

FREEWHEELERS THEATRE AND MEDIA LIMITED

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 April 2021

Charity Registration No. 1142638

Company Registration No. 7607883 (England and Wales)

FREEWHEELERS THEATRE AND MEDIA LIMITED

CONTENTS

	Page
Legal and Administrative Information	1
Report of the Trustees	2 - 8
Report of the Independent Examiner	9
Statement of Financial Activities	10
Balance Sheet	11
Notes forming part of the Financial Statements	12 - 14

FREEWHEELERS THEATRE AND MEDIA LIMITED

Legal and Administrative Information

Trustees and Directors as at 30 April 2021

Mrs V Balaam
Miss O. Bieri
Mr C Bussicott
Mr R H Colvill
Mr P Hart
Mr R Higson
Mr M James
Mr P N Messer
Mr K Newman
Mrs F Raines
Mr S Saaidah
Mrs P J Steers (Chair)

Principal Office

Pointers South
Pointers Road
Cobham
Surrey
KT11 1PQ

Independent Examiner

Jason Foxwell
independent-examiner.net
39 Enfield Road
Poole
Dorset
BH15 3LJ

Bankers

Lloyds Bank
83 High Street
Walton on Thames
KT12 1DU

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent, ME19 4JQ

Virgin Money
Jubilee House
Gosforth
Newcastle, NE3 4PL

FREEWHEELERS THEATRE AND MEDIA LIMITED

Report of the trustees for the year ended 30 April 2021

The Trustees and Directors present their report and accounts for the year ended 30th April 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and 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 published on 16th July 2015.

Structure, governance and management

The Organisation is a Charitable Company limited by Guarantee. It was established under a Memorandum of Association and is governed under its Articles of Association which set out the objects and powers of the Charitable Company. (See "Objectives and Activities" below)

The Trustees and Directors, who are also the directors for the purpose of company law, and who are also charity Trustees for the purposes of charitable law, and who served during the year were:

Mrs V Balaam
Miss O. Bieri
Mr C Bussicott
Mr R H Colvill
Mr P Hart
Mr R Higson
Mr M James
Mr P N Messer
Mr K Newman
Mrs F Raines
Mr S Saaidah
Mrs P J Steers (Chair)

None of the Trustees and Directors has any beneficial interest in the company. All of the Directors are members of the company and in the event of the company being wound up, each member would be required to contribute an amount not exceeding £10.

In order to adequately represent the disabled community, who are the principal beneficiaries of the charity, three Trustees are disabled members of the workshops funded by the charity. Traditional business skills, fundraising skills and experience in the field of public provision in the arts are well represented on the board. There is constant monitoring of the range of skills which feeds into the recruitment of new members. Trustees are required to read the Commission's guide "The Essential Trustee" which is distributed to all new Trustees along with the Memorandum and Articles and the latest financial statements.

All Trustees give their time as Trustees voluntarily and receive no benefits from the charity for their work as Trustees. They normally meet four times a year but have met more frequently during the Coronavirus Emergency. Trustees may be paid for their professional services, but only at a commercial rate and not in connection with their role as Trustees.

The charity has no subsidiaries or other related parties.

FREEWHEELERS THEATRE AND MEDIA LIMITED

Report of the Trustees for the Year Ended 30 April 2021 (cont/d)

The Trustees and Directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate these exposures.

Company procedures ensure compliance with legislation on the health and safety of staff, volunteers, clients and visitors to the workshops. Staff, volunteers and clients are also informed of our policies regarding protection of vulnerable people, equality and diversity, and confidentiality. All Trustees, staff and volunteers who carry out regulated activities are DBS checked, as are our senior company members who sometimes mentor workshops in schools.

Objectives and activities

Our purposes as set out in the Objects are contained in the company's Memorandum and Articles of Association. The policies adopted in furtherance of these objects are:

- The advancement of education for the public benefit by the promotion of the arts and in particular but not exclusively, the art of theatre.
- The advancement of the arts, culture and heritage for the public benefit.
- The relief of those in need by reason of disability.

These objects have not changed during the year.

The Trustees and Directors have paid due regard to the guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The policies adopted in furtherance of these objectives are:

- The provision of education workshops, particularly for disabled but also for non-disabled actors, dancers, musicians and film-makers, enabling them to learn the skills of theatre, media, dance and music.
- The provision of opportunities for our students to take part in both live and filmed performances in front of audiences.

Achievements and performance

Our objectives and how we have fulfilled them.

1. To increasingly stand on our own feet by generating our own income

The proportion of our income which is self-generated (i.e. not grants or donations) has generally increased over the past 9 years. In 2009 it was 23% and gradually rose to 64% in 2014-15. In 2015-16 it was 44% as a result of our being exceptionally successful in obtaining grants, which raised the percentage of that source of income as compared to self-generated income. In 2016-17 the percentage was 49%, again a very successful year in obtaining grants. This year the percentage is 92%.

The coronavirus pandemic forced us to close our face-to-face workshops on 13th March 2020 (three weeks before the usual end of the Spring Term). Our creative team worked tirelessly to move our workshops online and, after three preparatory weeks for which we did not charge fees, our Summer Term started online on 20th April. All online workshops have been very well attended. Fees have been charged at the same rate as for face-to-face workshops.

FREEWHEELERS THEATRE AND MEDIA LIMITED

Report of the Trustees for the Year Ended 30 April 2021 (cont/d)

On 8th May we launched our new Visual Arts workshops for Friday afternoons. These have proved popular and we now have 10 members, of whom half pay full fees and the rest reduced fees (supported by bursaries). We have received grant support for this initiative and the Visual Arts workshops have become part of our ongoing offer.

The year in numbers:

Total Workshop Hours - 496

Singalong hours - 41

Total Volunteer Hours for Workshop support – 1360

Total Volunteer Hours for Chatline – 516

Additional Volunteer Hours for Quizzes, Social Events and Singalongs - 68

2. To provide value for money to funders, donors and fee-payers

We achieve a high level of efficiency at very low cost.

Our office space is provided free of charge by a Trustee. Our rehearsal spaces are provided at low rates by Surrey County Council (and since 8/3/21 by Surrey Clubs for Young People who have taken over the tenure of the Bridge for the next five years), and by local church and village halls. Accountancy is provided at low fees.

Much work at Freewheelers is done by volunteers who give their time, skills and other resources for free. During lockdown our regular workshop volunteers have all continued to work online with us, and two have also worked to support Freewheeler members at The Grange Centre when the Grange has been unable to offer full support during lockdown for the large number of their residents who work with us.

We have also offered free social activities to our members during this entire period. In addition to fortnightly quizzes with the questions chosen by members, we have added a monthly ‘social’ meeting called Wednesday Wheelers: since February we have run a poetry evening, enjoyed two-minute speeches by Members on a variety of topics, reviewed a film, and run an improvisation evening.

3. To increase the skills, health and well-being of our students and give them opportunities to realise their ambitions

We carry out regular monitoring of our members’ ambitions and their sense of their progress and wellbeing with a system called Spokes (similar to Outcome Stars). The recording of the data for Spokes is now kept digitally and will soon be operated via our Database. This is the initial part of our work towards an Impact Assessment system which will enable us to report

more efficiently on the work of individuals, their well-being, and the wider impact of our company.

We ensure that every student, no matter how profound their disability, can take part in all our activities.

FREEWHEELERS THEATRE AND MEDIA LIMITED

Inevitably during 2020-21 the public visibility of our work has been much curtailed. Music Tutor Jay Bristow has flown the flag for Freewheelers each Friday on Facebook Live when he leads a Singalong and responds to a lively chatline and requests from members.

The students in our workshops performed live or on film in the following public on-line events:

July 2020	Freedom Film Festival	Facebook and You Tube
Oct 2020	Mole Valley e-Arts Alive Festival (Evening of films)	
Dec 2020	Light Up Elmbridge Arts Festival (interview with Zena, Richard, Andrea and Thomas)	
Dec 2020	The Advent Calendar (daily films)	Facebook
Feb 2021	Danceathon	Facebook
April 2021	Launch of Freewheelers Radio (additionally three Freewheelers appearances on Surrey Hills Radio and two on Radio Woking)	

Many of our films are available to view on You Tube and this year included films made from members' homes: Walking on Sunshine, Lockdown Blues, and It's a Wonderful World.

4. To be accessible to people on low incomes

Many of the disabled people who attend our workshops and participate in these activities would not have been able to do so without the support of the charity and its funders. Our policy is not to exclude any student, and therefore we partially or fully subsidise 45 students. About 40% of our members receive bursaries, which come directly from private or corporate donors.

5. To increase our student numbers

Our student numbers have more than doubled since 2009 from 42 to 90 individuals. In terms of workshop places we now operate 150 filled workshop places per week. 73 members have worked with us on-line (see reasons for reduced numbers below), including 7 new members. We are receiving enquiries currently from Surrey Choices and Seeability for our drama sessions. We are also opening a new Drama Workshop on Wednesdays at Cobham Community Centre from mid-June, alongside the reopening of our Media sessions there on Thursdays.

6. To expand our links with the local community and the range of activities we provide

During this financial year the charity has provided educational workshops in theatre, youth theatre, dance, music, film-making and visual arts for disabled people in Leatherhead on Mondays, Monday evenings, Tuesdays and Fridays. Most of our workshops moved online in April - except for our work with Woodlands School and Cobham Link. The school has been closed and adequate support could not be provided for the young people to take part. Cobham Link members have been supported at home by their own organisation during this period.

The Visual Arts workshops launched on Friday 8th May (more details at 1. above).

We are closely associated with DAiSY (Disability Arts in Surrey), working together to enhance our Visual Arts workshops, and shortly to receive some Equality training via DAiSY.

FREEWHEELERS THEATRE AND MEDIA LIMITED

We are becoming more involved with other local Leatherhead groups as part of the Leatherhead Community Hub has now moved into the North Leatherhead Community Association building, and are making the building more accessible. We are hoping to use their Hive (an arts studio) when things return to normal.

We continue with our efforts to improve the facilities of The Bridge Centre in Leatherhead. The Bridge is now run by Surrey Clubs for Young People and, as the major users of the building for many years, we are as always working towards better adapting the facilities to our purposes while ensuring that young people can also work in the building. With SCYP permission we have installed Ultrafast Broadband for use when we start blended workshops and to ensure we can all get online easily and reliably while at the Bridge.

The Chair of Mole Valley District Council, Mary Huggins, is well known to us as a great supporter, and the Council's Arts Officer, Claudia Cartwright, has continued to be very supportive of our work. We have good connections with the Elmbridge Borough Council personnel and their Arts Officer, Tristen Hennigs. As listed above, we have taken part in both Mole Valley's and Elmbridge's online Festivals this year. We also receive support from the Lieutenancy and Mr. More Molyneux is very active with charitable support within the County.

7. To achieve artistic excellence and bring our work to a wider audience, changing perceptions of disability

Although our Amandla! production has now run its course, a film has been made of the performance and consideration will be given to showing this at a better time.

The Monday Company has now presented the premiere of a very ambitious new production involving music, dance, puppeteering and binaural sound. This is called 'Do Not Disturb'. It is based on the true story of one of our members, and incorporates many ideas from the other Monday members, working with Puppet Maker Nick Barnes, Playwright Anita Sullivan and Musician Thomas Gray. Its premiere at Leatherhead Theatre in February was an enormous success, despite the sadness we all felt because of the death that week of Andrew Marber, Founder Member of Freewheelers, a witty and much loved man. ACE have permitted us to change our application from 'touring', to 'making a film' and this will take place in February 2022.

The full-length dance production 'Degas', for which funding was being sought when coronavirus struck, will be revived and re-rehearsed over four days at the Harlequin Theatre in Redhill. A short film will be made and a free afternoon performance and a ticketed evening performance will be given.

Financial Review

It is the policy of the charity that unrestricted funds (i.e. funds which have not been designated for a specific use) should be maintained at a level equivalent to approximately six months' expenditure. The Trustees and Directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, the Company will be able to continue its current activities while consideration is given to ways in which additional funds may be raised.

Our reserves have given us confidence during the pandemic. We have been able to continue to pay our staff team in full through the entire year. Fundraising has been successful and now we are looking with relative confidence at unrestricted reserves of £151,641.

FREEWHEELERS THEATRE AND MEDIA LIMITED

In addition we maintain a ring-fenced bursary fund to support students who are unable to pay the full fees.

Sources of Funding: Restricted Funds

We are very grateful to all our funders, without whom Freewheelers would not exist. This year we received grants from the following organisations, for particular projects associated with our work:

May-20	Arts Council England Coronavirus Response Fund
Jun-20	Wates Foundatiion for CEO Salary
Oct-20	Community Foundation for Surrey and DCMS Coronavirus Phase 2
Sep-20	Burnett Music Fund via CFS (for ‘Degas’
Nov-20	Localgiving (DCMS) Match Funding scheme
Nov-20	Mole Valley District Council for “Zoom Cubed”
Dec-20	No Fear Bridge – for Video and Media support
Apr-21	ACE Cultural Recovery Fund (see below)*

*Our new website is almost ready to be unveiled. This will form the centrepiece of our new Marketing and Internal Communications work supported by ACE’s Cultural Recovery Fund. This fund is also supporting our new Ultrafast Broadband installation and other capital purchases which will enable us to give ‘blended’ workshops (online and face-to-face at the same time), as well as paying for COVID safety advice as we return to face-to-face work. It will cover three months of our overheads to underpin our financial security as we slowly return to our normal working practices. It also helps support our Visual Arts work.

Sources of Funding: Non-Restricted Funds

This year 44% of our funding came from student fees and commissioned projects. This year we have received generous donations from individuals and organisations, including:

The Masonic Charitable Foundation

Redhill Redstone Rotary

Waitrose

Select School Travel

and many individual sponsorships for the two Film Festivals and the Danceathon, and from our Marathon runner Eluned’s much appreciated fundraising.

Our Silver Appeal for regular giving, launched in November 2014 to celebrate our 25th anniversary, now raises annually £4,798.

FREEWHEELERS THEATRE AND MEDIA LIMITED

Organisational News:

We are very sorry that Chris Bussicott and Vicki Balaam have both had to step down from our Board of Trustees for personal reasons, but delighted to welcome Olivia Bieri to the Board.

In accordance with our Succession strategy, our CEO Viv Colvill has announced her retirement and a replacement is currently being sought.

On behalf of the board of trustees and directors



Mrs P Steers

Director and Trustee

Dated: 8th November 2021

.....

FREEWHEELERS THEATRE AND MEDIA LIMITED

Independent Examiner's Report to the Directors of the Freewheelers Theatre and Media Limited

I report on the accounts of the Company for the year ended 30 April 2021, which are set out on pages 10 to 14.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- 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
- 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)].
- Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of both ACCA and ACIE; both of which are listed bodies.

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.



Jason Foxwell

independent-examiner.net
39 Enfield Road
Poole
Dorset
BH15 3LJ

Date: 9 December 2021

FREEWHEELERS THEATRE AND MEDIA LIMITED

Statement of Financial Activities For the Year Ended 30 April 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations					
Donations and Legacies		17,987	-	17,987	17,421
Investment Income		566	-	566	915
Income from Charitable Activities	3	130,758	141,819	272,577	236,776
Other income		4,412	-	4,412	2,381
Total income		153,723	141,819	295,542	257,493
Expenditure on:					
Charitable activities		113,957	99,451	213,408	236,682
Bursaries Awarded by Freewheelers		22,374	-	22,374	31,920
Total expenditure		136,331	99,451	235,782	268,602
Net gains/(losses) on investments		-	-	-	-
Net movement in funds		17,392	42,368	59,760	(11,109)
Reconciliation of funds:					
Total funds brought forward		134,249	20,479	154,728	165,838
Total funds carried forward		151,641	62,847	214,488	154,728

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FREEWHEELERS THEATRE AND MEDIA LIMITED

Balance Sheet as at 30 April 2021

	Notes	2021 £	2020 £
Fixed Assets			
Tangible assets	6	<u>4,625</u>	<u>6,167</u>
Current Assets			
Debtors		53,342	26,009
Cash at bank		<u>178,846</u>	<u>142,339</u>
		232,188	168,348
Liabilities:			
Creditors: amounts falling due within one year	7	<u>(22,325)</u>	<u>(19,787)</u>
Net current assets		209,863	148,561
Net assets		<u>214,488</u>	<u>154,728</u>
The funds of the charity:	8		
Unrestricted funds		151,641	134,249
Restricted income funds		<u>62,847</u>	<u>20,479</u>
		<u>214,488</u>	<u>154,728</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 April 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 8th November 2021.



Mrs P Steers

Director and Trustee

FREEWHEELERS THEATRE AND MEDIA LIMITED

Notes to the Financial Statements Year Ended 30 April 2021

1 Accounting policies

(a) Accounting Convention

The financial statements have been prepared under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

(b) Reconciliation with previous Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c) Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and Machinery	25% per annum
---------------------	---------------

(d) Income

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

General funds represent the funds of the company that are not subject to any restrictions regarding their use and are available for application of the general purposes of the company. Funds designated for a particular purpose by the company are also unrestricted.

Donations and collections given for use by the charity are recognised when received.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

(e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses are allocated or apportioned to the applicable expenditure headings.

2 Related party transactions and trustees' expenses and remuneration

One of the Trustees and directors received £21,333 in remuneration for the year.
(2018/2020 - £7,385)

3 Income from Charitable Activities

	Unrestricted funds	Restricted funds	2021 £	2020 £
	£	£		
Student Fees	108,384	-	108,384	122,680
Bursary – Student Fees	22,374	-	22,374	31,920
Grants	-	141,819	141,819	82,061
Sales of tickets and merchandise	-	-	-	115
	<u>130,758</u>	<u>141,819</u>	<u>272,577</u>	<u>236,776</u>

4 Employees

There were two employees during the year.

5 Independent Examiner's Remuneration

The independent examiner's remuneration constituted an examination fee of £625.

6 Tangible Fixed Assets

	Plant and Machinery
Cost	
At 1 May 2020	24,235
Additions	-
At 30 April 2021	<u>24,235</u>
Depreciation	
At 1 May 2020	18,068
Charge for year	1,542
At 30 April 2021	<u>19,610</u>
Net Book Value	
At 30 April 2021	<u>4,625</u>
At 30 April 2020	<u>6,167</u>

FREEWHEELERS THEATRE AND MEDIA LIMITED

7 Creditors: amounts falling due within one year

	Total funds 2021 £	Total funds 2020 £
Trade Creditors	21,700	18,403
Accruals	625	625
Other creditors	-	28
	<hr/> 22,325	<hr/> 19,056

8 Analysis of Net Assets between Funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,625	-	4,625
Current assets	169,341	62,847	232,188
Current liabilities	(22,325)	-	(22,325)
	<hr/> 151,641	<hr/> 62,847	<hr/> 214,488