

BRIXHAM THEATRE CIO

England & Wales · Charity number 1178208

Details

Other names BTCIO

Status Registered

Legal form CIO

Registered 2018-05-02

Register [View on the Charity Commission register](#)

Contact

Address Brixham Theatre
Brixham Town Hall
New Road
Brixham
TQ5 8TA

Phone 01803415987

Email info@brixhamtheatre.uk

Website www.brixhamtheatre.uk

Activities

Objects: THE OBJECTS FOR WHICH THE CHARITY IS ESTABLISHED ARE: (A) TO PROMOTE PUBLIC APPRECIATION OF THE PERFORMING AND VISUAL ARTS(INCLUDING, DRAMA, MUSIC AND DANCE, PERFORMANCES AND EXHIBITIONS)(B) TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE KNOWLEDGE, UNDERSTANDING AND APPRECIATION OF THE PERFORMING AND VISUAL ARTS (INCLUDING, DRAMA, MUSIC AND DANCE, PERFORMANCES AND EXHIBITIONS) IN PARTICULAR, BUT NOT EXCLUSIVELY, BY ENCOURAGING AND FACILITATING THE PRACTICE OF PERFORMING ARTS AMONG YOUNG PEOPLE BY THE PROVISION OF WORKSHOPS.

Activities: Our activities include: securing the continuation and development of Brixham Theatre as a community asset for the advancement of art and culture for the public benefit in Brixham & South Devon. To encourage & facilitate the practice of performing arts among young people. To further social inclusion.

Classification

- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Torbay

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£168,395	£168,377	-	-
2024-03-31	£143,039	£131,866	-	-
2023-03-31	£92,242	£89,847	-	-
2022-03-31	£59,578	£58,752	-	-
2021-03-31	£26,166	£2,034	-	-

Trustees

Name	Role	Appointed
Claire Carter	Chair	2023-01-16
Chris Jones		2023-09-19
Dorothy Vickery		2023-02-14
Frances Johanne Robinson		2025-12-16
Philip Vickery		2024-03-18
Rachel Thomas		2025-03-18
Vanessa Fitzgerald		2024-03-18

BRIXHAM THEATRE CIO

England & Wales - Charity number 1178208

Accounts

Brixham Theatre CIO
Annual Report to Members
1st April 2024 – 31st March 2025

**Annual Report to Members
for the period 1st April 2024 – 31st March 2025**



Charity name: Brixham Theatre CIO
Other name the charity uses: BTCIO
Registered charity number: 1178208
Charity's principal address: Brixham Theatre
Brixham Town Hall
New Road
Brixham
Devon
TQ5 8TA

Brixham Theatre is a Charitable Incorporated Organisation (CIO). It conforms to the national regulations of The Charity's Main Objectives as cited in its governing document are:

*(A) to promote public appreciation of the performing and visual arts (including, drama, music and dance,
(B) to advance the education of the public in the knowledge, understanding and appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions) in particular, but not exclusively, by encouraging and facilitating the practice of performing arts among children and young people by the provision of workshops.*

The Theatre occupies, as a tenant, premises owned by Brixham Town Council. Whilst the Theatre holds its own policies and risk assessments, it operates within the rules, regulations and guidance in operation for the Town Hall complex as a whole.

Trustees

Trustees who managed the charity from April 2024 were:

- 1 Claire Carter as Chair
- 2 Ian Munro as Vice Chair
- 3 Dot Vickery
- 4 Julie Munro
- 5 Chris Jones
- 6 Vanessa Fitzgerald
- 7 Phil Vickery
- 8 John Bennett from November 2024
- 9 Rachel Thomas from March 2025

Members will need to vote on the new Trustee body for 2025-26 at the AGM. This past year has seen much more stability on the Trustee board with seven trustees completing 12 months and two new trustess adding to the numbers and spreading the load: John Bennett (who many of you will have seen on the stage) plus our Treasurer Rachel Thomas.

A voting slip is attached should you be unable to attend the meeting in person.

Report prepared by Claire Carter as Chair and approved by the Trustees on 10th June 2025.

Chair's Report

Community engagement and capital improvements have been the focal points of Brixham Theatre CIO for the 2024/25 year.

Following several successive years of increased revenue from a much more diverse range of events, we have been fortunate to reach a healthy level of reserve funds and the confidence to invest for the future, both in monetary terms and our time and resources.

For local groups and organisations, including schools, we have been able to give talks and workshops as well as free or subsidised hire charges.

We are also working in partnership with other community groups on projects such as the Festival of Arts for Brixham and we are working on strengthening support for our youth theatre group Dramatically Different.

With additional grants received and other internal fundraising initiatives, we have been able to complete our National Theatre Live & Cinema Project, bringing West End shows to the heart of Brixham, and refurbish all 256 of our historic seats in a majestic red burgandy velvet. The auditorium is now looking quite splendid!

Our NTL project started last year with a £2,000 grant from Brixham Chamber of Commerce for 5.1 surround sound.

This year we received another £2,000 from The Lewis Trust and Brixham Town Council plus more than £6,000 in total from Project X, our fabulous adult am dram group, which donates all the proceeds from their shows.

We now have a new screen and an 8.500 lumen laser projector to give the best picture quality and look forward to putting on many more screenings in 2025/26.

After spending almost £40,000 refurbishing our seats, we were heartened that so many theatre members, individuals and businesses heeded our call for support and have sponsored more than half of our seats already. Plaques can be inscribed with the name of your choice and seats are still available to purchase!

Our income has also been helped by yet another yearly increase in memberships, Pete's legendary membership raffles and Laraine's hard work as Bar Manager.

For the current year we are planning to do much more support for the community, in particular our youth theatre group. Our future ambitions are constrained by the availability of volunteers, particularly for Duty Managers, the Tech Team and Social Media, so we are always looking for ways to bolster these areas and are keen to hear any suggestions from our members!

Claire Carter

Chair of Trustees

Treasurer's Report

Our attached year-end accounts have been signed off by Independent Examiners, Accounting & General Ltd, and the accounts and bank balance reflect another positive and successful year.

Our bank balance increased from £33,427 to £37,484 at the end of March 2025, even with £10,099 spent on capital expenditure for the purchase of the new projector, with the help of £4,000 in grants from The Lewis Trust and Brixham Town Council.

This is part of a much larger NT Live & Cinema project which we started last year. In 2023/24 we added a 5.1 surround sound system following a £2,000 grant from Brixham Chamber of Commerce and later in the year a new screen following fundraising by our in-house amateur dramatic group Project X. The projector is the third and final stage of the project

Also, the successful refurbishment of the auditorium seating, if not for the generous sponsorships and the energies of those putting this in place, this would not have been possible, in which we thank you.

INCOME: Ticket sales, bar sales and total receipts have all increased again, continuing the success of the previous two years. Total receipts increased by 17% (£168,395 in 2024-25 compared to £143,039 in 2023-24). Notably bar sales increased by 19% (from £22,605 to £26,903) and membership income increased by 78% (from £1,868 to £3,352).

EXPENDITURE: There is a significant increase in the repairs and maintenance costs, this is due to the reupholstering of our 250 seats. We regularly review our providers and suppliers in order to minimise our costs where we can. With thanks to our volunteers who manage the organising and purchasing, this has resulted in an overall decrease in our direct costs. We have invested in volunteer training which will ensure positive and successful experiences. Many of our overheads are beyond our control but we continue to work hard to minimise this.

Overall Net Receipts increased by £18. Closing Funds have therefore increased from £62,146 to £62,164. Which puts us in a good financial position going forwards and continually provide a service for the community and make improvements, investing in the future of the theatre.

Rachel Thomas

Volunteer Report

The year has seen a largely settled team of volunteers in all roles from day box office and Auditorium stewards to Management and Trustee positions.

There have been participants in First Aid and Challenge 25 courses.

Our local Drama Groups were asked to put forward people as volunteers and in the autumn we were joined by 6 new volunteers from those groups, who have settled into the roles for ongoing involvement.

2 experienced volunteers have stepped up to take trustee roles.

The mantra adopted for the 2025/2026 year is Engage, Educate, Empower.

The aim is for everyone on the teams to fully understand the aims and objectives of the organisation and for them to be able to participate in decisions and innovations going forward.

Pauline Smith

Cinema Report

Over the past year we have shown a variety of films that have included real life stories, book adaptations and a musical biography.

Cost for each film - £136.74, this is for the Filmbank licence, PRS and advertising posters.

Attendees this year – 648, of which 144 used their membership movie voucher and 25 used their membership discount. Cinema overall income (not including bar sales or ice-cream) was £2,416.

We have given out over 300 loyalty cards and we hope these will encourage people to attend more often. We hope that using the new projector and screen will enhance the cinema experience going forward.

Julie Munro

Charitable Objectives Report

BTCIO has played an active part in the local community supporting local events, groups, festivals and providing a venue for other charities and their fundraising efforts.

Examples:

Subsidised hire rates for theatre use by other local amateur dramatic groups such as BOADS and South Devon Players

Support for Dramatically Different Youth Theatre Group and Project X Amdram Group within their in-house theatre location.

No charge to Rotary for local fundraising event at the theatre for community cause

Subsidised/no charge for theatre use for Electoral Hustings; Torbay Council Planning meetings.; Community Partnership meeting venue

Stalls run at local community events

A core partner in planning the first Festival Of Arts for BRIXHAM (FAB) due to take place in Oct 25. Other core partners are the Library, The Music Factory CIC, The Museum, Kick Up the Arts- all centred with the theatre around Bolton Cross in Brixham

Talks delivered to local community groups

Examples:

To The Good Companions, Brixham Chamber of Commerce , The Soroptomists.

Work with “young people to educate in the arts”

Examples:

Work with Primary Schools. 3 visits from Eden Park Primary. The initial visit to introduce 50 Year 1 (6–7-year-olds) to a big theatre, front and back stage and with on-stage fun activities. The second visit to provide all technical and other support for a dress rehearsal at the theatre for 2 plays practiced in school. Year 5 and 6 pupils and teachers provided a full live audience. The third visit to support performances at the theatre in front of a full house of parents/carers, teachers, grandparents and siblings to raise funds for school resources to support learning

Work with Secondary Schools. A visit to the theatre by Year 10 Pupils of Brixham Community College to watch a free performance of Macbeth, their GCSE set text. A question-and-answer session followed.

Vanessa Fitzgerald

Box Office Report

The Box Office remains a crucial link with members and customers wishing to buy tickets without incurring booking fees. We provide information on shows, pass out new members' packs, receive membership forms for processing as well as deal with telephone queries regarding bookings. This year, 24% of our sales transactions were processed by our Box Office volunteers.

The Box Office is open from 10am to 12pm on weekdays, and one hour before every show. We are very fortunate to have 12 dedicated volunteers taking it in turns to work in the Box Office; 7 cover our weekday opening and 5 look after the evening opening before our performances.

Our tickets are also available from Brixham and Churston Libraries, also without a booking fee. This year, 7% of our tickets were sold through this route. We pay the libraries a fee of 10% of the ticket sales to cover their costs in providing this service.

Most of our sales transactions, 69%, are made through TicketSource online. They charge the customer a booking fee to cover their costs, which is standard in the industry.

This year we sold 8,453 tickets for 113 performances, compared with 9,000 tickets for 100 performances last year, a slight reduction in the level of activity.

Statistics:

- 75 performances in the year (38 performances on sale for the following year)
- Total number of tickets sold **8,453**
- Total ticket revenue **£121,677**
- Total number of sale transactions **4,000**
- Box Office **1,691** tickets 20% £18,881 16% 961 sales transactions 24%
- Libraries **624** tickets 7% £8,674 7% 270 sales transactions 7%
- Online **6,138** tickets 73% £94,122 77% 2,769 sales transactions 69%
- 12 volunteers working in the Box Office – 7 normally doing weekdays and 5 doing evenings and cover

Ian Munro

Membership and Secretary's Report

Membership

The 2024/25 season for memberships has grown way beyond our expectations, with an increase of 71%, bringing our members to 230. (Following an all time high of 133 in 2023/24)

May I take this opportunity to thank the volunteers involved in helping us achieve this fantastic number of memberships. Realistically we have set ourselves a more modest target for the year 2025/26 of 300. Each year we are always looking for help and assistance in the back office, so if you are handy with a keyboard and familiar with word and excel, we would love to welcome you into our admin group, for as little or as many hours as you would like.

This year also we are trialling a new database which will be on our website, for new members to join. Existing members will have received a renewal email, which when received requires only a few clicks and you are renewed and we receive the information in real time. It is called membermojo. Do not concern yourself if you are not technically minded, you can still pay at the Box Office during opening hours via Ticketsource.

Additionally, we will support Theatre Stands/Stalls in the Scala Hall, and are always ready to accept new members, renewals, Theatre Bookings and seat sponsorships.

All new members this year will receive their 2 x Cinema Tickets, an 'I Love Brixham Theatre' Bumper Sticker and a Key Ring, along with the other benefits of special member pricing of 10% off ticket sales and a newsletter. Please note some renewals were issued before we received the new merchandise, there will be some available on the night at the AGM, or alternatively email secretary@brixhamtheatre.uk if you wish to receive some.

Once again I would like to thank each and every one of you for your continued support.

Secretary

2024/25 has been very busy in assisting the membership team with the seat sponsorship programme, at present we have pledged 140 Seats, most of which have been purchased. In addition, we are looking into starting Gift Aid to capitalise on Seat Campaign monies received. I have been quite busy this year volunteering in Box Office, Bar, Cinema Group, assisting in Events Bookings and preparing Training Notes where and when they are needed. This coming year Rachel Thomas and myself will revisit and update the Box Office Training Manual. Other than this I just respond wherever is necessary and or needed. But it has been a very busy year.

Dot Vickery

Appendix 1 - Trustee applications

There are two Trustees standing for election for the 2025-2026 year:

John Bennett



I started volunteering with the Theatre in 2024, usually front-of-house, and was co-opted as a Trustee at the start of 2025. Brixham Theatre is a superb community arts asset with many wonderful volunteers and I want to work to keep it vibrant, successful and financially viable.

My work background was as a Chartered Engineer with ICI, working on instrumentation and electrical systems for process control and safety systems in the UK and US. I later worked as a team leader and project manager. In 2000 I started a joint business venture in Accounting and IT systems consultancy. In 2012 my wife and I retired, and we spent a few years in the Med sunshine before restarting UK life in 2023.

I enjoy 'am-dram' in plays, sketches and Panto, starting in the early 1980s, and then after retiring. I landed a great role with BOADS in 2024's 'Witness for the Prosecution', and hope for more acting opportunities with Project X. I enjoy hiking, music, wildlife, travel and especially skiing – I was a volunteer Rep for Ski Club of GB between 2003 and 2018.

Rachel Thomas



I joined Brixham Theatre in 2023 to assist the Treasurer with bookkeeping and administration duties. I had recently qualified as an accountant, and this was a great opportunity to gain experience for my career, while helping our lovely community Theatre.

My background has been in working with vulnerable adults, hospitality, and coordinating volunteers. I currently work in a local accounting practice.

Having gained bookkeeping experience at the Theatre, I took on the role of Treasurer and have now stepped up as one of the Trustees. I aim to combine my financial and community experience to ensure that the Theatre meets its charitable & entertainment aims, within the challenging financial environment.

I continue to volunteer in the Theatre box office and bar. I have a 'can-do' attitude and help wherever needed. I love being involved with the Theatre and have met some wonderful people along the way.

Appendix 2 - Voting slip

BRIXHAM THEATRE CIO AGM 25th June 2025

Please complete ALL sections:

1 Do you accept BTCIO's Statement of Accounts for the Financial Year 2024-2025? YES/NO

2 Do you accept BTCIO's Annual Report for 2024-2025? YES/NO

3 Do you accept the two new Trustee applications for BTCIO? YES/NO

4 Any additional resolutions to be put forward at the AGM on 25th June 2025?

Any comments you may wish to make?

NAME OF MEMBER _____ (PLEASE PRINT)

SIGNATURE _____

DATE _____ Membership No _____

N.B. Please return your completed voting paper to the secretary@brixhamtheatre.uk or by post to Dot Vickery, c/o Accounting & General Ltd, 16 Stoke Gabriel Road, Galampton, Brixham, TQ5 0NQ. If you have problems with this request, please contact The Box Office on 01803 415987. Thank you for your interest and support!

Charity Number: 1178208

Brixham Theatre CIO

Income and Expenditure Account

For the Year Ending 31st March 2025

ACCOUNTING & GENERAL LTD
Chartered Certified Accountants

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

ADDRESS

Brixham Theatre CIO
New Road
Brixham
Devon
TQ5 8TA

ACCOUNTANTS

Accounting & General
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

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BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

Accountants' report to the members on the accounts of Brixham Theatre CIO

We report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31 March 2025 set out on pages 3 to 5.

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').

We 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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

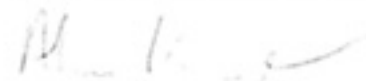
Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of considered as part accounts set out in the Charities (Accounts and Reports) Regulations 2009 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Opinion

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



ACCOUNTING & GENERAL
Chartered Certified Accountants
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

Dated: 30th May 2025

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

FUNDS	31st March 2025		31st March 2024	
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
Ticket Sales	111,539		110,938	
Members	3,352		1,868	
Bar and Café	26,903		22,605	
Ice Cream	5,472		4,789	
Theatre Hire	1,730		1,300	
Sponsorship	16,030		-	
Charitable Activities	636		1,540	
Donations Received	2,733		-	
Total Receipts	168,395	-	143,039	-
Payments				
Direct Costs:				
Performers	76,887		76,710	
Other Show Costs	1,401		1,533	
Function Room Hire	2,740		2,073	
Ice- Cream Supplies	2,357		2,105	
Bar Supplies	9,527		9,137	
Commissions	7,323		8,938	
Performance Advertising	1,634		2,176	
Overhead Costs:				
Accountancy	581		528	
General Advertising	3,767		3,276	
Cleaning	1,354		1,475	
Insurance	1,724		1,887	
Office Expenditure	2,201		1,354	
Printing, Postage, and Stationery	189		547	
Professional Fees	210		796	
Repairs and Maintenance	43,062		6,530	
Rents	6,900		6,825	
Rates	244		246	
Training	678		227	
Bank Fees	-		5	
Depreciation Charges	5,598		5,498	
Total Payments	168,377	-	131,866	-
Net Receipts	18	-	11,173	-

BRIXHAM THEATRE CIO

**BALANCE SHEET
AS AT 31 MARCH 2025**

		31st March 2025	31st March 2024
	Notes	£	£
INTANGIBLE ASSETS			
Website		4,626	4,626
FIXED ASSETS			
Leasehold		3,420	3,839
Fixtures, fittings, and equipment		20,930	19,933
Computer equipment		309	386
		<u>24,659</u>	<u>24,158</u>
		29,285	28,784
CURRENT ASSETS			
Bank current account (Main)		36,484	32,427
Bank current account (Club)		1,000	1,000
PayPal		95	95
Cash		10	915
Debtors		1,464	1,697
Prepayments		1,817	2,014
Filmbank deposit		150	150
Stock		1,674	1,988
		<u>42,694</u>	<u>40,286</u>
CURRENT LIABILITIES			
Income received in advance		6,366	2,042
Accruals		3,449	4,882
		<u>9,815</u>	<u>6,924</u>
NET ASSETS		<u>62,164</u>	<u>62,146</u>
Opening Funds		62,146	50,973
Net Receipts		18	11,173
Restricted Funds		-	-
Closing Funds		<u>62,164</u>	<u>62,146</u>

Signed 

Trustee Name CLAURE CARTER

Signed

Trustee Name

**BRIXHAM THEATRE CIO
FIXED ASSETS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2025**

	Website £	Leasehold Property £	Furniture, Fittings, and Equipment £	Office Equipment £	Total £
COST					
At 1 April 2024	4,626	6,282	31,681	753	43,342
Additions			<u>6,099</u>		6,099
At 31 March 2025	<u>4,626</u>	<u>6,282</u>	<u>37,780</u>	<u>753</u>	<u>49,441</u>
DEPRECIATION					
At 1 April 2024	-	2,443	11,748	367	14,557
Charge for year	-	<u>419</u>	<u>5,102</u>	<u>77</u>	5,598
At 31 March 2025	<u>-</u>	<u>2,862</u>	<u>16,850</u>	<u>444</u>	<u>20,156</u>
NET BOOK VALUE					
At 31 March 2025	<u>4,626</u>	<u>3,420</u>	<u>20,930</u>	<u>309</u>	<u>29,285</u>
At 31 March 2024	<u>4,626</u>	<u>3,839</u>	<u>19,933</u>	<u>386</u>	<u>28,784</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 During the year, £10,099 was spent on capital expenditure. The following grants were received relating to the purchase of the new projector:

£2,000 from Brixham Town Council.

£2,000 from The Lewis Trust.

Charity Number: 1178208

Brixham Theatre CIO

Income and Expenditure Account

For the Year Ending 31st March 2025

ACCOUNTING & GENERAL LTD
Chartered Certified Accountants

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

ADDRESS

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We 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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of considered as part accounts set out in the Charities (Accounts and Reports) Regulations 2009 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Opinion

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



ACCOUNTING & GENERAL
Chartered Certified Accountants
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

Dated: 30th May 2025

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BRIXHAM THEATRE CIO

**BALANCE SHEET
AS AT 31 MARCH 2025**

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FIXED ASSETS			
Leasehold		3,420	3,839
Fixtures, fittings, and equipment		20,930	19,933
Computer equipment		309	386
		<u>24,659</u>	<u>24,158</u>
		29,285	28,784
CURRENT ASSETS			
Bank current account (Main)		36,484	32,427
Bank current account (Club)		1,000	1,000
PayPal		95	95
Cash		10	915
Debtors		1,464	1,697
Prepayments		1,817	2,014
Filmbank deposit		150	150
Stock		1,674	1,988
		<u>42,694</u>	<u>40,286</u>
CURRENT LIABILITIES			
Income received in advance		6,366	2,042
Accruals		3,449	4,882
		<u>9,815</u>	<u>6,924</u>
NET ASSETS		<u>62,164</u>	<u>62,146</u>
Opening Funds		62,146	50,973
Net Receipts		18	11,173
Restricted Funds		-	-
Closing Funds		<u>62,164</u>	<u>62,146</u>

Signed 

Trustee Name CLAURE CARTER

Signed

Trustee Name

**BRIXHAM THEATRE CIO
FIXED ASSETS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2025**

	Website £	Leasehold Property £	Furniture, Fittings, and Equipment £	Office Equipment £	Total £
COST					
At 1 April 2024	4,626	6,282	31,681	753	43,342
Additions			<u>6,099</u>		6,099
At 31 March 2025	<u>4,626</u>	<u>6,282</u>	<u>37,780</u>	<u>753</u>	<u>49,441</u>
DEPRECIATION					
At 1 April 2024	-	2,443	11,748	367	14,557
Charge for year	-	<u>419</u>	<u>5,102</u>	<u>77</u>	5,598
At 31 March 2025	<u>-</u>	<u>2,862</u>	<u>16,850</u>	<u>444</u>	<u>20,156</u>
NET BOOK VALUE					
At 31 March 2025	<u>4,626</u>	<u>3,420</u>	<u>20,930</u>	<u>309</u>	<u>29,285</u>
At 31 March 2024	<u>4,626</u>	<u>3,839</u>	<u>19,933</u>	<u>386</u>	<u>28,784</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 During the year, £10,099 was spent on capital expenditure. The following grants were received relating to the purchase of the new projector:

£2,000 from Brixham Town Council.

£2,000 from The Lewis Trust.

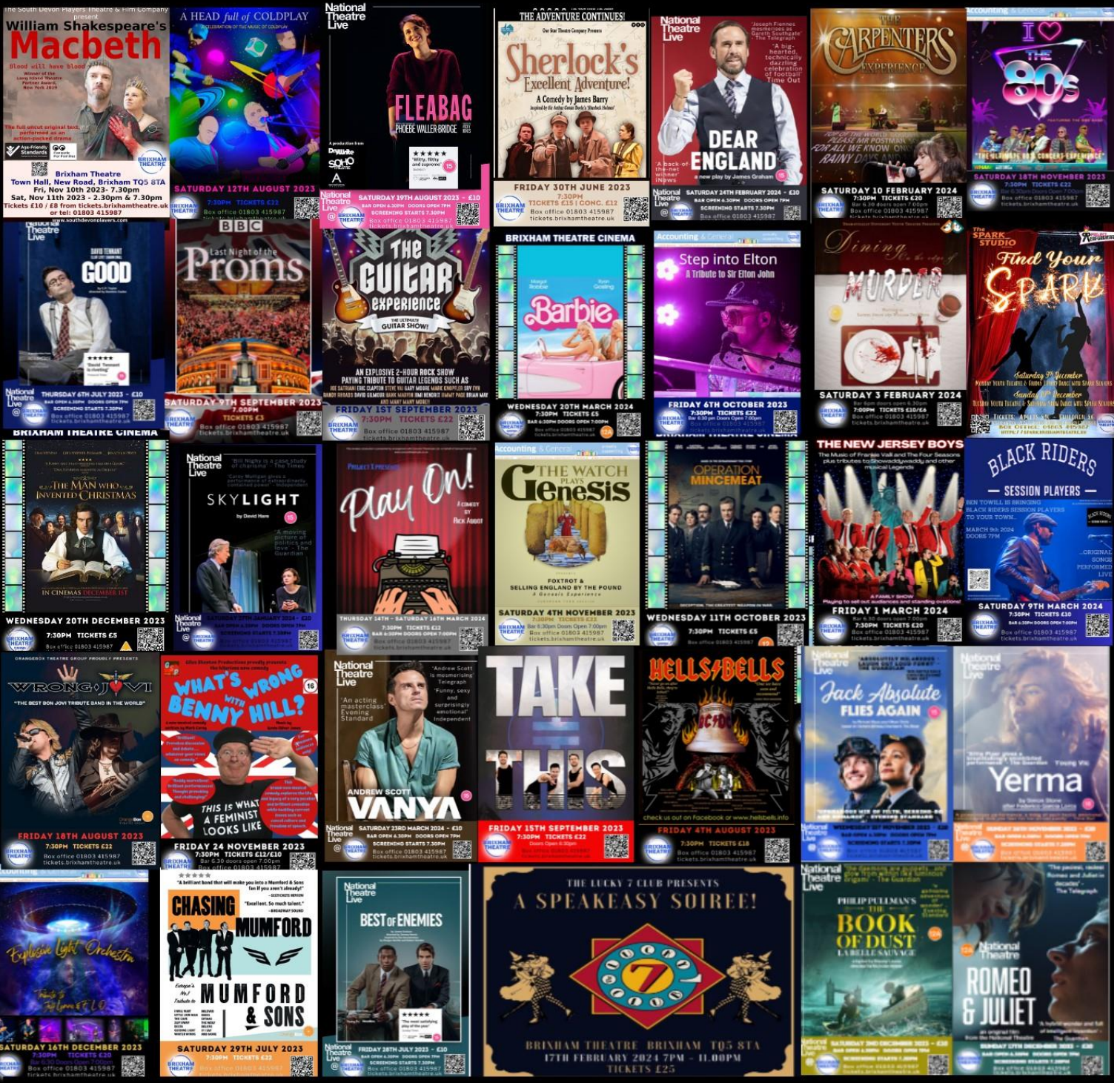
BRIXHAM THEATRE CIO

England & Wales - Charity number 1178208

Accounts



Brixham Theatre CIO



Annual Report 2023-2024

Brixham Theatre CIO

Annual Report to Members for the period 1st April 2023 – 31st March 2024



Charity name: Brixham Theatre CIO
Other name the charity uses: BTCIO
Registered charity number: 1178208
Charity's principal address: Brixham Theatre
Brixham Town Hall
New Road
Brixham
Devon

TQ5 8TA

Brixham Theatre is a Charitable Incorporated Organisation (CIO). It conforms to the national regulations of The Charities The Charity's Main Objectives as cited in its governing document are:

*(A) to promote public appreciation of the performing and visual arts (including, drama, music and dance, performances
(B) to advance the education of the public in the knowledge, understanding and appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions) in particular, but not exclusively, by encouraging and facilitating the practice of performing arts among children and young people by the provision of workshops.*

The Theatre occupies, as a tenant, premises owned by Brixham Town Council. Whilst the Theatre holds its own policies and risk assessments, it operates within the rules, regulations and guidance in operation for the Town Hall complex as a whole.

Trustees

Trustees who managed the charity from April 2023 were:

- 1 Claire Carter as Chair
- 2 Ian Munro as Vice Chair
- 3 Dot Vickery
- 4 Julie Munro
- 5 John Budden to March 2024
- 6 Nick Noden to February 2024
- 7 Chris Jones from September 2023
- 8 Vanessa Fitzgerald from March 2024
- 9 Phil Vickery from March 2024

Members will need to vote on the new Trustee body for 2024-25 at the AGM. This past year has seen more stability on the Trustee board but we are very sad to have lost John and Nick, although both are still involved with the theatre and we continue to benefit from their help and experience in operational aspects.

Ian, Dot and Julie were all elected last year, so under our constitution do not need to seek re-election this year. Chris from the Tech Team has been a co-opted member since September 2023 and more recently Vanessa and Phil, both previous trustees, agreed to rejoin the board to fill the void created by John and Nick retiring. The Trustees are recommending the formal election of all three at the AGM, in addition to Claire, who will re-stand as the longest serving trustee not subject to election last year. See Appendix 1 for details.

A voting slip is attached (Appendix 2) should you be unable to attend the meeting in person.

Report prepared by Claire Carter as Chair and approved by the Trustees on 7th May 2024

Chair's Report

We have been bold and brave at Brixham Theatre over the past 12 months and I'm pleased to tell you that this has paid off with an extraordinary record breaking year!

More memberships than ever before, more money in the bank, more ticket sales, more revenue, more spent on equipment, a more diverse programme of shows and more net receipts at the year-end to invest in the future of this fantastic community asset, and ensure it remains open for the whole town to enjoy for many years to come.

In 2023-24 we brought West End shows to Brixham through National Theatre Live screenings, introduced different music acts including local group Black Riders, launched a new website and spent more than £13,000 on technical updates to our sound and lighting departments.

We have not been afraid to take a risk, trying different types of music and even a burlesque night. We have also invested in a new mobile bar unit, a second till, microphones and a 5.1 surround sound system.

Whilst we are conscious to not throw the baby out with the bathwater, we do need to innovate and constantly keep moving forwards to ensure that we remain relevant and serve our local community.

Taking this forwards, we have big plans for the coming year to complete our NT Live & Cinema Project and start a new campaign to start re-upholstering our wonderful heritage seating. We will also see the return of the Tibetan Monks, a dress-up Halloween play for adults, a singalong Grease film night with Brixham Gig Club, a full Christmas line-up including a BOADS production of Nativity! as well as the favourite acts we all know and love.

Another first for us, in September Brixham Theatre will host the Gala opening night of the International Agatha Christie Festival, in conjunction with the Lucky 7 Club, followed by a BOADS production run of Witness for the Prosecution to keep Brixham in the public eye.

We can also look forward to Torbay Symphony Orchestra, Opera Anywhere's The Mikado, a Celebration of the Shipping Forecast, A Midsummer Night's Dream and The Three Musketeers from South Devon Players and another original production based on Robin Hood from our talented youth theatre group Dramatically Different!



My proudest moments of the year have been watching our local productions and seeing the great talent we have in Brixham: Dramatically Different's Dining on the Edge of Murder, SDP's Macbeth, BOADS's Spamalot and Matilda and Project X's Play On! That's one of the main reasons I put in so many hours at the theatre, to give people of all ages and backgrounds a venue to perform and a place to be heard and celebrated.

We can all play a part in this great story of success. There is momentum at Brixham Theatre but we need people like you to help push this along.

Please encourage your friends and family to become members, think about volunteering (we have lots of different roles to suit every interest and ability), buy tickets to our shows and support our fundraising campaigns by donating whatever you can. Just a few hours or a few pounds can make a big difference if everyone joins in and we all work together!

Claire Carter

Chair of Trustees

Treasurer's Report

Our Treasurer Rachel Thomas has been in charge of book-keeping throughout the year on Xero and our attached year-end accounts have again been signed off by Independent Examiners, Accounting & General Ltd, who were one of our corporate sponsors this year! Our accounts and bank balance are both looking extremely healthy after a very successful and busy year all round.

Our bank balance increased from £26,366 to £33,427 at the end of March 2024 despite £13,468 of capital expenditure in the year. This includes two new follow spots, assorted microphones, cabling, speakers and a new electronic cinema screen which is part of our NT Live & Cinema fundraising campaign.

We received a £2,000 grant from Brixham Chamber of Commerce towards the project which directly paid for a 5.1 surround sound system. Further money was raised from Project X, our in-house amateur dramatic group, who raised more than £4,000 from their performance last year of *Murdered to Death* and this year of *Play on!* enabling us to purchase an electric screen.

We are currently raising money for the third and final stage of the project, a laser projector, although we have already secured another £2,000 from Brixham Town Council in April just after the year-end which will be shown in next year's accounts.



BRIXHAM THEATRE & PROJECT X
WORKING TOGETHER TO BRING WEST END THEATRE & FILMS TO OUR TOWN

FUNDRAISING CAMPAIGN

THE SCRIPT:
Talented Amateur Dramatic group **Project X** donates every penny from their production of *Play On!* in March 2024 to fund **National Theatre Live & cinema equipment** for the local volunteer-only charity that runs Brixham Theatre

YOUR PART:
BUY A TICKET FOR 'PLAY ON!' performed by Project X 14th - 16th March and have a laugh whilst supporting this fundraising campaign!

THE STORY SO FAR...

£2,075 raised by Project X in March 2023 at <i>Murdered to Death</i> show	£2,000 grant from Chamber of Commerce in August 2023 for 5.1 surround sound	£8,000 still needed for 5m electric screen and laser projector
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National Theatre Live
BRIXHAM THEATRE CINEMA

WWW.BRIXHAMTHEATRE.UK

INCOME: Ticket sales, bar sales and total receipts have all increased again, continuing the trend from 2022-23. Total receipts increased by 55% (£143,039 in 2023-24 compared to £92,242 in 2022-23), ticket sales increased by 49% (from £74,318 to £110,938) and bar sales almost doubled from £11,738 to £22,605. Membership income also increased by 130% (from £810 to £1,868).

EXPENDITURE: Although we keep a very close eye on our costs, certain overheads outside of our control have increased such as rent, cleaning and training costs. And of course with a greater number of shows we have paid more to acts and on commission, advertising and function room hire. On a positive note we have managed to reduce our insurance costs and we no longer have any monthly till costs.

Overall Net Receipts increased more than fourfold from £2,395 in 2022-23 to £11,173. Closing Funds have therefore increased from £50,973 to £62,146. We are in an excellent financial position going forwards with funds available to start our new project, the reupholstering of our 250 seats, to give our audience members an even better customer experience.

Events

We saw lots of local groups again this year – BOADS, South Devon Players, Project X, Dramatically Different, Project Performers Youth Theatre and the Razzamatazz Theatre School.

Our dramatic presentations included 'The Shoddy Detective' and Our Star Theatre Group's 'Sherlock's Excellent Adventure' and we will host another play from Our Star Theatre Company, 'Deaths at Sea' in September 2024.

By introducing 'National Theatre Live' screenings we have brought West End Theatre to Brixham. Household names such as David Tennant, Bill Nighy, Billie Piper, Phoebe Waller-Bridge and Andrew Scott have graced our 'stage' albeit in a virtual sense. The program continues throughout 2024 and 2025.

We followed a deliberate policy this year of promoting a more lively and varied Summer Season. As well as our much-loved tribute acts, we hosted 11 new tributes – Indie rock & roll, Status Quo, Madness, Mumford & Sons and Ed Sheeran amongst them. Many are coming back this year.

Our 10 movie nights saw audiences growing for each screening, peaking at 174 tickets sold for 'The Unlikely Pilgrimage of Harold Fry'. Fundraising this year has been targeted at improving the quality of our cinema experience for our customers, as we seek to replace the screen and projector, having already enhanced the speaker system during the year.

We have also sought to promote local musicians performing their own material as well – with the Black Riders Session Players performing in March 2024.

Events for 2024:

BRIXHAM THEATRE **WHAT'S ON**
SPRING 2024

	THE DARKSIDE OF PINK FLOYD 7:30pm Friday 10 May 2024	
	NYE 7:30pm Thursday 16 May 2024	
	THE GREAT ESCAPER 7:30pm Wednesday 22 May 2024	
	THE FLEETWOOD MAC SONGBOOK 7:30pm Saturday 25 May 2024	
	MOMENTS OF PLEASURE 7:30pm Saturday 1 June 2024	
	A MIDSUMMER NIGHT'S DREAM 7:30pm Friday 7 June 2024 2:30pm + 7:30pm Saturday 8 June 2024	
	THE MIRACLE CLUB 7:30pm Wednesday 19 June 2024	
	THE TORBAY SYMPHONY ORCHESTRA 7:30pm Saturday 22 June 2024	

Box Office: 01803 415987
open Monday - Friday 10am - 12 noon
Book tickets online: www.tickets.brixhamtheatre.uk

E & OE. All information in this events programme is subject to change.
Please visit www.brixhamtheatre.uk for up to date information, before booking.

Events



WHAT'S ON SUMMER 2024



I'M EVERY WHITNEY
7:30pm Saturday 29 June 2024





WONKA
6:30pm Wednesday 24 July 2024





THE GUITAR EXPERIENCE
7:30 pm Friday 9 August 2024





SUPERSONIC QUEEN
7:30 pm Saturday 31 August 2024





WHAT'S ON AUTUMN SEASON 2024



FROM THE ROOF OF THE WORLD
7:30 pm Friday 27 September 2024





THE INDIE KILLERS
7:30pm Friday 11 October 2024





MITCH GARLINGTON - MEDIUM
7:30pm Saturday 26 October 2024





MUSE
THE DEFINITIVE TRIBUTE TO MUSE
7:30pm Friday 15 November 2024





Box Office: 01803 415987
open Monday - Friday 10am - 12 noon

Book tickets online: www.tickets.brixhamtheatre.uk

E & OE. All information in this events programme is subject to change.
Please visit www.brixhamtheatre.uk for up to date information, before booking.

Office: 01803 415987
Monday - Friday 10am - 12 noon

online: www.tickets.brixhamtheatre.uk

This events programme is subject to change.
Please visit www.brixhamtheatre.uk for up to date information, before booking.

Box Office

Box Office Lead Ian Munro says:

The Box Office remains a crucial link with members and customers wishing to buy tickets without incurring booking fees. We provide information on shows, pass out new members' packs, receive membership forms for processing as well as deal with telephone queries regarding bookings. This year, 26% of our sales transactions were processed by our Box Office volunteers.

The Box Office is open from 10am to 12pm on weekdays, and one hour before every show. We are very fortunate to have 12 dedicated volunteers taking it in turns to work in the Box Office; 7 cover our weekday opening and 5 look after the evening opening before our performances.

Our tickets are also available from Brixham and Churston Libraries, also without a booking fee. This year, 7% of our tickets were sold through this route. We pay the libraries a fee of 10% of the ticket sales to cover their costs in providing this service.

Most of our sales, 67%, are made through TicketSource online. They charge the customer a booking fee to cover their costs, which is standard in the industry.



This year we sold 9,000 tickets for 100 performances, compared with 7,000 tickets for 67 performances last year, a 30% increase in our activity year on year*.

*(Switched to annual sales ie including future shows)

Statistics:

- **76** performances in the year
- Total number of tickets sold **8,155**
- Total ticket revenue **£112,000**
- Total number of sale transactions **3,650**
- Box Office **1,758** tickets 22% £20,143 18% 937 sales 26%
- Libraries **582** tickets 7% £8,676 8% 273 sales 7%
- Online **5,815** tickets 71% £83,181 74% 2,440 sales 67%
- **12** volunteers working in the Box Office – **7** normally doing weekdays and **5** doing evenings and cover

Membership

Secretary Dot Vickery says:

2023/24 has been the most productive year!
With my secretary hat on and as a Trustee, we pushed on and reviewed all of our policies this year. We have a training programme in place for Age Verification for Bar Volunteers which rolls across all 12 months and is constantly reviewed.



Additionally, I have been present at the Scala Events, ensuring that we have a strong presence, and that we have the facility to purchase event tickets and memberships.



Memberships reached an all time high of 133 in the year, which we are all delighted with, and we are already well on the way to passing this figure for 2024/25.

It goes without saying that these numbers would not be possible without thanking Pete Williams for his genius idea of raffling a membership on show nights, to encourage our theatre users to sign up for a membership. Pete continues his raffles this year and it never

ceases to amaze me, so Pete **A GREAT BIG THANK YOU!**

Some of you may have heard from our new addition to the membership team, Debbie Donelan, who is still on her learning curve, but has agreed to take on the role of Membership Secretary, and a fine job she is doing too.

We welcome Debbie to our Theatre Family.

So Looking ahead for 2024/25, we are looking to extend the back office team, we are looking across the Theatre roles, to establish where we can successfully segregate duties and encourage our Members and Volunteers to step up to embrace change, to learn something new and take on different or additional roles. We will also advertise outside of this group for new volunteers.

We have all been part of the team, on the back of a very successful year, and with success, comes more work and duties, so in a way we are a victim of our success. And we will be looking this year to find a balance for everyone.

For my part, I would like to thank all our Membership for supporting the Theatre this year, and trust and hope we will have your support for the coming year.

Volunteers

Volunteer Co-ordinator Pauline Smith says:

The year has been successful in that we have retained and recruited a range of volunteers with a great variety of skills and experience.

As in previous years a large number of new people have been introduced by existing volunteers which can be seen as a validation of the quality of their experience in the organisation.

We have developed our teams by encouraging them to meet each other and also to interact via WhatsApp groups in order to feedback helpful information and develop ideas.

Trustee input has initiated opportunities for volunteers to get together via regular coffee mornings and a walking group.

A Garden Party, Curry Night, Christmas Film Night and Ceilidh offered a variety of choices for people to bond and have fun.



Bar

Bar Lead Laraine Williams says:

The bar has shown a dramatic increase in popularity with the audiences as well as increasing the sales on last year.

We have more trained volunteers, introduced new stock, and had creative ideas for themed events, music, lighting and membership raffles so helps a "night out at the theatre" becomes a night to remember.

The bar opened in the Scala Hall for the Burlesque show in February which proved to be very successful and we look forward to repeating this for the popular tribute bands and future Lucky 7 performances this coming year.

It is great to see our customers returning week after week as a result of the variety of excellent shows being produced.

The new bar unit with built in chiller was built and painted by local artist Mark Bell from Bolton Street. It has been used in the auditorium and in the Scala on busy nights.



Charity Number: 1178208

Brixham Theatre CIO

Income and Expenditure Account

For the Year Ending 31st March 2024

ACCOUNTING & GENERAL LTD
Chartered Certified Accountants

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

ADDRESS

Brixham Theatre CIO
New Road
Brixham
Devon
TQ5 8TA

ACCOUNTANTS

Accounting & General
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

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BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

Accountants' report to the members on the accounts of Brixham Theatre CIO

We report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31 March 2024 set out on pages 3 to 5.

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').

We 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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2009 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Opinion

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

ACCOUNTING & GENERAL
Chartered Certified Accountants
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

Dated: 30 April 2024

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

FUNDS	31st March 2024		31st March 2023	
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
Ticket Sales	110,938		74,318	
Members	1,868		810	
Bar and Café	22,605		11,738	
Ice Cream	4,789		3,303	
Theatre Hire	1,300		1,720	
Grants & Sponsorship	-		280	
Charitable Activities	1,540		73	
Donations of Equipment & Services	-		-	
Total Receipts	143,039	-	92,242	-
Payments				
<i>Direct Costs:</i>				
Performers	76,710		52,413	
Till Costs	-		474	
Other Show Costs	1,533		1,535	
Function Room Hire	2,073		1,243	
Ice- Cream Supplies	2,105		1,506	
Bar Supplies	9,137		4,113	
Commissions	8,938		3,055	
Performance Advertising	2,176		1,150	
<i>Overhead Costs:</i>				
Accountancy	528		480	
General Advertising	3,276		2,925	
Cleaning	1,475		433	
Donations	-		141	
Insurance	1,887		2,895	
Office Expenditure	1,354		1,307	
Printing, Postage, and Stationery	547		-	
Professional Fees	796		728	
Repairs and Mainenance	6,530		4,990	
Rents	6,825		6,000	
Rates	246		486	
Training	227		72	
Bank Fees	5		-	
Depreciation Charges	5,498		3,901	
Total Payments	131,866	-	89,847	-
Net Receipts/ (Payments)	11,173	-	2,395	-

BRIXHAM THEATRE CIO

**BALANCE SHEET
AS AT 31 MARCH 2024**

		31st March 2024	31st March 2023
	Notes	£	£
INTANGIBLE ASSETS			
Website		4,626	4,626
FIXED ASSETS			
Leasehold		3,839	4,258
Fixtures, fittings, and equipment		19,933	13,448
Computer equipment		386	482
		<u>24,158</u>	<u>18,188</u>
		28,784	22,814
CURRENT ASSETS			
Bank current account (Main)		32,427	25,866
Bank current account (Club)		1,000	500
PayPal		95	119
Cash		915	454
Debtors		1,697	2,544
Prepayments		2,014	-
Filmbank deposit		150	150
Stock		1,988	678
		<u>40,286</u>	<u>30,311</u>
CURRENT LIABILITIES			
Income received in advance		2,042	405
Accruals		4,882	1,747
		<u>6,924</u>	<u>2,152</u>
NET ASSETS		<u>62,146</u>	<u>50,973</u>
Opening Funds		50,973	48,578
Net Receipts/ Payments		11,173	2,395
Restricted Funds		-	-
Closing Funds		<u>62,146</u>	<u>50,973</u>

Signed

Trustee Name

Signed

Trustee Name

**BRIXHAM THEATRE CIO
FIXED ASSETS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2024**

	Website £	Leasehold Property £	Furniture, Fittings, and Equipment £	Office Equipment £	Total £
COST					
At 1 April 2022	4,626	6,282	20,213	753	31,874
Additions			<u>11,468</u>		11,468
At 31 March 2023	<u>4,626</u>	<u>6,282</u>	<u>31,681</u>	<u>753</u>	<u>43,342</u>
DEPRECIATION					
At 1 April 2022	-	2,024	6,765	271	9,060
Charge for year	-	<u>419</u>	<u>4,983</u>	<u>96</u>	5,498
At 31 March 2023	<u>-</u>	<u>-</u>	<u>367</u>	<u>11,748</u>	<u>12,115</u>
NET BOOK VALUE					
At 31 March 2024	<u>4,626</u>	<u>3,839</u>	<u>19,933</u>	<u>386</u>	<u>28,784</u>
At 31 March 2023	<u>4,626</u>	<u>4,258</u>	<u>13,448</u>	<u>482</u>	<u>22,814</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1 During the year £13,468 was spent on capital equipment, with a £2,000 grant received from Brixham Chamber of Commerce for the surround system, resulting in a net Furniture, Fittings, and Equipment addition cost of £11,468.

Charity Number: 1178208

Brixham Theatre CIO

Income and Expenditure Account

For the Year Ending 31st March 2024

ACCOUNTING & GENERAL LTD
Chartered Certified Accountants

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

ADDRESS

Brixham Theatre CIO
New Road
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Devon
TQ5 8TA

ACCOUNTANTS

Accounting & General
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

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BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

Accountants' report to the members on the accounts of Brixham Theatre CIO

We report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31 March 2024 set out on pages 3 to 5.

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').

We 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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2009 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Opinion

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

ACCOUNTING & GENERAL
Chartered Certified Accountants
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

Dated: 30 April 2024

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

FUNDS	31st March 2024		31st March 2023	
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
Ticket Sales	110,938		74,318	
Members	1,868		810	
Bar and Café	22,605		11,738	
Ice Cream	4,789		3,303	
Theatre Hire	1,300		1,720	
Grants & Sponsorship	-		280	
Charitable Activities	1,540		73	
Donations of Equipment & Services	-		-	
Total Receipts	143,039	-	92,242	-
Payments				
<i>Direct Costs:</i>				
Performers	76,710		52,413	
Till Costs	-		474	
Other Show Costs	1,533		1,535	
Function Room Hire	2,073		1,243	
Ice- Cream Supplies	2,105		1,506	
Bar Supplies	9,137		4,113	
Commissions	8,938		3,055	
Performance Advertising	2,176		1,150	
<i>Overhead Costs:</i>				
Accountancy	528		480	
General Advertising	3,276		2,925	
Cleaning	1,475		433	
Donations	-		141	
Insurance	1,887		2,895	
Office Expenditure	1,354		1,307	
Printing, Postage, and Stationery	547		-	
Professional Fees	796		728	
Repairs and Mainenance	6,530		4,990	
Rents	6,825		6,000	
Rates	246		486	
Training	227		72	
Bank Fees	5		-	
Depreciation Charges	5,498		3,901	
Total Payments	131,866	-	89,847	-
Net Receipts/ (Payments)	11,173	-	2,395	-

BRIXHAM THEATRE CIO

**BALANCE SHEET
AS AT 31 MARCH 2024**

	Notes	£	31st March 2024	£	31st March 2023
INTANGIBLE ASSETS					
Website			4,626		4,626
FIXED ASSETS					
Leasehold			3,839		4,258
Fixtures, fittings, and equipment			19,933		13,448
Computer equipment			386		482
			<u>24,158</u>		<u>18,188</u>
			28,784		22,814
CURRENT ASSETS					
Bank current account (Main)			32,427		25,866
Bank current account (Club)			1,000		500
PayPal			95		119
Cash			915		454
Debtors			1,697		2,544
Prepayments			2,014		-
Filmbank deposit			150		150
Stock			1,988		678
			<u>40,286</u>		<u>30,311</u>
CURRENT LIABILITIES					
Income received in advance			2,042		405
Accruals			4,882		1,747
			<u>6,924</u>		<u>2,152</u>
NET ASSETS					
			<u>62,146</u>		<u>50,973</u>
Opening Funds			50,973		48,578
Net Receipts/ Payments			11,173		2,395
Restricted Funds			-		-
Closing Funds			<u>62,146</u>		<u>50,973</u>

Signed

Trustee Name

Signed

Trustee Name

**BRIXHAM THEATRE CIO
FIXED ASSETS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2024**

	Website £	Leasehold Property £	Furniture, Fittings, and Equipment £	Office Equipment £	Total £
COST					
At 1 April 2022	4,626	6,282	20,213	753	31,874
Additions			<u>11,468</u>		11,468
At 31 March 2023	<u>4,626</u>	<u>6,282</u>	<u>31,681</u>	<u>753</u>	<u>43,342</u>
DEPRECIATION					
At 1 April 2022	-	2,024	6,765	271	9,060
Charge for year	-	<u>419</u>	<u>4,983</u>	<u>96</u>	5,498
At 31 March 2023	<u>-</u>	<u>-</u>	<u>367</u>	<u>11,748</u>	<u>12,115</u>
NET BOOK VALUE					
At 31 March 2024	<u>4,626</u>	<u>3,839</u>	<u>19,933</u>	<u>386</u>	<u>28,784</u>
At 31 March 2023	<u>4,626</u>	<u>4,258</u>	<u>13,448</u>	<u>482</u>	<u>22,814</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1 During the year £13,468 was spent on capital equipment, with a £2,000 grant received from Brixham Chamber of Commerce for the surround system, resulting in a net Furniture, Fittings, and Equipment addition cost of £11,468.

BRIXHAM THEATRE CIO

England & Wales - Charity number 1178208

Accounts

A photograph of a theatre interior at night. The stage is illuminated with a bright red light, while the rest of the theatre is dimly lit with blue light. The audience seating is visible in the foreground, and the stage is in the background.

Brixham Theatre CIO

Annual Report 2022-2023

BRIXHAM THEATRE CIO



Annual Report to Members for the period April 2022 – April 2023

Charity name:	Brixham Theatre CIO
Other name the charity uses:	BTCIO
Registered charity number:	1178208
Charity's principal address:	Brixham Theatre Brixham Town Hall New Road Brixham Devon TQ5 8TA

Brixham Theatre is a Charitable Incorporated Organisation (CIO). It conforms to the national regulations of The Charities Commission.

The Charity's Main Objectives as cited in its governing document are:

(A) to promote public appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions)

(B) to advance the education of the public in the knowledge, understanding and appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions) in particular, but not exclusively, by encouraging and facilitating the practice of performing arts among children and young people by the provision of workshops.

The Theatre occupies, as a tenant, premises owned by Brixham Town Council. Whilst the Theatre holds its own policies and risk assessments, it operates within the rules, regulations and guidance in operation for the Town Hall complex as a whole.

Trustees

Trustees who managed the charity from April 2022 were:

- 1 Claire Carter as Chair from January 2023
- 2 John Budden
- 3 Ian Munro from May 2022
- 4 Dot Vickery from February 2023
- 5 Nick Noden from February 2023
- 6 Julie Munro from February 2023
- 7 Senga Wallace Roche to December 2022
- 8 Paul Sandell as Chair to January 2023

Members will need to vote on the new Trustee body for 2023-24 at the AGM. This past year has seen a number of Trustees resign due to changes in personal circumstances leaving only two elected members. Ian has been a co-opted member since May 2022 and we have been fortunate enough to recruit another three new Trustees this year: Dot, Julie and Nick. The Trustees are recommending the formal election of all four at the AGM, in addition to John, who will have completed his three-year term in November 2023, but would like to continue for a further term of office. See Appendix 1 for details.

A voting slip is attached (Appendix 3) should you be unable to attend the meeting in person.

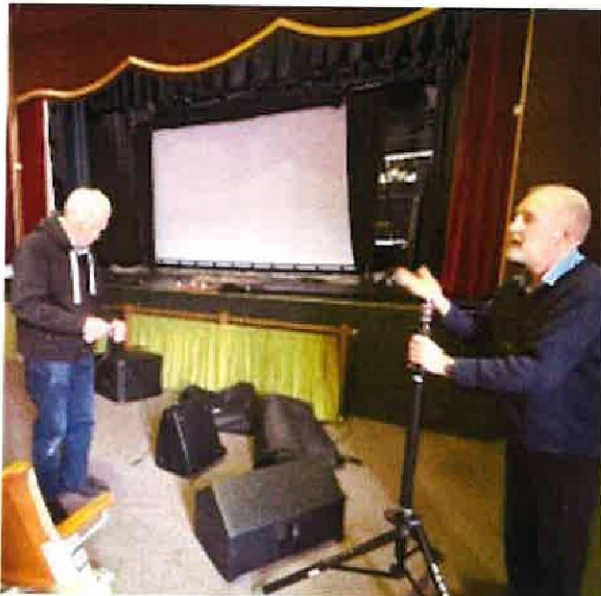
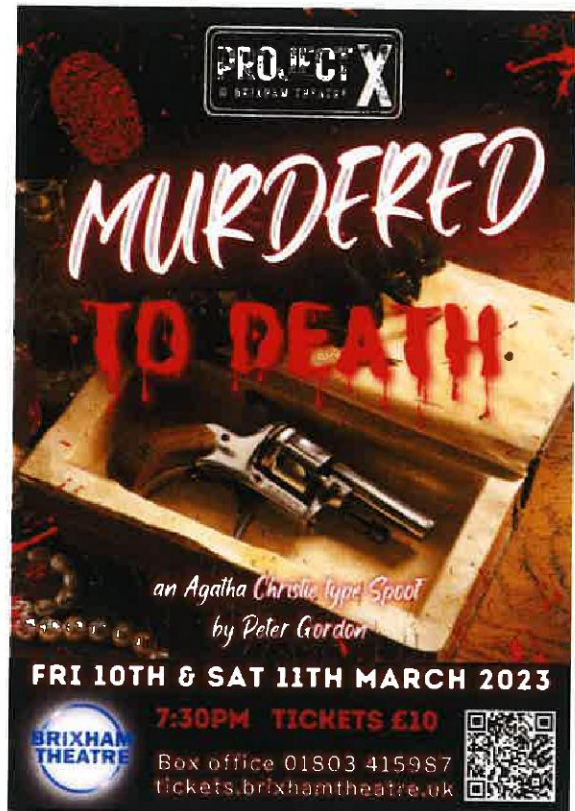
Report prepared by Claire Carter as Chair and approved by the Trustees at their meeting on 7th May 2023.

Treasurer

Claire Carter held the position of Treasurer for 2022-23 but following her appointment as Chair, Rachel Thomas has taken over from 1st April 2023.

The year-end accounts to March 2023 have been signed off by Independent Examiners, Accounting & General Ltd, and are attached. **Claire** says: The bank balance has reduced slightly over the year, from £28,955 to a total of £26,366 at the end of March 2023 but includes one-off costs such as the lease. It provides a necessary working capital buffer to cope with spikes of cash in and out. There is a prior-year adjustment in the accounts (on page 4) as our 15-year lease with Brixham Town Council was only signed, and the legal costs paid, in 2022-23. However, the council insisted on backdating the start date to 2018 so the depreciation due has been included in the previous period.

INCOME: Ticket sales in 2022-23 more than doubled to £74,318 from £35,219 in the previous year (although there was only seven months of trading in 2021-22). Bar sales, ice cream sales and theatre hire have also all roughly doubled from last year giving a total income for 2022-23 of £92,242. 2021-22 saw income of £59,578 but this included Covid-related support which will not be repeated. We also secured a grant from the Torbay Community Development Trust.



We are very fortunate that our resident drama group Project X donates all of its profits from productions to the theatre. Their latest show, *Murdered to Death*, raised more than £2,000 but £500 of this is being kept in a separate account to pay set up expenses for their next production.

EXPENDITURE: Most Direct Costs have increased in line with the number of shows. However, Till Costs have reduced as our new system has no ongoing monthly costs. Function Room costs are lower as a pop-up bar in the auditorium is used for quieter shows.

Commissions did include the TicketSource booking fees but these are now paid by the customer as this is standard in the industry. It currently includes Credit/Debit Card processing fees on Sum-up and Stripe in addition to PRS payments. Other Show Costs are the FilmBank cinema night licences.

Overall Net Receipts for 2022-23 were £2,395 compared to £407 for the previous year (after the prior-year depreciation adjustment). Closing Funds have therefore increased, now standing at £50,973.



treasurer@brixhamtheatre.uk

www.brixhamtheatre.uk

Membership

Our Secretary Dot takes care of all our admin as well as membership renewals, training and policies.

Dot says: This year has been challenging with the growth within the theatre. As secretary I support all areas such as the events team, by booking all the events with Brixham Town Council. I also assist our volunteer coordinator by endeavouring to recruit for volunteers on social media, and occasionally I do a stint in the Box Office. We did have some volunteer assistance in the office during the year and that was very welcomed, but due to personal reasons, there are vacancies presently and if anyone is interested in helping out in the office, they should make contact with me.



Additionally we have seen an introduction to our quarterly newsletter, which is distributed to members and volunteers and keeps all informed of newsworthy items past, present and future. I do hope you have been enjoying the read!



Memberships saw us raising the price last year for the first time in forever, from £10 to £15, and for whatever reason we saw a dip in memberships. It was difficult to understand when we looked at the numbers for our theatre users, how so few people wanted to purchase a membership and support us financially.



I should add if you refer a friend, neighbour, colleague or family member you are entitled to claim a free cinema ticket.

So this year we have offered our membership 10% off all tickets sales and a free cinema ticket for two, and I am very pleased to say that we have already surpassed last year's figures!



Be sure to drop me a line and let me know who you have referred!

membership@brixhamtheatre.uk

www.brixhamtheatre.uk

Volunteers

With no paid members of staff, we rely on our volunteers and particularly Volunteer Co-ordinator Pauline to keep everyone happy and informed and get everyone in the right place at the right time!

Pauline says: The 22/23 year has seen the number of volunteers remain approximately the same. New people joining, but others retiring, withdrawing with health or family issues, or relocating.

Recruitment by posters or flyers has had minimal effect, flagging up opportunities online has been more



successful. Historically, personal recommendation has been the most fruitful way for new people to become involved but we are now endeavouring to recruit from wider areas by involvement in dedicated organisations.

Our trustee board has ended the year with a group of enthusiastic committed individuals working together both operationally and to improve the financial security and artistic viability of Brixham Theatre. Our management team has ensured improvements in the efficiency and effectiveness of our organisation.

Our Duty Manager team has been expanded by both new people and existing members of the team coming forward. Our events stewards team has a core of experienced individuals with some new members rapidly clocking up event hours.

Our volunteer tech team has continued to devote many hours to the benefit of local community groups.

Our box office team represent the face of the Theatre during the daytime.

Volunteer events are the ideal chance for everyone to meet up and have included a Curry Night, Coffee and Cake, Afternoon Cream and Cheese Teas and of course the annual summer garden party.



volunteers@brixhamtheatre.uk

www.brixhamtheatre.uk

Events

It will be no surprise that our Artistic Director John is actually an accomplished musician himself so knows all the best acts to book!

John says: Events were completely stopped, and the theatre closed by the Covid lockdown March 2020 to September 2021. We reopened to a world that was still reticent to go out to large gatherings of people and audiences were poor - we had to cancel many events because of poor ticket sales.

April 2022 saw sales picking up slowly and although more events had to be cancelled the numbers were going up. The BOADS musical Oliver in October 2022 had excellent houses. Since then numbers have risen and currently are looking good for the future.

Over the past year we have enjoyed a wide variety of events at the theatre ranging from Giles Shenton's one man shows, Missin' Tackle Shanty Crew, BOADS musicals, Darkside of Pink Floyd benefit concert for Ukraine, children's showcases from Spark, Razzamataz and Dramatically Different and some of the best tribute acts available – Fleetwood Mac, ABBA, Carpenters and Phil Collins to mention just a few. The movie nights showed some classic movies and audiences are building for the cinema.

The theatre has hosted 67 shows – sold almost 7000 tickets and taken nearly £80,000 in ticket sales alone. The future is looking good with more top class tribute acts including the early Genesis tribute – The Watch – who are coming all the way from Milan. We have some comedy plays, BOADS musicals, our regular performers South Devon Players, Dramatically Different, Spark, Razzamataz and much more!

Our great line up for the next few months:

Brixham Theatre Open Day

📅 Sat 13 May 2023, 10:00AM - 2:00PM

📍 Brixham Theatre

📍 Devon

Tickets sold by TicketSource

BOOK NOW

Share this event



ticket source

Find us on

© 2023 TicketSource

WHAT'S ON
SPRING - SUMMER 2023

SIMON & GARFUNKEL THROUGH THE YEARS
7.30 pm Friday 12th May
TICKETS: £20

MOVIE: WEST SIDE STORY
7.30 pm Wednesday 17th May
TICKETS: £5

INDIE KILLERS
7.30 pm Friday 26th May
TICKETS: £22

THE DARKSIDE OF PINK FLOYD
7.30 pm Saturday 3rd June
TICKETS: £22

ALANIS UK
7.30 pm Friday 9th June
TICKETS: £22

MOVIE: ELVIS
7.30 pm Wednesday 14th June
TICKETS: £5

QUO-INCIDENCE
7.30 pm Friday 16th June
TICKETS: £22

SHERLOCK'S EXCELLENT ADVENTURES
7.30 pm Friday 30th June
TICKETS: £15 (STUDENTS) £12

Box Office: 01803 415987
open Monday - Friday 10am - 12 noon
Book tickets online: www.tickets.brixhamtheatre.uk

WHAT'S ON
SPRING - SUMMER 2023

ONE STEP BEHIND
7.30 pm Saturday 15th July
TICKETS: £22

THE ED SHEERAN SONG BOOK
7.30 pm Friday 21st July
TICKETS: £22

CHASING MUMFORD
7.30 pm Saturday 29th July
TICKETS: £22

HELLS BELLS
7.30 pm Friday 4 August
TICKETS: £18

A HEAD FULL OF COLDPLAY
7.30 pm Saturday 12th August
TICKETS: £22

WRONG JOVI
7.30 pm Friday 18th August
TICKETS: £22

SUPERSONIC QUEEN
7.30 pm Friday 25th August
TICKETS: £22

GUITAR EXPERIENCE
7.30 pm Friday 1st September
TICKETS: £22

Box Office: 01803 415987
open Monday - Friday 10am - 12 noon
Book tickets online: www.tickets.brixhamtheatre.uk

info@brixhamtheatre.uk

www.brixhamtheatre.uk

Box Office and Ticketing

Trustee Ian has taken on the vital Box Office Lead role to create the best possible first impression of Brixham Theatre.

Ian says: The Box Office is the theatre's day-to-day link with customers wishing to buy tickets to the shows. It is important to us, providing personal contact with members of the theatre, local residents and visitors who want to ask questions about upcoming shows or deal with queries relating to their bookings.



The Box Office is manned for one hour before every performance and each weekday from 10:00 to 12:00. However, recently we have lost three of our regular weekday Box Office team. We have been joined by another volunteer, but we are currently left with two weekdays which are not regularly covered and for which we ask other



volunteers to step in when they can. We are actively advertising for additional help from among our current volunteers, as well as seeking new volunteers to assist in this area.

Apart from the Box Office, tickets can be purchased in person at both Brixham and Churston Libraries. We pay the Libraries 10% of our ticket sales to cover their costs in doing this for us. Most of our sales are made on-line through the Ticket Source website. Ticket Source charge the customers a booking fee to cover their costs, which is standard in the industry. Neither the Box Office nor the Libraries charge this fee.

For the shows shown in the 12 months to 31 March 2023, the theatre has sold 6,280 tickets of which 4,697 tickets (75%) were sold online through Ticket Source, 1,193 tickets (19%) were sold by the Box Office and 390 tickets (6%) were sold by the Libraries.



boxoffice@brixhamtheatre.uk

www.brixhamtheatre.uk

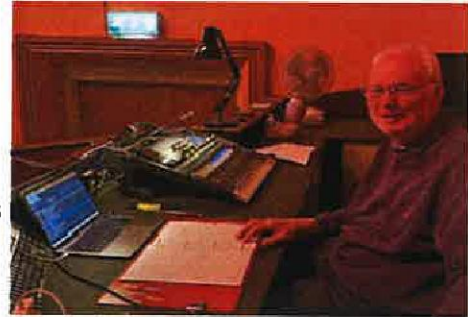
Technical Team

Our Tech Team is led by Mr Brixham Theatre himself, Dave, and includes Chris, John, Harley, Steven and Tony as well as visiting tech and special co-opted member Angela who helps out when needed!

Dave says: We now have a camera focused on the stage with the image on show in the green room, this complements the speaker system so that actors and stage staff can now see the action on stage as well as hear. We are considering expanding this facility to other locations eg. tech and prompt locations. The camera is infra-red sensitive so can operate during stage blackouts.

We have begun to refurbish the back of stage speakers and wiring. We had also begun to clean and overhaul the auditorium lights, sadly we need to begin this again due to dust from the works to the Scala Hall ceiling (see below!)

The green auditorium curtains have been re-strung so they now open and close on the cords, they have also been sprayed with fire retardant to bring them up to the same standard of the stage curtaining.



We assisted and liaised with the works to eliminate rot in the Scala Hall ceiling, this involved removing and replacing seats and carpet tiles on the left side of the auditorium.

We have installed an extra row of seats (row K) this has increased our capacity by ten seats. We now have a capacity of 250.



Two wireless microphones have been purchased, reducing our reliance on personal equipment. These consist of one hand held unit and one headset type of unit. These will support visiting speakers and "single person" type of shows.

Parts of the stage have been reinforced to reduce the "bounce" in some areas.

The lighting part of our team continue to replace old style lighting with led units, they have also obtained a new fog machine, this seems to have found fire detectors which we didn't realise were sensitive to smoke! These are being replaced with sensors that aren't!

We have made a change to the PAT testing routine by deciding to test the stage lighting every two years all other portable equipment continues to have an annual test and inspection.

Contact has been made with a local advisor and installer of cinema equipment with a view of increasing the theatre going experience and simplifying the job of setting up and taking down.



tech@brixhamtheatre.uk

www.brixhamtheatre.uk

The Bar and Ice Creams

Although the theatre does not have its own dedicated bar space, it is still a very important social and fundraising part of our organisation. As well as hiring the ground floor Function Room from Brixham Town Council, we have experimented with having a facility within the auditorium for smaller audiences in an effort to keep costs to a minimum and this has worked well for Cinema Nights in particular.

We have a new till system which is much easier to use and automatically produces sales and low stock reports. We also have a portable Sum up card reader which can be linked to a mobile phone.

As well as our licence holder Andy, our regular bar volunteers include bar manager Laraine, Pete, Annie, Tony, Ian and Julie, with many others helping out when it's busy! And of course we have Lynn who orders the ice-cream.

Laraine says: 'The bar has taken on a new vibe!

Taking inspiration from the theatre lovers that make up our audience, we have introduced music and decorations to support the excellent shows being produced.

We aim to enhance the experience of a night out by adding an element and fun and welcoming atmosphere as well as extended the range of refreshments including a little sparkle here and there.



The bar volunteers work to make it a happy environment and have taken training to keep it safe too.



Safeguarding



SAFEGUARDING

Brixham Theatre has recently taken on a new safeguarding team under the leadership of former trustee Laura Jury, who has a wealth of experience as an actor, teacher and running a touring theatre company.

Laura says: 'It is imperative that the theatre is a safe, welcoming place for all volunteers, creatives and audience to come and share in the joy of theatre-based arts & culture, regardless of previous experience, ethnicity, any disability, age, gender or background, and the role of the new safeguarding team is to ensure that. Safeguarding relates to both physical and psychological wellbeing, ensuring that there are no opportunities for any form of abuse, bullying or other negative behaviour. This role focusses on our volunteers at Brixham Theatre, but will also be available to liaise as needed with the safeguarding staff with visiting acts and productions.'

Laura Jury, the safeguarding lead, is a local actor and theatre maker, running her own touring professional touring theatre company (South Devon Players) since 2005, which is one of the regular companies performing at Brixham Theatre.

She also served three years as a trustee at Brixham Theatre.

Additionally, Laura has a Masters degree in teaching secondary/ college level theatre, and is one of four directors nationally on Equity's national Directors Committee. Equity, as a trade union for actors and creatives, also has strict guidelines on the safeguarding and wellbeing of creatives, all of which will inform the safeguarding policies of Brixham Theatre, alongside relevant national legislation, and lived experience.

The safeguarding team (pictured on the poster right) will have contact details readily available in the theatre, and encourage anyone with questions or concerns, to make contact at any time.

Brixham Theatre's Safeguarding Team

Julie
julie@brixhamtheatre.uk

Laura
Safeguarding Lead
laura@brixhamtheatre.uk

Phil
phil@brixhamtheatre.uk

Pete

Rachel

Lynn

BRIXHAM THEATRE

If you have any safeguarding concerns please speak to a member of the team or email safeguarding@brixhamtheatre.uk

safeguarding@brixhamtheatre.uk

www.brixhamtheatre.uk

Groups

Brixham Theatre's adult amateur dramatic group, **Project X**, has been meeting regularly in the theatre for performance-related workshops, rehearsals and live shows since 2018. But as well as entertaining us, the group makes a vital financial contribution too, as all profits from productions are ploughed back into the theatre to help improve the facilities and infrastructure.

Vanessa says: We are a group of very enthusiastic, adult amateur dramatic locals who want to support our lovely Brixham Theatre, improve our own theatre and performance related skills and have fun!

We have an educative role too as we mix rehearsals with drama exercises for character development and enhancing stage craft skills. Project X performers recently demonstrated this at the theatre's Open Day!



The latest performance of *Murdered To Death* in mid- March 2023 successfully raised funds for BTCIO in the region of £2,000 profit, with £500 set aside for future projects.

During 2023-24 , Project X would like to move to a two fundraising performances per year model: one in March and the other in June/July each year.

Our proposed production for March 2024 is *Play On* by Rick Abbott. This is a comedy with 10 plus cast about a play within a play. It is very much in the genre of "The Play that went wrong" , a very funny, and publically popular, West End Hit.

Brixham Operatic and Amateur Dramatic Society (BOADS) stage their shows at Brixham Theatre and this year that has included the musical *Oliver!* to mark 100 years of the organisation and *Frozen Jnr*.

CELEBRATING 100 YEARS OF BOADS, BRIXHAM OPERATIC AND DRAMATIC SOCIETY IS PLEASED TO PRESENT

Lionel Bart's
OLIVER!
Book, Music & Lyrics by
LIONEL BART

Wednesday 26th - Saturday 29th October 2022
7.30pm | Saturday Matinee 2.30pm
Adult £12, Children £11, Under 16s £10
Discount for groups of 10 or more
Box office 01803 415987
tickets.brixhamtheatre.uk

BOADS

Disney
FROZEN JR.
MUSIC & LYRICS BY
KRISTEN ANDERSON-LOPEZ & ROBERT LOPEZ
BOOK BY
JENNIFER LEE
BASED ON THE DISNEY FILM WRITTEN BY JENNIFER LEE
AND DIRECTED BY CHRIS BUCK AND JENNIFER LEE

THURS 6TH APRIL 2023 - 6.30PM
FRI 7TH APRIL 2023 - 2.30PM & 6.30PM

ADULT £12 CHILDREN £8
Family Ticket £25
(2 x Adults & 2 X Children)
Box office 01803 415987
tickets.brixhamtheatre.uk

The South Devon Players Theatre & Film

Company is a professional theatre company based in Brixham since 2015, creating inclusive and lively opportunities for local people across Torbay who are at any stage of building or furthering careers/employment in theatre, with credits accepted towards Equity & Spotlight registrations.

Laura Jury says: Since April 2022, the Players have launched two regional theatre tours, of Ben Hur, and Beowulf, at Brixham Theatre, as well as running a highly successful winter training school for actors seeking careers in theatre. Now, in spring of 2023, the Players are preparing to launch the next tour, Les Miserables, at Brixham Theatre; are planning ahead for the 2023-4 winter theatre school already with a waiting list, and are working towards the winter 2023-4 tour of Shakespeare's Macbeth, also launching at Brixham Theatre, and running additional related activities at the theatre for school students.



Additionally, the South Devon Players founder and company owner, Laura Jury, has joined Brixham Theatre as head of safeguarding, drawing on her experience as an actor, theatre maker, and Equity national policy committee member. The South Devon Players are thrilled to work in an ongoing partnership with Brixham Theatre, providing professional opportunities, education and creativity to the people of Torbay. The Players are actively seeking people interested in performance, and backstage creativity, to become involved.

Dramatically Different Youth Theatre has been the resident Theatre Youth group for the past ten years.



Rachel Swain says: Our young people range from ages 5-19 years and are taught all aspects of the performing arts from creative writing, stage management as well as performance skills. This last year has been an excellent example of the creative talent we nurture within our group. Our July 2022 production, 'Long Live The King' was written by William Thompson, one of my students and originally performed in the Theatre in 2016. Since finishing his degree in the Performing Arts, William has returned to Brixham and now volunteers at our weekly Tuesday sessions as Assistant Director. Our performance of 'Long Live The King' last summer was a great opportunity to showcase, once again, the high level of talent within our young people, whilst providing a forum and space to support young writers.

Our latest production, 'The Fairest Of All' was in fact our Ten Year Anniversary production in the theatre, and was another original play, written by me in the form of 43 pages of rhyming verse. A huge undertaking, the production is a good example of how Dramatically Different youth theatre creates and performs original works, which develop and nurture our students to become confident young adults in our challenging modern society. I am so proud of our young people and believe each and every one of them are an excellent advocate for Brixham Theatre and all it represents.

Appendix 1 - Trustee applications

There are five Trustees standing for election for the 2023-2024 year: four new Trustees and one current Trustee seeking re-election for a further term of office.

New Trustees:

Dot Vickery

Hello, my name is Dot Vickery, I have been living in this beautiful town for 18 years and have been taking care of the secretarial and membership duties for the Theatre for the last two years and was approached by our Chairman, to consider becoming a Trustee. This was an opportunity to be part of the Team that continually evolves and makes good decisions all in the best interests of the Theatre.

It was an offer I could not refuse.

My working background before my retirement was within Management and Finance departments, with strengths in finance, office and administration.

I hope that I can bring to this position plenty of enthusiasm, balanced opinions and the energy to make things happen.

Having been on board at the end of Covid, I have been able to see how the Team has developed and grown to bring quality entertainment to Brixham. I look forward to the exciting times ahead for the Theatre as we approach our 5th Year as a Charity and the new challenges it will bring.



Julie Munro

I would like to become a trustee of Brixham Theatre. I have been a volunteer since October 2021 and have carried out various roles – usher, bar, ice cream, scanning & poster distribution. I have enjoyed meeting a wide range of people who support the theatre, as well as feeling part of an enthusiastic group of local people whose aim is to keep the theatre open as a great community asset.

In my working life, I was employed in a variety of childcare settings, where I worked within a mix of teams to provide the best outcomes for our children and families. I am keen to work as part of the Trustee team in a similar way to continue the growth and further success of the Theatre.

I believe my strengths include an ability to empathise and to communicate with others as well as a willingness 'to get stuck into' anything that might need doing.



Nick Noden

I have lived in Brixham since 1977 and have been an on-call firefighter for the town for 25 years. I am a member of Brixham Rugby Club and a member of Brixham Royal Naval Association as a Standard Bearer.

I am married with three children, three step-children and a dog.

My interests include rugby, walks with family, local history and DIY.

1979 - 1984 Brixham Secondary School

1986 - 1998 Royal Navy

1998 -2023 On-call Firefighter in Brixham as Crew Manager

2004 - 2008 Berry Head Coastguard cliff rescue team

2001 - Present Aviation Firefighter at Exeter Airport as Watch Manager

2018 - Present Course Director at STCW Maritime Firefighting, Kingskersell, Newton Abbot



Ian Munro

I began my involvement with the theatre when I retired to Brixham in October 2019. My wife Julie and I came to see a number of shows which we thoroughly enjoyed. When we discovered that the theatre was looking for people to help out with the day to day operations, we both decided to volunteer.

I started by working in the bar, which I still do, then became Box Office Lead, helping the Box Office team and training new volunteers. I look after cash banking and making sure we've enough change in our floats for the bar, box office and ice cream stand. I also book acts - I've currently five new tribute acts lined up for this year that I have arranged.

I am also Duty Manager for the film nights, and I've carried out a number of front of house roles – scanning tickets and 'meet and greet' on the main door.

I decided I would enjoy becoming more deeply involved in the strategic direction of the theatre, so I applied to become a trustee. I believe passionately that we are most fortunate to have the theatre as a community asset and I want to see it prosper and grow.

In the past, my volunteering work was for the youth football team that my two sons played for. I helped with their teams, but mostly was the Club Treasurer and then Club Chairman. In the latter role I coordinated child safeguarding, booked pitches with the local councils, arranged the replenishment of kit and equipment and oversaw the management committee.

I think that my professional experience will be useful as a trustee of the theatre. I worked as Finance Director and Group Treasurer of a number of listed European businesses. My qualifications include a B.A. in Accounting and Finance and I am a Fellow of the Institute of Chartered Accountants in England and Wales.



Current Trustees seeking re-election:

John Budden

I have been a trustee for 2 and a half years and we have a great team of trustees now. I still have plenty of expertise to offer and would like to stay part of this winning team.

Education: Kingswood Grammar School, Bristol – Royal College of Music – Newton Park College of Higher Education (now Bath Spa University) – Kingston University.

Work history: 1975 – 80 peripatetic music teacher in Salisbury area

1980 – 2001 Royal Artillery Band Larkhill, Dortmund (Germany), Woolwich – attained rank of WO1 Band Sergeant Major.

2001 to present Self employed IT consultant and musician.

2009 Moved from Kent to Paignton.

Founder member of BTCIO in May 2018 and events manager since. Became trustee in November 2020. Have Married to Kathryn and living in Cherry Brook with daughters aged 12 and 16 as well as 3 cats and a dog.



Charity Number: 1178208

Brixham Theatre CIO

Income and Expenditure Account

For the Year Ending 31st March 2023

ACCOUNTING & GENERAL LTD
Chartered Certified Accountants

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

ADDRESS

Brixham Theatre CIO
New Road
Brixham
Devon
TQ5 8TA

ACCOUNTANTS

Accounting & General
16 Stoke Gabriel Road
Galampton
BRIXHAM
TQ5 0NQ

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BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

Accountants' report to the members on the accounts of Brixham Theatre CIO

We report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31 March 2023 set out on pages 3 to 5.

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').

We 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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of considered accounts set out in the Charities (Accounts and Reports) Regulations 2009 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Opinion

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



ACCOUNTING & GENERAL
Chartered Certified Accountants
16 Stoke Gabriel Road
Galmpton
BRIXHAM
TQ5 0NQ

Dated: 3rd May 2023

BRIXHAM THEATRE CIO
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

FUNDS	31st March 2023		31st March 2022	
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
Ticket Sales	74,318		35,219	
Members	810		708	
Bar and Café	11,738		6,713	
Ice Cream	3,303		1,605	
Theatre Hire	1,720		785	
Grants & Sponsorship	280		10,667	
Charitable Activities	73		67	
Donations of Equipment & Services	-		3,814	
Total Receipts	92,242	-	59,578	-
Payments				
<i>Direct Costs:</i>				
Performers	52,413		27,069	
Till Costs	474		664	
Other Show Costs	1,535		707	
Function Room Hire	1,243		1,771	
Ice- Cream Supplies	1,506		633	
Bar Supplies	4,113		2,620	
Commissions	3,055		159	
Performance Advertising	1,150		-	
<i>Overhead Costs:</i>				
Accountancy	480		384	
General Advertising	2,925		4,347	
Cleaning	433		230	
Donations	141		-	
Insurance	2,895		2,560	
Office Expenditure	1,307		1,500	
Printing, Postage, and Stationery	-		209	
Professional Fees	728		826	
Repairs and Maintenance	4,990		5,207	
Rents	6,000		6,000	
Rates	486		312	
Training	72		-	
Depreciation Charges	3,901		3,973	
Total Payments	89,847	-	59,171	-
Net Receipts/ (Payments)	2,395	-	407	-

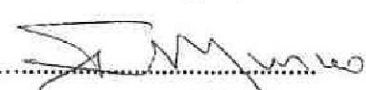
BRIXHAM THEATRE CIO

**BALANCE SHEET
AS AT 31 MARCH 2023**

	Notes	31st March 2023 £	31st March 2022 £
INTANGIBLE ASSETS			
Website		4,626	4,626
FIXED ASSETS			
Leasehold		4,258	4,677
Fixtures, fittings, and equipment		13,448	13,614
Computer equipment		482	602
		<u>18,188</u>	<u>18,893</u>
		22,814	23,519
CURRENT ASSETS			
Bank current account (Main)		25,866	28,955
Bank current account (Club)		500	-
PayPal		119	-
Cash		454	195
Debtors		2,544	1,999
Filmbank deposit		150	150
Stock		678	426
		<u>30,311</u>	<u>31,725</u>
CURRENT LIABILITIES			
Advance Ticket Sales		405	-
Accruals		1,747	6,666
		<u>2,152</u>	<u>6,666</u>
NET ASSETS		<u>50,973</u>	<u>48,578</u>
Opening Funds		48,578	49,357
Net Receipts/ Payments		2,395	407
Prior Year Adjustment	1	-	(1,186)
Restricted Funds		-	-
Closing Funds		<u>50,973</u>	<u>48,578</u>

Signed 

Trustee Name .. CLAIRE CARTER

Signed 

Trustee Name .. IAN MUNRO

**BRIXHAM THEATRE CIO
FIXED ASSETS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2023**

	Website £	Leasehold Property £	Furniture, Fittings, and Equipment £	Office Equipment £	Total £
COST					
At 1 April 2022	4,626	6,282	17,017	753	24,052
Additions	-	-	<u>3,196</u>	-	3,196
At 31 March 2023	<u>4,626</u>	<u>6,282</u>	<u>20,213</u>	<u>753</u>	<u>27,248</u>
DEPRECIATION					
At 1 April 2022	-	1,605	3,403	151	5,159
Charge for year	-	<u>419</u>	<u>3,362</u>	<u>120</u>	<u>3,901</u>
At 31 March 2023	<u>-</u>	<u>-</u>	<u>271</u>	<u>6,765</u>	<u>7,036</u>
NET BOOK VALUE					
At 31 March 2023	<u>4,626</u>	<u>4,258</u>	<u>13,448</u>	<u>482</u>	<u>18,188</u>
At 31 March 2022	<u>4,626</u>	<u>4,677</u>	<u>13,614</u>	<u>602</u>	<u>18,893</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 The accounts include a prior period adjustment relating to correcting the omission of the 15 year property lease agreement which commenced from 1 May 2018 and was not previously accounted for.

This adjustment resulted in 2022's Depreciation expense being increased by £419. The effect of this adjustment on 2022's Net Receipts can be summarised as follows:

Net Receipts per 2022 accounts - prior to adjustment	£826
Less increase in 2022 Depreciation charge - per adjustment	<u>£419</u>
Amended 2022 Net Receipts figure - per 2023 accounts	<u>£407</u>

BRIXHAM THEATRE CIO

England & Wales - Charity number 1178208

Accounts

Charity number: 1178208

Brixham Theatre CIO

**Income and expenditure account
for the year ending 31st March 2022**

VINCENT&CO
ACCOUNTANTS
WORKING WITH YOU THINKING WITH YOU

**37 Shiphay Lane
Torquay
Devon
TQ2 7DU**

BRIXHAM THEATRE CIO
NEW ROAD, BRIXHAM, DEVON, TQ5 8TA
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

FUNDS	31st March 2022		31st March 2021
	Unrestricted Funds £	Restricted Funds £	£
Ticket Sales	35,219		1,218
Advertising	-		180
Members	708		1,225
Bar and Café	6,713		-
Ice cream	1,605		-
Room Hire	785		-
Grants & Sponsorship	10,667		20,637
Charitable activities	67		-
Donations of Equipment & services	3,814		2,907
Total Receipts	59,578	-	26,167
Payments			
<i>Direct Costs:</i>			
Performers	27,069		- 6,238
Till Costs	664		-
Other show costs	707		-
Room hire	1,771		-
Ice-cream supplies	633		-
Bar supplies	2,620		245
Commissions	159		61
Raffle and general expenditure	-		1,360
<i>Overhead Costs:</i>			
Accountancy Fees	384		384
Advertising	4,347		1,187
Cleaning	230		
Donations	-		150
Insurance	2,560		2,163
Office expenditure	1,500		-
Printing, postage and stationery	209		191
Professional Fees	826		389
Repairs and maintenance	5,207		2,082
Rents	6,000		-
Rates	312		-
Travel & subsistence costs	-		60
Depreciation charges	3,554		-
Total Payments	58,752	-	2,034
Net Receipts/(Payments)	826	-	24,133

BRIXHAM THEATRE CIO
NEW ROAD, BRIXHAM, DEVON, TQ5 8TA

BALANCE SHEET
As at 31st March 2022

	31st March 2022	31st March 2021
	£	£
INTANGIBLE ASSETS		
Website	4,626	
FIXED ASSETS		
Fixtures, fittings and equipment	13,614	15,371
Computer Equipment	602	
	14,216	15,371
CURRENT ASSETS		
Current Account (Main)	28,955	28,823
Current account (Club)	-	5,142
Cash	196	245
Debtors	1,999	
Filmbank deposit	150	
Stock	426	160
	31,725	34,370
CURRENT LIABILITIES		
Advance Ticket sales	-	-
Accruals	384	384
Trade Creditors	-	-
	384	384
NET ASSETS	50,183	49,357
Represented by:-		
Opening Funds	49,357	25,225
Net Receipts/ (Payments)	826	24,132
Restricted Funds	-	-
Closing Funds	50,183	49,357

Signed..... Date

Trustee Name.....

Signed..... Date

Trustee Name.....

Independent examiner's report to the trustees of Brixham Theatre CIO

I report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31st March 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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records weren't kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

As with most charities, Brixham Theatre have been impacted by the Coronavirus (Covid 19). This has had an impact on the operations, customers, suppliers and staff. Brixham Theatre have (where appropriate) utilised the grants and benefits available from the Government and are taking all the steps to protect the future of the charity. The grants received have covered the shortcoming as you can see on Page 2.

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

Signed: *Stephen Vincent*

Name: Stephen Vincent
FCPA

Address: 37 Shiphay Lane, Torquay, Devon. TQ2 7DU

Date: 3 r d M a y 2 0 2 2

BRIXHAM THEATRE CIO

England & Wales - Charity number 1178208

Accounts

ANNUAL REPORT OF BRIXHAM THEATRE CIO FOR THE PERIOD APRIL 2020 - End MARCH 2021

Charity name	Brixham Theatre CIO
Other name the charity uses	BTCIO
Registered charity number	1178208
Charity's principal address	Brixham Theatre, Brixham Town Hall, New Road Brixham S.Devon TQ5 8TA

The Charity's Main Objectives (as cited in its governing document)

(A) to promote public appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions)

(B) to advance the education of the public in the knowledge, understanding and appreciation of the performing and visual arts (including, drama, music and dance, performances and exhibitions) in particular, but not exclusively, by encouraging and facilitating the practice of performing arts among children and young people by the provision of workshops.

SECTION 1: OBJECTIVES AND ACTIVITIES

Brixham theatre remained closed to the public during the entire financial year 2020-21 due to the Covid pandemic.

Our plans for 20-21 had to be shelved.

Plans had included

- a continued development of the growth seen in year 2 (19-20) of the portfolio of performance activities and events at the theatre. In 19-20 BTCIO had facilitated 66 events selling 7,096 tickets, the regular use of the theatre for a number of local groups , a diversification of the artistic offer available from this venue.
- support for an increase in community partnership activities such as participation in local festivals throughout the year. Plans had been developed to engage also with local initiatives through outside performances.
- a comprehensive recruitment and training programme for an increase in volunteers to support in theatre and outreach activities, plus an aim to diversify the age and background profile of volunteers.
- the further development of “ new” initiatives based at the theatre , such as the pop-up cinema offer that had stated during Dec 19- Feb 20 . Investigations into other possible activities had also begun

E.G. into the use of the theatre during weekdays for a lecture programme

- further financial and future sustainability developments such as completion of lease negotiations, development of an improved bar offer and certain redecoration and refurbishment projects within the auditorium and backstage areas

The pandemic and subsequent theatre closure for the financial year 2020-2021 resulted in the postponement of many of these objectives and planned associated activities. Some have been put on hold, others modified. New objectives have had to be developed to respond positively to the extraordinary changes in landscape during this past financial year. It is anticipated that the theatre will not reopen till Autumn 2021 at the earliest. This means at least half of the next financial year will also see the theatre closed. BTCIO has responded positively and robustly to extreme change to date. It is important to emphasise, however, that such a lengthy gap in normal theatre operations has a huge impact on planning ahead. In reopening the theatre, it will not be a question of simply modifying our planned objectives for 2020-21, it will involve developing a huge increase in public and performer confidence, ensuring financial sustainability under very different circumstances and a major review of volunteer capacity and training

SECTION 2: ACHIEVEMENTS AND PERFORMANCE .

Summary of the main achievements of the charity in Year 3 April 1st, 2020 - End March 2021, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

(a) Financial Sustainability in the mid-term .

In spite of closure, BTCIO has managed to achieve financial sustainability in the mid-term. The charity was exempt from paying annual rent to Brixham Town Council during 20-21 due to closure. Other financial overheads, such as insurances, have had to continue to be paid. Expenditure has been relatively small, with cautious agreement made by Trustees to support some internal refurbishment and redecoration and outreach community based projects. BTCIO applied for a modest grant from Theatre's Trust in December 2020. Despite excellent feedback from the Trust in January 2021, the application was declined due to resources being depleted. The Charity has been able to access government Covid related business support monies through Torbay Council. Full details are provided in SECTION 3 FINANCIAL REVIEW

(b) Internal refurbishments and redecoration in the theatre.

When allowed into the theatre premises and Town Hall Complex, under strict Covid compliant health and safety rules, volunteers have made good progress with internal repairs, installations and decorations. Replacement

lighting has provided a long needed improvement to the existing lighting offer, which was dependent on individual volunteers' generous use of own equipment following the previous tenant's removal of the theatre's lights at end of tenancy. A new sound box system has been built in the auditorium. The stage has been painted. The Green Room and backstage dressing rooms and corridors redecorated. Carpets have been cleaned and in limited areas backstage, replaced.

During this period, a refurbished lift has been installed in the complex providing better disabled access. An Emergency Personal Evacuation plan devised for the whole building and also for the theatre. BTCIO policies have been reviewed. Covid safety posters, scans and sign in introduced.

(c) Communication within BTCIO - Trustees /Members/Volunteers

Trustees have met , mostly on zoom , at 2-4 weekly intervals throughout the year. A close eye has been kept on the implications for the theatre of changing Covid compliant safety guidelines. New Trustees joining the BTCIO Trust Board in November 2020 have had some induction training but have not yet been able to meet as a face- to- face group.

Members have received newsletters and were invited to an AGM held on zoom on Nov 24th, 2020. Agenda and papers for consideration and/or vote were available via post or through email.

Volunteers have received update news bulletins from Trustees and also, regular phone calls, from BTCIO's Volunteer Coordinator.

(d) Communication externally and maintaining a marketing presence in our local community

During the pandemic, BTCIO has tried to keep a flow of communication to remind the public that the theatre is still here, just closed temporarily.

Seasonally appropriate greetings posters have been designed and erected around the local area.

A number of articles have been written for our local newspapers.

Facebook posts and other social media contributions have appeared at regular intervals

A short film has been made of internal theatre refurbishments.

In January and February 2021, BTCIO ran its own free mixed mode (online or postal) poetry competition, which received 59 poem submissions. The theme was around Love with a submission date to correspond with Valentines celebrations. People were invited to submit their own compositions either celebrating love for someone or something or commiserating loss of love. Radio Devon recorded a piece from BTCIO about the competition and articles appeared in local papers. The Daily Telegraph printed a piece with a photo of the competition winner, who chose to donate her prize to another worthwhile charity. A wonderful

variety of submissions were all posted on Brixham Theatre website <http://www.brixhamtheatre.uk> and prize winners were chosen by experienced poetry judges, also living in the town.

Time has been taken during this period to also aide external communications in the future with the design and building of a new website.

(e) Continued Links with other stakeholders

Lockdowns have made communications different and have, undeniably, caused delays.

BTCIO have continued to liaise with other key stakeholders, often through email, phone calls and zoom.

As an example, lease negotiations with Brixham Town Council have suffered delays, but communication on other matters has continued and BTCIO has fed into Town Council zoom committee meetings on zoom. The Town Clerk attended a BTCIO Trustee zoom meeting in February 2021 to ensure faces are put to names for robust relationships moving forward.

(f) Partnership working in the community

In the preceding fortnight prior to the first Covid lockdown and theatre closure in March 2020, a meeting was held between a number of community based organisations who have a central role to play reaching out to vulnerable, disadvantaged or disenfranchised underrepresented groups. Since that first meeting fourteen organisations are now part of a partnership called Brixham Stronger Together. (BST) has met on zoom every fortnight since. BST has facilitated ways to ensure essential support and services reach those families, young people, the isolated and elderly who may have found lockdown particularly challenging . The theatre, though not a direct service provider, has been actively represented within this partnership from its inception. BTCIO felt that its charitable objectives might well be served as best possible within this partnership during extraordinary times. Partners in BST include the two local food banks, Youth Enquiry Service and Genesis who support young people, The Fishermen's Mission, Job Centre , The Edge, Brixham Does Care, who support the elderly and those disabled or isolated, NHS Carers Support, representation from local schools - just some of the locally based community groups fundamental to support more vulnerable individuals and groups. Partnership working during this year has included

- Improving referral systems
- Improved joint working between food banks to also include sharing and collection of supplies and food delivery services
- Establishing additional mental health support and counselling support

- Getting messages across about access to additional financial and other practical support in a whole variety of ways EGS through Universal Credit Applicant Journals
- Joint media music and fish n chip supper evenings (online of course)
- Xmas hampers to those in need
- Providing vaccination transport and support services

(g) Creating a Reopening Plan for the Theatre

Having changed possible theatre reopening dates several times, good communication with performers and theatre local users has been vital. BTCIO Events Manager has managed this well.

By January 2021 BTCIO Trustees felt it important to create a Theatre Reopening Action Plan . Once a reopening date viable, the plan can be used to ensure all areas are covered. Hence, the created plan , agreed formally at BTCIO’s Trustees Business Meeting held on zoom on February 16th. 2021 sets out three main areas for implementation , together with the schedule of events able to then be implemented. The three sections are,

- (i) a listing of required covid secure actions to safeguard the public and performers in theatre areas and shared communal areas in the Town Hall complex, where the theatre is based
- (ii)** a listing of marketing and communications actions to both keep the theatre in the eye of the public whist closed and to generate new confidence and excitement nearer to reopening and during the first reopening phase to rebuild audiences
- (iii)** an action list regarding re-establishing a confident volunteer base, including a recruitment and training strategy, and a clearer staffing structure.

SECTION 3 : FINANCIAL REVIEW

Review of the charity’s financial position at the end of the period	We are in a strong position financially, as we have enjoyed the benevolence of both the Government (through Grants) and Local Council (rent holiday). Although closed, due to the Pandemic, we have maintained the payment of our Insurances, Accounts Package and I.T. disbursements.
Statement explaining the policy for holding reserves stating why they are held	<ol style="list-style-type: none"> 1. We are endeavouring to build enough money in reserve, to enable the replacement or refurbishment of the seating in our Auditorium. 2. In order to carry out our Charitable commitments, which include bringing in of Specialist

		Performances, not always to every Demographic's liking, they sometimes have to be subsidised.
Amount of reserves held		<ol style="list-style-type: none"> 1. £5000 is currently set aside, to pay our Solicitor, as and when our Lease negotiations, are finalised with Brixham Council. 2. We have to start paying our rent of £6000pa, at the first of April 2021, not knowing when we can reopen the Theatre. 3. The total Bank Balance stands at £33,965.64 currently.
Reasons for holding zero reserves		N/A
Details of fund materially in deficit		Zero
Explanation of any uncertainties about the charity continuing as a going concern		<ol style="list-style-type: none"> 1. The only concern, we have, is that when it is legally possible to open, to conform with "social distancing" and be economically justifiable. 2. At the moment "social distance" rules, require that we can open to a mere 33% of our capacity.
The charity's principal sources of funds (including any fundraising)		<ol style="list-style-type: none"> 1. The sale of Theatre tickets. 2. Bar, Ice Cream and Raffle sales. 3. A monthly Saturday Arts Day, onsite sales of local artists productions. Summer season only.
Investment policy and objectives including any social investment policy adopted		Our policy is to continually upgrade what we have inherited. Our Theatre is a small, bijou entertainment venue, that is in dire need of becoming more comfortable, enabling the enjoyment of all performances, by all Patrons.
A description of the principal risks facing the charity		The biggest risk would be to run out of willing Volunteers, as without sufficient people, we would not be able to operate. We have only 244 seats and a perceived maximum of £15 per ticket. The Theatre would not be viable with Paid Staff.
Audit of Accounts		

SECTION 4 : STRUCTURE,MANAGEMENT AND GOVERNANCE

The charity managing Brixham Theatre is a Charitable Incorporated Organisation.

BT CIO has its constitution as its governance document.

The Trustees are elected by the BTCIO Membership, at the AGM.

Officers are selected by the elected Trustees.

Trustees normally meet monthly and consult with an Operational Group, also meeting on a monthly basis. The Operational Group is made up of a wider group of volunteers, including the Events Manager, Volunteer Coordinator, Technical and Housekeeping crew, Health and Safety Lead etc . During the financial year 2020-21 whilst the theatre was closed, a mixed group of Trustees and Operational Leads met regularly on zoom from April to November 2020. An AGM was held on zoom on November 24th, 2020 and the new Trustee Group have met every 2-4 weeks on zoom since. All decisions have been recorded , in line with our constitutional requirements

Brixham CIO occupies the premises owned by Brixham Town Council (BTC), as part of a wider Town Hall Complex. BTCIO has its own theatre Health and Safety Risk Assessments, as well as operating within the rules, regulations and guidance in operation for the overall Town Hall Complex buildings, as overseen by BTC

In addition, all policies were reviewed internally by Trustees during the year. A theatre volunteer, not associated with the Board, has also provided an objective review of BTCIO's policies to ensure fitness for purpose.

NAMES OF TRUSTEES WHO MANAGED THE CHARITY 2020-21:

1. Jamie Brown , as Chair to 03 May 2020 and Acting Secretary from December 2019 to 03 May 2020
2. Vanessa Fitzgerald , as Vice Chair to May 2020 ,as Acting Chair from May 2020 - Nov 2020 and as Chair Nov 20
3. Charles Oldroyd , as Treasurer.
5. Julie Sparkes as Trustee to Nov 24th, 2020
6. Laura Jury as Trustee
7. John Budden as Trustee from Nov 24th, 2020

8. Kate Graeme-Cook as Trustee from Nov 24th, 2020
9. Andrew Cox as Trustee from Nov 24th, 2020
10. Senga Wallace Roche as Trustee from Nov 24th, 2020

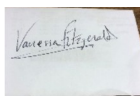
DECLARATION : The Trustees declare the Members have approved the Trustees' Annual Report above .

Signed on behalf of the charity's trustees:

NAME : Vanessa Fitzgerald

POSITION: Chair

SIGNATURE :



DATE :09/04/21

NAME: Charles Edward Oldroyd

POSITION : Treasurer

SIGNATURE :



DATE : 09/04/2021

Charity number: 1178208

Brixham Theatre CIO

**Income and expenditure account
for the year ending 31st March 2021**

**Vincent & Co
Accountants
37 Shiphay Lane
Torquay
Devon
TQ2 7DU**

BRIXHAM THEATRE CIO
NEW ROAD, BRIXHAM, DEVON
TQ5 8TA

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

FUNDS	31st March 2021		31st March 2020
	Unrestricted Funds	Restricted Funds	£
	£	£	
Ticket Sales	1,218		78,843
Advertising	180		
Members	1,225		930
Bar and Café	-		12,502
Ice cream	-		4,431
Raffles	-		2,484
Pirate Day	-		795
Grants & Sponsorship	20,637		
Donations of Equipment & services	2,907		145
Total Receipts	26,166	-	100,130
Payments			
Performers	(6,238)		56,624
Rates	-		544
Insurance	2,163		2,016
Advertising	1,187		5,466
Printing, postage and stationery	191		775
Repairs and maintenance	2,082		1,930
Bar supplies	245		5,526
Donations	150		
Ice-cream supplies	-		1,877
Raffle and general expenditure	1,360		898
Commissions	61		3,370
Office expenditure	0		325
Professional Fees	773		
Rents	-		7,132
Subscriptions	-		35
Travel & subsistence costs	60		
Bank and credit card charges	-		50
Total Payments	2,034	-	86,569
Net Receipts/(Payments)	24,132	-	13,560

BRIXHAM THEATRE CIO
NEW ROAD, BRIXHAM, DEVON
TQ5 8TA

BALANCE SHEET
As at 31st March 2021

	31st March 2021	31st March 2020
	£	£
FIXED ASSETS		
Fixtures, fittings and equipment	15,371	1,584
CURRENT ASSETS		
Current Account (Main)	28,823	26,748
Current account (Club)	5,142	7,178
Cash	245	11
Stock	160	404
	<u>34,370</u>	<u>34,341</u>
CURRENT LIABILITIES		
Advance Ticket sales	-	602
Accruals	384	180
Trade Creditors	-	9,918
	<u>384</u>	<u>10,700</u>
NET ASSETS	<u>49,357</u>	<u>25,225</u>
Represented by:-		
Opening Funds	25,225	11,665
Net Receipts/ (Payments)	24,132	13,560
Restricted Funds	-	-
Closing Funds	<u>49,357</u>	<u>25,225</u>

Signed.....
Trustee

Signed.....
Trustee

Date

Independent examiner's report to the trustees of Brixham Theatre CIO

I report to the trustees on my examination of the accounts of Brixham Theatre CIO for the year ended 31st March 2021.

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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

As with most charities, Brixham Theatre have been impacted by the Coronavirus (Covid 19). This has had an impact on the operations, customers, suppliers and staff. Brixham Theatre have (where appropriate) utilised the grants and benefits available from the Government and are taking all the steps to protect the future of the charity. The grants received have covered the shortcoming as you can see on Page 2.

In the previous year, a reserve was put in the accounts for the events where bookings had been taken in advance. These events did not go ahead due to Covid 19 and we have therefore reversed this reserve which has resulted in a credit in the Performers costings this year.

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

Signed: *Vincent & Co*

Name: Stephen Vincent
FCPA
Address: 37 Shiphay Lane, Torquay, Devon. TQ2 7DU
Date:

Charity number: 1178208

Brixham Theatre CIO

**Income and expenditure account
for the year ending 31st March 2021**

**Vincent & Co
Accountants
37 Shiphay Lane
Torquay
Devon
TQ2 7DU**

BRIXHAM THEATRE CIO
NEW ROAD, BRIXHAM, DEVON
TQ5 8TA

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Signed.....
Trustee

Signed.....
Trustee

Date

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Signed: *Vincent & Co*

Name: Stephen Vincent
FCPA
Address: 37 Shiphay Lane, Torquay, Devon. TQ2 7DU
Date: