

LEWES LITTLE THEATRE

ANNUAL GENERAL MEETING – SATURDAY 25TH OCTOBER 2025 at 10.30am

BOARD REPORT

	Last appointed	Term Expires	6 year rule	Attendance
Chris Spinks	October 2021	2024	2027	8
Darren Heather	October 2023	2026	2029	5
Chloe Holland	October 2022	2025	Retiring 2025	6
Tony Potter	October 2022	2025	2028	7
David Rankin	October 2024	2027	2030	3
Bob Hamilton	October 2024	2027	2030	8

1. Governance and Management

The Board of Trustees have met on eight occasions since the last AGM, with Chris Spinks as Chairman, including some joint meetings with the Executive Committee.

The day to day management of the theatre is delegated to the Executive Committee (EC), with Chris Spinks as Chair. The other members are Chloe Holland, Shaun Hughes, David Rankin, Chris Pugh and Darren Heather. The EC meets fortnightly and are directly accountable to the Board, by whom they are appointed.

Shaun Hughes is continuing as Artistic Director and Bob Leeds as Treasurer of the Theatre. The Premises Manager is David Rankin. Tony Bannister has stepped down as co-opted Secretary. Bryony Spinks has agreed to step in as acting minutes Secretary for the time being and we are looking for a new Secretary.

2. Appointment of Trustees

Chloe Holland has served a 3 year term of office as a trustee, and is also on the Executive Committee. Chloe is stepping down as a Trustee but is continuing on the Executive Committee. However, Chloe will still be available to give the Board advice as and when required. The Board is very grateful to Chloe for the time and effort she has put into Board matters and for all her help in running Front of House.

Tony Potter is reaching the end of his first three year term of office and the Board recommend his reappointment for a second three year term.

Our constitution stipulates that the Charity must have a Board of no fewer than four and no more than eight trustees and we feel that the optimum number at the moment is six. With Chloe Holland stepping down, we now have a vacancy and the Board recommend the appointment of Kirstine Bowen as a new Trustee:-

Kirstine Bowen – has been involved in the Theatre's wardrobe department for many years, creating many of the great costumes that enhance our productions. Kirstine is keen to be involved in the future development of the Theatre. In her previous life she has been a social worker and school governor. Kirstine will commence her first 3 year term as a Trustee as from this AGM.

3. Maintenance of the Building

D.F. Tourle Ltd. completed the structural safety work to the inner auditorium roof towards the end of October 2024 which meant that we could not produce a stage play as normal. However the Foyer productions were successful. We still have a £50,000 interest free loan by three guarantors, repayable over a 5 year period.

The building is aging and we have additional flat roofs coming to the end of their life. We also have external doors that need replacing, plus back stage carpets which are beginning to become a safety hazard, so they will need to be replaced too. However, we are hoping to replace these carpets with carpets from the Props store. The Props store ceiling has been upgraded and fire proofed this summer.

There is also general maintenance to be carried out on the building. The required legal safety checks on the fire extinguishers and fire alarms etc. have been completed. The Board has also recognised that the Auditorium carpet will soon need replacing. For safety reasons and to keep within the law, we have had to install a safety rail to the balcony.

4. Financial Position

We are looking at various ways to raise additional funds. We have let out the theatre twice and part of the car park is rented out to the Police for their use during the day. The car park was rented out to a wedding party on one Saturday.

Unsurprisingly, considering the large cost of the work done to the gallery roof (almost £90,000) there was a significant loss this year. This was mitigated by the £50,000 of loans we secured, but the full effect can be seen by looking at the change in assets. A further contributor was the final writing off of "Fixtures and Fittings", which added an extra £14,500 or so to the loss: future accounts will reflect the real position. It is clear that we need to have several good, positive years in order to (a) clear the loans and (b) put ourselves into a stronger financial position.

If any theatre members know where we could apply for grants and is able to source them, please speak to one of the Trustees after the meeting or send us details using the theatre email address -

leweslittletheatre@gmail.com with your name and contact details, so that we can discuss how you can help us access these grants.

5. Volunteers

The Board of Trustees would like to thank all the volunteers who are involved in the running of the theatre. Without you the theatre would not run. We are in desperate need of additional volunteers to help in all areas of the theatre and especially in Front of House. If you would like to get involved please speak to one of the Board members after the AGM or email us at leweslittletheatre@gmail.com

6. Inclusion and Accessibility

We have/are in the midst of adjusting some of the auditorium seats to enable easier access for wheelchair users. We are also looking at additional accessibility for the Foyer area.

Chris Spinks

On behalf of the Board of Trustees

LEWES LITTLE THEATRE

BALANCE SHEET AS AT 31 JULY 2025

	2024-5	2023-4
Fixed Assets		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£14,450	£28,901
Less depreciation for year	-£14,450	-£14,451
	£0	£14,450
Current Assets		
Bank current accounts	£1,728	£1,305
Bank deposit accounts	£590	£3,364
Hampshire Trust Bank	£24,502	£23,501
Monmouthshire BS	£48,160	£59,552
Cash	£157	£157
Total cash and banked funds	£75,137	£87,879
Bar stock	£860	£782
Total current assets	£75,997	£88,661
Less Current Liabilities		
Sundry creditors (Audit Fee)	£600	£600
Loans	£50,000	
	£50,600	£600
Net current assets	£25,397	£88,061
TOTAL ASSETS	£2,125,397	£2,202,511
REPRESENTED BY		
Accumulated funds brought forward	£2,202,511	£2,209,749
Change to creditors	-£50,000	£0
Increase/(decrease) in bar stock	£78	-£3
From income and expenditure	-£27,192	-£7,235
	£2,125,397	£2,202,511



APPROVED:
(Hon Treasurer)

LEWES LITTLE THEATRE**INCOME FOR THE PERIOD ENDING 31 JULY 2025**

	2024-5	2023-4
Production Income		
Bar sales	£12,755	£11,926
Foyer refreshments income	£1,051	£1,175
Programme sales	£1,527	£1,738
Seat sales	£49,988	£55,758
Total Production Income	£65,321	£70,597
Non-Production Income		
Car park rental	£395	£225
Grants	£0	£5,000
Income tax refund (Gift Aid)	£2,034	£0
Interest income	£2,122	£2,069
Legacies	£10,000	£500
Loans	£50,000	
Miscellaneous receipts	£49	
Subscriptions & donations	£13,660	£15,168
Theatre hire	£250	£350
Total Non-Production Income	£78,510	£23,312
TOTAL INCOME	£143,831	£93,909

LEWES LITTLE THEATRE

EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2025

	2024-5	2023-4
Production expenditure		
Backstage refreshment	£259	£207
Bar expenditure	£169	£240
Bar purchases	£5,525	£5,802
Costumes & wigs	£679	£518
Foyer events expenditure	£150	
Foyer refreshments expenditure	£327	£97
Hall hire	£538	£570
Licences	£7,403	£4,457
Lighting & sound	£100	£11,683
Photographs	£137	£100
Programmes	£1,010	£1,595
Props & furniture	£342	£1,375
Publicity	£8,350	£8,046
Scripts	£316	£711
Set expenditure	£3,697	£4,227
Total production expenditure	£29,002	£39,628
Non-Production expenditure		
Accessibility	£0	£4,634
Audit fee	£600	£600
Depreciation	£14,450	£14,451
Electricity & gas	£9,840	£9,523
Equipment	£20	£506
Health and Safety	£409	£1,239
Insurance	£4,805	£4,175
Legal fees	£775	£0
Little Theatre Guild	£105	£105
Maintenance	£3,598	£5,502
Miscellaneous	£142	£180
Newsletter	£1,640	£1,785
Postage	£713	£1,153
Rates, water & refuse	£1,460	£1,534
Software	£911	£1,209
Stationery and printing	£171	£178
Telephone	£992	£913
Theatre management	£6,135	£6,900
Upkeep of premises	£95,255	£6,929
Total Non-Production expenditure	£142,021	£61,516
TOTAL EXPENDITURE	£171,023	£101,144
CHANGE IN ACCUMULATED FUNDS	-£27,192	-£7,235

Lewes Little Theatre

Accounts for the year ended 31st July 2025

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2025 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

Kevin Spence

Date *29th August 2025*