



PRAIZIN' HANDS PUPPET GROUP

Trustees' Annual Report and Financial Statement

Year ending 31st December 2020

Charity No: 1186981

Introduction

We became a charity on 17 December 2019 having previously been part of Cornerstone Hythe URC Church, for the previous 16 years. The move to become a charity was made after careful consideration by the puppet group members and with the support of the Church. We had grown over these 16 years and expanded the activities of the puppet group in the community working with schools, churches, and care homes etc. The move to register as a charity was made to further develop our work and to enable us to collaborate with other local Churches.

The year has not been the year we expected but that is the same for everyone in the UK and further afield. We have needed to evolve how we work to be able to continue with the aims of the charity and still be able to offer puppet presentations. We started the year as normal and were able to do the presentations in person for the first 3 months of the year. However, when the first lockdown started, we had to turn to filming our performances and putting them onto DVDs and our YouTube channel.

The following pages of the Trustees Annual Report give a summary of what we have achieved during the year and a summary of our finances over this period.

I would like to thank my fellow trustees for all their effort and time they have given to the charity, my apologies for the late-night meetings! I would also like to thank all our puppeteers and stage crew for all their efforts during the year that has enabled us to continue our work. And finally, I would like to thank all those who support our work, whether it be by words of encouragement or building props and scenery or with financial gifts.

I look forward to the year ahead, as we get back to normal and start to be allowed to visit different venues again to perform to further spread the work of the Puppet Group in our community.

Nigel Eyres

Chair of Trustees

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Trustees' Annual Report for the period

From	Period start date	To	Period end date
	17	12	2019
		31	12
			2020

Section A

Reference and administration details

Charity name Praizin' Hands Puppet Group

Other names charity is known by

Registered charity number (if any) 1186981

27 Tormead	
Hythe	
Southampton, Hampshire	
Postcode	SO45 5AW

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	Nigel John Eyres	Chair		Charity membership
2	Cary Elizabeth Joyce			Charity membership
3	Wendy Ann Davis			Charity membership
4	Colin Stephen Ridout			Charity membership
5	Beverly Jayne Eyres			Charity membership
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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 – Issue 02 - Released 17.12.2019
How the charity is constituted (eg, trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg, appointed by, elected by)	Elected by membership at the 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.

<p>We have the following policies in place that are reviewed annually.</p> <ul style="list-style-type: none"> • Health and Safety Policy • Safeguarding Policy • Data Protection Policy • Risk Assessment <p>As a result of the COVID-19 pandemic from March onwards we needed to implement an updated Health and Safety policy and risk assessments to ensure we applied to the latest government guidelines and safe working practices.</p> <p>All the charity membership who work with the youth team or in schools etc have a DBS check carried out on them.</p>
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Section C Objectives and activities

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

<p>The advancement of the Christian faith using puppetry and creative arts, working with churches, schools and communities.</p> <p>Developing the skills of both the youth and adult puppet teams through training and teamwork.</p> <p>To present secular educational puppetry presentations working with schools and educational establishments.</p>
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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)

We have three separate puppet teams that work with different parts of the community. During 2020 we have needed to review the activities of these teams to comply with the COVID-19 restrictions, but still enabling us to be of benefit and continue our charities objectives.

The adult team put on performances in local schools at Easter and later in the year produced a Christmas DVD to send to schools, care homes and churches. Some of the members of this team also performed puppet songs that we filmed for YouTube.

Our PSHE Schools Project team visited schools in the first couple of months of 2020 to put on presentations on 6 different topics. Over the summer they produced a 'Returning to school after lockdown' DVD which was given to primary schools for when they returned in September.

The youth team for 11 to 18 year olds has continued to meet during 2020, either in person or over Zoom. Unfortunately, they have not been able to do any performances during the year. We continued to meet to support the team and their mental health, as they continued to be home schooled.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

The charity is run totally by volunteers and relies on their commitment and support to enable the trustees to develop the charity and grow the work we do.

We do not supply grants or have an investment policy.

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

During one week before Easter, we visited 5 schools and performed our presentation to 1020 children and teachers at these schools. We had bookings for the 4 weeks leading up to Easter but 3 weeks had to be cancelled as we started the first lockdown.

During January and February our PSHE Schools project team visited 6 schools with our different presentations which were watched by 780 children and staff.

In September, we supplied 25 'Returning to school after lockdown' DVD's, that we had recorded over the summer, to our local primary schools to support them as the children returned to school after their extended break.

In December, we produced 140 'Joy to the World' DVD's which told the Christmas story. These had been recorded by our Big Hands adult team in a barn at a local farm, as well as in the forest. These DVD were sent to different schools, care homes and Churches around the country.

As a result of the COVID-19 restrictions and not being able to perform live, we started a YouTube channel. During the year we have recorded 28 videos, that have also been available on our Facebook page. The links to these videos have been sent to schools, care homes, Churches, and other groups, many who have forwarded the link on. Combined they have been watched over 11,425 times.

We have started a quarterly newsletter to enable us to share news about the work of the charity. These are also available to download from our new website.

Section E

Financial review

Brief statement of the charity's policy on reserves

During the reported period we have been able to build a designated reserve of £1,430.00 towards future storage costs for our equipment. This is as we have managed to secure free storage over this period, but this will come to an end in June 2021.

This is the first year we have been registered as a charity, in our own right. Prior to this, for the last 16 years, we have been part of a Church Charity so have not needed to have our own reserve policy in place.

During this year, we have managed to increase the regular monthly donations we receive and have also received some 1 off donations so that we have been able to maintain a larger balance within our accounts. The percentage of this balance that will be designated to a reserve fund and the policy regarding, it will be defined by the Trustees in 2021.

As the charity's assets include various expensive audio, lighting and sound equipment and also a van we need to have a reserve fund in place to deal with any unexpected failures or repairs to these assets.

Details of any funds materially in deficit

None

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.

The principal funding source for the charity during the reported period has been from donations. Of the donations we have received, 31% are from regular monthly donations and 69% is from 1 off donations. These 1 off donations have come from either schools, churches or other organisations and some from individuals.

The funding received has enabled us to continue to offer a full range of free performances to meet the charity's objectives, whether that be in person or electronically using DVD's or social media, in the challenging year we have faced, because of all the restrictions. The positive feedback we have received during the year has confirmed the benefit of the puppet groups work.

We do not have an investment policy.

Section F

Other optional information

The challenges of continuing the work of the charity while complying with the COVID-19 restrictions during most of the year has been difficult at times. We have needed to adapt as for most of the year we have been unable to visit venues and perform in person. However, with modern technology we have been able to produce our own DVDs and YouTube videos, so we still have been able to reach our objectives.

The new skills we have needed to learn have given us new options in the future once we get back to 'normal' to reach more people alongside our usual in person performances.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Nigles</i>	<i>Cary Joyce</i>
Full name(s)	Nigel John Eyres	Cary Elizabeth Joyce
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	<i>20-05-2021</i>	



Receipts and payments accounts

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For the period from	17. Dec. 19	To	31. Dec. 20
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts	Notes				
Donations - Monthly	1			2,438	-
Donations	2			5,418	-
Gift Aid Rebate				575	-
Hall Hire				678	-
Team Clothing	3			358	-
Adopt a Puppet				225	-
Trips and Outings	4			81	-
Amazon Smile	5			7	-
				-	-
Sub total (Gross income for AR)				9,780	-

A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,780	-	-	9,780	-

A3 Payments					
Puppet Van		1,050	-	1,050	-
Hall Hire		515	-	515	-
Team Clothing	3	841	-	841	-
Adopt a Puppet		35	-	35	-
Trips and Outings	4	81	-	81	-
Insurance	6	740	-	740	-
Outreach	7	582	-	582	-
Administration	8	271	-	271	-
COVID-19	9	128	-	128	-
Travel Expenses		67	-	67	-
DBS Checks		60	-	60	-
Refreshments		35	-	35	-
Donation	10	10	-	10	-
Miscellaneous		32	-	32	-
		-	-	-	-
		-	-	-	-
Sub total		4,448	-	4,448	-

A4 Asset and investment purchases, (see table)

Equipment		596	-	596	-
Puppets		324	-	324	-
Props and Scenery		199	-	199	-
		-	-	-	-
Sub total		1,118	-	1,118	-

Total payments

	5,566	-	-	5,566	-
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Net of receipts/(payments)

	4,214	-	-	4,214	-
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A5 Transfers between funds

	-	-	-	-	-
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A6 Cash funds last year end

	1,694	-	-	1,694	-
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Cash funds this year end

	5,908	-	-	5,908	-
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Accounts Notes

Notes	Comments
1	Donations – Monthly During the year, the amount of regular monthly donations received has increased. We now receive £209 per month by standing order direct into our bank account.
2	Donations During the year we received a total of 64 donations from schools, Churches, etc and individuals. Some making more than one donation during the year.
3	Team Clothing The puppet team's polo shirts and hoodies, the volunteers wear, they pay for themselves. As we rebranded the puppet group when we set it up as a charity, the decision was made for the charity to replace everyone's polo shirt, this is reflected in the higher expenses shown.
4	Trips and Outings This covered the cost of taking the Little Hands youth team bowling in January.
5	Amazon Smile We are now registered with Amazon Smile so receive a small donation when people make purchases that are linked to the charity.
6	Insurance This covers the liability insurance needed for the charity and the equipment insurance.
7	Outreach This covers the production of the two different DVDs we produced during the year and the postal charges for sending out the DVDs at Christmas.
8	Administration This covered the cost of running the charity, for example stationary, stamps, printer ink etc.
9	COVID-19 An unexpected cost for this year, it covers hand gel, gloves, face masks, cleaner etc we have needed to purchase this year, so that when we have been able to meet it could be done safely.
10	Donation This was a donation made to cover the cost of attending the Christmas Ideas forum organised by OneWay UK.

General

- The charity's accounts are receipts and payments accounts.
- All values are rounded to the nearest whole £.
- These accounts cover the period from the 17 December 2019, when we registered as a charity to the end of our first full year on the 31 December 2020. Our reporting period for future years will be from 1 January to 31 December.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Praizin' Hands Puppet Group

On accounts for the year
ended

31st December 2020

Charity no
(if any)

1186981

Set out on pages

9 to 11

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

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 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 (either than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

A. P. Nicholas

Date:

20-05-2021

Name:

ALAN NICHOLAS

Relevant professional
qualification(s) or body
(if any):

CHARTERED ACCOUNTANT (ICAEW)

Address:

15A WELLANDS ROAD,

LINDHURST, HAMPSHIRE.

SO43 7AB.