



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01/01/2023 **To:** 31/12/2023

Charity name: Hitchin Thespians

Charity registration number: 1005332

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To educate the public in the dramatic and operatic arts and to further the development of public appreciation and taste in said arts.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To promote plays, drama, comedy, opera, operettas, choral works and other dramatic and operatic works of educational value.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Confirmed

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	1 full scale musical theatre production 2 youth musical theatre productions 3 concerts (including one revue performance) A series of educational workshops

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Net receipts of £23,179
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Committee reviews the level of reserves from time to time to ensure an operational buffer is maintained.
Amount of reserves held	Para 1.22	A reserve of £20,000 is held for unexpected interruptions to operations to enable the ongoing expenses of the charity to be paid
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution / Rules
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Society/Club
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by Membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hitchin Thespians
Other name the charity uses	Young Thespians
Registered charity number	1005332
Charity's principal address	Woodside Hall Walsworth Road Hitchin Hertfordshire SG4 0SP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Hamilton	Chair		
2	Marianne Bond	Treasurer		
3	Melanie Plowman-Cobb	Social and Fundraising Manager		
4	Claire Bailes	Young Thespians Manager		
5	Nicholas Morgan	Membership and Patrons Manager	01/01/2023 - 27/06/2023	
6	Barbara Thomas	Secretary	01/01/2023 - 27/06/2023	
7	Philippa Bayfield	Production Manager	01/01/2023 - 27/06/2023	
8	Catherine Coulthard	Choral Manager	01/01/2023 - 27/06/2023	
9	Philipa Tadman	General Member	27/06/2023 - 31/12/2023	
10	Alexandra Evans	Secretary	27/06/2023 - 31/12/2023	
11	Anne Passmore	Choral Manager	27/06/2023 - 31/12/2023	
12	Sarah Bailes	Production Manager	27/06/2023 - 31/12/2023	
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Brenda Cundell		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	REHILL	Rachel Elizabeth Hill
Full name(s)		Rachel Elizabeth Hill
Position (eg Secretary, Chair, etc)		Secretary
Date	07/10/2024	

RECEIPTS & PAYMENTS

YEAR ENDED 31 DECEMBER 2023

	NOTES	31 DEC 2023		31 DEC 2022	
		£	£	£	£
RECEIPTS					
PRODUCTION RECEIPTS					
Hitchin Thespians	1	17,008		7,217	
Young Thespians	2	8,659		5,471	
			25,667		12,688
FUNDRAISING RECEIPTS					
Donations		507		308	
Donations made to YT		30		-	
Fundraising receipts	3	435		1,604	
			972		1,912
SUBSCRIPTION RECEIPTS					
Members subscriptions		2,710		3,065	
Junior members subscriptions		800		480	
Patrons donations		734		859	
			4,244		4,404
OTHER RECEIPTS					
Bank interest		453		67	
Rehearsal refreshments		112		72	
Gift Aid		639		1,072	
Sundry receipts		-		97	
			1,205		1,308
WOODSIDE HALL					
Woodside Hall lettings income	4	16,640		10,765	
Bar receipts	4	7,122		1,765	
Government grants received	4	-		2,667	
			23,762		15,197
ASSETS & INVESTMENTS					
Receipts from sale of fixed assets		-		-	
			-		-
EXCEPTIONAL RECEIPTS					
Crane Foundation donation (restricted income)	5	-		1,975	
			-		1,975
			55,850		37,483
PAYMENTS					
COST OF PRODUCTIONS					
Hitchin Thespians		14,106		4,085	
Young Thespians		2,808		3,298	
			(16,914)		(7,382)
COST OF FUNDRAISING EVENTS					
Cost of fundraising events	3	140		517	
			(140)		(517)
WOODSIDE HALL					
Woodside Hall running costs	4	10,083		15,466	
Bar costs	4	2,568		838	
			(12,651)		(16,304)
ASSETS & INVESTMENTS					
Purchase of fixed assets		-		1,825	
			-		(1,825)
OTHER PAYMENTS					
NODA Subscription		135		72	
Spotlight		90		106	
Postage & Stationery		14		20	
WiFi & Video conferencing		60		-	
Photocopying		213		99	
Advertising		50		57	
Website		1,439		948	
Insurance		774		774	
Committee insurance		181		156	
Sundry Payments		10		82	
Bank interest & charges paid		0		4	
			(2,966)		(2,318)
			(32,671)		(28,347)
TOTAL NET RECEIPTS / (PAYMENTS)			23,179		9,136
Cash funds last year end			62,004		52,868
CASH FUNDS THIS YEAR END			85,183		62,004
<i>Represented by:</i>					
General funds			83,541		60,029
Restricted funds	5		1,642		1,975
			85,183		62,004

**HITCHIN THESPIANS
CHARITY NUMBER 1005332
STATEMENT OF ASSETS AND LIABILITIES**

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YEAR ENDED 31 DECEMBER 2023

31 DEC 2023
£

CASH FUNDS

Current account	10,036
Savings deposit account	45,717
Savings bond fixed 1Y	15,000
Cash	50
Young Thespians current account	14,380
	<u>85,183</u>

OTHER MONETARY ASSETS

Debtors	1,050
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ASSETS RETAINED FOR USE

Leasehold property (Woodside Hall)	672,036
Equipment, fixtures & fittings	32,385

LIABILITIES

Creditors	2,691
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YEAR ENDED 31 DECEMBER 2023

1 PRODUCTIONS ACCOUNT - HITCHIN THESPIANS

	2023 Receipts	2023 Payments	2022 Receipts	2022 Payments
	£	£	£	£
Let the People Sing	489	(54)		
Honk!	8,345	(8,638)	1,475	
Gloria	1,754	(1,438)		
Summer workshop series	645	(459)		
Unlimited	3,285	(335)		
Christmas at Woodside	2,490	(1,569)	10	(63)
Kipps		(500)		
9 to 5		(506)		
The Best of Times		(160)	4,764	(3,489)
Sing a Song for Christmas		(17)	519	(118)
Summer sounds		(17)	449	
TicketTailor costs		(414)		(414)
	17,008	(14,106)	7,217	(4,084)
Net receipts from productions - HT		2,902		3,133

2 PRODUCTIONS ACCOUNT - YOUNG THESPIANS

	2023 Receipts	2023 Payments	2022 Receipts	2022 Payments
	£	£	£	£
Frozen Jr	2,887	(977)		(502)
Shrek Jr	5,772	(1,138)		(502)
Nemo Jr		(495)		
Matilda Jr			3,721	(1,791)
Twenty Years of Young Thespians		(50)	1,750	(412)
Other production costs		(148)		(91)
	8,659	(2,808)	5,471	(3,298)
Net receipts from productions - YT		5,851		2,173

3 FUNDRAISING EVENTS & ACTIVITIES

	2023 Receipts	2023 Payments	2022 Receipts	2022 Payments
	£	£	£	£
A Little Planet concert	429	(82)		
A Night at the Woodside evening		(46)	1,226	(423)
Christmas in April concert		(12)	298	(71)
Summer picnic			80	
Christmas tree festival				(23)
Rehearsal raffles				
Sundry	6			
	435	(140)	1,604	(517)
Net receipts for fundraising activities		295		1,087

YEAR ENDED 31 DECEMBER 2023

4 WOODSIDE HALL

	2023	2023	2022	2022
	£	£	£	£
Income				
Woodside Hall lettings income	16,640		10,765	
Bar receipts	7,122		1,765	
Government grants received	<u>0</u>		<u>2,667</u>	
		23,762		15,197
Expenses				
Caretaking, Cleaning & Gardening	2,548		5,115	
Council Tax	391		775	
Bar expenses	2,568		838	
Equipment	409		30	
Fire extinguishers contract plus repairs	138		663	
Gas & Electricity	4,361		3,073	
Buildings & Contents Insurance	-		2,733	
Music royalties for external hires	220		207	
Piano tuning	70		60	
Refuse collection	891		975	
Repairs and renewals	459		1,018	
Bar licence	180		180	
Water & Sewerage	323		461	
Window Cleaning	<u>95</u>		<u>175</u>	
		(12,651)		(16,304)
Net receipts / (payments) for Woodside Hall		<u><u>11,111</u></u>		<u><u>(1,107)</u></u>

- 5** During 2022, the Crane Fund for Widows & Children donated a sum of £1,975 to be used for the purposes of providing access to Young Thespians activities for families that may otherwise be unable to pay the costs of participating. During 2023, £333 of this fund was used, leaving a balance of £1,642 at 31 December 2023. These are the only restricted funds managed by the charity.
- 6** Where figures have been corrected to the nearest pound there may be occasional apparent errors in totals of plus or minus £1. In each case the total is correct to the nearest pound.
- 7** This financial statement has been prepared on a cash basis and under the historical cost convention in accordance with the Charity Commission Statement of Recommended Practice together with applicable accounting standards. Income is recognised when it is received. Expenditure is accounted for on payment.

Accounting Policy

The Trustees are required by the Charities Act 2011 to prepare accounts for each financial year which give a true and fair view of the affairs of the Trust and of the surplus or deficit of the Trust for that period.

In preparing these accounts the Trustees are required (1) to select suitable accounting policies and then apply them consistently (2) to make judgements and estimates which are reasonable and prudent and (3) to prepare the accounts on a going-concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the requirements of the Charities Act, SORP and FRS (102).

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

Independent Examiner's Report

I report to the trustees on my examination of the accounts of the Hitchin Thespians (the Trust) for the year ended 31st December 2023.

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 144(2) of the Charities Act 2011 does not apply.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

L I Seymour

Len Seymour

Date: 11/06/2024