

Registered number: 2002819 (England & Wales)
Charity number: 1001022

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

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WEST CLIFF (TENDRING) TRUST
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Trustees	N Jacobs, Chairman I Tracey, Secretary I Cartland K Harris C Hooks B Markham, Treasurer (from 30 December 2022) T Mills R White-Robinson G Wiggins J Wicks, Treasurer (to 30 December 2022) (resigned 30 December 2022) D Holloway
Company registered number	2002819 (England & Wales)
Charity registered number	1001022
Registered office	Tower Road Clacton on Sea Essex CO15 1LE
Company secretary	I Tracey
Accountants	Griffin Chapman Chartered Accountants 4 & 5 The Cedars Apex 12 Old Ipswich Road Colchester Essex CO7 7QR
Bankers	Barclays Bank 44 Station Road Clacton on Sea Essex CO15 1RZ CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge & Counties Bank Charnwood Court 58 New Walk Leicester LE1 6TE

WEST CLIFF (TENDRING) TRUST
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Santander
7th Floor
No 4, St Pauls Square
Liverpool
L3 9SJ

WEST CLIFF (TENDRING) TRUST
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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The chairman presents his statement for the year.

This is the first year since 2019-2020 that we have been able to stage a full programme; the previous two years having seen us closed for much of the time due to COVID-19.

Since October 2021, we have seen audience numbers continue to grow and by the end of the year were even beginning to exceed pre-COVID-19 levels with future bookings continuing to rise as we have continued to develop our programme of broadening the appeal of the West Cliff and have been very active in promoting the theatre through our brochure, poster advertising, website and social media presence. This has played a major role in bringing the latest news to the attention of the public. Membership and followers of our Facebook and Instagram pages, our Twitter feed and our YouTube channel have continued to grow, resulting in a growing number of our audience coming from all parts of Essex, particularly from Mid Essex around the Chelmsford, Witham and Braintree areas, as well as from further afield, e.g., London and Norfolk.

The full closure of the Theatre in the previous two years along with periods of socially distanced opening seriously affected our income, which was further exacerbated by the fact that our Charity Shop (Second Act) was also closed for much of the period and The Friends were unable to meet to organise any large-scale fundraising activities.

The re-opening of the Charity Shop and the resumption of Friends' activities, along with increasing sales at the Theatre, has enabled us to remain financially viable. As a result of this we were able to resurrect our long-deferred project to extend the Ladies' Toilets. The work was completed in April 2022, with the toilets proving to be a great success and a much-needed improvement to the facilities we offer our patrons.

The Trust has also benefitted from a number of donations and support from our community stakeholders, in particular, we received two large legacy donations totalling £60,000.

Returning to full-time operation has been very challenging and has placed an enormous burden on our Manager and Box Office Staff and we owe them an enormous debt of gratitude. Thanks to them, we staged a full programme of shows and have a full programme arranged for the coming year and beyond.

It is, as always, our intention to continue to provide a first-rate venue for visiting professional artistes and companies. In this we are ably supported by our army of Volunteers and Friends and it is always very gratifying to note that one of the commonest comments on our Social Media pages and on TripAdvisor is how friendly, helpful and informative our Front of House volunteers are, while visiting professional artists and companies invariably tell us how much they appreciate the welcome, atmosphere and technical expertise our technical volunteers provide in our relatively small theatre, generally rating us as amongst the best they've ever appeared in.

As well as hosting top class professional shows, we are also very aware of our position as a community theatre and have continued to support many local organisations as much as we can by providing both theatre space for amateur theatrical, musical, band and dance companies and meeting space in the bar for a number of other groups. This will continue to be a priority for us.

We take particular pride in our involvement with young people in the area, encouraging local schools and colleges to take advantage of our theatre to enable them to give both front and backstage education and experience to their students. In this context, we are especially proud of our own Youth Group, renamed the West Cliff Performers during the year.

Towards the end of the year, as part of our commitment to young people, we were invited to join the steering group of the Local Cultural Education Partnership. This is part of the initiative from Tendring District Council to improve cultural access for young people in the Tendring area which will also tie in and access funding opportunities from the Arts Council and Lottery Heritage funding. This will give us better access to partnership opportunities with schools and we hope to be able to reinstate the Shakespeare Schools Festival in the not-too-

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CHAIRMAN'S STATEMENT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

distant future.

As always, I would like to thank the Trustees, Staff, Volunteers and Friends for their continued support of the Theatre and for the tremendous enthusiasm and hard work they all put in to keeping the West Cliff Theatre such a vital and active part of the local community.

I am extremely proud to be involved with an organisation that brings so much entertainment, education and reward to the people directly involved, the local community and many others from further afield. The challenge will remain in future years, but I am now more confident than ever that we will rise to it and will continue to go from strength to strength.



Norman Jacobs - Chairman
Date: 20/05/2023

WEST CLIFF (TENDRING) TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustees, who are also Directors for the purposes of Company Law, present their annual report together with the financial statements of the West Cliff (Tendring) Trust for the year 1 October 2021 to 30 September 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Trust qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The Trust also trades under the names West Cliff Theatre Clacton On Sea.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and exercising their duties.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The West Cliff (Tendring) Trust, "The Trust", is a company limited by guarantee and governed by its Memorandum and Articles of Association. It was registered as a Charity with the Charity Commission on 23rd November 1990.

Appointment of Trustees

The Memorandum allows for between 3 and 12 Trustees. Throughout the financial year there were 11 voting Trustees.

Trustees are appointed by the Board of Trustees having been duly proposed and seconded. There are no externally nominated Trustees.

At the AGM one third of Trustees for the time being retire from office. If their number is not a multiple of three then the nearest number to one third retire. The Trustees who retire are those who have been longest in office since their last election or appointment. A retiring Trustee is eligible for re-election.

Officers are also appointed at the AGM. The Chairman, Vice Chairman (if there is one), Honorary Secretary and the Honorary Treasurer are appointed from Trustees and have a vote.

Trustee Induction

Each Trustee is normally responsible for a particular area of operation and potential Trustees are approached with this in mind.

The Chairman, Secretary and other Trustees assist with the general induction of new Trustees and add their own expertise to the selection and induction process.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Organisation

The Trust meets at least 6 times a year to conduct all current general business. In addition the Officers and selected Trustees meet with the Theatre Manager on a regular basis to manage the day to day operations. This group is called the Management Team and is mandated to conduct this business by the Board of Trustees.

A Trustee who is nominated as Volunteer Co-ordinator has overall responsibility for the management and training of all Front of House volunteer staff. The operation of performances is managed by groups of Front of House and Duty Managers all of whom attend training sessions in the safe operation of the Theatre and its policies including those in respect of young and disadvantaged people.

Theatre Manager and Paid Staff

The Trust employs a full time Theatre Manager responsible to the Board and line managed by the Honorary Secretary and Chairman jointly. The Theatre Manager deals with all day-to-day operational matters such as bookings, administration and publicity. He is assisted by a Box Office Manager and Admin/Box Office Assistant.

Youth Activities

The Trust has at the forefront of its rationale an objective to involve, entertain and train young people. We believe that we have a duty to expose the young to live theatre and stage use. We consider it to be an important extension to community life and experience and is at the forefront of our philosophy.

To this end we run a performing youth group, the West Cliff Performers, for 11-year-olds and over. They meet on Monday and Wednesday evenings. The West Cliff Performers, formerly known as Youth Theatre has been going since year 2000 and celebrated its 22nd anniversary this year.

The group is non-selective and has members with medical and learning difficulties. The West Cliff Performers would normally perform one or two shows a year and take part in other shows as well as undertaking publicity and promotion work for the Theatre. Many of these young people would not normally have such opportunities and, we believe, benefit greatly from the experience

Members of our Youth Group come from a variety of backgrounds. We are delighted that some go on to have a long-term relationship with the Theatre in a volunteer capacity and a few become involved in Theatre as a career both on stage and technically. To give some financial assistance to these young people who leave the West Cliff to take up further studies in theatre, it was decided to create The Mike Freeman Award in memory of our late chairman. A show is organised to raise funds every two years, showcasing the best of young talent throughout the Tendring district. It is staffed, produced, directed and performed by local youngsters from the Tendring area.

We also ran our first half-term workshop for Halloween. This 3-day workshop was aimed at the 6-12 age group, no matter their ability and needs. We also ran an Easter workshop in 2022 with over 50 children in attendance over both events. Due to this success we have programmed both of these workshops to run again in 2023.

Another very encouraging aspect is the recruitment of young aspiring technical staff. Technicians are always at a premium and we have managed to attract several young people who have expressed an interest in the technical side of operations. These recruits are trained in the basics of theatre operation and safety and put to work under the supervision of a "buddy" until they are of an age and experience when they take up duties in their own right.

Local Educational Links

The theatre continues to forge strong partnerships with Tendring Schools and Colleges. Our partners include Holland Park Primary School who use the West Cliff regularly to either show their abilities to our community or use the experience of a working theatre for examinations. They are already booked back into the 2023 diary. We were also able to support several local dance schools, including The Company, Signature Dance, The

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Debbie Millar School of Dance, Theatretrain and Evolution Foundation College.

Community Links

The West Cliff Theatre has been at the heart of the Tendring Community since the Trust was formed in 1985 to take over the running of the Theatre from Tendring District Council and turn it into an all-year round theatre not just open for four months in the Summer. The venue continues to be an important facility for groups including the local Rotary Club, Clacton Musical Theatre Society, Clacton Amateur Dramatic Society, Tendring Brass Band, West Bergholt Concert Band and the Friends of the West Cliff with their weekly fund-raising events. Many of these groups use the West Cliff as their base and others on a more casual basis. We hope to extend our community work in the near future in partnership with the Arts Council England and Tendring District Council.

Visual Arts

As part of the remit of the Trust to cater for all aspects of the performing and visual arts, the Friends of the West Cliff Theatre operate, on behalf of the Trust, an art gallery in the foyer and surrounding areas. This space mounts at least 12 exhibitions a year showing work from local and regional artists, photographers and craftspeople. It enjoys great success and exhibitors report healthy sales from their shows. The gallery is open each weekday and Saturday and is free to all members of the public.

Risk Management

The safety of the public, performers and staff is paramount in the operation of The West Cliff Theatre and in particular the well-being of the young and vulnerable members of our society. To this end the Trust has formulated a series of plans that set out their policies on these topics. They include:

- Emergency evacuation procedures coupled with comprehensive training sessions leading to an acknowledgement of competence. Compulsory for all our staff.
- Policy on Disclosure and Barring Service (previously CRB) with checks for some volunteers and employees likely to come into contact with minors and other vulnerable persons.
- Child Protection & Safeguarding Policies
- Strict control of and testing all ladders, platforms, hanging and suspension equipment and winches and training in their use.
- Portable appliance testing (PAT Testing) and Fixed Installation Testing (FIT) of all Trust owned equipment.
- Gas, Electricity and Fire Equipment installations are inspected annually by Specialist Firms.
- Adherence to COSHH regulations.
- Health & Safety and Equal Opportunities policies

Nominated Trustees responsible for Child Protection & Safeguarding and Health and Safety review the policies in conjunction with the Theatre Manager.

In this way the Trust is able to evaluate and mitigate those risks that they encounter and minimise the impact they may have upon the organisation and the Public. Risk analysis is carried out on a rolling programme.

OBJECTIVES AND ACTIVITIES

The objectives of the Charity are to promote an interest in live theatre and the visual arts through performances and exhibitions and to make this available to all members of the Community and beyond and also to ensure the future of the venue so that this work can continue.

In particular the Trust aims to foster the involvement of our young people and to make all our facilities and resources available to them. There are many layers to this aspect and they include our thriving Youth Groups and new works by local young authors and performers. We maintain strong links with local schools and

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

encourage the less advantaged members of the youth in our community.

In summary the Charity's whole objective is to make the venue available to all who wish to use it and to provide quality and varied entertainment to give our patrons the widest possible live theatre experience, to promote arts education and support local tourism.

Friends' Group

Shortly after its formation, the Trust set up a group to organise fund raising called the "Friends of the West Cliff Theatre". The Friends ask for a small subscription in exchange for involvement and support of the Theatre. They currently have in excess of 650 members and elect their own Committee and Officers.

In 2021-2022, the Friends raised £43,128 and after settling liabilities for the Friends events and excursions, £16,000 was able to be reinvested into the theatre for building and technical improvements.

The Friends meet for business and social reasons at least once a month and run a comprehensive and inclusive programme of events throughout the year for the theatre supporters. The Chairman of the Friends attends Trust meetings ex officio but is not a voting member of the Trust.

Other Fund-Raising Activities

Our charity shop, "Second Act", which is staffed by volunteers, provides another much-needed source of funding. This raised over £19,033 in 2021-2022, net of all expenses due to the generosity of donors and the enthusiasm of those who run the shop.

A "Buy a Brick" scheme was set up to contribute to the building extensions to accommodate the improved Ladies' toilets. In addition to funds raised prior to and immediately after the pandemic, this fund had reached almost £6,226 by the conclusion of the extension project.

The theatre continues to make use of the car parking facility during non-show periods and implements small fees for users. The car park realised an additional income of around £10,000 for the theatre during this financial year.

Volunteers

Many of the operational functions of the theatre are carried out by volunteers, in particular the support of performances in Front of House and Technicians roles. Those involved will each have undertaken a general induction into the ways of the Theatre and then, with other Front of House and Technician Volunteers, attended a series of training evenings and events to refine their knowledge and keep them up to date with new regulations. Their progress in training is recorded and there is a progressive advancement system that leads to further responsibility to the level of Front of House Management.

Other volunteers carry out routine building maintenance, plan events and contribute to the creation and distribution of support and publicity material.

Longer Term Strategy

The Theatre's production and performance income has continued to improve. However, the Trust is still dependent on the fund-raising efforts of the Trustees and the Friends and the proceeds of the Charity Shop and the Car Park. Among the challenges we face are the requirements to continue to upgrade our facilities to conform to ever more stringent regulations and to ensure the continuity and succession of Trustees, Officers and Volunteers.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

ACHIEVEMENTS AND PERFORMANCE

Achievements

Our greatest achievement remains that after more than 37 years of Trust management the venue is still open and providing more entertainment and more community activity than at any point in its 128-year history. We still hold our Annual Variety Summer Season, the longest running Summer Season in the whole of the UK, having begun in 1894. At the same time the technical facilities and the accessibility for the less able have been brought up to current standards for the benefit of all users.

Added Value

We believe by adding value to the venue we add value to the Community. This is the driving force behind all our activities. We maximise income from associated activities such as the bar concession, car park, bar hire, retail sales, and merchandising. There is no Trust asset that does not contribute to the income of the organisation

FINANCIAL REVIEW

Trustees and management worked hard to mitigate the effects of the COVID-19 pandemic which saw the closure of the theatre from March 2020 to December 2020 and then again from January 2021 to June 2021. Prior to this it was gratifying that attendances and show revenue at the Theatre were continuing to grow, but it is only by maintaining our efforts that we can hope to ensure the theatre survives into the future.

This document summarises how we endeavour to do this. However, obtaining funding and containing costs are an ongoing challenge. The Trustees review our short- and medium-term financial requirements at every meeting based on the updated Financial Statement prepared by the Treasurer.

For many years the Trust has recognised that maintaining cash flow and reserves is the key to our long-term survival and all concerned ensure that we maintain a policy of financial prudence. This places great reliance on the Trustees, the Friends and all our volunteers to ensure that if any project can be completed or partially completed using our own resources, we must do so as far as possible.

Our reserves remain healthy, and in accordance with the requirements of the Charity Commissioners, we re-valued our Freehold Property in August 2022. This revaluation brings our Balance Sheet net assets to £2,485,627

Reserves

The Charity has a reserves policy of holding around 12 months staff salaries and property overheads as a prudent amount to have in hand. In the current year this is represented by Net Current Assets of £142,517 which currently represents 14 months of these costs.

Our reserves of cash, shown as £336,912, are largely held in interest-bearing accounts and support our ongoing cash flow needs. These cash reserves include advance ticket sales of £162,536 which is included in current liabilities.

There are no known exceptional financial demands except for the risk of a major structural or equipment failure.

Financial Software

A few years ago, the Trust implemented the Paxton Accounting System for Charities. Towards the end of the current year we switched to Sage Accounting. This, in conjunction with the Spektrix software that is used to transact our ticket sales, provides more timely, detailed and accurate financial information for the management of the Trust's activities.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Investment Policy

Our investment policy is to deposit reserves and other funds not required for day-to-day operations in interest-bearing accounts with authorised financial institutions that are covered by the Financial Services Compensation Scheme (FSCS).

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

Under Company (and Charity) Law the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the Charitable Company at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statements of account, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue its operations.

The Trustees are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the Charitable Company at that time and to enable the Trustees to ensure that any statement of account prepared by them complies with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on
16 MAY 2023 and signed on their behalf by:



N Jacobs
Chair of Trustees

WEST CLIFF (TENDRING) TRUST
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Independent examiner's report to the Trustees of West Cliff (Tendring) Trust ('the Trust')

I report to the charity Trustees on my examination of the accounts of the Trust for the year ended 30 September 2022.

Responsibilities and basis of report

As the Trustees of the Trust (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Trust as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Trust's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Trust's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trust and the Trust's Trustees as a body, for my work or for this report.

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INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Signed:



Dated: 23 May 2023

Thomas Maddocks

ACA FMAAT

Griffin Chapman

Chartered Accountants

4 & 5 The Cedars

Apex 12

Old Ipswich Road

Colchester

Essex

CO7 7QR

WEST CLIFF (TENDRING) TRUST
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations and legacies	3	148,724	148,724	261,456
Charitable activities	4	586,669	586,669	211,678
Investments	5	1,406	1,406	1,165
Total income		736,799	736,799	474,299
Expenditure on:				
Charitable activities:	6			
Other charitable activities		870,552	870,552	318,445
Total expenditure		870,552	870,552	318,445
Net movement in funds before other recognised gains	16	(133,753)	(133,753)	155,854
Other recognised gains:				
Gains on revaluation of fixed assets	11	296,993	296,993	-
Net movement in funds	16	163,240	163,240	155,854
Reconciliation of funds:	16			
Total funds brought forward		2,322,387	2,322,387	2,166,533
Net movement in funds		163,240	163,240	155,854
Total funds carried forward		2,485,627	2,485,627	2,322,387

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 17 to 30 form part of these financial statements.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 2002819 (England & Wales)

BALANCE SHEET
AS AT 30 SEPTEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	2,343,110	2,059,512
		<u>2,343,110</u>	<u>2,059,512</u>
Current assets			
Stocks	12	610	610
Debtors	13	4,075	28,113
Cash at bank and in hand		336,912	330,306
		<u>341,597</u>	<u>359,029</u>
Creditors: amounts falling due within one year	14	(199,080)	(96,154)
Net current assets		<u>142,517</u>	<u>262,875</u>
Total assets less current liabilities		<u>2,485,627</u>	<u>2,322,387</u>
Net assets excluding pension asset		<u>2,485,627</u>	<u>2,322,387</u>
Total net assets		<u>2,485,627</u>	<u>2,322,387</u>
Charity funds			
Restricted funds	16	-	-
Unrestricted funds			
General funds	16	(451)	-
General funds	16	251,229	384,531
Revaluation reserve	16	2,234,849	1,937,856
Total unrestricted funds	16	<u>2,485,627</u>	<u>2,322,387</u>
Total funds		<u>2,485,627</u>	<u>2,322,387</u>

The Trust was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

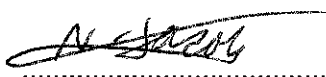
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

WEST CLIFF (TENDRING) TRUST
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REGISTERED NUMBER: 2002819 (England & Wales)

BALANCE SHEET (CONTINUED)
AS AT 30 SEPTEMBER 2022

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on
16 MAY 2023 and signed on their behalf by:


.....
N Jacobs
Chair of Trustees

The notes on pages 17 to 30 form part of these financial statements.

WEST CLIFF (TENDRING) TRUST
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022	2021
	£	£
Cash flows from operating activities		
Net cash used in operating activities	5,605	133,133
Cash flows from investing activities		
Dividends, interests and rents from investments	1,406	1,165
Purchase of tangible fixed assets	(405)	(20,324)
Net cash provided by/(used in) investing activities	1,001	(19,159)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	6,606	113,974
Cash and cash equivalents at the beginning of the year	330,306	216,332
Cash and cash equivalents at the end of the year	336,912	330,306

The notes on pages 17 to 30 form part of these financial statements

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. General information

West Cliff (Tendring) Trust is a company limited by guarantee, registered in England and Wales, registration number 2002819. The address of the registered office is Tower Road, Clacton on Sea, Essex CO15 1LE. It is also a registered charity number 1001022. Further details are included in the Trustees' Report.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Cliff (Tendring) Trust 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.

2.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees are of the view that the charity will continue in operational existence for the foreseeable future, and no material uncertainties exist.

They have considered the closing position of the charity at 30 September 2022 showing strong positive levels of cash, net current assets, unrestricted funds and have carefully considered budgetted plans for future periods.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Trust has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised on a receivable basis (where there are no performance related conditions) where the receipt is probable and the amount can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Certain types of income are shown in the Statement of financial activities as follows:

Hire fees represent a charge for hire of the Theatre for use by a third party. The Theatre retains its hire fee and related share of overheads from the box office relating to the event, the balance of the box office being paid over to the hirer.

Box office income received from shows where the Theatre is responsible for paying performers is shown gross of those and other related show costs, these costs being reflected separately under costs of charitable activities.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.4 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Trust's objectives, as well as any associated support costs.

The charity falls within the scope of partial exemption for VAT. Input VAT that can not be reclaimed is shown as blocked input VAT in the revenue account.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Trust; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the revaluation model, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Trust may need to estimate fair value using an income or depreciated replacement cost approach.

Gains and losses on revaluation are recognised in the Statement of financial activities, with a separate revaluation reserve being shown in the Statement of funds note.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Freehold property	-	not depreciated
Fixtures and fittings	-	15% on reducing balance
Computer equipment	-	33% on reducing balance

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 Debtors

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

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

2. Accounting policies (continued)

2.13 Pensions

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

3. Voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations			
Charity shop: sale of donated goods	19,033	19,033	14,664
Friends of the West Cliff	43,128	43,128	17,644
Other donations and gift aid	21,563	21,563	20,642
Sponsorship	-	-	350
Legacies			
Legacy received	60,000	60,000	2,000
Grants			
Arts Council grants	-	-	165,000
Government COVID support grants	-	-	41,156
OMICRON - hospitality grant	4,000	4,000	-
Tudwick Foundation	1,000	1,000	-
Subtotal detailed disclosure	<u>148,724</u>	<u>148,724</u>	<u>261,456</u>
	<u>148,724</u>	<u>148,724</u>	<u>261,456</u>
<i>Total 2021</i>	<u>261,456</u>	<u>261,456</u>	

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Kiosk sales	23,255	23,255	5,741
Merchandising	889	889	270
Box Office sales	545,884	545,884	200,711
Hire fees	-	-	(230)
Bar and concessions	6,550	6,550	-
Car parking	10,091	10,091	5,186
	<u>586,669</u>	<u>586,669</u>	<u>211,678</u>
<i>Total 2021</i>	<u>211,678</u>	<u>211,678</u>	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	1,406	1,406	1,165
	<u>1,165</u>	<u>1,165</u>	
<i>Total 2021</i>	<u>1,165</u>	<u>1,165</u>	

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Charitable Activities	870,552	870,552	318,445
<i>Total 2021</i>	<i>318,445</i>	<i>318,445</i>	

Summary by expenditure type

	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total 2022 £	Total 2021 £
Charitable Activities	67,679	13,800	789,073	870,552	318,445
<i>Total 2021</i>	<i>64,767</i>	<i>17,422</i>	<i>236,256</i>	<i>318,445</i>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable Activities	870,552	870,552	318,445
<i>Total 2021</i>	<i>318,445</i>	<i>318,445</i>	

WEST CLIFF (TENDRING) TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Theatre 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	67,679	67,679	64,767
Depreciation	13,800	13,800	17,422
Purchases of kiosk sales	12,465	12,465	2,785
Performers and other show costs	402,693	402,693	115,788
SOLT Commission	2,591	2,591	(78)
Friends fundraising costs	19,550	19,550	4,603
Light and heat	12,008	12,008	7,224
Charity shop overheads	3,000	3,000	2,400
Rates and water	3,661	3,661	1,524
Waste disposal	1,833	1,833	2,731
Repairs and maintenance	131,607	131,607	31,728
Technical	100	100	1,500
Insurance	15,466	15,466	13,006
Cleaning	13,410	13,410	3,268
Performing rights	17,382	17,382	(1,171)
Printing postage and stationery	4,313	4,313	1,896
Advertising	25,562	25,562	11,164
Website and computer costs	18,936	18,936	15,070
Telephone	1,861	1,861	1,346
Licences and related costs	1,701	1,701	532
Bank and credit card charges	11,101	11,101	2,214
General expenses	574	574	1,038
Training	25	25	1,059
Entertainment	207	207	25
Covid-19 expenditure	-	-	1,089
Blocked input VAT	85,079	85,079	11,857
Governance costs - accountancy	3,948	3,948	3,658
	<u>870,552</u>	<u>870,552</u>	<u>318,445</u>
<i>Total 2021</i>	<u>318,445</u>	<u>318,445</u>	

WEST CLIFF (TENDRING) TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Trust's independent examiner for the independent examination of the Trust's annual accounts	<u>1,875</u>	<u>1,700</u>

9. Staff costs

	2022 £	2021 £
Wages and salaries	65,511	62,711
Social security costs	1,059	1,018
Contribution to defined contribution pension schemes	1,109	1,038
	<u>67,679</u>	<u>64,767</u>

The average number of persons employed by the Trust during the year was as follows:

	2022 No.	2021 No.
Administration staff	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Charity has paid £1,410 in the year to D Holloway a trustee, in respect of stage management fees. The Charity has paid £2,910 to K Harris a trustee, for the provision of light and sound services in the year. The fees have been paid under formal agreements for the provision of these services and are not in relation to their roles as trustees.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, no Trustee expenses have been incurred (2021 - £NIL).

WEST CLIFF (TENDRING) TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 October 2021	1,989,385	299,933	16,580	2,305,898
Additions	-	107	298	405
Revaluations	296,993	-	-	296,993
At 30 September 2022	<u>2,286,378</u>	<u>300,040</u>	<u>16,878</u>	<u>2,603,296</u>
Depreciation				
At 1 October 2021	19,385	211,829	15,172	246,386
Charge for the year	-	13,232	568	13,800
At 30 September 2022	<u>19,385</u>	<u>225,061</u>	<u>15,740</u>	<u>260,186</u>
Net book value				
At 30 September 2022	<u>2,266,993</u>	<u>74,979</u>	<u>1,138</u>	<u>2,343,110</u>
At 30 September 2021	<u>1,970,000</u>	<u>88,104</u>	<u>1,408</u>	<u>2,059,512</u>

The freehold property was revalued to market value at 30 September 2022 by the Trustees.

The Trust has adopted a policy of revaluation for tangible fixed assets. Had these assets been measured at historic cost, the carrying values would have been as follows:

	2022 £	2021 £
Freehold property	<u>51,529</u>	<u>51,529</u>

12. Stocks

	2022 £	2021 £
Finished goods and goods for resale	<u>610</u>	<u>610</u>

WEST CLIFF (TENDRING) TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

13. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	4,075	-
Other debtors	-	613
Prepayments and accrued income	-	27,500
	<u>4,075</u>	<u>28,113</u>

14. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	19,409	-
Other taxation and social security	2,793	889
Accruals and deferred income	176,878	95,265
	<u>199,080</u>	<u>96,154</u>

	2022 £	2021 £
Deferred income at 1 October 2021	93,162	107,920
Resources deferred during the year	162,536	93,162
Amounts released from previous periods	(93,162)	(107,920)
	<u>162,536</u>	<u>93,162</u>

Deferred income relates to ticket sales in advance.

15. Financial instruments

	2022 £	2021 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>336,912</u>	<u>330,306</u>

Financial assets measured at fair value through income and expenditure comprise bank and cash balances.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. Statement of funds

Statement of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 September 2022 £
Unrestricted funds					
General funds	384,531	736,799	(870,552)	-	250,778
Revaluation reserve	1,937,856	-	-	296,993	2,234,849
	<u>2,322,387</u>	<u>736,799</u>	<u>(870,552)</u>	<u>296,993</u>	<u>2,485,627</u>

Statement of funds - prior year

	Balance at 1 October 2020 £	Income £	Expenditure £	Balance at 30 September 2021 £
Unrestricted funds				
General funds	228,677	474,299	(318,445)	384,531
Revaluation reserve	1,937,856	-	-	1,937,856
	<u>2,166,533</u>	<u>474,299</u>	<u>(318,445)</u>	<u>2,322,387</u>

17. Summary of funds

Summary of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 September 2022 £
General funds	<u>2,322,387</u>	<u>736,799</u>	<u>(870,552)</u>	<u>296,993</u>	<u>2,485,627</u>

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

17. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 September 2021 £</i>
General funds	2,166,533	474,299	(318,445)	2,322,387

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	2,343,110	2,343,110
Current assets	341,597	341,597
Creditors due within one year	(199,080)	(199,080)
Total	2,485,627	2,485,627

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	2,059,512	2,059,512
Current assets	359,029	359,029
Creditors due within one year	(96,154)	(96,154)
Total	2,322,387	2,322,387

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(133,753)	155,854
Adjustments for:		
Depreciation charges	13,800	17,422
Bank interest received	(1,406)	(1,165)
Decrease/(increase) in debtors	24,038	(25,646)
Increase/(decrease) in creditors	102,926	(13,332)
Net cash provided by operating activities	5,605	133,133

20. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	336,912	330,306
Total cash and cash equivalents	336,912	330,306

21. Analysis of changes in net debt

	At 1 October 2021 £	Cash flows £	At 30 September 2022 £
Cash at bank and in hand	330,306	6,606	336,912
	330,306	6,606	336,912

Registered number: 2002819 (England & Wales)
Charity number: 1001022

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

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WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Trustees	N Jacobs, Chairman I Tracey, Secretary I Cartland K Harris C Hooks B Markham, Treasurer (from 30 December 2022) T Mills R White-Robinson G Wiggins J Wicks, Treasurer (to 30 December 2022) (resigned 30 December 2022) D Holloway
Company registered number	2002819 (England & Wales)
Charity registered number	1001022
Registered office	Tower Road Clacton on Sea Essex CO15 1LE
Company secretary	I Tracey
Accountants	Griffin Chapman Chartered Accountants 4 & 5 The Cedars Apex 12 Old Ipswich Road Colchester Essex CO7 7QR
Bankers	Barclays Bank 44 Station Road Clacton on Sea Essex CO15 1RZ CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge & Counties Bank Charnwood Court 58 New Walk Leicester LE1 6TE

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Santander
7th Floor
No 4, St Pauls Square
Liverpool
L3 9SJ

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The chairman presents his statement for the year.

This is the first year since 2019-2020 that we have been able to stage a full programme; the previous two years having seen us closed for much of the time due to COVID-19.

Since October 2021, we have seen audience numbers continue to grow and by the end of the year were even beginning to exceed pre-COVID-19 levels with future bookings continuing to rise as we have continued to develop our programme of broadening the appeal of the West Cliff and have been very active in promoting the theatre through our brochure, poster advertising, website and social media presence. This has played a major role in bringing the latest news to the attention of the public. Membership and followers of our Facebook and Instagram pages, our Twitter feed and our YouTube channel have continued to grow, resulting in a growing number of our audience coming from all parts of Essex, particularly from Mid Essex around the Chelmsford, Witham and Braintree areas, as well as from further afield, e.g., London and Norfolk.

The full closure of the Theatre in the previous two years along with periods of socially distanced opening seriously affected our income, which was further exacerbated by the fact that our Charity Shop (Second Act) was also closed for much of the period and The Friends were unable to meet to organise any large-scale fundraising activities.

The re-opening of the Charity Shop and the resumption of Friends' activities, along with increasing sales at the Theatre, has enabled us to remain financially viable. As a result of this we were able to resurrect our long-deferred project to extend the Ladies' Toilets. The work was completed in April 2022, with the toilets proving to be a great success and a much-needed improvement to the facilities we offer our patrons.

The Trust has also benefitted from a number of donations and support from our community stakeholders, in particular, we received two large legacy donations totalling £60,000.

Returning to full-time operation has been very challenging and has placed an enormous burden on our Manager and Box Office Staff and we owe them an enormous debt of gratitude. Thanks to them, we staged a full programme of shows and have a full programme arranged for the coming year and beyond.

It is, as always, our intention to continue to provide a first-rate venue for visiting professional artistes and companies. In this we are ably supported by our army of Volunteers and Friends and it is always very gratifying to note that one of the commonest comments on our Social Media pages and on TripAdvisor is how friendly, helpful and informative our Front of House volunteers are, while visiting professional artists and companies invariably tell us how much they appreciate the welcome, atmosphere and technical expertise our technical volunteers provide in our relatively small theatre, generally rating us as amongst the best they've ever appeared in.

As well as hosting top class professional shows, we are also very aware of our position as a community theatre and have continued to support many local organisations as much as we can by providing both theatre space for amateur theatrical, musical, band and dance companies and meeting space in the bar for a number of other groups. This will continue to be a priority for us.

We take particular pride in our involvement with young people in the area, encouraging local schools and colleges to take advantage of our theatre to enable them to give both front and backstage education and experience to their students. In this context, we are especially proud of our own Youth Group, renamed the West Cliff Performers during the year.

Towards the end of the year, as part of our commitment to young people, we were invited to join the steering group of the Local Cultural Education Partnership. This is part of the initiative from Tendring District Council to improve cultural access for young people in the Tendring area which will also tie in and access funding opportunities from the Arts Council and Lottery Heritage funding. This will give us better access to partnership opportunities with schools and we hope to be able to reinstate the Shakespeare Schools Festival in the not-too-

WEST CLIFF (TENDRING) TRUST
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CHAIRMAN'S STATEMENT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

distant future.

As always, I would like to thank the Trustees, Staff, Volunteers and Friends for their continued support of the Theatre and for the tremendous enthusiasm and hard work they all put in to keeping the West Cliff Theatre such a vital and active part of the local community.

I am extremely proud to be involved with an organisation that brings so much entertainment, education and reward to the people directly involved, the local community and many others from further afield. The challenge will remain in future years, but I am now more confident than ever that we will rise to it and will continue to go from strength to strength.



Norman Jacobs - Chairman
Date: 20/05/2023

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustees, who are also Directors for the purposes of Company Law, present their annual report together with the financial statements of the West Cliff (Tendring) Trust for the year 1 October 2021 to 30 September 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Trust qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The Trust also trades under the names West Cliff Theatre Clacton On Sea.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and exercising their duties.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The West Cliff (Tendring) Trust, "The Trust", is a company limited by guarantee and governed by its Memorandum and Articles of Association. It was registered as a Charity with the Charity Commission on 23rd November 1990.

Appointment of Trustees

The Memorandum allows for between 3 and 12 Trustees. Throughout the financial year there were 11 voting Trustees.

Trustees are appointed by the Board of Trustees having been duly proposed and seconded. There are no externally nominated Trustees.

At the AGM one third of Trustees for the time being retire from office. If their number is not a multiple of three then the nearest number to one third retire. The Trustees who retire are those who have been longest in office since their last election or appointment. A retiring Trustee is eligible for re-election.

Officers are also appointed at the AGM. The Chairman, Vice Chairman (if there is one), Honorary Secretary and the Honorary Treasurer are appointed from Trustees and have a vote.

Trustee Induction

Each Trustee is normally responsible for a particular area of operation and potential Trustees are approached with this in mind.

The Chairman, Secretary and other Trustees assist with the general induction of new Trustees and add their own expertise to the selection and induction process.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Organisation

The Trust meets at least 6 times a year to conduct all current general business. In addition the Officers and selected Trustees meet with the Theatre Manager on a regular basis to manage the day to day operations. This group is called the Management Team and is mandated to conduct this business by the Board of Trustees.

A Trustee who is nominated as Volunteer Co-ordinator has overall responsibility for the management and training of all Front of House volunteer staff. The operation of performances is managed by groups of Front of House and Duty Managers all of whom attend training sessions in the safe operation of the Theatre and its policies including those in respect of young and disadvantaged people.

Theatre Manager and Paid Staff

The Trust employs a full time Theatre Manager responsible to the Board and line managed by the Honorary Secretary and Chairman jointly. The Theatre Manager deals with all day-to-day operational matters such as bookings, administration and publicity. He is assisted by a Box Office Manager and Admin/Box Office Assistant.

Youth Activities

The Trust has at the forefront of its rationale an objective to involve, entertain and train young people. We believe that we have a duty to expose the young to live theatre and stage use. We consider it to be an important extension to community life and experience and is at the forefront of our philosophy.

To this end we run a performing youth group, the West Cliff Performers, for 11-year-olds and over. They meet on Monday and Wednesday evenings. The West Cliff Performers, formerly known as Youth Theatre has been going since year 2000 and celebrated its 22nd anniversary this year.

The group is non-selective and has members with medical and learning difficulties. The West Cliff Performers would normally perform one or two shows a year and take part in other shows as well as undertaking publicity and promotion work for the Theatre. Many of these young people would not normally have such opportunities and, we believe, benefit greatly from the experience

Members of our Youth Group come from a variety of backgrounds. We are delighted that some go on to have a long-term relationship with the Theatre in a volunteer capacity and a few become involved in Theatre as a career both on stage and technically. To give some financial assistance to these young people who leave the West Cliff to take up further studies in theatre, it was decided to create The Mike Freeman Award in memory of our late chairman. A show is organised to raise funds every two years, showcasing the best of young talent throughout the Tendring district. It is staffed, produced, directed and performed by local youngsters from the Tendring area.

We also ran our first half-term workshop for Halloween. This 3-day workshop was aimed at the 6-12 age group, no matter their ability and needs. We also ran an Easter workshop in 2022 with over 50 children in attendance over both events. Due to this success we have programmed both of these workshops to run again in 2023.

Another very encouraging aspect is the recruitment of young aspiring technical staff. Technicians are always at a premium and we have managed to attract several young people who have expressed an interest in the technical side of operations. These recruits are trained in the basics of theatre operation and safety and put to work under the supervision of a "buddy" until they are of an age and experience when they take up duties in their own right.

Local Educational Links

The theatre continues to forge strong partnerships with Tendring Schools and Colleges. Our partners include Holland Park Primary School who use the West Cliff regularly to either show their abilities to our community or use the experience of a working theatre for examinations. They are already booked back into the 2023 diary. We were also able to support several local dance schools, including The Company, Signature Dance, The

WEST CLIFF (TENDRING) TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Debbie Millar School of Dance, Theatretrain and Evolution Foundation College.

Community Links

The West Cliff Theatre has been at the heart of the Tendring Community since the Trust was formed in 1985 to take over the running of the Theatre from Tendring District Council and turn it into an all-year round theatre not just open for four months in the Summer. The venue continues to be an important facility for groups including the local Rotary Club, Clacton Musical Theatre Society, Clacton Amateur Dramatic Society, Tendring Brass Band, West Bergholt Concert Band and the Friends of the West Cliff with their weekly fund-raising events. Many of these groups use the West Cliff as their base and others on a more casual basis. We hope to extend our community work in the near future in partnership with the Arts Council England and Tendring District Council.

Visual Arts

As part of the remit of the Trust to cater for all aspects of the performing and visual arts, the Friends of the West Cliff Theatre operate, on behalf of the Trust, an art gallery in the foyer and surrounding areas. This space mounts at least 12 exhibitions a year showing work from local and regional artists, photographers and craftspeople. It enjoys great success and exhibitors report healthy sales from their shows. The gallery is open each weekday and Saturday and is free to all members of the public.

Risk Management

The safety of the public, performers and staff is paramount in the operation of The West Cliff Theatre and in particular the well-being of the young and vulnerable members of our society. To this end the Trust has formulated a series of plans that set out their policies on these topics. They include:

- Emergency evacuation procedures coupled with comprehensive training sessions leading to an acknowledgement of competence. Compulsory for all our staff.
- Policy on Disclosure and Barring Service (previously CRB) with checks for some volunteers and employees likely to come into contact with minors and other vulnerable persons.
- Child Protection & Safeguarding Policies
- Strict control of and testing all ladders, platforms, hanging and suspension equipment and winches and training in their use.
- Portable appliance testing (PAT Testing) and Fixed Installation Testing (FIT) of all Trust owned equipment.
- Gas, Electricity and Fire Equipment installations are inspected annually by Specialist Firms.
- Adherence to COSHH regulations.
- Health & Safety and Equal Opportunities policies

Nominated Trustees responsible for Child Protection & Safeguarding and Health and Safety review the policies in conjunction with the Theatre Manager.

In this way the Trust is able to evaluate and mitigate those risks that they encounter and minimise the impact they may have upon the organisation and the Public. Risk analysis is carried out on a rolling programme.

OBJECTIVES AND ACTIVITIES

The objectives of the Charity are to promote an interest in live theatre and the visual arts through performances and exhibitions and to make this available to all members of the Community and beyond and also to ensure the future of the venue so that this work can continue.

In particular the Trust aims to foster the involvement of our young people and to make all our facilities and resources available to them. There are many layers to this aspect and they include our thriving Youth Groups and new works by local young authors and performers. We maintain strong links with local schools and

WEST CLIFF (TENDRING) TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

encourage the less advantaged members of the youth in our community.

In summary the Charity's whole objective is to make the venue available to all who wish to use it and to provide quality and varied entertainment to give our patrons the widest possible live theatre experience, to promote arts education and support local tourism.

Friends' Group

Shortly after its formation, the Trust set up a group to organise fund raising called the "Friends of the West Cliff Theatre". The Friends ask for a small subscription in exchange for involvement and support of the Theatre. They currently have in excess of 650 members and elect their own Committee and Officers.

In 2021-2022, the Friends raised £43,128 and after settling liabilities for the Friends events and excursions, £16,000 was able to be reinvested into the theatre for building and technical improvements.

The Friends meet for business and social reasons at least once a month and run a comprehensive and inclusive programme of events throughout the year for the theatre supporters. The Chairman of the Friends attends Trust meetings ex officio but is not a voting member of the Trust.

Other Fund-Raising Activities

Our charity shop, "Second Act", which is staffed by volunteers, provides another much-needed source of funding. This raised over £19,033 in 2021-2022, net of all expenses due to the generosity of donors and the enthusiasm of those who run the shop.

A "Buy a Brick" scheme was set up to contribute to the building extensions to accommodate the improved Ladies' toilets. In addition to funds raised prior to and immediately after the pandemic, this fund had reached almost £6,226 by the conclusion of the extension project.

The theatre continues to make use of the car parking facility during non-show periods and implements small fees for users. The car park realised an additional income of around £10,000 for the theatre during this financial year.

Volunteers

Many of the operational functions of the theatre are carried out by volunteers, in particular the support of performances in Front of House and Technicians roles. Those involved will each have undertaken a general induction into the ways of the Theatre and then, with other Front of House and Technician Volunteers, attended a series of training evenings and events to refine their knowledge and keep them up to date with new regulations. Their progress in training is recorded and there is a progressive advancement system that leads to further responsibility to the level of Front of House Management.

Other volunteers carry out routine building maintenance, plan events and contribute to the creation and distribution of support and publicity material.

Longer Term Strategy

The Theatre's production and performance income has continued to improve. However, the Trust is still dependent on the fund-raising efforts of the Trustees and the Friends and the proceeds of the Charity Shop and the Car Park. Among the challenges we face are the requirements to continue to upgrade our facilities to conform to ever more stringent regulations and to ensure the continuity and succession of Trustees, Officers and Volunteers.

WEST CLIFF (TENDRING) TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

ACHIEVEMENTS AND PERFORMANCE

Achievements

Our greatest achievement remains that after more than 37 years of Trust management the venue is still open and providing more entertainment and more community activity than at any point in its 128-year history. We still hold our Annual Variety Summer Season, the longest running Summer Season in the whole of the UK, having begun in 1894. At the same time the technical facilities and the accessibility for the less able have been brought up to current standards for the benefit of all users.

Added Value

We believe by adding value to the venue we add value to the Community. This is the driving force behind all our activities. We maximise income from associated activities such as the bar concession, car park, bar hire, retail sales, and merchandising. There is no Trust asset that does not contribute to the income of the organisation

FINANCIAL REVIEW

Trustees and management worked hard to mitigate the effects of the COVID-19 pandemic which saw the closure of the theatre from March 2020 to December 2020 and then again from January 2021 to June 2021. Prior to this it was gratifying that attendances and show revenue at the Theatre were continuing to grow, but it is only by maintaining our efforts that we can hope to ensure the theatre survives into the future.

This document summarises how we endeavour to do this. However, obtaining funding and containing costs are an ongoing challenge. The Trustees review our short- and medium-term financial requirements at every meeting based on the updated Financial Statement prepared by the Treasurer.

For many years the Trust has recognised that maintaining cash flow and reserves is the key to our long-term survival and all concerned ensure that we maintain a policy of financial prudence. This places great reliance on the Trustees, the Friends and all our volunteers to ensure that if any project can be completed or partially completed using our own resources, we must do so as far as possible.

Our reserves remain healthy, and in accordance with the requirements of the Charity Commissioners, we re-valued our Freehold Property in August 2022. This revaluation brings our Balance Sheet net assets to £2,485,627

Reserves

The Charity has a reserves policy of holding around 12 months staff salaries and property overheads as a prudent amount to have in hand. In the current year this is represented by Net Current Assets of £142,517 which currently represents 14 months of these costs.

Our reserves of cash, shown as £336,912, are largely held in interest-bearing accounts and support our ongoing cash flow needs. These cash reserves include advance ticket sales of £162,536 which is included in current liabilities.

There are no known exceptional financial demands except for the risk of a major structural or equipment failure.

Financial Software

A few years ago, the Trust implemented the Paxton Accounting System for Charities. Towards the end of the current year we switched to Sage Accounting. This, in conjunction with the Spektrix software that is used to transact our ticket sales, provides more timely, detailed and accurate financial information for the management of the Trust's activities.

WEST CLIFF (TENDRING) TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Investment Policy

Our investment policy is to deposit reserves and other funds not required for day-to-day operations in interest-bearing accounts with authorised financial institutions that are covered by the Financial Services Compensation Scheme (FSCS).

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

Under Company (and Charity) Law the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the Charitable Company at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statements of account, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue its operations.

The Trustees are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the Charitable Company at that time and to enable the Trustees to ensure that any statement of account prepared by them complies with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on
16 MAY 2023 and signed on their behalf by:



N Jacobs
Chair of Trustees

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Independent examiner's report to the Trustees of West Cliff (Tendring) Trust ('the Trust')

I report to the charity Trustees on my examination of the accounts of the Trust for the year ended 30 September 2022.

Responsibilities and basis of report

As the Trustees of the Trust (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Trust as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Trust's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Trust's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trust and the Trust's Trustees as a body, for my work or for this report.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Signed:



Dated: 23 May 2023

Thomas Maddocks

ACA FMAAT

Griffin Chapman

Chartered Accountants

4 & 5 The Cedars

Apex 12

Old Ipswich Road

Colchester

Essex

CO7 7QR

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations and legacies	3	148,724	148,724	261,456
Charitable activities	4	586,669	586,669	211,678
Investments	5	1,406	1,406	1,165
Total income		<u>736,799</u>	<u>736,799</u>	<u>474,299</u>
Expenditure on:				
Charitable activities:	6			
Other charitable activities		870,552	870,552	318,445
Total expenditure		<u>870,552</u>	<u>870,552</u>	<u>318,445</u>
Net movement in funds before other recognised gains	16	(133,753)	(133,753)	155,854
Other recognised gains:				
Gains on revaluation of fixed assets	11	296,993	296,993	-
Net movement in funds	16	<u>163,240</u>	<u>163,240</u>	<u>155,854</u>
Reconciliation of funds:	16			
Total funds brought forward		2,322,387	2,322,387	2,166,533
Net movement in funds		163,240	163,240	155,854
Total funds carried forward		<u>2,485,627</u>	<u>2,485,627</u>	<u>2,322,387</u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 17 to 30 form part of these financial statements.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 2002819 (England & Wales)

BALANCE SHEET
AS AT 30 SEPTEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	2,343,110	2,059,512
		<u>2,343,110</u>	<u>2,059,512</u>
Current assets			
Stocks	12	610	610
Debtors	13	4,075	28,113
Cash at bank and in hand		336,912	330,306
		<u>341,597</u>	<u>359,029</u>
Creditors: amounts falling due within one year	14	(199,080)	(96,154)
Net current assets		<u>142,517</u>	<u>262,875</u>
Total assets less current liabilities		<u>2,485,627</u>	<u>2,322,387</u>
Net assets excluding pension asset		<u>2,485,627</u>	<u>2,322,387</u>
Total net assets		<u>2,485,627</u>	<u>2,322,387</u>
Charity funds			
Restricted funds	16	-	-
Unrestricted funds			
General funds	16	(451)	-
General funds	16	251,229	384,531
Revaluation reserve	16	2,234,849	1,937,856
Total unrestricted funds	16	<u>2,485,627</u>	<u>2,322,387</u>
Total funds		<u>2,485,627</u>	<u>2,322,387</u>

The Trust was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

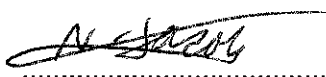
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 2002819 (England & Wales)

BALANCE SHEET (CONTINUED)
AS AT 30 SEPTEMBER 2022

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on
16 MAY 2023 and signed on their behalf by:


.....
N Jacobs
Chair of Trustees

The notes on pages 17 to 30 form part of these financial statements.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022	2021
	£	£
Cash flows from operating activities		
Net cash used in operating activities	5,605	133,133
Cash flows from investing activities		
Dividends, interests and rents from investments	1,406	1,165
Purchase of tangible fixed assets	(405)	(20,324)
Net cash provided by/(used in) investing activities	1,001	(19,159)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	6,606	113,974
Cash and cash equivalents at the beginning of the year	330,306	216,332
Cash and cash equivalents at the end of the year	336,912	330,306

The notes on pages 17 to 30 form part of these financial statements

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. General information

West Cliff (Tendring) Trust is a company limited by guarantee, registered in England and Wales, registration number 2002819. The address of the registered office is Tower Road, Clacton on Sea, Essex CO15 1LE. It is also a registered charity number 1001022. Further details are included in the Trustees' Report.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Cliff (Tendring) Trust 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.

2.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees are of the view that the charity will continue in operational existence for the foreseeable future, and no material uncertainties exist.

They have considered the closing position of the charity at 30 September 2022 showing strong positive levels of cash, net current assets, unrestricted funds and have carefully considered budgetted plans for future periods.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Trust has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised on a receivable basis (where there are no performance related conditions) where the receipt is probable and the amount can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Certain types of income are shown in the Statement of financial activities as follows:

Hire fees represent a charge for hire of the Theatre for use by a third party. The Theatre retains its hire fee and related share of overheads from the box office relating to the event, the balance of the box office being paid over to the hirer.

Box office income received from shows where the Theatre is responsible for paying performers is shown gross of those and other related show costs, these costs being reflected separately under costs of charitable activities.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.4 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Trust's objectives, as well as any associated support costs.

The charity falls within the scope of partial exemption for VAT. Input VAT that can not be reclaimed is shown as blocked input VAT in the revenue account.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Trust; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the revaluation model, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Trust may need to estimate fair value using an income or depreciated replacement cost approach.

Gains and losses on revaluation are recognised in the Statement of financial activities, with a separate revaluation reserve being shown in the Statement of funds note.

WEST CLIFF (TENDRING) TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Freehold property	-	not depreciated
Fixtures and fittings	-	15% on reducing balance
Computer equipment	-	33% on reducing balance

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 Debtors

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

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

2. Accounting policies (continued)

2.13 Pensions

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

3. Voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations			
Charity shop: sale of donated goods	19,033	19,033	14,664
Friends of the West Cliff	43,128	43,128	17,644
Other donations and gift aid	21,563	21,563	20,642
Sponsorship	-	-	350
Legacies			
Legacy received	60,000	60,000	2,000
Grants			
Arts Council grants	-	-	165,000
Government COVID support grants	-	-	41,156
OMICRON - hospitality grant	4,000	4,000	-
Tudwick Foundation	1,000	1,000	-
Subtotal detailed disclosure	<u>148,724</u>	<u>148,724</u>	<u>261,456</u>
	<u>148,724</u>	<u>148,724</u>	<u>261,456</u>
<i>Total 2021</i>	<u>261,456</u>	<u>261,456</u>	

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Kiosk sales	23,255	23,255	5,741
Merchandising	889	889	270
Box Office sales	545,884	545,884	200,711
Hire fees	-	-	(230)
Bar and concessions	6,550	6,550	-
Car parking	10,091	10,091	5,186
	<u>586,669</u>	<u>586,669</u>	<u>211,678</u>
<i>Total 2021</i>	<u>211,678</u>	<u>211,678</u>	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	1,406	1,406	1,165
	<u>1,165</u>	<u>1,165</u>	
<i>Total 2021</i>	<u>1,165</u>	<u>1,165</u>	

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Charitable Activities	870,552	870,552	318,445
<i>Total 2021</i>	<i>318,445</i>	<i>318,445</i>	

Summary by expenditure type

	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total 2022 £	Total 2021 £
Charitable Activities	67,679	13,800	789,073	870,552	318,445
<i>Total 2021</i>	<i>64,767</i>	<i>17,422</i>	<i>236,256</i>	<i>318,445</i>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable Activities	870,552	870,552	318,445
<i>Total 2021</i>	<i>318,445</i>	<i>318,445</i>	

WEST CLIFF (TENDRING) TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Theatre 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	67,679	67,679	64,767
Depreciation	13,800	13,800	17,422
Purchases of kiosk sales	12,465	12,465	2,785
Performers and other show costs	402,693	402,693	115,788
SOLT Commission	2,591	2,591	(78)
Friends fundraising costs	19,550	19,550	4,603
Light and heat	12,008	12,008	7,224
Charity shop overheads	3,000	3,000	2,400
Rates and water	3,661	3,661	1,524
Waste disposal	1,833	1,833	2,731
Repairs and maintenance	131,607	131,607	31,728
Technical	100	100	1,500
Insurance	15,466	15,466	13,006
Cleaning	13,410	13,410	3,268
Performing rights	17,382	17,382	(1,171)
Printing postage and stationery	4,313	4,313	1,896
Advertising	25,562	25,562	11,164
Website and computer costs	18,936	18,936	15,070
Telephone	1,861	1,861	1,346
Licences and related costs	1,701	1,701	532
Bank and credit card charges	11,101	11,101	2,214
General expenses	574	574	1,038
Training	25	25	1,059
Entertainment	207	207	25
Covid-19 expenditure	-	-	1,089
Blocked input VAT	85,079	85,079	11,857
Governance costs - accountancy	3,948	3,948	3,658
	<u>870,552</u>	<u>870,552</u>	<u>318,445</u>
<i>Total 2021</i>	<u>318,445</u>	<u>318,445</u>	

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Trust's independent examiner for the independent examination of the Trust's annual accounts	<u>1,875</u>	<u>1,700</u>

9. Staff costs

	2022 £	2021 £
Wages and salaries	65,511	62,711
Social security costs	1,059	1,018
Contribution to defined contribution pension schemes	1,109	1,038
	<u>67,679</u>	<u>64,767</u>

The average number of persons employed by the Trust during the year was as follows:

	2022 No.	2021 No.
Administration staff	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Charity has paid £1,410 in the year to D Holloway a trustee, in respect of stage management fees. The Charity has paid £2,910 to K Harris a trustee, for the provision of light and sound services in the year. The fees have been paid under formal agreements for the provision of these services and are not in relation to their roles as trustees.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, no Trustee expenses have been incurred (2021 - £NIL).

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 October 2021	1,989,385	299,933	16,580	2,305,898
Additions	-	107	298	405
Revaluations	296,993	-	-	296,993
At 30 September 2022	2,286,378	300,040	16,878	2,603,296
Depreciation				
At 1 October 2021	19,385	211,829	15,172	246,386
Charge for the year	-	13,232	568	13,800
At 30 September 2022	19,385	225,061	15,740	260,186
Net book value				
At 30 September 2022	2,266,993	74,979	1,138	2,343,110
At 30 September 2021	1,970,000	88,104	1,408	2,059,512

The freehold property was revalued to market value at 30 September 2022 by the Trustees.

The Trust has adopted a policy of revaluation for tangible fixed assets. Had these assets been measured at historic cost, the carrying values would have been as follows:

	2022 £	2021 £
Freehold property	51,529	51,529

12. Stocks

	2022 £	2021 £
Finished goods and goods for resale	610	610

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

13. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	4,075	-
Other debtors	-	613
Prepayments and accrued income	-	27,500
	<u>4,075</u>	<u>28,113</u>

14. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	19,409	-
Other taxation and social security	2,793	889
Accruals and deferred income	176,878	95,265
	<u>199,080</u>	<u>96,154</u>

	2022 £	2021 £
Deferred income at 1 October 2021	93,162	107,920
Resources deferred during the year	162,536	93,162
Amounts released from previous periods	(93,162)	(107,920)
	<u>162,536</u>	<u>93,162</u>

Deferred income relates to ticket sales in advance.

15. Financial instruments

	2022 £	2021 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>336,912</u>	<u>330,306</u>

Financial assets measured at fair value through income and expenditure comprise bank and cash balances.

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. Statement of funds

Statement of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 September 2022 £
Unrestricted funds					
General funds	384,531	736,799	(870,552)	-	250,778
Revaluation reserve	1,937,856	-	-	296,993	2,234,849
	<u>2,322,387</u>	<u>736,799</u>	<u>(870,552)</u>	<u>296,993</u>	<u>2,485,627</u>

Statement of funds - prior year

	Balance at 1 October 2020 £	Income £	Expenditure £	Balance at 30 September 2021 £
Unrestricted funds				
General funds	228,677	474,299	(318,445)	384,531
Revaluation reserve	1,937,856	-	-	1,937,856
	<u>2,166,533</u>	<u>474,299</u>	<u>(318,445)</u>	<u>2,322,387</u>

17. Summary of funds

Summary of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 September 2022 £
General funds	<u>2,322,387</u>	<u>736,799</u>	<u>(870,552)</u>	<u>296,993</u>	<u>2,485,627</u>

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

17. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 September 2021 £</i>
General funds	2,166,533	474,299	(318,445)	2,322,387

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	2,343,110	2,343,110
Current assets	341,597	341,597
Creditors due within one year	(199,080)	(199,080)
Total	2,485,627	2,485,627

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	2,059,512	2,059,512
Current assets	359,029	359,029
Creditors due within one year	(96,154)	(96,154)
Total	2,322,387	2,322,387

WEST CLIFF (TENDRING) TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(133,753)	155,854
Adjustments for:		
Depreciation charges	13,800	17,422
Bank interest received	(1,406)	(1,165)
Decrease/(increase) in debtors	24,038	(25,646)
Increase/(decrease) in creditors	102,926	(13,332)
Net cash provided by operating activities	5,605	133,133

20. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	336,912	330,306
Total cash and cash equivalents	336,912	330,306

21. Analysis of changes in net debt

	At 1 October 2021 £	Cash flows £	At 30 September 2022 £
Cash at bank and in hand	330,306	6,606	336,912
	330,306	6,606	336,912

West Cliff (Tendring) Trust

Independent Examination findings report for the year ended 30 September 2022



The Trustees
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27 April 2023

Firstly, we would like to express our thanks to all members of staff who assisted us in carrying out our Independent Examination work and we are grateful for the time they have taken to help with our queries.

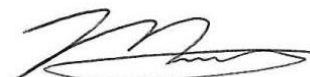
Griffin Chapman are pleased to present this report for the sole attention of the trustees of West Cliff (Tendring) Trust, which contains information from our independent examination work for the year ended 30 September 2022 including:

- Independent Examination opinion in accordance with section 145 of the Charities Act 2011;
- Matters which arose which we consider should be brought to your attention;
- Material adjustments and unadjusted amendments to the financial statements; and
- Other matters, if any, arising from the independent examination that, in our professional judgement, are significant to the oversight of the financial reporting process.

This memorandum is strictly confidential and although it has been made available to management to facilitate discussions, it may not be taken as altering our responsibilities to the charity arising under our independent examination engagement letter. The contents of this letter should not be disclosed to third parties without our prior written consent. No responsibility is assumed to third parties.



Yours sincerely,



Thomas Maddocks, ACA, FMAAT
Partner, Griffin Chapman

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Independent examination summary

We have completed our independent examination of the financial statements for the year ended 30 September 2022.

We as the examiner are not required to form an opinion as to whether the accounts show a true and fair view. Rather, the objective of the examination is to enable us to state whether, on the basis of procedures carried out, anything has come to our attention that causes us to believe that the accounts are not prepared, in all material respects, in accordance with the financial reporting framework. In other words, it is a form of negative assurance. For the purposes of expressing negative assurance, we should be able to obtain sufficient appropriate evidence – primarily through enquiries and analytical procedures – to be able to draw these conclusions.

Other matters which may cause concern are reported on an exception basis, if they arise during the course of the examination.

Our independent examination is, therefore, not designed to identify all control weaknesses and the matters reported are limited to those deficiencies that we have identified during our work.

We have complied with the Independent Examination requirements and all threats to our independence, as identified to you, have been properly addressed through appropriate safeguards. No additional facts or matters have arisen during the course of the independent examination that we wish to draw to your attention and we confirm that we are independent and able to express an objective view on the financial statements.

Our Independent Examination Report

We anticipate that our independent examination report will be unqualified.

We have no concerns and have come across no matters in connection with the examination to which attention should be drawn in our report in order to enable a proper understanding of the accounts to be reached.

1. Findings and recommendations from our independent examination

This section of our report includes our findings and recommendations that we identified during our examination work.

We have prioritised our recommendations into the following categories:

- High – matters that we consider fundamental, against which management should take action as soon as possible;
- Medium – matters that we consider significant, that should be addressed within a reasonable/ defined timeframe; and
- Low – matters that merit attention and would improve overall control, or are options to promote better or more efficient practices

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale and responsibility for implementation
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The accounting records had not been maintained to an adequate standard during the year. Opening balances had not been agreed from the previous year, and transactions had not been fully posted.

High

This has been addressed by the Trustees since the year end and responsibility for the accounting function has passed to the new Finance Manager and delegated to the bookkeeper, who has introduced new controls and brought the accounting records up to date

1. Findings and recommendations from our independent examination continued

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale and responsibility for implementation
Blocked input VAT had not been accounted for in the accounting records and had not been shown as an expense in the management accounts.	Medium	This has been discussed with the new bookkeeper, who has brought the records up to date and is now in a position to make the relevant entry on a monthly basis.		
<p>The VAT returns were outsourced and the supporting calculations and explanations were not clear.</p> <p>HMRC opened a review into the March 2022 VAT return, and subsequently amended the return submitted.</p>	Medium	The Charity has now transitioned to Sage and has reliable accounting data along with the new bookkeeper settled in, and we would recommend that the VAT function is brought in house going forward, if the bookkeeper was confident to complete this process and had enough time.		

2. Matters raised in previous year's findings report

The following table presents matters that have been previously raised in management reports and highlights where it is thought that actions are yet to be implemented.

Matters that have not yet been resolved will be shown in our examination findings this year once again.

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale / responsibility
The accounting records of the Charity are maintained to the required standard.	High	<p>The accounting records presented were not up to date for a charity of this size and complexity. The charity should review and ensure its accounting function has enough time to complete the work required. We understand the treasurer changed around the year end and there is time required to understand the role.</p> <p>The charity has a large volume of small transactions, and the bookkeeping seems to be a timely process. We would recommend employing a bookkeeper or outsourcing the accounting function if the trustees and management team find the task too time consuming.</p>	<p><i>Trustees recognise that this was a very difficult year with regards to keeping our accounting records up to date.</i></p> <p><i>Our previous treasurer sadly died in November 2020 and our assistant treasurer, Dave Clark, stepped in and did the best he could but he made it clear this was short term. Our current Treasurer, Joy Wicks, joined the Trust in April 2021 (more than halfway through the financial year) and was appointed Treasurer in May 2021. The handover was not as smooth as it could have been as Dave Clark also resigned in September 2021 and Joy has had a lot to pick up. Additional problems occurred when moving from the Paxton accounting system (introduced by the previous Treasurer) to Sage halfway through the year.</i></p>	

Continued into next section

2. Matters raised in previous year's findings report continued

The following table presents matters that have been previously raised in management reports and highlights where it is thought that actions are yet to be implemented.

Matters that have not yet been resolved will be shown in our examination findings this year once again.

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale / responsibility
Completeness of the accounting records.	High	<p>Bank statements for all accounts were initially not available. Consequently, not all the transactions in those bank accounts were included in the accounting records.</p> <p>The bank accounts were not reconciled and agreed to the accounting records. We would strongly recommend this is completed weekly/monthly to ensure the records are up to date and accurate.</p> <p>Year-end adjustments made in the previous accounts to 30 September 2020 had not been included on the accounting system. It is important that any adjustments made at the year end are reflected back into the accounting system, to ensure it reflects the true opening position of the charity at any one time.</p>	<p><i>Continued from previous section</i></p> <p><i>In addition the trustees had been unhappy with accountants, CBS, for quite some time and decided to change. They agreed to move VAT returns and payroll in April 2021 to In For A Penny and to move annual accounts inspection to Griffin Chapman. The CBS handover was not as smooth as the trustees would have liked.</i></p> <p><i>As a result of this and your recommendations, the Trustees agreed at their meeting in June that we should look for a self employed bookkeeper to carry out the tasks recommended in your letter including weekly bank reconciliation. This has now been done and the bookkeeper is employed currently for one day a week with an additional 2 hours on a second day to ensure everything is up-to-date as recommended before the end of year.</i></p>	

2. Matters raised in previous year's findings report continued

The following table presents matters that have been previously raised in management reports and highlights where it is thought that actions are yet to be implemented.

Matters that have not yet been resolved will be shown in our examination findings this year once again.

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale / responsibility
There remains some uncertainty regarding the status of the Friends of West Cliff Theatre, and how to account for fundraising transactions, income and costs.	Low	We would be happy to have a meeting to discuss this with you to clarify the fundraising activities of the charity, and how transactions should be posted.	<i>Trustees agree that we should arrange a meeting with you, our Treasurer and the Friends' treasurer asap to ensure everything is in order before the end of the next financial year.</i>	Meeting has since been held and overall approach confirmed.

3. Summary of Journal Adjustments

The table below summarises the adjustments made to the accounts during our examination work, and agreed with the finance manager and bookkeeper;

Adjustments	Balance Sheet Impact £	Statement of Financial Activities Impact £
Per Draft Accounts presented for independent examination	2,372,147	49,760
Depreciation on fixed assets for the year	(13,800)	(13,800)
Accrued grant income brought forward matched against receipts in year	(27,500)	(27,500)
Reanalysis of deferred income brought forward	93,162	93,162
Deferred income carried forward at year end recognised	(162,536)	(162,536)
Increase in independent examination fee accrual	(175)	(175)
Correct unidentified historic suspense account balances brought forward	3,240	3,240
Inclusion of box office sales and other income banked on 2 October 2022	9,626	9,626
Continued:		

3. Summary of Journal Adjustments continued

The table below summarises the adjustments made to the accounts during our examination work, and agreed with the finance team;

Adjustments	Balance Sheet Impact £	Statement of Financial Activities Impact £
Blocked input VAT recognised as cost	(85,079)	(85,079)
Freehold property revaluation	296,993	296,993
Correction of cash balance at year end	(451)	(451)
Per Final Accounts to be signed by Trustees	2,485,627	163,240

4. Independence and ethics

Facts and matters that bear upon our objectivity and independence

We confirm that we comply with the Ethical Standards for Independent Examiners.

There were no significant threats to our independence and objectivity identified during the Independent Examination work.

Griffin Chapman are able to assist in the final preparation of the financial statements, from the information given by your senior management and finance team. This work is computational, and your informed management then review and confirm the final draft of the financial statement and ensure they are as expected.

Fees this year

We confirm that the fee charged during the year in respect of services performed for West Cliff (Tendring) Trust were agreed with the Trustees when our appointment began, and are comparable to the previous year.

Service	Fee, net of VAT
Independent examination and preparation of accounts	£ 1,875

Further services

Griffin Chapman offer a range of other specialist services.

We would be happy to discuss the scope of any other work and agree an estimate of the fee in advance of commencing activity.

5. Useful links and updates in the sector

My Charity Commission Account

The Charity Commission plans to launch My Charity Commission Account, an online service for trustees, managers and accountants. The account will be the new way to access the Charity Commission's online services from Spring 2023 and it will provide tailored support and information to help charities run their organisations effectively. It is also to be used by other people authorised by the charity, such as accountants or lawyers.

Online services to be made available include updating charity details, submitting annual returns, and making changes to a governing document, a charity's name or financial year end.

Further details including how to setup the account can be found via the page: <https://www.gov.uk/guidance/setting-up-my-charity-commission-account>

Charities and Investment matters

In November 2022, the Charity Commission released an update on its investment guidance, Charities and investment matters: a guide for trustees (CC14) to reflect the Butler-Sloss ruling. This confirmed that it is progressing a wider redesign and update of CC14, including clarifications on social investments which are made under separate powers. It confirmed that charities can continue to rely on the legal position in CC14 when making investment decisions. The Commission also stated that charity trustees' primary and overarching duty is to further the purposes of the charity. Therefore they can, where appropriate, make financial investments designed only to secure the best financial return.

The effects on the balance sheet could include:

- Where new ethical investments have been made, the need to clearly assess the classification of the investments including determining whether an investment is a financial investment or in fact a social investment and the subsequent accounting and disclosures are appropriate; and
- The need to consider enhancing disclosures and information in the Trustees' Annual Report and notes to the financial statements surrounding investments. This could include greater explanation of investment disposals and additions, investment policies, the types of investments held and purposes by which they are held.

An updated version will be published in the Summer 2023 on the page: <https://www.gov.uk/government/publications/charities-and-investment-matters-a-guide-for-trustees-cc14>



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Thank You

Thank you for your attention in reading our findings report. If you have any further queries, please do not hesitate to contact me on 01206 842000 or Thomas@griffin-chapman.co.uk.

Thomas Maddocks, ACA, FMAAT
Independent Examiner

