



## **Trustees' Annual Report for the period**

From **18 Dec 2019** Period start date To **31 March 2021** Period end date

Charity name: **Trajectory Theatre**

Charity registration number: **1187022**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Trajectory Theatre is committed to advancing public appreciation of the immersive digital arts, through the production and exhibition of new creative works, as well as to aid other makers by sharing research and learnings.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Across this period we have helped deliver workshops covering subjects across the spectrum of digital creativity. This includes subjects such as game engines, virtual reality, augmented reality, photogrammetry, and always with a focus on how these technologies could be used to artistic ends. The participants for these have included established theatre practitioners wishing to enter the digital space and early career artists interested in expanding their skills.</p> <p>We have continued to create artistic works internally which have pushed the boundaries of both our capabilities and the status quo of the immersive arts sector. We are positioned to take to audiences in the coming months.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard for the public benefit guidance and have used these principles when making decisions about the activities taken on by the organisation.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Contribution made by volunteers	Para 1.38	Volunteering has made up the majority of the benefaction to the organisation over this period. Without the tireless effort of the board, the artistic director and various other individuals we would have been unable to conduct our activities.
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**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our work is divided into three strands: creation, showing and community.</p> <p>In our creation work we continued development of our ongoing 'Circus in a Bottle' augmented reality performance and are fast approaching its completion.</p> <p>We also began research and development on a new tool, named ioSpan, that will eventually allow disabled makers to create immersive experiences and share them easily with the world. This project has been made in collaboration with disabled makers and users, putting their needs at the forefront of the development process. Working in this way we hope to continue to help shape how the immersive sector views accessibility.</p> <p>Due to Covid restrictions, there was limited activity in our showing strand, however we were able to deliver an online version of our 'Circus in a Bottle' performance to audiences across the country. We have since shared the techniques we used to produce this work with other theatre makers looking to digitise their own practice.</p> <p>We oversaw various work across our community strand. This included delivering workshops for theatre writers with the Donmar Warehouse and for young people with UAL. In these spaces we were able to share our expertise and learning as well as deal directly with our beneficiaries to better understand their needs.</p> <p>We hosted a series of drop in sessions wherein makers and artists could discuss relevant topics and ask questions about</p>

		<p>immersive tech. This aided in further building the community around Trajectory and strengthening the ties in that community.</p> <p>We conducted community research through surveys and interviews which helped better define the offering we make to our beneficiaries. This led to our Impactful Leadership programme, a series of workshops, talks and opportunities for creation which would have aided artists in a post covid landscape. Though we were ultimately unable to secure funding for this programme, we are proud of the planning and effort that went into it and what we were able to learn about the needs of our community as a result.</p> <p>The work we have carried out in this period has contributed to the successful growth of Trajectory's reputation within the digital immersive theatre space and has directly helped a number of artists and makers. We feel we are still at the beginning of our journey but we have been able to grow our impact significantly in the last 18 months and will continue to do so into the future.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of this period our financial situation is acceptably stable. We do note that we have limited reserves and a lack of dependable income. However our committed costs (which consists of insurance, web hosting, trade creditors and outstanding expenses) equals no more than £700, far below our income for the last period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Limited reserves are held in order to account for future uncertainties or in an attempt to accumulate sufficient funding to deliver projects.
Amount of reserves held	Para 1.22	£3034
Reasons for holding zero reserves	Para 1.22	-
Details of fund materially in deficit	Para 1.24	-
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	-

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trajectory is governed by a constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trajectory Theatre is a charitable incorporated organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>We use Reach Volunteering as our main advertising and recruitment platform. Beyond this we do our best to get word of openings to our networks across social media.</p> <p>New trustees candidates are selected via panel. In selecting individuals for appointment as charity trustees, the candidate must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p>Apart from the first charity trustees, every trustee candidate must be appointed by a resolution passed at a properly convened meeting of the charity trustees. Resolution in writing or electronic form must be agreed by a majority of all of the charity trustees.</p>

## Reference and Administrative details

Charity name	Trajectory Theatre
Other name the charity uses	
Registered charity number	1187022
Charity's principal address	StoryFutures Innovation Hub, 2nd Floor Schilling Building, RHUL, Egham Hill, Egham

## 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	Jo Kerr	Chair		
2	Elaine Wong			
3	Ian Patrick			
4	Charlotte Whitbread			
5	Jazmin Morris		02/07/2020	
6	Mikaela Murekian		01/10/2020	

## Corporate trustees – names of the directors at the date the report was approved

Director name		
<b>NA</b>		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>NA</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<b>NA</b>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<b>NA</b>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<b>NA</b>

## Exemptions from disclosure

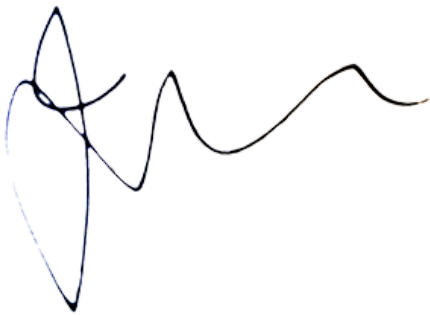

Reason for non-disclosure of key personnel details

NA

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jo Kerr	Charlotte Whitbread
Position (eg Secretary, Chair, etc)	Board Chair	Board Member
Date	27/01/22	27/01/22



## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	18 Dec 19		31 Mar 21

### 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 £
<b>A1 Receipts</b>					
Donations	1,773	-	-	1,773	-
Primary Purpose Trading	1,667	-	-	1,667	-
Tax Rebate	329	-	-	329	-
Grants	2,000	-	-	2,000	-
<b>Sub total (Gross income for AR)</b>	<b>5,769</b>	<b>-</b>	<b>-</b>	<b>5,769</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
NA	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,769</b>	<b>-</b>	<b>-</b>	<b>5,769</b>	<b>-</b>
<b>A3 Payments</b>					
Freelancer Fees	245	-	-	245	-
Staff and Volunteer Entertaining	44	-	-	44	-
Application and Festival Fees	42	-	-	42	-
Online Services	402	-	-	402	-
Computer Software	124	-	-	124	-
Computer Hardware and Equipment	43	-	-	43	-
Stationary, Printing and Office Equipment	68	-	-	68	-
Insurance	280	-	-	280	-
Travel	1,246	-	-	1,246	-
Accommodation and Meals	25	-	-	25	-
Postage and Courier	203	-	-	203	-
Leasing and Hiring Equipment	13	-	-	13	-
<b>Sub total</b>	<b>2,735</b>	<b>-</b>	<b>-</b>	<b>2,735</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
NA	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,735</b>	<b>-</b>	<b>-</b>	<b>2,735</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>3,034</b>	<b>-</b>	<b>-</b>	<b>3,034</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,034</b>	<b>-</b>	<b>-</b>	<b>3,034</b>	<b>-</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account	3,034	-	-
	<b>Total cash funds</b>	<b>3,034</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	NA	-	-	-



**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
NA		-	-



**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
NA		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Trade Creditors	Unrestricted	71	2022
Unpaid Volunteer Expenses	Unrestricted	476	2021

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

Signature	Print Name	Date of approval
	Charlotte Whitbread	27/01/22
	Jo Kerr	27/01/22