

PROZ ITEM 33a)

# Rye Arts Festival

www.ryeartsfestival.co.uk

Richard Fairhall Esq  
Town Clerk  
Rye Town Council  
Rye TN31 8LA

14 JUL 2008

9 July 08

Dear Mr Fairhall

Thank you for sending me a "temporary" form to apply for grant funding for the Rye Arts Festival. This I now return, duly completed.

I also enclose, for ease of reference, a copy of my earlier letter, dated 21 April, and another copy of the Festival's accounts.

It is now of course too late for the Council's grant, if the application is successful, to be acknowledged in the brochure, which has already been printed. But we shall certainly ensure that any sponsorship by the Council will be acknowledged in some other appropriate and well publicised way.

Yours sincerely,

*Richard Thomas*

Richard Thomas  
Chairman, Rye Arts Festival Council

Richard Fairhall Esq  
Town Clerk  
Rye Town Council  
East Sussex

21 April 2008

Dear Mr Fairhall

We spoke recently about the possibility of a grant from the Town Council to the Rye Arts Festival, and you encourage me to write to you, with an up to date statement of the Festival's finances. This is enclosed.

As you know, the Festival has now been running every year for thirty-seven years. During that time it has grown from a modest couple of weekends, mainly of classical music, to a much broader range affair, with literary events, comedy, jazz, folk and blues, graphic arts, and guided walks, as well of course as its original raison d'etre, classical music. The programme nowadays lasts a slightly over a fortnight and features several events each day, including unofficial "fringe" performances, mainly in the town's pubs.

The Festival, which is always in September, has become quite well known, and much appreciated. A number of national newspapers, including The Daily Telegraph, The Independent, and The Week, have listed it in the last few years as one of the country's top ten arts festivals, and last year The Week put us in their top three. It attracts visitors to the town from all over the country and even from abroad – people who, besides buying Festival tickets, spend their money in the town's hotels, restaurants and shops.

Finance, as I am sure you can well understand, has always been a worry. We pare our costs to a minimum by, for instance, employing no salaried staff. The whole Festival is prepared and organised by volunteers, with a bare minimum of paid helpers to move staging and heavy musical instruments, for instance, and to provide specialist technical help. In this respect the Festival is almost unique; most other festivals of equivalent size and scope employ, at the very least, a salaried director, and many – perhaps the majority – are run and financed by their local authorities. Ticket sales alone nowhere near cover our costs. We also rely on membership subscriptions, and on very generous local sponsorship, as well as on local advertising in our publications and on special fund-raising events. But it is always a cliff-hanger: will we keep afloat?

We used to get help from the Arts Council, but this source of funding dried up some years ago. Rother District Council give us some matching funds, but only for events

for children – eg street theatre or workshops in schools – for which we cannot sell tickets, and which are therefore by definition a net cost to us.

Costs continue to rise, including the costs of promotion. But without effective promotion we cannot hope to attract more people from across the country to Rye, to swell our audiences, and in doing so to spend their money in Rye's shops, accommodation and restaurants. A grant from the Council would help us to increase promotion of the Festival for the benefit of the town's wider community.

We would be most grateful for a grant of £500, but of course if you were able to offer any more we would be enormously appreciative. Town Council support would be prominently acknowledged, and in the Committee's view would be public money wisely spent. The printers' deadline for the brochure – the best place for an acknowledgement – is 10 May. As I shall be abroad till 6 May, perhaps you could let our Hon Secretary, Gill Clamp, know the outcome? Her telephone number is 01797 223243, and her address is The Old Vicarage, Church Square, Rye, TN31 7HF

Richard Thomas  
Chairman

RYE TOWN COUNCIL

14 JUL 2008

Application for Grant for Voluntary Organisations  
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Rye Arts Festival
2.	Name, Address and Status of Contact	Richard Thomas Whole Farm Cottage Stone in - Oxney Tenterden, TN30 7JG Chairman, Rye Arts Festival Council
3.	Telephone Number of Contact	01797 270353
4.	Is the Organisation a Registered Charity?	Yes <del>No</del> Registered Charity No 270494
5.	Amount of grant requested	£500.00 (or more)
5.	For what purpose or project is the grant requested?	To help meet the Festival's costs, which cannot be fully covered by ticket sales.
6.	What will be the total cost of the above project?	£63,400.00
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Ticket sales, membership fees, sponsorship, advertising in the brochure, (hopefully) Town Council grant
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Yes. Rother District Council (£1000) This will be a matching fund for school's events, for which we cannot sell tickets.
9.	Who will benefit from the project?	The people and businesses of Rye. See my letter of 21 April, copy attached
10.	Approximately how many of those who will benefit are parishioners?	All of them

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Richard Thomas ..... Date..... 9.7.08

**Rye Festival Council**  
**Trustees' Report & Financial Statements**  
**For The Year Ended 30 September 2007**

**GIBBONS MANNINGTON**

Chartered Accountants  
6 Lion Street  
Rye  
East Sussex  
TN31 7LB

## RYE FESTIVAL COUNCIL

### Charity Information

#### Trustees:

Richard Thomas	Chairman
Mary Howse	Treasurer
Gill Clamp	Secretary
Elisabeth St. Clair George	
Catherine Bingham	
Tony Clamp	
Pat Field	
Tony Mulholland	appointed 10 December 2006
Hugh Warren	appointed 10 December 2006
Antony Arfwedson	retired 10 December 2006
Honor James	retired 10 December 2006
Catherine Pollitt	retired 10 December 2006
Sue Schlesinger	retired 10 December 2006

#### Charity Number:

270494

#### Registered Address:

Landgate Chambers  
Rye  
East Sussex TN31 7LJ

#### Accountants:

Gibbons Mannington  
Chartered Accountants  
6 Lion Street  
Rye  
East Sussex TN31 7LB

#### Bankers:

National Westminster Bank Plc  
High Street  
Rye  
East Sussex

# **RYE FESTIVAL COUNCIL**

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## **RYE FESTIVAL COUNCIL**

### **Trustees' Report for the year ended 30 September 2007**

The Trustees present their report and accounts for the year ended 30 September 2007.

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

Rye Festival Council is constituted by Trust Deed dated 11 October 1974 (last amended 2 December 2002). The Executive Committee (the Trustees) is elected by the members annually.

Up to 4 additional Trustees may be co-opted by the Executive Committee. The Executive Committee is authorized to appoint new Trustees to fill vacancies arising through resignation or death of an existing trustee.

The Executive Committee is responsible for the day-to-day management of the charitable trust.

#### **Objects and policies**

The objects of the charitable trust are to foster and promote the improvement of artistic taste and knowledge, understanding and appreciation of the arts by the presentation or supporting the presentation of concerts, performances and exhibitions and other activities during festival periods and at other times as occasion shall arise.

#### **Investment Powers**

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity, but no such investments are presently held.

#### **Development, activities and achievements**

The 2007 Festival was a great success and our finances recovered after 2006's slight downturn.

The quality of the events remained as high as ever and the response was enthusiastic. There was standing room only at a number of the Literary events, some Classical Music events sold out and the Special Events and Contemporary Music programmes contained a number of powerful draws. Who would have thought we would see members of the audience dancing round St Mary's church as they did at the end of the London Bulgarian Choir's concert; and encouraged by the young people's response to the percussion workshop, we intend laying on more events to involve younger audiences during next year's Festival.

#### **Financial Review**

Full details of the results are shown in the financial statements that accompany this report.

The Festival relies on subscriptions from Friends and Patrons, Sponsors and Advertisers. The Festival this year received support from Rother District Council towards youth and comedy events.

The Charity is indebted to members who help with the Festival organization as volunteers. Without their contribution the costs of the Festival would be substantially increased.

Funds available are sufficient to permit the Trust to continue in operation in the medium term. The Trustees are satisfied that the charity is able to meet its liabilities as they fall due.

#### **Reserves Policy**

The policy of the Charity is to maintain sufficient reserves which, in the opinion of the Trustees, allow them to cover management and administration costs and plan for the following year's Festival.

#### **Statement of Trustees' responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgments and estimates that are reasonable and prudent;

**RYE FESTIVAL COUNCIL**

**Trustees' Report for the year ended 30 September 2007  
(continued)**

(c)prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements of the charity comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Risk Management**

The Trustees have examined the operational risks which the Charity faces and are satisfied that the systems currently in place are sufficient to enable such risks to be minimised.

**Approval**

This report was approved by the Trustees on 29 November 2007 and signed on their behalf.



Richard Thomas  
Chairman

**RYE FESTIVAL COUNCIL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**

**30 SEPTEMBER 2007**

**Unrestricted Funds**

	<u>Notes</u>	<u>2007</u> £	<u>2006</u> £
<b>Incoming Resources</b>			
Incoming resources from generating funds:			
Donations and Gifts		246	785
Subscriptions		7,555	7,625
Sponsorship and support	2	13,464	13,200
Grants		-	1,000
Gift Aid recovered		3,060	3,744
Fund-raising event		788	-
Interest received		773	321
Other income		-	70
<b>Total Incoming resources</b>		<u>25,886</u>	<u>26,745</u>
<b>Resources expended</b>			
Charitable activities			
Main Festival - deficit	3	15831	21,225
Winter Festival - deficit		-	1,598
Membership and general expenditure	4	4,714	6,359
Fund-raising costs		221	-
Governance costs	5	335	344
<b>Total Resources Expended</b>		<u>21,101</u>	<u>29,526</u>
<b>Net incoming/(outgoing) resources for the year</b>		4,785	(2,781)
<b>Total funds brought forward</b>		<u>13,898</u>	<u>16,679</u>
<b>Total funds carried forward</b>		<u>18,683</u>	<u>13,898</u>

There were no recognised gains or losses for 2007 or 2006 other than those included in the Statement of Financial Activities.

The notes on pages 8 to 10 form part of these accounts.

**RYE FESTIVAL COUNCIL**

**BALANCE SHEET**

**AS AT 30 SEPTEMBER 2007**

	<u>Notes</u>	<u>2007</u> £	<u>2006</u> £
<b>Fixed Assets</b>	7	343	403
<b>Current Assets</b>			
Stock		-	188
Debtors		1,599	630
Cash at bank and in hand	9	26,550	23,532
		<u>28,149</u>	<u>24,350</u>
<b>Current Liabilities</b>	8	<u>( 9,809)</u>	<u>( 10,855)</u>
<b>Net current assets</b>		<u>18,340</u>	<u>13,495</u>
<b>Total assets less current liabilities</b>		<u>18,683</u>	<u>13,898</u>
<b>Capital</b>			
Unrestricted funds		<u>18,683</u>	<u>13,898</u>

Approved by the trustees on 29 November 2007 and signed on their behalf.

*Richard Thomas*

Richard Thomas

Chairman

The notes on pages 8 to 10 form part of these accounts.

## **RYE FESTIVAL COUNCIL**

### **Notes to the accounts for the year ended 30 September 2007**

#### **1. Accounting policies**

##### **1.1 Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice 'Accounting and Report by Charities' issued in March 2005 (SORP2005) and the Charities Act 1993 and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small charity.

##### **1.2 Tangible fixed assets for use by the charity and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over the expected useful lives on the following basis:

Equipment – 15% on reducing balance

##### **1.3 Income and expenditure**

Voluntary income and donations are accounted for when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

##### **1.4 Taxation and VAT**

No provision for taxation has been made as the charity is a registered charity and is therefore exempt.

The charity is not registered for VAT and therefore all items are shown inclusive of irrecoverable VAT.

#### **2. Sponsorship and Support**

The Council received a support of £500 from Rother District Council towards comedy events at the Festival.

## RYE FESTIVAL COUNCIL

### Notes to the accounts for the year ended 30 September 2007

<b>3. Main Festival</b>	<b>2007</b>		<b>2006</b>
	£		£
Ticket and programme sales (net)	34,037	40,749	
Bars	1,912	2,180	
Advertising revenue	<u>3,165</u>	<u>3,290</u>	
	39,114		46,219
<b><u>Less: Expenses</u></b>			
Artistes and concert expenses	30,630	33,157	
Hire of Halls and instruments	3,497	4,482	
Festival expenses	4,534	7,313	
Bar costs	1,269	1,213	
Printing and design	7,377	7,776	
Publicity expenses	<u>7,638</u>	<u>13,503</u>	
	<u>54,945</u>		<u>67,444</u>
	<u>( 15,831)</u>		<u>( 21,225)</u>

#### **4. Membership and General Expenditure**

	<b>2007</b>		<b>2006</b>
	£		£
Stationery & postage	1,346	2,266	
Subscriptions and sundry expenses	207	207	
Insurance	2,095	2,237	
Telephone	750	829	
Bank charges	256	652	
Traveling expenses	-	97	
Depreciation of equipment	60	71	
	<u>4,714</u>	<u>6,359</u>	

#### **5. Governance Costs**

Committee expenses	210	184
AGM costs	125	160
	<u>335</u>	<u>344</u>

#### **6. Staff costs**

No remuneration was paid to Trustees in the year.

## RYE FESTIVAL COUNCIL

### Notes to the accounts for the year ended 30 September 2007

#### 7. Tangible fixed assets for use by the Charity

	Equipment £
<b>Used directly for charitable purposes:</b>	
<b>Cost</b>	
At 1 October 2006	1,287
Additions	<u>-</u>
At 30 September 2007	<u>1,287</u>
<b>Depreciation</b>	
At 1 October 2006	884
Charge for the year	<u>60</u>
At 30 September 2007	<u>944</u>
<b>Net book value</b>	
At 30 September 2007	<u>343</u>
At 30 September 2006	<u>403</u>

8. Current Liabilities	2007	2006
	£	£
Sundry creditors	<u>9,809</u>	<u>10,855</u>
<b>9. Cash at Bank and in Hand</b>		
CAF Bank	14,788	13,059
NatWest Reserve	408	198
NatWest Current Account	<u>11,354</u>	<u>10,275</u>
	<u>26,550</u>	<u>23,532</u>

#### 10. Trustees Expenses

No Trustees received reimbursement of expenses during the year related to services provided by a Trustee (2006 - None).

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
RYE FESTIVAL COUNCIL**

**FOR THE YEAR ENDED 30 SEPTEMBER 2007**

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I report on the unaudited accounts of the charity for the year ended 30 September 2007 set out on pages 1 to 10.

**Respective Responsibilities of the Trustees and the Independent Examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts (under section 43(3)(a) of the Charities Act 1993), follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Charities Act 1993); and state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general directions given by the Charities Commissioners. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- (a) to keep accounting records in accordance with section 41 of the Act; and
- (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements 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.



Cheryl A Rowsell FCA  
Partner Gibbons Mannington  
Chartered Accountants

6 Lion Street  
Rye  
East Sussex TN31 7LB

21 December 2007