

**COMPANY NUMBER**

**3061090**

**LANDMARK ARTS CENTRE LIMITED  
REPORT OF THE DIRECTORS AND FINANCIAL  
STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2011**



## **LANDMARK ARTS CENTRE LIMITED**

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## **LANDMARK ARTS CENTRE LIMITED**

### **COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2011.**

#### **DIRECTORS**

G Dobson Hunter

J S Perry

B Shorter Beckwith

J Child

A Holt

A Nieper

J White ( appointed 1 1 2011)

#### **SECRETARY**

J S Perry

#### **REGISTERED OFFICE**

Ferry Road, Teddington,  
Middlesex, TW11 9NN

#### **REGISTERED NUMBER**

3061090 (England and Wales)

#### **CHARITY REGISTERED**

#### **NUMBER**

1047080

#### **INDEPENDENT EXAMINER**

Finnigan & Co 37 Lower Brook Street Ipswich IP4 1AQ

#### **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 for year ended 31 March 2011.**

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 2011

### **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, 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

Barbara Shorter Beckwith (Chair)

Joan Child

Andrew Holt

Anthony Nieper

John Perry (Secretary)

Judy White (from 1<sup>st</sup> January 2011)

### **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 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

The Landmark serves people within the borough of Richmond upon Thames, but also increasingly attracts audiences from significantly further afield. Visitor numbers for 2010-11 were just under 40,000, comparable to the 2009-10 year indicating that we are continuing to cope quite well with difficult economic times. At the end of the year on which we are reporting we had some 140 individual members, a healthy increase on the previous year. We also had 7 business members.

## **HIGHLIGHTS OF THE YEAR**

### **Autumn Festival of Song**

The high spot of the Landmark's performing arts programme for the year was the second Landmark Autumn Festival of Song. The Festival brought well over 2000 people into the Centre to listen and participate in events that took place over the two and a half weeks of the Festival.

While top quality and nationally known artists anchored the Festival, what was most exciting was the way in which thoughtfully chosen events drew participation and enthusiasm from the community of which we are a part. These included an African song and drum workshop for children, and a one-day song writing and performing workshop for teenagers. Other highlights of the Festival were four school choir showcase concerts in which 13 choirs comprising over 400 children performed on our stage. Additionally the Landmark's own two community choirs also performed as did the locally renowned Twickenham Choral Society, together with the Brandenburg Baroque Soloists.

We were especially grateful to the Gosling Foundation, a grant from whom supported the community elements of the Festival and enabled us to offer many of these events free of charge or at low prices. The Gosling Foundation supported our first Festival in 2008 and also the 2009 school choir competition.

### **The Landmark Loft Visual Arts Studio**

Most of our fund raising efforts during the year were devoted to finishing off the campaign to raise funds to convert our loft space into a visual arts studio.

We had identified a significant increase in demand within Teddington and the surrounding area for arts related education space for both children and adults and we believed - with our experience and reputation in visual arts education -that we were ideally suited to meet this demand. However we had no further usable space, though we did have a large loft which would fit the bill admirably if creatively converted. The campaign had spanned two financial years, but shortly after the year ended our vision began to become a reality. Work began in 2010-1 and has just been completed as we publish this report, with the first arts classes now taking place in the new Landmark Loft Visual Arts studio.

It was no easy job to make the conversion. Large roof window lights had to be installed by specialists and a mezzanine level constructed which is used for storage. There will be more details about the Landmark Loft Visual Arts Space and its work in our next Annual Report.

We are especially grateful to the funders and individuals who have contributed to the funds used to convert our loft and further details can be found below.

#### **Art Education**

We are proud of our own branded art education classes. The range we can offer widens by the year. We have in the year under review added Creative Sketchbook and Painting with Acrylics to our range. Others include print making, botanical art, felt making and exploring drawing. Added to these are arts education classes offered by carefully selected external teachers. These classes include illustration. We also offer a summer art school including life drawing.

With the completion of the Landmark Loft Visual Arts Space six months after the ending of the year under review we fully expect to add to our own arts related classes and shall report our progress in next year's review.

#### **Grants and donations**

We are very grateful to the following funders who, during the year, helped us with grants to improve the facilities at the Landmark.

Garfield Weston and Coutts Charitable Trust provided contributions to the creation of the Landmark Arts Loft Visual Arts Studio. Additionally we are grateful to a number of individual donors whose donations helped to swell the funds for loft conversion, as did those who took part in our fund raising quizzes.

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Hampton Fuel Allotment charity contributed funds to underpin the expansion of our heating system for our large stage. Over the years they have provided near £100k in support of the development of the building and its facilities without which the Landmark could not have provided its current full year programmes.

The Gosling Foundation gave us a grant which helped us support the Landmark Festival of Song which took place in the autumn of 2010. The same foundation helped us to support our Vox Festival of Song in 2008 and our popular School Choir competition in 2009.

### **Finance**

The financial position is similar to previous years. A minor surplus was made on operations but this was exceeded by the depreciation charges in the Profit and Loss account. Our tangible fixed assets have increased with the first phase of the Loft Project. There has been an increase in our net current assets to £83k. Our risk analysis indicated that the desired reserves should be in the £75-£85k range. This was undertaken before the Quinquennial Review of the building and we will report on that in next year's annual report.

### **Public Benefit**

"To be a charity" says the Charities Commission which regulates the affairs of UK's registered charities, "is a mixture of what you are, what you do and how you do it. The core characteristic is public benefit." As we develop our regular 3-year plan, we at the Landmark Arts Centre – trustees, staff and volunteers alike – always keep what we can do for public benefit at the forefront of our minds.

Our aims and objectives are set out near the front of this report. In striving to achieve them it is our job to reach out to a wide variety of audiences both in the Borough of Richmond-upon-Thames and increasingly further into the south west area of Greater London. And we are open virtually year round to do that job as creatively and thoroughly as we can.

The use of our building as an arts and community centre brings in a substantial number of visitors who benefit both from the activities within the building and appreciate the building itself. The visitor numbers are an important statistic for us and the 40,000 estimate is a figure that we have managed to hold steady over last two or three years, in spite of the current economic environment.

In terms of public benefit we are especially proud of our renowned arts fairs which are based upon the principle that the public can view the work of individual artists - not galleries - for a modest entry fee. Sometimes those who exhibit with us are showing their work for the first time

The Landmark Show, an innovation in 2009, is now a regular part of our annual calendar. It comprises a large scale exhibition in which artists are invited to take part and which is developed by the Landmark's own curator. The show is normally open all of January and, importantly, is free for all our visitors.

Throughout a typical year our programmes engage a wide array of audiences including those – young and old – who participate in vibrant range of arts related classes – a range that we are planning to increase now that we are adding the Landmark Visual Arts Space to the facilities we have available. We also offer a diverse performing arts programme and a regular series of programmes and activities for young people.

Our Landmark Festival of Song in the Autumn 2010 provided a second showcase for youthful school choirs to perform in front of other schools, families and the community. We made no charge for organising this choral showcase event which, to our knowledge, is unique in the area.

### **Landmark people**

Autumn 2010 saw the sad loss of two people, Jean Brown and Irene Sutton, whose tireless efforts ensured that our beautiful building, once earmarked for demolition, was saved for continued use by our local community.

Jean Brown was President of the Landmark Arts Centre. Her campaign to save St Alban's Church from destruction is legendary and spanned a quarter of a century of her life culminating in a successful public campaign and the creation of the St Albans (Teddington) Community Preservation Group.

Though Jean's magnificent efforts are already commemorated on a plaque near the Landmark's door, her lasting memorial will be our unflagging efforts to ensure both that the magnificent building we are privileged to occupy is preserved for the future and also that our arts activities within it continue to thrive and attract future generations of our community to enjoy both our building and what goes on inside.



Looking back into the history of the Landmark Arts Centre - and before that of St Albans - a handful of names crop up again and again. Irene Sutton's is one of them. Her commitment, determination and dedication to our beautiful building shine through at every turn.

It was in the mid 1990s that Irene became involved with those who were making strenuous efforts to turn the now deconsecrated St Albans Church into an arts and community centre. She was for some years Chair of the Friends of St Alban's and continued to support us actively. She is much missed.

We turn now to all those whose efforts *today* keep the Landmark flourishing. Lesley Bosinne, our tireless and creative Arts Centre Manager, is responsible for all our activities, staff and volunteers. She is more than ably assisted by Sylvie Talbot, our only full time member of staff and responsible both for administrative affairs and for arts class development. Tim Cannings, our longest serving employee, is Operations and Technical Manager, and brings huge experience and energy into solving the many issues that crop up when a listed heritage building develops into a vibrant arts centre.

Finally and importantly we always use our annual report to pay tribute to our splendid 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 whom we quite simply could not continue. We have approaching 100 registered volunteers of whom at least a third are able to help us on a very regular basis. But whether a volunteer is able to help us once a week, once a month or once a year we are always enormously grateful. We simply could not manage to run the Landmark without them.

Approved by the Board of Directors on  
and signed on behalf of the Board 5.11.2011

A handwritten signature in black ink, appearing to read 'Barbara Shorter Beckwith', written in a cursive style.

Barbara Shorter Beckwith

Director/Trustee

**LANDMARK ARTS CENTRE LIMITED**

**REPORT OF THE INDEPENDENT EXAMINER TO THE  
TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011**

I report on the accounts of the charity for the period from 1st April 2010.  
to 31 March 2011, which are set out on the accompanying pages

**Respective responsibilities of trustees and examiners.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to.

examine the accounts under section 43 of the 1993 Act,  
to follow the procedures laid down in the general Directions given by the  
Charity Commission (under section 43(7)(b) of the 1993 Act, and  
to state whether particular matters have come to my attention.

**Basis of independent examiner's report.**

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 the  
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 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.

Finnigan & Co  
37 Lower Brook Street  
Ipswich IP4 1AQ

*fj. Co*

Date 17-11-11

**LANDMARK ARTS CENTRE LIMITED**  
**STATEMENT OF FINANCIAL**  
**ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011.**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2010 £
<b>INCOMING RESOURCES</b>					
Donations gifts & subscriptions	3	4603	1483	6086	3671
Grants from Trusts and other bodies	5		11750	11750	24927
Bank interest		749		749	956
Legacies	3	0	0	0	6047
Charitable Activities		205578		205578	208947
Activities for generating funds		62370		62370	60438
Commercial trading operation of subsidiary	4	6500	0	6500	0
		0		0	11886
Total Incoming resources		279800	13233	293033	316872
<b>Less Cost of generating funds</b>					
Charitable activities		102425	3222	105647	98334
Activities for generating funds		10060		10060	19380
		112485	3222	115707	117714
Net incoming resources available for charitable application		167315	10011	177326	199158
<b>RESOURCES EXPENDED</b>					
Cost of operating the building	6	51085	586	51671	48182
Managing and administration of the charity and its programmes	7	122749		122749	116111
Financial Costs		3658		3658	3336
Depreciation	10	5310	3321	8631	15214
Examination of Accounts		1000		1000	650
Total expenditure		183802	3907	187709	183493
Total resources expended		296287	7129	303416	301207
Dividend Payment from Land Mark Trading Ltd		11204		11204	0
Movement in total funds for the year net income / (expenditure) for the year		-16487	6104	-10383	15665
<b>TOTAL FUNDS AT 1 APRIL 2010</b>		<b>102199</b>	<b>43284</b>	<b>145483</b>	<b>129818</b>
<b>TOTAL FUNDS AT 31 MARCH 2011</b>		<b>96916</b>	<b>49388</b>	<b>146304</b>	<b>145483</b>

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****BALANCE SHEET**  
**AS AT 31 MARCH 2011**

	Notes	Un Restricted	Restricted	Total 2011	Total 2010
<b>FIXED ASSETS</b>					
Tangible assets	10	13059	35241	48300	41521
Investments	4	100		100	100
		13159	35241	48400	41621
<b>CURRENT ASSETS</b>					
Debtors		14608		14608	8080
Prepayments		4984		4984	2193
Due from subsidiary		4353		4353	3481
Short term deposit		117251	16588	133839	122430
Cash at bank		-4854		-4854	4621
		136342	16588	152930	140805
<b>CREDITORS- amounts due within one year</b>					
Taxes and social security		466		466	2065
Creditors		5869		5869	0
Loan		1449		1449	0
Accruals and deferred income		41903	2441	44344	34878
		49687	2441	52128	36943
<b>NET CURRENT ASSETS</b>		86655	14147	100802	103862
<b>CREDITORS - amounts due after one year</b>		2898		2898	0
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		96916	49388	146304	145483
<b>FUNDS</b>					
General	11	96916		96916	102199
Restricted	12		49388	49388	43284
		96916	49388	146304	145483

The company is entitled to the exemption provided by s477 of the Companies Act 2006 and its members have not required the company to obtain an audit of the accounts in accordance with s476

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller entities (effective April 2008) relating to small companies

**LANDMARK ARTS CENTRE LIMITED**  
**BALANCE SHEET AS AT 31 March 2011**

**Continued**

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with ss386 and 387 of the Companies Act 2006  
The directors acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with ss 394 and 395 of the Companies Act 2006, which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

Approved by the Board of Directors on 5. 11. 2011  
and signed on behalf of the Board

A. A. Holt

Andrew Holt  
Director/Trustee

## **LANDMARK ARTS CENTRE LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2011**

#### **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 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

##### **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.

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

**Continued**

**3 DONATIONS GIFTS & LEGACIES**

	2011 £	2010 £
Unrestricted donations	4603	3671
Unrestricted legacies	0	1047
Restricted donations	1483	0
Restricted Legacies	0	5000
Restricted grant	11750	24927
	<u>17836</u>	<u>34645</u>

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

The wholly owned trading subsidiary Land Mark 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.

	2011 £	2010 £
Turnover	50574	29091
Cost of sales and administration expenses	-36390	-29081
Interest Received	0	0
	<u>14184</u>	<u>0</u>
The assets and liabilities of the subsidiary were,		
Fixed Assets	0	0
Current Assets	4353	100
Creditors amounts falling due within one year	4253	0
	<u>100</u>	<u>100</u>
Total net assets	100	100
Aggregated share capital and reserves	100	100

**5 GRANTS FROM TRUSTS AND OTHER BODIES**

	2011 £	2010 £
Heritage of London	3000	0
Mercers	0	1147
Gosling Foundation	0	3779
H F A C	4000	17000
Garfield Weston	3000	0
Couts	500	0
Other	1250	3000
Total	<u>11750</u>	<u>24926</u>

**6 COST OF OPERATING THE BUILDING**

	2011	2010
	£	£
	Un restricted	Restricted
Maintenance and Repairs	21731	24838
Insurance	11306	10801
Utility charges	13407	12543
Improvements to building	4641	586
	51085	48182

**7 MANAGING AND ADMINISTERING THE CHARITY**

	2011	2010
<b>Cost supporting charitable activities which raised income</b>		
Staffing costs	56035	52043
Marketing and postage costs	16728	13006
	72763	65049
<b>Other Costs</b>	£	£
Staffing costs	30173	28023
General Administration Costs	19113	21028
Professional fees	700	2010
	49986	51061
Independent examination of accounts	1000	650
<b>Finance</b>		
Finance costs	490	377
Bank charges	1023	969
Bank Interest	0	0
Credit card charges	2145	1990
	3658	3336

**8 STAFF AND TRUSTEES**

No trustees were paid any remuneration during the year (2010 Nil)

Number of employed staff are 3 3

No employee was paid more than £50000.

The Trustees were reimbursed for out of pocket expenses

**9 NET INCOME/(OUTGOING) RESOURCES**

	2011	2010
	£	£
This is stated after charging		
Depreciation	8631	15214
Independent Examiners remuneration	1000	650
	9631	15864



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

**Continued**

**10 TANGIBLE FIXED ASSETS**

	Unrestricted £	Restricted £	Total £
Cost			
At 1 April 2010	70436	28601	99037
Additions		15411	15411
At 31 March 2011	70436	44012	114448
Depreciation			
At 1 April 2010	52067	5450	57517
Charge for the year	5310	3321	8631
At 31 March 2011	57377	8771	66148
Net Book Value 31 March 2011	13059	35241	48300
Net Book Value 31 March 2010	18369	23152	41521

**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 have allocated a reserve level of £85k to meet any sudden deterioration in the overall financial position and to cover the long term obligation to maintain the building under the lease.

The movement on these funds is as follows

	General fund	Reserve	Total
Brought forward at 1 April 2010	17199	85000	102199
Net Movement	-5283	0	-5283
	11916	85000	96916
Transfers between funds	0	0	0
Carry forward at 31 March 2011	11916	85000	96916

**12 RESTRICTED FUNDS**

	2011 £	2010 £
Brought forward at 1 April 2010	43284	23367
Receipts	13233	29927
Expenditure	-7129	-10010
Carry forward at 31 March 2011	49388	43284

These notes form part of the statement of affairs