

IPSWICH GILBERT & SULLIVAN SOCIETY

TRUSTEES REPORT – 21st JUNE 2020 TO 20th June 2021

Trustees' Report

The Trustees present the Trustee's Report and Financial Statements for the period from 21st June 2020 to 20th June 2021. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (financial year runs 1st April to 31st March)

Administration Details

The principal address of the charity is currently Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE

The Trustees – elected at 2020 AGM

Lucy Pakes Chairman

David Hayhow Vice Chairman

Fred James General Secretary

Debbie Rogers Membership Secretary

Treasurer Gwen Haxell (Replaced Sylvia Towell at 2019 AGM as Sylvia wished to retire)

Sara Bucknell Committee member

Louise Cockerill Committee member

Mareth Bassett Committee member

Sylvia Towell Committee member

Andrew Burke, Musical Director also participates in trustee meetings for appropriate agenda items.

Structure, Governance and Management

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3rd January 2016 and is governed by a constitution adopted on 18th April 2016. Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

Objectives

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

Activities

Ipswich Gilbert & Sullivan Society is a musical group which performs charity fund-raising concerts during the summer months across Suffolk, Norfolk and Essex, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society puts on a fully staged production of one of the Gilbert & Sullivan operettas.

There is an informal audition for all new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Belstead Village Hall* on the outskirts of Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

*This venue will change to the Methodist Church Hall, Pheasant Road in Ipswich once live rehearsals can recommence.

Achievements and Performance

During the period covered by this report, the Society was obliged to cancel the planned concerts for the year as well as the annual stage production, due to the restrictions imposed due to the Covid-19 pandemic.

In the meantime, the Trustees have continued to meet virtually via Zoom to monitor the situation and plan for such time as we can start to rehearse once more. In addition, virtual rehearsals via Zoom began in February 2021.

During the summer months of 2020, a number of informal 'rule of 6' social events were arranged by and for members, including socially distanced walks and gatherings in members' gardens.

A virtual quiz was held for members and online apps to enable group singing were also explored.

Public Benefit

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances (outside the pandemic situation), activities for the public benefit can be demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising the charity concerts via the Society's recently revamped website
- Discounted membership rates for members in full time education and reduced price show tickets for children
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Performing the work of contemporary composers and arrangers, most of whom are local people.

Financial review

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for safeguarding the assets of the

Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

1. Through membership subscriptions agreed annually at the AGM. There are three categories of fees:
 - a. Concert only fee
 - b. Show only fee plus an audition fee
 - c. Combined concert and show fee

Discounts are available for paying the relevant subscription by a specific deadline each year.

2. From ticket sales from the annual stage production
3. Through appearance fees paid by the charities for performing a concert
4. By putting on a concert specifically to raise funds for the Society
5. Through sales of photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores to other choirs / societies

The Society's direct income funds the full cost of running the Society and makes a contribution towards covering the net cost of the stage production in the event of a loss.

NB: given the cancellation of most of the Society's activities due to the pandemic, the Trustees took the decision to cancel the requirement for members to pay subscriptions for this year. Members were invited instead to make voluntary donations to the Society, Gift Aided where applicable.

Income for the period from 1st April 2020 to 31st March 2021 totalled £2149.89

Expenditure amounted to £1028.79

Surplus for the year was £1121.10

On 30th March 2021, the Society had a cash balance of £33,000.86 held in the following account(s):

Prepayments - £130

Cash in Hand £0

Current Accounts £26,189.01

Deposit Accounts £6,941.85

A summary of the accounts is provided at Appendix 1.

Reserves policy

Reserves are built up to fund the annual stage production and to acquire and maintain assets.

Risk Management

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged through Ageas Insurance Limited.

(i) Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

(ii) Health & Safety

For rehearsals at Belstead Village Hall, the Society complies with the health & safety policy and the policy in the event of a fire as laid down by the Village Hall Committee.

For concerts, the Concert Secretary checks the venue in advance to assess risks. At the concert itself, an official from the charity hosting the concert makes an announcement at the beginning of the concert.

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

Once the decision is taken to resume live rehearsals, the Trustees will undertake a full risk assessment to ensure the risks to members and others due to transmission of the covid virus is minimised as far as possible.

Future Plans

The Society's plans for concerts and the annual stage production for 2020 were put on hold in mid-March 2020, with the onset of the Coronavirus pandemic. No rehearsals have been held since March 24th 2020. At time of writing, (June 2021), it is hoped that the Government's roadmap for easing the lockdown restrictions will lead to a total easing of restrictions within the next few weeks. However, until such relaxation of restrictions is confirmed by the government, it still remains unclear how soon any amateur choirs and stage companies will be permitted by the government to begin rehearsals or undertake live concerts or theatre productions.

Key decisions taken during this time:

1. The Trustees decided to cancel the 2021 stage production, due to take place in October 2021. The decision was based on:
 - a. continuing uncertainty about ongoing covid restrictions
 - b. uncertainty about whether the roll out of the government's vaccination programme would have reached enough members before the time when rehearsals would need to start

- c. uncertainty about the number of seats that the theatre would be allowed to sell, based on any continuing covid restrictions in October
 - d. the willingness (or otherwise) of our audience to return to theatres after the pandemic restrictions ease
- 2. The Trustees decided to move to a new permanent rehearsal venue once live rehearsals can start again. The reason for this was the proposal by the previous venue to almost double the rental fee. In addition, significant building work at the previous venue had resulted in a serious deterioration of the acoustic, making rehearsing more difficult.

Approved by the Trustees

Receipts and Payments Account

Cash	£0.00
Current	£25,070.80
Less £130 uncleared cheque	-£130.00
Deposit	£6,938.96
Total	£31,879.76

Members Concert Subs	£385.00		
Patrons	£419.00		
Gift Aid	£246.02	Concert income	<u>£1,190.00</u>
Concerts	£0.00		
Fund Raising, donations and raffles	£250.00	Fund Raising	<u>£957.00</u>
Teas	£0.00		
Amazon Smile	£41.98		
(FR08)	£0.00		<u>£0.00</u>
Subs donations	£805.00		
Donations from Cast	£0.00	Show income	
Tickets	£0.00		<u>£0.00</u>
Show Subs	£0.00		
Programmes	£0.00		
Show Raffle	£0.00		
Costumes sales	£0.00		
Show donations	£0.00		
Photos/DVD	£0.00		
(FR18)	£0.00		
(FR19)	£0.00		
(FR20)	£0.00		
Sundry	£0.00	Other income	<u>£2.89</u>
Bank Interest	£2.89		

Other Income	£0.00
Total Receipts	£2,149.89

(total receipts plus brought forward)	TOTAL	£34,029.65
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£1,121.10

Payments

Admin (GRC)	£0.00	General costs
Gifts/Donations (GRC)	£225.98	<u>£0.00</u>
Music Director (CRC)	£0.00	
Rehearsal room (CRC)	£182.00	
Pianist (CRC)	£0.00	
Concert Refund	£0.00	
Concert Subs Refund	£0.00	
Show Producer (SRC)	£0.00	
Show Director (SRC)	£0.00	
Rehearsal Pianist (SRC)	£0.00	Concert Running Costs
Halls/Theatre (SRC)	£0.00	<u>£207.98</u>
Publicity (SRC)	£0.00	
Music Hire (SRC)	£0.00	
Orchestra (SRC)	£0.00	
Set (SRC)	£0.00	
Lighting (SRC)	£0.00	
Programmes (SRC)	£0.00	
Photos/DVD (SRC)	£0.00	
Gifts (SRC)	£0.00	
Show Raffle (SRC)	£0.00	
Props (SRC)	£0.00	
Costumes (SRC)	£0.00	Total Show Costs
Show Subs Refund	£0.00	<u>£0.00</u>
Wolsey Ticket Sales	£0.00	
		Insurance and Subscriptions
Lottery Licence	£0.00	<u>£820.81</u>
NODA & IAA	£97.00	
Insurance (SRC)	£723.81	

Total Payments	£1,028.79
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Cash	£0.00		
Current HSBC	£26,189.01	Bank balance less uncleared	£0.00
Deposit HSBC	£6,941.85		
NAT WEST Accs Closed	0.00		
Uncleared from 2018-19	-£130.00	(Consider writing this off?)	
NAT WEST Accs Closed	£0.00		
Total	£33,000.86	31-Mar-21	