



Trustees' Annual Report for the period

		Period start date		Period end date		
From		01	09	2020	To	31 08 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

 Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Sharrock	Chair		AGM
2	Mark Clark			AGM
3	Rosemary Dymond	Secretary		AGM
4	David Ludlam	Treasurer		AGM
5	Julie Scott			AGM
6	Peter Lawrence			AGM
7	Matthew Garrod			AGM
8	Sharon Murphy			AGM
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	By vote of members at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The trustees appoint the Artistic Director who is responsible for day to day decisions and running of the group.
The Artistic Director consults with the trustees over the choice of programme for the year, the acquisition of new technical equipment and other major expenditure.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance public education in the arts of theatre and drama through the production and presentation of theatrical performances.
To develop skills in performance and the stage crafts.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit.

Restriction caused by Coronavirus regulations restricted our normal theatrical activities, so energy went into developing the on-line community radio station "Soundwave Radio Southwest". A studio was set up, training was given, and broadcasting began. During the Summer we were able to take advantage of relaxation in regulations to rehearse an outdoor play production and give two performances.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Since our AGM in 2020 Covid has continued to keep us from our activity of producing theatre however we have pushed forward with the radio station. Soundwave Radio made progress with equipping and training going ahead during the latter months of 2020. Training was problematic given the restrictions imposed by keeping individuals safe from Covid but ways were found through it. The 24 hour a day 7 day a week programme of broadcasting began at the beginning of 2021 with a mix of studio broadcasts, syndicated programmes, recorded programmes, and streamed music. The proportion of studio broadcasting was steadily increased as trained presenters became available. Listening figures were very good. A data report showed 1100 unique listeners with 1960 listens in a month and an average listening time of 45 minutes (compared with a national average of 20 minutes).

Our policy is to provide community and eclectic listening, a policy that clearly was working. We expect presenters to understand the policy and to stick to some clear and simple guidelines when broadcasting. Unfortunately running a radio station created on-going costs and didn't bring an income so without a supporting income from theatre the decision was taken to mothball the majority of the live part of our output from the end of June. Thanks to the goodwill of "The Mediasite" which is the company providing streaming services, the station continued streaming music and was still available to log into or find by Alexa. We continued to have a morning four hour show from Martin King and a two hour syndicated live breakfast show. Full live broadcasting will continue at the end of September although an exact date has not yet been set for this. It speaks to the quality of the training and experience that we were able to give that some of our broadcasters have moved to a local commercial FM station. Training of future presenters and engineers is, and will be, ongoing.

It was necessary to Mothball the majority of live radio broadcasts as a consequence of financial concerns. We had not been able to put on our usual theatre shows or performances because of the restrictions caused by the Covid pandemic. The reserves in the bank would not cover our ongoing costs over the next few months. It was essential to bring in an income. We applied for and received grants, but these were earmarked for particular purposes, not running costs. It was essential for us to create a theatrical production to raise some money but also to affirm our theatrical credentials. The solution was The War of the Worlds adapted as a radio play by our Artistic Director, Mark Clark, and produced and directed by him as an outdoor performance. We have had two presentations of this play in Dulverton and at Tapeley Park. It was not expensive to stage this show and it brought in just under £1000. It was well received at both venues so there are now plans to take the play to other venues in our region during the next few months.

Section E

Financial review

Brief statement of the charity's policy on reserves

The organisation is not in a position to maintain a financial reserve. The income from each theatrical show pays for the production of the next one and also for ongoing costs of running the radio station

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income has come from ticket sales and grants from local councils that was earmarked for insurance and equipment. Our financial risk lies in not making sufficient ticket sales to cover the cost of another production.

Section F

Other optional information



We wish to continue to be a thriving theatre group. Circumstances caused by Covid have led us to explore the possibilities of performance in the on-line space. This has led to internet radio which we feel shares many of the performance and technical aspects of live theatre.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Eden Sharrock	DAVID JAMES LUDLAM
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	11/10/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

UPCLOSE THEATRE

Receipts and pay

For the period
from

Period start date
09/01/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds
	to the nearest £	to the nearest £
A1 Receipts		
Ticket sales	2,012	-
Northam council grant	650	-
Bideford council grant	3,000	-
Devon county council grant	800	-
Loans to group	486	-
Donations to group	303	-
Sub total (Gross income for AR)	7,251	-
A2 Asset and investment sales, (see table).		
	-	-
	-	-
Sub total	-	-
Total receipts	7,251	-
A3 Payments		
Props	110	-
Advertising	297	-
Rent	390	-
Office	70	-
Venue hire	700	-
Copyright	475	-
Insurance	630	-
Equipment	5,057	-
Broadband	850	-
Transport	382	-
Electric	626	-
Sub total	9,587	-
A4 Asset and investment purchases, (see table)		
	-	-
	-	-

<i>Sub total</i>	-	-
<i>Total payments</i>	9,587	-
<i>Net of receipts/(payments)</i>	- 2,336	-
A5 Transfers between funds	-	-
A6 Cash funds last year end	4,404	-
<i>Cash funds this year end</i>	2,068	-

Section B Statement of assets and liabilities at the

Categories

Details

B1 Cash funds

bank account

Total cash funds

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details

B3 Investment assets

Details

B4 Assets retained for the charity's own use

Details

2 computers
microphones
lighting desk
lighting stands
4 lights
Trailer

B5 Liabilities

Details

Signed by one or two trustees on behalf of
all the trustees

Signature

	No (if any) 1184145	CC16a
ments accounts		
To	Period end date 08/31/2021	



Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £

-	2,012	-
-	650	-
-	3,000	-
-	800	-
-	486	-
-	303	-
-	7,251	-

-	-	-
-	-	-
-	-	-

-	7,251	-
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-	110	-
-	297	-
-	390	-
-	70	-
-	700	-
-	475	-
-	630	-
-	5,057	-
-	850	-
-	382	-
-	626	-
-	9,587	-

-	-	-
-	-	-

-	-	-
-	9,587	-
-	- 2,336	-
-	-	-
-	4,404	-
-	2,068	-

end of the period

Unrestricted funds

to nearest £

2,068
-
-
2,068

OK

Restricted funds

to nearest £

-
-
-
-

OK

Endowment funds

to nearest £

-
-
-
-

OK

Unrestricted funds

to nearest £

-
-
-
-
-
-

Restricted funds

to nearest £

-
-
-
-
-
-

Endowment funds

to nearest £

-
-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

Fund to which asset belongs

Cash fund
Cash fund
Cash fund
Cash fund
Cash fund
Cash fund

Cost (optional)

-
-
-
-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

Fund to which liability relates

Amount due (optional)

-
-

When due (optional)

	-	
	-	
	-	

Print Name

Date of approval
