

PGS THEATRE PRODUCTION AGM

9th SEPTEMBER 2024

THE MUSE THEATRE

The meeting started with Ross sending apologies from Richard who was unable to attend to chair the meeting.

1. APOLOGIES

There were 47 attendees with apologies from:

Richard Clark, Pauline Smith, Hilary Tommasson, Debbie Lawson, Rona Perry, Lucy Oliver, Ciaran Collins, Janet Liddicoat, Claire Mundell, Rebecca Miller, Lisa O'Brien, Janet Hunt, Pete Clement, Paul Foster.

2. MINUTES FROM 2023 AGM

The minutes had been emailed out prior to the meeting.

These were accepted as a true record.

Proposer – Di Bennellick

Seconder – Karen Rockey

3. CHAIRMAN'S REPORT

Welcome to the 2024 AGM and thank you for all attending this evening. I have worked out that this is my 5th Chairmans Report, where have those years gone?! But it has been a great honour to be the Chairman of this company and I am immensely proud to represent and lead you all in what was our official 100th year as a Fellowship. This has been a fulfilling year for the company. Our commitment to providing exceptional theatrical experiences has been met with overwhelming support from our audiences, members and patrons alike. I just wanted to say a personal THANK YOU to all of you, our members and patrons who have been involved and supported us over the last year for making it another memorable one for all to enjoy. Christmas - Concerts We launched the year on a mini-tour of Christmas concerts, led by the talented Helen Haviland. This was another huge success, both financially and critically where the venues loved us so much that they have asked us back for future projects. Following this, we went straight into a highly ambitious production of Titanic The Musical. This was a challenging show in more ways than one, but with our creative team of Brian as Director, Carole as Choreographer and the Musical Director duo of Helen Haviland and Rob Young, everyone rose to the occasion and delivered an outstanding performance and production for all to enjoy. Everyone involved presented a high-quality production, with a beautiful choral sound, that packed the houses most evenings, With everyone leaving with every emotion you can name. Once again, this show also showcased some new talent amongst the whole cast, including offering some principle debuts for the company, with lots to do for the whole company. After Titanic, we moved straight into our summer programme of summer concerts called 'Newsicals', which again was written and compiled by Helen to bring audiences through a musical journey over the years gone by. This was very well received, playing at venues which sold incredibly well, making incredible amounts of important funds for the company. Concerts are really important for us to produce each year, which generates a good amount of income to

fund our main productions year on year. With this money, it really helps us produce top quality musical productions to the highest possible standard to ensure we are one of the leading companies in the City. All three of these projects I have just mentioned were ambitions but brilliant fun, The reviews and feedback we received from our audiences, NODA and other critics were outstanding for all of those projects. So well done and be proud. As always the success of the last year was down to a brilliant team of talented individuals. The biggest thanks has to go to Helen Haviland who was a musical director for all three projects, her dedication and commitment to ensuring that we all sound on top form is nothing but exceptional. Her humour, fun and hard work that she brings to rehearsals is always remarkable and keeps us all engaged every week. Thank you Helen, we really do appreciate your support and everything you do for the company. For Titanic, we welcomed back Rob Young as Conductor after his successful debut for 'Sunday Night In The Lyric'. He came in to provide support to Helen, whilst steering an incredible orchestra for us for Titanic. Thank you Rob! Behind every good MD is a good pianist, Tom on the Keys! We are incredibly lucky to have someone of Tom's talent on board who turns up to every rehearsal and performance with minimal fuss. He even gives up his house for the after show party. Thank you Tom! Lastly our amazing choreographer and secretary Carole Wilson who again produced excellent Choreography for Titanic, though personally I haven't missed doing The Latest Rag 100 times in a rehearsal! Thank you so much Carole for your hard work, efforts, dedication and patience to ensure that we all know what we are doing on and off stage. Putting on a production isn't just down to individuals, it's a team effort and my thanks go to Di and Ziggy in props, Kit and team in wardrobe, Trevor and the box office team, Nico and his technical support, John and the Front of House team and the stage crew led by Wayne Wilson for Titanic, all of these people are unsung hero's who contribute their expertise in putting on a successful production. I do have to single out the marketing team who have created and managed a brilliant marketing campaign for the company, certainly some of the best work we have seen since I have been on Committee. Thank you Tim, Steph, Alice, Sam, Kit & Nico for making this possible. Throughout the year, there is always a team behind the scenes, we have our fab tea makers Phil and Maria who ensure we are always hydrated every week. There is also Buy from Di, who works hard raising important funds for the company with some many interesting goodies to sell each week and for the raffle show week. Then we have the social committee who continue to create a programme of social events for us to enjoy, so thank you Steve, Jodie, Matt and Isla for all your hard work to ensure we remain sociable with one another! Lastly, my personal thanks goes to everyone on this committee up here, who have worked hard all year round to ensure that the company continues to be ambitious and proactive. A special thank you to my right hand man, Sam who continues to challenge and support everything I say and do! You have all been incredibly supportive to me, so thank you. Thank you also goes to our President, Richard Clark who has been an amazing support and ambassador for PGS, always enthusiastic and supportive of the committee in what we are trying to achieve and deliver. So onto this year...I assume you are all desperate to know what we are doing for the next 12 months?! We have a short video to show you all which will reveal the programme for the year ahead, but I would like to stress, it has been an incredible challenging journey over the last 8 months or so for the committee to select a programme which caters for all. As you know we were unable to agree suitable dates with Devonport Playhouse for 2025 which presented us with a headache to find a venue to host our main production. However, we finally got there and we are confident that

there will be something for everyone to participate in, so I hope you will be excited by what we have scheduled for the year ahead...WATCH VIDEO! As you can see we have a diverse programme which I hope will excite everyone, I am incredibly excited that we have four Musical Directors delivering each of these with Josh Clarke, the return of Jane Warwick, our own Helen Haviland and Rob Young for Chess. Plus we welcome Nina Jarram as Director for Made in Dagenham, which excites me as Nina, Jane & Carole will form an all female creative team, which is the first for this company but also relevant given the story line of the musical. More details around key dates and information will follow over the next few weeks. I really do hope this year will bring much success as the last year did on and off the stage as the Fellowship continues to be progressive, welcoming, creative and inclusive for all. Thank you for listening.

4. TREASURER'S REPORT

In presenting this year's accounts to you, I am pleased to report that, financially, it was another profitable year, which is good news considering the accounts include our 100th Anniversary Concert in the Theatre Royal. That said, it's all about how you judge a financial success, when again we made a loss on the show and, indeed, also on the Theatre Royal concert. It is things like the proceeds from the concerts, subscriptions, Gift Aid etc that has kept us in the black.

Page one of the accounts are the accounts for Titanic and the 100th Anniversary Concert. It should be stated at this stage that the official accounts only include monies that directly went through the PGS accounts – there is in addition a separate (unofficial) breakdown which includes transactions within the TRP accounts. The Committee (and others) continue to work really hard to reduce the costs of our productions, however, by comparison and ignoring inflation, Titanic was one of our more expensive shows in recent times. At a cost of just over £20,000, it was second only to Chess since 2017, but as I said that doesn't take account of inflation. A lot of the increases were caused by the cost of buying things being more expensive and the need for extra sound equipment, using a more expensive rehearsal room (i.e. Kings) and the hire of the Devonport Playhouse. Luckily for us, ticket sales for Titanic were good at 80% and this helped the overall loss on the show to 'only' be £3,200, which was considerably better than all recent shows other than Evita. For your information we would have had to sell 94% of the tickets just to break even.

I am not sure we can prune much more – all we can do is continue to review expenses and make savings where we can. I particularly want to thank Kit for the way she kept costume costs low and then sold some on to reduce costs further! Also, to Di and the raffle ticket sellers for a very successful raffle.

With regards the 100th Anniversary Concert which was obviously a very successful and challenging evening. Financially it made a loss of £1,700, which, to be honest is a lot less than I was expecting when people were talking about the cost of everything. If you consider the 'unofficial' accounts it can be seen that the show cost nearly £30,000 to put on and had an income of over £26,000.

Moving on to the second page which represents the overall income and expenditure for the whole year. As previously stated, I am very pleased to announce that we made a profit on the year of just over £2,600. It was the second most successful result for 10

years. At a profit of £7,800 in 2019, we would have been going some in order to improve on that. This was possibly due to two main factors, firstly the profit on our concerts and an increase in subscription income. Fundraising also appears to be up thanks to Di's for her raffles her table of goodies. It does also include the clothing order for the 100th Anniversary concert, payment for which was accounted for in the 100th anniversary expenditure line. The concert income, shows how important these events are to the company. This profit largely relates to the Christmas concerts as all monies relating to this summer's concerts will be in next year's accounts. My thanks go to the production / musical team for all their work with the concerts as a whole.

The last page shows the overall balances in our various accounts. The main points to mention here are that financial assets of the company have continued to improve and overall remain very healthy. Having previously withdrawn money from the two Virgin Money Accounts, I have started to refund the money, however, changes to the accounts may mean the interest levels might not be as good in the future. I may look to see if we can do anything better elsewhere. The Creditor / Debtor / Pre-Payment figures all relate to the summer concerts, July to September subs payments and show pre-payments.

I'd like to thank everyone who has worked hard to keep the company afloat this year and also express my thanks to Yazmin Roberts for auditing the accounts and indeed helping me out of a hole when I struggled to get the accounts to balance!

Any questions?

Isla – asked if the committee had thought about applying for any grants available?

David – explained that we had applied for a grant via the Arts Council but unfortunately this was unsuccessful. We will be looking at other grants.

Cai asked regarding subscriptions and if there was an impact with membership from the Lyric Theatre 100 Concert.

Trevor explained that the people doing the Lyric Concert did pay a one off membership fee which did have an impact in the rise showing in subscriptions.

David also explained that he had presented a cheque for £511.78 to the Lifeboat Charity which was raised during Titanic.

The report was accepted:

Proposer – Kieth Pullan

Secunder - Phil Mills

Subscriptions

Subscriptions for the company will run from 1st October to 30th September next year as normal and remain the same as last year

Basic (Concert) membership will be £60 for the year or £5 a month. Instalments can be paid between October and September. This entitles you to participate in all activities of the company for this year except for the show.

Full (Show) membership will be £120 for the year or £10 a month.

Student membership will be – basic membership = £30 (£2.50 a month) / show membership = £60 (£5 a month). A student is someone in full-time education.

Associate membership remains at £10 for the year.

Instalment payments should be by a standing order ideally paid on 5th of each month.

If paying by cash the membership fee has to be paid by 31st January 2024.

The preferred method of payment is by bank transfer but cash, cheque and card payments can be made. The first payment is due on or as soon as possible after 1st October. (Please be aware I will not be at a rehearsal again until 14th October).

Subscriptions were accepted:

Proposer – Di Bennellick

Seconder – Gill Regan

5. ENTERTAINMENT REPORT

Good evening everyone.

This past year was a very exciting one for the social committee – with events for the 100th that were more than five years in the making! As you will see from the social committee accounts the current balance of Money in account - £326.21 - recently £525 has been paid out to cover the deposit for the Christmas D'Oyly evening at the Zoo. We started the year with a much larger amount than usual due to the monies being paid in for the 100th anniversary ball. The ball was a great success and a huge thanks needs to go to my fellow committee members for all of their efforts for a very long period of time – along with many of our better halves. The raffle raised £700 for the MND charity, thank you to all those who supported this and to Matt for sourcing some amazing prizes. Thanks also to the main committee for their support in making this evening a great success. Also particular thanks to Lucy, Tim, Becca and Jodie for their work on decorating the venue. This event was honestly more work than organising a wedding! - at least our brides and grooms-to-be in the company now have pros to call upon if needed!

In December we had our Christmas party at Dartmoor Zoo and, due to the 100th ball, we decided to incorporate the annual D'Oyly awards. Again, another lovely evening with entertainment from our resident DJ Nico -thank you Nico. We shall be repeating this event on 20th Dec – more details and nomination sheets for awards will be shared very soon.

Our skittle evening at the BT club was once again very well attended – thank you to Charlotte for her assistance in arranging this for us.

During Titanic we organised some merchandise for cast – this was extremely popular and raised £159 to support future social events – we aim to work a similar model for our next production but will start this much earlier as requested by members.

Throughout Titanic there were numerous social events – thanks particularly to Tom on keys for his hospitality in hosting the aftershow party and to Colin for his culinary expertise. Also to the Wilson clan for their hosting of the after after show bbq.

Over the summer we have continued to meet for regular walks and BBQs – thanks to all who have helped and supported these. We are considering making these weekend wanders a regular event – perhaps monthly. And finally - thank you all so much for continuing to attend these events and – if anyone does have any ideas for further social activities please let us know.

6. ELECTION OF PRESIDENT

Ross announced that Richard has stepped down as President for personal reasons but would like to stay as Vice President and still be involved in the company.

The Committee had decided to elect Phil Mills as President.

Phil was a past Chairman of the company, supports us in everything we do either making props, working backstage and is at rehearsals making tea along with Maria.

Phil was presented with the Presidents Badge and Ribbon.

7. ELECTION OF CHAIRMAN

There were no other nominations for Chairman so Ross will stand for another year.

8. ELECTION OF VICE CHAIRMAN

There were no other nominations for Vice Chairman so Sam will stay for another year.

9. ELECTION OF SECRETARY

There were no other nominations for Secretary so Carole will stay for another year.

10. ELECTION OF TREASURER

There were no other nominations for Treasurer so Trevor will stay for another year.

11. ELECTION OF COMMITTEE MEMBERS

There were no other nominations so the Committee will remain the same.

Nico Bray, David Green, Charlotte Hammond and Kit Kendall.

12. ELECTION OF SOCIAL COMMITTEE MEMBERS

There were no other nominations for the Social Committee so will remain the same.

Matt Caves, Isla Ellis, Steve Wilson and Jodie Wheeler

The Social Committee will always be happy for anyone who would like to join them.

13. ELECTION OF AUDITOR

Yazmin Roberts was accepted as our Auditor for another year.

Proposer – Colin Woodfin

Secunder – Matt Caves

14. ANY OTHER BUSINESS

David explained that he had re worded some of the Constitution, the latin wording had been taken out and had now changed wording to include diversity.

He thanked Kit for proofreading.

Jean asked if the word Fellowship needed to stay in – Trevor explained that because of the charitable status we need to stay as G&S Fellowship Plymouth but it does state that we do use other names such as PGS Productions and Limelight.

Proposer for Constitution – Jean Ellis

Secunder – Jo Meddings

We presented Karen Rockey with a Life Membership.

2024 Titanic Show and 2023 100th Anniversary Concert Accounts (excluding Pirates 2020)

	Titanic	2024	100th Concert	2023	Anything Goes	2023	Hunchback	2022	Evita	2019	Spamalot	2018	Chess	2017
Box Office Receipts		£19,647		£4,703		£14,116		£16,558		£21,715		£16,314		£22,214
Box Office Payments														
Hire of Theatre	£3,075		£0		£2,140		£1,971		£1,500		£1,400		£1,400	
Costumes & Wigs	£1,259		£245		£1,214		£1,285		£1,872		£2,384		£3,581	
Make-up	£0		£0		£0		£0		£35		£0		£0	
Set & Lighting	£3,900		£709		£3,750		£3,000		£2,700		£2,500		£2,700	
Sound Equipment	£1,719		£26		£851		£876		£1,131		£962		£708	
Orchestra	£3,600		£2,426		£3,600		£7,220		£3,775		£3,520		£4,520	
Props	£213		£84		£72		£122		£140		£303		£252	
Professional Fees	£3,380		£1,065		£3,546		£2,270		£3,440		£5,330		£8,700	
Rehearsal Room Hire	£2,343		£2,310		£1,483		£2,140		£2,481		£2,301		£2,978	
Publicity	£524		£538		£471		£753		£705		£607		£1,717	
Tickets & Postage	£0		£0		£25		£46		£28		£242		£546	
Sundries	£51		£0		£42		£12		£69		£51		£32	
VAT	£0		£0											
		£20,064		£7,403		£17,194		£19,695		£17,876		£19,600		£27,134
		-£417		-£2,700		-£3,078		-£3,137		£3,839		-£3,286		-£4,920
Programme Sales	£603		£658		£578		£550		£711		£505		£826	
Programme Advert Income	£420		£350		£280		£355		£505		£585		£505	
Programme Costs	-£613		-£14		-£700		-£670		-£700		-£620		-£680	
		£409		£994		£158		£235		£516		£470		£651
Show donations	£82				£37		£358		£82					
Costume donations	£355													
Raffle Proceeds	£848		£0		£633		£687		£543		£649		£662	
Operating Profit / Loss	£1,278		-£1,706		-£2,249		-£1,856		£4,980		-£2,167		-£3,607	
Performing Rights	-£4,478		£0		-£4,079		-£4,642		-£4,958		-£3,588		-£2,506	
Profit / Loss	-£3,200		-£1,706		-£6,328		-£6,498		£22		-£5,755		-£6,113	

PGS INCOME & EXPENDITURE 2024

	Y/E	30/06/2024	Y/E	30/06/2023	Y/E	30/06/2022	Y/E	30/06/2021	Y/E	30/06/2020	Y/E	30/06/2019	Y/E	30/06/2018	Y/E	30/06/2017
Show Income																
(Tickets, Programmes, Raffle)	£21,955		£15,645		£18,509		£110		£9,306		£23,556		£18,053			
Show Expenses	-£25,155		-£21,973		-£25,008		-£6		-£14,667		-£23,534		-£23,808			
		-£3,200		-£6,328		-£6,498		£104		-£5,361		£22		-£5,755		
100th Concert Income	£5,711															
100th Concert Expenses	-£7,417															
		-£1,706														
Concert Income	£2,630		£4,271		£819		£0		£1,825		£2,889		£1,592			
Concert Expenses	-£1,303		-£2,984		-£863		£0		-£663		-£1,979		-£1,776			
Net Profit' on concerts	£1,326	£1,326		£1,287		-£44		£0		£1,163		£909		-£184		
Member's contribs Harrogate																
Expenditure re Harrogate																
	Income	Expenditure														
Sale of CDs etc.	£1,887.00								£15		£257		£382			
Costs	-£1,651.20								£0		-£308		-£384			
Net Profit'		£236		-£30		£15		£14		£15		-£51		-£2		
Charity Collections	511.78	-£512	£0	£0		£0		£0		-£512		£512				
Awards Evening	400.00	-£400	£0	£0		£0		£0		£0		£2				
Fund-raising	1,336.50		£1,337	£266		£323		£0		£50		£200		£279		
Donations	553.99		£554	£298		£172		-£95		£35		-£250		£91		
Gift Aid	1,051.72		£1,052	£884		£637		£336		£801		£918		£700		
Interest	158.21		£158	£101		£77		£135		£293		£189		£138		
Subscriptions	6,513.29		£6,513	£5,847		£3,095		£1,375		£4,420		£5,856		£3,741		
Patrons' Subs	889.00		£889	£660		£810		£775		£975		£495		£640		
Limelight			£0	£0		£0		£0		-£155		£436				
Insurance		-£928	-£928	-£782		-£792		-£762		-£768		-£758		-£758		
Admin		-£667	-£667	-£472		-£379		-£301		-£1,275		-£594		-£697		
Sundries	£767.99	-£745	£23	£0	-£1,254	£0	-£1,141		-£1,063		£0	-£2,043		-£50	-£1,401	-£1,539
100th Anniversary			-£2,975													
Excess of Income over Expenditure			£2,612		£1,730		-£2,555		£1,581		-£318		£7,836		-£1,891	

PGS Balance Sheet as at 30th June 2024

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Assets											
Virgin Money Notice Account	£20,649	£21,510	£21,425	£21,353	£21,230	£16,970	£10,832	£10,724	£25,524	£25,209	
Virgin Money Deposit Account	£4,080	£60	£4,345	£5,840	£5,829	£9,796	£6,726	£5,205	£203	£193	£34,385
Cambridge BS Savings Account										£0	£5,102
Lloyds Bank Account	£7,420	£5,951	£2,063	£3,239	£2,358	£3,664	£2,772	£11,300		£7,517	£4,967
Lloyds Bank Other Account								£0	£50	£50	£50
Cash in Hand	£112	£66	£45	£44	£48	£401	£39	£28	£28	£31	£45
Total Cash & Bank Balances	£32,262	£27,588	£27,878	£30,476	£29,465	£30,831	£20,370	£27,257	£25,805	£33,000	£44,549
Loan to Social Committee										£300	
Debtors	£1,418	£773	£255	£0	£430	£520	£1,144	£240	£210	£934	£481
Pre-payments	£776	£3,770	£1,388	£1,500	£500	£555	£2,186	£1,299	£895	£250	
Total Assets	£34,455	£32,131	£29,521	£31,976	£30,395	£31,906	£23,699	£28,796	£26,910	£34,484	£45,030
Less Creditors	-£692	-£980	-£100	£0	£0	-£1,193	-£819	-£4,025	-£3,227	-£4,135	-£1,020
Bank Overdraft									-£203		
Net Assets	£33,764	£31,151	£29,421	£31,976	£30,395	£30,712	£22,880	£24,771	£23,480	£30,349	£44,010
Represented By:											
Balance brought forward	£31,151	£29,421	£31,976	£30,395	£30,712	£22,876	£24,771	£23,480	£30,349	£44,010	£43,388
Less Y/S Account											
Net surplus for the year	£2,612	£1,730	-£2,555	£1,581	-£318	£7,836	-£1,895	£1,291	-£6,869	-£13,661	£622
Balance carried forward	£33,764	£31,151	£29,421	£31,976	£30,395	£30,712	£22,876	£24,771	£23,480	£30,349	£44,010

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees / Members of: The Plymouth Gilbert & Sullivan Fellowship
On the accounts of the year ended: 30.06.24
Set out on pages: 1 – 3

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of producers specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

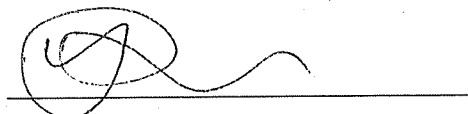
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 41 of the Act, and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met, or

- (2) to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

22/08/2024

Name:

Mrs Y Roberts

Professional Qualification:

ACCA

Address:

Hawkins Close, Plymouth, Devon.