

MILLGATE ARTS CENTRE LIMITED - (Company Number 06126132 and Charity Number 1119394)  
(Company Limited by Guarantee)

**REPORT OF THE BOARD OF DIRECTORS FOR THE YEAR ENDED JUNE 30<sup>th</sup>, 2023**

The Directors present their Annual Report and financial statements for the year ended June 30<sup>th</sup>, 2023.

**Reference and administrative details**

The company is a company limited by guarantee and as such has no share capital. The company was incorporated on the 23<sup>rd</sup> February 2007 and the charity was first registered on the 24<sup>th</sup> May 2007. The liability of the members of the company which is governed by its Memorandum and Articles of Association is limited to £10 per member in the event of the company being wound up while they are a member. Trustees/Directors represent the various groups who make up the work of Millgate Arts centre. They are -

**Directors**

We have 11 directors in total.

Sandy Hawkins OBE	
Roger Hinchliffe	<i>Saddleworth Concerts Society</i>
Duncan Jackson	
Luke Settle	
Ian Shepherd	
David Shipp	
Phillida Shipp	<i>Delph Community Association</i>
John Tanner (Chair of MAC directors)	
Ken Wright MBE	
Adrian Barass	<i>Saddleworth Film Society</i>
Miriam Lawton	

Anne Wright MBE (Ex officio) President

Tim Newbold has recently resigned due to ill health. We thank him for all his hard work with Saddleworth Live and wish him a speedy recovery. We have been joined by Miriam Lawton.

This leaved us with 4 vacancies moving forward.

**Officers**

Chair of MAC Directors	John Tanner
Company Secretary:	Sandy Hawkins
Company Treasurer:	Duncan Jackson
Productions manager	Verity Mann
Buildings manager	Ian Shepherd
Chair of Management Committee:	Ian Shepherd

## Responsibilities

Role	Leader	Support
Finance	Duncan Jackson	
Company secretary, Safeguarding coordinator, Subscriptions secretary	Sandy Hawkins	
Building Manager, Lettings manager	Ian Shepherd	
Publicity manager, Membership Coordinator, Data protection	Andrew Mann	Sam Al Hamdani, David Ebden,
Production coordinator, Newsletter Coord, Wardrobe Coordinator	Verity Mann	Props - Siobhan Ebden Play selection - Pauline Walsh,
Bar manager	Luke Settle	Kerry Ely (paid role)
Technical Coordinator	David Plowright	
Front of House Manager	Neil Bradbury	
Library Coordinator	Phillida Shipp	
Sponsorship Manager	John Tanner	
Production committee	Verity Mann	Carol Davies Melvyn Bates, Alayne Whitworth
Charities coordinator	Carol Davies	
Play Reading group:	Maurice Reid	
Stage Director	Current vacancy	

## Members

- The register of Members maintained by the Membership List Coordinator, which includes-
  - ✓ the Directors as listed above,
  - ✓ Life Members as listed below and
  - ✓ representatives from some or all of - the Delph Community Association; Saddleworth Concerts Society; Saddleworth Civic Trust, Saddleworth Film Society and the Saddleworth Parish Council

### Life Members –

- Ken Deighton; Elizabeth Hardie; Margaret Hill; June Holmes; Tricia Kenworthy; Ian Perks; Patricia Redshaw; Edwina Rigby; Andrew Rigby; Ian Shepherd; David Shipp; Jill Smith; John Shore, Jean Sykes; John Tanner; Ken Wright, Anne Wright, John Hankin

## Company Number

06126132

<b>Charity Number</b>	1119394
<b>Principal and Registered Office Address</b>	The Millgate Arts Centre Stoneswood Road Delph Oldham OL3 5DY
<b>Bankers</b>	Santander Bank Bridle Road Bootle Merseyside L30 4GB
<b>Independent Examiner</b>	Phil Mushing, Ogden and Partington, Falcon Enterprise Centre, Victoria Street, Chadderton, Oldham OL9 0HB

### **Principal objectives and policies**

The **key objectives** of the charity are: -

- to advance public education in the Arts and to present plays of high quality and in a variety of periods and styles.
- to manage the Millgate Arts Centre, Delph as a cultural and social amenity for Saddleworth.
- to promote an interest in drama by any appropriate means.

To further these objectives, the Charity

- fosters the use of the Millgate Arts Centre as a cultural, social and educational amenity for all people in Saddleworth and as a community centre for all people in Delph and in Saddleworth in general.
- protects and preserves the Millgate Arts Centre as a building of architectural and historic importance.
- fosters and preserves the name of “Saddleworth Players” in the presentation of plays. The charity acquired the assets, but subject to the liabilities, of the charity known as Saddleworth Players. The new company has the same charitable objectives as Saddleworth Players and the name “Saddleworth Players” has been preserved for play productions.

### **Background**

The Millgate Arts Centre building is a prominent feature in the village of Delph. It houses a theatre, a bar, a bar lounge and a library. Part of the building was let by Oldham MBC to the former Saddleworth Players for use as a theatre. In 2005 when it became known that the library was to be closed, interested parties came together to form the “Millgate Centre Steering Group”, to consider the future of the whole building. As a result of this initiative and following detailed negotiations, all parties agreed that to secure the future of the building for the community of

Delph, the only way forward was to establish a new charity and company known as the Millgate Arts Centre.

Oldham MBC, who currently owns the freehold of the building, granted a 30-year full repairing lease of the whole building, including the library, to the new company/charity at a peppercorn rent (this lease now expires in 2039). Under the auspices of the Millgate Arts Centre the Delph library is now separately managed and staffed by volunteers from the Delph Community Association.

## **Structure, Governance and Management**

### **Directors of the Company**

The Company currently has 11 directors (with 4 vacancies) who were appointed because of their wide range of considerable skills and experience in managing large scale organisations and delivering projects and initiatives on time and on budget. They consist of people with experience in such areas as senior management, project coordination, arts and theatre management, architecture, engineering, building maintenance, IT, finance, law, administration, human resources, marketing and community consultation. There are representatives from Saddleworth players, the film society and the concert society and local government.

The directors are responsible for managing the business of the company and charity and making policy and main funding decisions, with the day-to-day management of the Centre being carried out by a **Management Committee**.

The powers and functions relating to the charity's object of presenting plays and promoting drama is delegated to a **Production Committee**.

Directors are kept fully informed of issues by reports from the committees and through directors who serve on these two committees. The Management Committee meets every month to deal with the day-to-day affairs of the society and the Millgate Arts Centre building, and deals with issues such as finance, building maintenance, advertising, membership, lettings, health and safety etc. Our sincere appreciation is extended to the Committees/Groups for their advice and support throughout the year.

### **Members of the Charity**

Members include the subscribers to the memorandum who were the first members of the charity, together with all persons who were members of Saddleworth Players at the date of incorporation and anyone on the list of Members at the time the AGM is called. New members are vetted and approved by the Management Committee on behalf of the directors. Furthermore, under the Articles the following local organisations are members of the charity – Delph Community Association, Saddleworth Concerts Society, Saddleworth Civic Trust, Saddleworth Film Society and Saddleworth Parish Council. There are currently **453** members of the charity. Oldham MBC also appoints an Officer to be a named contact, currently Councillor Kevin Dawson, to ensure that consultation and liaison is maintained as the Arts Centre develops.

### **Staffing and Volunteers**

We have currently one person who is currently employed by the charity as a bar worker. A cleaning company is also brought in to ensure that the building is not only clean but Covid safe. The organisation and management of the company/charity and all the activities of the Centre are undertaken by a large team of volunteers. The directors are very grateful for the efforts and support of these volunteers which ensures that the full facilities of the Centre are made available to the local community.

## **Achievement and Performance**

### **Business review**

- The directors are responsible for ensuring that an effective risk assessment policy is in operation. Action is being taken to identify all potential risks and a formal policy and risk register has been produced and this is updated and reviewed every six months by both the Management Committee and directors.
- Financial controls and systems are regularly reviewed by the Treasurer and board of directors together with an annual budget and strategic plan. Ongoing reviews by the directors ensure that financial performance is in line with the approved budget.
- Insurances are regularly updated to ensure that risks are sufficiently covered. Public appeals are ongoing and other fundraising initiatives increase the level of funds needed for building projects and ongoing maintenance /running costs.
- MAC is a member of the Greater Manchester Centre for Voluntary Organisations (GMCVO).
- The centre provides a barrier free environment, including a ramp access to the theatre.
- We continue to raise monies for the ongoing development of the Centre.
- The Management Committee and Production Committee continue to operate effectively and deliver in their areas of responsibility. A newsletter is circulated to Members on a regular basis. Friends of Millgate Arts Centre are kept informed by letter or email as required of developments and progress.

### **Officer's Reports**

**Reports have been received from officers/volunteers and the directors are pleased to present them as follows to give a flavour of our work.**

#### **Message from our Chairman of Directors – John Tanner**

This year marks our 50<sup>th</sup> anniversary at the Millgate Theatre and after such a great season in 2022/23 all the signs are that 2023/24 will be another high quality and entertaining season. 50 years ago, the Saddleworth Players put on 4 plays a year (with a fifth play in the summer every 4 years to coincide with the Saddleworth Festival). Also, The Chamber Society and Film Society joined us not long after and as well as a few extra plays and social events I estimated that the building was used for approx. 40/50 nights in a 10-month season. We had a relatively large group of acting/production/technical and bar volunteers allowing us to put on several large cast productions.

Today, with the inclusion of the Christmas Panto, the theatre will be used between 80/100 times and that is without any Saddleworth Live shows.

So, with the ever-growing popularity of our 'Millgate' comes the major issue of trying to man these events currently covered by a dedicated few of our members and volunteers.

The pressure this bears on us as a Society is the most pressing problem we face, and I know the management group are hard at work to try and resolve this and I wish them success in enticing our ever-growing new member numbers to get involved.

Sadly, Tim and Michael are taking time out from their 'Saddleworth Live' activities, and I want to acknowledge the huge and generous contribution that they have given us over the

years (not least the Panto). Their style of shows brought fresh audiences and I firmly believe that has helped spotlight our Saddleworth Players shows.

I am delighted to say that we have a new MAC Director joining us namely Mirriam Lawton and she is someone who I am sure will bring a great deal of experience and enthusiasm to bear. However, we have said goodbye and farewell to Ken Deighton, who has played a tremendous part in the life of Millgate for so many years. We owe him huge gratitude and thanks. He will be sorely missed.

Finally - the Building! We have major structural repairs that are needed to be addressed and a sub-group has been working out what this will entail in costs, in time schedules. etc. More details will emerge over the coming months but whilst every one of us have a part to play I particularly want to thank Richard Wallace for taking the lead on this complex issue.

### **Delph Library - Phillida Shipp**

Delph Library is run as a partnership between Oldham Libraries, Delph Community Association (DCA) and Millgate Arts Centre (MAC). The library is staffed by volunteers, and a Senior Library Assistant is available for advice and support. DCA pays for the running costs of the library but receives an annual grant from Oldham Libraries to help with this. The library occupies part of the MAC building and is responsible for internal maintenance of this area.

The library is open for fifteen hours a week: on Tuesday, Wednesday and Thursday afternoons and Friday and Saturday mornings.

In the Winter we took part in Oldham Council's 'Warm Spaces' scheme. Anyone could come into the library and sit comfortably with a warm drink during our opening hours. This proved quite popular during cold spells.

We had a total of 2694 visitors between the beginning of August 2022 and the beginning of August 2023. This included two class visits from Delph Primary School.

We hold fun sessions for under-fives on Friday mornings from 10.30 – 11.30 followed by a quieter session of knitting and crocheting from 11.30 – 1.00pm. We are taking part in the Summer Reading Challenge along with all Oldham Libraries. This year the theme is 'Ready, Set, Read', with an emphasis on outdoor activities and sports. All primary aged children are encouraged to read six books during the summer holidays and will receive a medal and a certificate if they do.

The Delph Library Reading Group meets on the third Monday of the month between 5.00 and 6.00pm. We read books selected from Oldham Libraries stock. Anyone who would like to join is welcome to come along.

At present we have 26 volunteers, but we really need more. Anyone interested in volunteering can contact me on 01457 875171 Phillida Shipp (Volunteer Coordinator)

### **Production Committee Season 2022/2023 – Verity Mann**

Saddleworth Players had a successful season, producing 5 plays, which saw audience levels increasing to pre-pandemic levels and new recruits onstage and offstage. It was not without its challenges – in particular the backstage area was out of bounds for the first two plays and an entire set team had to be found in the New Year but, as usual, the spirit of Community Theatre saved the day and there was a huge amount of camaraderie, co-operation and sense of fun.

The season included three comedies, a drama and a classic thriller. In order, they were:

- Scary Bikers by John Godber: A political comedy about Brexit and cycling which saw Mike Lawlor joining us as director for the first time. Regardless of political leanings,

this modern two-hander had a big heart and explored the theme of widow hood with sensitivity whilst giving us laugh-out-loud moments as the pair grew saddle-sore on a tandem on the way to Florence.

- Ben Hur by Patrick Barlow: A fast-paced comedy with a cast of four endlessly multi-role-ing aided by stage crew and props. It required clever staging and creativity by costume and props teams in what became an immensely enjoyable ensemble piece. It was testament to the energy and goodwill created by the cast that the whole audience joined in as galley slaves and abusive Romans.
- Bette and Joan by Anton Burge: A thought provoking drama bringing to life the highs and lows of life as Hollywood Divas and Bette Davis and Joan Crawford slug it out both on screen and off in the making of 'Whatever Happened to Baby Jane!'. Sympathetically and stylishly directed by Melvyn Bates, set, costumes and props screamed Hollywood glamour.
- Trap for a Lonely Man by Robert Thomas: Set in the French Alps, this classic thriller, directed by Sue Stephenson, kept audiences guessing right until the very end. An intriguing play, it allowed for some lovely characterisation and cameo roles.
- Silver Lining by Sandi Toksvig: directed by Carol Davies: set in a nursing home during a catastrophic flood this warm hearted but intelligent comedy is packed with one-liners and laugh-out-loud moments. Creative direction, fantastic performances, a realistic set and a challenging props list helped shape this show as one of our all-time best sellers attracting new audience members who have since gone on to become subscribers.

We have also had a really successful season with Saddleworth Players Youth Theatre (SPY) who meet every Monday during term time, and have put on a Christmas show The Snow Queen, and entered a one act play written by SPY and Rebecca Wood into the Oldham Drama Festival, performing it at the June season preview to full house.

The season 2023-24 has now been launched. We are always looking and encouraging people to get involved and adding to the 80 Players from 2022/23. Keep an eye out for audition notices.

### **Saddleworth Players Operations Team**

We realised that we didn't have enough people organising and actually running Saddleworth Players 5 shows a season, and we were / are in danger of too few people taking on too much and burning out.

In Spring 2023, we formed Saddleworth Players Operations Team (SPOT) who will meet regularly and plan and organise the Saddleworth Players Shows. This will give some structure to an important core of Millgate Production Committee, working closely with the Management team that runs the theatre building; front of house (bar; box office)

Chair Andrew Mann,

Secretary Alayne Whitworth

Creative & Play Selection - Verity Mann, Carol Davies, Pauline Walsh, Melvyn Bates

Sound & Lighting - David Plowright

Props\_ Siobhan Ebdon

Costumes -Verity Mann

Stage Manager -tbc

Stage Set -tbc

We have also agreed that we will become more open and inclusive.

- Director: PA appointed for each show, then technical leads fill roles
- Audition / read through for shows (starting with Curtain Up!)
- Identify roles and responsibilities for each role (so new people are clear)
- Advertise for new roles (Stage Manager; Set; Stage)
- SPOT roles agreed at AGM each year.

If you would like to get involved on stage , behind stage or have any skill you think we can use, please contact us on [Saddleworthplayers@millgateartscentre.co.uk](mailto:Saddleworthplayers@millgateartscentre.co.uk)

### **Membership - Andrew Mann**

We need you to get involved.

We need members to be actively engaged in the running of all elements of Millgate Arts Centre, either on stage, backstage or in the bar or front of house

What skills do you have?

We have several roles that we'll be advertising as part of the management team, and we always welcome volunteers to support the running of the theatre. Please ask at the box office or bar to offer your support. Keep in contact.

We have maintained an update through 5 SPNews regularly on email as PDF or as paper copy to those members with-out email access. Please give us feedback on what you think. We have made good use of our membership database to keep members connected: please let us know if you have moved or changed contact details. If we don't know we can't keep in touch. Contact [membership@millgateartscentre.co.uk](mailto:membership@millgateartscentre.co.uk)

New members have joined over the last year, using the online sign-up link on the website, as well as coming along to see shows and asking to sign up in the bar or box office.

Unfortunately, we've also lost members passing away or with ill health, or just not returning. to active participation at Millgate.

<b>Membership on database</b>	<b>2023</b>
Regular members	453
SPY members	14
<b>TOTAL MEMBERS</b>	<b>467</b>
Friends	55
Friends of Auditorium	101
Acting Active	89*
Sound & Lighting	7
Costume team	9
Publicity Team	15
Play Reviewers	8
Bar active	36
FOH active	31

### **Publicity - Andrew Mann**

- Publicity ran for the 22-23 and now for the Golden Anniversary Season 23-24.

We have rebuilt the website over the summer, involving all the elements of Millgate Arts Centre (Saddleworth Players, Concerts Society, Film Society, and the Panto and The Library) and are very active on social media, email, and in local press/ radio. We have built a particularly strong relationship with Gemma at Saddleworth Independent



Big thanks you to everyone involved: Sam Al-Hamdani, David Ebdon, Michael Powis, Jude Gidney, Alan Gorst, Val & Martin Kavanagh, Andrew Mann, Richard Wallis, Adrian and Caitlin Barrass, Gemma and the team at Saddleworth Independent, Mary Booth at Saddleworth Monthly.

- Thanks goes to our Newsletter Coordinator – Verity Mann – who ensures everyone is kept up to date, publicising forthcoming productions, publishing in-house reviews and talking directly to the membership about items of interest to the society. Many of our active members continue to supply copy and to give positive feedback about the content. A copy is emailed out to the membership 3 weeks prior to a Saddleworth Players show, with paper copies distributed via Mail Chimp to those who require it.
- Also, a thanks you to our team of play reviewers: Helen Rigby, John Rigby, Jude Gidney, Martin Roche, Carol Davies and Verity Mann. If you are interested in becoming part of the reviewing team (free tickets to performances) please let me know on [saddleworthplayers@millgateartscentre.co.uk](mailto:saddleworthplayers@millgateartscentre.co.uk)

### **Golden Anniversary Season**

Millgate Arts Centre is celebrating 50 years!

Saddleworth Players moved from the Mechanics Hall in Millgate in 1972 with the first show in 1973. Our Golden Jubilee will be celebrated throughout 2022 & 2023 culminating in a special performance in autumn 2023 to mark the 50th anniversary of the first show in November 2023 with the play Alice.

We have been gathering memories of the last 50 years and sharing them on the website and on social media. We kicked off with a history of Saddleworth Players from 1927 to 1972, several members have written memories and we are uploading details of past shows going back as far as we can.

The memories are already starting to appear on the website, as well as past plays being added through the year. If you have a story, photos or memories you want to share please get in touch: [saddleworthplayers@millgateartscentre.co.uk](mailto:saddleworthplayers@millgateartscentre.co.uk)

### **Wardrobe – Verity Mann**

We have continued to run a drop-in costume group on Wednesday mornings from 10am-12pm with the aim of sorting, mending, and sizing costumes, providing costumes for all the Saddleworth Players' shows and for other theatre groups when requested.

As well as providing a valuable service (we no longer need to hire costumes ourselves and can tackle all periods, widening the scope of plays that we perform), our volunteers are a cohesive and friendly crew and make Wednesday mornings fun and varied.

### **Front of House - Neil Bradbury**

Like all areas of Millgate Arts Centre Front of House has had a very busy year and a big thank you to all who have volunteered.

We have retained our existing team while recruiting some new members and I cannot stress enough that we couldn't do it without your dedication and support.

New members to the team are always welcome and don't hesitate to contact me at [FOH@millgateartscentre.co.uk](mailto:FOH@millgateartscentre.co.uk)

I am pleased to report that the increase in customers generally has been reflected in our sales of confectionary and ice cream which all contributes to the theatre budget.

Over the Summer we have been working to clear and tidy behind the desk and the office area so an improvement should be seen.

Throughout the year we have replaced and improved our First Aid facilities and the decision has recently been taken to purchase a lightweight wheelchair to assist evacuation from the auditorium if required.

### **Saddleworth Film Society – Adrian Barass**

- After a 2-year Covid break this was a ‘make or break’ year where the Film Society needed to commit to the season in Summer 2022 with no real confidence of the number of tickets that would be sold through the season to cover all our costs. We are pleased to report that our subscriber levels returned to our pre-Covid levels and through the support of Millgate Arts Centre we have been able to make online ticket sales available. These extra sales have made a small but meaningful difference as we have balanced our costs and in fact added to our small cash asset to enable us to invest in the future.
- The film season was chosen, like previous seasons to show ‘new’ films that provide challenge, interest and interval conversation. The availability of films through streaming services means that we work hard to find films that are not free to air through the main streaming services, they may be available to buy or indeed may not be available at all. At the same time, we do try and find one or two ‘blockbusters’ such as Elvis this year which aims to make the film society attractive to all whilst at the same time giving a little challenge on occasional evenings.
- Our 2023 season had films presented in 8 foreign languages and only 2 in English. It had short films Petite Maman (73 minutes) and long films Drive my Car (179 minutes). Most were contemporary, some based on true stories; Benediction, Elvis and Hive and you could say we have presented films that could be perceived as challenging, but many left the cinema feeling thankful that we came out on a Monday evening. This is the key part of the Film Society to feel entertained and challenged in equal part.
- With Millgate Management Team support, we have become much more integrated within Millgate Theatre through the year. We are members of the Millgate Management Team who meet monthly. They have been very helpful to us and ensure all the SFS events are well publicised alongside all the Millgate Events and working to push our film events out to a wider audience. The most visible benefit of our close cooperation is that we sell tickets for films via the Millgate Website via Ticket source.
- With the return of our subscribers, we have confidence in our cash position and have now invested in new technology to make our offering to the community more attractive. With the advent of digital TVs our image size and resolution are now small and ‘washed out’ relative to many people’s experiences at home. Whilst film society is much more than the quality of picture, we believe we can improve, and as many of our films are subtitled there have been times when these have not been as clear as many would like!
- At our AGM all members supported the investment in a new Blu Ray player and more importantly a new projector. This is a significant investment, but initial testing has indicated we will increase the image size by 50% and increase the colour and picture definition significantly. We now have a ‘spare’ projector and Film Society are happy that this should remain in the theatre and be available to all whilst also acting as spare for ourselves if required.
- The projection improvements lead us to be even more excited about our next season. We hope with the improved image and continued push on marketing, the films we will be able to maintain and grow our subscriber and individual ticket sales. We have

confirmed our first 5 films for the season including an extra film, West Side Story on 4th September where we hope to be able to show off our new technology and time spent in the control room to improve the audio. We look forward to welcoming subscribers and visitors in September.

### **Sponsorship – John Tanner**

All 5 plays for the 2023/24 season have sponsors in place and we have an additional sponsor 'Ryder& Dutton' for this year Pantomime.

You can contact me on [johntanner@tannerbrothers.co.uk](mailto:johntanner@tannerbrothers.co.uk) or mob 07802 385 591.

### **Safeguarding – Sandy Hawkins**

Our youth group SPY is thriving for young actors aged 11-21.

All safeguarding along with Health and Safety procedures are in place.

All members who are responsible for working with children, young people and vulnerable adults are subject to enhanced Criminal Record Bureau disclosures. Saddleworth Players and the MAC review the comprehensive child protection policy on a regular basis.

Copies of the policy are available on request.

### **Bar report – Luke Settle**

The bar and bar lounge continue to fulfil an important role in the operation of the theatre, providing not only vital income for the charity, but a social space for the enjoyment of our audiences and members.

Since the last report, our Bar Manager (Tim Newbold) has had to step away from his position. We thank Tim greatly for his hard work over the past few years and overseeing the recent developments of the bar area. Similarly, our Bar Leader (Pete Mariette) has had to step away from his position and we thank Pete for his time with us.

Director, Luke Settle, has assumed the voluntary position of Bar Manager and brings with him over a decade of experience, having previously managed the bar at Millgate Arts Centre and as manager at Rochdale Town Hall. Recruitment is currently underway for a new Bar Leader, a paid position to manage the day-to-day operations of the bar.

Development of the bar operations continues, with improved financial and stock controls introduced over the summer. Similarly, processes have been introduced to improve communication with our bar volunteers with the aim of ensuring that helping on the bar is a fun and enjoyable experience for all our volunteers, on which we rely so much. The list of active bar volunteers is increasing once again but more are still needed. If anyone is interested in helping out, please email [bar@millgateartscentre.co.uk](mailto:bar@millgateartscentre.co.uk).

### **Play reading group - Maurice Reid**

We carry on as before, reading a play every first Tuesday of each month apart from our summer break in July and August and again we were able to send a small sum (£70) to the Millgate as thanks for its kind hospitality.

We have a good relationship with Oldham Central Library who source plays for us via the Inter Library Lending scheme. Many of our plays recently have come from Wiltshire who have an impressively stocked Library of the Performing Arts. They did let us down one month however, but Carol Davies and Verity Mann sprang to our aid, and we were able to access the library of plays now developing at the Millgate and so we chose 'Abigail's Party'.

In May Chris O 'Ryan led a reading of 'Measure for Measure' in what is becoming a tradition - i.e., preparing parts in advance and then reading a complete Shakespeare.

### **Directors Appreciation**

We are extremely grateful for the commitment given and shown by individuals and organisations involved with the Millgate Arts Centre and for the initiatives and support that is given in so many ways. We could not survive without this enthusiasm and commitment.

### **Financial review 2022-2023 Duncan Jackson**

The 2022/23 season provided trading income of £106,102. This included subscriptions of £7,258, income from Saddleworth Players of £33,269, Saddleworth Live and income from Pantomime of £15,765, income from the Box Office of £5,607, and income from the Bar of £37,801. This was an excellent performance in our first full season not affected by the pandemic, and provides comfort that people are now happy returning to theatre.

Total operating costs for the year were £84,442. This included gas, electricity, and water costs of £17,427, bar expenses of £24,997 (made up of bar supplies and wages), plus the theatre annual insurance renewal of £5,897. Other significant overheads included cleaning (£5,194) and marketing (£4,715). There was un-forecast expenditure of £17,099 on the investigations into the structural repair work required to the theatre building. OMBC have so far agreed to refund the cost of the asbestos removal (£7,150).

The surplus from operating activities in 2022/23 was £11,909.

We received a lump sum donation of £10,000 from the Roger Tanner Trust, as well as ongoing donations from Friends of the theatre. At the end of June 2023, there was £127,647 in the Millgate bank accounts.

The main financial risk to the theatre is the cost of the structural repairs to the building which cannot be met from our existing reserves. Contribution from OMBC and / or significant fund raising will be needed to meet the estimated costs of the repairs.

The Annual Reports and Balance Sheet for the financial year ended 30<sup>th</sup> June 2023 and an audit exemption statement has been prepared. These are available on request.

### **Policy regarding financial risks and reserves**

Box office revenue, bar income and extra income received from events and lettings covers all annual outgoings and provides a surplus which can be utilised by the Arts Centre to further enhance and develop activities. The directors continue to explore other avenues of funding to carry out further refurbishment works and enhance activities even more for the benefit of the community. It is also vital to ensure that adequate funding is obtained to ensure that the library can continue to operate. The directors have a policy on both financial risks and reserves.

### **Statement of Board of Directors' responsibilities for the financial statements**

- Company law requires the board of directors to prepare financial statements for each financial year which give a true and fair view of money matters of the charitable company,

and of the excess of income over expenditure of the charitable company for that period. In preparing those financial statements the board of directors are required to:

- a) select suitable accounting policies and apply them consistently.
  - b) make judgements and estimates that are reasonable and prudent.
  - c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
  - d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.
- They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.
  - The board of directors is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and Statement of Recommended Practice: Accounting and Reporting by Charities.

### **Approval**

This report was approved by the Directors on the 20<sup>th</sup> of October 2023 and signed on their behalf by

John Tanner  
Chair and Director

Sandy Hawkins  
Company Secretary

**MILLGATE ARTS CENTRE LIMITED**  
**CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132**  
**SUMMARY RECEIPTS AND PAYMENTS ACCOUNT**  
**FINANCIAL YEAR TO 30 JUNE 2023**

**1. RECEIPTS**

<b>TRADING ACTIVITIES</b>	<b>2022/23</b>	<b>2021/22</b>
Subscribers for 2022/23 season	7,258	7,764
Plays income	31,949	22,960
Play sponsorship	1,320	1,320
Bar	37,801	29,638
Box Office	5,607	2,177
SFS/SCS/Lettings	4,916	2,235
Saddleworth Player Youth Theatre	1,487	175
Saddleworth Live and Pantomime	15,765	4,371
	<b>106,102</b>	<b>70,640</b>
Other Trading Income	466	231
<b>INCOME FROM ASSETS</b>	<b>106,569</b>	<b>70,871</b>
Interest and Dividends	1,878	1,024
<b>Subtotal</b>	<b>108,447</b>	<b>71,895</b>
<b>MISCELLANEOUS RECEIPTS</b>		
COVID 19 Grants	0	2,667
<b>Total Receipts</b>	<b>108,447</b>	<b>74,562</b>

**2. PAYMENTS**

<b>DIRECT EXPENDITURE IN SUPPORT OF CHARITY'S OBJECTS</b>		
Play expenses	12,096	6,618
<b>OTHER EXPENDITURE</b>		
Bar Wages	4,960	7,144
Bar Expenses	20,037	14,519
Ice cream/sweets	2,141	1,075
Marketing	4,715	3,894
Cleaning	5,194	3,708
Utilities	17,427	12,485
Card Fees	1,269	1,753
Insurance	5,897	4,884
Accountants	436	406
Bank Charges	271	261
Building maintenance	1,408	6,922
Building structural repairs	17,099	0
Miscellaneous	3,588	2,446
	<b>84,442</b>	<b>59,496</b>
<b>Total Payments</b>	<b>96,538</b>	<b>66,114</b>
<b>SURPLUS FROM OPERATIONS</b>	<b>11,909</b>	<b>8,447</b>

Add Donations / Income from Friends	<u>11,726</u>	<u>64,274</u>
<b>Subtotal</b>	<b><u>23,635</u></b>	<b><u>72,721</u></b>
Less Write Off:		
Building Improvement Works from Previous Years	<u>13,671</u>	<u>49,658</u>
<b>SURPLUS (LOSS) FOR THE YEAR</b>	<b><u><u>9,964</u></u></b>	<b><u><u>23,064</u></u></b>
Check total	(0)	

**MILLGATE ARTS CENTRE LIMITED**  
**CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132**  
**BALANCE SHEET**

	2022/23	2021/22
Building Improvements (see note 1)	4,838	13,671
Investments (see note 2)	<u>15,000</u>	<u>15,000</u>
<b>Fixed Assets</b>	<b>19,838</b>	<b>28,671</b>
 <b>Current Assets (see note 4)</b>	 <b>128,247</b>	 <b>113,993</b>
 <b>Total Assets</b>	 <b><u>148,085</u></b>	 <b><u>142,664</u></b>
 Subs paid in advance	 (1,320)	 (1,378)
Accruals	<u>(482)</u>	<u>(4,967)</u>
<b>Current Liabilities</b>	<b><u>(1,802)</u></b>	<b><u>(6,345)</u></b>
 <b>Net Assets</b>	 <b><u><u>146,283</u></u></b>	 <b><u><u>136,319</u></u></b>
 <b>Represented by</b>		
Balance b/f	136,319	113,255
Surplus (Loss) for year	<u>9,964</u>	<u>23,064</u>
<b>Total</b>	<b><u><u>146,283</u></u></b>	<b><u><u>136,319</u></u></b>
	0	0



MILLGATE ARTS CENTRE LIMITED  
CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132  
NOTES TO ACCOUNTS

**Write Off in Year**

13,671      Remaining half CAPEX incurred in 2020/21

1. Building Improvements	2022/23	2021/22
Brought Forward	13,671	63,329
Write Off in Year	(13,671)	(49,658)
<b>Sub Total</b>	<b>0</b>	<b>13,671</b>
Building Improvements In Year	4,838	0
<b>Total</b>	<b>4,838</b>	<b>13,671</b>

In 2016/17 it was decided that future building improvement works should be written off over two years.  
In 2022/23 £13,671 has been written off. This comprises the remaining balance from 2020/21  
In 2022/23 £4,838 has been capitalised for new windows in the Theatre bar area  
Building improvement works will continue to be written off over two years.

2. Investments	2022/23	2021/22
COIF	15,000	15,000

£15000 has been invested in COIF Charities Global Equity Income Fund.  
The investment is held in the balance sheet at cost

**3. Leasehold property**

This has no value since in the event of the company winding up it reverts to Oldham Council at nil value.

4. Current Assets	2022/23	2021/22
Current accounts	60,672	25,691
Business Deposit	11,862	9,805
Business Savings	55,113	77,882
Other assets	600	615
<b>Total</b>	<b>128,247</b>	<b>113,993</b>

**CHARTERED CERTIFIED ACCOUNTANTS REPORT**

**TO THE BOARD OF DIRECTORS OF MILLGATE ARTS CENTRE LIMITED**

**ON THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2023**

It is the responsibility of the directors to ensure that Millgate Arts Centre Limited has kept adequate accounting records, and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit or loss of Millgate Arts Centre Limited. You consider that Millgate Arts Centre Limited is exempt from the statutory audit requirement for the year.

It is our responsibility to examine the accounts and to state whether any matters have come to our attention.

An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with our examination, no material matters have come to our attention which gives us cause to believe that in any material respect:

- adequate accounting records were not kept
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts 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.

We have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the board of directors. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the board of directors for our work or for this report.

*Ogden & Partington*

**OGDEN & PARTINGTON**

Chartered Certified Accountants

Office 3, Falcon Business Centre,  
Victoria Street,  
Chadderton,  
Oldham,  
OL9 0HB.

3<sup>rd</sup> October 2023

**MILLGATE ARTS CENTRE LIMITED**  
**CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132**  
**SUMMARY RECEIPTS AND PAYMENTS ACCOUNT**  
**FINANCIAL YEAR TO 30 JUNE 2023**

**1. RECEIPTS**

<b>TRADING ACTIVITIES</b>	<b>2022/23</b>	<b>2021/22</b>
Subscribers for 2022/23 season	7,258	7,764
Plays income	31,949	22,960
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	<b>106,102</b>	<b>70,640</b>
Other Trading Income	466	231
<b>INCOME FROM ASSETS</b>	<b>106,569</b>	<b>70,871</b>
Interest and Dividends	1,878	1,024
<b>Subtotal</b>	<b>108,447</b>	<b>71,895</b>
<b>MISCELLANEOUS RECEIPTS</b>		
COVID 19 Grants	0	2,667
<b>Total Receipts</b>	<b>108,447</b>	<b>74,562</b>

**2. PAYMENTS**

<b>DIRECT EXPENDITURE IN SUPPORT OF CHARITY'S OBJECTS</b>		
Play expenses	12,096	6,618
<b>OTHER EXPENDITURE</b>		
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	<b>84,442</b>	<b>59,496</b>
<b>Total Payments</b>	<b>96,538</b>	<b>66,114</b>
<b>SURPLUS FROM OPERATIONS</b>	<b>11,909</b>	<b>8,447</b>

Add Donations / Income from Friends	11,726	64,274
<b>Subtotal</b>	<b>23,635</b>	<b>72,721</b>
Less Write Off:		
Building Improvement Works from Previous Years	13,671	49,658
<b>SURPLUS (LOSS) FOR THE YEAR</b>	<b>9,964</b>	<b>23,064</b>
Check total	(0)	

**MILLGATE ARTS CENTRE LIMITED**  
**CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132**  
**BALANCE SHEET**

	2022/23	2021/22
Building Improvements (see note 1)	4,838	13,671
Investments (see note 2)	<u>15,000</u>	<u>15,000</u>
<b>Fixed Assets</b>	<b>19,838</b>	<b>28,671</b>
 <b>Current Assets (see note 4)</b>	 <b>128,247</b>	 <b>113,993</b>
 <b>Total Assets</b>	 <b><u>148,085</u></b>	 <b><u>142,664</u></b>
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Accruals	<u>(482)</u>	<u>(4,967)</u>
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 <b>Net Assets</b>	 <b><u>146,283</u></b>	 <b><u>136,319</u></b>
 <b>Represented by</b>		
Balance b/f	136,319	113,255
Surplus (Loss) for year	<u>9,964</u>	<u>23,064</u>
<b>Total</b>	<b><u>146,283</u></b>	<b><u>136,319</u></b>
	0	0



MILLGATE ARTS CENTRE LIMITED  
CHARITY COMMISSION NUMBER 1119394; COMPANY NUMBER 6126132  
NOTES TO ACCOUNTS

**Write Off in Year**

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1. Building Improvements	2022/23	2021/22
Brought Forward	13,671	63,329
Write Off in Year	(13,671)	(49,658)
<b>Sub Total</b>	<b>0</b>	<b>13,671</b>
Building Improvements In Year	4,838	0
<b>Total</b>	<b>4,838</b>	<b>13,671</b>

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Business Deposit	11,862	9,805
Business Savings	55,113	77,882
Other assets	600	615
<b>Total</b>	<b>128,247</b>	<b>113,993</b>

**CHARTERED CERTIFIED ACCOUNTANTS REPORT**

**TO THE BOARD OF DIRECTORS OF MILLGATE ARTS CENTRE LIMITED**

**ON THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2023**

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We have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the board of directors. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the board of directors for our work or for this report.

*Ogden & Partington*

**OGDEN & PARTINGTON**

Chartered Certified Accountants

Office 3, Falcon Business Centre,  
Victoria Street,  
Chadderton,  
Oldham,  
OL9 0HB.

3<sup>rd</sup> October 2023