

Charity registration number 1168860

**BERWICK LITERARY FESTIVAL  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

# BERWICK LITERARY FESTIVAL

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

The Rt Revd Dr Stephen Platten  
Mr Michael Gallico  
Miss Lindsay Dalgliesh  
Mr Nolan Dalrymple  
Miss Helen Wright  
Mrs Valerie Bistram  
Ms Lucy Baxandall  
Mr Scott Sherrard

**Charity number**

1168860

**Principal address**

C/o Berwick upon Tweed Community Trust  
The William Elder Building  
56-58 Castlegate  
Berwick upon Tweed  
TD15 1JT

**Independent examiner**

Laurence Pearson FCA  
5 Tweed Street  
Berwick upon Tweed  
TD15 1NG

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# BERWICK LITERARY FESTIVAL

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# BERWICK LITERARY FESTIVAL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2023

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The trustees present their report and accounts for the year ended 31 December 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the CIO's Constitution, the Charities Act 2011 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)".

#### **Objectives and activities**

The CIO's objects are to advance education by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature and the arts, in particular through the promotion and running of a literary festival in Berwick upon Tweed and the surrounding area, and such other activities as the trustees shall from time to time determine.

#### *Public benefit*

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the CIO should undertake.

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

The 10<sup>th</sup> Literary Festival ran from Monday 9<sup>th</sup> to Sunday 15<sup>th</sup> October 2023 and seems by all accounts to have been acclaimed as a successful marker of the anniversary.

##### Schools' & Young People's programme

The programme addressed all 11 schools in the Berwick Partnership and Longridge Towers, although the Guildhall shows for first schools will be delivered in February 2024 because of the performer's personal circumstances. Events organised and funded by the Festival included sessions with Sally Nicholls, a published writer of children's and young adult fiction, with groups in the middle schools; a similar session for the Academy's year 10 by Rhian Tracey; a workshop on journalism presented to years 11 and above at the Academy by Gerry Foley; and an authors' panel about dystopian fiction, also open to the general public, and attended by pupils from the event's sponsor Longridge Towers School.

In addition the Saturday saw a well-supported Rotary Club's story-writing competition, and in the Library the free early years and game-writing workshops.

Discussion with schools about their needs (particularly the Academy) needs to start early in the year, after which planning can be more specific. Since the schools' events are not a festival in themselves, but delivered individually, it is possible that the same speakers might also contribute events to the main Festival programme.

##### Speaker events

A full programme of speaker events was held, principally on the Saturday and Sunday, and included the normal mix of writers of (chiefly) fiction, poetry, and history, with a strong emphasis on writers and topics both of regional interest (often overlapping with local bodies with similar interests), and with international reputations. It was generally agreed that the quality and the profile of the speaker group was higher than at any previous year, featuring (amongst many others) Professors Will Self and Frances Spalding, Archbishop Rowan Williams, Lemn Sissay and Sir Alexander McCall Smith.

Diversity is a much-discussed topic and considered in the planning process. Of the speakers, one-third were of Scottish origin, important when considering extending our reach north of the Border; one in six were from non-white backgrounds; and there are equal (17) numbers of men and women. Diversity of subject matter is important in that most attendees attend only one or two events, and choose carefully, so were there no history, or no crime fiction, or no archaeology, those audiences would simply not attend.

Ticket sales for live speaker events by the close of the Festival were 31% higher than in 2022 (excluding the closing concert) for the same number of ticketed events (37). Halls felt significantly fuller for the same type of event. Bookings for all Zoom events were disappointingly low and actual attendance even lower: the use of Zoom should be reviewed, even though it brings to the Festival speakers unable (or based too far away) to attend in person.

# BERWICK LITERARY FESTIVAL

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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### **Achievements and performance continued**

Five events were held in partnership with the Maltings, one (the launch of Pat Nevin's footballing book) in May and four on the main weekend, and whilst the financial outcome from the shared events at the Maltings was less than hoped-for, the experience was a starting point for future events (depending on the Maltings' availability in 2024).

### **Marketing**

With the retreat of covid and the public's willingness to return in-person events much more ambitious physical marketing was justified and undertaken in 2023, by the design and production of an attractive brochure and (as important) its widespread distribution in a radius from Newcastle via Peebles to East Lothian. The Festival continues to build its own mailing list and the number of followers on social media.

### **Patrons**

At the year's end there were 140 paid-up Patrons, despite an increase to £30 per head and the limitation (20% of sum paid) on what can be offered before losing Gift Aid, with retirees more than replaced by new recruits. This vital element of support, financial and moral, is an asset much admired by other festivals.

### **Financial review**

These accounts indicate that the Festival's unrestricted funds ran at a small deficit, due in part to unexpectedly high speaker costs and still modest ticket prices. Each event has been analysed for its contribution (or otherwise) to overheads, including marketing, and future planning should have regard to financial returns from each event, given how marginal is the operation, especially since much cost is saved by support in kind. Restricted funds show a surplus, largely due to the unspent balances of grants received in the year.

An important question for 2024 and onwards is what targets should be set for the speaker programme: to recover its direct costs (fees, T&E, and venue hire); to recover costs and contribute to overheads and/or the SYP programme; or to be subsidised from sponsorship.

Fund-raising brought in a number of new sponsors and renewed the support of previous sponsors but is an issue that the trustees will seriously address as a priority for 2024, to generate significantly larger sums. They will also consider the provision in these accounts as to the level of reserves to be held against future festivals, since the costs of running a festival and the level of funds in hand have diverged markedly.

In 2023 the Festival received significant grants from Northumberland County Council: the majority for 'additionality', that is expenditure not on running costs but on developments with long-term benefit; and from the Community Chest toward the purchase of equipment. The balance of both grants is shown under restricted funds pending completion of these projects in 2024.

### *Reserves policy*

It is the policy of the CIO that unrestricted funds which have not been designated for a specific use should be held at a level equivalent to one year's non-cancellable expenditure in order for the Festival to be sustainable. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the CIO's current activities while consideration is given to ways in which additional funds may be raised.

### *Major risks*

The trustees have assessed the major risks to which the CIO is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# BERWICK LITERARY FESTIVAL

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### Structure, governance and management

#### Governance

The CIO was established by a constitution on 22 August 2016.

The CIO has ten trustees who have delegated the running of the Festival to the Executive Committee, of which some trustees are members.

Trustees act in a voluntary capacity and do not receive any remuneration. Trustees are appointed in accordance with the terms of the constitution.

#### Organisation and risk

In 2023 an operational structure was put in place defining the separate responsibilities of the trustees (for overall strategic direction) and the Director and Executive Committee (delivery of the annual festival). The trustees also set in motion a process (to complete in 2024) to develop a risk register as good practice, although it is not formally mandated for so small a charity. The 10<sup>th</sup> Festival saw the fourth and final year of Michael Gallico's term as Director, and the trustees appointed Andrew Deuchar in 2023 for the next three years.

The trustees who served during the year were:

Canon Christopher M. Smith	(Resigned 17 April 2023)
The Rt Revd Dr Stephen Platten	
Mr Michael Gallico	
Miss Lindsay Dalglish	
Mr Nolan Dalrymple	
Miss Helen Wright	
Mr Andrew Deuchar	(Resigned 12 November 2023)
Mrs Valerie Bistram	
Ms Lucy Baxandall	
Mr Scott Sherrard	


#### Recruitment and appointment of trustees

New trustees are recruited and appointed by existing trustees. Copies of the CIO's constitution and other documentation are available to new trustees.

#### Future plans

The Trustees intend to continue to build on the work previously carried out provide an ongoing benefit to the town. Preparations for the 11th Festival, which will take place from 10 - 13 October 2024, are well under way.

The Trustees' report was approved by the Board of Trustees.

  
.....  
The Rt Revd Dr Stephen Platten  
Trustee

  
.....  
Mr Michael Gallico  
Trustee

Date: 17.4.24  
.....

# BERWICK LITERARY FESTIVAL

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BERWICK LITERARY FESTIVAL

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I report to the trustees on my examination of the financial statements of Berwick Literary Festival (the CIO) for the year ended 31 December 2023.

#### **Responsibilities and basis of report**

As the trustees of the CIO you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the CIO's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.



**Laurence Pearson FCA**

5 Tweed Street  
Berwick upon Tweed  
TD15 1NG

Dated: ..... 9 April 2024 .....

# BERWICK LITERARY FESTIVAL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	6,666	8,200	14,866	2,442	2,737	5,179
Charitable activities	4	18,106	-	18,106	10,458	-	10,458
<b>Total income</b>		<u>24,772</u>	<u>8,200</u>	<u>32,972</u>	<u>12,900</u>	<u>2,737</u>	<u>15,637</u>
Charitable activities	5	25,325	3,099	28,424	21,157	2,737	23,894
<b>Net income/(expenditure) and movement in funds</b>		(553)	5,101	4,548	(8,257)	-	(8,257)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2023		8,797	-	8,797	17,054	-	17,054
<b>Fund balances at 31 December 2023</b>		<u>8,244</u>	<u>5,101</u>	<u>13,345</u>	<u>8,797</u>	<u>-</u>	<u>8,797</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.



# BERWICK LITERARY FESTIVAL

## BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		1,189		-
<b>Current assets</b>					
Debtors	10	150		1,875	
Cash at bank and in hand		12,976		7,322	
		<u>13,126</u>		<u>9,197</u>	
<b>Creditors: amounts falling due within one year</b>	11	970		400	
Net current assets			12,156		8,797
<b>Total assets less current liabilities</b>			<u>13,345</u>		<u>8,797</u>
<b>The funds of the CIO</b>					
Restricted income funds	12		5,101		-
Unrestricted funds			8,244		8,797
			<u>13,345</u>		<u>8,797</u>

The financial statements were approved by the trustees on .....



The Rt Revd Dr Stephen Platten  
Trustee



Mr Michael Gallico  
Trustee

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1 Accounting policies

#### Charity information

Berwick Literary Festival is a CIO, registered number 1168860.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the CIO's Constitution, the Charities Act 2011 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)" (as amended for accounting periods commencing from 1 January 2016). The CIO is a Public Benefit Entity as defined by FRS 102.

The CIO has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the CIO. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### 1.3 Income

Income is recognised when the CIO is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the CIO has been notified of the donation, unless performance conditions require deferral of the amount.

#### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is recognised in the period to which it relates.

#### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer equipment	25% Straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1 Accounting policies

(Continued)

#### 1.6 Impairment of fixed assets

At each reporting end date, the CIO reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### 1.8 Financial instruments

The CIO has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the CIO's balance sheet when the CIO becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the CIO's contractual obligations expire or are discharged or cancelled.

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 2 Critical accounting estimates and judgements

In the application of the CIO's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	736	-	736	617	-	617
Grants	2,000	8,200	10,200	-	2,737	2,737
Sponsorship	3,930	-	3,930	1,825	-	1,825
	<u>6,666</u>	<u>8,200</u>	<u>14,866</u>	<u>2,442</u>	<u>2,737</u>	<u>5,179</u>

### 4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Charitable activities</b>		
Patrons	4,665	3,925
Tickets	12,129	5,564
Gift Aid	1,312	969
	<u>18,106</u>	<u>10,458</u>

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 5 Expenditure on charitable activities

	Direct charitable expenditure	Overheads	Total	Direct charitable expenditure	Overheads	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
<b>Direct costs</b>						
Depreciation and impairment	-	396	396	-	-	-
Contributors' fees	4,256	-	4,256	4,176	-	4,176
Contributors' travel and accommodation	1,882	-	1,882	1,325	-	1,325
Patrons' events	270	-	270	703	-	703
Poetry illustration/ Children's events	4,540	-	4,540	4,142	-	4,142
Printing and advertising	-	4,684	4,684	-	3,278	3,278
Venue hire	640	-	640	929	-	929
Postage and stationery	-	19	19	-	10	10
Website and IT	-	867	867	-	727	727
Equipment hire/purchase	111	-	111	32	-	32
Ticket booking fees	1,334	-	1,334	901	-	901
Wine/flowers	-	100	100	-	-	-
Admin support	-	8,640	8,640	-	6,935	6,935
Other charitable expenditure	-	685	685	-	736	736
	<u>13,033</u>	<u>15,391</u>	<u>28,424</u>	<u>12,208</u>	<u>11,686</u>	<u>23,894</u>
<b>Analysis by fund</b>						
Unrestricted funds	11,422	13,903	25,325	12,142	9,015	21,157
Restricted funds	1,611	1,488	3,099	66	2,671	2,737
	<u>13,033</u>	<u>15,391</u>	<u>28,424</u>	<u>12,208</u>	<u>11,686</u>	<u>23,894</u>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the CIO during the year.

### 7 Employees

There were no employees during the year, but one part-time freelance administrator was retained, plus some temporary paid assistance during the Festival.

### 8 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 9 Tangible fixed assets

	Computer equipment £
<b>Cost</b>	
At 1 January 2023	731
Additions	1,585
Disposals	(731)
	<hr/>
At 31 December 2023	1,585
	<hr/>
<b>Depreciation and impairment</b>	
At 1 January 2023	731
Depreciation charged in the year	396
Eliminated in respect of disposals	(731)
	<hr/>
At 31 December 2023	396
	<hr/>
<b>Carrying amount</b>	
At 31 December 2023	1,189
	<hr/> <hr/>

### 10 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Other debtors	150	1,875
	<hr/>	<hr/>

### 11 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	970	400
	<hr/>	<hr/>

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 12 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
Community Foundation	-	1,500	(1,500)	-
Northumberland County Council	-	4,000	(1,401)	2,599
Northumberland County Council Community Chest	-	2,700	(198)	2,502
	<u>-</u>	<u>8,200</u>	<u>(3,099)</u>	<u>5,101</u>
	<u>-</u>	<u>8,200</u>	<u>(3,099)</u>	<u>5,101</u>
<b>Previous year:</b>	<b>At 1 January 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2022</b>
	£	£	£	£
Berwick Town Council	-	2,737	(2,737)	-
	<u>-</u>	<u>2,737</u>	<u>(2,737)</u>	<u>-</u>

#### 13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
General funds	8,797	24,772	(25,325)	8,244
	<u>8,797</u>	<u>24,772</u>	<u>(25,325)</u>	<u>8,244</u>
<b>Previous year:</b>	<b>At 1 January 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2022</b>
	£	£	£	£
General funds	17,054	12,900	(21,157)	8,797
	<u>17,054</u>	<u>12,900</u>	<u>(21,157)</u>	<u>8,797</u>

# BERWICK LITERARY FESTIVAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 14 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Fund balances at 31 December 2023 are represented by:</b>			
Tangible assets	595	594	1,189
Current assets/(liabilities)	7,649	4,507	12,156
	<u>8,244</u>	<u>5,101</u>	<u>13,345</u>
	<u><u>8,244</u></u>	<u><u>5,101</u></u>	<u><u>13,345</u></u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Fund balances at 31 December 2022 are represented by:</b>			
Current assets/(liabilities)	8,797	-	8,797
	<u>8,797</u>	<u>-</u>	<u>8,797</u>
	<u><u>8,797</u></u>	<u><u>-</u></u>	<u><u>8,797</u></u>

#### 15 Related party transactions

There were no disclosable related party transactions during the year.