

Registered Charity Number: 1180955



Herts Inclusive Theatre
Annual Report and Unaudited Financial Statements
for the Year Ended 31st August 2021

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Watford Children's Theatre – Rehearsing 'The Tiger Child' – July 2021

Reference and Administrative Information

Registered Charity (CIO) Number: 1180955

Principal Address: Holywell Community Centre
Chaffinch Lane
Watford
WD18 9QD

Trustees who served during the year and those appointed within the year and since the end of the year:

Christine Armstrong
Neil Ben (*Resigned 31/01/2022*)
Gayle Bryans (Chair)
Stephen Cavinder
Rhea Dickman (*Appointed 09/06/2022*)
David Duncan (Treasurer)
Lee Keogh
Amy Lazzerini
Mike Lewis (Vice Chair) (*Resigned 19/01/2022*)
Sheryl Norman
Rachel Parsons (*Appointed 09/06/2022*)
Aniela Perriam

Senior Management: Caroline Stevens (Director)

Independent Examiner: Selma Felton FCPFA
Chartered Accountant
61A Church Road
WD17 4PY

Trustees' Report

The trustees present their report and financial statements for the year ended 31st August 2021.

OBJECTIVES AND AIMS

- A) To advance education by the provision of arts activities to the public, in particular but not exclusively to i) children and young people ii) disabled people, in Hertfordshire and neighbouring areas
- B) To relieve those in need by reason of disability and other disadvantage by using the arts and well-being therapies as a tool to help those in need and their families in Hertfordshire and neighbouring areas

OVERVIEW OF THE YEAR – September 2020 – August 2021

Herts Inclusive Theatre found the 20-21 year more challenging than the previous one in several respects, one being the varying lockdowns and restrictions. We were pleased to continue to provide a full programme of online activities throughout the year, and in the latter part of the year we were delighted to be able to open up venue-based activities with strict Covid safety protocols in place.

Highlights of the year included:

- Continuing to support vulnerable and isolated participants and their families despite multiple lockdowns and changes in procedures.
- Producing the online Enrich Festival, showcasing the talents of disabled performers
- Launching weekly Stevenage Children's and Youth Theatre sessions, initially online from January but moving to a venue in April.
- Creating and releasing the 'Take a Break' sessions, a selection of short videos throughout the winter lockdown of 2021. Encouraging viewers to have a creative break and including mindfulness, dance, puppetry and storytelling.
- Acting Up producing the very first HIT Annual 2021, featuring work and achievements created by participants during 2021.
- Providing 10 drama sessions to 125 NCS students in a Covid safe environment at a time when there was very little face to face delivery.
- The impact statistics for the 'Colourful Minds' art therapy project (Commissioned by Dacorum Borough Council to deliver) showing a massive achievement - The WEMWBS (Warwick-Edinburgh Mental Wellbeing Scale) scores inputted into the social value measurement tool showed a net benefit of over £30,000 for the Council over 12 weeks.

Covid-19 Update

As the lockdowns and virus continued during the 20-21 period we followed government guidelines and moved work online as and when necessary. We ensured all venue activities were Covid risk assessed and provided participants, contractors and volunteers with access to PPE and cleaning products.

We continued to emergency fundraise in order to support the additional needs of our isolated participants and are grateful for continued support from trusts especially Garfield Weston Foundation, All Aboard, The National Lottery Community Fund, Hertfordshire Community Foundation, Harrow Giving, and Dacorum, Watford, Stevenage and East Herts Councils.

We'd also like to thank our staff, freelance team, volunteers and the many individuals who donated during this year. We have yet again managed to continue and end the year in a secure financial position despite another challenging year.

ACTIVITIES, ACHIEVEMENTS & PERFORMANCE

PARTICIPATION

Online Activities

Between September 2020 and August 2021 we offered 222 online sessions, supporting 323 participants in their own homes, ensuring we were tackling isolation and mental wellbeing.

From September 2020 we launched a weekly online drama session for adults. The group produced a range of original films including a project about seasons and the changes throughout the year which featured the participants own penned poetry. In July 2021 the group premiered a film called 'Murder on the Dance Floor,' exploring a range of themes including soaps and Strictly Come Dancing.

Our online children's and youth theatre sessions continued through the autumn and spring terms but take-up for venue sessions was so popular by the summer that these sessions were no longer necessary. The groups joined together to create an online musical, 'Super Happy Awesome News' during the autumn term and in the spring the children's sessions explored skills themed to the Julia Donaldson book 'Zog'. The youth theatre created an online mystery film called 'Murder in the Mansion'.

Between September 2020 and December 2021 we ran 46 online adult yoga sessions and 46 separate children and youth yoga sessions. These workshops proved a vital wellbeing outlet and social focus during the lockdown periods of 20/21. These sessions helped participants with isolation, wellbeing, and keeping healthy mentally and physically. The sessions explored breathing techniques, meditation, security and protection. The participants who may have found the yoga movements more challenging were able to engage along with meditation, breathing and relaxation and reflect on looking after themselves. The children and youth sessions also discussed gratitude and looked at what the participants are grateful for.

After school venue activities for children and young people

Keen to resume a 'normal' routine for our participants, we re-launched most of our pre-pandemic 'area named' in person sessions from September 2020, even though some of them experienced a mix of online and in person sessions due to lockdown restrictions, with all groups from Jan-April remaining online. There were concerns that this may not work for certain participants and whilst we had a few who have declined to join online, we also received feedback that some participants engaged with Zoom really well and much better than anticipated. We also provided activities to engage with those at home who were not accessing online sessions.

Between September 2020 and August 2021 we offered 419 sessions supporting 492 participants in person (and online when restriction dictated).

The first children's and youth sessions to return to a venue in September 2020 were those taking place in Watford. The participants experienced a range of projects and events over the year. One of the highlights was linking up with Chickenshed Theatre Company who facilitated a joint project alongside other inclusive theatre companies, focusing on Connecting Communities. The participants also created a video signing along to 'Imagine' by John Lennon, and a film called 'Big Green Ham'. The children's theatre was the only group to perform in person that year, presenting a piece of outdoor theatre called 'The Tiger Child', which was performed in the gardens at Watford Museum. Both groups were delighted to welcome the High Sheriff of Hertfordshire to visit them just before the November lockdowns.

The Hemel-based groups started the year online due to participant needs and venue closures. The participants coped extremely well with lots of changes and challenges over the year. They returned to a venue after October half term and then back online after a couple of weeks due to sudden lockdown restrictions. During the unsettled autumn term the children's group participants looked at

panto themed skills whilst the youth theatre took part in a music video produced by the Hospice of St Francis in Berkhamsted. In Spring, the groups welcomed a new Lead Facilitator and looked at the Maurice Sendak book 'Where the Wild Things Are' and a project themed to 'What we'll build together'. Working online was not ideal for some of the participants, particularly the younger ones, so we created short videos of the songs/exercises that had been taught during sessions and shared with participants who normally attend but struggled with online. The summer term was the most settled for the Hemel participants, but they decided to create films to present their term's work. The children's theatre explored fairy stories and using the tool 'story whoosh' to help create stories including the Three Little Pigs and Goldilocks. The group then created music and made masks to go along with their story and shared a film of their work called 'Farmer Jo's Adventure' as part of an online sharing for both groups. The youth theatre discussed the theme 'When this is all over' imagining the things they would do to celebrate together once the pandemic has eased. They devised a show using the participants' ideas, including puppets, slapstick, journeys and music. The film of this, 'Circus Spectacular', was shared alongside the children's theatre group's film.

Having previously identified a need for inclusive drama provision in the Stevenage area, we were looking to start activities in the area in Spring 2020. This was delayed due to the start of the pandemic but we were delighted to be able to launch the provision in January 2021 despite an unexpected lockdown. The groups started online and from April were able to meet in person. The participants and team spent the Summer term getting to know each other and taking ownership of the space. They worked on activities themed around themselves, kindness and their favourite objects/likes/dislikes. The children's theatre shared an open workshop at the end of term where parents and carers were invited to watch the children introduce games and workshops. The youth theatre shared the beginnings of an original piece of theatre, 'The Brave and the Beast'.

Holiday Activities

Covid restrictions required us to continue our online offering during the school Easter holidays. We ran a range of online activities for children, young people and adults, including Mask Making, Improvisation, Music and Movement, Puppetry, Around the World and Script Writing. We hosted another popular interactive Musical Singalong session for all ages.

We were able to go back into venues for Covid safe children's/youth workshops in May half term. At the Pump House in Watford we delivered a day long 'SuperHero Town' workshop for children followed by a day long 'Time Travel' workshop for teenagers. Alongside this we delivered an online 'Storytelling for Wellbeing' workshop for adults.

The summer holidays saw us delivering two full week-long workshops. A week for children at the Old Town Hall in Hemel Hempstead themed around 'Pirates, Mermaids and Monsters of Deep'. The participants devised an original piece of theatre in which the characters travelled on an adventure through the ocean. They used improvisation, song, games and script work over the week to create the play, which included a small exhibition of the young people's art in the foyer and was shared on the last day.

The week for young people took place in Watford at the Pump House and was called 'Kings and Queens of Hollywood'. This group of participants devised a Hollywood themed comedy/murder mystery which they performed to an enthusiastic and receptive audience on the last day.

In Stevenage we delivered three 'adventure days' at Stevenage Arts Community Centre. These stand-alone days were a combination of crafts, drama and games all themed to different journeys. Day one was 'Around the World', Day two 'To The Moon', and Day three 'To The Future'.

For adults we ran a selection box of online two-hour workshops including dance, poetry, storytelling and singing which all proved popular and well received. There was a special summer edition of our 'Interactive Musical Theatre Singalong' and one participant said they'd love to do this in person in the future.

Adult participation venue sessions

As well as delivering our online adult drama sessions, we wanted to re-launch our Harrow-based adult drama sessions 'Acting Up'. We worked closely with the participants from this group, many of whom were extremely vulnerable. Although we were able to run the sessions at the same time each week as they had previously taken place, the sessions took place online for the whole of the year as requested by the participants. The group took this time to reflect on their experience of lockdowns (the challenges, what they have missed, how it has impacted them) and produced a HIT Annual 20/21. This was a digital magazine whereby they inputted their personal profiles and put together interviews and questions for figures within their community. Alongside creating this they explored additional projects including creating a play called 'Up in your head'; and using the time and safe space to discuss Human Rights, particularly their rights as a person with a disability. This was in collaboration with leading national disability theatre company, Graeae. The outcomes of this project are still ongoing, and we hope it will lead to influencing and creating a new Living Declaration of Human Rights from the view point of Learning Disabled People.

PROJECT WORK

September 2020 – Watford Celebration HIT delivered a children's workshop as part of the online Watford Celebration.

October 2020 – Fun Palaces HIT provided storytelling videos as part of both the Watford and Hemel Fun Palaces

October 2020 - Colourful Minds Commissioned by Dacorum Borough Council to deliver 'Colourful Minds' Art Therapy course, which ran online for 12 weeks.

October 2020 - WFC Community Trust (NCS) We ran 5 x 1.5hr workshops as part of The Watford FC Community Trust's NCS programme during October half term. These were venue based Covid secure workshops.

January 2021 - Colourful Minds Commissioned by Dacorum Borough Council for another online Colourful Minds Art Therapy course, this started on 15th January for 12 weeks.

January 2021 - Learn Harrow Commissioned to deliver 4 weekly drama-based workshops on behalf of Learn Harrow, following their specific themes and outcomes. Followed by the extension of the Learn Harrow project which started on the 3rd March and continued until the 30th June and totalled 15 sessions. The sessions were also increased from 1hr 15mins to 1hr 30mins.

February 2021 – Hertfordshire Libraries HIT delivered a live chair yoga session on behalf of Hertfordshire Libraries on the 23rd February and a pre-recorded chair yoga session to include in their promotional packs for their annual 'slipper swap' campaign. This campaign is aimed at their elderly clients with information on staying healthy, active and safe.

April 2021 - Adoption UK – We delivered an online Puppetry workshop on behalf of Adoption UK as part of their Easter programme.

May 2021 - Dacorum Wellbeing Festival – Contracted to produce a yoga and wellbeing video for the Dacorum Wellbeing Festival running online between the 31st May - 6th June.

June 2021 – BNI HIT applied for and received the charity seat at the Premier BNI Chapter. This has enabled HIT to work alongside 40 plus local businesses within the Hertfordshire area.

August 2021 – Inclusion Training Embarked on the initial developmental stages of our Inclusion training course, including research and development of course material content. The inclusion training is a milestone as it is taking our inclusion expertise and sharing this knowledge to create a positive impact on companies within Hertfordshire.

SPECIAL EVENTS

We took over as the lead organisation for the Enrich Festival: a festival which showcases the talents and abilities of learning disabled performers through workshops and performances. The first

festival had taken place in June 2019, at Watford Palace Theatre. The follow up festival was planned for June 2020, but we were forced to push this back to September due to the pandemic and present it online. We had a selection of seven one-hour workshops alongside seven performances which ranged from 10 minutes through to an hour long. We showcased the work of a range of disability and inclusion led organisations including Access all areas, Dance Syndrome, Electric Umbrella, Face Front Inclusive Theatre, Graeae, Mind the Gap, Teatr Bomba Bomba and HIT.

We performed as one of the acts at the Harrow Disability Arts Festival for the ninth year running.

FUNDRAISING ACHIEVEMENTS

We were supported by BNI Premier Chapter Northwood with a free membership from June 2021, which led to event fundraising in the following year. It also enabled us to build our local business contacts and networks.

We were again limited by Covid with fundraising events, and relied on support in the form of donations. We are very grateful to the following people and organisations for their one off and ongoing support: St Albans Musical Theatre Company, The Dan Tien Limited, Enginace Consulting Limited, Toyota Charitable Trust, our Board of Trustees and all those who supported us through online campaigns and donations.

Alongside the Covid support previously mentioned, we received grants from the Co-op Community Fund, Arts Council England, Lawson Trust, Tesco Community Fund, Hertsmere Borough Council, The Boxmoor Trust, Watford Community Housing Trust, Sir Jules Thorn Charitable Trust, John Aphorp Charity and the People's Postcode Lottery. We would like to thank all of our funders and supporters for their continued support.

HIT is registered with the Fundraising Regulator and is committed to follow the Code of Fundraising Practice. HIT uses all money raised for the purposes stated in our charitable objects. We agree to treat donors fairly, enable them to make informed decisions about any donation, do not take advantage of individuals in vulnerable circumstances and do not cause an unreasonable intrusion on a person's privacy. There were no complaints registered regarding our fundraising. We make Gift Aid claims only on donations where all of the Gift Aid conditions are met. We ensure that all specified reporting requirements and any conditions attached to donations and grants are met in a timely fashion.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Management

The governance of the charity is the responsibility of the trustees who are elected under the terms of the Constitution (Charitable Incorporated Organisation Foundation Model). The charity endeavours to select a board of trustees with a range of skills and experience needed for the effective running of the charity, including those with 'lived' experience of the needs the charity serves.

The full board of trustees meets four times a year, plus there is a finance subcommittee which meets regularly. One trustee acts as the board's Safeguarding Lead and works closely with the charity staff to ensure satisfactory safeguarding measures are in place and regularly reviewed.

HIT's employees manage the charity's programme of activity under the control of the Director, without the need to refer to the trustees for day-to-day decisions and operations. Decisions of greater importance and impact are referred to the entire board at meetings, or to the Chair in between meetings.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Management schedule is reviewed and updated regularly by the trustees.

FINANCIAL REVIEW

Funding is not provided on a regular basis and is largely dependent annually on a variety of grant-making organisations. The trustees have set a free reserves target (unrestricted funds less tangible assets) amounting to six months budgeted operating costs. This is in order to:

- Ensure the continuity of the organisation in the event of a period of reduced income
- Meet unexpected costs and equipment replacement
- Meet contractual liabilities should the organisation fail

We are pleased that through prudent budgeting, cost savings, and strong fundraising performance, we ended the year with free reserves equivalent to the next 5 months of budgeted operating costs. This puts HIT in a much more financially secure position and enables us to plan ahead with confidence.

Income Sources

Principal funding sources comprise:

- Grants
- Participant fees (reduced this year due to Covid safe capacity for venue-based activities)
- Commissioned projects fees
- Donations and sponsored activities where HIT is the beneficiary

STATEMENT OF TRUSTEES RESPONSIBILITIES

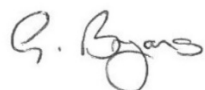
The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare financial statements for each year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps, for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees and signed on their behalf by:



Gayle Bryans
Chair of Trustees
Date: 27/6/2022

Independent Examiners Report to the Trustees of Herts Inclusive Theatre

I report on the accounts for the year ending August 31st 2021 set out on pages 11 and 12

Respective responsibilities of Trustees and Examiner

As the charity trustees, 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.

Basis of the Independent examiners report

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

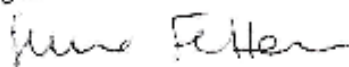
Independent examiners statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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



Date

22/06/2022

Selma Felton FCPA
Chartered Accountant
61A Church Road
WD17 4PY

Financial Statements

RECEIPTS AND PAYMENTS ACCOUNT

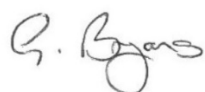
	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Restricted 2020 £	Unrestricted 2020 £	Total 2020 £
Incoming resources						
Income from Charitable Activities	111,354	49,106	160,460	78,136	112,262	190,398
Investment Income (note 2)			0			0
Total Income	111,354	49,106	160,460	78,136	112,262	190,398
Resources expended						
Charitable Activity & Administration Costs	72,723	58,298	131,021	48,182	87,482	135,664
Total Outgoing	72,723	58,598	131,021	48,182	87,482	135,664
Net incoming (outgoing) resources	38,631	(-9,192)	29,439	29,954	24,780	54,734
Total Funds brought forward	29,954	38,758	68,712	0	13,978	13,978
TOTAL FUNDS CARRIED FORWARD	68,585	29,566	£98,151	29,954	38,758	£68,712
			=====			=====

HERTS INCLUSIVE THEATRE
ANNUAL REPORT AND FINANCIAL STATEMENTS 31 AUGUST 2021

BALANCE SHEET

	2021 £	2020 £
Fixed assets		
Tangible Fixed Assets	1,815	2,859
Current assets		
Debtors & Prepayments	403	520
Petty Cash	440	
Cash at Bank	107,899	78,614
Creditors		
Amounts falling due within one year	12,856	13,281
NET ASSETS	£97,701	£68,712

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:



Gayle Bryans
Chair of Trustees
Date: 27/6/2022

Accounting Policies and Notes to the Financial Statements

1. ACCOUNTING POLICIES

Receipts and payments basis

The trustees have taken advantage of the option available to charities who aren't a limited company and whose income for the year does not exceed £250,000 to prepare the accounts on the receipts and payments basis with incoming resources and expenditure included as and when they are received and paid.

Depreciation

Fixed Assets are depreciation over the life of the asset on a straight-line basis at 25% per annum.

Taxation

The charity is exempt from tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees

2. INVESTMENT INCOME

Bank account interest – There was no bank interest received in the year to 31st August 2021.

3. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits paid in the year ended 31st August 2021.

Trustees' Expenses

There were no trustee's expenses paid in the year ended 31st August 2021, other than expenses reimbursed in relation to the charity.

4. DETAILED RECEIPTS AND PAYMENTS ACCOUNTS

	2021 £	2020 £
INCOMING RESOURCES		
Charitable Activities	14,278	14,663
Commissioned Projects	11,205	17,440
Donations	15,987	22,604
Corporate Sponsorship	0	3,400
Fundraising Events	0	7,372
Grants	118,990	124,919
Total Incoming Resources	160,460	190,398
OUTGOING RESOURCES		
Charitable Activities	47,790	62,336
Staff Costs	67,907	50,916
Commissioned Projects	6,984	9,714
Fundraising Events	180	1,331
Administrative & Office Costs	8,160	11,367
Total Outgoing Costs	131,021	135,664
NET INCOMING (OUTGOING) RESOURCES	29,439	54,734
TOTAL Funds brought forward	68,712	13,978
TOTAL FUNDS CARRIED FORWARD	<u>£98,151</u>	<u>£68,712</u>