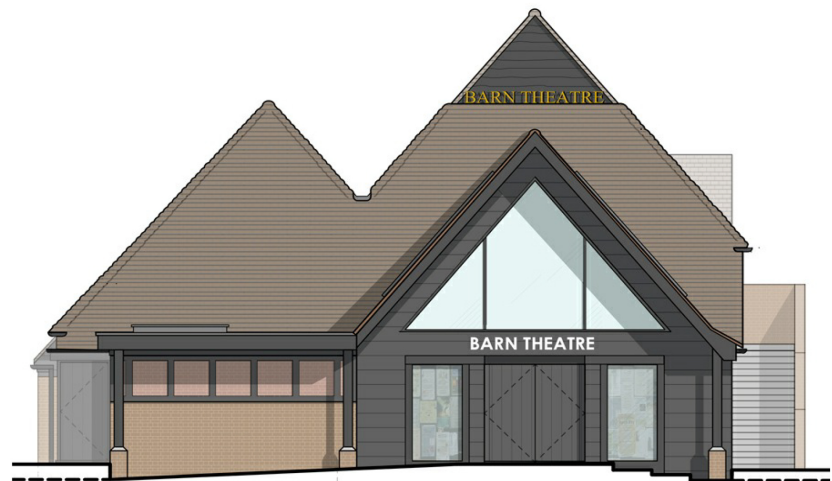


# Oxted & Limpsfield Barn Theatre Company Limited

ANNUAL REPORT AND FINANCIAL STATEMENTS  
for the year 1<sup>st</sup> January – 31<sup>st</sup> December 2020

## Proposed Project Barn 100

May 2024 celebrates 100 years of the Barn Theatre  
supporting the community of Oxted and Limpsfield and the towns and villages around



For more information about ways you can help with this project please seek out a Barn Trustee here today or email [barntheatre@btinternet.com](mailto:barntheatre@btinternet.com).

Please do support this project, which increases the cloakroom facilities available Front of House and provides a new entrance and foyer area for our customer convenience.

Please help us achieve completion by May 2024

Company Registration No: 0190597  
Registered Charity No: 1064318

# Oxted & Limpsfield Barn Theatre Company Limited

## DIRECTORS AND OFFICERS

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### DIRECTORS OF THE COMPANY AND TRUSTEES OF THE CHARITY

B C Reed	Chairman
J Kempton	
A M Le Croisette	
M Lister	
P J Littleford	
M O Lloyd	
P Robinson	
C Rowley	
M C Sutton	

### HONORARY TREASURER

M H Fisher FCMA

### CHARITY REGISTRATION NUMBER

1064318 Registered 27 May 1997

### COMPANY REGISTRATION NUMBER

190597 (England and Wales)

### REGISTERED OFFICE

15a High Street  
Westerham  
Kent TN16 1RA

### THEATRE

The Barn Theatre  
Bluehouse Lane  
Oxted  
Surrey RH8 0AA

### INDEPENDENT EXAMINER

D R Steele FCA  
25 Detillens Lane  
Limpsfield  
Surrey  
RH8 0DH

### BANKERS

NatWest Bank  
Oxted Branch  
12 Station Road East  
Limpsfield  
Oxted  
Surrey RH8 0PR

# Oxted & Limpsfield Barn Theatre Company Limited

## DIRECTORS' AND TRUSTEES' REPORT AND REVIEW

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The directors and trustees submit their report and the financial statements of the Oxted & Limpsfield Barn Theatre Company Limited for the year ended 31 December 2020.

### PRINCIPAL ACTIVITIES

The company is a registered charity, its object being to advance education in, promote and encourage the theatrical performing arts within Oxted and Limpsfield at the Barn Theatre, Bluehouse Lane, Oxted, Surrey for the benefit of the general public. The directors and trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### REVIEW OF THE BUSINESS AND FUTURE DEVELOPMENTS

A profit has been added to reserves this year. A review of the activities is included in the Chairman's Report.

### FINANCIAL RESULTS

The profit for the year was £18,340 and is set out on page 8.

### DIRECTORS AND TRUSTEES AND THEIR INTERESTS

The directors and trustees are appointed by board resolution. Such appointment being confirmed by the members at the following AGM.

The following directors and trustees have held office since the 1 January 2020. Their interests in the shares of the company were as follows: -

	<i>No. of meetings attended out of possible no of 8.</i>	<i>Ordinary shares of £1 each</i>	
		31.12.20	01.01.20
B C Reed	8	102	102
J Kempton	8	10	10
A M Le Croisette	6	10	10
M Lister	8	45	45
P J Littleford	8	15	15
M O Lloyd	8	60	60
P Robinson	8	50	50
C Rowley	8	50	50
M C Sutton	8	20	20

# Oxted & Limpsfield Barn Theatre Company Limited

## DIRECTORS' AND TRUSTEES' REPORT AND REVIEW CONTINUED

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### GOVERNING INSTRUMENT

The charitable company is constituted according to the revised Memorandum and Articles of Association dated 27 May 1997.

### ORGANISATIONAL STRUCTURE

The company is run and managed by up to 15 directors who are also trustees of the charity. All volunteers, they are chosen from a wide band of theatre users and have individual and collective strengths and responsibilities for the day to day affairs of the company. Appointment is only by invitation of the Board and is confirmed by the members at the AGM following appointment.

### RESERVE POLICY

The general fund represents the theatre's normal activity of hiring to local groups and, over the long term, the trustees aim to balance income with expenditure.

### RISK POLICY

The trustees do not consider that there are material risks associated with its activities other than normal trading risks.

### INDEPENDENT EXAMINER

A resolution to confirm the appointment of David Steele, Independent Examiner will be put to the members at the annual general meeting.

### DECLARATIONS

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees report (including directors' report) above.

By order of the board

B C REED  
Chairman  
4 March 2021

# Oxted & Limpsfield Barn Theatre Company Limited

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## **CHAIRMAN'S REPORT**

Dear Shareholders,

Kind regards

Bruce Reed

# Oxted & Limpsfield Barn Theatre Company Limited

## DIRECTORS' AND TRUSTEES' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

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Company law and Charity law requires directors and trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the company for that period. In preparing those financial statements, directors are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the requirements of the Companies Act and are in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Oxted & Limpsfield Barn Theatre Company Limited

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OXTED & LIMPSFIELD BARN THEATRE CO LIMITED

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I report on the accounts of the company for the year ended 31st December 2020, which are set out on pages 8 - 13.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ☐ state 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 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 disclosures 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 material matters have come to my attention which give me cause to believe that in, any material respect:

- ☐ accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- ☐ the accounts do not accord with such records; or
- ☐ the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- ☐ the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

David Steele FCA  
25 Detillens Lane  
Limpsfield  
Oxted  
Surrey RH8 0DH

Date: 2021

# Oxted & Limpsfield Barn Theatre Company Limited

## STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) for the year ended 31 December 2020

	Notes	Total 2020	Total 2019	
INCOME AND EXPENDITURE				£ £
<b>Incoming Resources:</b>				
Charitable Activities				
Theatre hire		29,898	62,099	
Barn Productions		19,061	33,195	
Merchandise		68	-	
Advertising		578	3,508	
Donations		20,135	20,368	
Government Grant		27,000	-	
Interest received on bank deposit			112,176	
<b>Total incoming resources</b>		<b>96,852</b>	<b>119,346</b>	
<b>Resources expended</b>				
Costs of Generating Funds – Fundraising & publicity				
Advertising & direct mail		2,594	7,118	
Merchandise		114	-	
Production expenditure		10,183	11,913	
		12,891	19,031	
Charitable Expenditure – Theatre running & donation				
Rates		385	1,501	
Repairs & Maintenance		7,690	11,604	
Electrical & Audio		1,253	593	
Light, Heat & Water		9,184	13,099	
Cleaning, Refuse & Gardening			6,251	5,386
Depreciation	3		25,426	25,276
Donation				2,743
13,001				
		52,932	70,460	
Management and administration of the charity				
Insurance		4,996	4,102	
Licences		2,632	2,425	
Stationery, Software & Telephone			2,050	2,220
Legal & Professional Fees		445	13	
Legal & Professional Fees – Barn 100		2,196	-	
Bank Charges		230	310	
Sundry		140	231	
		12,689	9,301	
<b>Total resources expended</b>		<b>78,512</b>	<b>98,792</b>	
<b>Net Incoming resources</b>		<b>18,340</b>	<b>20,554</b>	



Balances b/f at 1 January 2020	9	682,084,661,530
Balances c/f at 31 December 2020	9	700,424,682,084

=====

The net incoming resources arise from the Company's continuing operations.  
The notes on pages 11 to 13 form part of these accounts

## Oxted & Limpsfield Barn Theatre Company Limited

### BALANCE SHEET

31 December 2020

	Notes	Total 2020 £	Total 2019
<b>FIXED ASSETS</b>			
Tangible Assets	3	612,352	626,339
<b>CURRENT ASSETS</b>			
Stocks	4	60	60
Debtors	5	4,982	4,871
Cash at Bank and in hand	6	102,206	66,154
		107,248	71,085
<b>CREDITORS:</b>			
Amounts falling due within one year	7		(8,934)(5,098)
<b>NET CURRENT ASSETS</b>		98,314	65,987
		710,666	692,326
		=====	=====
<b>CAPITAL AND RESERVES</b>			
Share Capital	8	10,242	10,242
General	9		700,424,682,084
		710,666	692,326
		=====	=====

For the year ending 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

□ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the Board of Directors on 4 March 2021 and signed on its behalf by:

.....  
B C Reed, Chairman of Directors and Trustees  
The notes on pages 11 to 13 form part of these accounts.

## **Oxted & Limpsfield Barn Theatre Company Limited**

### **ACCOUNTING POLICIES**

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#### **BASIS OF ACCOUNTING**

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of freehold properties and in accordance with the Companies Act 2006 and comply with relevant policies as required under the Statement of Recommended Practice for Charities (FRS 102). The Charity constitutes a public benefit entity as defined by FRS 102.

#### **INCOMING RESOURCES**

Incoming Resources represent theatre hire, Barn productions, advertising, donations and grants received and is included when the company becomes entitled to the resources.

#### **STOCK**

Stock is valued at the lower of cost and net realisable value.

#### **DEPRECIATION**

The freehold land and buildings were revalued in 1999. Other fixed assets are stated at historical cost.

Depreciation has been provided on the building at 2% on a straight line basis on cost or valuation and on all fixtures and equipment at 25% on a reducing balance basis calculated to write each asset down to its estimate residual value over its expected useful life.

#### **INVESTMENTS**

There are no investments held by the charity other than cash deposits held at the bank.

#### **FUNDS**

There are no restrictions on the use of the General fund apart from the furtherance of the charitable aims of the Company.

#### **RESOURCES EXPENDED**

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Resources expended are recognised in the period in which they are incurred.

# Oxted & Limpsfield Barn Theatre Company Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020

### 1. INCOMING RESOURCES

The charities turnover was derived from its principal activity, undertaken in the United Kingdom.

### 2. REMUNERATION

During the year the directors/trustees did not receive any remuneration or reimbursement of expenses from the company (2019 £Nil).

### 3. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	General Furniture & Equipment £	Barn Cool Furniture & Equipment £	Total £
Cost or Valuation				
1 January 2020	721,839	185,932	84,209	991,980
Additions in the year	-	11,439	-	11,439
31 December 2020	721,839	197,371	84,209	1,003,419
Depreciation				
1 January 2019	128,019	156,081	81,541	365,641
Charged in the year	14,437	10,322	667	25,426
31 December 2020	142,456	166,403	82,208	391,067
Net book value:				
31 December 2020	579,383	30,968	2,001	612,352
	=====	=====	=====	=====
31 December 2019	593,820	29,851	2,668	626,339
	=====	=====	=====	=====

The Freehold land and buildings were valued at 31 December 1999 by Ibbett Mosely, Chartered Surveyors on an existing use open market basis, in accordance with the Statement of Assets Valuation Practice No 4 and the guidance notes of the Royal Institution of Chartered Surveyors at £200,000.

On an historical cost basis land and buildings would have been included at:

	2020 £	2019 £
Historic cost 1999	6,228	6,228
Green Room extension	249,787	249,787
Drip extension	272,052	261,623
Addition in year	-	10,429
	528,067	528,067
Depreciation	142,456	128,019

Net Book Value

385,611      400,048  
=====

# Oxted & Limpsfield Barn Theatre Company Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020

4. STOCK	2020 £	2019 £
Merchandise held for sale at cost	60	60
	=====	=====
5. DEBTORS	£	£
Due within one year		
Trade Debtors	-	2,335
Prepayments	1,715	2,011
Other	3,267	525
	<u>4,982</u>	<u>4,871</u>
	=====	=====
6. CASH AT BANK	£	£
Bank current accounts	39,071	35,131
Charity deposit account	63,135	31,023
	<u>102,206</u>	<u>66,154</u>
	=====	=====
7. CREDITORS: Amounts falling due within one year	£	£
Trade Creditors	3,739	-
Accruals and deferred income	5,195	5,098
	<u>8,934</u>	<u>5,098</u>
	=====	=====
8. SHARE CAPITAL	£	£
Authorised:		
12,000 ordinary shares of £1 each	12,000	12,000
	=====	=====
Allotted, issued and fully paid:		
1 January 2019	10,242	10,182
Issue of shares	-	60
31 December 2019	<u>10,242</u>	<u>10,242</u>
	=====	=====

# Oxted & Limpsfield Barn Theatre Company Limited

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

### 9. RECONCILIATION OF MOVEMENT IN FUNDS

	Total 2020 £	Total 2019 £	
1 January 2020	682,084	661,530	
Incoming resources for the year		18,340	20,554
31 December 2020	<u>700,424</u> =====	<u>682,084</u> =====	

No restrictions are placed on the general fund apart from the furtherance of the charitable aims of the company.

The General Fund is split between

	General Reserve £	Revaluation Reserve £	Total £
1 January 2020	488,312	193,772	682,084
Net incoming resources for the financial year	18,340	-	18,340
31 December 2020	<u>506,652</u> =====	<u>193,772</u> =====	<u>700,424</u> =====

### 10. CAPITAL COMMITMENT

	2020 £	2019 £
Authorised but not committed at year end	3,275 =====	4,000 =====

### 11. TAXATION

The Company has been accepted as a charity for tax purposes and is therefore exempt from tax on its income and gains.

### 12. RELATED PARTY TRANSACTIONS

There were no Related Party Transactions during the year (2019 nil).

# Oxted & Limpsfield Barn Theatre Company Limited

## SOURCES AND APPLICATION OF FUNDS STATEMENT

for the year ended 31 December 2020

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	Total 2020	Total 2019
Net Incoming Resources	18,340	20,554
Add Depreciation	25,426	25,276
	<hr/>	<hr/>
Funds Generated	43,766	45,830
Capital Expenditure	(11,439)	(27,778)
Movement in Working Capital		3,725 (216)
Issue of shares	-	-
	<hr/>	<hr/>
Cashflow in year	36,052	17,836
Cash balance b/f 1 Jan 2020	66,154	48,318
	<hr/>	<hr/>
Cash balance c/f 31 Dec 2020		102,206 66,154

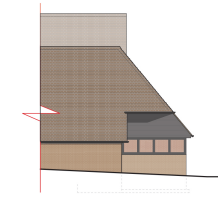
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M H Fisher  
4 March 2021





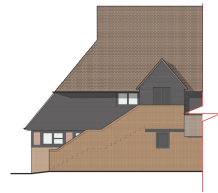
# THE BARN THEATRE EXISTING PLAN AND ELEVATIONS



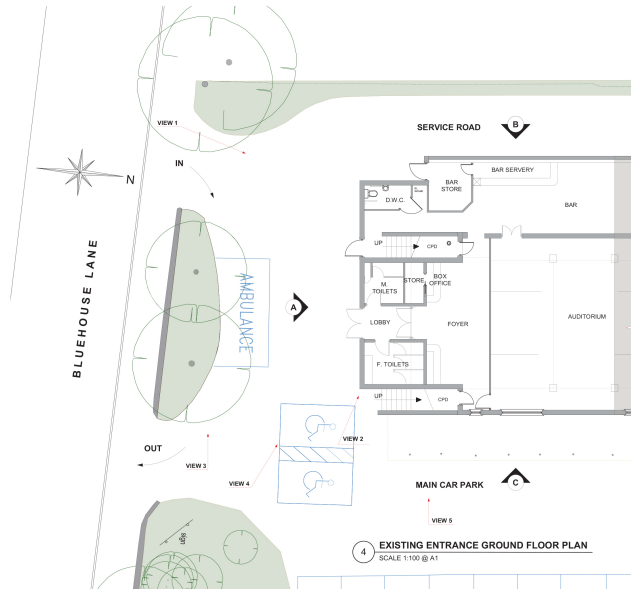
1 EXISTING ELEVATION B  
SCALE 1:100 @ A1



2 EXISTING (FRONT) ELEVATION A  
SCALE 1:100 @ A1



3 EXISTING ELEVATION C  
SCALE 1:100 @ A1



4 EXISTING ENTRANCE GROUND FLOOR PLAN  
SCALE 1:100 @ A1



VIEW 1: PHOTO OF EXISTING CORNER DETAIL, SHOWING STEPPED BACK SIDE DOOR (ELEVATION B)



VIEW 2: PHOTO OF CORNER DETAIL SHOWING STEPS (ELEVATION C)



VIEW 3: PHOTO OF EXISTING FRONT ACCESS AREA WITH CURVED BANK AND AMBULANCE PARKING

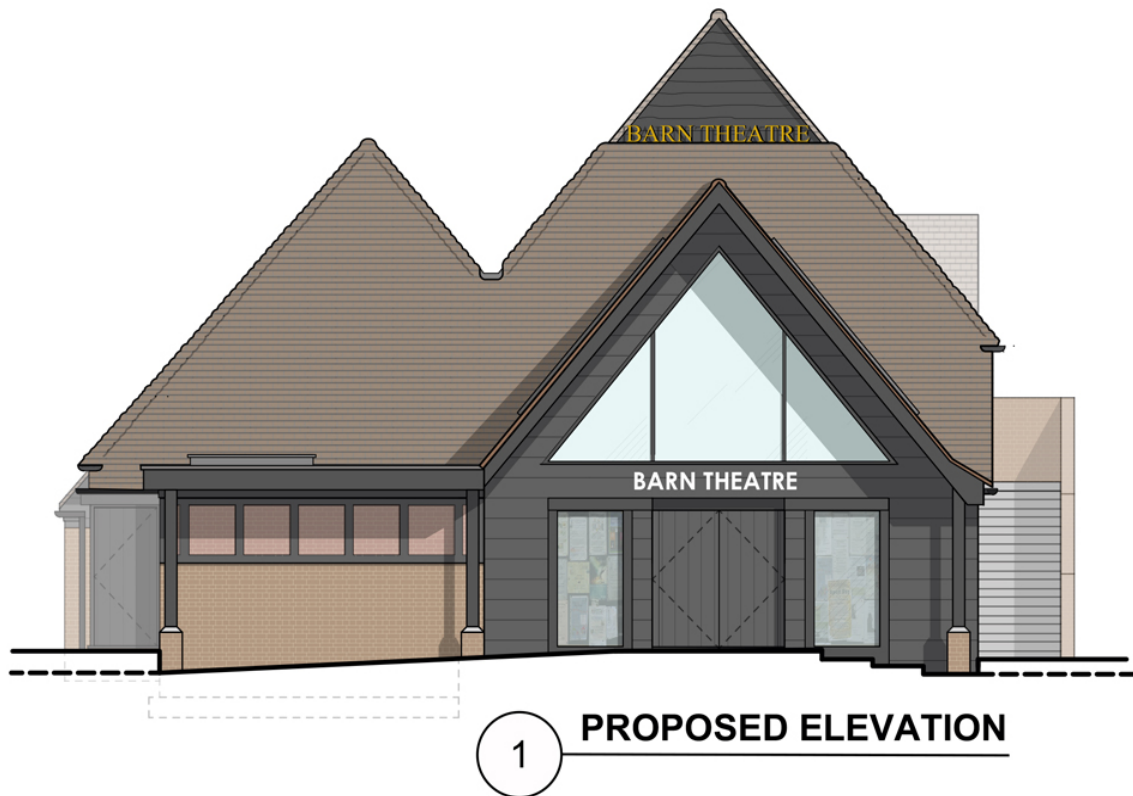


VIEW 4: PHOTO OF EXISTING ENTRANCE TO BUILDING, SHOWING GROUND LEVEL CHANGES AND DISABLED PARKING SPACES AT FRONT (ELEVATION A)



VIEW 5: PHOTO OF SIDE FROM CARPARK, SHOWING STEPS AND SIDE DOOR ACCESS TO THE FIRST FLOOR (ELEVATION C)

<b>NOTE:</b>	
PROBABLY STAY ONLY NOT TO BE USED FOR PLANNING OR ANY OTHER USE	
DISCLAIMER BASED ON THE PLANNING PERMISSIONS GRANTED BY THE LOCAL AUTHORITY (LPA) AND THE DESIGN TEAM. THE DESIGN TEAM IS NOT RESPONSIBLE FOR ANY OTHER USES OR FOR THE DESIGN OF THE BUILDING.	
ALL MEASUREMENTS TO BE CHECKED ON SITE.	
A 20.02.2020 GENERAL LAYOUTS	
JOB:	The Barn Theatre, 23 Bluehouse Ln, Orford IP8 5AA
DATE:	20.02.2020
SCALE:	1:100 @ A1
DATE:	20.02.2020
DESIGNED BY:	AR
CHECKED BY:	MR
DATE:	20.02.2020
Do not scale the drawing	
All dimensions to be checked on site	
Holden Harper Ltd copyright reserved	
<b>HOLDEN HARPER</b>	
Architects   Engineers	
21 High Street, Orford, Suffolk, IP8 5AA	
Telephone: 01509 554111	
Email: arch@holdenharper.co.uk	



1

**PROPOSED ELEVATION**