

Action Space London Events Limited

Report and Financial Statements

Year Ended 31st March 2020

Company Number: 01816088

Charity Number: 289618

**Frank S Lachman
16b North End Road
Golders Green
London
NW11 7PH**

Action Space London Events Limited
Company Limited by Guarantee
Year ended 31st March 2020

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ActionSpace Chair's report

The 2019-20 year was another successful year for Action Space and the artists. Much has been achieved.

All of this was disrupted in March as we faced the consequences of the rapid spread of the Covid-19 pandemic. ActionSpace responded swiftly and effectively to the pandemic putting the health and safety of the artists, volunteers, and staff first and foremost. Remote and virtual support for artists was introduced quickly and this method of engaging with our artists will continue alongside our regular programme for as long as it's needed.

Prior to March 2020 Action Space had seen a plethora of artistic creativity. This has continued in different settings since then.

As the reader reads this report, I am sure that the values, excitement and commitment of everyone at Action Space will jump off every page. Anyone, who knows ActionSpace, visits one of our events or meets an artist, cannot escape the contagious attraction.

Over this year our programmes and activities have been impactful. We have built on an already strong artistic foundation, a growing reputation, and an expanding reach.

ActionSpace has had another sound financial year though as with other charities and arts organisations fund raising has become more challenging in a period of austerity and economic uncertainty.

I can report, as will be seen from this annual report, that we are financially sustainable, and we continue to identify and pursue new sources of revenue. Our reserves are strong but the challenges and uncertainties arising from Covid-19 mean that there will inevitably be some financial challenges. Thankfully ActionSpace has the leadership and the financial resilience to give us confidence to plan for and grow stronger.

We are thankful to our sponsors and funders especially the Arts Council England, London Borough of Wandsworth, Paul Hamlyn Foundation, City Bridge Trust, Garfield Weston Charity, St Andrews Holborn Charity, Big Lottery and London Borough of Culture – Brent 2020. Without their support and that of all our partners we would not be able to fulfil our mission and support our artists.

ActionSpace's success would not be possible without the super leadership of our joint Chief Executives, Barbara van Heel and Sheryll Catto. On behalf of the Board and everyone at ActionSpace I would like to extend a huge 'thank you' to Barbara and Sheryll. Without our incredible staff team and volunteers ActionSpace could not do what it does. We owe a big warm 'thank you' to the ActionSpace staff and volunteers, and to my fellow trustees. And of course, above all to the artists!

John Tizard

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The trustees, who are also directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of charity for the year ending 31st March 2020.

Reference and administrative details

Charity Number: 289618

Company Number: 01816088

Principal Office: Cockpit Arts, Cockpit Yard, Northington Street, London WC1N 2NP

Bankers: Coutts & Co, 440 Strand, London WC2R 0QS

Examiner: Frank Lachman 16B North End Road, London, NW11 7PH

Directors and Trustees

The Board of Trustees at 31st March 2020 were:

| | |
|-----------------------|----------------------------|
| John Tizard | Chair |
| Karen Noakes | Treasurer |
| Helen Renwick | |
| Marc Steene | |
| Antoinette O'Loughlin | |
| Thompson Hall | |
| Kate Squires | Appointed 6th January 2020 |

No directors received any emoluments for so acting during the year.

Patron: The Baroness Lola Young of Hornsey

Company Secretary: Vicky Tweedie

Joint Chief Executives: Barbara van Heel
Sheryll Catto

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ActionSpace

ActionSpace is London's leading and longest running visual arts organisation for artists with learning disabilities.

Our vision is for artists with learning disabilities to be at the heart of the visual arts sector. We are working to challenge prejudice and make the arts sector truly inclusive and diverse by celebrating the work of our learning disabled artists and creating opportunities for learning disabled people to engage with the visual arts as audiences and participants.

Objectives and Activities:

1. To enable artists with learning disabilities to have a professional career in the arts. We do this by providing high quality training in professional art studios and by giving our artists equal access to support, resources and opportunities to exhibit and sell their artwork.
2. To create opportunities for people with learning disabilities to engage with the visual arts. We run a programme of outreach projects, workshops and events across London, often in partnership with learning disability organisations. We also share our skills and expertise with arts organisations and cultural venues, to increase their confidence in engaging with people with learning disabilities, thereby supporting them to diversify their audiences.
3. To promote and showcase the work of artists with learning disabilities and challenge preconceptions about their talent. We do this through our own exhibitions, as well as by supporting our artists to participate in exhibitions in high-profile arts venues alongside their peers. We are a development agency for artists with learning disabilities, supporting, advocating and promoting diversity within the contemporary visual arts sector.

Strategy - Achieving Charity's Objectives and Aims:

ActionSpace's main strategy is to provide opportunities for people with learning disabilities to develop as visual artists and to create, exhibit and sell their artwork through our network of Studio Projects and exhibitions.

Our outreach programme, called "Beyond the Studio", ensures Londoners with learning disabilities are able to engage with the visual arts through a range of young people's projects, projects for people with PMLD and our innovative participatory arts programme, which is delivered by learning disabled artists for learning disabled people.

ActionSpace Artists and Participants

During the financial year we worked with 72 artists on a weekly basis through our Studio projects in South, East, West and Central London. In addition, we worked with an extra 50 participants through our outreach projects in Newham, Waltham Forest, Brent, Ealing, Camden, Lambeth, and Wandsworth.

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ActionSpace artists and participants all have learning disabilities. Our projects cater for a broad range of artistic talents, skills and interests, from beginners to established artists. Our youngest is 16 and the oldest is 75 and 54% are from BAME communities.

One of our key strengths is that we work with artists across the entire spectrum of learning disability from mild to profound. We have a particular expertise in working with artists with complex learning disabilities and high support needs. A large percentage of our artists are non-verbal, have additional physical and sensory disabilities and mental health issues. Many have challenging behaviour and have been excluded from projects run by other organisations. We adopt an inclusive approach, working with the artist's support team to finding solutions to any issues that may arise.

ActionSpace artists have achieved many successes; undertaking ambitious art commissions, exhibiting their work at major arts institutions and selling their work to prestigious private and public collections.

One example of the immense **successes** our artists have achieved: ActionSpace supported **Nnena Kalu** to apply for an ACE National Lottery Project grant to fund her solo exhibition with Studio Voltaire, which she was awarded. Studio Voltaire commissioned Nnena as part of the "Studio Voltaire *elsewhere*", a year-long programme of offsite projects with artists Nnena Kalu, Phyllida Barlow, Dawn Mellor and Monster Chetwynd. Nnena's thrilling site-specific installation/exhibition unfortunately closed 3 weeks early due to Covid-19, but as Nicola Wright, Curator at Studio Voltaire said:

... to consider the works 'unfinished' seems to disregard their inherently time-based character. Instead, I'd like to offer a brief reflection on ideas of process and performance in Kalu's practice – considering her sculptures not as static forms but as temporal, unfixed objects ... Kalu's sculptures – already vigorous and visually energetic – are charged with the potential to continue unfolding and evolving well beyond discrete periods of display. It is perhaps more useful then to speak about Kalu's works not as conclusively finite or anchored objects, but in a state of becoming: less unfinished than temporarily paused.

Public benefit

The nature of our participatory and development programmes means that the benefits enjoyed by artists and participants with learning disabilities are both tangible and easily identifiable and clearly in line with our stated aims. ActionSpace's programmes are intended for those with learning disabilities within the London area. In practise it is the amount of income raised that is the only restriction to the number of beneficiaries that the charity can reach.

Resources

Artist Facilitators

The relationship between ActionSpace artists and our Artist Facilitators is the essence of what makes the organisation's work so effective. It is key to the success of our projects and ActionSpace in general. We currently have a team of ten artist facilitators. All of them are highly experienced in coaching and mentoring artists with learning disabilities and are practicing artists in their own right.

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The artist facilitator works with each artist on a one-to-one basis and helps them to realise their potential by:

- focusing on what art means to them and what they are aiming to get out of the Studio Projects;
- identifying their levels of skill, interest and ability;
- supporting them through the different stages of their artist development;
- utilising the artist's support network (eg. families, friends, support staff, social workers, etc.) to help them access the projects fully and benefit from any additional opportunities which may present themselves;
- looking for opportunities for them to exhibit their work and expand their creative horizon.

Volunteers

Volunteers are an important resource for ActionSpace, as they enable us to provide a uniquely personalised service and maximise the benefits to the artists. The volunteers work with the artists on a one-to-one basis, under the supervision of the artist facilitators. We offer volunteers work experience, which is challenging and creative stimulating. We provide training and experience, which forms a basis from which volunteers are able to develop a career in this area, whether within ActonSpace or elsewhere. This year two of our volunteers gained employment running arts projects with learning disability organisations and another used her voluntary work with ActionSpace as part of her research for an MA in Arts in Education and has now been employed as a teaching assistant by a specialist school in South London.

Leadership

ActionSpace is led by its Board and the Joint Chief Executives. The Board is responsible for strategy, fiduciary duties, compliance with legal and other regulatory requirements and the overall stewardship of the charity. It is the custodian of the charity's mission and values. It agrees strategies, budgets, and business plans. It delegates responsibility for implementing these to the Chief Executives. The Board monitors and reviews progress and assesses risk against the strategies and plans at its quarterly meetings and when necessary on a more frequent basis.

On behalf of the Board, the Chair is responsible for performance managing the joint Chief Executives and the three of them meet on a regular basis to consider progress and issues. The two part-time CEO's are jointly responsible for the operational running of the organisation and advising the Board. The tasks are divided between them and grouped, one taking the lead in fundraising and financial management, the other taking the lead in programme development, delivery and marketing.

Sector leadership

ActionSpace is aware of the importance of sector leadership through sharing skills and expertise. We work with organisations within the sector to increase access to opportunities for people with learning disabilities and reduce exclusion and alienation. For example, we have provided training in working with people with learning disabilities for organisations such as the Wellcome Trust and the Royal Academy. This has helped their staff feel more confident when working with people with learning disabilities, which will in turn increase access to these cultural organisations.

We will continue to liaise with peer organisations such as Outside In, Project Art Works in Hastings, Project Ability in Glasgow and Venture Arts in Manchester to develop models of best practice.

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ActionSpace has been particularly successful in sector development during the financial year 2019/20.

A few recent examples:

- Project Arts Works conference where we were asked to share our experiences through presentations of three of our artists: **Thompson Hall**, **Ian Wornast** and **Andrew Omoding**.
- In March 2020 ActionSpace was invited by Arts Council England to be part of the Inclusive Curators Project organised on their behalf by Studio Voltaire. Alongside our sister organisations Project Artworks and IntoArt we introduced eight key British gallery Directors and senior curators to work by artists with learning disabilities and made the case for this work to be represented in curatorial platforms on par with work by other contemporary artists.
- **Nnena Kalu's** solo exhibition in partnership with Studio Voltaire and all the press generated around it, will have a significant impact on the sector and on how learning disabled artists are being seen and treated.

A new development in how best to ensure our artists are involved in every aspect of the company and development of the artistic programme in a meaningful way is to set up an Artist Advisory Board consisting of only ActionSpace artists to sit alongside the Board of Trustees, which will be chaired by Trustee Thompson Hall and supported by our Pastoral Care Co-ordinator.

Partnership

Where appropriate and possible, ActionSpace, works in partnership to deliver projects and cultivate opportunities for its artists. By working in partnership we share best practise, maximise budgets and we are able to serve a much larger and more diverse group of people. Last year we worked in partnership with organisations as diverse as Camden Arts Centre, Studio Voltaire, Cockpit Arts, ACAVA, Outside In, Venture Arts, Project Ability, Project Arts Works, the Royal Academy of Art, and the special needs schools the John F Kennedy in Newham and The Village School and College of North West London in Brent.

Achievements and Performance

Studio Projects Programme

Our core programme is the weekly Studio Projects, a model originated by ActionSpace and piloted in 2001, continues to expand and grow from strength to strength.

The Studio Projects provide our artists with a weekly opportunity to work in a professional studio facility, based in a vibrant art environment. They have access to high quality art materials and equipment and space and time to explore ideas and experiment with a range of techniques and approaches. Working alongside other artists gives them the peer support, inspiration and critical context they require. Our highly experienced artist facilitators provide encouragement and support on a one-to-one basis. All of this encourages the artists to develop their skills and creativity and to move their work on by analysing and reflecting on it.

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Our Studio Projects have a proven track record for talent development, having produced a number of artists who are exhibiting on a regular basis and receiving critical acknowledgement for their work.

During 2019/20 we ran nine weekly Studio Projects:

- Two Wandsworth Studio projects at our South London studio, temporarily moved to Brixton;
- Five Camden Studio projects at our Central London studio at Cockpit Arts;
- One Newham Studio project at our East London studio at Flying Angel, ACAVA;
- One Brent Studio project at our North West London studio at Barnham Park, ACAVA.

Individual Practice Development is a key feature of the Studio project programme

ActionSpace works with each Studio Artists on a one-to-one basis to draw up and implement Practice Development Plans.

Activities will include a range of professional and creative development initiatives such as:-

- residency projects
- commissions and exhibitions
- individual, group and collaborative projects
- training in specific skills
- creation of opportunities and support for our artists to be employed as curators, artist educators, workshop leaders, etc.

A few examples of how we support our artists to make full use of the resources and opportunities that exist to further their careers.

- ActionSpace supported **Nnena Kalu** to take on a solo exhibition at the Humber Street Gallery in Hull 6th Nov – 9th Dec 2019. Nnena's solo exhibition was an absolute triumph, as documented in Tom Emery's article for The Guardian on the 11th November 2019 and ACE's Artistic and Quality assessment.

John Hefferman, senior curator of Humber Street Gallery wrote to us following the exhibition; *"it has been a real joy to develop this project with you and the final outcome of the exhibition was truly brilliant and represented everything special about Nnena's practice. She really is a superstar and whole ActionSpace team are clearly made up of brilliant individuals."*

- Another example of ActionSpace supporting an artist in developing his professional career is the support we give to **Evan Bond** to enable him to be employed by Camden Arts Centre. We support Evan to work as a co-workshop leader on Camden Arts Centre's SEN Schools Project. He worked alongside two other artists to plan and deliver 4 workshops in November and December. He was about to run the second series of workshops but unfortunately that has been put on hold for the foreseeable future due to Covid-19. CAC are paying ActionSpace a consultancy fee for the support we give to Evan. This is completely new to Evan Bond and it's been a steep learning curve but he is learning quickly and the positive impact on his social skills and his art practise is immense. This is the first year of a two-year contract.

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- Prior to Evan being employed by Camden Arts Centre, ActionSpace worked with the Centre to develop a model for employing artist educators with learning disabilities through supporting **Andrew Omoding** to co-lead workshops for the SENS Schools programme. Andrew's three-year employment culminated in the offer of an artist residency in June 2019. ActionSpace supported him to apply for and manage an ACE Developing Your Creative Practice grant to fund. Nisha Matthew, Programme Curator for Residences at Camden Arts Centre said,

"The ambition and scale in which he approached the space has produced an exciting new body of work.. For the Open Studio, Andrew exhibited a real confidence and clear vision for the space and how the works would exist together. It was a huge success and resulted in it being extended for an additional week. We will miss his presence at Camden Arts Centre but are looking forward to seeing how his work continues to develop through future residencies and exhibitions."

Effectiveness in developing talent is continuously monitored through external feedback on the quality of our artists' work by submitting their work for external exhibitions as well as collecting comments received from people visiting our exhibitions or buying the work.

A few examples of our artists work in external exhibitions:

ActionSpace artists **Ian Wornast, Roland Young, Nnena Kalu, Chandrakant Patel and Babajide Brian** were selected for Outside In national exhibition 2019 at the Piano Nobile Kings Place, with guest curator Grayson Perry. Ian's work was sold to Simon Martin, Director of Pallant House Gallery.

ActionSpace artist **Nigel Kingsbury** "Woman" was included in The Outside & The Inside exhibition at The Lightbox, Woking 2019, curated by Marc Steene. Last January was the third anniversary of Nigel's death and we are delighted that his work is still being shown and his talent celebrated.

Beyond the Studio Programme

Our Beyond the Studio programme creates opportunities for learning disabled people to engage with the visual arts as audiences but mainly as participants. We target our Beyond the Studio projects on specific groups of people.

a

We ran two projects specifically dedicated to young people, one in South London and one with John K Kennedy School in Newham. We supported the Newham young people to compile evidence portfolios for Arts Award Bronze, which will be submitted for moderation later this year once the moderation programme starts up again. In addition, we ran two one-off workshops for The Village School and College of North West London in Brent as part of our Brent 2020 programme, "Brent Culture Switch". These workshops were co-lead by two young artists from our Brent Studio. Two additional workshops have been postponed due to Covid 19 and will be delivered digitally later this year.

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- b** We ran two projects specifically for people with PMLD (profound and multiple learning disabilities). Due to their high and complicated support needs, people with profound and/or additional disabilities/complex needs (PMLD) tend to be isolated, with little opportunities to engage in high quality, challenging creative activities.
- Our first project was with Markhouse Road Day Centre in Waltham Forest. We worked with nine of their residents with PMLD. ActionSpace challenged the participants and their support workers, in believing in their own creativity and potential. The project concluded with a sharing session on 4th November 2019. The participants were excited to see their work framed and professionally presented in an exhibition. In addition, there was a screening of a film made with the group during the project. Several of the support workers commented on how much they and their clients had enjoyed the project and they would love to continue to work with ActionSpace.
 - We worked with Greenwood Place in Camden. This is the second year of this project in this location but we have worked with some of the artists in this group for more than nine years. This project continues to grow from strength to strength. Our Big Lottery Reaching Communities grants officer came to see the group/project and was very impressed by ActionSpace's artist facilitators and the creative and innovative ways they work with the group.
- c** As part of our Beyond the Studio programme we continued with our bi-monthly visits to the Royal Academy of Arts. On the 12th November ActionSpace's artists visited the Anthony Gormley exhibition and then took part in a workshop co-led by a Royal Academy facilitator and an ActionSpace artist. ActionSpace's **Ophir Yaron** worked with the RA facilitator to marry her visual arts, performance and dance practices and created a very special session where the workshop participants mixed movement and painting to create large collaborative artworks. Everyone commented on how much they enjoyed the workshop and how different it was from what they had done in the past.
- d** ActionSpace's innovate Participatory Arts Programme is also part of the Beyond the Studio programme as it enables a large segment of the learning disabled community to take part in creative visual art events. The Participatory Arts Programme enables us to offer a range of short-term interventions to extend our reach and increase learning disabled people's participation in the arts. We recognise that for a large segment of the learning disabled community, the long-term and weekly commitment of our Studio Projects is not desirable or appropriate. For that reason, we devised this programme and piloted it about 3 years ago. The programme involves ActionSpace running a series of one-off workshops co-led by one of our Artists and our Associate Artist, Charlotte Hollinshead. As well as supporting our core mission of widening access to the arts, it also creates employment opportunities for learning disabled artists as all the Artists co-leading the workshops alongside Charlotte Hollinshead are paid on par what their peers are earning. This programme continues to develop and grow, and will ultimately take up a quarter of the organisation's resources. It perfectly complements our regular Studio projects.

Plans for the Future

The Board regularly reviews our strategic plan, which is designed to enable ActionSpace to continue and to expand as a sustainable arts organisation. We have worked hard to support the artists during the Covid-19 crisis in the most appropriate and practical ways and to bring them back to the studio as soon as it was safe to do so. We will develop the wider programme as resources and external conditions allow.

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Going Concern

The Trustees are of the opinion that a going concern basis is appropriate for the preparation of these accounts. The Trustees are also of the opinion that the charity can operate for a period of at least 12 months from the date of this report.

Financial Review

Financial position and Available Funds

In financial year ending 31 March 2020, ActionSpace has once again continued its track record for stability. Even though we ended the year with a deficit of £15,881 we had a brought forward balance of £204,208 due to strong and prudent financial management. This allows ActionSpace to carry forward £188,327 for the year 2020/21, which will have the potential of being a turbulent year considering the Covid-19 pandemic.

Reserves policy

The Board continuously reviews the company's finances and reserves policy to ensure it is sustainable for years' to come and can weather any financial challenges that may come its way.

To support the stability of the company we have four designated reserve funds:

- Running cost of roughly 4 months: This fund is recalculated on a yearly basis and is based on previous year's income. This fund is to be used in case we would have to wind down the company. We would want to do this in a way that would support our main stakeholders, learning disabled people and their families, and give them time to adjust. The target for this fund in line with our policy of 4 months running cost is £116,067, which we hope to reach in the next few years.
At the end of 2019, this fund stood at £106,413 but due to the deficit we endured during the year 2019/20 this fund has decreased to £91,013 by March 2020.
- The Development Fund: This fund was meant to support our planned expansion to North West and East London. However unfortunately due to the Covid-19 pandemic we experienced a big decrease in earned income towards the end of the financial year and ended the year with a deficit. This has meant we have transferred the full £17,070 towards covering our deficit.
The Development Fund is zero at the end of March 2020.
- Studio Relocation Fund: To enable us to relocate to the new Studio Voltaire building, which will happen in the next 12 months.
This fund continues to stand at £39,176 at the end of March 2020.
- HR contingency fund: To support any staffing changes and providing contingency for long-term cover.
This fund has not changed and continues at £14,349 at the end of March 2020.

Principal funding sources:

We would like to thank our major funders for their continued support, mainly the Arts Council England, London Borough of Wandsworth, Paul Hamlyn Foundation, City Bridge Trust, Garfield Weston Foundation, St Andrew Holborn Charity, Big Lottery and London Borough of Culture - Brent 2020. Without their generous support, we would not have been able to work with so many learning disabilities Londoners and support them in reaching their own amazing goals.

Governance

Action Space London Events is a charitable company limited by guarantee, incorporated on 14th May 1984 and registered as a charity on 9th July 1984. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of the Board of Directors

The Directors of ActionSpace are also charity trustees for the purposes of charity law and under the company's Articles are known as Members of the Company. Every year at the Annual General Meeting one third of the Directors shall retire from office. A retiring director shall be eligible for re-election.

The Directors seek to ensure that the Board reflects diversity in every dimension. The Board has a plan for succession management and to ensure that the Board has the right experiences and expertise.

The Board is introducing Board assessment and Trustee appraisal schemes.

Risk Management

ActionSpace reviews the risks to which the charity is exposed on a rolling basis. Risks and mitigation plans are considered by the Board on an annual basis, these include financial, safeguarding, and reputation risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the Directors.

Director's Responsibilities

Company Law, which is also applicable to charitable companies in England and Wales requires the directors, who are also trustees of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the results of the company for that year.

In preparing those financial statements, the directors/trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors we certify that:

As far as the directors are aware at the time the report is approved

- there is no relevant information of which the company's independent examiner is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Members of the Board of Directors

Members of the Board of Directors, who are directors for the purposes of company law and trustees for the purposes 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 will be proposed at the Annual General Meeting that Frank Lachman be re-appointed as Independent Examiner to the charity for the year 2021.

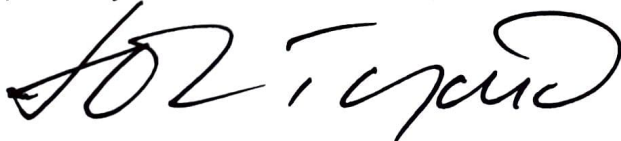
The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Approval

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the Board of Directors on

2020 and signed on their behalf by:



John Tizard, Director and Trustee

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Year ended 31st March 2020

Independent Examiner's Report on the Accounts

On accounts for the year ended 31st March 2020 set out on pages 14 to 21.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under the Charities Act 2011 (the Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants In England and Wales.

It is my responsibility to:

- examine the accounts (under section 145 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

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

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Frank S Lachman
Chartered Accountant
Independent Examiner



16b North End Road
London NW11 7PH

Action Space London Events Limited
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Statement of Financial Activity
(Including Income and Expenditure Account)
For the Year Ended 31st March 2020

| | | Unrestricted Funds | Restricted Funds | Total Funds 2020 | Unrestricted Funds | Restricted Funds | Total Funds 2019 |
|------------------------------------|-------------|-------------------------------|-----------------------------|---------------------------------|-------------------------------|-----------------------------|---------------------------------|
| | Note | | | | | | |
| Income from | | | | | | | |
| Donations and legacies | 2 | 74,294 | - | 74,294 | 73,416 | - | 73,416 |
| Bank interest | | 414 | - | 414 | 293 | - | 293 |
| Charitable activities | 3 | 171,060 | 109,416 | 280,476 | 144,622 | 129,872 | 274,494 |
| Total income | | <u>245,768</u> | <u>109,416</u> | <u>355,184</u> | <u>218,331</u> | <u>129,872</u> | <u>348,203</u> |
| Expenditure on | | | | | | | |
| Fundraising costs | | - | - | - | 3,366 | - | 3,366 |
| Charitable activity costs | 5 | 278,238 | 92,827 | 371,065 | 213,097 | 151,488 | 364,585 |
| Total expenditure | | <u>278,238</u> | <u>92,827</u> | <u>371,065</u> | <u>216,463</u> | <u>151,488</u> | <u>367,951</u> |
| Net income/expenditure | | (32,470) | 16,589 | (15,881) | 1,868 | (21,616) | (19,748) |
| Reconciliation of funds | | | | | | | |
| Total funds brought forward | | 177,010 | 27,198 | 204,208 | 181,248 | 42,708 | 223,956 |
| Transfers | | | - | - | (6,106) | 6,106 | - |
| Total funds carried forward | 10 | <u>144,540</u> | <u>43,787</u> | <u>188,327</u> | <u>177,010</u> | <u>27,198</u> | <u>204,208</u> |

The statement of Financial Activities includes all gains and losses recognised in the year

All income and expenditure derive from continuing activities.

Action Space London Events Limited
Company Limited by Guarantee
Balance Sheet
For the Year Ended 31st March 2020

| | Note | 2020 | 2019 |
|---|-------------|-----------------------|-----------------------|
| Fixed assets | | | |
| Tangible Assets | 7 | 2 | 2 |
| Current assets | | | |
| Debtors | 8 | 10,909 | 32,062 |
| Cash at bank and in hand | | <u>224,578</u> | <u>211,838</u> |
| Total current assets | | <u>235,487</u> | <u>243,900</u> |
| Current liabilities | | | |
| Creditors - amounts falling due within one year | 9 | <u>47,162</u> | <u>39,694</u> |
| Net current assets | | 188,325 | 204,206 |
| Net assets | | <u>188,327</u> | <u>204,208</u> |
| The funds of the charity | | | |
| Unrestricted | 10 | 144,540 | 177,010 |
| Restricted | 10 | 43,787 | 27,198 |
| Total charity funds | | <u>188,327</u> | <u>204,208</u> |

(a) For the year ended 31 March 2020 the company was entitled to exemption under section 477(2) of the Companies Act 2006.

(b) No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

(c) The directors acknowledge their responsibility for:

- i. ensuring the company keeps accounting records which comply with section 386; and
- ii. 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 and loss for the financial year in accordance with the section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

(d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the directors on 15.10.2020, and signed on their behalf by John Tizard

- Director



1 Accounting Policies

(a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Action Space London Events Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Tangible Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

| | |
|------------------|------------------------------|
| Art equipment | - 60% Reducing balance basis |
| Office equipment | - 60% Reducing balance basis |

IT equipment costing less than £2,500 per item is charged to the Statement of Financial Activities in the year of purchase.

(c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income from grants, whether capital or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants has been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

(d) Expenditure

All expenditure is accounted for on an accruals basis. Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably.

Costs are allocated to a category either because such costs are directly incurred in relation to such category, or because they are support costs in respect of which an apportionment has been made between the categories.

(e) Taxation

The company as a registered charity (number 289618) is exempt from taxation on most investment income insofar as it is applied for charitable purposes. The company is also exempt from taxation on capital gains.

(f) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(g) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Donations and legacies

| | Unrestricted Funds | 2020 | Unrestricted Funds | 2019 |
|---|-----------------------|---------------|-----------------------|---------------|
| Grants for General Running Costs | | | | |
| Arts Council of England | 73,416 | 73,416 | 73,416 | 73,416 |
| Individual donations | 878 | 878 | - | - |
| | <u>74,294</u> | <u>74,294</u> | <u>73,416</u> | <u>73,416</u> |

3 Income from charitable activities

| | Restricted Funds | Unrestricted Funds | 2020 | Restricted Funds | Unrestricted Funds | 2019 |
|---|---------------------|-----------------------|----------------|---------------------|-----------------------|----------------|
| Grants , donations and contracts | | | | | | |
| Arts Council England | 15,000 | - | 15,000 | 15,000 | - | 15,000 |
| London Borough of Wandsworth | - | 21,400 | 21,400 | - | 21,400 | 21,400 |
| City Bridge Trust | 40,282 | - | 40,282 | 38,433 | - | 38,433 |
| John Lyons Charity | - | - | - | 16,000 | - | 16,000 |
| The D'Oyly Carte Charitable Trust | - | - | - | - | 3,500 | 3,500 |
| Big Lottery | | | | | | |
| - Reaching Communities | 44,625 | - | 44,625 | 44,357 | - | 44,357 |
| NIACE, Culture Fund Brent 2020 | 7,969 | - | 7,969 | - | - | - |
| The Arts Society | - | 2,930 | 2,930 | - | - | - |
| St Andrew Holborn Charity | - | 15,000 | 15,000 | - | - | - |
| Garfield Weston Foundation | 20,000 | - | 20,000 | - | - | - |
| Individual donations | - | - | - | - | 52 | 52 |
| Deferred Grants brought Forward | - | 3,500 | 3,500 | | | |
| Deferred Grants carried Forward | (20,000) | - | (20,000) | - | (3,500) | (3,500) |
| | <u>107,876</u> | <u>42,830</u> | <u>150,706</u> | <u>113,790</u> | <u>21,452</u> | <u>135,242</u> |
| Fees, commissions, hires & misc income | 1,540 | 128,230 | 129,770 | 16,082 | 123,170 | 139,252 |
| | <u>109,416</u> | <u>171,060</u> | <u>280,476</u> | <u>129,872</u> | <u>144,622</u> | <u>274,494</u> |

4 Net incoming Resources

Net outgoing resources are stated after charging:

| | 2020 | 2019 |
|----------------|-------|-------|
| Examiner's fee | 1,400 | 1,400 |

5 Charitable activity costs

| | Charitable Activity Costs Restricted | Charitable Activity Costs Unrestricted | Governance Costs Unrestricted | Total 2020 |
|--------------------------|---|---|-------------------------------------|-------------------|
| Staff costs | 40,618 | 147,657 | - | 188,275 |
| Production costs | 47,052 | 108,805 | - | 155,857 |
| Office running costs | 1,157 | 7,275 | 981 | 9,413 |
| Accountancy | - | 2,550 | - | 2,550 |
| Independent Examiner fee | - | - | 1,400 | 1,400 |
| Rent and services | 4,000 | 8,860 | - | 12,860 |
| Sundry expenditure | - | 710 | - | 710 |
| Total 2020 | 92,827 | 275,857 | 2,381 | 371,065 |

Comparatives 2019

| | | | | Total 2019 |
|--------------------------|----------------|----------------|--------------|-------------------|
| Staff costs | 75,315 | 117,760 | - | 193,075 |
| Production costs | 65,998 | 78,701 | - | 144,699 |
| Office running costs | 3,924 | 4,991 | 921 | 9,836 |
| Accountancy | - | 2,173 | - | 2,173 |
| Independent Examiner fee | - | - | 1,400 | 1,400 |
| Rent and services | 6,251 | 6,995 | - | 13,246 |
| Sundry expenditure | - | 156 | - | 156 |
| Total 2019 | 151,488 | 210,776 | 2,321 | 364,585 |

6 Employees

| | 2020 | 2019 |
|--------------------------|----------------|----------------|
| Wages, salaries and fees | 167,612 | 171,390 |
| Social security costs | 16,602 | 17,209 |
| Pension costs | 4,061 | 4,476 |
| | <u>188,275</u> | <u>193,075</u> |

The average weekly number of employees during the year, calculated on the basis of full time equivalents was 5.5 (2019:5.5)

No employee earned more than £60,000 during the year (2019 Nil) .

7 Tangible Fixed Assets

| | Office equipment | Art equipment | Total |
|------------------------|---------------------|---------------|--------|
| Cost | | | |
| At 31st March 2019 | 11,644 | 4,247 | 15,891 |
| Disposals | - | - | - |
| Additions | - | - | - |
| At 31st March 2020 | 11,644 | 4,247 | 15,891 |
| Depreciation | | | |
| At 31st March 2019 | 11,643 | 4,246 | 15,889 |
| Disposals | - | - | - |
| Charge for the year | - | - | - |
| At 31st March 2020 | 11,643 | 4,246 | 15,889 |
| Net Book Values | | | |
| At 31st March 2020 | 1 | 1 | 2 |
| At 31st March 2019 | 1 | 1 | 2 |

8 Debtors

| | 2020 | 2019 |
|--------------------------------|--------|--------|
| Trade debtors | 9,013 | 10,409 |
| Prepayments and accrued income | 1,463 | 21,583 |
| Other debtors | 433 | 70 |
| | 10,909 | 32,062 |

**9 Creditors - Amounts falling due
within one year**

| | 2020 | 2019 |
|------------------------------------|--------|--------|
| Trade creditors | 8,692 | 13,149 |
| Social Security and other Taxation | 8,250 | 640 |
| Accruals and other creditors | 10,220 | 22,405 |
| Deferred Grants | 20,000 | 3,500 |
| | 47,162 | 39,694 |

10 Reconciliation of Movement in Funds

| | | Balance at 31 March 2019 | Income | Expenditure | Transfers | Balance at 31 March 2020 |
|--------------------|--------------|--------------------------------|----------------|----------------|-----------|-----------------------------|
| Restricted Funds | - Income | 27,198 | 109,416 | 92,827 | - | 43,787 |
| Unrestricted Funds | - General | 2 | - | - | | 2 |
| | - Designated | 177,008 | 245,768 | 278,238 | | 144,538 |
| | | <u>204,208</u> | <u>355,184</u> | <u>371,065</u> | <u>-</u> | <u>188,327</u> |

General Fund: are moneys which can be used by the Trustees at their discretion for any purpose and which have not been designated by them previously

| | Designated | | Restricted Funds | |
|-------------------------------|-----------------------------|----------------|-------------------------|---------------|
| The above funds comprise: | Unrestricted Reserve | | | |
| | 31st March 2020 | March 2019 | 31st March 2020 | March 2019 |
| Running costs for 4 months | 91,013 | 106,413 | - | - |
| Development Fund | - | 17,070 | - | - |
| Studio Relocation Development | 39,176 | 39,176 | - | - |
| HR Contingency Fund | 14,349 | 14,349 | - | - |
| Big Lottery | | | | |
| - Beyond Studio Programme | - | - | 22,990 | 16,394 |
| - Capacity Building | - | - | - | - |
| Expansion Programme | - | - | 20,797 | 10,804 |
| Complex Needs Project | - | - | - | - |
| | <u>144,538</u> | <u>177,008</u> | <u>43,787</u> | <u>27,198</u> |

11 Analysis of Net Assets between Funds

| | Tangible Fixed Assets | Net Current Assets | Total 2020 | Total 2019 |
|---------------------|-----------------------------|-----------------------|----------------|----------------|
| Restricted Funds | - | 43,787 | 43,787 | 27,198 |
| Unrestricted Funds: | | | | |
| Designated | - | 144,538 | 144,538 | 177,008 |
| General | 2 | - | 2 | 2 |
| | <u>2</u> | <u>188,325</u> | <u>188,327</u> | <u>204,208</u> |

12 Third Party Grants

The following grants were received on behalf of artists named below

Andrew Omoding: £6,580 from Arts Council England - Developing Your Creative Practice
Nnena Kalu: £12,027 from Arts Council England National Lottery Project grant

13 Trustees

During the year, none of the trustees received any remuneration from the trust and no expenses were reimbursed to any of them.