

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 06	Month April	Year 2021		Day 05	Month April	Year 2022

## 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 a performing company Tarte Noire - a women only company of fifteen 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 with ongoing collaborations with Students and Refugees Together (START); Torbay Youth Trust 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 2021-22**

The Covid-19 pandemic continued to affect all project work and public performances. The last lockdown ended on 12 April 2021 and our activities started up slowly and carefully on a trial basis to establish whether people were comfortable with social contact and under what conditions. Our specialist performance company Tarte Noire began rehearsals in April 2021; the refugee women's group in Plymouth began in June 2021; however young carers respite weekends were postponed twice due to staff illness with Covid.

Playback Theatre South West achieved the aim of maintaining a robust performance company through Covid lockdowns. We were ready to deliver Playback Theatre performances and activities as soon as community groups we are involved with were ready to test the waters of regaining social connections.

Playback Theatre South West was able to respond to social and wellbeing needs in the communities we are connected to by employing social distancing, testing and hygiene measures and consulting group members and participants to establish what people needed in order to be safe and feel comfortable meeting face to face again.

We were able to pick up the training and development of a new performing company in September 2021.

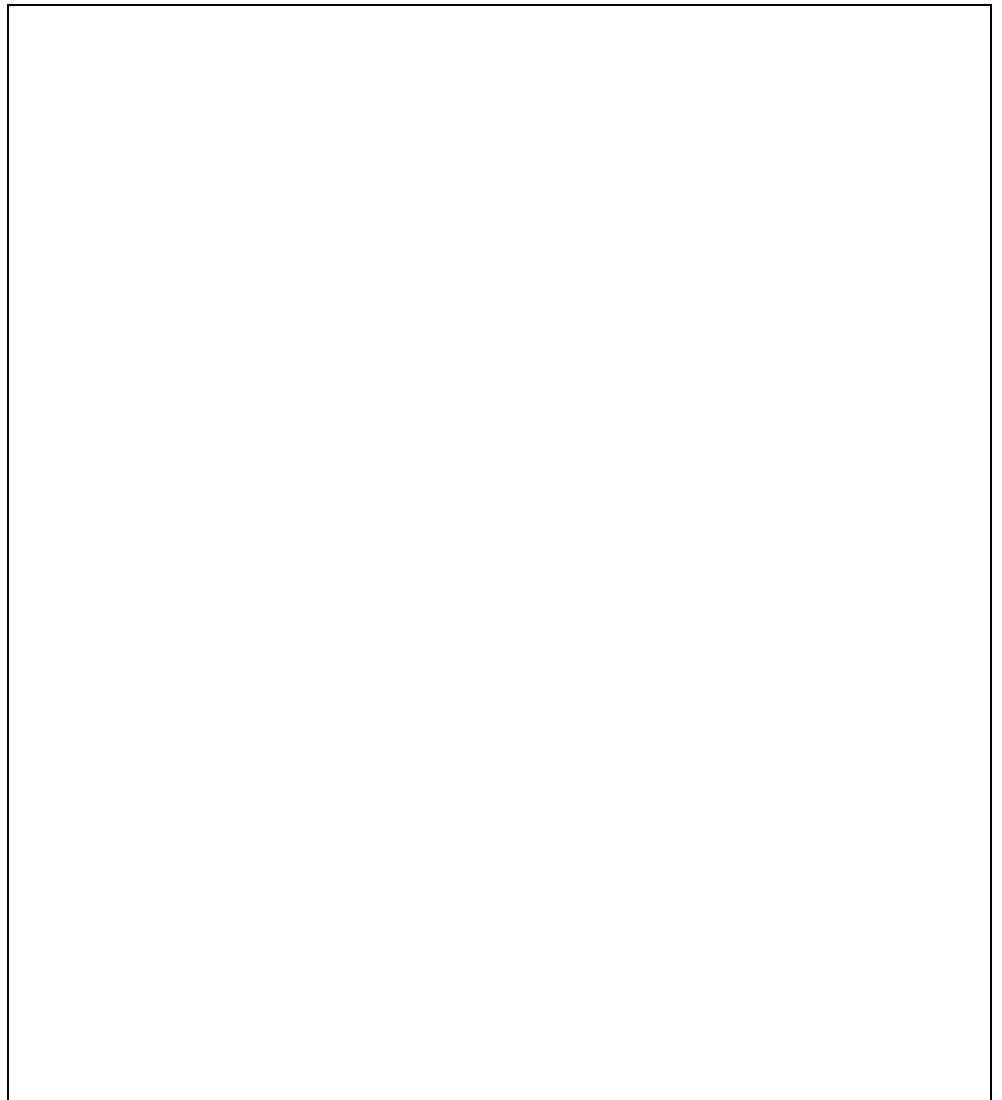
We supported Clinical Psychology undergraduates at Plymouth University to reflect on their training at the end of their course.

An Introduction to Playback Theatre workshop was delivered to a group of people in Brighton who are recovering from addiction and homelessness.

A successful Crowdfunder campaign raised funds for project work with Young Carers in Torbay. We received a grant to continue project work with Refugee and Asylum-seeking women in Plymouth. A grant from Fred Mulder Foundation supported projects and performance company development.

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.

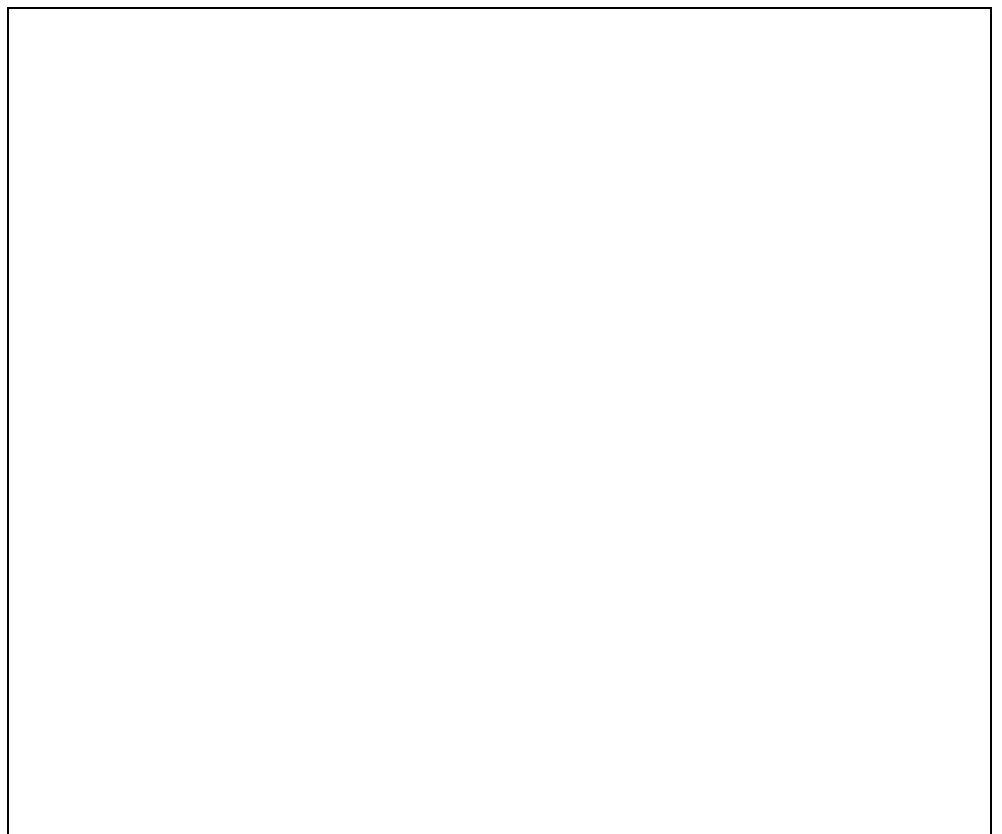
**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



**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.



**Summary of the main achievements of the charity during the year**

**Supporting refugees and asylum-seekers**

PTSW started activities with women in Plymouth in collaboration with START in June 2021. The group was set up in a spacious hall and the number of women who could attend was limited to 12. Social distancing measures meant that the women felt safe to attend and our facilitators adapted their usual methods of building connection to socially distanced activities. Limiting the numbers had an impact on the inclusive nature of our groups and there were many women from past groups who weren't invited to attend. However, it was a way of testing the water and seeing whether these women wanted to attend the group again.

The women who attended shared their experiences of being ill with Covid and how they supported each other including help with food and childcare. The group sessions provided a place where these women could relieve themselves of many difficult feelings induced by being even more isolated.

In October the group was able to open to all who wanted to come, and we heard that many women were upset by not being invited to the trial group in June. The inclusive nature of our groups helps women to have place where they feel they belong. Before lockdown the group numbers were often close to 40 women. By April 2022 the numbers have built from the restricted 12 attendees to 30 women and their children.

We were able to do a live performance at International Women's Day in Plymouth in March 2022. We worked in collaboration with Racial Equality Council and many different groups of women including women from the refugee and asylum-seeking community attended. Women shared their stories and sang songs from their countries. They shared together how it had been in lockdown – how they struggled and told their stories about being isolated.

**Supporting local people and people in Ukraine**

Tarte Noire supported people locally by offering occasional performances to family and friends while Covid 19 was coming and going in the community. It was important for the community to come together after so long and it was uplifting to share stories from their lives.

In March 2022 Tarte Noire gave a first public performance since 2020. The event was in solidarity with people in Ukraine and to raise funds to send to a Ukrainian Playback Theatre organisation who could distribute funds to people in their community. This local performance was attended by 50 people, and we raised £300.

**Supporting young carers**

We had to cancel 2 respite weekends for young carers planned for February and April 2022 due to staff being ill with Covid 19. Young carers have vulnerable family members at home so the risk of infection meant it couldn't take place. It felt difficult to cancel as we knew that young carers had become further isolated during lockdowns and in need of relief.

Funds for three respite weekends were raised by a successful Crowdfunder campaign with members of the public donating and Torbay Council match funding and a further grant by the Norman Family Trust. These weekends will take place in 2022 and 2023.

**Short term projects**

Tarte Noire supported Clinical Psychology undergraduates at Plymouth University to reflect on their training through Playback Theatre. It was the end of their course which had taken place during the pandemic. The students met for the first time at our performance, and it was important for them to share their experiences in person.

The UK School of Playback Theatre invited our directors to offer an Introduction to Playback Theatre over 2 days in Brighton for a group of people recovering from addiction and homelessness. The group were very receptive and enjoyed themselves and were able to incorporate this new theatre methodology into their theatre productions. It was a deeply therapeutic experience for everyone involved.

The year has ended with a positive uptake for our projects, and we have secured necessary funds for project work and supporting people in communities to carry on.

## 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.

Principal sources of funds came from grants from Fred Mulder Foundation; Big Lottery and Norman Family Trust; donations and membership fees.

Our main project runs from October to October so some of the project expenditure falls into the next financial year.

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 lives of people we work 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

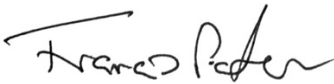
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	FRANCIS JOHN PORTER	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	3 February 2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Playback Theatre South West

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

06.04.2021

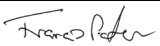
To

05.04.2022

### 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 £
<b>A1 Receipts</b>					
Grants	36,500	-	-	36,500	-
Short Term Projects	3,666	-	-	3,666	-
Training	2,910	-	-	2,910	75
Ticket Sales	-	-	-	-	-
Donations	11,550	-	-	11,550	250
Membership Fees	4,920	-	-	4,920	2,175
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>59,546</b>	<b>-</b>	<b>-</b>	<b>59,546</b>	<b>2,500</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>59,546</b>	<b>-</b>	<b>-</b>	<b>59,546</b>	<b>2,500</b>
<b>A3 Payments</b>					
Travel	2,071	-	-	2,071	456
Subsistence/Refreshments	327	-	-	327	113
Artistic Director	13,000	-	-	13,000	13,169
Facilitation/Performance Fees	4,225	-	-	4,225	-
Artist Fees	8,550	-	-	8,550	-
Administration/Project Management	10,023	-	-	10,023	6,412
Publicity	60	-	-	60	40
Room Hire/Rent	2,248	-	-	2,248	1,723
Insurance	529	-	-	529	507
Professional Fees & Memberships	374	-	-	374	300
Supervision & Training	320	-	-	320	359
General Office Costs	103	-	-	103	43
	-	-	-	-	-
<b>Sub total</b>	<b>41,829</b>	<b>-</b>	<b>-</b>	<b>41,829</b>	<b>23,122</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>41,829</b>	<b>-</b>	<b>-</b>	<b>41,829</b>	<b>23,122</b>
<b>Net of receipts/(payments)</b>	<b>17,717</b>	<b>-</b>	<b>-</b>	<b>17,717</b>	<b>- 20,622</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>21,379</b>	<b>-</b>	<b>-</b>	<b>21,379</b>	<b>42,001</b>
<b>Cash funds this year end</b>	<b>39,096</b>	<b>-</b>	<b>-</b>	<b>39,096</b>	<b>21,379</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account	21,379	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>21,379</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Francis Porter	03/02/2023	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Playback Theatre South West

**On accounts for the year  
ended**

5 April 2022

**Charity no  
(if any)**

**Set out on pages**

**1 & 2 of the Receipts and Payments Accounts**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05 / 04 / 2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*M Allday*

**Date:**

02/02/2023

**Name:**

Melanie Allday

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT

**Address:**

2 Bridge Farm Offices

Harberton

Totnes, Devon. TQ9 7PP

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.