

**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**

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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

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#### 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**

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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**

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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**

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#### **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**

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**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

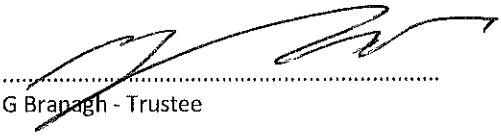
**Solicitors**

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

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

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**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 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	3,319	15,000	18,319	20,769
<b>Charitable activities</b>	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
<b>Total</b>		<u>196,817</u>	<u>15,000</u>	<u>211,817</u>	<u>188,601</u>
<b>EXPENDITURE ON</b>					
Raising funds		24,913	-	24,913	27,552
<b>Charitable activities</b>	7				
Headgate Theatre		<u>176,839</u>	<u>31,548</u>	<u>208,387</u>	<u>203,455</u>
<b>Total</b>		<u>201,752</u>	<u>31,548</u>	<u>233,300</u>	<u>231,007</u>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(4,935)</b>	<b>(16,548)</b>	<b>(21,483)</b>	<b>(42,406)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		239,506	45,744	285,250	327,656
<b>TOTAL FUNDS CARRIED FORWARD</b>		<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 £
<b>FIXED ASSETS</b>					
Tangible assets	14	<b>34,319</b>	<b>16,548</b>	<b>50,867</b>	101,735
<b>CURRENT ASSETS</b>					
Stocks	15	<b>1,520</b>	-	<b>1,520</b>	1,404
Debtors	16	<b>7,454</b>	-	<b>7,454</b>	8,228
Cash at bank and in hand		<b><u>205,052</u></b>	<b><u>12,648</u></b>	<b><u>217,700</u></b>	<b><u>184,268</u></b>
		<b>214,026</b>	<b>12,648</b>	<b>226,674</b>	193,900
<b>CREDITORS</b>					
Amounts falling due within one year	17	<b>(13,774)</b>	-	<b>(13,774)</b>	(10,385)
<b>NET CURRENT ASSETS</b>		<b><u>200,252</u></b>	<b><u>12,648</u></b>	<b><u>212,900</u></b>	<b><u>183,515</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>234,571</u></b>	<b><u>29,196</u></b>	<b><u>263,767</u></b>	<b><u>285,250</u></b>
<b>NET ASSETS</b>		<b><u>234,571</u></b>	<b><u>29,196</u></b>	<b><u>263,767</u></b>	<b><u>285,250</u></b>
<b>FUNDS</b>	19				
Unrestricted funds				<b>234,571</b>	239,506
Restricted funds				<b><u>29,196</u></b>	<b><u>45,744</u></b>
<b>TOTAL FUNDS</b>				<b><u>263,767</u></b>	<b><u>285,250</u></b>

The notes form part of these financial statements

THEATRE ARTS ACTION TRUST

BALANCE SHEET - continued  
31 DECEMBER 2024

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

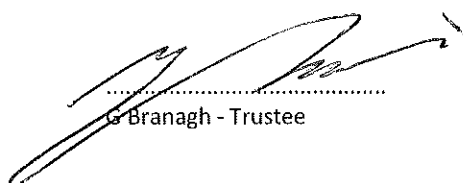
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

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

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## THEATRE ARTS ACTION TRUST

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

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#### 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**

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**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

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#### 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**

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

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

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

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

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

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

**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 £
<b>COST</b>			
At 1 January 2024 and 31 December 2024	<u>448,527</u>	<u>104,519</u>	<u>553,046</u>
<b>DEPRECIATION</b>			
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>
<b>NET BOOK VALUE</b>			
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
	£	£	£
<b>Unrestricted funds</b>			
General fund	193,322	18,157	211,479
David Forder Designated Fund	46,184	(23,092)	23,092
	239,506	(4,935)	234,571
<b>Restricted funds</b>			
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
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	196,817	(178,660)	18,157
David Forder Designated Fund	-	(23,092)	(23,092)
	196,817	(201,752)	(4,935)
<b>Restricted funds</b>			
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)
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	197,603	(4,281)	193,322
David Forder Designated Fund	69,276	(23,092)	46,184
	266,879	(27,373)	239,506
<b>Restricted funds</b>			
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
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	172,086	(176,367)	(4,281)
David Forder Designated Fund	-	(23,092)	(23,092)
	172,086	(199,459)	(27,373)
<b>Restricted funds</b>			
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)
<b>TOTAL FUNDS</b>	<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**

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**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 £
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
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>
<b>Other trading activities</b>				
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>
<b>Investment income</b>				
Deposit account interest	5,897	-	5,897	2,822
<b>Charitable activities</b>				
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>
<b>Total incoming resources</b>	<b>196,817</b>	<b>15,000</b>	<b>211,817</b>	<b>188,601</b>
<b>EXPENDITURE</b>				
<b>Raising donations and legacies</b>				
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>
<b>Charitable activities</b>				
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 £
<b>Charitable activities</b>				
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>
<b>Support costs</b>				
<b>Governance costs</b>				
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>
<b>Net (expenditure)/income</b>	<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