

**MARKET HARBOROUGH DRAMA SOCIETY (MHDS)**  
**Charitable Incorporated Organisation, Registered Charity no 1162014**  
**Trustees' Annual report for the year ending 31 July 2021**

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**Trustees' Annual report for the year ending July 31<sup>st</sup>, 2021**

I am pleased to present this, the annual report of the Trustees of the Market Harborough Drama Society to its members, customers, and the people of Market Harborough, for the 2020-21 season.

John Foreman  
Chairman, Board of Trustees  
Market Harborough Drama Society

**In the light of the Covid 19 Pandemic the report for this year is highly unusual in that the theatre was closed for the full year apart from some maintenance works and regular Zoom meetings to ensure we would be able to reopen as soon as realistically possible.**

**Some planning meetings took place towards the end of the financial year and providing the situation does not worsen, we expect to reopen in September with a full season of 7 full length plays plus at least one studio play.**

**Parsnips (our Youth Group) have resumed with reduced class numbers and hope to be back to normal after the school holidays.**

**Due to good management in previous years the Drama Society remains in a strong financial position and is prepared to re-open at the earliest possible opportunity, commensurate with the safety of its members and the public.**

**Our objectives remain unaltered.**

### **Objectives and activities**

Market Harborough Drama Society ("MHDS" or "The Society") is a charity whose purposes are "to foster and promote the maintenance, improvement, development, study and practice of dramatic art in all its forms among the inhabitants of the district of Market Harborough and elsewhere".

It advances these purposes by:

- selecting, directing, staging, and performing a full season of plays each year
- maintaining a working theatre containing a 118-seat auditorium, and a 50-seat studio, with full theatre equipment, and making these available, together with supporting services, for hire for public performances
- providing bar and refreshment services in support of public performances in the theatre
- making the theatre lounge and other accommodation available for hire to community groups
- operating a membership scheme including a members' box office, a regular newsletter, and social events.
- Encouraging local youth talent and providing some modest bursaries to support promising young actors and technicians where training fees may be unaffordable.

Public benefit is provided by

- membership available to all, at modest subscriptions which may be waived at the discretion of the Trustees

- a wide variety of public performances in addition to the Society's own dramatic productions, with ticket prices kept low by reliance on volunteers to run the Society and staff its activities
- provision of high-quality facilities to community groups at low cost, with special rates for appropriate regular users.

Harborough Theatre is also home to:

- **Octagon Films**, Market Harborough's only Cinema. plan a regular showing of both classic and modern films plus broadcasts from the National Theatre & Royal Opera House in London, the Royal Shakespeare Company in Stratford, and Bolshoi Ballet in Moscow, and the first of a new series of film shows for "Nurturing Mums"
- **Parsnips Youth Theatre** will resume a programme of three youth classes each week culminating in three 3-night main-stage performances specially written with, and performed by, the students.
- **The Harborough Arts Society's** programme of monthly lectures and study days plus regular art classes held in the theatre lounge will resume in September
- **"Ha-Ha Harborough"**. Monthly stand-up comedy nights will resume a little later in the season.
- **The Young at Heart Group** – a monthly discussion meeting for older people held in the theatre lounge also plan to resume.

and we expect to host

- 2 plays by visiting companies.
- Regular Saturday fund raising coffee mornings by local charities and community groups; and a variety of other meetings and events.
- And a series of social events for both members and visitors.

MHDS is a member of the Little Theatre Guild, a valuable source of theatrical information and advice and hosted a two-day seminar attended by the LTG Management Committee.

### **Achievements and Successes.**

In the past year we continued to improve our house management by updating our Front of House procedures to support the safety and comfort of our patrons. Continuing our programme to develop our technical facilities, we completed the installation the final phase of our new LED stage lights, a new sound desk and an improved communication system to allow Front of House and backstage personnel to be in constant contact with each other.

We also invested further in the building by having a new stage door installed to improve the security of the building. We continue to receive commendations for the high standard in which our building is maintained, a tribute to our Premises Manager.

The appointment (in 2018) of a part-time paid administrator combining the roles of Publicity Officer, Bar Manager, Box Office Manager and Bookkeeper, with an office looking on to Church Square, has greatly increased the Theatre's visibility in the town, as he interacts with the public both personally and through the website and social media.

Despite having been closed for 18 months the membership stands at just under 400 members.



We have a continuing programme of reviewing and improving the way in which we present the Theatre to the community, including a well-attended annual Open Day with tours and demonstrations of our craft.

Parsnips Youth Theatre continues to thrive with over 70 local youngsters taking part in (term-time) classes each week. In addition, there are approximately 50 additional students at two outlying classes in the town. All are treated as associate members of the Society and are encouraged to audition for suitable parts in main house productions.

The success of the Youth Group can be seen in the quality performances of those young people taking part in main house productions, and a number each year go on to study drama at University or Drama Colleges. Bursaries are available to any who need financial assistance.

The planned two weeks of subsidised 'Summer School' had to be postponed until 2022 due to Covid 19 – but will (hopefully) take place.

All Society members have the opportunity to be involved in acting, directing, designing, building and painting sets, designing and operating sound, lighting, and special effects, stage managing, making and sourcing costumes and props, designing editing and publishing programmes, publicity material, the web site and producing 'Backstage' the members quarterly newsletter. In addition there have been regular emailed newsletters and both our AGM in November and Spring General Meeting in May took place via Zoom.

In addition, our members produced an on line 'Radio Play' and carried out all the other management and administrative functions necessary for what is a significant small business.

However, we recognise that we are at the limit of what can be done within our premises, and as such our emphasis now is on quality rather than quantity – although many aspects are under consideration – or were, prior to the pandemic causing disruption.

We are fortunate to have many volunteers willing to take on short term tasks, but like most voluntary organisations we depend heavily on a few for the essential coordinating, administrative and managerial roles.

We carefully limit what we do to avoid over stretching our volunteers and, while not ruling out other art forms such as music, focus primarily on the dramatic events for which our theatre is best suited.

Having said that we organised a 'What We Did in Lockdown' Exhibition of members artistic achievements in July, which was well attended and the work submitted was excellent.

### **Governance and Administration**

MHDS is a Charitable Incorporated Organisation, registered number 1162014, whose governing document is its Constitution as a membership organisation, adopted in May 2015 and amended in November 2017.

The Society's principal professional advisers are

- Bankers: CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent. ME13 4JQ
- Solicitors: Wartnaby Hefford, 44 High Street, Market Harborough, LE16 7AH;
- Independent Examiner: Berry Accountants Ltd, 36 Northampton Road, Market Harborough. LE16 9HE

The Trustees for the 2020-21 season, were: John Foreman (Chairman), Alison Platts (Secretary), Beth Smith (Treasurer), Arthur Aldrich, Jan Cross, Judith Farr, Maxine Kempster, Barbara Lloyd, and Alan Window.

Beth Smith resigned early in the year and was replaced by John Waller and both Arthur Aldrich and Judith Farr resigned due to ill health during the year. With meaningful elections impossible due to the pandemic the Trustees invited Lindsey Wolstencroft to replace Arthur Aldrich and Christine Jack to join the board until such time as elections can take place. Barbara Lloyd also stepped down as Drama Officer with Sue Waller taking her place – but Barbara agreed to remain as a Trustee.

We, therefore have a full complement for this season but will ensure that a proposal is put to the members at our November AGM to resume elections for the 2022-3 season.

### **Future Plans**

We have plans in place to reopen in September and also contingency plans should closure be forced upon us again.

We are fully aware that it may take some time after re-opening for audiences to feel confident about sitting in a crowded theatre

In recent years we have had to wrestle with the problems of success, namely having more ideas and opportunities than were capable of handling, and often larger audiences than we could accommodate.

Whether this will continue in the coming season remains to be seen but we are well prepared to make difficult decisions as and when they arise.

We will also continue to work on the way we promote ourselves to the community, ranging from improved external signage, use of social media, and selecting drama that will interest and attract new people to the theatre. Inevitably this will mean occasionally including plays that challenge our audiences.

Our ticket prices are some of the lowest in comparable venues and we have sanctioned a small increase to balance the books, but our reserves and low overheads mean that we remain in a sound position.

Before the pandemic we were actively looking at ways of increasing our charitable efforts beyond the theatre, and this will continue when things return to something like normal.

We will also continue to develop and update our technical equipment, and we will look for new ways to streamline our basic administration, using modern office technology. That will specifically focus on the training and deployment of our volunteers, and on the health and safety of both volunteers and patrons.

### **Financial Report**

Financial Accounts, attached, are prepared according to Charity Accounting rules and are intended to comply with FRS 102.

MHDS follows the conventions of accrual accounting to make year-on-year comparisons easier, and to give a truer picture of the financial position at the end of the financial year.

The Society's balance sheet does not include the value of its principal asset, the theatre building, because it is effectively inalienable. Furthermore, the Society owns a quantity of equipment and



furnishings to support its theatrical productions, but no value is shown for these because physical assets are written down in the year of purchase.

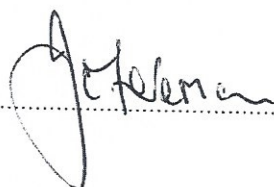
The Society has continued, as far as possible, to manage its finances in accordance with its plans and procedures despite the Covid-19 pandemic that had a significant impact:

- All our normal sources of income were removed by the Government required closure of the theatre. Expenses were carefully managed but an operating deficit of £21,726 was incurred.
- The operating deficit was largely offset by the receipt of £19,003 from various National Business Support Grants for which the Society qualified.
- Our employed Administrator was put on flexible furlough for most of the year and we were able to top-up the Government furlough payments to maintain his full salary.
- Improvements to our technical facilities continued and the costs of £6,599 were in line with budgets.
- The overall deficit for the year of £9,322 has reduced reserves but largely represents the cost of improving technical facilities for the future.

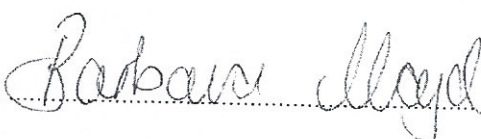
The Society has come through a difficult year in a strong financial position with reserves of £86,983 and a strong cash position.

During the year to 31 July 2021, no Trustee received payment, except for reimbursement of minor expenditure incurred on behalf of the Society. Except for the direct sponsorship of our seasonal publicity brochure, no income was received for a designated purpose. All fundraising and donations were intended for the general purposes of the Society. Therefore no Restricted Fund is shown in the accounts.

MHDS is not required to have a full audit but the services of an Independent Examiner to examine and report on its financial accounts. The Independent Examiner's report confirms that the accounts, together with this annual report, follow the Charity Commissions SORP guidelines (as amended) and satisfy the requirements of Charity law.

Signed  .....  
Trustee

Date 7.10/21

Signed  .....  
Trustee

Date 7/10/21

**MARKET HARBOROUGH DRAMA SOCIETY  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDING 31 JULY 2021**

	<b>Total Funds 2020/21 £</b>	<b>Total Funds 2019/20 £</b>
<b>Income from:</b>		
Subscriptions	-	4,919
Donations	2,797	2,181
Fundraising Activities	228	2,193
Charitable Activities	2,659	48,617
Grants	19,003	10,000
Investments	352	740
<b>Total Income</b>	<u>25,039</u>	<u>68,650</u>
<b>Expenditure on:</b>		
Fundraising	-	1,523
Charitable Activities	33,941	75,171
Governance	420	420
<b>Total Expenditure</b>	<u>34,361</u>	<u>77,114</u>
<b>Net Movement in funds</b>	<u>(9,322)</u>	<u>(8,464)</u>
<b>Reconciliation of funds</b>		
Balances brought forward	96,305	104,769
Balances carried forward	<u>86,983</u>	<u>96,305</u>
<b>Represented by:</b>		
Cash at Bank and in hand	88,296	99,378
Stock	388	793
Debtors and Prepayments	9,553	5,391
Total Current Assets	<u>98,237</u>	<u>105,562</u>
Less Creditors and Accruals	<u>11,254</u>	<u>9,257</u>
<b>Net Assets</b>	<u>86,983</u>	<u>96,305</u>
 Note: Independent Examiner's Fee	 <u>420</u>	 <u>420</u>

Note that except for sponsorship of next season's brochure which was simple reimbursement of the printing costs, no donations for specified purposes were received during 2020/21. Therefore no Restricted Fund is shown.

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES AND MEMBERS OF  
MARKET HARBOROUGH DRAMA SOCIETY**

I report on the accounts of the Trust for the year ended 5 April 2021, which are set out on pages 1 to 6.

**Respective responsibilities of trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
  - to follow the procedures laid down in the general Directions given by the Charity Commission under
- section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a 'true and fair view' and the report is limited to those matters set out in statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:-

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

MRS R WALDEN FCCA  
BERRY ACCOUNTANTS LTD  
CHARTERED ACCOUNTANTS  
BOWDEN HOUSE  
36 NORTHAMPTON ROAD  
MARKET HARBOROUGH  
LEICESTERSHIRE  
LE16 9HE

Dated: 11 October 2021



**MARKET HARBOROUGH DRAMA SOCIETY**  
**BALANCE SHEET**  
**AS AT 31 JULY 2021**

	2021 £	2020 £
<b>Current Assets</b>		
Cash	1,375	1,400
Current Accounts	58,532	59,874
Savings Accounts	28,389	38,104
Value of Bar Stock	388	793
Prepayments:-		
Scripts and Licences for next season	5,744	2,626
Other payments in advance	1,115	1,768
Debtors	2,694	997
<b>Total Current Assets</b>	<u>98,237</u>	<u>105,562</u>
<b>Current Liabilities</b>		
Income received for next season:		
Season Tickets	6,802	-
Subscriptions	707	-
Theatre Hire	55	891
Creditors	2,250	7,259
Accruals	1,440	1,107
<b>Total Current Liabilities</b>	<u>11,254</u>	<u>9,257</u>
<b>NET ASSETS</b>	<u><u>86,983</u></u>	<u><u>96,305</u></u>
 <b>Consisting of:</b>		
General Fund	36,983	46,305
Designated for Contingencies	<u>50,000</u>	<u>50,000</u>
	<u><u>86,983</u></u>	<u><u>96,305</u></u>

**MARKET HARBOROUGH DRAMA SOCIETY**  
**INCOME AND EXPENDITURE**  
**YEAR ENDING 31 JULY 2021**

	Notes	2021 £	2020 £
<b>Net Income from Activities</b>			
Membership and Fundraising	1	2,866	4,441
Putting on plays	3	549	16,050
Theatre Hire and Visiting productions		995	12,906
Bar, Coffee and Ice Cream		<u>(359)</u>	<u>7,903</u>
		4,051	41,300
<b>Less: Cost of Overheads</b>			
Running the Theatre	2	17,671	30,804
Administration	4	<u>8,106</u>	<u>13,232</u>
		(21,726)	(2,736)
<b>Operating Deficit</b>			
Less Improvements	5	6,599	15,728
Add: Grant received HDC		<u>19,003</u>	<u>10,000</u>
<b>Total Deficit for the Year</b>		<u><u>(9,322)</u></u>	<u><u>(8,464)</u></u>

**NOTE 1: Membership and Fundraising**

	2021 £	2020 £
<b>Income</b>		
Subscriptions (including Gift Aid)	-	4,919
Donations	2,797	2,181
Fundraising	227	(221)
Raffles	<u>-</u>	<u>891</u>
<b>Total</b>	3,024	7,770
<b>Expenditure</b>		
Membership Admin	144	1,292
Newsletter	<u>14</u>	<u>2,037</u>
	<u><u>2,866</u></u>	<u><u>4,441</u></u>

**NOTE 2: Running the Theatre**

	2021 £	2020 £
Rates and Utilities	4,098	8,441
Cleaning and Waste Removal	2,415	10,803
Maintenance and Repairs	9,321	9,559
Sundries	<u>1,837</u>	<u>2,001</u>
<b>Total</b>	<u><u>17,671</u></u>	<u><u>30,804</u></u>

**MARKET HARBOROUGH DRAMA SOCIETY  
INCOME AND EXPENDITURE  
YEAR ENDING 31 JULY 2021**

**NOTE 3: Contribution of Plays**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Season Tickets	-	9,082
Tickets	-	20,488
Programmes (net)	-	61
Costume Hire/Sales	-	-
<b>Total</b>	<u>-</u>	<u>29,631</u>
<b>Costs</b>		
Scripts/Licences	(1,498)	5,596
Sets	118	2,014
Costumes	-	1,717
Props	-	1,864
Rehearsals	-	24
Publicity Ticketing and Adjudication	595	1,964
Training and Comp	236	402
	<u>(549)</u>	<u>13,581</u>
<b>Contribution</b>	<u>(549)</u>	<u>16,050</u>

**NOTE 4: Administration of the Society**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Insurance	2,846	3,595
Legal and Professional Fees	-	-
Audit	420	420
LTC	70	70
Sundries	230	1,308
Admin Salaries less Furlough Receipts	4,892	8,579
Less Investment Income	352	740
<b>Total</b>	<u>8,106</u>	<u>13,232</u>

**NOTE 5: Improvements and Development**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Various	<u>6,599</u>	<u>15,728</u>