

Penarth Operatic and Dramatic Society

Penarth Operatic and Dramatic Society

Annual Report

For the year ended 30 June 2023

Registered Charity Number: 1059300

Penarth Operatic and Dramatic Society

Annual Report

For the year ended 30 June 2023

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Penarth Operatic and Dramatic Society

Trustees

Mary Gardner
Bob Tucker
Wendy Huxtable-McTurk
Deborah Appolonio
Melissa Rabaïotti

Exectutive Officers

Chairman	Mary Gardner
Vice Chairman	Deborah Appolonio
Secretary	Adrienne Davey
Treasurer	Bob Tucker

Executive Committee Members

Head of Musicals	Kim Herniman
Assistant to Head of Musicals	Melissa Rabaïotti
Head of Drama	Amanda Matthews
Assistant to Head of Drama	Melissa Rabaïotti
Head of Music	Vacant
Assistant Treasurer	Sue Owen
Publicity Officer	Peter Knowles
Marketing Officer	Paul Mellin
Ticket Secretary	Bob Tucker
Membership/Patron Secretary	Wendy Huxtable-McTurk
Front of House Manager	Melissa Rabaïotti
Social Secretary	Alexandra Rabaïotti-Vaughan
Wardrobe Secretary	Kim Herniman (acting)

Bankers

HSBC Bank Plc

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2023

This has been a great year for PODS! We've had excellent houses for our productions thanks mostly to a good choice of shows and excellent publicity; membership numbers are around 70; we're financially stable; and the artistic quality of our shows is undoubtedly high as shown by attendance figures, audiences' favourable responses and the fulsome Nominations and Awards received for shows from our peers in the Glamorgan Drama League's "Glammies" and from NODA.

This was our first full year since Covid and in October the Drama Section put on a comedy, *The Good Life*, with a guest director, Alex Wilson from Red Herring Theatre. This was a first-class production bringing in the best audiences for a play since 2009 - 664 bums-on-seats. This received a Best Play Nomination and 6 individual Nominations from the Glammies, and also a Best Play Nomination and an individual Nomination from NODA. In mentioning Red Herring Theatre there has been a friendly participation and cross-over of members in our productions this year.

December saw PODS putting on its usual pantomime, *The Snow Queen*, which was written and directed by Andy Bradshaw. This was a huge success bringing in the best bums-on-seats ever - 1,602.

In March, the Drama Section was again in action literally, with an adaption of the classic novel, *Treasure Island*, with Jason Excell making his directing debut. This is something different for PODS, a difficult and demanding adventure drama with a very large cast. This was an admirable production with better than anticipated attendance numbers of 430 across just 3 performances.

Then in May, PODS put on the complex and vocally demanding *Chess, The Musical*, directed by Fiona Porter-Smith. This was a phenomenal production where PODS reached new heights of acclaim, receiving standing ovations each night from the "House Full" audiences, with bums-on-seats totalling 1,172, the best numbers since *Sister Act* in 2016.

In all of these productions the standard of design and construction of the stage sets was superb with much thanks going to Andy Bradshaw and Tim Tyson who have headed the scenery team. However, with four main shows a year, the toll is heavy on the same team and we need more help in this area of staging so that the workload is more spread out and not so onerous. This is a worrying weakness for PODS which needs to be addressed urgently. The other weakness, which I have constantly mentioned in my annual reports is a lack of men but that seems to have eased when you consider that *Treasure Island* had a cast of 15 men and *Chess* had 10 men - when needed we seem to find them.

During the past year, PODS again has been involved within the community itself, entertaining at the Christmas Lights switch on in the town centre with a very pleasant Christmas programme of song organised by Clare Gardner, our then Head of Music. Regrettably, Clare resigned from the Committee not long afterwards realising she had over committed herself with the PODS. Then, after rehearsing hard with a full set of songs and movement to entertain the community on the Esplanade during the Holiday Festival, which was very successful last year, regrettably, this was cancelled at the last minute due to a bad weather warning. My thanks go to the team of Kim Herniman, Julia Dyke and Ceri Wheatley for their in-put into this, with a special thank you to Andy Bradshaw and Peter Knowles who, once again, allowed us to use Hamptons for rehearsals.

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2023 (continued)

The clear up that started at The Dingle last year headed by Kim Herniman and a working party of members has finished its initial phase, which although costly, has to be done. Our friends from Concept Players continue to rent a lock-up at the Dingle, and Henry Messenger has now moved out of his lock-up leaving us with extra space for much needed storage. Henry was our stage designer and builder for decades, but with age and a problem with his health, could no longer continue. Henry's immense contribution to PODS regrettably became overlooked due to the gap caused in activities by Covid, but much praise and thanks are due to him for decades of hard work in providing many excellent sets for PODS.

For the information of new members, PODS is a charity and has five Trustees who are responsible for safeguarding the assets of the Society and ensuring that the Society is run in a proper manner financially, and that it achieves the objectives laid out in its Constitution, which are to educate and encourage an appreciation of theatre in our local community. The five Trustees are myself, Bob Tucker, Wendy Huxtable-McTurk, Debbie Apollonio and Melissa Rabaiotti.

This Constitutional objective of "appreciation of theatre" brings me around to the fact that last February saw PODS being progressive with the starting-up of a youth section called PODYS, thanks to Kim Herniman's motivation and a group of enthusiastic and dedicated members: Lauren Farnham, Ceri Wheatley, Julia Dyke, Lauren Jenkins and Chloe Welsh. Early on Wednesday evenings they take 40 youngsters for an hour encouraging their talents, learning stagecraft and theatre application. They had their first show, Mini Musicals, on the 1st July in Dinas Powys Parish Hall which was delightful and extremely successful. On behalf of PODS Committee I want to say a big "Thank You" to Kim and the team for bringing this group into being and handling the weekly classes so enthusiastically and efficiently. It's very pleasing to know that, in providing youngsters with an appreciation and love of theatre, PODS is thereby helping to ensure the future of both community and professional theatre. PODS grown-ups, of course, have similarly been encouraging a love of theatre for nearly 100 years by enthusiastically entertaining our community with great productions.

In respect of the social side of PODS there has been a ten pin bowling night over in the Bay, a skittles night at the Conservative Club and an after-panto Christmas Party at the Coronation Club, regrettably not very well attended, all organised by Alex Vaughan. There have been curry nights out during the run of shows, and the Operatic Section had a lovely after-show evening following Chess at The Glendale. Quite a number of members attended the Glammies Awards held at Gorseinon, arranged by Fiona Porter-Smith, and what a night it was! From The Full Monty Nominations - Flynn Jones and Austin Beasley won jointly the award for Best Male Performance, Fiona Porter-Smith won Best Director and, finally, PODS won Best Musical. The NODA Awards Dinner is still to come in September when we are up with Nominations for Best Drama, The Good Life, and Best Musical, The Full Monty, together with 5 Nominations for individual performances.

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2023 (continued)

Regular Committee meetings have been held each month during the year and I am, as always, extremely grateful, firstly, for all their support to me as Chairman and, secondly, for all the very hard work and much effort that Committee members undertake in the running of the Society, some committee members have been covering two posts. For the second year running we have been without a Head of Wardrobe and I am most grateful to those committee members and other member who have helped to ensure shows were costumed and, indeed, extremely well costumed. Now, I know, that Committee is to some members a marmite word, but I believe it is Committee that has been PODS mainstay through the years, when times have been a little shaky even, and has helped us survive and progress down through the years to reach our 100th birthday. Of course, Committee could not have done so without the many and varied highly artistic talents of its membership which this year has brought tremendous success to the company. Yes, this has been a great year for PODSI.

A handwritten signature in black ink, appearing to read 'M Gardner', with a long, sweeping underline.

Mary Gardner

Penarth Operatic and Dramatic Society

Report of the trustees

For year ended 30 June 2023

The Trustees present their annual report and the independently reviewed accounts for the year ended 30 June 2023.

The information with respect to trustees, officers and advisors, set out on page 1 forms part of this report. The financial statements comply with the Charity's constitution, applicable Accounting Standards and Statement of Recommended Practice (SORP (FRS 102) as amended by Update Bulletin 1) "Accounting and Reporting by Charities" and the Charities Act 2011.

Structure, governance and management

Penarth Operatic and Dramatic Society ("the Charity") is governed by its constitution dated September 1996 and registered with the Charity Commission under charity number 1059300.

The governance of the Charity is delegated to the Executive Committee as detailed in its constitution, which consists of individuals elected by fully paid up members. The current Executive Committee has four officers (of which one is the Trustee) and twelve members (of which two are Trustees). The trustees, except where otherwise disclosed, are listed on page 1. The initial Trustees were appointed from the Committee, and the current Trustees were volunteer members. In the light of Corporate Governance guidance contained within the Charities Statement of Recommended Practice FRS 102, the Executive Committee is continuing its review of the major strategic business and operational risks to which the Charity is exposed.

Currently, no key risks have been identified. However, in terms of the Charity's ongoing stage performances, minor risks continue to relate to a shortage of both males and of supporting personnel for stage management, set building and other non-performing activities. The Escalating cost of performance and rehearsal venues is a minor risk to the financial sustainability of the Charity and this is continuing to be addressed by the combination of increasing its income by raising membership and stage fees and making cost savings wherever possible. Every effort will continue to be made to address these risks in the coming year.

Objectives and activities

The primary objective of the Charity, as stated in its governing document, is to educate the public in the dramatic and operatic arts, by the way of staging plays and operatic shows for the local community.

Penarth Operatic and Dramatic Society

Report of the trustees continued For year ended 30 June 2023

Financial review and reserves

The statement of financial activities for the year is set out on page 8 of the accounts. A summary of the financial results and the work of the charity are set out below.

The Charity's income increased from £41,456 in 2021-22 to £70,039. It generated a profit of £6,259 in the year (2021-22 loss of £2,864).

The charity's policy on restricted funds is to separately record donation, grants and other sources of fundraising where restrictions are imposed that are narrower than the Charity's overall objectives. As at 30 June 2023 the Charity had no restricted funds.

The Trustees are continuing to attempt to maximise the unrestricted funds of the charity to further its primary objective. The Trustees feel that they would be able to continue the current activities of the charity for the foreseeable future given a significant increase in the income. With the charity facing an environment of increasing competition and costs, the Trustees have adopted the financial strategy of minimising non-essential indirect spending in order to invest more expenditure on productions. At the same time, there continues to be a major focus on maximising "front of house" income generation, which has been very successful. These strategies, combined with the enhancement of financial planning by the regular preparation and monitoring of detailed budgets, have all contributed to a rise in the surplus. The Trustees therefore feel that the level of reserves is adequate, but are continuing to consider ways in which additional unrestricted funds can be generated.

Trustees' responsibilities

The Trustees are required by charity law to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charity and its surplus or deficit as at the end of the financial year.

The Trustees confirm that suitable accounting policies have been used and applied consistently, and reasonable and prudent judgements and estimates have been made in the preparation of the accounts ended 30 June 2023. The Trustees also confirm that applicable accounting standards have been followed and that the accounts have been prepared on the going concern basis.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

For and on behalf of the Trustees

Adrienne Davey

Secretary

..... A Davey

Penarth Operatic and Dramatic Society

Independent examiner's report to the Trustees of Penarth Operatic and Dramatic Society

I report on the accounts of the trust for the year ended 30 June 2023, which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act;
- b) To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) To state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with general directions given by the Charity Commission. 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 disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

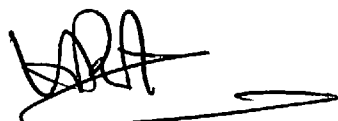
Independent examiner's statement

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

- a) Which gives me reasonable cause to believe that in any material respect the requirements:

- i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - ii) to prepare accounts which accord with the accounting records comply with the accounting requirements of the 2011 Act;
- have not been met; or

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



HRA Accounting Ltd

Cardiff House

Cardiff Road

Vale of Glamorgan

CF63 2AW

Penarth Operatic and Dramatic Society

Statement of Financial activities for the year ended 30 June 2023

	Note	2023 £	2022 £
Incoming resources			
Incoming resources from generated funds			
Voluntary Income	3	3,861	2,812
Activities for generating funds	3	6,058	2,328
Investment Income			
Incoming resources from charitable Activities	3	60,120	36,316
Total incoming resources		70,039	41,456
Resources expended			
Costs of generated funds			
Fundraising costs	4	2504	761
Investment management costs			
Charitable Activities	4	60,797	43,085
Governance Costs	4	479	473
Other resources expended			
Total resources expended		63,780	44,319
Net incoming resources		6,259	-2,863
Other recognised gains/(losses)			
Gain on revaluation of fixed assets	5	0	0
Net movement in funds		6,259	-2,863
Reconciliation of funds			
Total funds brought forward		235,921	238,784
Total funds carried forward		242,180	235,921

All income is unrestricted

All incoming resources and resources expended are derived from continuing activities

Penarth Operatic and Dramatic Society

Balance sheet as at 30 June 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible assets	6	200,589	201,110
Intangible Assets			
Current Assets			
Stocks		181	0
Debtors	7	4,033	3,330
Cash at bank and in hand		38,643	31,821
Total current assets		42,857	35,151
Creditors: Amounts falling due within one ye	8	-1,266	-340
Net current assets		41,591	34,811
Net assets		242,180	235,921
Unrestricted funds of the charity			
Accumulated fund	9	67,788	61,529
Revaluation reserve	9	174,392	174,392
Total funds		242,180	235,921

The accounts on pages 8 to 14 were approved by the Trustees on.....*20 JULY 2023*.....

.....

 Bob Tucker
 Trustee & Treasurer

Penarth Operatic and Dramatic Society

Notes to the accounts

For the year ended 30 June 2023

1 Basis of preparation

Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with 'Accounting and Reporting by Charities – Statement of Recommended Practice (SORP (FRS 102) as amended by Update Bulletin 1)', with Accounting Standards and with the Charities Act 2011.

2 Accounting policies

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources;
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising income), the incoming resources and related expenditure are reported gross in the SoFA.

Grants and Donations

Grants and donations are only included in the SoFA when the Charity unconditional entitlement to the resources.

Investment Income

This is included in the accounts when receivable.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

Governance Costs

These include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Penarth Operatic and Dramatic Society

Notes to the accounts continued for the year ended 30 June 2023

Assets

Tangible fixed assets for use by charity

Freehold land and buildings are included at valuation. A revaluation is carried out at least once every five years by a suitably qualified person. Any other assets are capitalised if they can be used for more than one year, and cost at least £2,000. They are valued at cost or if gifted at the value to the Charity on receipt.

Stocks

Stocks are valued at the lower of costs and net realisable value.

Funds

Fund Accounting

The accumulated funds are restricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

3 Analysis of incoming resources

	2023	2022
	£	£
Voluntary Income		
Donations	108	180
Membership fees	3,053	2,091
Tax reclaimed under gift aid	700	541
	3,861	2,812
Activities for generation funds		
Rental income	1,320	1,320
Other income	84	0
Fundraising income	4,653	1,008
	6,058	2,328
Incoming resources for charitable activities		
Gross income from productions	60,120	36,316
	60,120	36,316

Penarth Operatic and Dramatic Society

Notes to the accounts continued for the year ended 30 June 2023

4 Analysis of resources expended

	2023 £	2022 £
Charitable activities		
Cost of productions	55,897	37,608
Fundraising costs	2,504	761
Other Operating Costs	4,900	5,477
	63,301	43,846
Governance Costs		
Legal and professional	330	330
Trustee's insurance	149	143
	479	473

5 Details of certain items of expenditure

None of the trustees were paid remuneration or expenses by the charity (2022 £nil).

Independent fees for reporting of the accounts were incurred during the year totalling £330 (2022 £330)

6 Tangible fixed assets

Cost or Valuation	Freehold land and buildings £	Set Flats £	Radio Cans £	Total
01-Jul-22	200,000	1,894	1,207	203,101
Additions	0	0	0	0
30-Jun-23	200,000	1,894	1,207	203,101
Depreciation				
01-Jul-22	0	1,238	754	1,992
Charge for the year	0	219	302	521
30-Jun-23	0	1,457	1,056	2,513
Net Book Value				
01-Jul-22	200,000	657	453	201,110
30-Jun-23	200,000	438	151	200,589

Penarth Operatic and Dramatic Society

Notes to the accounts continued for the year ended 30 June 2023

7 Debtors: amounts receivable within one year

	2023	2022
	£	£
Debtors	30	541
Paid in respect of future shows	2,597	2,012
Prepaid expenses	1,406	777
	4,033	3,330

8 Creditors: amounts falling due within one year

	2023	2022
	£	£
Creditors	936	10
Prize Draw subscriptions paid in advance		
Accrued Expenses	330	330
Deferred Income		
	1266	340

Penarth Operatic and Dramatic Society

Notes to the accounts continued for the year ended 30 June 2023

9	Funds	At 1/7/2022	Incoming	Outgoing	Gain/Loss	At 30/6/23
		£	£	£	£	£
	Unrestricted funds					
	Accumulated fund	61,529	70,039	63,780	6,259	67,788
	Revaluation reserve	174,392	0	0	0	174,392
	Total funds	235,921	70,039	63,780	6,259	242,180

10 Other Information

As at the year end, the Charity:

does not have any material commitments not provided for in the accounts;

has not given any guarantees to third parties that could be called upon at the year-end;

has not received any loans that are outstanding at the year-end and are secured on any assets;

has not granted any loans that are outstanding at the year-end to any institution, company or individual connected to the charity;

not made any ex-gratia payments during the year; and

has no related party transactions in the year to report.