

THEATRE ARTS ACTION TRUST

England & Wales · Charity number 1076399

Details

Other names	THEATRE ARTS ACTION GROUP, THE HEADGATE THEATRE
Status	Registered
Legal form	Charitable company
Company number	03737107
Registered	1999-07-06
Register	View on the Charity Commission register

Contact

Address	Headgate Theatre 14 Chapel Street North Colchester CO2 7AT
Phone	01206366000
Email	secretary@headgatetheatre.co.uk
Website	www.headgatetheatre.co.uk

Activities

Objects: 3.1 to promote, improve, develop and maintain public education in and an appreciation of the art of drama and other associated performing arts in all their respective aspects;3.2 in the interests of social welfare to provide facilities by way of a building and to maintain its use for the inhabitants of Colchester and its surrounding villages and neighbourhood for the purposes of the furtherance and promotion of amateur theatre, educational drama and other associated performing arts, such building to be used predominantly by amateur organisations;3.3 to offer opportunities and facilities to teachers of drama and the arts to practice their vocational activities in Colchester and elsewhere in Colchester and the environs;3.4 to advance education by such means as the Trustees think fit by encouraging the general public, particularly those in Colchester and the surrounding area, schools, special interest groups, people with disabilities and the disadvantaged to take an active interest in a wide variety of theatre, drama and the arts generally;3.5 in the interests of social welfare, to provide or to assist in the provision of facilities in Colchester or within the surrounding area for recreation; other leisure-time occupations; and the advancement of health, education, citizenship and community development within the meaning of the Charities Act 20113.6 such other charitable purposes as the Trustees shall see fit as being for the general promotion of theatre and the arts in Colchester and the surrounding area

Activities: To promote, improve, develop and maintain public education in and an appreciation of the art of drama and other associated performing arts and to provide facilities by way of a building and to maintain its use for the inhabitants of Colchester and the local area

Classification

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

Geography

- **Area of benefit:** ESSEX
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£211,817	£233,300	-	-
2023-12-31	£188,601	£231,007	-	-
2022-12-31	£206,607	£219,092	-	-
2021-12-31	£207,599	£184,617	-	-
2020-12-31	£98,466	£131,868	-	-

Trustees

Name	Role	Appointed
Alison Gaukroger		2024-07-15
George Branagh		2024-07-15
Gillian Green		2024-07-15
MICHAEL WILLIAM POOLE		2022-07-11
Mr Thomas Michael Kerr		2017-04-24
PATRICIA ANN GAUDIN		2021-07-28
Robert Macaulay		2024-01-22
Sallie Mills Lewis		2024-07-15

Accounts

REGISTERED COMPANY NUMBER: 03737107 (England and Wales)
REGISTERED CHARITY NUMBER: 1076399

THEATRE ARTS ACTION TRUST
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2024

THEATRE ARTS ACTION TRUST

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FOR THE YEAR ENDED 31 DECEMBER 2024**

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THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees who are also directors for the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts.
2. to provide a building for the inhabitants of the Colchester area and its neighbourhood for this purpose, for amateur organisations.
3. to provide the opportunities for teachers of drama and performing arts to practise their activities.
4. to advance education by encouraging the public, schools, people with an impairment, condition or illness, and the disadvantaged to take an active interest in drama and arts.
5. to provide facilities for the advancement of health, citizenship, and community development and for leisure-time activities according to The Charities Act 2011
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

Significant activities

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a Management Group and effective links have been maintained between the Board and the Group through the Headgate Manager (employee) who attends and reports to each meeting of the Board.

Public benefit

The Company's major purpose is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of the spaces in 2019, referred to in the report for that year, provided two broad opportunities. It enables the expansion of facilities available to theatre-related activities, including performances and rehearsals, and it allows a certain amount of hiring to non-theatre organisations and groups to provide finance to support the delivery of the Headgate's objectives.

In response to the expanded facilities and the loosening of Covid lockdown, in April 2021 the Trustees appointed a Headgate Manager. Reporting to the Chair of Trustees, the Manager is charged with managing and motivating staff and volunteers, working collaboratively with the volunteer Management Group and Trustees to operate and develop the Headgate as an effective community facility, still run by volunteers. Development of the Management Group continues, firming up policies and practices to ensure that the theatre continues to comply with the requisite legal obligations.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2024 again saw the Headgate continuing to build on its legacy of success and present a wide range of productions to engage our audiences in all genres.

Indeed, during the reporting period our own Headgate Theatre Productions together with the Headgate Young Company, were actively engaged in:

- 7 Productions
- 3 Workshops - (Up Close & Personal/ Radion Mic Fitting/Vamos)
- 1 Major Presentation for Performers and Tech Teams
- 1 Pitch Session for the 2025 Programme

We welcomed two experienced directors who were new to Headgate Theatre Productions - Chrissie Kettle, (Snake in the Grass) and Sheila Foster (The Two Gentlemen of Verona) and two directors Sharon Carter and Toby Roberts, who were working jointly on their first major theatre production (Equus). Together with our other directors, Wade Ablitt, Andrew Hodgson, Paul Davies, and Sarah Young they delivered a programme which was not only varied but of exceptional quality, both on stage and in the technical achievements.

79 different performers took part in our productions over the year, with only 3 of them appearing in more than one Headgate Theatre Production. 44 of those performers were either brand new to HTP or had not appeared at the Headgate Theatre for some time. It was also gratifying to see one of new pantomime youngsters from December 2023 develop in skill sufficiently to take on one of the main roles in Shakespeare's Two Gentlemen of Verona. We also saw some great emerging talent in the HYC production of A Monster Calls, both on off stage. Yet again our productions secured several significant awards at the annual North Essex Theatre Guild:

- Connor Pratchett was awarded Best Supporting Actor for "a dynamic and subtly shaded, Robbie Fay in A MAN OF NO IMPORTANCE."
- Matt Jewson won Best Actor for, "a very expressive performance, with great comic timing, as Gomez Addams in THE ADDAMS FAMILY."
- The Lyndon Award for Technical Achievement was jointly awarded to lighting and sound in three Headgate productions:- "the beautiful & atmospheric design/operation by Martin Rayner in SNAKE IN THE GRASS & GHOSTS for Headgate Theatre Productions and the mystical atmospheric lighting & sound design/operation by the young team of Daniel Farquharson, Amelie Charlton and Pratiyush Prakkashkumar in A MONSTER CALLS for Headgate Young Company".
- Shola Osiyemi won Best Young Actor for, the compelling, commanding, and resonant Monster in A MONSTER CALLS".
- A Best Actress award went to Laura Hill for, "showing a complex range of emotions in an intense performance of restrained passion, as Helene Alving in GHOSTS."

During 2024 there were 58 public events which included musicals, drama and new writing and special interest events. The overall attendance during this reporting period was some 81%. Two of these events were fundraisers on behalf of the Headgate Theatre and we are delighted to thank both Phil Toms (classical pianist) and Emma Nash who were "Four Hands" and the Colchester Buskers.

We have again engaged with the local Schools to facilitate events for Years 6 and 11 students. It is both encouraging and rewarding to see how these young people develop their confidence through embracing their performance skills. We are always overwhelmed at the commitment of the school staff and parent supporters who facilitate these activities.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

Similarly, a few local dance schools either hold performances or holiday workshops with us, helping to develop the talent for the future. Some of this talent can be seen in productions from TTC Performing Arts, who are an accredited stage academy and provide professional training and development for ages 18+.

The Headgate was again the main base for the Colchester Fringe, which has grown enormously since it was first established in 2021.

We are working to make full use of our studio and rehearsal spaces for performances as well as accommodating activities during the day. We currently directly provide drama and theatre workshops for older people and host the Silver Swans ballet class, as well as a few wellbeing classes. Adult drama skills are now being developed through the successful launch of Stagecraft@Headgate classes, whilst young drama enthusiasts continue to enjoy Saturday mornings with (KATS) Kids Amateur Theatre Skills.

During 2024, we launched our Studio Sessions-evenings in our studio or the rehearsal room where small scale events can be held - whether they be rehearsed readings, simply staged plays, recitals or "scratch nights".

FINANCIAL REVIEW

Financial position

The examined accounts for the year ended 31st December 2024 record a reduction in the funds of the Charity of £21,483. This deficit arises after charging depreciation and amortisation of £50,868. Cash holdings increased over the year by £33,432.

Headgate Theatre Productions presented well-received performances during the year, which along with other Headgate administered activities (ACT V, Headgate Young Company and workshops) continue to contribute significantly to the financial outcome in the year. Trustees and management continue to exercise attention and control in all areas of spend.

Reserves policy

Trustees are obliged to regularly review the Trust's reserves policy as part of its obligation to the governance of the Trust.

It is the opinion of the Trustees that sufficient reserves remain available and uncommitted in order to meet an unexpected expenditure (eg replacement of plant or fixtures) or to enable the theatre to remain operational for a minimum period of two years in the event of business interruption whilst actions are taken to moderate costs in line with a reduced level of income.

FUTURE PLANS

During August 2024, the trustees appointed a small trustee working group consisting of George Branagh, Pat Gaudin and Sallie Mills Lewis to develop a workplan together with a workshop. Resultant from the same it was subsequently agreed by the Trustees in December 2024 that we would send out an open invitation to Headgate volunteers, friends, hirers, performers, Directors and producers, audience attendees, technicians, staff and creative Colchester enthusiasts to join with us at a 'Now and Next' workshop to be held in January 2025.

This proposed workshop will aim to discuss:

- What do we offer our community in the next ten years?
- What are your hopes?
- How do we make it happen?

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees look forward to an enlightening, strategic and creative workshop which will provide a dynamic all-inclusive springboard taking the Headgate forward to 2030 and beyond.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

Organisational structure

The current organisational structure was during July 2024 increased by two thereby we now have ten directors, four of whom have honorary roles, Chair, 2 x Vice Chairs and Treasurer.

The powers of directors are:

- To appoint a Chair from among their number
- If desired to appoint vice chair(s)
- To delegate any of their functions to groups of two or more individuals, at least one of whom must be a trustee or a member of the management group.
- To make standing orders and rules consistent with the Memorandum and Articles of Association

Resulting from annual rotation four of our trustees stood down and did not seek re-election. We would therefore like to thank, Jane Blackburn, Tony Sharp, Jill Knight, and Ben Willis, for all their help and support during their trusteeship.

In consequence and in anticipation of these resignations, in June 2024 the trustees held an informal meeting to discuss, interview, and select a few potential trustees. It is encouraging to report that despite increasing our number of trustees from eight to ten, the number of applicants exceeded the number of vacancies. Having previously agreed the trustee skills/interest requirements the following new trustees were appointed to the Theatre Arts Action Trust.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

- Sarah Baxter - expertise in diversity and inclusion, data insights and financial reporting. Sarah has performed on the Headgate stage, is a member of Stagecraft for adult actors, and has also had a short play she wrote staged at Headgate.
- George Branagh - spent 30+ years in policing as a Senior Detective Officer, has a wide spectrum of experience, in leadership, strategic gold commander and negotiating skills. He is a graduate from Bramshill Police Staff College and the Defence Academy Advanced Command and Staff Course.
- Alison Gaukroger - has been a Drama and Performing Arts teacher for 33 years. She has been at the Sixth Form College, Colchester for 30 years and is currently Head of Performing Arts.
- Gill Green - has an academic and health research background as a (now almost-retired) Professor at the School of Health and Social Care at the University of Essex. She has experience of academic and research leadership as Head of the School and as Director of the National Institute of Health Research, Research Design Service for the East of England.
- Robert Macaulay - trained and qualified as a licensed conveyancer. He practised as a conveyancer, increasingly as a commercial conveyancer, for over 20 years. He retired from being a property lawyer in 2022.
- Sallie Mills Lewis - has over 20 years of senior management and leadership in the public sector, acting as Deputy Chief Executive of NHS North Essex before running her own consultancy for clients in the NHS, local government, and voluntary sector. Sallie is passionate about the local theatre scene. Her main interests are nurturing emerging theatre talent, encouraging drama innovation, and inspiring future generations of theatre lovers.

In addition to the foregoing, and following the resignation of Elizabeth Holford our Company Secretary, we are delighted to report that in June 2024 Marcus Almond took over as the Company Secretary. Marcus has enjoyed volunteering backstage for the Colchester Operatic Society on several of their recent productions and at the Headgate was lucky enough to be an ASM on the wonderful Vanya and Sonia and Masha and Spike production in 2023, as well as the brilliant Pantomime in the same year.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03737107 (England and Wales)

Registered Charity number
1076399

Registered office
Headgate Theatre
14 Chapel St North
Colchester
Essex
CO2 7AT

THEATRE ARTS ACTION TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

Trustees

Ms J M Blackburn (resigned 15/7/24)
Ms P A Gaudin
T M Kerr (Treasurer)
C A Sharp (resigned 18/1/24)
Ms K D King
Ms J L Knight (resigned 16/1/24)
M W Poole
B I Wills (resigned 6/5/24)
R Macaulay (appointed 22/1/24)
G Branagh (Chair) (appointed 15/7/24)
Mrs S Mills-Lewis (appointed 15/7/24)
Mrs A Gaukroer (appointed 15/7/24)
Mrs G Green (appointed 15/7/24)
Mrs S Baxter (appointed 15/7/24)

Company Secretary

Dr E C Holford (resigned 20/6/24)
M Almond (appointed 15/7/24)

Independent Examiner

Simon Welling
TC Group
Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

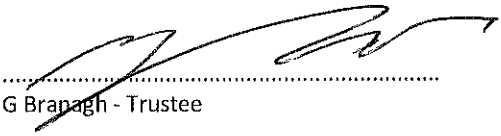
Solicitors

Thompson Smith & Puxon
Stable 6 Stable Road
Colchester
Essex
CO2 7GL

Bankers

HSBC
26 High Street
Colchester
Essex
CO1 1DQ

Approved by order of the board of trustees on 23 June 2025 and signed on its behalf by:


.....
G Branagh - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THEATRE ARTS ACTION TRUST**

Independent examiner's report to the trustees of Theatre Arts Action Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and 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.



Simon Welling
The Association of Chartered Certified Accountants

TC Group
Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Date: 25/6/25

THEATRE ARTS ACTION TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	3,319	15,000	18,319	20,769
Charitable activities	6				
Headgate Theatre		135,479	-	135,479	109,859
Other trading activities	4	52,122	-	52,122	55,151
Investment income	5	5,897	-	5,897	2,822
Total		<u>196,817</u>	<u>15,000</u>	<u>211,817</u>	<u>188,601</u>
EXPENDITURE ON					
Raising funds		24,913	-	24,913	27,552
Charitable activities	7				
Headgate Theatre		<u>176,839</u>	<u>31,548</u>	<u>208,387</u>	<u>203,455</u>
Total		<u>201,752</u>	<u>31,548</u>	<u>233,300</u>	<u>231,007</u>
NET INCOME/(EXPENDITURE)		(4,935)	(16,548)	(21,483)	(42,406)
RECONCILIATION OF FUNDS					
Total funds brought forward		239,506	45,744	285,250	327,656
TOTAL FUNDS CARRIED FORWARD		<u>234,571</u>	<u>29,196</u>	<u>263,767</u>	<u>285,250</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing operations.

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

**BALANCE SHEET
31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	14	34,319	16,548	50,867	101,735
CURRENT ASSETS					
Stocks	15	1,520	-	1,520	1,404
Debtors	16	7,454	-	7,454	8,228
Cash at bank and in hand		<u>205,052</u>	<u>12,648</u>	<u>217,700</u>	<u>184,268</u>
		214,026	12,648	226,674	193,900
CREDITORS					
Amounts falling due within one year	17	(13,774)	-	(13,774)	(10,385)
NET CURRENT ASSETS		<u>200,252</u>	<u>12,648</u>	<u>212,900</u>	<u>183,515</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>234,571</u>	<u>29,196</u>	<u>263,767</u>	<u>285,250</u>
NET ASSETS		<u>234,571</u>	<u>29,196</u>	<u>263,767</u>	<u>285,250</u>
FUNDS	19				
Unrestricted funds				234,571	239,506
Restricted funds				<u>29,196</u>	<u>45,744</u>
TOTAL FUNDS				<u>263,767</u>	<u>285,250</u>

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET - continued
31 DECEMBER 2024

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

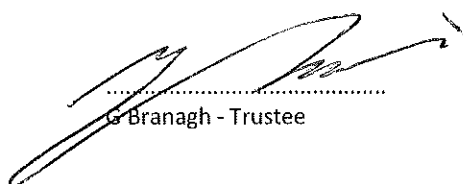
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 23/6/2025 and were signed on its behalf by:


G Branagh - Trustee


T M Kerr - Trustee

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The maximum liability of each member in the event of the company being dissolved is £1.

The address of the registered office is The Headgate Theatre, 14 Chapel Street North, Colchester, Essex CO2 7AT.

The financial statements are prepared in Pound Sterling (£), which is the functional currency of the entity, rounded to the nearest Pound.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.

Donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Ticket sales are not included where the Charity is acting as agent for the user group.

Donated goods are included at the value to the Charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

2. ACCOUNTING POLICIES - continued

Income

Investment income is included when receivable and comprises bank interest.

Expenditure

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

Tangible fixed assets

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property improvements - straight line over the life of the lease

Fixtures, fittings and equipment - 20% straight line

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash, bank and short-term investments.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

2. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going concern

The accounts are prepared on a going concern basis as there are no material uncertainties about the Charity's ability to continue.

3. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	3,284	5,733
Grants	15,000	15,000
Subscriptions	35	36
	<u>18,319</u>	<u>20,769</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Colchester City Council Rent Grant	<u>15,000</u>	<u>15,000</u>

4. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Headgate Theatre productions	33,864	35,982
Workshops productions	350	2,905
Activity income	<u>17,908</u>	<u>16,264</u>
	<u>52,122</u>	<u>55,151</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>5,897</u>	<u>2,822</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Headgate Theatre		
Booking fees	9,139	10,754
Bar and ice cream sales	37,165	33,825
Other income	3,495	2,829
Theatre hire charges	<u>85,680</u>	<u>62,451</u>
	<u>135,479</u>	<u>109,859</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Headgate Theatre	<u>207,177</u>	<u>1,210</u>	<u>208,387</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Staff costs	41,957	39,692
Freelance admin support	-	723
Rent and service charges	38,669	37,248
Rates and water	2,195	3,516
Insurance	5,508	5,063
Light and heat	8,668	4,813
Licences	2,089	2,633
Cleaning	10,079	11,040
Postage, stationery and telephone	2,607	2,629
Sundries	3,560	4,724
Bar and ice cream purchases	16,029	15,538
Ticket processing fees	8,234	8,786
Repairs and maintenance	14,429	13,119
Subscriptions and donations	277	275
Bank and credit card charges	2,008	2,069
Depreciation	<u>50,868</u>	<u>50,867</u>
	<u>207,177</u>	<u>202,735</u>

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

9. SUPPORT COSTS

	Governance costs £
Headgate Theatre	<u>1,210</u>

Support costs, included in the above, are as follows:

	2024 Headgate Theatre £	2023 Headgate Theatre £
Independent examination fees	300	270
Accountancy fees	<u>910</u>	<u>450</u>
	<u>1,210</u>	<u>720</u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Depreciation - owned assets	50,868	50,867
Hire of plant and machinery	-	723
Other operating leases	<u>38,669</u>	<u>37,248</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

The trustees are deemed to be the key management personnel of the charity. There were no trustees' remuneration or other benefits for the year ended 31 December 2024 or for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

12. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	41,280	39,065
Other pension costs	<u>677</u>	<u>627</u>
	<u>41,957</u>	<u>39,692</u>

The average monthly number of employees during the year was as follows:

	2024	2023
		
Administrative staff	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	4,254	16,515	20,769
Charitable activities			
Headgate Theatre	109,859	-	109,859
Other trading activities	55,151	-	55,151
Investment income	<u>2,822</u>	<u>-</u>	<u>2,822</u>
Total	<u>172,086</u>	<u>16,515</u>	<u>188,601</u>
EXPENDITURE ON			
Raising funds	27,552	-	27,552
Charitable activities			
Headgate Theatre	<u>171,907</u>	<u>31,548</u>	<u>203,455</u>
Total	<u>199,459</u>	<u>31,548</u>	<u>231,007</u>
NET INCOME/(EXPENDITURE)	(27,373)	(15,033)	(42,406)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>266,879</u>	<u>60,777</u>	<u>327,656</u>
TOTAL FUNDS CARRIED FORWARD	<u>239,506</u>	<u>45,744</u>	<u>285,250</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

14. TANGIBLE FIXED ASSETS

	Leasehold property improvement £	Fixtures and fittings £	Totals £
COST			
At 1 January 2024 and 31 December 2024	<u>448,527</u>	<u>104,519</u>	<u>553,046</u>
DEPRECIATION			
At 1 January 2024	354,436	96,875	451,311
Charge for year	<u>47,046</u>	<u>3,822</u>	<u>50,868</u>
At 31 December 2024	<u>401,482</u>	<u>100,697</u>	<u>502,179</u>
NET BOOK VALUE			
At 31 December 2024	<u>47,045</u>	<u>3,822</u>	<u>50,867</u>
At 31 December 2023	<u>94,091</u>	<u>7,644</u>	<u>101,735</u>

15. STOCKS

	2024 £	2023 £
Bar and ice cream stocks	<u>1,520</u>	<u>1,404</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	3,294	3,755
Prepayments and accrued income	<u>4,160</u>	<u>4,473</u>
	<u>7,454</u>	<u>8,228</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	1,413	580
Accruals and deferred income	12,361	9,805
	<u>13,774</u>	<u>10,385</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	30,500	33,000
Between one and five years	15,000	45,500
	<u>45,500</u>	<u>78,500</u>

The Headgate Theatre (14 Chapel Street) lease expires in October 2025. Funds to meet this commitment are provided by Colchester City Council through a grant each year.

The lease agreement related to The Warehouse (12 Chapel Street) expires in October 2026.

19. MOVEMENT IN FUNDS

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
Unrestricted funds			
General fund	193,322	18,157	211,479
David Forder Designated Fund	46,184	(23,092)	23,092
	239,506	(4,935)	234,571
Restricted funds			
Theatre Renovation Grant	15,104	(7,552)	7,552
Headgate Youth Theatre	3,334	-	3,334
Sound and Light Equipment Fund	12,469	(1,577)	10,892
Art Council Grant	4,337	(2,169)	2,168
HBCT Lift Replacement Fund	10,500	(5,250)	5,250
	45,744	(16,548)	29,196
TOTAL FUNDS	<u>285,250</u>	<u>(21,483)</u>	<u>263,767</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	196,817	(178,660)	18,157
David Forder Designated Fund	-	(23,092)	(23,092)
	196,817	(201,752)	(4,935)
Restricted funds			
Theatre Renovation Grant	-	(7,552)	(7,552)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	-	(1,577)	(1,577)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	-	(5,250)	(5,250)
	15,000	(31,548)	(16,548)
TOTAL FUNDS	<u>211,817</u>	<u>(233,300)</u>	<u>(21,483)</u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	197,603	(4,281)	193,322
David Forder Designated Fund	69,276	(23,092)	46,184
	266,879	(27,373)	239,506
Restricted funds			
Theatre Renovation Grant	22,656	(7,552)	15,104
Headgate Youth Theatre	1,819	1,515	3,334
Sound and Light Equipment Fund	14,046	(1,577)	12,469
Art Council Grant	6,506	(2,169)	4,337
HBCT Lift Replacement Fund	15,750	(5,250)	10,500
	60,777	(15,033)	45,744
TOTAL FUNDS	<u>327,656</u>	<u>(42,406)</u>	<u>285,250</u>

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,086	(176,367)	(4,281)
David Forder Designated Fund	-	(23,092)	(23,092)
	172,086	(199,459)	(27,373)
Restricted funds			
Theatre Renovation Grant	-	(7,552)	(7,552)
Rent Grant	15,000	(15,000)	-
Headgate Youth Theatre	1,515	-	1,515
Sound and Light Equipment Fund	-	(1,577)	(1,577)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	-	(5,250)	(5,250)
	16,515	(31,548)	(15,033)
TOTAL FUNDS	<u>188,601</u>	<u>(231,007)</u>	<u>(42,406)</u>

General Fund

The fund is unrestricted and available for the general purposes of the Charity. The fund represents accumulated surpluses of the Charity.

David Forder Fund

The fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

Theatre Renovation Grant

The fund is restricted and represents grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.

Rent Grant

The fund is restricted and represents grants received from Colchester City Council and is equal to the rent due on The Headgate Theatre lease.

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

19. MOVEMENT IN FUNDS - continued

Headgate Youth Theatre

The fund is restricted and is available to promote amateur theatre for youngsters.

Sound and Light Equipment Fund

The fund is restricted and represents donations received in 2020 and 2021 to purchase sound and lighting equipment less accumulated depreciation to date.

Covid Adaptation Grants

The fund is restricted and was available to enable the theatre to make adaptations to become Covid safe.

Art Council Culture Recovery Fund

The fund is restricted and was available to enable the theatre to reopen safely following closure due to Covid restrictions.

HBCT Lift Replacement Fund

The fund is restricted and represents a grant received of £21,000 from the Hervey Benham Charitable Trust in 2022 to fund the replacement lift at the Headgate Theatre less accumulated depreciation to date.

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	3,284	-	3,284	5,733
Grants	-	15,000	15,000	15,000
Subscriptions	35	-	35	36
	<u>3,319</u>	<u>15,000</u>	<u>18,319</u>	<u>20,769</u>
Other trading activities				
Headgate Theatre productions	33,864	-	33,864	35,982
Workshops productions	350	-	350	2,905
Activity income	<u>17,908</u>	<u>-</u>	<u>17,908</u>	<u>16,264</u>
	<u>52,122</u>	<u>-</u>	<u>52,122</u>	<u>55,151</u>
Investment income				
Deposit account interest	5,897	-	5,897	2,822
Charitable activities				
Booking fees	9,139	-	9,139	10,754
Bar and ice cream sales	37,165	-	37,165	33,825
Other income	3,495	-	3,495	2,829
Theatre hire charges	<u>85,680</u>	<u>-</u>	<u>85,680</u>	<u>62,451</u>
	<u>135,479</u>	<u>-</u>	<u>135,479</u>	<u>109,859</u>
Total incoming resources	196,817	15,000	211,817	188,601
EXPENDITURE				
Raising donations and legacies				
Advertising and publicity	5,777	-	5,777	6,079
Production and activity costs	<u>19,136</u>	<u>-</u>	<u>19,136</u>	<u>21,473</u>
	<u>24,913</u>	<u>-</u>	<u>24,913</u>	<u>27,552</u>
Charitable activities				
Wages	41,280	-	41,280	39,065
Carried forward	<u>41,280</u>	<u>-</u>	<u>41,280</u>	<u>39,065</u>

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Charitable activities				
Brought forward	41,280	-	41,280	39,065
Pensions	677	-	677	627
Freelance admin support	-	-	-	723
Rent and service charges	23,669	15,000	38,669	37,248
Rates and water	2,195	-	2,195	3,516
Insurance	5,508	-	5,508	5,063
Light and heat	8,668	-	8,668	4,813
Licences	2,089	-	2,089	2,633
Cleaning	10,079	-	10,079	11,040
Postage, stationery and teleph	2,607	-	2,607	2,629
Sundries	3,560	-	3,560	4,724
Bar and ice cream purchases	16,029	-	16,029	15,538
Ticket processing fees	8,234	-	8,234	8,786
Repairs and maintenance	14,429	-	14,429	13,119
Subscriptions and donations	277	-	277	275
Bank and credit card charges	2,008	-	2,008	2,069
Long leasehold	32,075	14,971	47,046	47,046
Fixtures and fittings	2,245	1,577	3,822	3,821
	<u>175,629</u>	<u>31,548</u>	<u>207,177</u>	<u>202,735</u>
Support costs				
Governance costs				
Independent examination fees	300	-	300	270
Accountancy fees	910	-	910	450
	<u>1,210</u>	<u>-</u>	<u>1,210</u>	<u>720</u>
Total resources expended	<u>201,752</u>	<u>31,548</u>	<u>233,300</u>	<u>231,007</u>
Net (expenditure)/income	<u>(4,935)</u>	<u>(16,548)</u>	<u>(21,483)</u>	<u>(42,406)</u>

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03737107 (England and Wales)
REGISTERED CHARITY NUMBER: 1076399

THEATRE ARTS ACTION TRUST
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2023

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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Detailed Statement of Financial Activities	21 to 22

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts;
2. to provide a building for the residents of the Colchester area and its neighbourhood for this purpose, predominantly for amateur organisations;
3. to provide the opportunities for teachers of drama and performing arts to practise their activities;
4. to advance education by encouraging the public, schools, special interest groups, people with disabilities and the disadvantaged to take an active interest in drama and arts;
5. to provide facilities for the advancement of health, citizenship and community development and for leisure-time activities according to The Charities Act 2011;
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

Significant activities

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a paid Headgate Manager, Business Administrator, and Box Office Assistant, as well as a dedicated volunteer Management Group. Effective links are maintained between the Board and the Group through the fact that the Treasurer is a Trustee and member of the Group, while the Headgate Manager, who is also Chair of the Management Group, reports to each meeting of the Board.

Public benefit

The Company's major purpose is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of space at 12 Chapel Street North in 2019, referred to in the Trustees' report for that year, provided two broader opportunities, enabling the expansion of facilities available to theatre-related activity (performance and rehearsal) whilst providing hiring opportunities to non-theatre organisations and groups to support the delivery of the Headgate's wider objectives.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2023 saw the Headgate continue to build on its legacy of success and present a wide variety of productions to engage our audiences in all genres.

The York Realist, Goodnight Mister Tom, The Addams Family, The Mill on the Floss, The Haunting of Hill House, Vanya and Sonia and Masha and Spike, and Dick Whittington were our Headgate Theatre and Headgate Young Company productions during this year. All these performances were well received by audiences and critics alike. Goodnight Mister Tom provided an opportunity for a young actor who went on to appear in the West End.

We continue to be proud of all participants in our productions, both on stage and off, and are grateful to all who put in time and effort to ensure the Headgate continues to be a vital part of the arts environment in North Essex. In the year, besides innumerable nominations, 'Frankenstein' (HTP) and 'How To Disappear Completely and Never Be Found' (HYC) received 'Best Play' awards in their respective categories from the North Essex Theatre Guild. Dawn & Dave King were recognised for "their tireless work at the Headgate Theatre over many years ..." with Honorary Life Membership of NETG.

Headgate Young Company came under new direction for its regular workshops and continued to offer opportunities to 16–21 year-olds in the area. Whilst numbers were not as strong as we would like, there continues to be a need for us to provide this opportunity. Work is being undertaken to create new openings for our young people to develop this generation and their work within the Headgate. Members of HYC wrote and delivered a piece at The Colchester Fringe which is being further developed to deliver in school and youth group settings. An encouraging remark received from the head of drama at Colchester VIth Form College ... "We have OFSTED in next week and I put down Headgate Theatre (specifically Young Company) as a stakeholder for our college as you have influenced our curriculum and work on skills with students outside of our college setting."

The Trustees were grateful to Dedham Players who, on winding up their long-standing dramatics company, donated their surplus funds to further support the Headgate's work with HYC.

The Headgate's equality, diversity, and inclusion strategy continues to be championed by the Board and we are proud of this achievement. This year, through external funding, we were able to offer a cultural programme to engage communities within Colchester and bring them into the Headgate. This was a highly successful event and opened our doors to users who had not previously engaged with us. HTP and HYC productions during 2023 have included people with physical and neurodivergent needs. The York Realist was an LGBT+ play performed in LGBT+ history month.

In October 2023 Trustees met with the Cllr Michelle Burrows, Colchester City Council's Portfolio Holder for Culture, Leisure and Heritage. The meeting was convened, in part, as a result of the Headgate's poor representation in the Council's Cultural Strategy document, but also to ensure the Headgate remained visible on the city's 'cultural skyline'. The meeting was positive and provided encouragement in view of the imminent lease renewal discussion in respect of 14 Chapel St.

The Headgate only exists through the dedication of its volunteers, who take on many aspects of enabling the company to deliver the Headgate's activity. We remain ever grateful for their tireless effort, enthusiasm, and commitment to providing a home for amateur theatre in Colchester.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

FINANCIAL REVIEW

Financial position

The examined accounts for the year ended 31st December 2023 record a reduction in the funds of the Charity of £42,406. This deficit arises after charging depreciation and amortisation of £50,867.

Cash holdings increased over the year by £10.5k.

Headgate Theatre Productions presented well-received performances during the year, which along with other Headgate administered activities (ACT V, Headgate Young Company and workshops) contributed significantly to the financial outcome in 2023.

Overheads continued to reflect increasing costs as inflation remained a significant feature in 2023. Protection from variable energy prices was secured due to an ongoing supply contract which will expire in 2024. Trustees and management continue to exercise attention and control in all areas of spend.

Reserves policy

Trustees are obliged to regularly review the Trust's reserves policy as part of its obligation to the governance of the Trust.

It is the opinion of the Trustees that sufficient reserves remain available and uncommitted in order to meet an unexpected expenditure (eg replacement of plant or fixtures) or to enable the theatre to remain operational for a minimum period of two years in the event of business interruption whilst actions are taken to moderate costs in line with a reduced level of income.

FUTURE PLANS

The Board continues to develop its strategy towards diversity and inclusion while ensuring its obligations towards safeguarding and other matters of governance are met. A strategy to deliver a sustainable plan to secure the Headgate's future embracing the Company's aims and objectives is also in discussion.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

Organisational structure

The current organisational structure consists of eight directors, two of whom have honorary roles as the Chair and Treasurer.

The powers of the directors are -

- to appoint a Chair from among their number;
- to delegate any of their functions to committees of two or more individuals, at least one of whom must be a member of the management group;
- to make standing orders and rules consistent with the Memorandum and Articles of Association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and management

During 2023 the Board met on four occasions; the Management Group met on five occasions.

Following the resignation of Emily Palmer in February 2023, Paul Button was asked to assume the full role of Headgate Manager (previously a 'job share' with Emily). A Business Administrator (Kim Anderson) was appointed in June 2023 to support the Headgate Manager with administrative and operational tasks, principally managing hiring communications, contracts, etc with the Headgate's customers, and supervising co-ordination of the volunteer force. Together with the Box Office Assistant (Mairead Ladyman) the staff team work collaboratively with the volunteer Management Group and Trustees to operate and develop the Headgate as an effective community facility, with volunteering at its heart. The staff team are all employed on a part-time basis, accounting for 1.7 full-time equivalents.

The AGM was held at the theatre in June 2023. Three Trustees (Jane Blackburn, Pat Gaudin, Maria Calvy) had completed their three-year term and, in accordance with the Memorandum and Articles of Association, were due to stand for re-election or to stand down. Jane Blackburn and Pat Gaudin were re-elected as Trustees, Maria Calvy had given notice of her intent to retire as a Trustee, for personal reasons. The Chair had written to Maria, regretfully accepting her resignation, and thanking her for her valuable contribution to the Board, especially in respect to legal matters.

Mike Poole, a distinguished volunteer, and member of Theatre Arts Action Trust since its inception, was elected to the Board at that meeting.

Members present at the AGM agreed to changes to the Management Committee to allow more flexible and effective working between the Headgate Manager and volunteers (facilitated by section 8 of the Articles of Association). The Management Committee was replaced by a more informal Management Group, chaired by the Headgate Manager and comprising chairs of sub-committees (technical, business development, publicity and marketing, artistic programming and education) and co-opted volunteers with specialist knowledge, as required.

Robert Macaulay was invited to join the Board in December 2023.

During the year Jill Knight and Tony Sharp (January 2024) and Ben Wills (April 2024) offered their resignations to the Board. These were accepted with regret and messages of thanks for their service and contribution to the Board were delivered to each.

Following Ben's resignation, Trustees agreed to work collaboratively and to rotate the chair at meetings.

The Management Group, chaired by Paul Button, currently consists of Alison Wheeler, Heidi Mussett, Mike Sullivan, Jonathan Davies, Dave King, Charlie Davison, Mike Kerr (Trustee & Treasurer) and Elizabeth Holford (Company Secretary).

THEATRE ARTS ACTION TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03737107 (England and Wales)

Registered Charity number
1076399

Registered office
Headgate Theatre
14 Chapel St North
Colchester
Essex CO2 7AT

Trustees

Ms J M Blackburn
Ms M B Calvy (resigned 12/6/23)
Ms P A Gaudin
T M Kerr (Treasurer)
C A Sharp (resigned 18/1/24)
Ms K D King
Ms J L Knight (resigned 16/1/24)
M W Poole
B I Wills (Chair from 12 June 2023) (resigned 29/4/24)

Company Secretary
Dr E C Holford

Independent Examiner

Simon Welling, Certified Accountant
Haines Watts
Town Wall House
Balkerne Hill
Colchester
Essex CO3 3AD

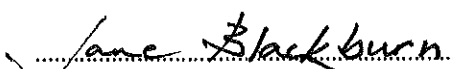
Solicitors

Thompson Smith & Puxon
Stable 6, Stable Road
Colchester
Essex CO2 7GL

Bankers

HSBC
26 High Street
Colchester
Essex CO1 1DQ

Approved by order of the board of trustees on 10.6.2024..... and signed on its behalf by:


.....
Ms J M Blackburn - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THEATRE ARTS ACTION TRUST**

Independent examiner's report to the trustees of Theatre Arts Action Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

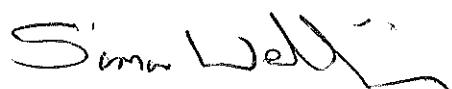
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and 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.



Simon Welling
Certified Accountant

Haines Watts
Chartered Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Date: 12/6/2024

THEATRE ARTS ACTION TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	4,254	16,515	20,769	42,195
Charitable activities					
Headgate Theatre	6	109,859	-	109,859	109,653
Other trading activities	4	55,151	-	55,151	53,973
Investment income	5	<u>2,822</u>	<u>-</u>	<u>2,822</u>	<u>786</u>
Total		<u>172,086</u>	<u>16,515</u>	<u>188,601</u>	<u>206,607</u>
EXPENDITURE ON					
Raising funds		27,552	-	27,552	27,883
Charitable activities					
Headgate Theatre	7	<u>171,907</u>	<u>31,548</u>	<u>203,455</u>	<u>191,209</u>
Total		<u>199,459</u>	<u>31,548</u>	<u>231,007</u>	<u>219,092</u>
NET INCOME/(EXPENDITURE)		(27,373)	(15,033)	(42,406)	(12,485)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>266,879</u>	<u>60,777</u>	<u>327,656</u>	<u>340,141</u>
TOTAL FUNDS CARRIED FORWARD		<u>239,506</u>	<u>45,744</u>	<u>285,250</u>	<u>327,656</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing operations.

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET
31 DECEMBER 2023

		Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	14	68,639	33,096	101,735	152,602
CURRENT ASSETS					
Stocks	15	1,404	-	1,404	1,784
Debtors	16	8,228	-	8,228	11,067
Cash at bank and in hand		<u>171,620</u>	<u>12,648</u>	<u>184,268</u>	<u>175,626</u>
		181,252	12,648	193,900	188,477
CREDITORS					
Amounts falling due within one year	17	(10,385)	-	(10,385)	(13,423)
NET CURRENT ASSETS		<u>170,867</u>	<u>12,648</u>	<u>183,515</u>	<u>175,054</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>239,506</u>	<u>45,744</u>	<u>285,250</u>	<u>327,656</u>
NET ASSETS		<u>239,506</u>	<u>45,744</u>	<u>285,250</u>	<u>327,656</u>
FUNDS	19				
Unrestricted funds				239,506	266,879
Restricted funds				<u>45,744</u>	<u>60,777</u>
TOTAL FUNDS				<u>285,250</u>	<u>327,656</u>

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET - continued
31 DECEMBER 2023

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

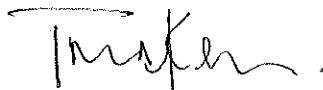
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10 June 2024 and were signed on its behalf by:

 10.6.24
JM Blackburn - Trustee


T M Kerr - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The maximum liability of each member in the event of the company being dissolved is £1.

The address of the registered office is The Headgate Theatre, 14 Chapel Street North, Colchester, Essex CO2 7AT.

The financial statements are prepared in sterling, which is the functional currency of the entity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.

Donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Ticket sales are not included where the Charity is acting as agent for the user group.

Donated goods are included at the value to the Charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable and comprises bank interest.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

2. ACCOUNTING POLICIES - continued

Expenditure

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

Tangible fixed assets

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property improvements - straight line over the life of the lease

Fixtures, fittings and equipment - 20% reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash, bank and short-term investments.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

2. ACCOUNTING POLICIES - continued

Going concern

The accounts are prepared on a going concern basis as there are no material uncertainties about the Charity's ability to continue.

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	5,733	3,523
Grants	15,000	38,667
Subscriptions	36	5
	<u>20,769</u>	<u>42,195</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Colchester Borough Council Rent Grant	15,000	15,000
Our Colchester	-	2,667
Hervey Benham Charitable Trust	-	21,000
	<u>15,000</u>	<u>38,667</u>

4. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Headgate Theatre productions	35,982	33,960
Workshops productions	2,905	4,291
Activity income	16,264	15,722
	<u>55,151</u>	<u>53,973</u>

5. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>2,822</u>	<u>786</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**6. INCOME FROM CHARITABLE ACTIVITIES**

	2023 £	2022 £
Headgate Theatre		
Booking fees	10,754	9,278
Bar and ice cream sales	33,825	28,789
Other income	2,829	3,384
Theatre hire charges	<u>62,451</u>	<u>68,202</u>
	<u>109,859</u>	<u>109,653</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Headgate Theatre	<u>202,735</u>	<u>720</u>	<u>203,455</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023 £	2022 £
Staff costs	39,692	35,843
Freelance admin support	723	-
Rent and service charges	37,248	34,998
Rates and water	3,516	2,800
Insurance	5,063	6,183
Light and heat	4,813	9,356
Licences	2,633	611
Cleaning	11,040	10,102
Postage, stationery and teleph	2,629	2,250
Sundries	4,724	3,051
Bar and ice cream purchases	15,538	13,950
Ticket processing fees	8,786	7,327
Repairs and maintenance	13,119	10,731
Subscriptions and donations	275	426
Bank and credit card charges	2,069	1,996
Depreciation	<u>50,867</u>	<u>50,867</u>
	<u>202,735</u>	<u>190,491</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

9. SUPPORT COSTS

		Governance costs
		£
Headgate Theatre		<u>720</u>

Support costs, included in the above, are as follows:

	2023 Headgate Theatre £	2022 Headgate Theatre £
Accountancy fees	<u>720</u>	<u>718</u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Depreciation - owned assets	50,867	50,867
Hire of plant and machinery	723	-
Other operating leases	<u>37,248</u>	<u>34,998</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

12. STAFF COSTS

	2023 £	2022 £
Wages and salaries	39,065	35,220
Other pension costs	627	611
Staff training	-	12
	<u>39,692</u>	<u>35,843</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Administrative staff	<u>3</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,195	36,000	42,195
Charitable activities			
Headgate Theatre	109,653	-	109,653
Other trading activities	53,973	-	53,973
Investment income	<u>786</u>	<u>-</u>	<u>786</u>
Total	<u>170,607</u>	<u>36,000</u>	<u>206,607</u>
EXPENDITURE ON			
Raising funds	27,883	-	27,883
Charitable activities			
Headgate Theatre	<u>159,659</u>	<u>31,550</u>	<u>191,209</u>
Total	<u>187,542</u>	<u>31,550</u>	<u>219,092</u>
NET INCOME/(EXPENDITURE)	(16,935)	4,450	(12,485)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>283,814</u>	<u>56,327</u>	<u>340,141</u>
TOTAL FUNDS CARRIED FORWARD	<u>266,879</u>	<u>60,777</u>	<u>327,656</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

14. TANGIBLE FIXED ASSETS

	Leasehold property improvement £	Fixtures and fittings £	Totals £
COST			
At 1 January 2023 and 31 December 2023	<u>448,527</u>	<u>104,519</u>	<u>553,046</u>
DEPRECIATION			
At 1 January 2023	307,390	93,054	400,444
Charge for year	<u>47,046</u>	<u>3,821</u>	<u>50,867</u>
At 31 December 2023	<u>354,436</u>	<u>96,875</u>	<u>451,311</u>
NET BOOK VALUE			
At 31 December 2023	<u>94,091</u>	<u>7,644</u>	<u>101,735</u>
At 31 December 2022	<u>141,137</u>	<u>11,465</u>	<u>152,602</u>

15. STOCKS

	2023 £	2022 £
Bar and ice cream stocks	<u>1,404</u>	<u>1,784</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	3,755	7,100
Prepayments and accrued income	<u>4,473</u>	<u>3,967</u>
	<u>8,228</u>	<u>11,067</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	580	427
Accruals and deferred income	<u>9,805</u>	<u>12,996</u>
	<u>10,385</u>	<u>13,423</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023	2022
	£	£
Within one year	33,000	33,000
Between one and five years	<u>45,500</u>	<u>78,500</u>
	<u>78,500</u>	<u>111,500</u>

The Headgate Theatre (14 Chapel Street) lease expires in October 2025. Funds to meet this commitment are provided by Colchester Borough Council through a grant each year.

The lease agreement related to The Warehouse (12 Chapel Street) expires in October 2026.

19. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
Unrestricted funds			
General fund	197,603	(4,281)	193,322
David Forder Designated Fund	<u>69,276</u>	<u>(23,092)</u>	<u>46,184</u>
	266,879	(27,373)	239,506
Restricted funds			
Theatre Renovation Grant	22,656	(7,552)	15,104
Headgate Youth Theatre	1,819	1,515	3,334
Sound and Light Equipment Fund	14,046	(1,577)	12,469
Art Council Grant	6,506	(2,169)	4,337
HBCT Lift Replacement Fund	<u>15,750</u>	<u>(5,250)</u>	<u>10,500</u>
	<u>60,777</u>	<u>(15,033)</u>	<u>45,744</u>
TOTAL FUNDS	<u>327,656</u>	<u>(42,406)</u>	<u>285,250</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,086	(176,367)	(4,281)
David Forder Designated Fund	-	(23,092)	(23,092)
	<u>172,086</u>	<u>(199,459)</u>	<u>(27,373)</u>
Restricted funds			
Theatre Renovation Grant	-	(7,552)	(7,552)
Rent Grant	15,000	(15,000)	-
Headgate Youth Theatre	1,515	-	1,515
Sound and Light Equipment Fund	-	(1,577)	(1,577)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	-	(5,250)	(5,250)
	<u>16,515</u>	<u>(31,548)</u>	<u>(15,033)</u>
TOTAL FUNDS	<u>188,601</u>	<u>(231,007)</u>	<u>(42,406)</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	192,130	5,473	197,603
David Forder Designated Fund	91,684	(22,408)	69,276
	<u>283,814</u>	<u>(16,935)</u>	<u>266,879</u>
Restricted funds			
Theatre Renovation Grant	30,209	(7,553)	22,656
Headgate Youth Theatre	1,819	-	1,819
Sound and Light Equipment Fund	15,624	(1,578)	14,046
Art Council Grant	8,675	(2,169)	6,506
HBCT Lift Replacement Fund	-	15,750	15,750
	<u>56,327</u>	<u>4,450</u>	<u>60,777</u>
TOTAL FUNDS	<u>340,141</u>	<u>(12,485)</u>	<u>327,656</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,607	(165,134)	5,473
David Forder Designated Fund	-	(22,408)	(22,408)
	170,607	(187,542)	(16,935)
Restricted funds			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	-	(1,578)	(1,578)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	21,000	(5,250)	15,750
	36,000	(31,550)	4,450
TOTAL FUNDS	<u>206,607</u>	<u>(219,092)</u>	<u>(12,485)</u>

General Fund

The fund is unrestricted and available for the general purposes of the Charity. The fund represents accumulated surpluses of the Charity.

David Forder Fund

The fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

Theatre Renovation Grant

The fund is restricted and represents grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.

Rent Grant

The fund is restricted and represents grants received from Colchester Borough Council and is equal to the rent due on The Headgate Theatre lease.

Headgate Youth Theatre

The fund is restricted and is available to promote amateur theatre for youngsters.

Sound and Light Equipment Fund

The fund is restricted and represents donations received in 2020 and 2021 to purchase sound and lighting equipment less accumulated depreciation to date.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

19. MOVEMENT IN FUNDS - continued

Covid Adaptation Grants

The fund is restricted and was available to enable the theatre to make adaptations to become Covid safe.

Art Council Culture Recovery Fund

The fund is restricted and was available to enable the theatre to reopen safely following closure due to Covid restrictions.

HBCT Lift Replacement Fund

The fund is restricted and represents a grant received of £21,000 from the Hervey Benahm Charitable Trust in 2022 to fund the replacement lift at the Headgate Theatre less accumulated depreciation to date.

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	4,218	1,515	5,733	3,523
Grants	-	15,000	15,000	38,667
Subscriptions	36	-	36	5
	<u>4,254</u>	<u>16,515</u>	<u>20,769</u>	<u>42,195</u>
Other trading activities				
Headgate Theatre productions	35,982	-	35,982	33,960
Workshops productions	2,905	-	2,905	4,291
Activity income	16,264	-	16,264	15,722
	<u>55,151</u>	<u>-</u>	<u>55,151</u>	<u>53,973</u>
Investment income				
Deposit account interest	2,822	-	2,822	786
Charitable activities				
Booking fees	10,754	-	10,754	9,278
Bar and ice cream sales	33,825	-	33,825	28,789
Other income	2,829	-	2,829	3,384
Theatre hire charges	62,451	-	62,451	68,202
	<u>109,859</u>	<u>-</u>	<u>109,859</u>	<u>109,653</u>
Total incoming resources	172,086	16,515	188,601	206,607
EXPENDITURE				
Raising donations and legacies				
Advertising and publicity	6,079	-	6,079	6,839
Production and activity costs	21,473	-	21,473	21,044
	<u>27,552</u>	<u>-</u>	<u>27,552</u>	<u>27,883</u>
Charitable activities				
Wages	39,065	-	39,065	35,220
Staff training	-	-	-	12
Pensions	627	-	627	611
Carried forward	39,692	-	39,692	35,843

This page does not form part of the statutory financial statements

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Charitable activities				
Brought forward	39,692	-	39,692	35,843
Freelance admin support	723	-	723	-
Rent and service charges	22,248	15,000	37,248	34,998
Rates and water	3,516	-	3,516	2,800
Insurance	5,063	-	5,063	6,183
Light and heat	4,813	-	4,813	9,356
Licences	2,633	-	2,633	611
Cleaning	11,040	-	11,040	10,102
Postage, stationery and teleph	2,629	-	2,629	2,250
Sundries	4,724	-	4,724	3,051
Bar and ice cream purchases	15,538	-	15,538	13,950
Ticket processing fees	8,786	-	8,786	7,327
Repairs and maintenance	13,119	-	13,119	10,731
Subscriptions and donations	275	-	275	426
Bank and credit card charges	2,069	-	2,069	1,996
Long leasehold	32,075	14,971	47,046	47,046
Fixtures and fittings	2,244	1,577	3,821	3,821
	<u>171,187</u>	<u>31,548</u>	<u>202,735</u>	<u>190,491</u>
Support costs				
Governance costs				
Accountancy fees	<u>720</u>	<u>-</u>	<u>720</u>	<u>718</u>
Total resources expended	<u>199,459</u>	<u>31,548</u>	<u>231,007</u>	<u>219,092</u>
Net (expenditure)/income	<u>(27,373)</u>	<u>(15,033)</u>	<u>(42,406)</u>	<u>(12,485)</u>

This page does not form part of the statutory financial statements

THEATRE ARTS ACTION TRUST

England & Wales - Charity number 1076399

Accounts

REGISTERED COMPANY NUMBER: 03737107 (England and Wales)

REGISTERED CHARITY NUMBER: 1076399

**THEATRE ARTS ACTION TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2022**

THEATRE ARTS ACTION TRUST

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FOR THE YEAR ENDED 31 DECEMBER 2022**

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THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts;
2. to provide a building for the inhabitants of the Colchester area and its neighbourhood for this purpose, predominantly for amateur organisations;
3. to provide the opportunities for teachers of drama and performing arts to practise their activities;
4. to advance education by encouraging the public, schools, the disabled and the disadvantaged to take an active interest in drama and arts generally;
5. to provide facilities for the advancement of health, citizenship and community development and for leisure-time activities according to The Charities Act 2011
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

Significant activities

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a paid Headgate Manager and a volunteer Management Committee. Effective links are maintained between the Board and the Committee through the fact that the Treasurer is a Trustee, while the Headgate Manager, who is also Chair of the Management Committee, reports to each meeting of the Board.

Public benefit

The major policy is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of space at 12 Chapel Street North in 2019, referred to in the report for that year, provided two broad opportunities. It enables the expansion of facilities available to theatre-related activities, including performances and rehearsals, and it allows a certain amount of hiring to non-theatre organisations and groups in order to provide finance to support the delivery of the Headgate's objectives.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2022 finished triumphantly with a strong and varied programme of artistically and financially successful productions, playing to full houses.

The year had started quietly, with audiences understandably still anxious about Covid, but the tide turned steadily and energies built through the summer and into the autumn. There was wide variety: the contemporary challenge of Mosquitoes, the traditional comic mayhem of She Stoops to Conquer, the dramatic and technical challenges of How to Disappear Completely and Never Be Found, the innovative script and staging of Frankenstein and the carefree charm of The Boy Friend (Platform Musicals) were only part of a continual stream of enjoyable and rewarding theatre. Such major productions were interspersed with a wide range of other shows including the welcome return of Colchester Fringe. As ever, the year was rounded off by the wonderful Headgate pantomime.

The strong showing of the Headgate in the North Essex Theatre Guild award nominations for 2021-2022 is testament to the quality of the work on offer to our audiences.

The Headgate programme of performances was augmented by workshops, classes and other activities.

The relative quiet of January 2022, combined with a generous grant from the Hervey Benham Trust, allowed the replacement and upgrading of the Headgate's lift, making the bar and Studio accessible to all once more. Preparation for replacement of a boiler was put in hand.

Throughout the year the Management Committee and Board have continued to:

- Keep the premises safe, welcoming and secure
- Monitor the budget
- Maximise available sources of income
- Seek new sources of income
- Maintain the profile of the Headgate in the area, by whatever means are available
- Prepare and maintain a viable programme
- Maintain contact with audiences and volunteers and keep them up to date with developments
- Ensure the Headgate is compliant with all relevant legislation

Trustees continued discussions with the freeholders of 12 and 14 Chapel Street to extend the leases to TAAT. We are grateful to the landlord of 12 Chapel Street for a rent rebate in the early part of the year.

The Board would like to take this opportunity to record its grateful thanks to the committed and dedicated group of volunteers who gave freely of their time and energies in 2022 to enable The Headgate to be used as and when Covid restrictions allowed, to maintain the building and to carry out many of the activities outlined in this report. In this regard we would like to thank in particular Dawn and David King.

We would also like to thank our Treasurer, Mike Kerr for his continual vigilance and care, the Company Secretary, Matthew Young and the Headgate staff, principally Katie Wright.

FINANCIAL REVIEW

Financial position

The accounts for 2022 present an encouraging result despite recording a deficit on Headgate activity of £16,935. Despite the loss of Covid subsidies available in 2020 & 2021, revenue from hire of Headgate spaces returned to pre-pandemic levels. Headgate Theatre Productions presented well-received performances during the year, and along with other Headgate administered activities (ACT V, Headgate Young Company and workshops) contributed significantly to the financial outcome in 2022.

The replacement lift installation was completed with generous financial support from the Hervey Benham Charitable Trust, contributing 50% of the cost.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

Overheads reflected increasing costs as inflation returned in 2022 and initiatives such as the new booking system were implemented, while essential work to the building's plant and fabric undertaken. Protection from the increase in energy costs was secured due to a supply contract in place expiring in 2024. Trustees and management continue to exercise control in all areas of spend.

Reserves policy

Trustees are obliged to regularly review the Trust's reserves policy as part of its obligation to the governance of the Trust.

In the opinion of the Trustees sufficient reserves remain available and uncommitted in order to meet an unexpected expenditure (eg replacement of plant or fixtures) or to enable the theatre to remain operational for a minimum period of 2 years in the event of business interruption whilst actions are taken to moderate costs in line with a reduced level of income.

FUTURE PLANS

As well as ongoing governance and oversight of the Trust's activities, the trustees have begun approaches to the landlords of 12 & 14 Chapel Street to discuss renewal of property leases. The trustees continue to review the strategy for the Headgate and the building's role as a significant community venue in Colchester, and will continue to seek out interested individuals with relevant skills to join the board.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

Organisational structure

The current organisational structure consists of eight directors, two of whom have honorary roles as the Chair and Treasurer.

The duties of the directors are -

- to appoint a Chair from among their number;
- to delegate any of their functions to committees of two or more individuals, at least one of whom must be a member of the management committee;
- to make standing orders and rules consistent with the Memorandum and Articles of Association.

The Board met on five occasions during the year, briefed by the chair of the Management Committee and the Treasurer. In the course of the year Trustees worked together, and with staff and volunteers, to develop a strategy to increase equality, diversity and integration at the Headgate. This will be developed into an operational plan in the coming years. An improved sustainability strategy is developing. As part of its regular monitoring, the Board received reports at each meeting about any safeguarding issues and on health and safety matters.

In the autumn of 2022 the Trustees appointed two individuals, Paul Button and Emily Palmer, to job share as Headgate Manager. That followed the resignation of the previous postholder, Katie Wright, for personal reasons. We are grateful to Katie for the changes she introduced and wish her well. During the two months prior to the new Manager(s) coming into post, David King ably stepped in to lead the volunteer team as acting Manager. Throughout this period he and other key volunteers kept the theatre running as normal, despite a very busy performance and rehearsal schedule.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

Together, our new Headgate Manager(s) brought broad and extensive experience to the role. The job responsibilities are wide-ranging. Reporting to the Chair of Trustees and working together with the Headgate Assistant, Mairead Ladyman, the Manager is charged with managing and motivating staff and volunteers. Working collaboratively with the volunteer Management Committee and Trustees, their task is to operate and develop the Headgate as an effective community facility, with volunteering at its heart. [Subsequently, in 2023, Emily has moved on but Paul continues in post.]

The AGM was held in the theatre in July.

Malcolm Kimmance and Tony Sharp stood down as Trustees by rotation, in accordance with the Memorandum and Articles of Association. Tony Sharp, Ben Wills and Mike Poole were elected as Trustees, joining Jane Blackburn, Maria Calvy, Pat Gaudin, Mike Kerr, Dawn King and Jill Knight. Malcolm Kimmance had decided to retire as a trustee. He was warmly thanked for his service on the Board and the excellent support he has given to the Theatre as a Trustee and volunteer, Malcolm was offered, and accepted, the position of Honorary Vice President.

The new Management Committee; Dean Horler, Tony Saitta, David King, Dawn King, Alison Wheeler, Mike Sullivan, Jonathan Davis, Shannon Hannah, Heidi Mussett, Mike Kerr (Treasurer) and Matthew Young (Company Secretary), was elected. Mike Poole had decided to step down from the Management Committee to serve as a trustee. He was warmly thanked for his long, dedicated and committed service on the Committee.

THEATRE ARTS ACTION TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03737107 (England and Wales)

Registered Charity number

1076399

Registered office

Headgate Theatre
14 Chapel St North
Colchester
Essex
CO2 7AT

Trustees

Ms J M Blackburn (Chair)
Ms M B Calvy
Ms P A Gaudin
T M Kerr (Treasurer)
M C Kimmance (retired 11/7/22)
C A Sharp (Vice Chair)
Ms K D King
Ms J L Knight
M W Poole (appointed 11/7/22)
B I Wills (appointed 11/7/22)

Company Secretary

M P Young

Independent Examiner

Simon Welling
Haines Watts
Chartered Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Solicitors

Thompson Smith & Puxon
Stable 6, Stable Road
Colchester
Essex
CO2 7GL

Bankers

HSBC
26 High Street
Colchester
Essex
CO1 1DQ

THEATRE ARTS ACTION TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

Approved by order of the board of trustees on and signed on its behalf by:

.....
Ms J M Blackburn - Trustee

DRAFT

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THEATRE ARTS ACTION TRUST**

Independent examiner's report to the trustees of Theatre Arts Action Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and 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.

Simon Welling
The Association of Chartered Certified Accountants

Haines Watts
Chartered Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Date:

THEATRE ARTS ACTION TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	6,195	36,000	42,195	116,164
Charitable activities	6				
Headgate Theatre		109,653	-	109,653	49,902
Other trading activities	4	53,973	-	53,973	40,834
Investment income	5	<u>786</u>	<u>-</u>	<u>786</u>	<u>699</u>
Total		<u>170,607</u>	<u>36,000</u>	<u>206,607</u>	<u>207,599</u>
EXPENDITURE ON					
Raising funds		27,883	-	27,883	22,679
Charitable activities	7				
Headgate Theatre		<u>159,659</u>	<u>31,550</u>	<u>191,209</u>	<u>161,938</u>
Total		<u>187,542</u>	<u>31,550</u>	<u>219,092</u>	<u>184,617</u>
NET INCOME/(EXPENDITURE)		(16,935)	4,450	(12,485)	22,982
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
TOTAL FUNDS CARRIED FORWARD		<u>266,879</u>	<u>60,777</u>	<u>327,656</u>	<u>340,141</u>
CONTINUING OPERATIONS					
All income and expenditure has arisen from continuing operations.					

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

**BALANCE SHEET
31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	14	102,958	49,644	152,602	159,625
CURRENT ASSETS					
Stocks	15	1,784	-	1,784	859
Debtors	16	11,067	-	11,067	34,814
Cash at bank and in hand		164,493	11,133	175,626	160,718
		177,344	11,133	188,477	196,391
CREDITORS					
Amounts falling due within one year	17	(13,423)	-	(13,423)	(15,875)
NET CURRENT ASSETS		163,921	11,133	175,054	180,516
TOTAL ASSETS LESS CURRENT LIABILITIES		266,879	60,777	327,656	340,141
NET ASSETS		266,879	60,777	327,656	340,141
FUNDS	19				
Unrestricted funds				266,879	283,814
Restricted funds				60,777	56,327
TOTAL FUNDS				327,656	340,141

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET - continued
31 DECEMBER 2022

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
J M Blackburn - Trustee

.....
T M Kerr - Trustee

The notes form part of these financial statements

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The maximum liability of each member in the event of the company being dissolved is £1.

The address of the registered office is The Headgate Theatre, 14 Chapel Street North, Colchester, Essex CO2 7AT.

The financial statements are prepared in sterling, which is the functional currency of the entity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.

Donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Ticket sales are not included where the Charity is acting as agent for the user group.

Donated goods are included at the value to the Charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable and comprises bank interest.

2. ACCOUNTING POLICIES - continued

Expenditure

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

Tangible fixed assets

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property improvements - straight line over the life of the lease

Fixtures, fittings and equipment - 20% reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash, bank and short-term investments.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. ACCOUNTING POLICIES - continued**Going concern**

The accounts are prepared on a going concern basis as there are no material uncertainties about the Charity's ability to continue.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	3,523	19,348
Grants	38,667	96,796
Subscriptions	5	20
	<u>42,195</u>	<u>116,164</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Colchester Borough Council Rent Grant	15,000	15,000
Colchester Borough Council Covid Grants	-	16,621
Theatres Trust Covid Adaptations	-	5,000
Art Council Culture Recovery Fund	-	60,175
Our Colchester	2,667	-
Hervey Benham Charitable Trust	21,000	-
	<u>38,667</u>	<u>96,796</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Headgate Theatre productions	33,960	20,288
Workshops productions	4,291	4,169
Activity income	<u>15,722</u>	<u>16,377</u>
	<u>53,973</u>	<u>40,834</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

5. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>786</u>	<u>699</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Headgate Theatre		
Booking fees	9,278	4,385
Bar and ice cream sales	28,789	12,827
Other income	3,384	1,173
Theatre hire charges	<u>68,202</u>	<u>31,517</u>
	<u>109,653</u>	<u>49,902</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Headgate Theatre	<u>190,491</u>	<u>718</u>	<u>191,209</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Staff costs	35,843	25,634
Rent and service charges	34,998	33,630
Rates and water	2,800	655
Insurance	6,183	5,725
Light and heat	9,356	7,534
Licences	611	794
Cleaning	10,102	8,290
Postage, stationery and telephones	2,250	2,556
Sundries	3,051	856
Bar and ice cream purchases	13,950	5,982
Ticket processing fees	7,327	3,695
Repairs and maintenance	10,731	14,303
Subscriptions and donations	426	329
Bank and credit card charges	1,996	1,245
Covid adaptations	-	9,678
Depreciation	<u>50,867</u>	<u>39,908</u>
	<u>190,491</u>	<u>160,814</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

9. SUPPORT COSTS

		Governance costs
		£
Headgate Theatre		<u>718</u>

Support costs, included in the above, are as follows:

	2022	2021
	Headgate Theatre	Headgate Theatre
	£	£
Accountancy fees	<u>718</u>	<u>1,124</u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	50,867	39,908
Other operating leases	<u>34,998</u>	<u>33,630</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

12. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	35,220	24,557
Other pension costs	611	423
Staff training	<u>12</u>	<u>654</u>
	<u>35,843</u>	<u>25,634</u>

The average monthly number of employees during the year was as follows:

	2022	2021
	<u>2</u>	<u>2</u>
Administrative staff		

No employees received emoluments in excess of £60,000.

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	20,916	95,248	116,164
Charitable activities			
Headgate Theatre	49,902	-	49,902
Other trading activities	40,834	-	40,834
Investment income	<u>699</u>	<u>-</u>	<u>699</u>
Total	<u>112,351</u>	<u>95,248</u>	<u>207,599</u>
EXPENDITURE ON			
Raising funds	20,744	1,935	22,679
Charitable activities			
Headgate Theatre	<u>104,705</u>	<u>57,233</u>	<u>161,938</u>
Total	<u>125,449</u>	<u>59,168</u>	<u>184,617</u>
NET INCOME/(EXPENDITURE)	(13,098)	36,080	22,982
Transfers between funds	<u>22,500</u>	<u>(22,500)</u>	<u>-</u>
Net movement in funds	9,402	13,580	22,982
RECONCILIATION OF FUNDS			
Total funds brought forward	274,412	42,747	317,159
TOTAL FUNDS CARRIED FORWARD	<u>283,814</u>	<u>56,327</u>	<u>340,141</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

14. TANGIBLE FIXED ASSETS

	Leasehold property improvement £	Fixtures and fittings £	Totals £
COST			
At 1 January 2022	406,535	102,667	509,202
Additions	<u>41,992</u>	<u>1,852</u>	<u>43,844</u>
At 31 December 2022	<u>448,527</u>	<u>104,519</u>	<u>553,046</u>
DEPRECIATION			
At 1 January 2022	260,344	89,233	349,577
Charge for year	<u>47,046</u>	<u>3,821</u>	<u>50,867</u>
At 31 December 2022	<u>307,390</u>	<u>93,054</u>	<u>400,444</u>
NET BOOK VALUE			
At 31 December 2022	<u>141,137</u>	<u>11,465</u>	<u>152,602</u>
At 31 December 2021	<u>146,191</u>	<u>13,434</u>	<u>159,625</u>

15. STOCKS

	2022 £	2021 £
Bar and ice cream stocks	<u>1,784</u>	<u>859</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	7,100	1,995
Other debtors	-	18,539
Prepayments and accrued income	<u>3,967</u>	<u>14,280</u>
	<u>11,067</u>	<u>34,814</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	427	5,658
Accruals and deferred income	<u>12,996</u>	<u>10,217</u>
	<u>13,423</u>	<u>15,875</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	33,000	33,000
Between one and five years	<u>78,500</u>	<u>111,500</u>
	<u>111,500</u>	<u>144,500</u>

The Headgate Theatre (14 Chapel Street) lease expires in October 2025. Funds to meet this commitment are provided by Colchester Borough Council through a grant each year.

The lease agreement related to The Warehouse (12 Chapel Street) expires in October 2026.

19. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
General fund	192,130	5,473	197,603
David Forder Designated Fund	<u>91,684</u>	<u>(22,408)</u>	<u>69,276</u>
	283,814	(16,935)	266,879
Restricted funds			
Theatre Renovation Grant	30,209	(7,553)	22,656
Headgate Youth Theatre	1,819	-	1,819
Sound and Light Equipment Fund	15,624	(1,578)	14,046
Art Council Grant	8,675	(2,169)	6,506
HBCT Lift Replacement Fund	-	<u>15,750</u>	<u>15,750</u>
	<u>56,327</u>	<u>4,450</u>	<u>60,777</u>
TOTAL FUNDS	<u>340,141</u>	<u>(12,485)</u>	<u>327,656</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,607	(165,134)	5,473
David Forder Designated Fund	-	(22,408)	(22,408)
	<u>170,607</u>	<u>(187,542)</u>	<u>(16,935)</u>
Restricted funds			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	-	(1,578)	(1,578)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	21,000	(5,250)	15,750
	<u>36,000</u>	<u>(31,550)</u>	<u>4,450</u>
TOTAL FUNDS	<u>206,607</u>	<u>(219,092)</u>	<u>(12,485)</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
General fund	159,408	10,222	22,500	192,130
David Forder Designated Fund	<u>115,004</u>	<u>(23,320)</u>	-	<u>91,684</u>
	274,412	(13,098)	22,500	283,814
Restricted funds				
Theatre Renovation Grant	37,762	(7,553)	-	30,209
Headgate Youth Theatre	1,819	-	-	1,819
Sound and Light Equipment Fund	1,666	13,958	-	15,624
Covid Adaptation Grant	1,500	(1,500)	-	-
Art Council Grant	-	31,175	(22,500)	8,675
	<u>42,747</u>	<u>36,080</u>	<u>(22,500)</u>	<u>56,327</u>
TOTAL FUNDS	<u>317,159</u>	<u>22,982</u>	-	<u>340,141</u>

19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112,351	(102,129)	10,222
David Forder Designated Fund	-	(23,320)	(23,320)
	112,351	(125,449)	(13,098)
Restricted funds			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	15,073	(1,115)	13,958
Covid Adaptation Grant	5,000	(6,500)	(1,500)
Art Council Grant	60,175	(29,000)	31,175
	95,248	(59,168)	36,080
TOTAL FUNDS	207,599	(184,617)	22,982

General Fund

The fund is unrestricted and available for the general purposes of the Charity. The fund represents surpluses of accumulated the Charity.

David Forder Fund

The fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

Theatre Renovation Grant

The fund is restricted and represents grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.

Rent Grant

The fund is restricted and represents grants received from Colchester Borough Council and is equal to the rent due on The Headgate Theatre lease.

Headgate Youth Theatre

The fund is restricted and is available to promote amateur theatre for youngsters.

Sound and Light Equipment Fund

The fund is restricted and represents donations received in 2020 and 2021 to purchase sound and lighting equipment less accumulated depreciation to date.

19. MOVEMENT IN FUNDS - continued

Covid Adaptation Grants

The fund is restricted and was available to enable the theatre to make adaptations to become Covid safe.

Art Council Culture Recovery Fund

The fund is restricted and was available to enable the theatre to reopen safely following closure due to Covid restrictions.

HBCT Replacement Lift Fund

The fund is restricted and represents a grant received of £21,000 from the Hervey Benahm Charitable Trust in 2022 to fund the replacement lift at the Headgate Theatre less accumulated depreciation to date.

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	3,523	-	3,523	19,348
Grants	2,667	36,000	38,667	96,796
Subscriptions	5	-	5	20
	<u>6,195</u>	<u>36,000</u>	<u>42,195</u>	<u>116,164</u>
Other trading activities				
Headgate Theatre productions	33,960	-	33,960	20,288
Workshops productions	4,291	-	4,291	4,169
Activity income	<u>15,722</u>	<u>-</u>	<u>15,722</u>	<u>16,377</u>
	<u>53,973</u>	<u>-</u>	<u>53,973</u>	<u>40,834</u>
Investment income				
Deposit account interest	786	-	786	699
Charitable activities				
Booking fees	9,278	-	9,278	4,385
Bar and ice cream sales	28,789	-	28,789	12,827
Other income	3,384	-	3,384	1,173
Theatre hire charges	<u>68,202</u>	<u>-</u>	<u>68,202</u>	<u>31,517</u>
	<u>109,653</u>	<u>-</u>	<u>109,653</u>	<u>49,902</u>
Total incoming resources	170,607	36,000	206,607	207,599
EXPENDITURE				
Raising donations and legacies				
Advertising and publicity	6,839	-	6,839	5,205
Production and activity costs	<u>21,044</u>	<u>-</u>	<u>21,044</u>	<u>17,474</u>
	<u>27,883</u>	<u>-</u>	<u>27,883</u>	<u>22,679</u>
Charitable activities				
Wages	35,220	-	35,220	24,557
Staff training	12	-	12	654
Pensions	611	-	611	423
Carried forward	<u>35,843</u>	<u>-</u>	<u>35,843</u>	<u>25,634</u>

This page does not form part of the statutory financial statements

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Charitable activities				
Brought forward	35,843	-	35,843	25,634
Rent and service charges	19,998	15,000	34,998	33,630
Rates and water	2,800	-	2,800	655
Insurance	6,183	-	6,183	5,725
Light and heat	9,356	-	9,356	7,534
Licences	611	-	611	794
Cleaning	10,102	-	10,102	8,290
Postage, stationery and telephones	2,250	-	2,250	2,556
Sundries	3,051	-	3,051	856
Bar and ice cream purchases	13,950	-	13,950	5,982
Ticket processing fees	7,327	-	7,327	3,695
Repairs and maintenance	10,731	-	10,731	14,303
Subscriptions and donations	426	-	426	329
Bank and credit card charges	1,996	-	1,996	1,245
Covid adaptations	-	-	-	9,678
Long leasehold	32,074	14,972	47,046	36,549
Fixtures and fittings	<u>2,243</u>	<u>1,578</u>	<u>3,821</u>	<u>3,359</u>
	158,941	31,550	190,491	160,814
Support costs				
Governance costs				
Accountancy fees	<u>718</u>	-	<u>718</u>	<u>1,124</u>
Total resources expended	<u>187,542</u>	<u>31,550</u>	<u>219,092</u>	<u>184,617</u>
Net income	<u>(16,935)</u>	<u>4,450</u>	<u>(12,485)</u>	<u>22,982</u>

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03737107 (England and Wales)
REGISTERED CHARITY NUMBER: 1076399

THEATRE ARTS ACTION TRUST
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2021

THEATRE ARTS ACTION TRUST

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FOR THE YEAR ENDED 31 DECEMBER 2021**

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THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts;
2. to provide a building for the inhabitants of the Colchester area and its neighbourhood for this purpose, predominantly for amateur organisations;
3. to provide the opportunities for teachers of drama and performing arts to practise their activities;
4. to advance education by encouraging the public, schools, the disabled and the disadvantaged to take an active interest in drama and arts generally;
5. to provide facilities for the advancement of health, citizenship and community development and for leisure-time activities according to The Charities Act 2011
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

Significant activities

Government restrictions in response to the Covid pandemic closed the Headgate to almost all activities from 16 March 2020 until the summer of 2021. Some restrictions remained in place for the rest of 2021 and into 2022. The period of dislocation in public confidence continues and at the time of writing it is unclear when that will close.

Public benefit

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a Management Committee and effective links have been maintained between the Board and the Committee through the fact that the Treasurer is a Trustee, while the Chair of the Management Committee (until June a Trustee and from June the Headgate Manager) reports to each meeting of the Board.

The major policy is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of the spaces in 2019, referred to in the report for that year, provided two broad opportunities. It enables the expansion of facilities available to theatre-related activities, including performances and rehearsals, and it allows a certain amount of hiring to non-theatre organisations and groups in order to provide finance to support the delivery of the Headgate's objectives.

In response to the expanded facilities and the loosening of Covid lockdown, in April 2021 the Trustees appointed a professional Headgate Manager. Reporting to the Chair of Trustees, the Manager is charged with managing and motivating staff and volunteers, working collaboratively with the volunteer Management Committee and Trustees to operate and develop the Headgate as an effective community facility, still run mainly by volunteers. Development of the Management Committee continues, firming up policies and practices to ensure that the theatre continues to comply with the legal obligations imposed upon it.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Despite the extreme practical and financial challenges of mounting and sustaining a Headgate programme of performances, workshops and other activities - as and when restrictions allowed - 2021 was in many ways a busy and successful year.

Through the combination of enforced periods of closure with some unexpected but very welcome financial support and the stalwart efforts of several key volunteers, significant improvements were made to the buildings. In the Rehearsal Room the landlord replaced the windows and the Headgate upgraded the ventilation, so that the space is Covid compliant. Ventilation standards in the Auditorium were checked by specialists and, with minor changes, found to be compliant. Major stage sound and lighting improvements were undertaken and, front of house, work to enable replacement of the lift was progressed. A workspace for staff was created.

The website was upgraded and the Headgate Friends scheme launched. Volunteers were welcomed back into the Headgate with special events.

The resumption of performances opened with a socially distanced but very effective production of *Two* and the autumn saw further well-received productions, including *The Diary of Anne Frank*, which had been in dress rehearsal when the Headgate had to close in March 2020. Notably Headgate Young Company staged *Blue Stockings* as its inaugural production, the Headgate hosted the first, week long, Colchester Fringe Festival and the Pantomime played to exuberant houses. The enhanced sound and lighting facilities were demonstrated in many of the season's productions. All these faced, and overcame, diverse Covid-related challenges. Unfortunately though, a number of other bookings in the programme were cancelled.

Act V workshops continued on Zoom without a break until they were able to return in person to the Headgate. Some activities continued or were re-launched during the year, including wellbeing, dance and yoga classes which helped the users and their tutors to counteract some of the effects of the 'lockdowns'.

New activities included *Headnotes*, a youth choir, and *Limber* and *Stretch* sessions for older people. Volunteers provided a day of activities for Afghan refugees and it was again possible to host a session of the Romanian elections in a Covid-secure manner.

Throughout the year the Management Committee and Board have continued to:

- Keep the premises Covid-secure to protect and reassure audiences, users, volunteers and staff
- Monitor the budget
- Maximise available sources of income
- Seek new sources of income
- Maintain the profile of the Headgate in the area, by whatever means are available
- Prepare and maintain a viable programme
- Maintain contact with audiences and volunteers and keep them up to date with developments
- Ensure the Headgate is compliant with all relevant legislation

Looking to the future, Trustees opened discussions with the freeholders of 12 and 14 Chapel Street to extend the leases to TAAT.

The Board would like to take this opportunity to record its grateful thanks to the committed and dedicated group of volunteers who gave freely of their time and energies in 2021 to enable The Headgate to be used as and when Covid restrictions allowed, to maintain the building and to carry out many of the activities outlined in this report. In this regard we would like to thank in particular Dawn and David King.

We would also like to thank our Treasurer, Mike Kerr for his continual vigilance and care, the Company Secretary, Matthew Young and the Headgate staff, principally Katie Wright.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

FINANCIAL REVIEW

Following the disruption to Headgate activities in 2020, there was anticipation that the doors would re-open in 2021, albeit in a 'new normal' world. Continual monitoring of the finances and support from several sources meant that whilst performance and other hires returned with interruptions imposed as a result of regulation, other aspirations could be considered and plans re-visited.

Financial highlights in 2021 included:

- "Keep the Lights On" crowd-funder raised £15k to support a multi-phase project to replace the Auditorium lighting
- award from the Theatres Trust added £5k to the Adaptations Fund to replace the air circulation system in the Rehearsal Room - the replacement cost was £6.5k
- application to the second tranche of funding from the Arts Council via the Culture Recovery Fund resulted in an award of £60k
- appointment of Headgate Manager and part time Assistant in April 2021
- construction of courtyard office completed at a cost of £10.8k
- following further evaluation, Trustees agreed to place a contract valued at £42k to replace the lift - with deposit £12.6k paid in the year

In addition, COVID support from public funds delivered further grants amounting to £16.6k and donations, including the newly launched 'Friends of The Headgate' scheme, raised over £4k.

Importantly, performance and community activities managed and promoted by Headgate Theatre delivered £23k of surplus. These activities included Headgate Theatre Productions, ACT V and workshops, as well the successful launch of Headgate Young Company and 'Headnotes' (youth choir).

Outlook:

Activity at the Headgate in 2022 resumed slowly following the gradual lifting of restrictions imposed because of the COVID 'Omicron' variant. Audiences and hirers needed 'comfort' to return to pre-pandemic behaviours, with a number of performances at risk due to poor support. Hirers also found their bookings disrupted as the variant and increased infection rates impacted community leisure and recreation activities.

Continued close monitoring of budgeted expenditure & revenues will be necessary throughout 2022 to minimise the financial impact of this uncertainty.

The landlord of 12 Chapel Street has continued to show his support for the Headgate, offering a rent reduction wef 1st January 2022, for which Trustees are most grateful.

Trustees were pleased to receive confirmation from the Hervey Benham Charitable Trust of their support for the lift replacement project (£21k) subject to the successful outcome of negotiations with Colchester Borough Council to renew the Trust's lease on 14 Chapel Street.

THEATRE ARTS ACTION TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

The current organisational structure consists of eight directors, two of whom have honorary roles as the Chair and Treasurer.

The duties of the directors are -

- to appoint a Chair from among their number;
- to delegate any of their functions to committees of two or more individuals, at least one of whom must be a member of the management committee;
- to make standing orders and rules consistent with the Memorandum and Articles of Association.

The Management Committee meets on a regular basis and receives updates from the various sub-committees; Finance & Business Development, Artistic Programming and Education, Technical, Publicity, Premises; Health & Safety and Administration. Financial reports are presented at each main Management Committee meeting and discussed in detail by the Finance & Business Development sub-committee.

The Board met more frequently than usual during the year, online when necessary. Meetings, briefed by the chair of the Management Committee and the Treasurer, addressed the issues presented by the pandemic and ensured that the responsibilities placed on Trustees were still being discharged and that, despite continued uncertainties, more normal levels of activity could resume as soon as circumstances permitted. As part of its regular monitoring, the Board received reports at each meeting about any Safeguarding issues and Health and Safety matters.

In April Trustees appointed a professional Headgate Manager, Katie Wright, from an exceptionally strong field of applicants. It had been clear, prior to the pandemic, that operating the complex business that the Headgate had become was falling too heavily on a small number of volunteers, because the extent and complexity of the operation now demands full-time management. The excessive load on key volunteers, most notably Dawn and David King, is gradually easing as the Manager takes on a larger share of responsibility. This has included becoming Chair of the Management Committee from June. The task is challenging, because volunteering is at the heart of the Headgate ethos and is integral to the benefits that TAAT offers volunteers, audiences and other users. The Manager is charged with maintaining the Headgate's welcoming, friendly, "can-do" attitude whilst introducing a more systematic, efficient approach to the business. Within the year Katie had ably demonstrated her grasp of what is needed and had gained the respect of Trustees and volunteers alike. The process of change is occasionally difficult, but it is well in hand and the Trustees are highly appreciative of the efforts of all concerned.

In July the AGM was held in the theatre once more. It saw the retirement of David King as a Trustee, happily not to withdraw his energies from the Headgate, but to focus on supporting the new Manager. In his place the Board was pleased to recommend to the membership that Dawn King be appointed. John Davis and David Moye submitted resignations, for family reasons, from the Management Committee and the valued contributions of each are missed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03737107 (England and Wales)

Registered Charity number

1076399

THEATRE ARTS ACTION TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021**

Registered office

Headgate Theatre
14 Chapel St North
Colchester
Essex
CO2 7AT

Trustees

Ms J M Blackburn (Chair)
Ms M B Calvy
Ms P A Gaudin (appointed 28/7/21)
T M Kerr (Treasurer)
M C Kimmance
Ms K D King (appointed 28/7/21)
Ms J L Knight

Company Secretary

M P Young

Independent Examiner

Simon Welling
Haines Watts
Chartered Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Solicitors

Thompson Smith & Puxon
Stable 6
Stable Road
Colchester
Essex
CO2 7GL

Bankers

HSBC
26 High Street
Colchester
Essex
CO1 1DQ

Approved by order of the board of trustees on 26th May 2022 and signed on its behalf by:


.....
Ms J M Blackburn - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THEATRE ARTS ACTION TRUST**

Independent examiner's report to the trustees of Theatre Arts Action Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and 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.



Simon Welling
Certified Accountant
Haines Watts
Chartered Accountants
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD

Date: 10 June 2022

THEATRE ARTS ACTION TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	20,916	95,248	116,164	38,017
Charitable activities					
Headgate Theatre	6	49,902	-	49,902	49,331
Other trading activities	4	40,834	-	40,834	10,057
Investment income	5	699	-	699	1,061
Total		112,351	95,248	207,599	98,466
EXPENDITURE ON					
Raising funds	7	20,744	1,935	22,679	9,312
Charitable activities					
Headgate Theatre	8	104,705	57,233	161,938	122,556
Total		125,449	59,168	184,617	131,868
NET INCOME/(EXPENDITURE)		(13,098)	36,080	22,982	(33,402)
Transfers between funds	20	22,500	(22,500)	-	-
Net movement in funds		9,402	13,580	22,982	(33,402)
RECONCILIATION OF FUNDS					
Total funds brought forward		274,412	42,747	317,159	350,561
TOTAL FUNDS CARRIED FORWARD		283,814	56,327	340,141	317,159

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET
31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	15	116,283	43,342	159,625	184,782
CURRENT ASSETS					
Stocks	16	859	-	859	346
Debtors	17	34,814	-	34,814	1,350
Cash at bank and in hand		<u>147,733</u>	<u>12,985</u>	<u>160,718</u>	<u>138,417</u>
		183,406	12,985	196,391	140,113
CREDITORS					
Amounts falling due within one year	18	(15,875)	-	(15,875)	(7,736)
NET CURRENT ASSETS		<u>167,531</u>	<u>12,985</u>	<u>180,516</u>	<u>132,377</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
NET ASSETS		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
FUNDS	20				
Unrestricted funds				283,814	274,412
Restricted funds				<u>56,327</u>	<u>42,747</u>
TOTAL FUNDS				<u>340,141</u>	<u>317,159</u>

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET - continued
31 DECEMBER 2021

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on*26th May 2022*... and were signed on its behalf by:


.....
J M Blackburn - Trustee


.....
T M Kerr - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The maximum liability of each member in the event of the company being dissolved is £1.

The address of the registered office is The Headgate Theatre, 14 Chapel Street North, Colchester, Essex CO2 7AT.

The financial statements are prepared in sterling, which is the functional currency of the entity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.

Donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Ticket sales are not included where the Charity is acting as agent for the user group.

2. ACCOUNTING POLICIES - continued

Income

Donated goods are included at the value to the Charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable and comprises bank interest.

Expenditure

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

Tangible fixed assets

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property improvements – straight line over the life of the lease
Fixtures, fittings and equipment – 20% reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash, bank and short-term investments.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

THEATRE ARTS ACTION TRUST**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021****2. ACCOUNTING POLICIES - continued****Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	19,348	8,011
Grants	96,796	30,001
Subscriptions	20	5
	<u>116,164</u>	<u>38,017</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Colchester Borough Council Rent Grant	15,000	15,000
Colchester Borough Council Covid Grants	16,621	13,501
Theatres Trust Covid Adaptations	5,000	1,500
Art Council Culture Recovery Fund	60,175	-
	<u>96,796</u>	<u>30,001</u>

4. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Headgate Theatre productions	20,288	3,316
Workshops productions	4,169	1,530
Activity income	<u>16,377</u>	<u>5,211</u>
	<u>40,834</u>	<u>10,057</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

5. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>699</u>	<u>1,061</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Headgate Theatre		
Government grants	-	8,897
Booking fees	4,385	1,695
Bar and ice cream sales	12,827	6,565
Other income	1,173	1,450
Theatre hire charges	<u>31,517</u>	<u>30,724</u>
	<u>49,902</u>	<u>49,331</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Job Retention Scheme		
	<u>-</u>	<u>8,897</u>

7. RAISING FUNDS

	2021	2020
	£	£
Advertising and publicity	5,205	1,538
Production and activity costs	<u>17,474</u>	<u>7,774</u>
	<u>22,679</u>	<u>9,312</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Headgate Theatre	<u>160,814</u>	<u>1,124</u>	<u>161,938</u>

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021 £	2020 £
Staff costs	25,634	19,804
Rent and service charges	33,630	29,230
Rates and water	655	1,421
Insurance	5,725	5,332
Light and heat	7,534	4,852
Licences	794	1,323
Cleaning	8,290	5,680
Postage, stationery and teleph	2,556	1,389
Sundries	856	517
Bar and ice cream purchases	5,982	3,116
Ticket processing fees	3,695	1,408
Repairs and maintenance	14,303	9,249
Subscriptions and donations	329	183
Bank and credit card charges	1,245	710
Covid adaptations	9,678	-
Depreciation	<u>39,908</u>	<u>37,842</u>
	<u>160,814</u>	<u>122,056</u>

10. SUPPORT COSTS

	Governance costs £
Accountancy fees	<u>1,124</u>

11. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	39,908	37,842
Other operating leases	<u>33,630</u>	<u>29,230</u>

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

13. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	24,557	19,520
Staff training	654	70
Employers pension costs	423	214
	<u>25,634</u>	<u>19,804</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Administrative staff	<u>2</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	19,517	18,500	38,017
Charitable activities			
Headgate Theatre	49,331	-	49,331
Other trading activities	10,057	-	10,057
Investment income	<u>1,061</u>	<u>-</u>	<u>1,061</u>
Total	79,966	18,500	98,466
EXPENDITURE ON			
Raising funds	8,428	884	9,312
Charitable activities			
Headgate Theatre	99,669	22,887	122,556
Total	<u>108,097</u>	<u>23,771</u>	<u>131,868</u>
NET INCOME/(EXPENDITURE)	(28,131)	(5,271)	(33,402)
RECONCILIATION OF FUNDS			
Total funds brought forward	302,543	48,018	350,561
TOTAL FUNDS CARRIED FORWARD	<u><u>274,412</u></u>	<u><u>42,747</u></u>	<u><u>317,159</u></u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

15. TANGIBLE FIXED ASSETS

	Leasehold property improvement £	Fixtures and fittings £	Totals £
COST			
At 1 January 2021	395,691	98,760	494,451
Additions	<u>10,844</u>	<u>3,907</u>	<u>14,751</u>
At 31 December 2021	<u>406,535</u>	<u>102,667</u>	<u>509,202</u>
DEPRECIATION			
At 1 January 2021	223,795	85,874	309,669
Charge for year	<u>36,549</u>	<u>3,359</u>	<u>39,908</u>
At 31 December 2021	<u>260,344</u>	<u>89,233</u>	<u>349,577</u>
NET BOOK VALUE			
At 31 December 2021	<u>146,191</u>	<u>13,434</u>	<u>159,625</u>
At 31 December 2020	<u>171,896</u>	<u>12,886</u>	<u>184,782</u>

16. STOCKS

	2021 £	2020 £
Bar stocks	<u>859</u>	<u>346</u>

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	1,995	1,081
Other debtors	18,539	-
Prepayments and accrued income	<u>14,280</u>	<u>269</u>
	<u>34,814</u>	<u>1,350</u>

THEATRE ARTS ACTION TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	5,658	2,748
Accruals and deferred income	<u>10,217</u>	<u>4,988</u>
	<u>15,875</u>	<u>7,736</u>

19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021	2020
	£	£
Within one year	33,000	33,000
Between one and five years	111,500	129,500
In more than five years	-	<u>15,000</u>
	<u>144,500</u>	<u>177,500</u>

The Headgate Theatre (14 Chapel Street) lease expires in October 2025. Funds to meet this commitment are provided by Colchester Borough Council through a grant each year.

The lease agreement related to The Warehouse (12 Chapel Street) expires in October 2026.

20. MOVEMENT IN FUNDS

	At 1.1.21	Net movement	Transfers	At
	£	in funds	between funds	31.12.21
	£	£	£	£
Unrestricted funds				
General Fund	159,408	10,222	22,500	192,130
David Forder Fund	<u>115,004</u>	<u>(23,320)</u>	-	<u>91,684</u>
	274,412	(13,098)	22,500	283,814
Restricted funds				
Theatre Renovation Grant	37,762	(7,553)	-	30,209
Headgate Youth Theatre	1,819	-	-	1,819
Sound and Light Equipment Fund	1,666	13,958	-	15,624
Covid Adaptation Grant	1,500	(1,500)	-	-
Art Council Culture Recovery Fund	-	31,175	(22,500)	8,675
	<u>42,747</u>	<u>36,080</u>	<u>(22,500)</u>	<u>56,327</u>
TOTAL FUNDS	<u>317,159</u>	<u>22,982</u>	-	<u>340,141</u>

The transfer from the Art Council Culture Recovery Fund to General Funds of £22,500 is in respect of reflatting the Charity reserves as specified in the grant award. The balance of the Art Council Culture Recovery Fund not expended during the year relates to future depreciation charges for capital expenditure funded from the grant.

THEATRE ARTS ACTION TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	112,351	(102,129)	10,222
David Forder Fund	-	(23,320)	(23,320)
	112,351	(125,449)	(13,098)
Restricted funds			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	15,073	(1,115)	13,958
Covid Adaptation Grant	5,000	(6,500)	(1,500)
Art Council Culture Recovery Fund	60,175	(29,000)	31,175
	95,248	(59,168)	36,080
TOTAL FUNDS	207,599	(184,617)	22,982

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General Fund	164,219	(4,811)	159,408
David Forder Fund	138,324	(23,320)	115,004
	302,543	(28,131)	274,412
Restricted funds			
Theatre Renovation Grant	45,315	(7,553)	37,762
Headgate Youth Theatre	1,819	-	1,819
ACT V Grant	884	(884)	-
Sound and Light Equipment Fund	-	1,666	1,666
Covid Adaptation Grant	-	1,500	1,500
	48,018	(5,271)	42,747
TOTAL FUNDS	350,561	(33,402)	317,159

THEATRE ARTS ACTION TRUST**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021****20. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	79,966	(84,777)	(4,811)
David Forder Fund	-	(23,320)	(23,320)
	79,966	(108,097)	(28,131)
Restricted funds			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
ACT V Grant	-	(884)	(884)
Sound and Light Equipment Fund	2,000	(334)	1,666
Covid Adaptation Grant	1,500	-	1,500
	18,500	(23,771)	(5,271)
TOTAL FUNDS	<u>98,466</u>	<u>(131,868)</u>	<u>(33,402)</u>

General Fund

The fund is unrestricted and available for the general purposes of the Charity. The fund represents accumulated surpluses of the Charity.

David Forder Fund

The fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

Theatre Renovation Grant

The fund is restricted and represents grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.

Rent Grant

The fund is restricted and represents grants received from Colchester Borough Council and is equal to the rent due on The Headgate Theatre lease.

Headgate Youth Theatre

The fund is restricted and is available to promote amateur theatre for youngsters.

ACT V Grant

The fund is restricted and remains an adopted activity from the Mercury Theatre, fully integrated into the programme of The Headgate Theatre.

20. MOVEMENT IN FUNDS - continued

Sound and Light Equipment Fund

The fund is restricted and represents donations received in 2020 and 2021 to purchase sound and lighting equipment less accumulated depreciation to date.

Covid Adaptation Grants

The fund is restricted and was available to enable the theatre to make adaptations to become Covid safe.

Art Council Culture Recovery Fund

The fund is restricted and was available to enable the theatre to reopen safely following closure due to Covid restrictions. The transfer from the fund to General Funds of £22,500 is in respect of reflatting the Charity reserves as specified in the grant award. The balance of the fund not expended during the year relates to future depreciation charges for capital expenditure funded from the grant.

21. CAPITAL COMMITMENTS

Authorised and contracted for - replacement lift £29,495.

Authorised but not contracted for - replacement auditorium lighting and sound £8,900.

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	4,275	15,073	19,348	8,011
Grants	16,621	80,175	96,796	30,001
Subscriptions	<u>20</u>	<u>-</u>	<u>20</u>	<u>5</u>
	20,916	95,248	116,164	38,017
Other trading activities				
Headgate Theatre productions	20,288	-	20,288	3,316
Workshops productions	4,169	-	4,169	1,530
Activity income	<u>16,377</u>	<u>-</u>	<u>16,377</u>	<u>5,211</u>
	40,834	-	40,834	10,057
Investment income				
Deposit account interest	699	-	699	1,061
Charitable activities				
Government grants	-	-	-	8,897
Booking fees	4,385	-	4,385	1,695
Bar and ice cream sales	12,827	-	12,827	6,565
Other income	1,173	-	1,173	1,450
Theatre hire charges	<u>31,517</u>	<u>-</u>	<u>31,517</u>	<u>30,724</u>
	49,902	-	49,902	49,331
Total incoming resources	112,351	95,248	207,599	98,466
EXPENDITURE				
Raising donations and legacies				
Advertising and publicity	3,270	1,935	5,205	1,538
Production and activity costs	<u>17,474</u>	<u>-</u>	<u>17,474</u>	<u>7,774</u>
	20,744	1,935	22,679	9,312
Charitable activities				
Wages	17,378	7,179	24,557	19,520
Staff training	-	654	654	70
Carried forward	<u>17,378</u>	<u>7,833</u>	<u>25,211</u>	<u>19,590</u>

This page does not form part of the statutory financial statements

THEATRE ARTS ACTION TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Charitable activities				
Brought forward	17,378	7,833	25,211	19,590
Pensions	423	-	423	214
Rent and service charges	13,630	20,000	33,630	29,230
Rates and water	490	165	655	1,421
Insurance	4,295	1,430	5,725	5,332
Light and heat	5,649	1,885	7,534	4,852
Licences	794	-	794	1,323
Cleaning	6,743	1,547	8,290	5,680
Postage, stationery and telephone	1,916	640	2,556	1,389
Sundries	856	-	856	517
Bar and ice cream purchases	5,982	-	5,982	3,116
Ticket processing fees	3,695	-	3,695	1,408
Repairs and maintenance	11,085	3,218	14,303	9,249
Subscriptions and donations	329	-	329	183
Bank and credit card charges	1,245	-	1,245	710
Covid adaptations	-	9,678	9,678	-
Leasehold property depreciation	26,827	9,722	36,549	34,380
Fixtures, fittings and equipment depreciation	2,244	1,115	3,359	3,462
	<u>103,581</u>	<u>57,233</u>	<u>160,814</u>	<u>122,056</u>
Support costs				
Governance costs				
Accountancy fees	<u>1,124</u>	<u>-</u>	<u>1,124</u>	<u>500</u>
Total resources expended	<u>125,449</u>	<u>59,168</u>	<u>184,617</u>	<u>131,868</u>
Net (expenditure)/income	<u>(13,098)</u>	<u>36,080</u>	<u>22,982</u>	<u>(33,402)</u>

THEATRE ARTS ACTION TRUST

England & Wales - Charity number 1076399

Accounts

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Company Registration Number: 3737107

Charity Registration Number: 1076399

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

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THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

The directors present their report and financial statements for the year ended 31 December 2020.

STRUCTURE GOVERNANCE AND MANAGEMENT

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

The current organisational structure consists of five directors, two of whom have honorary roles as the Chairman and Treasurer.

The duties of the directors are -

- to appoint a Chairman from among their number;
- to delegate any of their functions to committees of two or more individuals, at least one of whom must be a member of the management committee;
- to make standing orders and rules consistent with the Memorandum and Articles of Association.

The Management Committee meets on a regular basis and receives updates from the various sub-committees; Finance & Business Development, Artistic Programming and Education, Technical, Publicity, Premises; Health & Safety and Administration. Financial reports are presented at each main Management Committee meeting and discussed in detail by the Finance & Business Development sub-committee.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name

The name of the charity is Theatre Arts Action Trust and it also carries out its activities as the Headgate Theatre.

Company Number: 3737107

Charity Number: 1076399

Directors:

The Directors, who are also the Trustees of the Charity, who served during the year and up to the date of this report are as follows:

Mr M C Kimmance	(Chairman: Re-appointed 3 rd August 2020. Resigned Chairman 22 April 2021)
Ms Jane Blackburn	(Appointed: 5 th May 2020. Elected Chairman 22 April 2021)
Mr M Kerr	(Treasurer)
Mr D P King	
Mr C A Sharp	
Mr J M Enfield	(Retired: AGM 19 th July 2020)
Ms J Knight	
Ms Maria Calvy	(Appointed: 5 th May 2020)

Secretary: M Young

Registered Office and Business Address: Headgate Theatre
14 Chapel Street North
Colchester
CO2 7AT

Independent Examiner: Simon Welling
Certified Accountant
Haines Watts
Town Wall House, Balkeine Hill
Colchester, Essex
CO3 3AD

Bankers: HSBC
26, High Street,
Colchester, Essex,
CO1 1DQ

Solicitors: Thompson Smith & Puxon
Stable 6,
Stable Road,
Colchester, Essex,
CO2 7GL

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020 (CONTINUED)

Early in 2020 the UK was aware of an epidemic of a coronavirus elsewhere in the world which was starting to give cause for concern in the UK. The situation became so serious that on the 11th March the World Health Organization defined it as a 'pandemic'. This was followed soon afterwards by strong advice from the UK Government that people should not attend gatherings and that premises where people may gather, including theatres, should be closed. This advice became law the following week. The Headgate Theatre closed to all activities and uses during the week beginning 16th March and continued to be affected by government restrictions and obligations for the rest of 2020 and into 2021.

It should be noted, therefore, that this report is being prepared at a time when those severe restrictions on theatres are still in effect and are expected to remain in place until at least the middle of 2021.

AIMS AND OBJECTIVES

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts;
2. to provide a building for the inhabitants of the Colchester area and its neighbourhood for this purpose, predominantly for amateur organisations;
3. to provide the opportunities for teachers of drama and performing arts to practise their activities;
4. to advance education by encouraging the public, schools, the disabled and the disadvantaged to take an active interest in drama and arts generally;
5. to provide facilities for the advancement of health, citizenship and community development and for leisure-time activities according to The Charities Act 2011
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a Management Committee and effective links are maintained between the Board and the Committee through the fact that the Treasurer is a Trustee, the Bookings Manager is also a Trustee and the Chair of the Management Committee reports to each meeting of the Board.

The major policy is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of the spaces in 2019, referred to in the report for that year, provided two broad opportunities. It enabled the expansion of facilities available to theatre-related activities, including performances and rehearsals, and it allowed a certain amount of hiring to non-theatre organisations and groups in order to provide finance to support the delivery of the Headgate's objectives.

Development of the Management Committee has continued under its Chair, aimed at equalising the workload of its members and firming up policies and practices to ensure that the theatre continues to comply with the legal obligations imposed upon it.

The directors confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.

ACTIVITIES

2020 was expected to continue the success of 2019 with an increasing number of performances in the main house and increasing use of the newly opened spaces in No 12 Chapel Street North. Plans were in place, budgetary planning was secure and there were proposals to improve many of the facilities in the building. Then, approximately 12 weeks into the year, with a show in the auditorium about to have its dress rehearsal, and a rehearsal in the Rehearsal Room for a show opening the following week, the Chair of the Management Committee was obliged to advise that the show, and all future shows, events and hirings, would have to be cancelled and the building closed until further notice.

Nobody knew how long this situation would last.

At that moment, the priorities of the Board and the Management Committee became:

- Notifying patrons, hirers and other users of the situation, including making refunds of pre-paid moneys as required
- Reducing expenditure to only that which was unavoidable
- Making the premises Covid-secure to protect staff, volunteers and others who may need to enter the building
- Monitoring the budget
- Maximising sources of income
- Seeking new sources of income
- Maintaining the profile of the Headgate in the area, by whatever means were available
- Preparing and maintaining plans – in many cases tentative only – for partial or full re-opening when this became possible
- Maintaining contact with volunteers and keeping them up to date with developments

The necessary planning and much of its execution was, and still is, carried out by a small number of leading volunteers, assisted by many other volunteers and, until the autumn, the three employees. It is therefore appropriate to record here the grateful thanks from the Trustees to all those involved but in particular to: Dawn King, Chair of the Management Committee; David King, Bookings Manager; Mike Kerr, Treasurer; Matthew Young, Company Secretary.

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020 (CONTINUED)

ACTIVITIES (CONTINUED)

Within a very short time, all hirers had been advised of the shut-down and been assured that the theatre would re-open as soon as possible. Customers who had paid for tickets were contacted and offered refunds. In many cases, they declined a refund and requested that the money due be treated as a donation, adding their good wishes to the Headgate and their hopes that the organisation would be able to re-open soon.

Although performances were halted, there was still some activity involving people entering the building so urgent measures - including screens, gel dispensers, antiseptic wipes, traffic control and advisory notices of various types - were put in place to try to ensure the safety of all who were involved. In this regard, careful attention was always given to advice being issued by H M Government on a frequent basis.

With the benefit of the Coronavirus Job Retention Scheme, the staff were put on furlough at the end of April. A reduced staff presence was maintained until the end of September. Unfortunately, as time went on it became clear that there was insufficient income and insufficient work to justify continuing with their employment and it was with great regret that the Board came to the conclusion that they would have to be made redundant. The Trustees would like to take this opportunity to thank them for all the service and support that they have given, which in many cases was 'over and above' that which was formally required.

The programme of performances was revised 'in pencil' in order that when restrictions were lifted they would be able to re-start quickly. As the year progressed, the tentative programme comprised shows with very limited numbers of performers and few performances, and planning was based on small audiences so that Covid-secure measures could be maintained and social distancing observed.

The Covid-security measures enabled certain activities in the premises to be maintained, because the theatre was able to provide reassurance to hirers that every precaution was being taken. This facilitated the maximisation of commercial hires in order to maintain an income stream. Some activities continued or were re-launched during the year, including the wellbeing classes, some dance classes and yoga sessions which helped the users and their tutors to counteract some of the effects of the 'lockdowns'. Act V in particular was a great success in this regard, with some of their sessions being conducted online, and was highly appreciated by patrons and facilitators alike.

It was even possible to host another session of the Romanian elections in a Covid-secure manner.

GOVERNANCE AND MANAGEMENT

Throughout the year, the Board continued to hold regular meetings, many of which were online, in order to address the issues presented by the pandemic and to ensure that the responsibilities imposed on Trustees were still being discharged. The Management Committee and its sub-committees also met regularly and the Board was kept updated by regular reports from its Chair. This enabled the Trustees to satisfy themselves that measures were in place to deal with the situation and maintain as much normal business as possible.

After much discussion about the desirability of holding the Annual General Meeting at the theatre at the usual time and the practicalities of trying to do so, it was eventually decided that in the interests of keeping members informed and engaged the AGM would be a 'virtual' event. Members were sent - by email or post - all the documents that would have been presented at a physical meeting and were invited to ask questions and to agree to proposals set out in the agenda. The AGM saw the retirement of John Enfield as a Trustee and the Board was pleased to recommend to the membership that Jane Blackburn and Maria Calvy be appointed. Twenty members expressed their acceptance and agreement, which was enough to meet the quorum requirement of ten.

During the year, it became increasingly obvious that the burden of operating the complex business that the Headgate had become was falling disproportionately and too heavily on a small number of volunteers, and the age profile of the volunteer base indicated that active succession planning was required. Several reports were received from the Management Committee via its Chair and after much consideration and debate a new staffing structure was agreed with clear accountability to the Trustees. This will see the operational leadership of the organisation headed by a paid employee who will be assisted and supported by the volunteer team. The first phase of the implementation of this decision is planned for early 2021.

Alongside the decisions about the management of the Headgate, the Board also agreed a business plan for the next three years, acknowledging that this contained some assumptions which the course of the pandemic may prove unfounded. The associated strategy included Key Performance Indicators to facilitate the monitoring of progress.

The Conditions of Hire were reviewed and updated, particularly with reference to the Covid pandemic, and all existing and new hirers were required to produce their own risk assessments and statements of operation to match the risk assessments undertaken by the Headgate. Compliance with risk assessments was actively monitored by a small team of trained volunteers, who also undertook any additional cleaning/sanitisation required.

As part of its regular monitoring, the Board received reports at each meeting about any Safeguarding issues and Health and Safety matters.

The Trustees were sad to hear of the death of Miss Janet Fulford who had been the theatre's patron since it opened. No names came to mind of people who might be asked fulfil the role, so it was agreed that no immediate action would be taken. However, if anybody becomes aware of a suitable candidate at some time in the future, their name should be put forward.

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020 (CONTINUED)

FINANCIAL REVIEW

With minimal income, some unavoidable expenditure and no certainty about how long restrictions would last, the Trustees ensured that they were kept up to date with the budget and the Treasurer has been particularly assiduous at presenting timely and comprehensive reports on the finances of the company. This has enabled the Trustees to make informed decisions about which expenditure could go ahead and which would have to be abandoned.

In 2020, we were pleased to receive £13,501 as Small Business Grants via Colchester Council.

Initially, all expenditure was stopped other than that which was unavoidable, and staffing costs. As has been mentioned earlier, we were pleased that the Coronavirus Job Retention (Furlough) Scheme enabled us to retain our employees in the hope that normal activity would resume after a short time. Unfortunately, this hope was not fulfilled.

There were two particular items of planned expenditure in the business plan which required considerable discussion. One was the replacement of the lighting desk. The majority of the funding for this was to come as a donation from Colchester Theatre Group, with the balance being met by the Headgate. Much of the requisite rewiring had already been carried out and the Board was advised that currently voluntary expertise was available which might not be available by the time things returned to normal, so the decision was made to reinstate this item into the programme.

The other item was the replacement of the lift. Whilst it was clearly sensible for this to be done when the building was closed so that normal operations would not be disrupted, the Board was also aware that the current lease of the building had only five years to run. The lift replacement was therefore removed from the 2020 plan, pending further discussions.

In the interests of reducing expenditure, constructive discussions took place with the landlord of 12 Chapel Street North and the Headgate is grateful for the support received.

In a search for other sources of income, the government's Culture Recovery Fund was identified. This was investigated but found not to apply in our case as it was targeted at arts organisations which would go out of business and cease to exist after 31 March 2021. As a result of careful and prudent management of the finances, the Headgate was not in such a precarious position, so the decision was made not to apply.

Knowing that the Headgate has wide and enthusiastic support in the area, a Crowd Funding exercise entitled "Help Us Keep the Lights On" was launched towards the end of the year, aimed at raising money for upgrading the lighting in the auditorium. This was extremely successful, raising £15K which is enabling new, safer and energy-efficient lighting to be purchased.

The Headgate applied to the Theatres Trust for a grant to support planned re-opening of the theatre in accordance with our risk assessments, and the maximum sum of £5,000 was awarded in 2021. This will enable us to provide screening for various areas, plus mechanical cleaning equipment, and to improve the ventilation in one of our rehearsal rooms.

MAINTAINING THE HEADGATE PROFILE

Very early on, it was realised that it was going to be essential to ensure that the Headgate's profile in the area and with its supporters and volunteers needed to be maintained, and members of the Management Committee have put an enormous amount of work into this aspect of the Headgate activity. This has come in the form of:

- Updating the web site and ensuring that it is used to keep people informed about activities, plans etc. It was also used effectively in connection with the Crowd Funding exercise mentioned earlier
- Using various social media outlets to keep the profile fresh and active
- Promoting and organising drama-related activities, including the highly successful Sofa2Stage project which saw 43 short plays written and 15 of them rehearsed, performed and published on the theatre's YouTube channel. The channel received over 5,500 views and enabled us to engage with an audience of over 1,400 people.
- Keeping volunteers engaged with a regular newsletter giving them up-to-date information and with a number of online social activities.
- Providing two musical theatre workshops for young people during the October half terms, albeit for reduced numbers and a higher facilitator/student ratio.
- Between October 2020 and January 2021 the theatre hosted *Inspire Suffolk* – a group working under the umbrella of The Prince's Trust. Seven youngsters with their facilitator worked towards a basic qualification called Community and Employability Level 1 or 2. They were all successful and a commitment to use the theatre going forward was made. This was a great use of our facilities and meets one of our key objectives.
- A "Christmas at Chapel Street" video, was commissioned by a local Rotary Club, and was viewed over 300 times.

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020 (CONTINUED)

PLANNING FOR THE FUTURE

It is hoped that the Headgate will be able to re-open and start to return to normal activity during 2021, so various plans are in place for this to happen, depending on the order and degree to which restriction are lifted. These include the provision of additional ventilation in the Rehearsal Room. It is expected that the requisite work will be carried out in the early part of 2021.

A programme of events is in place which, it is hoped, will see audiences and hirers gradually return to the Headgate during the second half of 2021, based on realistic assumptions of progress in controlling the pandemic.

A Script-writing club launches in the Spring of 2021 and places are already sold out.

THANKS

The Board would like to take this opportunity to record its grateful thanks to the committed and dedicated group of volunteers who have given freely of their time and energies to enable The Headgate to be used as and when Covid restrictions allowed, to maintain the building and to carry out all the many activities outlined in this report. In this regard we would like to thank in particular Dawn King, Chair of the Management Committee.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The trustees (who are also directors of Theatre Arts Action Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board on 21.6.2021

and signed on its behalf by


Jane Blackburn (Chairman)

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the directions given by the Charity Commission (under section 145(5)(b)) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.



S WELLING
CERTIFIED ACCOUNTANT
HAINES WATTS
Town Wall House
Balkeme Hill
Colchester
Essex CO3 3AD

21 June 2021

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds (Note 5)		Restricted Funds (Note 6)		Total Funds	Total Funds
		2020	2019	2020	2019	2020	2019
		£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:							
Donations and legacies	7	19,517	9,668	18,500	15,000	38,017	24,668
Charitable activities	8	49,331	104,262	-	-	49,331	104,262
Other trading activities	9	10,057	40,957	-	-	10,057	40,957
Investment income – interest receivable		1,061	895	-	-	1,061	895
Other		-	-	-	2,954	-	2,954
Total		79,966	155,782	18,500	17,954	98,466	173,736
EXPENDITURE ON:							
Raising funds	10	8,428	23,275	-	-	8,428	23,275
Charitable activities	11	99,669	139,500	23,771	29,455	123,440	168,955
Total		108,097	162,775	23,771	29,455	131,868	192,230
NET (EXPENDITURE) / INCOME BEING NET MOVEMENT IN FUNDS		(28,131)	(6,993)	(5,271)	(11,501)	(33,402)	(18,494)
RECONCILIATION OF FUNDS							
Total Funds brought forward		302,543	309,536	48,018	59,519	350,561	369,055
Total Funds carried forward		274,412	302,543	42,747	48,018	317,159	350,561

All of the above results are derived from continuing activities. All gains and losses in the year are included above.

The surplus / (deficit) for the year for Companies Act purposes was £(33,402) (2019: £(18,494)).

The notes on pages 11 – 17 form part of these financial statements.

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

BALANCE SHEET
AS AT 31 DECEMBER 2020

	<u>Notes</u>	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total Funds</u>	<u>Total Funds</u>
		<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS							
Tangible assets	13	145,354	173,154	39,428	45,315	184,782	218,469
CURRENT ASSETS							
Stocks	14	346	699	-	-	346	699
Debtors	15	1,350	5,969	-	-	1,350	5,969
Cash at bank and in hand	16	135,098	134,919	3,319	2,703	138,417	137,622
		136,794	141,587	3,319	2,703	140,113	144,290
CREDITORS: amounts falling due within one year	17	7,736	12,198	-	-	7,736	12,198
NET CURRENT ASSETS		129,058	129,389	3,319	2,703	132,377	132,092
TOTAL NET ASSETS		274,412	302,543	42,747	48,018	317,159	350,561
THE FUNDS OF THE CHARITY							
Unrestricted income funds	5	274,412	302,543	-	-	274,412	302,543
Restricted income funds	6	-	-	42,747	48,018	42,747	48,018
TOTAL FUNDS		274,412	302,543	42,747	48,018	317,159	350,561

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

Directors' responsibilities:

- 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 companies subject to the small companies regime and in accordance with the FRS102 SORP.

The notes on pages 11 to 17 form part of these financial statements.

Company registration number: 3737107

The financial statements were approved by the Board on 21.6.2021

and signed on its behalf by Jane Blackburn
Jane Blackburn (Chairman)

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES:

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout this year.

(a) Basis of Accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared in sterling, which is the financial currency of the entity.

(b) Going Concern

There are no material uncertainties affecting the ability of the Charity to operate and therefore these accounts have been prepared on a going concern basis.

(c) Fund Accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the charity. Details of the particular funds are shown in Note 5.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or contained in the terms of a grant. Details of the particular funds are shown in Note 6.

(d) Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants and donations and is included in full when receivable. Gift Aid recoveries and donations from individuals are recognised in the same period as the donation.

Unrestricted grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Restricted grants are recognised on receipt.

Ticket sales are not included where the Charity is acting as agent for the user group.

Donated goods are included at the value to the charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable and comprises bank interest.

(e) Expenditure

Expenditure is recognised on an accruals basis as liability is incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on Charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

Redundancy payments are written off to the General Fund as incurred.

(f) Tangible fixed assets and depreciation

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property renovations	Straight Line over the life of the lease
Computer equipment	20% on cost
Equipment and fixtures	10% on cost

(g) Stock

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

(h) Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES (Continued)

(i) Cash at Bank and In hand

Cash at bank and cash in hand includes cash, bank and short-term investments.

(j) Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) Cash Flow Statement

The Charity has taken advantage of the exemption provided for Charities with income under £500,000 and has not prepared a Cash Flow Statement for the year.

2. COMPANY LIMITED BY GUARANTEE RESIDENT IN ENGLAND

The company is limited by guarantee and does not have share capital. The maximum liability of each member in the event of the company being dissolved is £1.

3. TURNOVER

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.

4. OPERATING SURPLUS

	<u>2020</u>	<u>2019</u>
	£	£
Operating surplus is stated after charging:		
Depreciation and other amounts written off tangible assets	37,842	38,198
Directors' (Trustee's) remuneration and expenses	-	-
Independent examiners fees	<u>500</u>	<u>500</u>

5. UNRESTRICTED FUNDS

	<u>Notes</u>	<u>General Fund</u>		<u>Designated Fund</u>		<u>Total</u>	
		<u>(a)</u>		<u>David Forder Designated Fund</u>			
		<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
		£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:							
Grants, Donations and Legacies	7	19,517	9,668	-	-	19,517	9,668
Charitable activities	8	49,331	104,262	-	-	49,331	104,262
Other trading activities	9	10,057	40,957	-	-	10,057	40,957
Investments – interest		1,061	895	-	-	1,061	895
Total		<u>79,966</u>	<u>155,782</u>	<u>-</u>	<u>-</u>	<u>79,966</u>	<u>155,782</u>
EXPENDITURE ON:							
Raising funds	10	8,428	23,275	-	-	8,428	23,275
Charitable activities	11	76,349	116,180	23,320	23,320	99,669	139,500
Total		<u>84,777</u>	<u>139,455</u>	<u>23,320</u>	<u>23,320</u>	<u>108,097</u>	<u>162,775</u>
NET (EXPENDITURE)/INCOME BEING							
NET MOVEMENT IN FUNDS		(4,811)	16,327	(23,320)	(23,320)	(28,131)	(6,993)
RECONCILIATION OF FUNDS							
Total Funds brought forward		<u>164,219</u>	<u>147,892</u>	<u>138,324</u>	<u>161,644</u>	<u>302,543</u>	<u>309,536</u>
Total Funds carried forward		<u>159,408</u>	<u>164,219</u>	<u>115,004</u>	<u>138,324</u>	<u>274,412</u>	<u>302,543</u>

(a) The General Fund is available for the general purposes of the Charity.

(b) The David Forder Fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements and refurbishment following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

6 RESTRICTED FUNDS

		<u>Renovation Grants</u>				<u>Headgate Youth Theatre</u>		<u>ACT V</u>		<u>Sound & Lighting Equipment</u>		<u>Covid Adaptations</u>		<u>Total</u>	
See notes below		<u>Theatre</u>		<u>Rent Grant</u>		<u>Theatre</u>		<u>(d)</u>		<u>(e)</u>		<u>(f)</u>			
Notes		<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
		£	£	£	£	£	£	£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:															
Grants, Donations & legacies	7	-	-	15,000	15,000	-	-	-	-	2,000	-	1,500	-	18,500	15,000
ACT V Activity		-	-	-	-	-	-	-	2,954	-	-	-	-	-	2,954
Total		-	-	15,000	15,000	-	-	-	2,954	2,000	-	1,500	-	18,500	17,954
EXPENDITURE ON:															
Charitable Activities	11	7,553	7,553	15,000	15,000	-	-	884	6,902	334	-	-	-	23,771	29,455
Total		7,553	7,553	15,000	15,000	-	-	884	6,902	334	-	-	-	23,771	29,455
NET INCOME/ (EXPENDITURE) BEING NET MOVEMENT IN FUNDS															
		(7,553)	(7,553)	-	-	-	-	(884)	(3,948)	1,666	-	1,500	-	(5,271)	(11,501)
RECONCILIATION OF FUNDS															
Total funds brought forward		45,315	52,868	-	-	1,819	1,819	884	4,832	-	-	-	-	48,018	59,519
Total funds carried forward		37,762	45,315	-	-	1,819	1,819	-	884	1,666	-	1,500	-	42,747	48,018

- (a) Grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.
- (b) The grant in respect of rent was received from Colchester Borough Council and is equal to the rent due on the Headgate Theatre lease (see Note 18).
- (c) The Headgate Youth Theatre Fund is used to promote amateur theatre for youngsters.
- (d) ACT V is an adopted activity from the Mercury Theatre, fully integrated into the programme of the Headgate Theatre.
- (e) Donation received in 2020 to purchase sound and lighting equipment which is depreciated over 6 years on a straight line basis.
- (f) Grant received in 2020 to enable the theatre to make adaptations to become Covid safe.

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

7. GRANTS, DONATIONS AND LEGACIES

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
Unrestricted Funds				
General Fund				
Members subscriptions	5		20	
Donations	6,011		9,648	
Grants Receivable	<u>13,501</u>		<u>-</u>	
		19,517		9,668
Restricted Funds				
Rent Grant Fund				
Colchester Borough Council grant re rent	15,000		15,000	
Sound and Lighting Fund				
Donation	2,000		-	
Covid Adaptations Fund				
Essex County Council Adaptation Grant	<u>1,500</u>		<u>-</u>	
		18,500		15,000
		<u>38,017</u>		<u>24,668</u>

8. CHARITABLE ACTIVITIES

Unrestricted Funds			
General Fund			
Theatre lettings	30,724		67,896
Ticket Source booking fees	1,695		6,741
Bar sales and ice cream	6,565		25,871
Other income	1,450		3,754
Government Grants – Job Retention Scheme	<u>8,897</u>		<u>-</u>
	49,331		104,242

9. OTHER TRADING ACTIVITIES

Unrestricted Funds		
General Fund		
Production Income – HTP	3,316	26,614
Production Income - Workshops	1,530	8,274
Activity Income – ACT V	<u>5,211</u>	<u>6,069</u>
	10,057	40,957

10. RAISING FUNDS

Unrestricted Funds		
General Fund		
Advertising and publicity	1,538	6,540
Production costs (HTP, Workshops & ACT V)	<u>6,890</u>	<u>16,735</u>
	8,428	23,275

The Headgate Theatre is also used as the venue for the company's own fundraising events.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

11. CHARITABLE ACTIVITIES	<u>2020</u>	<u>2019</u>
Unrestricted Funds	£	£
General Fund		
Bar purchases (net of stock movement)	3,116	10,686
Rent & Service Charge	14,230	20,320
Rates	1,421	1,566
Utilities	4,852	7,242
Insurance	5,332	5,499
Staff costs	19,734	22,710
Cleaning materials and contract	5,680	8,890
Licences	1,323	1,831
Training	70	1,202
Bank and credit card charges	710	1,848
Ticket source processing fee	1,408	5,782
Repairs and Renewals	6,438	8,507
Maintenance	2,142	6,422
Health & Safety	94	1,384
Postage, stationery, telephone and travel	1,389	1,986
Subscriptions and donations	183	234
Software	669	543
Sundries	423	1,703
Amortisation of long leasehold property improvements	3,507	3,507
Depreciation of equipment and fixtures	3,128	3,818
Support costs – Independent Examiners fees	500	500
	<u>76,349</u>	<u>116,180</u>
David Forder Fund		
Amortisation of long leasehold property improvements	<u>23,320</u>	<u>23,320</u>
	<u>99,669</u>	<u>139,500</u>
Restricted Funds		
Theatre Renovation Grant		
Amortisation of long leasehold	7,553	7,553
Rent Grant		
Rent payable	15,000	15,000
ACT V		
ACT V expenditure	884	6,902
Sound and Lighting Fund		
Depreciation of equipment and fixtures	<u>334</u>	<u>-</u>
	<u>23,771</u>	<u>29,455</u>
	<u>123,440</u>	<u>168,955</u>
12. STAFF COSTS		
Salaries and wages	18,385	22,467
Social security costs	-	-
Employers contribution to defined contribution pension scheme	214	243
Redundancy payment	<u>1,135</u>	<u>-</u>
	<u>19,734</u>	<u>22,710</u>

No remuneration or expenses are paid to Trustees and the duties of key management personnel are carried out by them.

Remuneration of key management personnel is therefore nil for both the year ended 31 December 2020 and 31 December 2019.

There are no employees who received total employee benefits (excluding employer pension costs) of more than £60,000 during the year ended 31 December 2020 or 31 December 2019.

Redundancy payments during the year ended 31 December 2020 amounted to £1,135 and have been expended from the General Fund.

The average number of staff employed during the year ended 31 December 2020 was 3 (2019 – 3).

THEATRE ARTS ACTION TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

13. TANGIBLE FIXED ASSETS

13.1 Assets held for use by the charity comprise :-

	<u>Leasehold Property Renovations</u> £	<u>Equipment and Fixtures</u> £	<u>Total 2020</u> £	<u>Total 2019</u> £
Cost				
At beginning of year	395,691	94,605	490,296	349,309
Additions	-	4,155	4,155	140,987
At end of year	395,691	98,760	494,451	490,296
Depreciation				
At beginning of year	189,415	82,412	271,827	233,629
Charge for the year	34,380	3,462	37,842	38,198
At end of year	223,795	85,874	309,669	271,827
Net Book Values				
At end of year	171,896	12,886	184,782	218,469
At beginning of year	206,276	12,193	218,469	115,680

13.2 Assets are held in both Unrestricted and Restricted funds at 31 December as follows :-

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2020</u> £	<u>Total 2019</u> £
Unrestricted	134,134	11,220	145,354	173,154
Restricted	37,762	1,666	39,428	45,315
	171,896	12,886	184,782	218,469

14. STOCKS

Bar stock	346	-	346	699
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15. DEBTORS

Trade debtors	1,081	-	1,081	3,199
Prepayments	269	-	269	2,770
	1,350	-	1,350	5,969

16. CASH AT BANK AND IN HAND

Bank balances	134,628	3,319	137,947	137,182
Cash floats	470	-	470	440
	135,098	3,319	138,417	137,622

17. CREDITORS: amounts falling due within one year

Other creditors	2,747	-	2,747	4,693
Accruals	390	-	390	1,769
Income received in advance	4,599	-	4,599	5,736
	7,736	-	7,736	12,198

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(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

18.	FINANCIAL COMMITMENTS	<u>2020</u> £	<u>2019</u> £
	At 31 December 2020 the company had annual commitments under non-cancellable operating leases as follows:-		
	Due within one year		
	Land and Buildings – Headgate Theatre	15,000	15,000
	Land and Buildings – The Warehouse	<u>18,000</u>	<u>18,000</u>
		<u>33,000</u>	<u>33,000</u>
	Due between two and five years		
	Land and Buildings – Headgate Theatre	57,500	60,000
	Land and Buildings – The Warehouse	<u>72,000</u>	<u>72,000</u>
		<u>129,500</u>	<u>132,000</u>
	Due in more than 5 years		
	Land and Buildings – Headgate Theatre	-	12,500
	Land and Buildings – The Warehouse	<u>15,000</u>	<u>33,000</u>
		<u>15,000</u>	<u>45,500</u>
	Total commitments	<u>177,500</u>	<u>210,500</u>
	The Headgate Theatre lease expires in 2025 and funds to meet this commitment are provided by Colchester Borough Council through a grant (see note 6c). The Warehouse lease expires on 21 October 2026		
19.	CAPITAL COMMITMENTS	<u>2020</u> £	<u>2019</u> £
	Authorised & Contracted for		
	Project to replace Auditorium lighting & sound : Phase 1	<u>3,950</u>	<u>-</u>
	Authorised but not contracted for		
	Project to replace Auditorium lighting & sound : Phase 2	<u>9,950</u>	<u>-</u>
20.	TAXATION		
	As a charity, the company is exempt from tax on income and gains falling within Sec 505 of the Taxes Act 1998 or Sec 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.		
21.	RELATED PARTIES		
	There were no related party transactions with the Charity Trustees during the years ended 31 December 2020 or 31 December 2019.		