



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2022 Period start date
To 31/12/2022 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 at the theatre have now resumed properly following the closure due to COVID. Audiences had at first been nervous to attend but thankfully due to the hard work of staff and the installation of an air extraction system, audiences have returned.
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. When the theatre reopened our 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 has re-opened with renewed enthusiasm since COVID. Volunteer number have increased, we have continued to work in partnership with Tiverton High School. TCAT continues to work towards its ultimate goal of building a new theatre and arts facility for the people of Mid Devon.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At year end December 2022 the charity's bank balance stood at £20,890 Restricted funds stood at £70,065.00.
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. 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. Our Treasurer continues to deal 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 £70,065
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 solvent and without debt by these means.
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.
	Para 1.46	

A description of the principal risks facing the charity		<p>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.</p>
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. 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> <p>This two tiered level of management enables decisions to be monitored and</p>

		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	
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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)	Julian Morgan	
Full name(s)	Julian John Morgan	
Position (eg Secretary, Chair, etc)	Chair	
Date	5 th Oct 2023	

TIVERTON COMMUNITY ARTS THEATRE
MANAGEMENT ACCOUNTS
YEAR ENDED 31 DECEMBER 2022

	Quarter			Total			Quarter			Total		
	Mar-22			Dec-22			Mar-21			Dec-21		
	Unrestricted Funds	£	£	Unrestricted Funds	£	£	Unrestricted Funds	£	£	Unrestricted Funds	£	Restricted Funds
Income												
Box office income	1,690	3,599	2,336	12,454	20,079			329	3,713	4,282	8,324	
Bar Takings	2,694	3,460	1,523	3,707	11,384			37	2,123	3,007	5,167	
Theatre Hire	1,272			216	1,488						0	
Other donation interest		449			449			95	10		105	
MDDC Covid grant												7
	5,656	7,508	3,859	16,377	33,400	0	0	4,401	5,846	7,289	17,997	7
Expenses												
Cost of sales - Performers Fees	1,775	4,859	1,911	8,222	16,767			1,550	2,791	4,449	8,790	
School Hall Hire		739			739						0	
Technicians and Staging				50	50				420		420	
Bar Purchases	1,189	2,238	264	1,942	5,633			157	376	2,218	2,751	
Zettle fees	33	39	25	34	131				17	28	45	
PRS	461				461					198	198	
Sundries					0						0	
	3,457	7,875	2,200	10,248	23,780	0	0	1,707	3,604	6,893	12,204	
Marketing		761	90	779	1,630			83	38	545	666	
Management Fee					0					1,500	1,500	4,680
Staging repairs & consumables	48		60	360	468					1,286	1,286	
Insurance		560			560			560			560	
License & PRS	350				350			382			382	
Lounge boards					0					1,074	1,074	
Ventilation system					0					2,925	2,925	
gazebo	465				465						0	
freezer	210				210						0	
card machine for busy bees	224				224						0	
chromebook/laptop	119	150			269						0	
Mobile					0					10	10	
Sundries			0	8	8			100	33		133	
Donation	50			1,200	1,250						0	
Volunteers badges & T-shirts					0					530	530	
First aid course		300			300							
Website domain			34		34				446		446	
Accountant review				240	240					120	120	
	4,923	9,646	2,384	12,835	29,788	0	0	2,832	4,121	14,883	21,836	4,680
Net surplus/(deficit)	732	-2,138	1,475	3,542	3,611	152	0	2,030	1,725	-7,594	-3,839	-4,673
Bank at beginning of year/quarter	17,279	18,011	15,873	17,348	17,279	69,913	21,118	21,118	23,148	24,873	21,118	74,586
Bank at end of quarter/year	18,011	15,873	17,348	20,890	20,890	70,065	21,118	23,148	24,873	17,279	17,279	69,913

EXAMINER'S REPORT TO
Tiverton Community Arts Theatre
for the year ended 31 December 2022

I have examined the accounts of the Tiverton Community Arts Theatre for the year ended 31 December 2022 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.



7 August 2023

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

Date: