



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2020 Period start date
To 31/12/2020 Period end date

Charity name: Tiverton Community Arts Theatre (TCAT)

Charity registration number: 1155000

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To create a Theatre Venue for the community that is accessible and affordable to all. Assist the advancement and promotion of high quality art, music and drama in the Tiverton and Mid-Devon area. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | TCAT has continued to promote and stage a wide variety events at the auditorium at Tiverton High School. During the identified period – events were obviously severely affected by COVID-19. The venue closed on 16 th March 2020 and did not reopen for the rest of the financial year. In the early months of 2020 were able to host a children's play, live music event and a family pantomime. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | On appointment each Trustee is issued with guidelines of what is expected of them and how they should ensure TCAT is run for charitable purposes and for the public benefit. TCAT has public benefit at its heart and Trustees are reminded of this at meetings and via updates from the Chair. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|----------------|
| Policy on grant making | Para 1.38 | Not applicable |
| Policy on social investment including program related investment | Para 1.38 | Not applicable |

| | | |
|---------------------------------|-----------|--|
| Contribution made by volunteers | Para 1.38 | TCAT could not function without volunteers. They are principally utilised at events and public performances. They act as stewards to assist audience members, ensuring they are safe during performances. Volunteers conduct roles in ticket sales, bar and refreshments and ticket sales. Volunteers also spend time in support of TCAT in marketing, publicising events and promotion. Despite the closure of the venue we have maintained our team of volunteers for future events. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>TCAT has at its heart the local community. Providing a service and facility that otherwise would not be present in the same form in Tiverton and Mid Devon. Since its inception TCAT has welcomed thousands of people attending hundreds of events.</p> <p>TCAT continued during this difficult period to work towards its ultimate goal of building a new theatre and arts facility for the people of Mid Devon. This progressed during the period currently reported on. Meetings were held with our MP, Fundraising Team and experts such as theatre consultants, advisors and project management team.</p> |

Financial Review

| | | |
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| Review of the charity's financial position at the end of the period | Para 1.21 | At year end the charity's bank balance stood at £21,118 Restricted funds currently stood at £74,586. Despite COVID-19 TCAT continued to run satisfactorily and were not affected by potential closures as other venues sadly had been. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The reserves held are in a restricted fund which has been made up of occasional grants and used to engage professional services such as architects and theatre consultants. These have been utilised in the process of planning for and promoting the new theatre project. A professional fundraiser has been engaged to facilitate and manage the search for capital funding. In addition to this despite our comparatively low running costs we ensure that funds are held within our bank reserves to cover any potential problems. Our Treasurer monitors our finances and these are reviewed regularly by both the Management Committee and Trustees. This ensures that we have 3 to 6 months of running costs in reserve. We are able to do this because of our specific situation within Tiverton High School with low and manageable overheads. In 2021 we are setting up a Finance Committee to provide an extra layer of scrutiny. |
| Amount of reserves held | Para 1.22 | The restricted fund, at the end of this period, stand at £74,586 |
| Reasons for holding zero reserves | Para 1.22 | Not applicable |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Not applicable |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | TCAT is effectively a functioning public theatre. Its income originates almost exclusively from Ticket Sales, Bar Sales and hiring the theatre space and facilities to a variety of groups and organisations. TCAT has for 10 years comfortably remained solvent and without debt by these means. During the reported period TCAT was able to successfully apply to Mid Devon District Council for Government Grants to assist businesses to remain solvent and provide support for re-opening during the lockdowns. |
| | | |

| | | |
|---|-----------|--|
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | TCAT does not currently hold any investments and there are no plans to do so. Consequently, TCAT does not currently have an investment policy. |
| A description of the principal risks facing the charity | Para 1.46 | Like any theatre we depend principally on audience attendance to gain revenue. We are fortunate that our overheads are low. We pay hire fees to Tiverton High School (THS) who own the building but these are modest and manageable, allowing us to operate with a minimal level of operational reserves. Our model of operation means we only book events that we can afford to promote and stage. Experience has shown us how to manage this effectively. Occasional losses are made where performer fees charged by artists is not covered by ticket and bar sales. These are few and far between and are compensated by other more profitable events. A small group of now experienced theatre programmers within TCAT examine potential events, assess their profitability and make effective decisions to ensure any financial risk is minimised. COVID-19 presented unprecedented difficulties for TCAT and enforced our closure for much of 2020. Due to the reasons above, notably our special relationship with THS we were able to survive comfortably during the lockdown periods. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Adopted Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | TCAT's constitution sets out in detail how Trustees are appointed, their terms of service and the terms of their appointment. These appointments come exclusively from TCAT itself. Individuals are invited to become Trustees and are interviewed and assessed by the current Trustees. TCAT does not engage with any outside body to appoint Trustees to the TCAT governing body. Although our Trustee Body includes local councillors and professional people from the community. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | On appointment Trustees are issued with a copy of our Constitution which sets out our objectives, goals and guidelines in line with the Charity Commission. A copy of our accounts and access to Charity Commission 'new Trustee welcome pack' is also supplied. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <p>TCAT consists of currently 8 Trustees. This includes two new Trustees appointed during this current year. TCAT also has a management committee which takes decisions on the day to day running of the organisation. The make-up of the management committee consists of a mixture of Trustees and Volunteers. TCAT does not belong to any wider organisation or network.</p> <p>The management committee discusses the day to day running of the theatre, promotion and marketing of events, and the programme of events. Where matters arise regarding the spending of large sums on equipment (e.g. sound and lighting etc) these are referred to the Trustee body. Spending on smaller items are delegated to the management committee. The programme of events is also managed by the Management Committee. Trustees are advised of the programme of events. Major decisions on the New Theatre project are taken by the Trustees following consideration by the Management Committee.</p> |

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|---------------------------------------|-----------|--|
| | | This two tiered level of management enables decisions to be monitored and assessed to ensure they are in line with goals and objectives as set out in the constitution registered with the Charity Commission. |
| Relationship with any related parties | Para 1.51 | Not applicable |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Tiverton Community Arts Theatre |
| Other name the charity uses | TCAT |
| Registered charity number | 1155000 |
| Charity's principal address | Tiverton Community Arts Theatre, Tiverton High School Campus, Bolham Road, Tiverton, Devon EX16 6SQ |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---|
| 1 | Jon Sowden | | 13 th December 2013 | |
| 2 | Sue North | | 13 th December 2013 | |
| 3 | Polly Colthorpe | | 13 th December 2013 | |
| 4 | Julian Morgan | | 13 th December 2013 | |
| 5 | Rick Barfoot | | 13 th December 2013 | |
| 6 | Colin Slade | | 1 st March 2015 | |
| 7 | Grant Squire | | 25 th November 2019 | |
| 8 | Verity Aldridge | | 5 th January 2020 | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
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| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Funds held as custodian trustees on behalf of others

| | |
|---|----------------|
| Description of the assets held in this capacity | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | Not applicable |

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|------------|--|
| Signature(s) | J Sowden | |
| Full name(s) | Jon SOWDEN | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 261021 | |

Year ended 31 December 2020

1382.26

TIVERTON COMMUNITY ARTS THEATRE
ACCOUNTS
YEAR ENDED 31 DECEMBER 2020

| | 2020 | | 2019 | |
|-------------------------------|---------------|---------------|---------------|----------------|
| | Unrestricted | Restricted | Unrestricted | Restricted |
| | Funds | Funds | Funds | Funds |
| | £ | £ | £ | £ |
| Income | | | | |
| Donations | | | 122 | 100,000 |
| Box office Income | 3,123 | | 18,330 | |
| Bar Takings | 1,534 | | 9,573 | |
| Theatre Hire | 818 | | 2,494 | |
| Interest | | 69 | | 123 |
| Coivd grant | 10,934 | | | |
| | 16,409 | 69 | 30,519 | 100,123 |
| Expenses | | | | |
| Cost of sales - | | | | |
| Performers Fees | 2,705 | | 15,530 | |
| School Hall Hire | 259 | | 2,270 | |
| Technicians and Staging | 452 | | 1,254 | |
| Bar Purchases | 555 | | 4,200 | |
| PRS | 125 | | 871 | |
| | 4,096 | | 24,125 | |
| Marketing | 534 | | 2,182 | |
| Management Fee | | 9,549 | 0 | 16,240 |
| Staging repairs & consumables | 149 | | 221 | |
| Insurance | 560 | | 560 | |
| License & PRS | 852 | | 777 | |
| Sundries | | | 20 | |
| Donations - new theatre | | | 1,183 | |
| foyer lights | | | 1,500 | |
| Mobile | 10 | | 0 | |
| Card machine | | | 35 | |
| | 6,201 | 9,549 | 30,602 | 16,240 |
| Net surplus/(deficit) | 10,208 | -9,480 | -83 | 83,883 |
| Bank at beginning of year | 10,910 | 84066 | 10,993 | 183 |
| Bank at end of year | 21,118 | 74,586 | 10,910 | 84,066 |