

LEWES THEATRE CLUB

England & Wales · Charity number 1014552

Details

Status Registered

Legal form Other

Registered 1992-10-02

Register [View on the Charity Commission register](#)

Contact

Address Lewes Little Theatre
Lancaster Street
Lewes
BN7 2PX

Phone 01273474882

Email membership@lewestheatre.org

Website www.lewestheatre.org

Activities

Objects: TO ADVANCE ESPECIALLY IN LEWES EDUCATION IN AND APPRECIATION OF THE ARTS AND IN PARTICULAR OF THE ARTS OF DRAMA, MIME, DANCE, SINGING, ELOCUTION AND MUSIC IN THEIR VARIOUS ASPECTS, AND EITHER ALONE OR IN CO - OPERATION WITH OTHERS, TO ORGANISE, PERFORM, PRODUCE OR PROMOTE THE STUDY OF SUCH DRAMAS, OPERAS, OPERETTAS, BURLESQUES, MIMES, FILMS, BROADCASTS, MUSIC, BALLETS, ENTERTAINMENTS, DISPLAYS, EXHIBITIONS, DANCING, PUPPET SHOWS, RECITATIONS, READINGS, LECTURES, AND TO DO ALL SUCH OTHER THINGS WHETHER UPON CLUB PREMISES OR ELSEWHERE, AS ARE NECESSARY TO THE FURTHERANCE OF THE AFORESAID OBJECTS OR ANY OF THEM.

Activities: Theatrical productions Training for theatre including young people

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** LEWES BOROUGH AND EAST AND WEST SUSSEX
- East Sussex
- West Sussex

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-07-31 | £0 | £0 | - | - |
| 2024-07-31 | £0 | £0 | - | - |
| 2023-07-31 | £0 | £0 | - | - |
| 2022-07-31 | £57,467 | £55,282 | - | - |
| 2021-07-31 | £20,802 | £37,220 | - | - |

Trustees

| Name | Role | Appointed |
|----------------------------|------|------------|
| ANTHONY JOHN POTTER | | 2022-10-29 |
| Christopher William Spinks | | 2021-10-30 |
| Darren Heather | | 2023-10-28 |
| David Robert Gavin Rankin | | 2024-11-23 |
| Kirstine Lorna Bowen | | 2025-10-25 |
| Robert Gerald Hamilton | | 2024-11-23 |

LEWES THEATRE CLUB

England & Wales - Charity number 1014552

Accounts

LEWES LITTLE THEATRE
BOARD REPORT 2022

| | Last Elected | Term Expires | 6-Year Rule | Attendance |
|-------------------|------------------|--------------|-------------|------------|
| Chris Spinks | October 2021 | 2024 | 2027 | 8/8 |
| Estelle Carpenter | October 2020 | 2023 | 2023 | 8/8 |
| James Meikle | October 2019 | 2022 | 2022 | 5/8 |
| Mike Palmer | October 2019 | 2022 | 2025 | 8/8 |
| David Rankin | October 2020 | 2023 | 2023 | 8/8 |
| Chloe Holland | Coopted for 2022 | | | 5/5 |

1. Governance and Management

As was reported at the last AGM, we are now a Charitable Incorporated Organisation (CIO), and we are completing our first year of operation under our new constitution.

The working title of the theatre has, for some time, been Lewes Little Theatre. However, for the Charity Commissioners to approve a change of main title of the CIO from Lewes Theatre Club, the confirmation of members of the charity is required. Therefore, members are asked to confirm at this meeting the change of main title, (agenda item 5). All assets have now been transferred to the CIO apart from the transfer of property ownership, completion of which is awaited.

The Board of Trustees have met on eight occasions since the last AGM, with Chris Spinks as Chair.

Day to day management of the theatre is delegated to the Executive Committee (EC), who have met on 15 occasions since the last AGM, with Mike Palmer as Chair. The other members are David Rankin, Chris Spinks, Shaun Hughes and Tony Bannister. The EC are appointed by the Board and are directly accountable to them.

Shaun Hughes is continuing as Artistic Director, and David Rankin is Premises Manager.

After an extensive period of development, a new electronic membership scheme has been introduced, allowing members to join and renew directly on-line. It has been generally well received. The development team remain on hand to assist with transition. The Board are very grateful to them, as they are to the former Membership Secretary, Nigel Sharpe, who has now stepped down.

The Board have approved a further increase in ticket prices for 2022/23 to £12 for members and £18 for non-members. We feel these prices continue to represent good value, and the significant discount is a strong incentive to promote membership. Membership rates remain unchanged.

The theatre's Health and Safety, Safeguarding and Inclusion policies are being regularly reviewed, with Chloe Holland taking lead responsibility.

Rowan and Co are the theatre's legal consultants, and Mentor UK our consultants on Health and Safety.

2. Appointment of Trustees

The Board are of the view that all trustees should bring particular areas of expertise and experience that will be of value to the organisation. There are three trustee appointments to be confirmed at this meeting.

Chloe Holland was coopted by the Board in April 2022 to a vacancy not filled at the last AGM. The Board recommend Chloe's appointment for a new, three year term. She brings valuable expertise in the area of disability awareness and training, as well experience of governance and management in the voluntary sector.

The second vacancy is created by the departure of James Meikle under the six year rule. The Board recommend the appointment of Tony Potter, whose extensive legal experience as well as a long association with this theatre, will be of great value.

Finally, Mike Palmer is coming to the end of his first, three year term. He is eligible to continue for a new term, and is prepared to do so. Mike gives tireless service to the theatre, not least as Chair of the Executive Committee, and the Board recommend his continued appointment.

The Board are grateful to James Meikle for his six years of service as a trustee. He will continue to work closely with the Board in his capacity as Publicity and Marketing Manager.

3. The route out of lockdown

The 2021/22 season, which opened in October 2021, was our first season of unrestricted performances since December 2019. A socially distanced production had been staged in July, and a number of the audience management procedures used then were carried forward into the new season, in view of the ongoing concern about Covid transmission. For example, the auditorium was opened earlier, to enable patrons to take their seats on arrival rather than gather in the foyer. Refreshments and programmes were offered without charge (although donations were welcomed), to reduce the need for queueing and the handling of cash. These proved popular, and were continued throughout the season.

| Production | Author | Seats sold | % |
|---------------------------------|----------------------|------------|-------|
| The Chalk Garden | Enid Bagnold | 480 | 38.96 |
| The Railway Children | E Nesbit adap Hughes | 635 | 51.54 |
| Getting Through to Harry | Philip Ayckbourn | 455 | 36.93 |
| The Importance of Being Earnest | Oscar Wilde | 706 | 57.31 |
| Hay Fever | Noel Coward | 586 | 47.56 |
| A Midsummer Night's Dream | William Shakespeare | 548 | 44.48 |

These figures are illustrative of the challenge facing many amateur theatres at the moment, and it is taking time to build audience levels back up to pre-pandemic levels. For us, the challenge is not only the regeneration of our traditional audience base, but also the need to attract the new audiences so necessary to our future growth. Our programme is carefully selected by the Artistic Director with the specific aim of delivering high production values, as well as the impact needed to attract and engage with audiences new to the theatre. Our new season for 2022/23, which opened at the beginning of October, is being backed up by an extensive review of publicity and marketing, headed up by James Meikle. This will cover every aspect including social and printed media, local publicity, advertising and a full review of the effectiveness and functionality of the website.

4. Buildings and Finance

The Board and Executive Committee continue to work hard to ensure that the theatre is an attractive, comfortable and safe venue for our audiences and volunteers. All electrical, fire and safety systems are regularly checked and upgraded. Before the theatre was reopened to the public last summer, the windows and exterior doors to the foyer were replaced, and security was upgraded. The auditorium was redecorated for the first time since the early 2000s.

Over the winter, leaks appeared in the dressing rooms and bar which confirmed that the flat roof over the dressing rooms required replacement. The Board took the decision to upgrade the roof to include full insulation, and the work was completed in the spring.

Following this work, an initial survey was conducted of the flat roofs over the wardrobe and workshop, and the remaining low level flat roof to the side of the building. This indicates that all are reaching the end of their useful lives and will require significant attention within the coming two to five years. An inspection of the slated pitched roof has indicated that it is also reaching the time when replacement will need to be considered.

Taken together, these works will require considerable investment. The Board have appointed a group comprising Chris Spinks, Mike Palmer and David Rankin to arrange a detailed audit of the work required in order of priority, the estimated cost of each phase, and the options available for funding.

The ongoing task facing the Board is the need ensure funding for building maintenance and repairs, whilst at the same time guaranteeing the Artistic Director the funds needed to stage a high quality programme. Strategic financial management is an increasingly important aspect of the Board's work, and they are fortunate to have the support of Bob Leeds, not only as keeper of the books, but also in providing quality advice.

5. **Recruitment and Training**

Within the last year, training in Health and Safety, and Disability Confidence has been delivered to volunteers in all departments by Darren Heather and Chloe Holland respectively.

The risk assessments drafted last year for all areas of theatre activity will be implemented progressively, with specific activity training if required.

One of the biggest challenges facing the theatre continues to be a shortage of active volunteers. The Board are embarking on a coordinated programme of recruitment and volunteer management aimed at introducing more active members during the coming season. All departments are affected.

6. **Future Developments**

The Board are establishing a 3-5 year plan identifying projects for future development. The first priority is being given to improving accessibility for non-ambulant patrons. Further information will be given as plans develop.

At the last AGM we reported on plans to operate the theatre car park as a paid public car park. Discussions with contractors have taken place but the project is currently on hold pending planning permission. Further information will be given when available.

Lewes Theatre Club

Accounts for the year ended 31st July 2022

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2022 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

Kelvin Spain

Date

26th Sept. 2022

LEWES THEATRE CLUB**BALANCE SHEET AS AT 31 JULY 2022**

| | 2021-2 | 2020-1 |
|-----------------------------------|-------------------|-------------------|
| Fixed Assets | | |
| Freehold property - Site Value | £2,100,000 | £1,100,000 |
| Fixtures and fittings | £32,490 | £39,566 |
| Additions for year | £25,311 | £3,754 |
| Less 25% depreciation for year | -£14,450 | -£10,830 |
| | £43,351 | £32,490 |
| Current Assets | | |
| Bank current accounts | £2,520 | £7,311 |
| Bank deposit accounts | £11,770 | £3,774 |
| Hampshire Trust Bank | £22,500 | £22,500 |
| Monmouthshire BS | £26,142 | £38,008 |
| Cash | £470 | £485 |
| Total cash and banked funds | £63,402 | £72,078 |
| Bar stock | £339 | £339 |
| Total current assets | £63,741 | £72,417 |
| Less Current Liabilities | | |
| Sundry creditors (Audit Fee) | £500 | £780 |
| Net current assets | £63,241 | £71,637 |
| TOTAL ASSETS | £2,206,592 | £1,204,127 |
| REPRESENTED BY | | |
| Accumulated funds brought forward | £1,204,127 | £1,220,545 |
| Revaluation of freehold property | £1,000,000 | |
| Increase/(decrease) in bar stock | | -£16,418 |
| From income and expenditure | £2,185 | |
| | £2,206,312 | £1,204,127 |

APPROVED:
(Hon Treasurer)

LEWES THEATRE CLUB**INCOME FOR THE PERIOD ENDING 31 JULY 2022**

| | 2021-2 | 2020-1 |
|------------------------------------|----------------|----------------|
| Production Income | | |
| Bar sales | £6,630 | £110 |
| Foyer refreshments income | £886 | £0 |
| Programme sales | £874 | £200 |
| Seat sales | £38,759 | £5,976 |
| Total Production Income | £47,149 | £6,286 |
| Non-Production Income | | |
| Car park rental | £510 | £1,150 |
| Covid-19 Small Business Grant | | £8,000 |
| Income tax refund (Gift Aid) | £885 | £0 |
| Interest income | £291 | £22 |
| Legacies | £500 | |
| Subscriptions | £8,132 | £5,244 |
| Theatre hire | | £100 |
| Total Non-Production Income | £10,318 | £14,516 |
| TOTAL INCOME | £57,467 | £20,802 |

LEWES THEATRE CLUB**EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2022**

| | 2021-2 | 2020-1 |
|---|----------------|-----------------|
| Production expenditure | | |
| Backstage refreshment | £220 | £0 |
| Bar expenditure | £191 | £180 |
| Bar purchases | £3,643 | £0 |
| Costumes & wigs | £487 | £0 |
| Foyer Refreshments Expenditure | £274 | £0 |
| Hall hire | £570 | -£275 |
| Licences | £1,181 | £411 |
| Lighting & sound | £300 | £0 |
| Photographs | £65 | £0 |
| Programmes | £1,115 | £0 |
| Props & furniture | £270 | £0 |
| Publicity | £3,727 | £355 |
| Scripts | £122 | £0 |
| Set expenditure | £1,821 | £95 |
| Total production expenditure | £13,986 | £766 |
| Non-Production expenditure | | |
| Audit fee | £500 | £780 |
| Computer accessories | £48 | £96 |
| Depreciation | £14,450 | £10,830 |
| Electricity & gas | £2,747 | £4,454 |
| Equipment | £813 | £20 |
| Health and Safety | £112 | £0 |
| Insurance | £3,559 | £3,464 |
| Legal fees | | £1,195 |
| Little Theatre Guild | £105 | £105 |
| Maintenance | £8,682 | £8,257 |
| Miscellaneous | £462 | |
| Music | £0 | £0 |
| Newsletter | £2,080 | £0 |
| Postage | £1,167 | £131 |
| Rates, water & refuse | £1,498 | £711 |
| Software | £1,021 | £874 |
| Stationery and printing | £312 | £238 |
| Telephone | £490 | £599 |
| Theatre management | £3,250 | £4,700 |
| Total Non-Production expenditure | £41,296 | £36,454 |
| TOTAL EXPENDITURE | £55,282 | £37,220 |
| CHANGE IN ACCUMULATED FUNDS | £2,185 | -£16,418 |

Lewes Theatre Club

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