



Trustees' Annual Report 1st July 2021 - 30th June 2022

Name of Charity: Henfield Theatre Company
1106295

Registration Number:

Contact Address: 9 Croft Lane, Henfield, West Sussex BN5 9TT

Names of Trustees:

Peter Ingledew (Chairman)	Trevor Hodgson
Jane Jones (Hon. Secretary)	Martin Love
Patrick Field (Hon. Treasurer)	Peter Sheppard

Structure and Management:

The Company is governed by its Constitution, which was adopted on 29th July 2004 and amended at its Annual General Meeting (AGM) on 9th September 2011. Membership is open to all those over 18 years of age, who have sympathy with the object of the Company, and who pay the annual subscription. Each member has one vote at the AGM or any extraordinary meetings which may be held. Junior members do not have voting rights.

The day to day management of the Company is by the Executive Committee, elected at the AGM. The members of the Executive Committee are also the Trustees. The Officers (Chairman, Hon. Secretary and Hon. Treasurer) may serve on the Executive Committee for a maximum of five years; other members of the Committee may serve for a maximum of three years. Trustees are recruited from among the membership and may stand for election at the AGM, provided that their candidacy has been proposed and seconded by two other members. Elections are by secret ballot of those attending the AGM, candidates' names having been circulated in advance of the meeting.

The Company has in place a Health and Safety Policy and a Safeguarding and Child Protection Policy. When junior members are taking part in performances, the Company adheres strictly to the rules governing their safeguarding, including the appointment of chaperones, who are DBS checked and licensed by West Sussex County Council.

Activities and Objectives in the year:

The Constitution states that the objects of the Company are "to educate the public in the dramatic and operatic arts, and to further the development of public appreciation and taste in the said arts." To this end, this year the Company gave public performances of a 19th century Russian classic play, a pantomime and a modern comedy. Our Youth Group, comprising young people of around 14 years, participated in workshops and rehearsals leading to public performances of two plays, one of them performed alongside an adult one-act play.

Achievements and Performance:

The performances this year were well-attended by members of the public, from the village of Henfield and further afield. In particular, the pantomime in January 2022 was attended by many family groups, giving children an opportunity to experience live theatre. The youth productions enabled young people to learn and develop acting skills in both serious roles and comedy. The Russian classic play was nominated in several categories during the annual Brighton & Hove Arts Council Drama Awards, winning the Adjudicator's Award for the "most ambitious" production. The adult one-act play was the first fully-staged production of a play originally written for BBC Radio; this was performed after a direct approach to the author, who gave permission and attended a performance.

Financial Review:

The Company does not take on any loans or other liabilities. It does not own any assets, nor does it hold any funds as a custodian trustee. Income is derived from membership subscriptions, ticket sales, costume hire, occasional fundraising and donations. Expenditure is that necessarily incurred for the staging of shows, e.g. hall hire for rehearsals and performances, costs of sets and costumes, publicity and insurance. End of year accounts are always examined by a qualified Examiner.

Jane Jones, Hon. Secretary & Trustee

**HENFIELD THEATRE COMPANY
PRODUCTION ACCOUNTS
YEAR ENDED 30 JUNE 2022**

	The Stepmother	The Government Inspector	Treasure Island	Blood Brothers	Bedroom Farce	Double Bill	Total
INCOME							
Ticket sales	268.00	5158.34	8909.95	813.50	4540.34	3538.72	
Sponsorship	-	250.00	350.00	-	300.00	300.00	
Acting Fees	190.00	340.00	265.00	100.00	160.00	200.00	
Programmes	-	134.00	162.00	-	-	-	
Bar Profit	-	196.87	296.60	-	137.32	90.00	
Insurance	2418.01	-	-	-	-	-	
Sweets/Ices	-	-	111.11	-	-	-	
TOTAL	2876.01	6079.21	10094.66	913.50	5137.66	4128.72	
EXPENDITURE							
Hall Hire	1274.00	2259.00	3404.00	714.00	2310.00	2165.00	
Licence/Royalties	248.40	360.00	350.00	-	417.60	198.00	
Scripts/Scores	236.36	173.80	84.36	-	100.70	38.96	
Musicians	-	-	1200.00	-	-	-	
Wardrobe	290.00	580.59	586.66	-	130.23	142.78	
Wigs/Make-up	-	2.10	-	-	-	-	
Props	-	62.14	217.77	-	7.83	-	
Workshop Materials	191.51	562.06	161.22	-	193.59	-	
Lighting/Sound	-	300.00	1192.00	-	350.00	250.00	
Publicity/Printing	546.14	678.09	795.33	35.39	681.63	515.49	
Cast	-	53.69	12.00	-	39.57	44.51	
Refreshments	-	-	-	-	-	-	
Front of House	-	25.00	-	-	-	-	
Catering	-	-	-	-	-	1215.00	
TOTAL	2786.41	5056.47	8003.34	749.39	4231.15	4569.74	
NET PROFIT/ - LOSS	89.60	1022.74	2091.32	164.11	906.51	-441.02	3833.26


**THE TOTAL PROFIT ON PRODUCTIONS £3833.26 LESS COMPLIMENTARY
VOUCHERS USED £429.00 = £3404.26 WHICH IS CARRIED
TO THE INCOME AND EXPENDITURE ACCOUNT**

**HENFIELD THEATRE COMPANY
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 30 JUNE 2022**

	2022	2021
INCOME		
Subscriptions	2168.25	1959.00
Legacy (Eileen from The George)	1000.00	-
Wardrobe Hire and Sales	480.14	80.00
Jumble Sale	634.00	10.00
Bank Interest and Credit Card adjustments	9.44	1.77
Profit on Productions in the year	3404.26	-
TOTAL INCOME	7696.09	2050.77
EXPENDITURE		
Donations and Subscriptions	172.00	294.00
Insurance Premiums	634.01	593.88
Website Expenses	291.59	650.57
General Publicity	259.90	937.80
Printing, Postage, Telephone and Stationery	70.75	225.39
Meetings/Social Events	180.25	22.00
Equipment	3181.43	-
Maintenance and Renewals (stage, make-up etc)	40.50	-
Wardrobe Rent and Maintenance	3167.72	2767.04
Cupboard Hire – Henfield Hall	420.00	-
AMP sub-committee costs	25.10	22.00
AGM costs (Hall hire, refreshments, p & p)	132.93	-
TOTAL EXPENDITURE	8576.18	5512.68
PROFIT/-LOSS for the year	-880.09	-3461.91

STATEMENT OF AFFAIRS AS AT 30 JUNE 2022

Reserves at 1 July 2021	31327.82	Nat West Current Account	1852.55
		Lloyds Online Account	9303.78
Minus Loss for the year	<u>-880.09</u>	Savings Accounts	<u>17590.50</u>
			28746.83
		Plus Advance Expenditure	
		22/23	2350.90
		Less Advance Income 22/23	<u>650.00</u>
TOTAL BALANCE	<u>30447.73</u>	TOTAL RESERVES	<u>30447.73</u>

SIGNED:-  **PATRICK FIELD (HONORARY TREASURER)**

REPORT OF EXAMINER:- I have examined the records, computerised schedules and the bank statements of the above and certify that these figures are a true representation of the financial position at 30 June 2022.

SIGNED:-  **MALCOLM REID, FCA (EXAMINER)**

15 September 2022