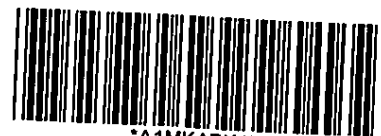


**COMPANY NUMBER**

**3061090**

**LANDMARK ARTS CENTRE LIMITED  
REPORT OF THE DIRECTORS AND FINANCIAL  
STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2012**

**TUESDAY**



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**COMPANIES HOUSE**

## **LANDMARK ARTS CENTRE LIMITED**

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## **LANDMARK ARTS CENTRE LIMITED**

### **COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2012**

#### **DIRECTORS**

G Dobson Hunter

J S Perry

B Shorter Beckwith

J Child

A Holt

A Nieper

J White (resigned 31 10 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**

Simply Accounts & Tax Limited

#### **BANKERS**

Lloyds Bank Plc 17 Heath Road Twickenham, Middlesex  
CafCash Limited Kings Hill West Malling Kent ME19 4JA  
Scottish Widows Plc 67 Morrison St Edinburgh EH3 8YJ

## **LANDMARK ARTS CENTRE LIMITED**

### **REPORT of DIRECTORS for YEAR ENDED 31 March 2012.**

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 2012

#### **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 It is also a Registered Charity

#### **Principal Activity.**

The principal activity of the company is to continue to preserve for the benefit of the communities of Teddington and the London Borough of Richmond upon Thames, the Grade II\* listed former church building of St Alban the Martyr at Teddington Lock and its curtilage and to continue 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

Barbara Shorter Beckwith (Chair)

Joan Child

George Dobson Hunter

Andrew Holt

Anthony Nieper

John Perry (Secretary)

Judy White (until 31<sup>st</sup> October 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

increasingly 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

Visitor footfall for 2011-12 was approximately 37,000, slightly lower than the previous year, but still a creditable performance in difficult economic times However we are especially encouraged that there has been an increase in visitors who attend the Landmark's own classes and events At the end of the year on which we are reporting we had 154 individual members and 9 business members

### **Highlights of the Year.**

The new Visual Arts Studio, the product of a highly creative conversion of loft space within our building, was finished and went into use

The Studio has been an undoubted success and very popular with class leaders and members who comment on its pleasant atmosphere and its excellent light Some of the classes taking place in this purpose built and well equipped studio include Botanical Art, Painting with Acrylics, Illustration, Felt making, Exploring Drawing, Life Drawing, Photography, Creative Sketchbook and Print making We also have been able to double the number of art classes for children

### **1. Legacies and Grants.**

During the year we received an important legacy of £72,609, the largest we have ever received

The legacy was left to us by the late Jean Brown who was formerly our President Jean, who died at the end of 2010, was deeply influential in the preservation of our building and its onward future development Her campaign to save the former 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 Landmark Arts Centre Everyone involved over the years with our enterprise has cause to be hugely grateful to Jean Brown In life she spared no effort to support this project and by leaving us such a generous legacy she has enabled us to complete our Visual Arts Studio, which in itself will be a lasting memorial to her commitment both to our building and to everything that goes on inside it

Part of Jean Brown's legacy topped up funding that we had already obtained for the new Visual Arts Studio, but a balance of legacy still remained. A special sub committee of the board of Trustees was assembled to debate and develop ideas for use and we shall report further on this in the 2012-13 Directors' Report

We were also very grateful to receive a grant of £3,000 from The Gosling Foundation which will be used to support the community elements of the third Landmark Festival of Song due to take place in Autumn 2012

## **2. Our First Quinquennial Review**

One of the Trustees' main roles is to oversee the preservation and protection of our Grade II\* listed building and this process remains high on our agenda. The decision had been taken to commission a formal Quinquennial Review. The inspection was carried out using a standard format normally applied to the inspection of Church of England churches in use in accordance with the Care of Churches and Ecclesiastical Jurisdiction Measure 199. That review was carried out for us in April 2011 by Peter Dalling Associates of Hatfield, Hertfordshire

The full report indicates that the reviewers were intrigued and impressed by our building's history. The building emerged from this Quinquennial Review reasonably successfully. The writers reported "the building is well over a century old and, bearing in mind its passage through one of what must have been the most polluted periods in Teddington's history, it has survived reasonably well. With one or two exceptions, it is in good heart"

Although there are always issues which will need monitoring, the only urgent project concerned parts of the building's stained glass where remedial work may be required

## **Finance**

The main financial event of the year was the receipt of the Jean Brown legacy. It was decided to use this as a Designated Fund for projects which maintained the building and its development as an Arts and Community Centre. In 2011 -2 it was used to complete the Visual Arts Studio and the remaining £41750 of the legacy will be used to follow through the major items from the Quinquennial Review and projects which

enhance the visitor experience for our events and arts education. We will report further on this in the 2012-3 Directors' Report. The 2011-2 year saw an increase in General Funds of £17309. A full risk analysis was conducted in the year and appropriate steps taken to handle them. The Reserve level for 2011-2 was adjusted to £90k following this risk analysis and the Quinquennial Review outcome.

**Public benefit.**

"The aims of each and every charity, whatever their size, must be for public benefit. Public benefit is therefore central to the work of all charities." Charities Commission

The Trustees of the Landmark Arts Centre keep the issue of providing appropriate public benefit at the forefront of our minds. No project or new strand of activity is undertaken without assessing how it will support our charitable objectives and who will benefit.

We now offer a full year round programme of events and activities. The diversity of our users continues to grow and whilst many live within the London Borough of Richmond upon Thames, we have seen a continued increase in users coming from outside the borough, particularly Kingston. As a non-subsidised organisation we have to charge for many of our activities, but we have striven to keep charges affordable and offer concessions where possible. In addition a number of our events are free of charge, for example the Landmark Show and most of the other visual arts exhibitions that take place in our gallery. As a community arts venue, we have continued to ensure that our programming includes local groups such as the Twickenham Choral Society and the Richmond Art Society, providing them with a low cost platform for their events.

We have also maintained our commitment to promoting the individual through our policy of only allowing artists and makers to exhibit at our art fairs, unlike many similar events which allow galleries and other commercial organisations. Our biennial Landmark Festival of Song, provides opportunities for young school choirs to perform in front of other schools, families and the local community. Participating in these showcases, which remain to the best of our knowledge the only ones of their kind in the area, remains free of charge.

We have continued to develop the range of our arts education programme and in August 2011 held our first Art Course Show to showcase work produced by people attending our visual arts classes. In November 2011, our two choirs, the Landmark Sound and the Landmark Singers also joined forces to perform for free within the local community and we hope to be able to build upon this in 2012.

### **Landmark People**

At the end of the 2011-12 financial year, after six years service, Barbara Shorter Beckwith stepped down as Chair of Trustees, although she agreed to continue to serve on the Board. Tony Nieper took over as Chair from April 2012 and acknowledges, on behalf of his fellow Trustees, the important contribution Mrs Beckwith had made during her time as Chair.

We acknowledge our highly valued employees in each year's Directors' Report. Lesley Bossine, our indefatigable Arts Centre Manager, is responsible for all our activities, staff and volunteers. She is assisted by our only full time member of staff, Sylvie Talbot, who looks after administrative matters as well as developing our arts education programme. Tim Cannings, our Operations and Technical Manager and our longest serving employee, spares no effort in bringing his experience to mount a wide variety of activities in a building which, though magnificent, was designed for another purpose and presents many challenges.

We also pay tribute to our splendid team of volunteers who carry out a broad range of tasks including serving in our bar and cafe at events, meeting and greeting audiences, assisting with administration and event planning and grounds maintenance. We are extremely grateful to them all and could not run the Landmark Arts Centre without their support.

Approved by the Board of Directors on **19 September 2012**

And signed on behalf of the Board

A handwritten signature in black ink, appearing to read 'J. Perry', written over a horizontal line.

J Perry

Director/Trustee



## LANDMARK ARTS CENTRE LIMITED

### REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

I report on the accounts of the charity for the period from 1st April 2011 to 31 March 2012, which are set out on the accompanying pages

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

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed

It is my responsibility to

examine the accounts under section 145 of the Charities Act,

- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 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 130 of the Charities Act, and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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



Simply Accounts & Tax Limited  
PO Box 189 Felixstowe Suffolk IP11 1BB

Date 20 SEP 2012

**LANDMARK ARTS CENTRE LIMITED**  
**STATEMENT OF FINANCIAL**  
**ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2012.**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	2011 £
<b>INCOMING RESOURCES</b>						
Donations gifts & subscriptions	3	6099		650	6749	6086
Grants from Trusts and other bodies	5			3000	3000	11750
Bank interest		1158			1158	749
Legacies	3		72609		72609	0
Charitable Activities		241939			241939	205578
Activities for generating funds		41289			41289	62370
Commercial trading operation of subsidiary						
	4	22476			22476	17704
Total Incoming resources		312961	72609	3650	389220	304237

**RESOURCES EXPENDED**

Charitable activities		94241			94241	105647
Activities for generating funds		13085			13085	10060
Spend on operating the building & development of building	6	52802	26914	14798	94514	51671
Managing and administration of the charity and its programmes	7	132297			132297	122749
Financial Costs		4515			4515	3658
Depreciation	10	4728	986	3321	9035	8631
Examination of Accounts		900			900	1000
Total resources expended		302568	27900	18119	348587	303416

Movement in total funds for the year net income / (expenditure) for the year					
	10393	44709	-14469	40633	821
<b>TOTAL FUNDS AT 1 APRIL 2011</b>	<b>96916</b>	<b>0</b>	<b>49388</b>	<b>146304</b>	<b>145483</b>
<b>TOTAL FUNDS AT 31 MARCH 2012</b>	<b>107309</b>	<b>44709</b>	<b>34919</b>	<b>186937</b>	<b>146304</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 2012**

	Notes	Un Restricted	Designated	Restricted	Total 2012	Total 2011
<b>FIXED ASSETS</b>						
Tangible assets	10	8332	2959	31919	43210	48300
Investments	4	100			100	100
		8432	2959	31919	43310	48400
<b>CURRENT ASSETS</b>						
Debtors		13661			13661	14608
Prepayments		5049			5049	4984
Due from subsidiary		4888			4888	4353
Short term deposit		118351	41750	3000	163101	133839
Cash at bank		38915			38915	4854
		180864	41750	3000	225614	152930
<b>CREDITORS- amounts due within one year</b>						
Taxes and social security		468			468	466
Creditors		3178			3178	5869
Loan		1623			1623	1449
Accruals and deferred income		75095			75095	44344
		80364		0	80364	52128
<b>NET CURRENT ASSETS</b>		100500	41750	3000	145250	100802
<b>CREDITORS - amounts due after one year</b>		1623			1623	2898
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		107309	44709	34919	186937	146304

**LANDMARK ARTS CENTRE LIMITED**  
**BALANCE SHEET AS AT 31 March 2012**

**Continued**


FUNDS		11	107309		107309		107309
General							96916
Designated			44709		44709		0
Restricted		12		34919	34919		49388
			107309	44709	34919	186937	146304

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

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 **19 September 2012**  
and signed on behalf of the Board

A Nieper  
Director/Trustee 

## **LANDMARK ARTS CENTRE LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2012**

#### **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.

Designated funds are unrestricted funds set aside by the Trustees for a specific purpose.

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 GIFTS & LEGACIES**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Unrestricted donations	6099	4603
Unrestricted legacies	72609	0
Restricted donations	650	1483
Restricted grant	3000	11750
	<u>82358</u>	<u>17836</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.

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Turnover	52937	50574
Cost of sales and administration expenses	-36961	-36390
Interest Received	0	0
	<u>15976</u>	<u>14184</u>

The assets and liabilities of the subsidiary were,

Fixed Assets	0	0
Current Assets	15889	4353
Creditors amounts falling due within one year	<u>15789</u>	<u>4253</u>
Total net assets	<u>100</u>	<u>100</u>
Aggregated share capital and reserves	100	100

**5 GRANTS FROM TRUSTS AND OTHER BODIES**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Heritage of London Trust		3000
Hampton Fuel Allotment Charity		4000
Garfield Weston Foundation		3000
Coutts Charitable Trust		500
Other		1250
Gosling Foundation	3000	0
Total	<u>3000</u>	<u>11750</u>

**6 COST OF OPERATING THE BUILDING**

	2012			2011
	£	£	£	£
	Unrestricted	Designated	Restricted	
Maintenance and Repairs	23496			21731
Insurance	12492			11306
Utility charges	9124			13407
Improvements to building	7690	26914	14797	5227
	52802	26914	14797	51671

**7 MANAGING AND ADMINISTERING THE CHARITY**

	2012	2011
<b>Cost of supporting charitable activities</b>		
Staffing costs	78153	56035
Marketing and postage costs	17905	16728
	96058	72763
<b>Other Costs</b>	£	£
Staffing costs	13792	30173
General Administration Costs	19640	19113
Professional fees	2807	700
	36239	49986
Independent examination of accounts	900	1000
<b>Finance</b>		
Finance costs	930	490
Bank charges	960	1023
Bank Interest	80	0
Credit card charges	2545	2145
	4515	3658

**8 STAFF AND TRUSTEES**

No trustees were paid any remuneration during the year (2011 Nil)

Number of employed staff are 4 4

No employee was paid more than £50000

The Trustees were reimbursed for out of pocket expenses

£0 £0

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

	2012	2011
	£	£
This is stated after charging		
Depreciation	9035	8631
Independent Examiner's remuneration	900	1000
	9935	9631



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

**Continued**

**10 TANGIBLE FIXED ASSETS**

	Unrestricted £	Designated £	Restricted £	Total £
Cost				
At 1 April 2011	70437		44011	114448
Additions		3945	0	3945
At 31 March 2012	70437	3945	44011	118393
Depreciation				
At 1 April 2011	57377		8771	66148
Charge for the year	4728	986	3321	9035
At 31 March 2012	62105	986	12092	75183
Net Book Value 31 March 2012	8332	2959	31919	43210
Net Book Value 31 March 2011	13060	0	35240	48300

**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 Trust funds were released to the charity.

The Trustees have allocated a reserve level of £90k 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	Designated Fund	Reserve	Total
Brought forward at 1 April 2011	11916	0	85000	96916
Net Movement	10393	44709	0	55102
	22309	44709	85000	152018
Transfers between funds	-5000		5000	0
Carry forward at 31 March 2012	17309	44709	90000	152018

**12 RESTRICTED FUNDS**

	2012 £	2011 £
Brought forward at 1 April 2011	49388	43284
Receipts	3649	13233
Expenditure	-18118	-7129
Carry forward at 31 March 2012	34919	49388

These notes form part of the statement of affairs