

Oxted & Limpsfield Barn Theatre Company Limited

**ANNUAL REPORT AND FINANCIAL STATEMENTS
for the year 1st January – 31st December 2021**

NOTICE IS HEREBY GIVEN

that the **ANNUAL GENERAL MEETING** of the company

will be held on

TUESDAY 7TH JUNE 2022 AT 8pm at the theatre

for the transaction of the following business.

1. To receive the accounts of the Company and report of the Directors
2. To elect Directors
3. To confirm the appointment of the Independent Examiner
4. Any other Business

BY ORDER OF THE BOARD

28th FEBRUARY 2022

REGISTERED OFFICE

15A HIGH STREET, WESTERHAM, KENT, TN16 1RA

A member (shareholder) entitled to vote may appoint a proxy to attend and vote in his/her place, but such proxy must be a member of the company. Questions of the Directors should be submitted in writing to the Company Office at least 14 days before the meeting.

A copy of the full set of accounts and Report of the Directors is included with this notice of meeting.

Company Registration No: 0190597

Registered Charity No: 1064318

Oxted & Limpsfield Barn Theatre Company Limited

DIRECTORS AND OFFICERS

DIRECTORS OF THE COMPANY AND TRUSTEES OF THE CHARITY

BC Reed	Chairman
J Clark (appointed 15.12.21)	
J Kempton	
A M Le Croisette	
M Lister	
P J Littleford	
M O Lloyd	
P Robinson	
C Rowley	
M C Sutton	
J Vinall (appointed 15.12.21)	

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

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 2021.

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 £44,164 (General Fund £5,071, Barn 100 restricted fund £39,093) 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 2021(except as noted). 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>	
		31.12.21	01.01.21
B C Reed	8	102	102
J Clark (appointed 15.12.21)	1	10	-
J Kempton	8	10	10
A M Le Croissette	7	10	10
M Lister	8	45	45
P J Littleford	8	15	15
M O Lloyd	7	60	60
P Robinson	8	50	50
C Rowley	8	50	50
M C Sutton	8	20	20
J Vinall (appointed 15.12.21)	1	10	-

Oxted & Limpsfield Barn Theatre Company Limited

DIRECTORS' AND TRUSTEES' REPORT AND REVIEW CONTINUED

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
28 February 2022

Oxted & Limpsfield Barn Theatre Company Limited

CHAIRMAN'S REPORT

Dear Shareholders,

The year 2021 continued to be a challenge just like 2020, until the last quarter, when normality began to return in part, and we were able to plan for and resume performances with some certainty. Our theatre has been no exception during lockdown and most of our performances were cancelled or postponed until Government restrictions were eased. During the short times between lockdowns we opened for shows, all of which were considered a success and worthwhile, despite the hard work of complying with the COVID rules and regulations.

The annual accounts herewith show a surprisingly positive situation financially as grants made by the government helped the turnover lost during periods of closure and the Little Barn Nursery School remained open and rent producing.

We are now looking at a very busy time that continues through into 2023 when currently there is only one Saturday available for hire after February.

There is however no room for complacency, the external challenges which are facing all theatres, large and small following the Coronavirus pandemic and the impact this has had on social activities is huge. Our structure and finances may be strong but we will need to be flexible and responsive to whatever the future may hold.

These pages form part of the annual accounts for 2020 and we invite you to our forthcoming AGM on Tuesday 8th June at 8pm. There will be no Zoom meeting this year and we look forward to welcoming you back to the Barn Theatre for the meeting.

Constant review by the Trustees initiated the start of work on Barn100 earlier this year, somewhat earlier than anticipated. Building material costs have soared during and since lockdown, eroding savings by as much as 30% increase on some products and affecting the accepted tender price of the project. Negotiations resulted in an agreement with the contractor subject to works starting promptly. February 1st was agreed and works are now well underway with new roof completely finished in the last week or so. Works are on time and within budget but will have to cease when our funds are depleted. Phase One will be complete and some of Phase Two but we urgently need more financial help to enable the works to continue through to completion. May 2024 is our centenary and target date, and that is getting closer each day. We must try to complete by then. If you can help, please do let us know.

The FOB's continued to look after the bar and Front of House in their normal exemplary style, when they were able, under the leadership of Trustee Paul Robinson. Paul has continued with new initiatives and equipment, all to the benefit of our customers and is eagerly looking forward to the Barn100 project which will increase storage space enormously for bar stock. The accounts under review here show an £3,000 donation from the FOBs and recently Paul presented the theatre with a generous £8,000 donation for Barn100, despite being closed for much of the year. Our grateful thanks for such a huge surprise.

The FOBs are the lifeblood of the theatre and are always looking for new members to help populate the Front of House team. If you have any spare time, please do think about joining them and getting more closely involved, in what is after all, your theatre.

Talk to Paul Robinson by telephone 07970 847515 or by email fobs.chairman@barntheatreoxted.co.uk

I cannot close without thanking my fellow Director/Trustees who were joined by Jackie Clark and James Vinall in 2021, both of whom we welcome warmly as great supporters of the theatre. I always enjoy working with the team and would like to thank them for their consistent and ever continuing support again during this very different and difficult year. They have been there whenever they were needed. I have said before that their contribution to the life of the Barn is completely undervalued, there is little or no recognition of their achievements but believe me, there would be no Barn Theatre without their enduring support and tireless work.

My small team at the office in Westerham; Martin & Lindy ensure that the day-to-day affairs of the theatre are dealt with efficiently, despite me and I must thank them for their loyalty and support. Peter Craig our driver/handyman retired at the end of last year aged 80 and after 28 years' loyal service, during which he grew to love the Barn and all the friends he made during those years. His constant smile and daily contribution are sorely missed.

Kind regards



Bruce Reed



BARN100

Oxted & Limpsfield Barn Theatre Company Limited

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

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

I report on the accounts of the company for the year ended 31st December 2021, 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

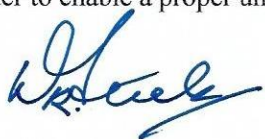
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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: 3 March 2022

Oxted & Limpsfield Barn Theatre Company Limited

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

for the year ended 31 December 2021

	Notes	Total 2021 £	Total 2020 £	Total 2019 £
INCOME AND EXPENDITURE				
Incoming Resources:				
Theatre hire		38,319	29,898	62,099
Barn Productions		10,847	19,061	33,195
Merchandise		136	68	-
Advertising		1,132	578	3,508
Donations: General		9,337	20,035	20,368
Barn 100		49,859	100	-
Government Grant		10,143	27,000	-
Interest received on bank deposit		7	112	176
Total incoming resources		119,780	96,852	119,346
Resources expended				
Costs of Generating Funds – Fundraising & publicity				
Advertising & direct mail		2,811	2,594	7,118
Merchandise		130	114	-
Production expenditure		6,296	10,183	11,913
		9,237	12,891	19,031
Charitable Expenditure – Theatre running & donation				
Rates		394	385	1,501
Repairs & Maintenance		5,347	7,690	11,604
Electrical & Audio		1,142	1,253	593
Light, Heat & Water		8,934	9,184	13,099
Cleaning, Refuse & Gardening		5,481	6,251	5,386
Depreciation	3	23,881	25,426	25,276
Donation		678	2,743	13,001
		45,857	52,932	70,460
Management and administration of the charity				
Insurance		5,518	4,996	4,102
Licences		2,333	2,632	2,425
Stationery, Software, Telephone and Sundry		1,762	2,190	2,451
Legal & Professional Fees		13	445	13
Legal & Professional Fees – Barn 100		10,766	2,196	-
Bank Charges		130	230	310
		20,522	12,689	9,301
Total resources expended		75,616	78,512	98,792
Net Incoming resources:				
General		5,071	20,436	20,554
Barn 100	9	39,093	(2,096)	-
Balances b/f at 1 January 2021	9	700,424	682,084	661,530
Balances c/f at 31 December 2021	9	744,588	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 2021

	Notes	Total 2021 £	Total 2020 £
FIXED ASSETS			
Tangible Assets	3	593,280	612,352
CURRENT ASSETS			
Stocks	4	60	60
Debtors	5	3,104	4,982
Cash at Bank and in hand	6	166,901	102,206
		170,065	107,248
CREDITORS			
Amounts falling due within one year	7	(8,515)	(8,934)
NET CURRENT ASSETS		161,550	98,314
		754,830	710,666
CAPITAL AND RESERVES			
Share Capital	8	10,242	10,242
General	9	637,571	700,324
Restricted fund - Barn 100	9	106,997	100
		754,830	710,666

For the year ending 31 December 2021 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 28 February 2022 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

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.

The restricted fund (Barn 100) is an appeal for a new entrance and foyer area and improved cloakroom facilities and may only be used for this purpose.

RESOURCES EXPENDED

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 2021

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 (2020 £Nil).

3. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	General Furniture & Equipment £	Barn Cool Furniture & Equipment £	Total £
Cost or Valuation				
1 January 2021	721,839	197,371	84,209	1,003,419
Additions in the year	-	4,809	-	4,809
31 December 2021	721,839	202,180	84,209	1,008,228
Depreciation				
1 January 2020	142,456	166,403	82,208	391,067
Charged in the year	14,436	8,944	501	23,881
31 December 2021	156,892	175,347	82,709	414,948
Net book value:				
31 December 2021	564,947	26,832	1,500	593,280
31 December 2020	579,383	30,968	2,001	612,352

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.

The restatement value for insurance purposes is £3,005,850.

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

	2021 £	2020 £
Historic cost 1999	6,228	6,228
Green Room extension	249,787	249,787
Drip extension	272,052	272,052
Depreciation	528,067 (156,892)	528,067 (142,456)
Net Book Value	371,175	385,611

Oxted & Limpsfield Barn Theatre Company Limited

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2021

4. STOCK	2021 £	2020 £
Merchandise held for sale at cost	<u>60</u>	<u>60</u>
5. DEBTORS	£	£
Due within one year		
Trade Debtors	354	-
Prepayments	-	1,715
Other	2,750	3,267
	<u>3,104</u>	<u>4,982</u>
6. CASH AT BANK	£	£
Bank current accounts	102,339	39,071
Charity deposit account	63,142	63,135
Paypal Account	1,420	-
	<u>166,901</u>	<u>102,206</u>
7. CREDITORS: Amounts falling due within one year	£	£
Trade Creditors	-	3,739
Accruals and deferred income	8,515	5,195
	<u>8,515</u>	<u>8,934</u>
8. SHARE CAPITAL	£	£
Authorised:		
12,000 ordinary shares of £1 each	<u>12,000</u>	<u>12,000</u>
Allotted, issued and fully paid:		
1 January 2020	10,242	10,242
Issue of shares	-	-
31 December 2021	<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 2021

9. RECONCILIATION OF MOVEMENT IN FUNDS

	General 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
1 January 2021	702,520	(2,096)	700,424	682,084
Incoming resources - General	5,071	-	5,071	18,240
Incoming resources - Restricted	-	39,093	39,093	100
Transfer	(70,000)	70,000	-	-
31 December 2021	<u>637,571</u>	<u>106,997</u>	<u>744,588</u>	<u>700,424</u>

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

The restricted fund (Barn 100) is an appeal for a new entrance and foyer area and improved cloakroom facilities and may only be used for this purpose.

The General Fund is split between

	General Reserve £	Revaluation Reserve £	Total £
1 January 2021	508,748	193,772	702,520
Net incoming resources for the financial year	5,071	-	5,071
Transfer	(70,000)	-	(70,000)
31 December 2021	<u>443,819</u>	<u>193,772</u>	<u>637,571</u>

10. CAPITAL COMMITMENT

	2021 £	2020 £
Authorised but not committed at year end	<u>1,128</u>	<u>3,275</u>

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

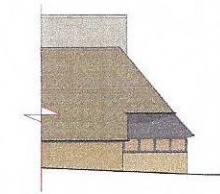
There were no Related Party Transactions during the year (2020 nil).

Oxted & Limpsfield Barn Theatre Company Limited
SOURCES AND APPLICATION OF FUNDS STATEMENT
for the year ended 31 December 2021

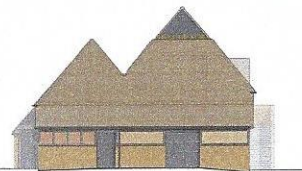
	Total 2021	Total 2020	Total 2019
Net Incoming Resources	44,164	18,340	20,554
Add Depreciation	23,881	25,426	25,276
	<hr/>	<hr/>	<hr/>
Funds Generated	68,045	43,766	45,830
Capital Expenditure	(4,809)	(11,439)	(27,778)
Movement in Working Capital	1,459	3,725	(216)
Issue of shares	-	-	-
	<hr/>	<hr/>	<hr/>
Cashflow in year	64,695	36,052	17,836
Cash balance b/f 1 Jan 2022	102,206	66,154	48,318
	<hr/>	<hr/>	<hr/>
Cash balance c/f 31 Dec 2021	<u>166,901</u>	<u>102,206</u>	<u>66,154</u>

M H Fisher
28 February 2022

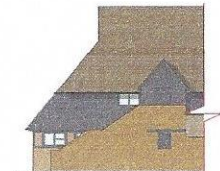
THE BARN THEATRE
EXISTING PLAN AND ELEVATIONS



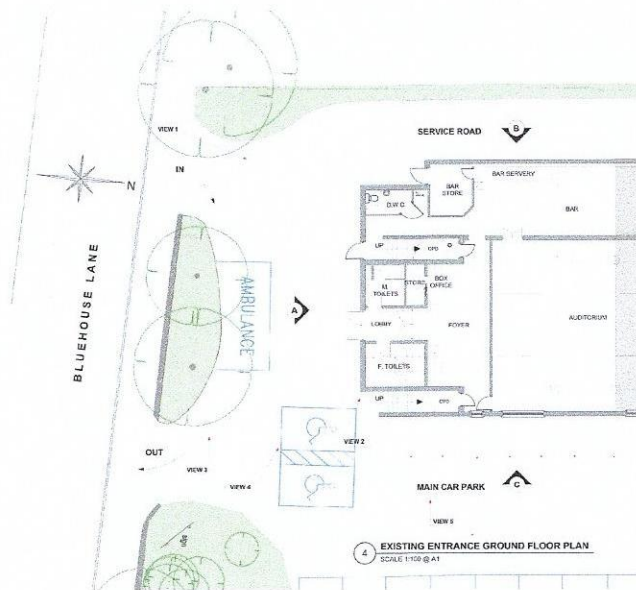
1 EXISTING ELEVATION B
SCALE 1:100 @ A1



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 A: PHOTO OF EXISTING CORNER DETAIL, SHOWING STEEPED ROOF TO CAR PORCH (ELEVATION B)



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



VIEW C: PHOTO OF EXISTING FRONT ELEVATION, SHOWING STEEPED ROOF AND CAR PORCH (ELEVATION A)



VIEW D: PHOTO OF EXISTING FRONT ELEVATION, SHOWING STEEPED ROOF AND CAR PORCH (ELEVATION A)



VIEW E: PHOTO OF EXISTING FRONT ELEVATION, SHOWING STEEPED ROOF AND CAR PORCH (ELEVATION A)

THE BARN THEATRE	
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Architects Engineers	
01865 200000	
www.barntheatre.co.uk	
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1 PROPOSED ELEVATION