

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 06	Month April	Year 2020		Day 05	Month April	Year 2021

Section A Reference and administration details

Charity name

Playback Theatre South West

Other names charity is known by

Registered charity number (if any)

1161665

Charity's principal address

13 Blue Ball Flats

The Grove

Totnes, Devon

Postcode

TQ9 5ED

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	Arnet Donkin			
2	Francis Porter			
3	Jet Kamphuis			
4	Jill Lewis			
5	Katies Chaplin			
6	Steve Hennessy			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Trustees

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.

Playback Theatre South West (PTSW) is governed by a board of six trustees. Two freelance artistic directors are engaged to run the day to day business of the charity. PTSW deliver projects through two performing companies; Mirror Mirror - a company of six freelance performers and Tarte Noire - a women only company of fourteen members.

Trustees have reviewed the following policies and procedures:

Financial management
Safeguarding
Equality and Diversity
Training and Development
Risk Assessment
Complaints Procedure
Managing Volunteers

PTSW is associated with the School of Playback Theatre UK (SPTUK), which is affiliated with the Centre for Playback Theatre in New York. PTSW is a member of the International Playback Theatre Network (IPTN). PTSW is a local and independent organisation with wider links to Europe and beyond. It works in collaboration with statutory and third sector organisations, universities and other charities – Students and Refugees Together (START), Torbay Youth Trust, British Psychological Society and Plymouth University

Section C Objectives and activities

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

1. Promote **equality and diversity** by undertaking activities to foster understanding between people from diverse backgrounds.
2. Promote **social inclusion** by supporting those at risk of becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them in integrating into society.

Playback Theatre advanced **social inclusion** and **promoted equality and diversity** through project work and public performances.

Playback Theatre is a participatory improvisational theatre form that is designed to **strengthen communities, build resilience** and **enable positive change**. Playback Theatre South West engages marginalised and minority groups. We provide the opportunity and environment for people to share their enlightening stories, ideas, emotions and experiences through the medium of Playback Theatre. Two groups deliver performances. Mirror Mirror works with all genders and all ages; Tarte Noire works with women of all ages and backgrounds.

In 2020-21

Due to Covid-19 pandemic all project work and public performances were cancelled from March 2020.

Playback Theatre South West's priority was to be ready to respond to social and wellbeing needs in the communities with whom we are connected as soon as Covid 19 restrictions allowed. Therefore, it was essential to maintain a robust performance company to be ready to deliver Playback Theatre performances as soon as possible. PTSW managed to keep a practitioner company (Tarte Noire) supported throughout three lockdowns by meeting on zoom and outdoors in accordance with government guidance.

Project funding was repurposed to cover the costs of maintaining a performance company.

Events and training that could be adapted to be delivered online were rearranged which included performances for clinical psychologist and for women refugees on International Women's Day.

Covid lockdowns

March 23 – June 23 first lockdown

November 5 – December 2 second lockdown

January 6 – April 12 2021 third lockdown

The main activities of the charity are overseen and approved by the Trustees to ensure they are in accordance with the declaration issued by the Charity Commission on public benefit.

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)

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Playback Theatre South West managed to maintain a performance company throughout three lockdowns by meeting on zoom and in outdoor spaces. It was agreed that funding for projects could be repurposed to support Tarte Noire Women's Playback Theatre company in the practise of Playback Theatre and we were able to monitor how the pandemic was affecting people throughout lockdowns and changing social restrictions.

PTSW remained in touch with partner organisations throughout the pandemic to evaluate what the needs of people in communities we support were, what our partner organisations were doing to meet those needs and what we could do to support these communities. We offered a weekly half hour check in on zoom with refugee women which didn't happen – we weren't able to offer a space for women to share their stories and feelings as confidentiality on zoom can't be guaranteed – eg. who might be in the background and who might overhear what women are speaking about? Similarly, we couldn't offer a space for sharing stories and feelings on zoom with young carers and ensure emotional and online safety.

PTSW were extremely unhappy to be cancelling follow up work with young carers and it was very difficult to hear about the isolation refugee women were experiencing and the increase in domestic violence and unable to reach them.

PTSW stayed abreast of changing restrictions and guidelines due to the Covid 19 pandemic and assessed each planned event in the hope it could happen. A great number of events had to be cancelled and some events were able to be delivered online.

PTSW adapted Playback Theatre for online performances with appropriate training in using Zoom for online performances. Tarte Noire gave online performances for a group of Psychologists responding to the climate emergency in preparation for COP26 and for women asylum seekers and refugee on International Women's Day.

Our Artistic Directors gave and online talk about PTSW's work with Asylum Seekers and refugee women to raise awareness of the issues this community faces and to raise funds.

Continuing Professional Development in person training was postponed however one of our Artistic Directors took part in online CPD training with Jonathan Fox which added a new tool to use online for the work of PTSW. Supervision was carried out online.

Cancelled Events

- Performances for local community – 15 cancelled
- Project sessions with refuge women – 30 cancelled
- Project sessions with Young Carers – 20 cancelled
- Developing a new performance company - 21 evenings and 3 days
- Residential training for the UK School of Playback Theatre - 10 days
- CPD training in Devon for the UK School of Playback Theatre – 2.5 days
- CPD training for Artistic Directors - 5 days

Much of this year was spent researching funding streams – none were suitable for as our work supports mental health and well-being and grows communities of empathy and understanding – and most funding available was for supporting fundamental needs during the pandemic.

Section E

Financial review

Brief statement of the charity's policy on reserves

PTSW aims to maintain a cash reserve in our bank account of at least £8000 as most of the Charity's funding comes from grants. PTSW's income is vulnerable in particular if grants are not renewed, or new applications are not successful. This cash reserve figure gives Trustees time to take action if the income falls below expectations.

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.

The Charity income has exceeded expenditure in 2020-21 where funds received ahead of expenditure is earmarked for projects in 2021-22. Our main project runs from October to October so some of the project expenditure falls into the next financial year.

Principal sources of funds came from repurposed grants from Fred Mulder Foundation; donations and membership fees.

Training and development activity is a secondary benefit but essential to meeting the Charity Objectives. In order to maintain high standards of good practice amongst practitioners delivering performance and project work we

- keep abreast of current social issues and changes in social issues thus having awareness of relevance and being up to date on the issues affecting the people we are working with.
- deliver continuing professional development ensures the skills of performers to engage with sensitivity and develop new artistic forms to skillfully reflect the issues affecting the people we are working with.
- share good practice and deliver continuing professional development

Section F


Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Francis John Porter	
Position (eg Secretary, Chair, etc)	Trustee	
Date	03/02/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Playback Theatre South West

No (if any)

Receipts and payments accounts

CC16a

For the period
from

06.04.2020

To

05.04.2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	-	-	-	-	44,300
Short Term Projects	-	-	-	-	323
Training	75	-	-	75	5,658
Ticket Sales	-	-	-	-	1,894
Donations	250	-	-	250	350
Membership Fees	2,175	-	-	2,175	6,060
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,500	-	-	2,500	58,585
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,500	-	-	2,500	58,585
A3 Payments					
Travel	456	-	-	456	4,528
Subsistence/Refreshments	113	-	-	113	379
Director Fee	13,169	-	-	13,169	9,800
Costumes	-	-	-	-	81
Artist Fees	-	-	-	-	15,708
Administration/Project Management	6,412	-	-	6,412	30,458
Publicity	40	-	-	40	374
Room Hire/Rent	1,723	-	-	1,723	2,500
Insurance	507	-	-	507	455
Professional Fees & Memberships	300	-	-	300	783
Supervision & Training	359	-	-	359	3,649
General Office Costs	43	-	-	43	141
Sub total	23,122	-	-	23,122	68,856
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,122	-	-	23,122	68,856
Net of receipts/(payments)	- 20,622	-	-	- 20,622	- 10,271
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	42,001	-	-	42,001	52,272
Cash funds this year end	21,379	-	-	21,379	42,001

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	21,379	-	-
		-	-	-
		-	-	-
	Total cash funds	21,379	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Francis Porter	Francis Porter	03/02/2022	