

| Trustees' Annual Report for the period |  |                   |    |      |    |                 |    |      |
|--|--|-------------------|----|------|----|-----------------|----|------|
| From                                   |  | Period start date |    |      | To | Period end date |    |      |
|  |  | 06                | 04 | 2023 |    | 05              | 04 | 2024 |

**Section A** *Reference and administration details*

|   |                             |         |  |
|---|-----------------------------|---------|--|
| <b>Charity name</b>                       | Playback Theatre South West |         |  |
| <b>Other names charity is known by</b>    |                             |         |  |
| <b>Registered charity number (if any)</b> | 1161665                     |         |  |
| <b>Charity's principal address</b>        | 23 Denys Road               |         |  |
|   | Totnes                      |         |  |
|   | Devon                       |         |  |
|   | Postcode                    | TQ9 5TJ |  |

**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  | Francis Porter |                 |                                   |   |
| 2  | Jill Lewis     |                 |                                   |   |
| 3  | Jet Kamphuis   |                 |                                   |   |
| 4  | Katie Chaplin  |                 |                                   |   |
| 5  | Arnet Donkin   |                 |                                   |   |
| 6  |                |                 |                                   |   |
| 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)

|  |
|--|
|  |
|--|

## 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 five 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 Playback Theatre - a women only company of thirteen 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. Tarte Noire Playback Theatre company delivers all performances.

**In 2023-24**

This year Playback Theatre South West has made a difference in the lives of hundreds of people, reaching into many different community settings with projects, performances and training. Our performance company, Tarte Noire, responded to social and wellbeing needs in communities in Teignbridge, Plymouth, Torbay and South Hams.

We supported **refugee women** in Plymouth in partnership with START and a new grassroots initiative called She for Her dealing with issues relating to domestic abuse.

We supported local people in Plymouth who were acting to **Save the Trees of Armada Way**. We offered a performance after the loss of many trees in the centre of Plymouth to hear the feelings, experiences and stories of those who had tried to protect them.

We supported **college students** from Dawlish Community College to process their feelings and concerns following the death of a Ukrainian student in a tragic accident.

We supported **Ukrainian families** in Teignbridge giving Playback Theatre performances as part of Teignbridge Community Voluntary Services wellbeing in the community initiative. These initiatives are especially needed as the war in Ukraine reaches its 3<sup>rd</sup> year.

We supported **members of a climate change group** in Teignbridge after their organised actions to save the planet in London.

We have put aside further support for **young carers** in Torbay until we establish new links with local young carers support organisations.

We gave 12 **public performances** addressing themes that affect the social and wellbeing needs within local communities.

**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 Artistic Directors are **accredited trainers** with the Centre for Playback Theatre. We provided training and development for **Dart** a new local community theatre company.

We received a grant to continue project work with Refugee and Asylum-seeking women in Plymouth. A grant from Fred Mulder Foundation supported ongoing community projects and Tarte Noire company development. A donation from Crucible Foundation supported the development and sustainability of the organisation.

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.

#### **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 women Refugee and Asylum Seekers - 30 sessions

Regular weekly sessions for 35-40 women and their children who are settling into life in Plymouth from Sudan, Syria, South Sudan, Afghanistan, Iraq, Iran, Libya, Bangladesh, China, Nepal, Ethiopia, Eritrea and Azerbaijan. Our sessions created a strong sense of belonging and a safe place to relieve the stresses of everyday life and worries about the families they had to leave behind. A strong, steady community of support has been created. Our partner organisation says our work supports their group members emotionally to integrate their experiences and socially to grow a sense of belonging in their lives to become stronger members of society. This allows START to support with their practical needs more efficiently.

We continued supporting *She for Her* project initiated by a refugee woman who has been part of our group for 8 years to raise awareness for women refugees and asylum seekers on their rights in UK relating to domestic abuse. We supported the project by recruiting women to take part, we ran warm-up sessions and invited stories on the theme which Tarte Noire Playback Theatre enacted. Powerful and heart-breaking stories of abuse were shared by women who told their stories which were witnessed by the group. We worked alongside the IOPC to support communication with the women to understand their rights in UK.

**12 Public performances** for women only audiences as well as mixed gender audiences in Totnes and Exeter exploring themes within the community on *Chaos, Confusion and Creativity* – how are we navigating these turbulent times; *Fail we may, Sail we must* – stories of joy and pain when life doesn't go as anticipated and how we sail on through difficult times; *Dreams* – hearing people's night time dreams; Exeter Phoenix Arts Centre included *50 Shades of Red* – the expression and suppression of anger in their curated programme in 2023.

#### Short term projects

Dawlish Town Council invited us to **Dawlish Community College** after a young refugee from Ukraine died in a tragic accident. We supported her year group and teaching staff to process their feelings about losing her and the nature of her death. It was an extremely sensitive performance to facilitate. The young people appreciated and recognised their need to speak openly together about what had happened in their community.

**Teignbridge Community Voluntary Services** arranged performances for the Ukrainian families who are living in Newton Abbot and Dawlish. The opportunity for people who have fled war and left families behind to share their stories as a community has enormous value to their wellbeing. To have a place to share their collective grief and their fear for the future as well as their appreciation for being offered refuge in UK is deeply beneficial. Their school aged children were also able to share their stories of leaving their fathers and families in Ukraine and making a new life here.

#### Save the Trees of Armada Way in Plymouth

After the destruction of over 100 mature trees in Plymouth City centre we supported a local organisation who were working to get Plymouth City Council to incorporate these mature trees into their new design. We offered Playback Theatre to bear witness to those who fought hard to protect the trees. Greggs

gave a room above their shop in Armada Way to hold this performance and the decimation was clearly visible and felt from this viewpoint.

### **Supporting Young Carers - Respite Weekends**

Following a hugely successful respite weekend for 10 Young Carers aged between 11 and 17 in collaboration with Torbay Youth Trust and Ashburton Cookery School, two further planned respite weekends were unfortunately cancelled due to internal changes within the young carers support organisation. We are making initial contact with young carers organisations in other local areas with the aim of collaborating to create events with Playback Theatre at the heart of the activities so the young people can share their stories and forge strong connections with others in similar often very isolated situations.

### **Training and Supervision**

Playback Theatre supports communities of people to build strong connections, reduce feelings of isolation and ease traumatic experiences by sharing stories within their community. Actors need highly tuned listening skills to replay personal experiences with sensitivity, respect, and care, as well as artistry in movement, voice, storytelling, and staging. These skills are applied in a collaboration as a team who spontaneously improvise responses to what is told by audience/ group members. Playback Theatre South West provides training and development at all levels for this work to thrive in a safe and effective way. Our Artistic Directors are accredited trainers with the Centre for Playback Theatre.

Tarte Noire Playback Theatre delivers projects with vulnerable groups and has a weekly and termly programme of training and development. Dart is a new company being trained by the Artistic Directors and two upcoming facilitators.

### **Sustainability and succession planning**

Six artists have developed skills in delivering projects in regular weekly sessions with women refugees: in intensive residential respite weekends for young carers and one-off performances for groups with specific needs. Skills in project management, group facilitation, theatre company management, running rehearsals and preparing actors for performances with specific groups have been developed with supervision by the Artistic Directors.

**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 if grants are not renewed, or new applications are not successful. This cash reserve figure gives Trustees time to act 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 and Big Lottery; donations and membership fees.

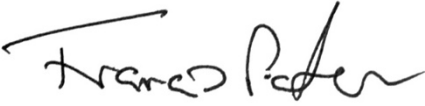
Our main project runs from October to October so some of the project expenditure falls into the next financial year.

Training and development activity is a secondary benefit but essential to meeting the Charity Objectives 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

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 2025   |  |





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Playback Theatre South West

On accounts for the year  
ended

5 April 2024

Charity no  
(if any)

Set out on pages

Receipts & Payments Report – Pages 1&2

(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 05/04/2024.

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:

Mallday

Date:

3 February 2025

Name:

Melanie Allday – MAP Accountants & Business Advisors Ltd

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

AAT

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.



## Receipts and payments accounts

CC16a

For the period  
from

06/04/2023

To

05/04/2024

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Grants  | 25,000                                 | -                                    | -                                   | 25,000                          | 75,000                        |
| Short Term Projects                                   | 6,045                                  | -                                    | -                                   | 6,045                           | 5,366                         |
| Training  | 3,320                                  | -                                    | -                                   | 3,320                           | 4,440                         |
| Ticket Sales  | 1,235                                  | -                                    | -                                   | 1,235                           | 682                           |
| Donations   | 3,213                                  | -                                    | -                                   | 3,213                           | 310                           |
| Membership Fees                                       | 4,725                                  | -                                    | -                                   | 4,725                           | 5,850                         |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>43,538</b>                          | <b>-</b>                             | <b>-</b>                            | <b>43,538</b>                   | <b>91,648</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>43,538</b>                          | <b>-</b>                             | <b>-</b>                            | <b>43,538</b>                   | <b>91,648</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Travel  | 4,992                                  | -                                    | -                                   | 4,992                           | 5,000                         |
| Subsistence/Refreshments                              | 695                                    | -                                    | -                                   | 695                             | 699                           |
| Artistic Director                                     | 23,391                                 | -                                    | -                                   | 23,391                          | 27,428                        |
| Facilitation/Performance Fees                         | 873                                    | -                                    | -                                   | 873                             | 1,096                         |
| Artist Fees   | 21,400                                 | -                                    | -                                   | 21,400                          | 17,230                        |
| Administration  | 4,841                                  | -                                    | -                                   | 4,841                           | 4,931                         |
| Publicity   | 3,201                                  | -                                    | -                                   | 3,201                           | 109                           |
| Room Hire/Rent  | 2,393                                  | -                                    | -                                   | 2,393                           | 2,819                         |
| Insurance   | 593                                    | -                                    | -                                   | 593                             | 551                           |
| Professional Fees & Memberships                       | 469                                    | -                                    | -                                   | 469                             | 613                           |
| Supervision & Training                                | 3,149                                  | -                                    | -                                   | 3,149                           | 5,165                         |
| General Office Costs                                  | 87                                     | -                                    | -                                   | 87                              | 311                           |
| Project Management                                    | 17,084                                 | -                                    | -                                   | 17,084                          | 16,182                        |
| Donations   | -                                      | -                                    | -                                   | -                               | 276                           |
| Fundraising Costs                                     | -                                      | -                                    | -                                   | -                               | 500                           |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>83,168</b>                          | <b>-</b>                             | <b>-</b>                            | <b>83,168</b>                   | <b>82,910</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>83,168</b>                          | <b>-</b>                             | <b>-</b>                            | <b>83,168</b>                   | <b>82,910</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 39,630</b>                        | <b>-</b>                             | <b>-</b>                            | <b>- 39,630</b>                 | <b>8,738</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>47,834</b>                          | <b>-</b>                             | <b>-</b>                            | <b>47,834</b>                   | <b>39,096</b>                 |
| <b>Cash funds this year end</b>                       | <b>8,204</b>                           | <b>-</b>                             | <b>-</b>                            | <b>8,204</b>                    | <b>47,834</b>                 |

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

B1 Cash funds

|                  |       |   |   |
|------------------|-------|---|---|
| Bank Account     | 8,204 | - | - |
|                  | -     | - | - |
|                  | -     | - | - |
| Total cash funds | 8,204 | - | - |

(agree balances with receipts and payments account(s))

|                    |                  |                 |
|--------------------|------------------|-----------------|
| OK                 | OK               | OK              |
| Unrestricted funds | Restricted funds | Endowment funds |
| to nearest £       | to nearest £     | to nearest £    |

B2 Other monetary assets

|         |   |   |   |
|---------|---|---|---|
| Details |   |   |   |
|         | - | - | - |
|         | - | - | - |
|         | - | - | - |
|         | - | - | - |
|         | - | - | - |
|         | - | - | - |

B3 Investment assets

|         |                             |                 |                          |
|---------|-----------------------------|-----------------|--------------------------|
| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

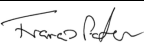
B4 Assets retained for the charity's own use

|         |                             |                 |                          |
|---------|-----------------------------|-----------------|--------------------------|
| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

B5 Liabilities

|         |                                 |                       |                     |
|---------|---------------------------------|-----------------------|---------------------|
| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

|   |                     |                  |
|---|---------------------|------------------|
| Signature   | Print Name          | Date of approval |
|  | Francis John Porter | 03-Feb-25        |