sold if further funds were required to meet running costs.

Reserves are significantly in excess of requirements at the year end owing to funds being required for various future building projects including the building development and enhancement of St Mary's House.

### **Principal funding sources**

The main source of the Charity's income was payments under gift aid from its subsidiary company, Assembly House Caterers Limited.

### **Plans for future periods**

Trustees continue to keep the fabric of The Assembly House in good order and are working with our architect trustee and managers of activities in the building to make sure we keep on top of regular maintenance whilst keeping the building open for use. Trustees are proud to be promoting and supporting both performing and visual arts events as well as educational activities. Trustees are currently working with City Planners and English Heritage with a view to securing permission to redevelop an unused part of the building so that it might be brought into operation as a means of generating income helping to fund additional charitable activities. Discussions concerning opening up of our medieval vaults and undercroft have been shelved for now but this remains an objective for the future. Trustees wish to ensure the building is available for all forms of support for the arts and educational projects as well as a place for clubs and societies to hold meetings and events.

### **Donations**

During the year the donations totalling £4,785 (2012 - £2,500) were made to local charitable organisations.



## **The Assembly House Trust**

### **Trustees' annual report (continued)**

**Year ended 30 June 2013**

---

#### **Trustees**

Members of the board of Trustees, who are directors for the purpose of Company law and Trustees for the purpose of Charity law, who served during the year and up to the date of this report are set out on page 1

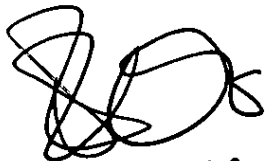
#### **Independent examiner**

A resolution to re-appoint C H Dicker of Lovewell Blake LLP as independent examiner will be proposed at the Annual General Meeting

#### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Signed on behalf of the trustees



28-3-14

Mr P Norton  
Chairman



## **The Assembly House Trust**

### **Independent examiner's report to the members of The Assembly House Trust**

**Year ended 30 June 2013**

---

I report on the accounts of the company for the year ended 30 June 2013 which are set out on pages 7 to 14

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state whether particular matters have come to my attention

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **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 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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

C H Dicker FCA DChA  
Independent Examiner  
Lovewell Blake LLP  
Chartered Accountants

Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

28-3-14



# **The Assembly House Trust**

## **Statement of financial activities (incorporating the income and expenditure account)**

**Year ended 30 June 2013**

	<b>Note</b>	<b>Total Funds 2013 £</b>	<b>Total Funds 2012 £</b>
<b>Incoming resources</b>			
Incoming resources from generating funds			
Voluntary income	<b>2</b>	137,889	118,541
Investment income	<b>3</b>	3,635	5,083
Incoming resources from charitable activities	<b>4</b>	4,001	4,001
<b>Total incoming resources</b>		<u>145,525</u>	<u>127,625</u>
<b>Resources expended</b>			
Charitable activities	<b>5</b>	(98,718)	(101,049)
Governance costs	<b>6</b>	(4,260)	(4,080)
<b>Total resources expended</b>		<u>(102,978)</u>	<u>(105,129)</u>
<b>Net incoming resources for the year and net income for the year</b>	<b>7</b>	42,547	22,496
<b>Reconciliation of funds</b>			
Total funds brought forward		663,011	640,515
<b>Total funds carried forward</b>		<u>705,558</u>	<u>663,011</u>

The notes on pages 9 to 14 form part of these financial statements



# The Assembly House Trust

## Balance sheet

30 June 2013

	Note	2013 £	2012 £
<b>Fixed assets</b>			
Tangible assets	9	144,253	157,795
Investments	10	<u>76,226</u>	<u>76,226</u>
		220,479	234,021
<b>Current assets</b>			
Debtors	13	192,865	164,103
Cash at bank		<u>323,320</u>	<u>283,527</u>
		516,185	447,630
<b>Creditors Amounts falling due within one year</b>	14	<u>(31,106)</u>	<u>(18,640)</u>
<b>Net current assets</b>		485,079	428,990
<b>Total assets less current liabilities</b>		<u>705,558</u>	<u>663,011</u>
<b>Net assets</b>		<u>705,558</u>	<u>663,011</u>
<b>Funds</b>			
Unrestricted income funds	15	<u>705,558</u>	<u>663,011</u>
<b>Total funds</b>		<u>705,558</u>	<u>663,011</u>

For the year ending 30 June 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

### Directors' responsibilities

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the trustees on the 14-3-14 and are signed on their behalf by

Mr P Norton (Chairman)  
Director



Company Registration Number 05486947

The notes on pages 9 to 14 form part of these financial statements

# **The Assembly House Trust**

## **Notes to the financial statements**

**Year ended 30 June 2013**

---

### **1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value, and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### **(b) Consolidation**

In the opinion of the trustees, the charity and its subsidiary undertakings comprise a small group. The charity has therefore taken advantage of the exemption provided by Section 398 of the Companies Act 2006 not to prepare group accounts.

#### **(c) Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

#### **(d) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.

#### **(e) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

# The Assembly House Trust

## Notes to the financial statements

Year ended 30 June 2013

### 1 Accounting policies (continued)

#### (f) Fixed assets

All fixed assets are initially recorded at cost

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Property improvements	- 2% straight line
Other equipment	- 25% reducing balance
Lift & boiler	- 5% straight line
Office equipment	- 10% / 20% straight line

The freehold of the Assembly House was a gift of permanent endowment to H J Sexton Norwich Arts Trust, established by way of the original donations to purchase The Assembly House and make required improvements. On the establishment of The Assembly House Trust, the Charity became responsible for the property improvements and for keeping the original buildings in a fit and useful condition in perpetuity. The costs of doing so are written off as and when incurred.

#### (g) Fixed asset investments

Fixed asset investments comprising works of art are included in the balance sheet at the Trustees' best estimate of market value. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

### 2 Voluntary income

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Donations under Gift aid from Assembly House Caterers Limited	137,889	137,889	118,541

### 3 Investment income

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	3,635	3,635	5,083

### 4 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Rent and service charge	4,001	4,001	4,001

# The Assembly House Trust

## Notes to the financial statements

Year ended 30 June 2013

### 5 Costs of charitable activities by activity type

	Charitable activities £	Total Funds 2013 £	Total Funds 2012 £
Repairs and maintenance	36,969	36,969	29,748
Quinquennial maintenance	—	—	4,950
Insurance and licences	15,841	15,841	14,995
Rates	1,395	1,395	1,347
Professional fees	8,812	8,812	14,672
Bank charges and interest	201	201	309
Depreciation	13,853	13,853	15,437
Loss on disposal of fixed assets	1,779	1,779	—
Arts subsidy	10,000	10,000	10,000
VAT and accountancy advice	830	830	2,750
Accountancy	14	14	14
Bookkeeping	4,060	4,060	4,020
Sundry expenses	179	179	307
Donations paid	4,785	4,785	2,500
	<u>98,718</u>	<u>98,718</u>	<u>101,049</u>

### 6 Governance costs

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Accountancy fees	1,600	1,600	1,600
Secretarial services	2,660	2,660	2,480
	<u>4,260</u>	<u>4,260</u>	<u>4,080</u>

### 7 Net incoming resources for the year

This is stated after charging

	2013 £	2012 £
Depreciation	<u>13,853</u>	<u>15,437</u>

### 8. Staff costs and emoluments

No salaries or wages have been paid to employees, including the trustees, during the year



# The Assembly House Trust

## Notes to the financial statements

Year ended 30 June 2013

### 9 Tangible fixed assets

	Property improvements £	Office equipment £	Other equipment £	Lift & boiler £	Total £
<b>Cost</b>					
At 1 July 2012	50,358	25,378	124,029	119,780	319,545
Additions	—	—	2,090	—	2,090
Disposals	—	(9,412)	(16,716)	—	(26,128)
<b>At 30 June 2013</b>	<b>50,358</b>	<b>15,966</b>	<b>109,403</b>	<b>119,780</b>	<b>295,507</b>
<b>Depreciation</b>					
At 1 July 2012	5,709	25,242	97,023	33,776	161,750
Charge for the year	1,006	110	6,748	5,989	13,853
On disposals	—	(9,400)	(14,949)	—	(24,349)
<b>At 30 June 2013</b>	<b>6,715</b>	<b>15,952</b>	<b>88,822</b>	<b>39,765</b>	<b>151,254</b>
<b>Net book value</b>					
<b>At 30 June 2013</b>	<b>43,643</b>	<b>14</b>	<b>20,581</b>	<b>80,015</b>	<b>144,253</b>
At 30 June 2012	44,649	136	27,006	86,004	157,795

The assets owned by the Charity are all used for direct charitable purposes

The Charity is the sole Trustee of the unincorporated entity, H J Sexton Norwich Arts Trust, which owns the freehold of The Assembly House, Norwich

### 10 Investments

<b>Investment in subsidiary Company – at cost</b>	<b>2013 £</b>	<b>2012 £</b>
Assembly House Caterers Limited 2,200 £1 Ordinary shares issued to Trustees on 28 February 1991	2,200	2,200
Assembly House Caterers Limited 6 £1 Ordinary shares presented to the Charity under Deed of Gift	6	6
As at 30 June 2013 representing 100% of the issued Share capital	<u>2,206</u>	<u>2,206</u>
<b>Result of Assembly House Caterers Limited</b>	<b>2013 £</b>	<b>2012 £</b>
Overheads	(8,141)	(6,818)
Other income	144,352	122,938
Net profit	136,211	116,120
Payment under gift aid	(137,889)	(118,541)
Loss for the year	<u>(1,678)</u>	<u>(2,421)</u>
Net assets	<u>34,054</u>	<u>35,732</u>



# The Assembly House Trust

## Notes to the financial statements

Year ended 30 June 2013

### 11 H J Sexton Norwich Arts Trust

The Trust is a Trustee of H J Sexton Norwich Arts Trust which was dormant through the year. The only asset of the Trust at 30 June 2013 was the freehold property of The Assembly House which is regarded as a Heritage asset and is included at its cost value of £312,544 (2012 - £312,544)

### 12 Other investment assets

Works of art	2013 £	2012 £
Brought forward at 1 July 2012	74,020	74,520
Disposal proceeds	-	(500)
Market value at 30 June 2013	<u>74,020</u>	<u>74,020</u>

### 13 Debtors

	2013 £	2012 £
Trade debtors	2,529	23,027
Assembly House Caterers Limited	89,577	68,541
Other debtors	39,810	40,239
Prepayments	60,949	32,296
	<u>192,865</u>	<u>164,103</u>

Included within prepayments is an amount of £42,853 relating to the proposed development of St Mary's House

### 14 Creditors Amounts falling due within one year

	2013 £	2012 £
Trade creditors	29,386	17,040
Accruals	1,720	1,600
	<u>31,106</u>	<u>18,640</u>

### 15 Unrestricted income funds

	Balance at 1 July 2012 £	Incoming resources £	Outgoing resources £	Balance at 30 June 2013 £
Raymond King Trust Fund	31,142	-	-	31,142
General Funds	631,869	145,525	(102,978)	674,416
	<u>663,011</u>	<u>145,525</u>	<u>(102,978)</u>	<u>705,558</u>

Raymond King Trust Fund - A capital distribution was made by the Raymond King Trust prior to its winding up and a request was made by the Trust that the fund be designated. The Trustees have decided to spend the interest arising on this capital in the furtherance of the Arts, this being included within incoming resources of the general fund.

# The Assembly House Trust

## Notes to the financial statements

Year ended 30 June 2013

### 16. Analysis of net assets between funds

	Tangible fixed assets £	Investments £	Net current assets £	Total £
<b>Unrestricted Income Funds</b>				
Designated Funds	–	–	31,142	31,142
General Funds	144,253	76,226	453,937	674,416
	<u>144,253</u>	<u>76,226</u>	<u>485,079</u>	<u>705,558</u>
<b>Total Funds</b>	<u>144,253</u>	<u>76,226</u>	<u>485,079</u>	<u>705,558</u>

### 17 Related party transactions

The majority of the Trustees are also directors of the subsidiary Company, Assembly House Caterers Limited. The Charity is the sole Trustee of the unincorporated entity, H J Sexton Norwich Arts Trust, which owns the freehold of The Assembly House.

Mrs J Jury's company provided architectural services during the year for fees totalling £3,185 (2012 - £9,631).

Mr P Norton's firm provided solicitor services during the year for fees totalling £1,554 (2012 - £2,365).

### 18 Company limited by guarantee

The charity is a company limited by guarantee and does not have a share capital. The members have guaranteed that in the event of the charity being wound up during their membership or one year thereafter, each would contribute a sum not exceeding £10 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.