



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/01/2023 Period start date  
To 31/12/2023 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. Once again TCAT staged a mix of comedy, plays, outdoor plays, children and family shows and assisted in members of the local community in staging their events
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. Happily during 2023 more and more volunteers have come forward and are now capable of running events at the theatre with minimum supervision. There is great camaraderie within the Volunteer team and a committee member keeps them up to date or staffing requirements.
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>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> <p>TCAT liaises with local theatre groups and staff and students at Tiverton High School to promote the arts and to enable individuals the wonderful experience of sampling theatre. Sometimes for the first time and bringing the joy of the theatre to those who would not normally experience it.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At year end December 2023 the charity's bank balance stood at £16,972.48 Restricted funds stood at £64,219.80.
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 £64,219.80
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 11 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 <sup>th</sup> December 2013	
2	Sue North		13 <sup>th</sup> December 2013	
3	Polly Colthorpe		13 <sup>th</sup> December 2013	
4	Julian Morgan		13 <sup>th</sup> December 2013	
5	Rick Barfoot		13 <sup>th</sup> December 2013	
6	Colin Slade		1 <sup>st</sup> March 2015	
7	Grant Squire		25 <sup>th</sup> November 2019	
8	Verity Aldridge		5 <sup>th</sup> January 2020	
9	Jane Pritchett		9 <sup>th</sup> March 2023	
10	Jessica Drake		9 <sup>th</sup> March 2023	
11				
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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

<b>Signature(s)</b>	Julian Morgan	
<b>Full name(s)</b>	Julian John Morgan	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	3 <sup>rd</sup> September 2024	

# Management Report

TCAT - Tiverton Community Arts Theatre  
For the period ended 31 December 2023

Prepared on

19 September 2024

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# Profit and Loss

January - December 2023

	Total	
	Jan - Dec 2023	Jan - Dec 2022 (PY)
<b>INCOME</b>		
Bar takings	12,591.31	11,384.00
Donation	0.98	449.00
PRS Recharge	286.76	
Sales	20,852.86	20,079.00
Theatre Hire	1,344.00	1,488.00
<b>Total Income</b>	<b>35,075.91</b>	<b>33,400.00</b>
<b>COST OF SALES</b>		
Bar Stock	6,595.60	5,633.00
Commission on Ticket Sales	532.31	
Donation to THS	500.00	1,250.00
Hall Hire	1,580.10	739.00
Performance fees	19,424.62	16,767.00
PRS Fees	1,240.14	461.00
Technical Production Costs	410.00	50.00
<b>Total Performance fees</b>	<b>21,074.76</b>	<b>17,278.00</b>
Sum Up Card Fees	128.81	131.00
<b>Total Cost of Sales</b>	<b>30,411.58</b>	<b>25,031.00</b>
<b>TOTAL</b>	<b>4,664.33</b>	<b>8,369.00</b>
<b>EXPENDITURES</b>		
Accountancy	240.00	240.00
Advertising/Promotional	1,033.00	1,630.00
Facebook Adverts	120.00	
Mid Devon Show Cost	227.00	
Printed leaflets	39.49	
Printed Posters	711.60	
Website costs	230.96	34.00
<b>Total Advertising/Promotional</b>	<b>2,362.05</b>	<b>1,664.00</b>
Computer expenses	61.80	
Consultancy Fees	6,630.00	
Equipment Purchased	5,330.14	1,644.00
Insurance	560.00	560.00
Licence Fees	468.80	350.00
Training		300.00
<b>Total Expenditures</b>	<b>15,652.79</b>	<b>4,758.00</b>
<b>NET OPERATING INCOME</b>	<b>-10,988.46</b>	<b>3,611.00</b>
<b>OTHER INCOME</b>		
Grant Income	1,000.00	
Interest earned	478.86	
<b>Total Other Income</b>	<b>1,478.86</b>	<b>0.00</b>
<b>NET OTHER INCOME</b>	<b>1,478.86</b>	<b>0.00</b>

	Total	
	Jan - Dec 2023	Jan - Dec 2022 (PY)
NET INCOME/(EXPENDITURE)	£ -9,509.60	£3,611.00

# Balance Sheet

As of December 31, 2023

	Total	
	As of Dec 31, 2023	As of Dec 31, 2022 (PY)
<b>FIXED ASSET</b>		
<b>Total Fixed Asset</b>		
<b>CASH AT BANK AND IN HAND</b>		
Cash	420.60	
Current Account - 9638	16,972.48	18,635.13
Savings - 9646	63,914.57	70,065.71
<b>Total Cash at bank and in hand</b>	<b>81,307.65</b>	<b>88,700.84</b>
<b>DEBTORS</b>		
Debtors	3,916.16	
<b>Total Debtors</b>	<b>3,916.16</b>	<b>0.00</b>
<b>NET CURRENT ASSETS</b>	<b>85,223.81</b>	<b>88,700.84</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
<b>Trade Creditors</b>		
Creditors	2,427.47	
<b>Total Trade Creditors</b>	<b>2,427.47</b>	<b>0.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>2,427.47</b>	<b>0.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>82,796.34</b>	<b>88,700.84</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>82,796.34</b>	<b>88,700.84</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£82,796.34</b>	<b>£88,700.84</b>
<b>CHARITY FUNDS</b>		
Retained Earnings	92,305.94	85,089.84
Surplus/(Deficit)	-9,509.60	3,611.00
<b>Total Charity funds</b>	<b>£82,796.34</b>	<b>£88,700.84</b>

## **INDEPENDENT EXAMINER'S REPORT TO**

### **Tiverton Community Arts Theatre** *for the year ended 31 December 2023*

I have independently examined the accounts of Tiverton Community Arts Theatre as set out on the 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:**

There are no matters where I have to give an adverse report.



**W J Withers BSc (Hons) FCA**

Date: 24 October 2024

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