



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2021 Period start date

To 31/12/2021 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. Events continued to be adversely affected by COVID with events only restarting in June 2021. Touring Shakespeare performance was popular. Sadly the sold out Panto performances had to be cancelled at very short notice because of COVID in the show's cast.
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
	Para 1.38	

Policy on social investment including program related investment		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. When the theatre reopened out volunteers were vital to help us continue.
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.</p>

Financial Review

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 £17,279 Restricted funds stood at £69913. Despite COVID-19 TCAT was able to re-open and begin to show a variety to shows to our customers.
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 began a 3 tier level management of accounts. Our Treasurer dealing with day to day accounts, checked and assisted by previous Treasurer and finally accounts checked independently by Chartered Accountants William Withers & Co
Amount of reserves held	Para 1.22	The restricted fund, at the end of this period, stand at £69,913
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 out the theatre space and facilities to a variety of groups and organisations. TCAT has for more than 10 years comfortably remained
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		solvent and without debt by these means. During the reported period received another grant from 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. In 2021 TCAT was able to reopen. 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	TCAT consists of currently 8 Trustees. 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. 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

		<p>Committee. Trustees are advised of the programme of events.</p> <p>Major decisions on the New Theatre project are taken by the Trustees following consideration by the Management Committee.</p> <p>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.</p>
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	
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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)

Felicity Salter

Full name(s)

Felicity Salter

**Position (eg
Secretary, Chair, etc)**

Vice Chair

Date

4th Oct 2022

TIVERTON COMMUNITY ARTS THEATRE (TCAT)

Compiled by Mandy Slevin for AGM Sept 2022

Treasurer's report on the accounts for the year ended 31 December 2021

The theatre reopened in June 2021 with the outdoor Shakespeare, and in total put on 8 events until Dec 2021. The scheduled panto was cancelled, and deposit paid to the company was rolled forward to 2022, although this is not shown on this account and the panto is shown as a deficit.

Income generated from the 8 shows (removing the loss from the panto) was £2843.14. Apart from the Shakespeare, every show made a profit, with the highest being The Jersey Boys with £1498.54, which is scheduled back into the programme for November this year.

TCAT bank balance was £21,118 at the start of the year 2021.

The bank started in a higher frame mostly due to the Covid grant money from government received in 2020 and we then received a further £4401 in June 2021. The grant money can be seen being spent on the ventilation system, staging repairs (mostly PAT testing to bring equipment back to legal state after the lockdown) and other enhancements to the theatre such as the new display boards in the theatre lounge.

The account closed with a balance of £17,279 in December. This is thought to be a stable amount for TCAT as we came out of the pandemic and into a fuller programme of shows. It was known that persuading people to come back out would be difficult so this financial buffer for the charity would be needed and the aim for the next year was to keep this figure as stable as possible.

The reserve account generated interest of £7 and spent £4680 on professional fees.

This leaves a balance of £69,913 for year end 2021.

It was felt that the usual financial comparison to the previous year ending 2020 was not viable due to the theatre being closed for most of 2020.

The accounts have yet to be reviewed by William Wither accountants, but when done will be sent to the Charity Commission in October. Current Treasurer Mandy Slevin would like to thank Di Wheller in minutes for her support, knowledge and commitment to TCAT in still compiling Management Accounts and Year End Accounts using my bookkeeping. This continues to ensure the three-tier checking system of the charity accounts as they pass from Mandy to Di to then finally to be checked by the accountant.

**TIVERTON COMMUNITY ARTS THEATRE
MANAGEMENT ACCOUNTS
YEAR ENDED 31 DECEMBER 2021**

	2021		2020	
	Unrestricted	Restricted	Unrestricted	Restricted
	Funds	Funds	Funds	Funds
	£	£	£	£
Income				
Donations	105			
Box office income	8324		3123	
Bar Takings	5167		1534	
Theatre Hire	0		818	
Interest		7		69
Covid Grant	4401		10934	
	17997	7	16409	69
Expenses				
Cost of sales -				
Performer fees	8790		2705	
School Hall Hire	0		259	
Technicians and staging	420		452	
Bar Purchases	2751		555	
Zettle fees	45			
PRS	198		125	
	12204		4096	
Marketing	666		534	
Management fee	1500	4680		9549
Staging repairs & Consumables	1286		149	
Insurance	560		560	
Licence & PRS	382		852	
Lounge Boards	1074			
Ventillation System	2925			
Sundries	133			
Volunteer Badges & Tshirts	530			
Website domain	446			
Accountant Review	120			
Mobile	10		10	
Card Machine				
	21836	4680	6201	9549
Net Surplus/Deficit	-3839	-4673	10208	-9480
Bank at beginning of year	21118	74586	10910	84066
Bank at end of year	17279	69913	21118	74586

EXAMINER'S REPORT TO
Tiverton Community Arts Theatre
for the year ended 31 December 2021

I have examined the accounts of the Tiverton Community Arts Theatre for the year ended 31 December 2021 made enquires of the officers of the society and assessed the accounting policies used to gather sufficient evidence for my conclusions in this report. as set out on pages attached.

My responsibilities are to:

- identify whether or not proper accounting records have been kept;
- check that the accounts agree with the accounting records;
- look for possible significant errors in the accounts;
- check that the accounts have been properly prepared in accordance with the accepted accounting practice;

Where any matter arises from this examination that gives cause for concern, it is my duty to report it.

My report:

- The accounts agree with the accounting records provided, there are no significant errors in the accounts and the accounts have been properly prepared.



4 October 2022

W J Withers BSc (Hons) FCA
William Withers & Co Ltd
Quayside House
Highland Terrace
Barrington Street
Tiverton
Devon
Ex16 6pt

Date: