

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 started 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 whilst 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

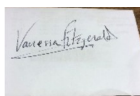
DECLARATION : The Trustees declare the Members have approved the Trustees' Annual Report above .

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

	31st March 2021		31st March 2020
	Unrestricted	Restricted	
	Funds	Funds	
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><u>49,357</u></u>	<u><u>25,225</u></u>

Represented by:-

Opening Funds	25,225	11,665
Net Receipts/ (Payments)	24,132	13,560
Restricted Funds	-	-

Closing Funds	<u><u>49,357</u></u>	<u><u>25,225</u></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

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for the year ending 31st March 2021**

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Trustee

Signed.....
Trustee

Date

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Signed: *Vincent & Co*

Name: Stephen Vincent
FCPA

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

Date: