

Charity Registration No. 1142854

Company Registration No. 7655760 (England and Wales)

THEATRE TEMOIN LIMITED

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE PERIOD ENDED 31 MARCH 2021

THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)

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THEATRE TEMOIN LIMITED

(A COMPANY LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-----------------|---|
| Trustees | Pete Williams Jasmine Cullingford Fiona Mason (appointed 10 November 2021) Jennifer Sutherland |
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| Charity Number | 1142854 |
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| Company Number | 7655760 |
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THEATRE TEMOIN LIMITED

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEE'S REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31st March 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 constitution, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, Governance and Management

Legal Status

Theatre Témoin was formed as a company limited by guarantee under a memorandum and articles of association dated June 2, 2011

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Jen Percy-Edwards

Pete Williams

Jasmine Cullingford

Gary Window

New trustees are appointed by the existing trustees; in selecting persons to be appointed, the trustees take into account the contribution that each potential trustee is able to make to the pursuit of the objects or the management of the Charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The day-to-day running of the charity is administered by the Artistic Director (Ailin Conant) and the Executive Director (Fiona Mason).

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities

Theatre Témoin is a Colchester-based physical theatre company dedicated to international collaborations in the creation of new work that is daring, socially engaged, and fun. The charity is known for its striking visual theatre, and for working with humanitarian groups, communities, and NGOs to produce truthful and socially driven theatre that is of the highest artistic quality. We work both independently and in co-production with other companies and organisations. The charity strives to bridge the gap between high quality theatre and socially relevant community engagement, putting the issues we approach, and the communities we represent, at the heart of our work. An in-depth research and development period, as well as a structured and broad reaching programme of collaborative and educational workshops, accompany every production we create. We fund this work through restricted funds from grants as well as through unrestricted funds from individual giving and box office receipts. The methods of working adopted in the furtherance of these objectives have not changed during the year.

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

THEATRE TEMOIN LIMITED

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TRUSTEE'S REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

The stated mission of the charity is:

1. To collaborate with a diverse range of people, companies, and communities in the creation of quality theatre that creates change because it is personal, not because it is didactic. We see the theatre as a space to share our questions, not to propound messages - we strive to create work that is engaging, moving, and fun.
2. To increase access to theatre as a means of self-expression, in areas and communities where it may not be readily available - through workshops, performances, and collaborations - and to document the work produced, if any, so that it can reach a greater audience.
3. To work continually to embrace new people, views, stories, and experiences so that the theatre we create reflects the world that creates us.

In order to realise its stated mission, Theatre Témoin has developed a four-stage production model:

- 1) Research and Development - where a scratch piece is built or written through text-based research and improvisation, and through conversations with relevant community and humanitarian organisations
- 2) Development workshops - where this piece is presented to relevant communities and the themes are explored collaboratively by artists and non-artists (with the aim of better informing the artists, while giving voice to community members who have had relevant experiences of the piece's themes)
- 3) Final rehearsals, run, and teaching workshops - where the material from the workshops is creatively incorporated into the piece over an additional rehearsal period, and presented publicly. This runs alongside a structured educational workshop programme exploring the piece's themes and/or genre
- 4) Touring - to theatres, schools, and other institutions alongside further teaching workshops

In terms of public benefit, we aim to develop wider participation in the arts through the promotion of productions to groups not often actively engaged in the arts, particularly groups that have been socially marginalised. We involve communities in our productions both by subsidising the cost of tickets wherever possible and by offering workshops on the piece's themes.

Every production we propose to undertake is subject to an internal review by the board, testing the proposal against a check-list of objectives including social and artistic benefit, corporate responsibility and relations with internal (performers) and external (public) stakeholders. We also evaluate every production after the event, checking the actual process against our intentions as well as against the same criteria used to determine the merit of the initial proposal.

The Trustees consider that Theatre Témoin's activities provide public benefit through the advancement of the arts and culture, the exploration and exposition of important and underrepresented social themes, and the inclusion of a broad social demographic in the world of theatre.

Achievements and performance

2020-2021 was a difficult year for the theatre sector. Theatre Témoin used the period to grow national and local relationships, seed-commission freelance artists, and lead and engage in sector-wide conversations around redistributing risk and rebalancing representation within the larger industry.

In this period we employed 6 core members of staff who are all also artists, as well as 15 professional artists, 9 associate artists and 14 community collaborators from diverse communities across the UK. The majority of our creative collaborators were underrepresented in our industry—Migrants, from the Global Majority, and/or Working Class. We are grateful to report that 99% of our Covid emergency funding went to paying creative freelancers during this period.

THEATRE TEMOIN LIMITED (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2021

Producing Work – UK

FLOOD

FLOOD is a new interactive outdoor visual spectacle depicting a conversation between UK coastal communities & the world's ocean as both feel 'seasick'. Building on our 2020 R&D, we continued to develop FLOOD through Autumn of 2020 with two days of in-person rehearsal delivered alongside other work that could be done remotely including the immersive sound design. We also secured commissioning support for FLOOD through Without Walls and will continue to develop the piece in 2022 for touring in 2023 and beyond.

NHS YARNS

NHS YARNS is a collaborative project bringing artists and frontline first responders together to create revelatory pieces of storytelling. We worked with a diverse cohort of 6 incredible playwrights, and micro-commissioned 2 short plays in collaboration with 4 NHS Key Workers, with 4 further plays in development. We have identified 12 further participant Key Workers in partnership with the Diversity and Inclusion Lead at the North East London Foundation Trust. They will work with our playwrights in the latter half of 2021 to create scripts which will be presented at the Mercury Theatre at the end of the year, and toured to Hospitals in 2022.

LOST // FOUND

LOST//FOUND is a rich, nuanced and playful collection of curiosities for audiences to discover around loss and life. Driven by creative conversation with collaborators, this is a space to rediscover self and find voice within the intense demands of restoring personal and national confidences. The digital gallery was one of two "virtual sandbox" projects, creating a cross-sector space for the wider cultural community to explore social isolation.

BEYOND OUR WORDS

BEYOND OUR WORDS builds on the verbatim storytelling work of Wake the Beast theatre company to present a video celebrating the NHS Key Worker experience through a combination of verbatim text and dance / movement. The piece was shot in early 2021 and for presentation on digital media platforms through 2021 and 2022.

Partnerships

Industry Partnerships and Creative Support:

Flood was supported by **Arts Council England**, **Seachange** and the **101 Creation Space** in Newbury.

NHS Yarns was supported by **Arts Council England** and **The Mercury Theatre**.

Beyond Our Words was supported by **Arts Council England** and co-delivered in partnership with **Wake the Beast**.

Lost // Found was supported by **Arts Council England**.

Beyond our projects, we engaged in Covid recovery conversations in the sector, and engaged in thinking and industry advocacy for culturally diverse artists and peer-support networking, in particular through a deeper integration with **Migrants in Theatre**, **Inc Arts**, **Freelancers Make Theatre Work**, and the BESEA Theatre Community.

Participation, Education, and Audience Development:

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2021

Flood: Relationships were sustained with **RNLI branches in Ramsgate and Lymington** and **Sea Cadets groups in Ramsgate, Herne Bay and Southend on Sea**, and Marine biology students engaged through **University of Essex**.

NHS Yarns: We worked in direct partnership with the diversity and inclusion team at the **North East London NHS Foundation Trust**.

Organisational Development

During this year, we have established and / or nurtured relationships with key engagement partners including The Mercury Theatre, Royal Opera House Bridge, Norfolk and Norwich Festival Bridge and LCEPs in Colchester, Braintree and Tendring. We have also built a new commissioning partnership with Tendring District Council. We have been working directly with local education providers to explore how arts pedagogy can be embedded meaningfully in the curriculum to support children and young people during national recovery. We were successful in our grant application to ROH Bridge Learning Offer Development Fund, which will enable the development of our teacher network over the next year. This work will lay the ground for future workshops and touring, offering sustained engagement with local schools.

Financial review

2020-21 was an exceptional year, and the vast majority of our income came from Arts Council England, with approximately 7% coming from earned income, 83% from Grants, and the remaining 10% from private trusts, donations and other sources.

Plans for Future Periods

Plans for 2021/22 are:

- To develop "Flood" to be tour-ready in direct co-creation with communities in Tendring. To this end we have secured commissioning match from Tendring District Council and Without Walls Blueprint commissioning.
- To develop "NHS Yarns" a new studio piece that explores the Covid pandemic through the experience of First Responders with a focus on culturally diverse NHS key workers in the Southeast. The play will be presented at The Mercury in October 2021 with an eye to touring to hospitals in 2022.
- To tour "Routes" in partnership with B Collective and Lancashire County Council, developing our creative mentoring strand while using a field-tested existing project as a model for renewed engagement opportunities with refugee communities.
- To expand our learning offer, building strong 1-1 relationships with a network of schools and universities in the South East with the support of Royal Opera House Bridge and our LCEPs networks.

Financial details

The financial statements of Theatre Témoin for the year ending 31 March 2021 are attached to this report and are prepared in accordance with statutory requirements and the requirements of the articles of association.

Income

The charity's total income for the year was £43,634. £36,778 of this income was from restricted grants. The remainder was unrestricted from Theatre Tax Relief and Commissioning Fees.

**THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE PERIOD ENDED 31 MARCH 2021

Expenditure

Our total expenditure for the year was £64,226, with the majority of expenditure going towards organisational development and sustained core delivery, Flood R&D, and our “sandbox” micro commissioning projects: NHS Yarns, Lost // Found, and Beyond our Words.

Financial Position at the Period End

Total cash in hand at 31 March 2021 was £43,022. Monies owed from debtors amount to £2,603. Outstanding creditors are owed £40,950.

We were required to dip into reserves to keep our core and extended freelance company afloat during this difficult period, and we have applied for Cultural Recovery Funding to reflate these in 2021-2022.

On behalf of the board of trustees



Jasmine Cullingford

Trustee

Dated: 18th January 2022

**THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF THEATRE TEMOIN LIMITED

I report on the accounts of the charity for the period ended 31 March 2021, which are set out on pages 4 - 8.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Theatre Temoin Limited for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 you as trustees 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.

Independent examiner's statement

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Dated: 31/01/22

THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 MARCH 2021

| | Notes | 2021 Unrestricted £ | 2021 Restricted £ | Total £ | 2020 Total £ |
|---|-------|---------------------------|-------------------------|-----------------|--------------------|
| <u>Income and endowments from:</u> | | | | | |
| Charitable Activities | 2 | 1,250 | 36,778 | 38,028 | 65,819 |
| Other incoming resources | 2 | 5,606 | - | 5,606 | 14,450 |
| Total incoming resources | | 6,856 | 36,778 | 43,634 | 80,269 |
| <u>Resources expended</u> | | | | | |
| Charitable activities | 3 | 32,792 | 31,434 | 64,226 | 78,750 |
| Total resources expended | | 32,792 | 31,434 | 64,226 | 78,750 |
| Net movement in funds | | (25,936) | 5,344 | (20,592) | 1,519 |

THEATRE TEMOIN LIMITED
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BALANCE SHEET
FOR THE PERIOD ENDED 31 MARCH 2021

| | Notes | 2021 | | | 2020 |
|--|-------|---------------|-----------------|--------------|---------------|
| | | Unrestricted | Restricted | Total | Total |
| | | £ | £ | £ | £ |
| Current assests | | | | | |
| Debtors | 4 | 2,603 | - | 2,603 | 37,394 |
| Cash at bank and in hand | | 43,002 | - | 43,002 | 1,388 |
| | | 45,605 | - | 45,605 | 38,782 |
| Creditors: amounts falling due within one year | 5 | - | (40,950) | (40,950) | (3,535) |
| Creditors: amounts falling due after one year | 6 | - | - | - | (10,000) |
| Total assets | | 45,605 | - 40,950 | 4,655 | 25,247 |
| Funds of the charity | | | | | |
| Funds brought forward as at 6 April 2020 | | 88,265 | (63,018) | 25,247 | 23,728 |
| Surplus/(Loss) for the year | | (25,936) | 5,344 | (20,592) | 1,519 |
| Funds carried forward as at 31 March 2021 | | 62,329 | (57,674) | 4,655 | 25,247 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 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 if 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.

The accounts were approved by the Board on

Date: 22nd November 2021



Jasmine Cullingford
Trustee

THEATRE TEMOIN LIMITED

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102).

The comparatives are for the year to 5 April 2020.

1.2 Income

All income is recognised when there is entitlement to the funds, the receipt is probable and the amount could be measured reliably.

1.3 Expenditure

Liabilities are recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes attributable VAT which can not be recovered. Payments to partner organisations and other expenditure on operational programmes are accordingly recognised in the period they are incurred.

1.4 Reserves policy

As an organization with fluctuating revenue streams, Theatre Témoin aims to safeguard its future. We have recently begun to implement a policy to develop cash reserve which will ensure the organisation can operate as a going concern in the instance of reduced income, or to ensure fulfilment of all contracts as part of a solvent liquidation should funding cease entirely.

Theatre Témoin aims to build cash reserves over time from annual budget surpluses. Ongoing year on year surplus is assured as a result of the tight budgeting controls in place, involve continual reforecasting to ensure Theatre Témoin spends within its means across its projects.

We aim to build the level of this reserve to be sufficient to

- a) Settle all outstanding invoices for goods and services provided;
- b) Return any funding and income where the outcome will not be completed.

**THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2021**

As Theatre Témoin does not currently have staffing commitments, our liability as a company relatively low. We are therefore currently aiming to build reserves to 25% of of annual operational costs. This will allow time to recover from any unsuccessful funding.

Review

To assess reserve levels a review should be carried out periodically. As the end of year accounts are produced, the financial position will be reviewed.

This assessment will determine the target surplus for the following year.

THEATRE TEMOIN LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2021

2 Incoming resources from charitable activities

| | 2021 | | | 2020 |
|-------------------|---------------------|-------------------|--------------|--------------|
| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
| | £ | £ | £ | £ |
| Box Office Income | 1,250 | - | 1,250 | 17,950 |
| Grant income | - | 36,778 | 36,778 | 47,869 |
| | 1,250 | 36,778 | 38,028 | 65,819 |
| Other income | 5,606 | - | 5,606 | 14,450 |
| | 6,856 | 36,778 | 43,634 | 80,269 |

3 Charitable activities (activities undertaken directly)

| | 2021 | | | 2020 |
|------------------------|---------------------|-------------------|--------------|--------------|
| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
| | £ | £ | £ | £ |
| Programmes expenditure | - | 4,735 | 4,735 | 20,986 |
| Office overheads | 2,788 | - | 2,788 | 807 |
| Staff costs | 30,004 | 26,699 | 56,703 | 56,957 |
| | 32,792 | 31,434 | 64,226 | 78,750 |

4 Debtors

| | 2021 | | | 2020 |
|----------------|---------------------|-------------------|--------------|--------------|
| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
| | £ | £ | £ | £ |
| Trade debtors | - | - | - | 6,700 |
| Accrued income | 2,603 | - | 2,603 | 30,694 |
| | 2,603 | - | 2,603 | 37,394 |

5 Creditors: Amounts falling due within one year

| | 2021 | | | 2020 |
|------------------------------|---------------------|-------------------|--------------|--------------|
| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
| | £ | £ | £ | £ |
| Trade creditors | - | 1,675 | 1,675 | 1,935 |
| Deferred income and accruals | - | 39,275 | 39,275 | 1,600 |
| | - | 40,950 | 40,950 | 3,535 |

6 Creditors: Amounts falling due after one year

| | 2021 | | | 2020 |
|--|---------------------|-------------------|--------------|--------------|
| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |

THEATRE TEMOIN LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2021

| | £ | £ | £ | £ |
|------|---|---|---|--------|
| Loan | - | - | - | 10,000 |
| | - | - | - | 10,000 |

7 Trustees

None of the trustees (or any persons connected with them received any remuneration during the year.

8 Employees

There were no employees during the year.