



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|----|------|----|-----------------|----|------|
| | 01 | 01 | 2020 | | 31 | 12 | 2020 |

Section A Reference and administration details

Charity name

Bideford Film Society

Other names charity is known by

Bideford Cinema

Registered charity number (if any)

1161007

Charity's principal address

6, Queen Street

Bideford

Devon

Postcode

EX39 3AH

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 | Roy Williams | Chair | | |
| 2 | Ginette Berry | Secretary | To 9 December 2020 | |
| 3 | Susan Jeffery | Secretary | From 16 December 2020 | |
| 4 | Patrick Kivlin | Treasurer | | |
| 5 | William Isaac | | | |
| 6 | Ann Mayne | | | |
| 7 | Julie Piper | | | |
| 8 | Wendy Lo-Vel | | | |
| 9 | Julie Lines | | To 13 March 2020 | |
| 10 | Susan Jeffery | | | |
| 11 | Patrick Kivlin | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| None | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution – CIO Association |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Election by members |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have Public Liability insurance in place and we also have an insurance policy covering the projection equipment used by the Society.

All venues are fully Risk Assessed before use by the Society.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Bideford Film Society are to advance the education of the public in the knowledge, understanding and appreciation of the arts, particularly the art of film and allied visual techniques and to promote art for the benefit of the public by the establishment and maintenance of a Film Society.

In furtherance of the foregoing objects, the Society shall have the power to promote the study and appreciation of film by means of lectures, discussions and exhibitions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Our main activity is the running of a community cinema in a town where no commercial cinema operates. We strive to work with other local groups and charities to provide access to the art of the film-maker as well as providing opportunities for the general public to view a range of films on a large screen.

As the majority of our income is derived from box office revenue, we aim to maintain a balance between charging enough to ensure the long-term viability of the Society and making access to the films affordable for as many people as possible. In furtherance of this aim we offer a Family Ticket which encourages households with children to attend the Cinema.

The trustees have taken into account the Charity Commission's public benefit guidance when considering the ticket prices and other relevant decisions.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All of the Society's staffing, administration and management is carried out exclusively by approximately 50 volunteers.

Summary of the main achievements of the charity during the year

During 2020 we showed 14 different films at 28 public performances. These screenings drew a total audience of 1,788 individuals and our total box office take for the year was £9,345.07

The number of films shown was greatly reduced from previous years, since we were unable to show films after the middle of March due to restrictions as a result of Covid-19.

Section E Financial review

Brief statement of the charity's policy on reserves

Any excess funds that we hold will be used for the replacement of equipment upon which we rely for screenings of films, and the hire of theatres.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our income is derived mainly from Box Office revenue but we have also been generously supported by Bideford Town Council and previously by the Bideford Bridge Trust.

Section F Other optional information

As a result of certain inconsistencies in the accounts that were presented at the charity's AGM in April 2019, an internal investigation commenced which identified losses of approximately £17,500 and the matter was referred to the police where it remains the subject of an ongoing investigation. These matters were reported to the Charity Commission (incident number 1178). We are not aware of any further progress in the police investigation.

Section G Declaration

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|------------------------------|--|
| | S. E. Jeffery | |
| Full name(s) | Susan Elizabeth Jeffery | |
| Position (eg Secretary, Chair, etc) | Trustee | |
| Date | 4 th October 2021 | |

RECEIPTS AND PAYMENTS a/c BIDEFORD FILM SOCIETY

Year ending December 31st 2020
(12 Months of Operation)

Receipts

| | 2020 | 18/19 |
|---------------------------------|--|--|
| Box Office | £9,345.07 | £27,866.35 |
| Memberships | £224.00 | £648.00 |
| Hire charges for outside groups | £0.00 | £741.00 |
| Grants And Donations | £425.00 | £1,046.00 |
| Other | £200.00 | £604.25 |
| Building Society Interest | £2.71 | £5.52 |
| Sub-total | £10,196.78 | £30,911.12 |
| Balance brought forward | <u>£24,663.48</u> <u>£34,860.26</u> | <u>£18,976.31</u> <u>£49,887.43</u> |

Payments

| | 2020 | 18/19 |
|--|---------------------------------------|--|
| Film hire and transport | £5,186.35 | £13,406.78 |
| Theatre Hire | £1,434.48 | £5,281.25 |
| Advertising & Promotion | £898.02 | £2,654.36 |
| Projection Equipment etc. | £0.00 | £48.47 |
| Stationery and postage | £29.60 | £0.00 |
| Insurance | £1,610.49 | £3,466.28 |
| Members' evenings | £0.00 | £327.19 |
| Miscellaneous | £125.13 | £39.62 |
| Sub-total | £9,284.07 | £25,223.95 |
| Missing money written off - under police review | £17,538.92 | |
| Balance carried forward | <u>£8,037.27</u> <u>£34,860.26</u> | <u>£24,663.48</u> <u>£49,887.43</u> |

Notes

Trading surplus for the year £912.71

Reconciliation

Balance comprises

| | | |
|--------------------------|-----------|------------|
| Cash in hand | £320.00 | £400.00 |
| Cash in bank | £4,858.99 | £3,948.99 |
| Cash in Building Society | £2,708.28 | £2,705.57 |
| Bond with Film Company | £150.00 | £150.00 |
| Balance currently held | £8,037.27 | £7,204.56 |
| Under Police review | | £17,458.92 |
| Total | £8,037.27 | £24,663.48 |