

TRUSTEES' & DIRECTORS REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDING 31ST OCTOBER 2024
FOR
THE CECIL HEPWORTH PLAYHOUSE – THEATRE FOR THE
COMMUNITY
(THE CHPTC)

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Trustees Annual Report

REFERENCE AND ADMINISTRATIVE DETAILS

The Cecil Hepworth Playhouse – Theatre for the Community (The CHPTC) is a CIO registered in England & Wales.

Charity No	1200829
Company No	CE030533
Reg Office	6 Weyside Close, Byfleet, Surrey, KT14 7DF
Operational Address	The Cecil Hepworth Playhouse. Hepworth Way, Walton-on-Thames, Surrey. KT12 1AU
Trustees	Trustees who are also directors under company law, who served during the year and up to the date of this report were as follows: Janet Turner (Chair) (for the avoidance of confusion this is not Cllr Janet Turner) Jenny-Theresa Jones (Secretary) Louise Tait (Treasurer) Christopher Punch
Bankers	Metro Bank One Southampton Row London WC1B 5HA
Independent Examiners	Andrew Cox FCA 23, Meadowside Walton-on-Thames Surrey KT12 3CS

TRUSTEES' & DIRECTORS' OVERVIEW AND THANKS

Our second year as 'The Cecil Hepworth Playhouse – Theatre for the Community' is complete.

The Trustees have been busy and we are very happy with what has been achieved so far. We hope the communities surrounding the Cecil Hepworth Playhouse are too!

This has been a year of consolidation and testing, of both ideas and processes. At times challenging - but always rewarding.

The Cecil Hepworth Playhouse has been home to many community societies and groups over the last 98 years, and they have produced shows, plays, pantos, Gilbert and Sullivan, dance, film festivals, youth theatre and more. We will do this and more.

The Playhouse is such a valuable community facility on so many levels:

It is a social hub, a place to improve our mental and physical health, it protects and continues our culture, it teaches us our history and helps us to tell our stories, it gives many of us a career path - whether in acting, directing, lighting, sound, costumes, scenery, producing, managing - and, for many people,

“it is, quite simply, a reason to get out of bed and embrace life”.

We must say a heartfelt thank you to the Cecil Hepworth Playhouse family:-

- The CHP Volunteer Crew: we have no words to say how much we appreciate every one of you. Because of you the CHP remains active & welcoming.
- Local councillors from across the borough who have continued to back the Playhouse and to appreciate its place in the hearts of the community.
- Council officers at EBC – who remain at the end of the phone to support and offer guidance.
- Love Walton (Walton BID) - as a part of the BID zone we appreciate the hard work that goes on behind the scenes.
- Elmbridge Museum – for continuing to partner with us.
- The Societies and users of the Playhouse – our stalwarts and the newbies alike - we will always keep you front and centre of everything we do.
- The RC Sherriff Trust for helping us to fund technical equipment to improve experiences for users.
- The Charity of Robert Phillips for funding workshops (still ongoing) which have given many people opportunities to get involved or improve their theatre skills and career prospects.

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- Aquarius Performing Arts' Principle, parents and audience for the regular bucket collections.
- The Marketors Trust Fund – for providing the wizard, wand *and* the magic. That is – practical advice and physical support as well as the funding to make it all happen.
- “Greenjay” – for putting his trust in us to bring his writing to the stage for the first time. And for supporting theatre in an amazing way.
- And – of course, to everyone who has given donations to keep the doors open and the lights on – thank you. Because of you our theatre is growing once again.

The CHP is a remarkable place. It truly lives in so many people's hearts and we are privileged to be its custodians.

The Trustees & Directors

Nov 2023 - Oct 2024

TRUSTEES' & DIRECTORS' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

The Trustees of the Cecil Hepworth Playhouse – Theatre for the Community are also the Directors of the Company. The term Trustee/s of the Charity should also be taken as meaning Directors of the Company. Herein, the Trustees present their report with the financial statements of the organisation for the year ended 31 October 2024.

The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), and the Companies Act 2006. Where necessary, the statement of financial activities (SoFA) are adapted to meet the requirements of company law.

OBJECTIVES AND ACTIVITIES

OBJECTIVES

The Objectives of the Cecil Hepworth Playhouse – Theatre for the Community are:-

1. The provision and maintenance of a theatre and hall space for the use of the inhabitants of the communities surrounding The Cecil Hepworth Playhouse, including Elmbridge, Spelthorne, Runnymede, Woking, Guildford, Mole Valley, and neighbourhood, without distinction of political, religious or other opinions, including use for:
 - (a) meetings, lectures and classes, and
 - (b) other forms of recreation and leisure-time occupation,with the object of improving the conditions of life for the public.
2. To promote public appreciation of the arts, such as in theatrical arts, cinematic history and stagecraft - for public benefit and through the provisioning and management of a public space for the performance, development, and experience of the arts, more particularly (but not exclusively to) musical theatre, drama, dance, music, cinematic and other arts and activities.
3. For the public benefit, to advance education in:
 - i. the arts of stagecraft, including other aspects of theatre and theatre management;
 - ii. the history and cultural heritage of the Cecil Hepworth Playhouse.

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ACTIVITIES FOR ACHIEVING OBJECTIVES

The Trustees confirm that they have had due regard to the guidance published by the Charity Commission on Public Benefit.

Whilst our primary function is as a Community Theatre, The Cecil Hepworth Playhouse is so much more than a building, or even a theatre. It offers a rare and valuable resource for the communities that surround it to come together with shared purpose and voice.

The CHPTC is community-led and entirely volunteer-run. In the case of the theatre day to day management and service-delivery this is a huge commitment from volunteers and should not be under-estimated.

The CHPTC regularly goes out to seek feedback and guidance from the public to deliver a service based upon community and public needs.

As a Theatre available for Hire, the CHPTC actively promotes the asset of the Cecil Hepworth Playhouse, ensuring our communities – and prospective acts - are aware that it has a space to explore creativity, local history, and the arts. We provide a booking line for hirers and a variety of equipment and support is available.

At any age, for many people, the world is not always easy to negotiate.

CHPTC provides opportunities to ALL - through volunteering, skills sharing and through active participation - to come together, find common interest, friendship, and purpose. Through raising awareness of the history in our midst we improve the sense of local community.

The CHPTC supports the well-being of many groups and individuals by providing a safe place to perform, increase confidence, experience the arts, and develop socially.

The CHPTC is pleased to offer a growing number of opportunities to gain practical experience of performance, stagecraft, other aspects of theatre and theatre management. Through such opportunities the public benefits from improved capacity and skills - enabling more people to work, volunteer and participate more fully in our wider community and in society generally.

The provision of the Cecil Hepworth Playhouse as a space for the community available for performance art and for social interaction, along with workshops, talks, volunteering opportunities and other activities, provides the public with regular opportunities to take advantage of the many health, social and wellbeing improvements that come with "getting involved".

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The CHPTC fields a strong presence at community events such as local summer fairs to promote:

- awareness of the Cecil Hepworth Playhouse as a community theatre and venue
- the health benefits of getting involved, and of the arts
- opportunities for volunteering
- our story
- awareness of the cinematic and cultural history of the Cecil Hepworth Studios, where it began and the vital role the studios had in British Cinematic history.

By increasing the number and variety of performances being offered at the CHP we are offering our communities the opportunity to see and enjoy new experiences “on their doorstep” – and because of this we are continuing to see new audiences coming into the Playhouse, including people who rarely come to see performance arts.

STRATEGIC REPORT

ACHIEVEMENT AND PERFORMANCE

Our second year as a charity has been quite a ramp-up.

We continue to build relationships across the community and raise awareness amongst theatre groups and societies throughout Surrey.

FY2024 saw 9 new groups/performers/companies using the CHP for the first time.

Almost 13,000 people visited across the year!

Numbers from Nov 1st 2023 to October 31st 2024:

- 55 Volunteers supported the CHP
- 79 performances took place
- 241 days the Theatre was in use
- 19 local community groups used the theatre – many multiple times
- 9 new user groups, companies and acts
- 4 fabulous celebrations
- 12,787 number of visitors to the Playhouse in FY23-24

We were pleased to see The Playhouse featured in the Netflix series "Geek Girl", which was released in May 2024. Fascinating to have the cameras in and seeing the auditorium, stage and backstage all become a part of the action.

October 2024 saw our very first in-house productions. **Ignition '24** became a week-long rehearsal-to-performances debut performance of a new play, **Prometheus in Chains (PIC)** by Jim Green, from a translation by Jack Blackmore. And a day of amazing rehearsals-to-performances with **West End Wickedness**. Both included Workshops funded by the Charity of Robert Phillips.

With an almost all female production team **Prometheus in Chains** gave 5 early-career actors opportunities to perform along with a wonderful local last minute addition to the cast. Participants and volunteers who watched the performance take shape were impressed by the Movement Director workshops and the inclusive approach of the Director to the development of the play. Our in-house lighting team stepped up to the challenges given to them by the Director and provided amazing lighting which added greatly to the atmosphere of the performance.

The performances were attended by theatre agents and we were very pleased to learn that at least one of the actors was picked up for another role as a result.

In 2024 not one, but two women got opportunities to move forward with their theatre/production careers through CHPTC projects. Both started working with us as a volunteer, one focussed on marketing, and then production; the other, a

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seasoned TV comedy producer taking a career break, initially advising us on production for our first in-house play.

We were thrilled when our first volunteer, who had come to us straight from university with the aim of developing her experience, successfully interviewed for a role working in television production. "I would not have got this role if it weren't for the opportunities I had been given by The CHPTC and was able to put on my resume." We also thank The Charity of R.C Sherriff who supported our volunteer directly with a grant to allow her to grow her production skills.

Also in 2024 we have been pleased to provide a vital stepping stone for a woman in the arts, coming off a maternity-break, to test a new career as a theatre producer. We are very excited to watch where this goes!

During Ignition '24, workshops for cast, crew, students and audiences were delivered through the thoughtful funding of The Charity of Robert Phillips.

The Charity of Robert Phillips Workshops included:

Cast and Crew Development – hands on workshops throughout the rehearsals and performances.

Schools & colleges - drama, classics and English literature students were invited to attend this one hour play, followed by an interactive workshop with the cast, director and writer.

General audience members were also invited to attend the post-performance workshop with the cast, director and writer – to increase understanding and appreciation of the arts and stagecraft.

Performance workshop for young performers as they worked with West End professionals.

And a steep learning curve for the CHPTC lighting and sound crews: we learned a lot!

In August 2024 we had the pleasure of hosting REELSTREETS <https://www.reelstreets.com/> for one of their annual "location walks". We arranged for the pop-up museum to be available and also brought in artifacts and documents which are under the CHP ownership for the visitors to see. Members enjoyed a tour of the theatre, lunch and a lot of discussion on the role of The CHP in the British Film Industry.

Continuing our objective to give live performers opportunities to be seen and heard, we held two Open Mic nights at the Playhouse. These are proving extremely popular - and we were thrilled to see so many different acts from people aged 6 (!) to 86, proving once more, the stage is a truly multi-generational space that brings together everyone with a shared love of performance.

FINANCIAL REVIEW

The Trustees use QuickBooksPlus Online accounting software to generate regular reports and provide an up-to-date statement as to the financial position of the charity at any one time.

The Treasurer reports at each Trustee/Board meeting on the current financial position and highlights any potential issues for discussion.

OVERVIEW

For the year ending 31/10/2024 the charity received income totalling £108,381 (2023: £68,571) and incurred expenditure of £60,528 (2023: 16,443) resulting in a surplus of £47,854 which is carried forward for future use. £55,573 of expenditure was directly spent on the delivery of charitable activities, with the remaining £4,953 used to raise further funds for the furtherance of our charitable aims.

Income of £108,381 (2023: £68,571) included a levelling-up grant of £30,000 and further grants to a total of £4,776. Income from Charitable Activities totalled £48,102. The remainder of income, £24,513 came from general donations, income from investments, and activities undertaken to raise funds.

At the end of October 2024 the charity is showing restricted funds of £4,224 (2023: £47), and unrestricted funds of £73,776 of which £46,000 is designated to general reserves*; with an additional £16,000 designated to Internal Improvements, and a further £10,000 for Light Up Fund.

*see reserves policy below for details

PRINCIPAL RISKS AND UNCERTAINTIES

A Risk Register has been developed and is reviewed on a regular basis – and at least quarterly. Risk Management includes the establishment of systems and procedures to mitigate those risks identified in the plan; the implementation of procedures designed to minimise any potential impact on the Charity should any of these risks materialise.

PRINCIPLE RISKS AND RESPONSES

Risk: Over the medium / long-term, income does not grow to support our stated aims – threatening our charitable objects.

Response: Monthly financial reports are reviewed and any concerns raised by the Treasurer with the Trustee Board immediately. Our initial three-year budget plans are being reviewed following our first full year of charitable activities (FY2023-24), and this continues to be developed into a 3-5 year strategy. The strategy seeks to broaden and ensure diversification of income streams, whilst continuing to review what works so we can develop our model further.

Risk: Trustee Burn-out. This is a major risk for smaller charities, especially those which are entirely volunteer-led and day-to-day managed. Three of the four current Trustees are also working “day jobs” and this could lead to unsupportable pressures.

Response: The Trustees share responsibilities according to their key skills and experience. Trustees provide an open talking environment with each other and balance expectations with realism. Consideration is given to inviting more Trustees to join the Board - and non-Director roles now support the Trustees for those who do not wish to take on full Trustee/Board Director positions. The situation continues to be monitored constantly.

Risk: Rising prices across the board in the UK, especially fluctuating energy prices, and other external economic factors, could make it difficult to sustain operations and fulfil our obligations to suppliers and therefore, to service users.

Response: In mitigation, the Trustees negotiate all contracts carefully and focus on sensible cost projections and controls. Moving forward the Trustees are reviewing & developing forward budget planning and income projections for future years based on actual costs over FY24 (first full 12 months of trading) & experiential evidence.

Risk: Failure to increase/maintain income such that reserves put in place to provide a time buffer and ensure the future of the theatre, are not available.

Response: A Reserves Policy has been put in place. We work to maintain those reserve levels.

PRINCIPLE RISKS AND RESPONSES CONTINUED...,

Risk: Being unable to attract and keep enough skilled people resources to implement charitable objectives and provide a thriving facility.

Response: This continues to be a major risk factor. Despite a narrative to the contrary, volunteering is not a free resource. With increasing complexity around volunteer recruitment, on-boarding and development, a good Volunteer Programme, such as we would wish to put in place, requires considerable time and focus. We continue to monitor this situation closely and expect, in due course, to actively recruit a dedicated Volunteer Manager resource. In the meantime one Trustee has key oversight of this area and reports on developments/concerns.

RESERVES POLICY

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other unexpected expenditure. Trustees considered the cost of covering ongoing costs should the theatre be forced to suspend its operations for a length of time. Trustees also considered the need to cover committed costs and services should grant or other income suddenly be withdrawn or reduced, as well as the need to give community users (many of whom are charities themselves) the time to find an alternative venue for performances and minimise potential for negative impact on these beneficiaries.

Given the nature of the theatre, the significant uptick of power requirements at certain points in the year when the theatre is in high use, and the considerable annual statutory testing and maintenance required by H&S legislation most of which falls due in the March-May timeframe, expenditure is "lumpy". Additionally, sudden and unexpected costs tend to be high due to the age of the building and the necessary emphasis on safety of the public in a high traffic building.

The Trustees consider, therefore, that the ideal level of general reserves (designated) would be 12 months forward running cost. As of Oct 31st 2024 the Trustees reviewed the full year's actual management of the facility and running costs: this equates to £41,672. It is likely, therefore, that the forward running costs from 1st Nov 2024 -31st Oct 2025 will be a minimum of £42,000.

Designated Reserves: £10,000 is designated to Light Up; £16,000 is designated to Internal Improvements, and a further £10,000 is designated for the Playhouse 100 programmes. (see Future Plans below for details)

It is expected that designated reserves for Lighting Up and Internal Improvements shown above will be spent out by the end of October 2025 in line with the end of the FY. Project 100 Funds are expected to be spent out by the end of year 2025 – which is the full centenary year.

The reserves level will be reviewed annually.

The Trustees are pleased to report that expenditures for the year have been firmly controlled, without compromising the provision of a quality facility. Combined with funds raised through trading, active fundraising, donations, and grants, this has put the charity in the position of being able to set aside appropriate reserves for the purposes outlined above.

FUTURE PLANS

With the safety-net of general designated reserves, the Trustees feel they are now able to plan more ambitious activities to further our charitable objectives beyond the stability of the Playhouse facility.

In 2024-2025 the CHPTC plans to:

Invest further in a **comprehensive marketing and PR strategy** to further increase awareness of the theatre, the arts, and the opportunities offered.

Futures: In accordance with our objectives, the Trustees are discussing a potential future project which would be open to all, regardless of income, and bring together people with skills to share and desire to learn. Our focus would be to reach out to anyone who is feeling “left out” of life. This is in the very early stages of development, although a small pilot may take place in FY2025, funding allowing.

Light Up Fund. It has become apparent that the auditorium lighting is no longer fit for purpose. As well as using expensive to run and energy-eating halogen/tungsten lights, the lighting is not actually bright enough for conference/workshop/audience use, or dimmable far enough for subtle evening lighting of social/informal performance evenings.

The Trustees have set aside £10,000 in designated reserves to allow for this work to be completed. We do aim to secure funding support for this, although funding is likely to be provided only after the work has been completed - so we must find the initial investment to do the work.

Internal Improvements Fund.

As might be expected for a building of 100 years standing there are continual maintenance, decor and equipment updates required.

The backstage cast toilets (2) at the CHP are not fit for purpose as they have no internal handwashing basins and are currently too small to be able to house them. The Trustees are looking into how this situation might be improved, and have costed and agreed a plan to extend the toilet spaces and install basins.

The carpeting and flooring on the stairways and upstairs have been damaged due to rainwater ingress, and general wear and tear. Particularly on the stairs, this is a potential danger for users. The Trustees are looking to replace and update the flooring to improve safety and comfort for the public.

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Improving the energy usage efficiency and reducing carbon footprint in an old building has its challenges. We continue to do everything possible to create an eco-friendly theatre. This coming year we plan to install new, more efficient radiators to areas currently using old inefficient heating systems. The beautiful old cast iron radiators in public areas, which are very much a part of the décor, will be retro fitted with Smart TMVs and additional temperature - monitoring sensors will be put in place.

The theatre has two boilers – one is fairly new, the other old, inefficient and failing. The trustees plan to have a new, more efficient boiler system installed before Nov 2025.

A designated reserve of £16,000 has been set aside to complete this work. Once again, we do aim to secure funding support for this, but funding is likely to be provided only after the work has been completed and paid for - so we must have the initial investment to do the work available in funds.

Continue to build our audience profile and numbers with a broadening range of performances in response to surveys and feedback from theatre visitors, and conversations with the general public.

Explore further partnerships with the community and other organisations.

Maintain a level of reserves to mitigate reliance on any single grantor or income stream such that we can meet our obligations and successfully expand CHPTC activities to meet our objects in the best ways possible for the benefit of our communities and of the public generally.

To explore and increase opportunities for self-sustainability.

Playhouse 100: Continue to engage with the community to design and develop plans for the Centenary year (2025) of the Cecil Hepworth Playhouse as a theatre! This will include a reprise of the first ever performance at The CHP - The Mikado, which we plan to hold over several nights, in partnership with the Walton and Weybridge AOS, who also celebrate 100 years in 2025 and were the original society to perform at the Playhouse. We also plan a significant outreach programme for schools and social communities in the surrounding area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

The Cecil Hepworth Playhouse – Theatre for the Community is a Charity Incorporated Organisation (CIO) – and therefore a charity registered with the Charity Commission and a limited Company. It is controlled by its governing document, a CIO Foundation Constitution dated 27th October 2022.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

As a Charitable Incorporated Organisation (CIO), the CHPTC has a specific legal structure and governance framework.

A board of Trustees of up to ten (currently four) members meet monthly with constant ongoing communications between meetings. The Board are responsible for the governance and management of the organisation. They have a legal and fiduciary duty to act in the best interests of the charity and its beneficiaries. The Board sets the strategic direction, oversees the financial affairs, and ensures the effective operation of the charity.

Apart from the first charity Trustees, every appointed trustee must be appointed for a term of three years by resolution passed at a properly convened meeting of the charity Trustees.

Any person retiring as a charity trustee is eligible for reappointment. However, a charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

Any natural person over the age of 18 may put themselves forward for consideration as a Trustee, provided they are not otherwise disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

In selecting individuals for appointment, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Trustees will meet to consider and agree appointments of new Trustees based on the above characteristics; and will additionally consider any current board gaps in skills, knowledge and experience.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law, the Charities SORP.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles of the Charities SORP (FRS 102)
- make judgments and accounting estimates that are reasonable and prudent
- state whether applicable Charities SORP (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

..... JA Turner

(Chair of Trustees)

Date:

..... LA Tait

(Trustee and Treasurer)

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CECIL HEPWORTH PLAYHOUSE - THEATRE FOR THE COMMUNITY

I report to the charity trustees on my examination of the financial statements of The Cecil Hepworth Playhouse - Theatre for the Community for the period ended 31 October 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Signature_____	Address
Name	Date

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STATEMENT OF FINANCIAL ACTIVITIES: FOR THE PERIOD ENDING 31ST OCTOBER 2024

Income from:	Note	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	<i>Total Funds 2023</i>
		£	£	£	£
Donations and Legacies	3	33,865	14,979	48,845	44,102
Charitable activities	4	48,102		48,102	20,883
Other Trading activities for raising funds	5	10,647		10,647	3,447
Investments	6	788		788	139
Total		93,402	14,979	108,381	68,571
Expenditure on:					
Raising Funds	7	4,570	383	4,953	2,954
Charitable activities	8	40,978	14,596	55,574	13,489
Total		45,548	14,979	60,527	16,443
Net income	9	47,854	-	47,854	52,128
Transfers between funds		-	-	-	-
Net income before other gains/losses		47,854	-	47,854	52,128
Other gains and losses		-	-	-	-
Net movement in funds		47,854	-	47,854	52,128
Reconciliation of funds:					
Total funds carried forward		47,854	-	47,854	52,128

SUMMARY INCOME AND EXPENDITURE ACCOUNT: FOR THE PERIOD ENDING 31ST OCTOBER 2024

	2024	2023
	£	£
Income	107,593	68,432
Interest and investment income	788	139
Gross income for the period	108,381	68,571
Expenditure	60,528	16,443
Total expenditure for the period	60,528	16,443
Net income before tax for the period	47,854	52,128
Net income for the period	47,854	52,128

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BALANCE SHEET: AT 31ST OCTOBER 2024

Company No. CE0300533	Note	Total Funds 2024	Total Funds 2023
Current Assets			
Debtors	11	4,636	18,020
Cash in bank and at hand		134,547	53,527
Total		139,183	71,547
Creditors: amount falling due within 1 year	12	(39,201)	(19,491)
Net current assets		99,982	52,128
Total assets less current liabilities		99,982	52,128
Net assets excluding pension asset or liability		99,982	52,128
Total net assets		99,982	52,128
The funds of the charity			
Restricted funds	13		
Restricted income funds		4,224	47
Total		4,224	47
Unrestricted funds	13		
General funds		21,982	4,931
Designated Reserve funds		73,776	47,150
		95,758	52,081
Reserves	13		
Total funds carried forward		99,982	52,128

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These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. For the period ended 31 October 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on DATE
And signed on its behalf by:

L.A Tait
Trustee
Date

STATEMENT OF CASH FLOWS: FOR PERIOD ENDED 31ST OCTOBER 2024

Company No. CE0300533		Total Funds 2024	<i>Total Funds 2023</i>
		£	£
Cash flows from operating activities			
Net income per Statement of Financial Activities		47,854	52,128
Adjustments for:			
(Gains) losses on investments		(788)	(139)
(Increase)/decrease in debtors	11	13,384	(18,020)
Increase/(decrease) in creditors	12	19,736	18,465
Net cash provided by operating activities		80,186	52,434
Cash flows from investing activities			
Dividends, interest and rents from investments		834	139
Net cash from investing activities		834	139
Net increase in cash and cash equivalents		81,020	52,573
Cash and cash equivalents at the beginning of the period		53,527	
Cash and cash equivalents at the end of the period		134,547	52,573
Components of cash and cash equivalents			
Cash and bank balances		134,547	53,527
Total		134,547	53,527

NOTES TO THE ACCOUNTS

1 Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Fund Accounting

Unrestricted Funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated Funds	Unrestricted funds earmarked by the trustees for specified purposes.
Restricted Funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Volunteer time	The value of any volunteer help received is not included in the accounts.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accrual's basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	Costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	Costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs. No Trustee or Volunteer expenses were paid in the year.
Governance costs	Costs associated with meeting constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	Support costs not allocated to a particular activity.

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Taxation	Exempt from corporation tax on charitable activities.
Trade and other debtors	Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.
Cash and cash equivalents	Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.
Trade and other creditors	Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.
2 Company Status	The company is a private company limited by guarantee and consequently does not have share capital.

3 Income from donations and legacies	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	£	£	£	£
Donations	3,865	6,214	10,079	5,826
Trusts and Foundations	0	4,776	4,776	776
Government and LA Grants	30,000	3,990	30,000	37,500
	33,865	14,980	44,845	44,102

4 Income from charitable activities	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	£	£	£	£
Operation of Theatre	47,410	-	47,410	20,883
In-House Productions - Provision of new shows	692	-	692	-
	48,102	-	48,102	20,883

5 Income from other trading activities for raising funds	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	£	£	£	£
Lottery Income	366	-	366	869
Bar and Refreshments	10,281	-	10,281	2,578
	10,647	-	10,647	3,447

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6	Income from investments	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
	Bank interest	788	-	788	139
		788		788	139
7	Expenditure on raising funds	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
	Cost of raising funds (see detailed below)	4,570	383	4,953	2,282
	Fundraising Events				672
		4,570	383	4,953	2,954
7	Cost of raising funds (detailed)	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	Advertising/promotional		40		42
	Bar and Refreshments stocks purchased	4,210	343	4,553	1,904
	Bar Consumables	39	-	39	-
	Go Fund Me Fees	2	-	2	10
	Licensing - Alcohol	180	-	180	279
	Meeting Cost – discussion re Heritage day	11	-	11	-
	Sum-up Fees	128	-	128	47
	Lotteries	-	-	-	-
	TOTAL Costs of raising funds (detailed)	4,570	383	4,953	2,282
8	Expenditure on Charitable Activities	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	Charitable Activities Costs:				
	Activities Costs (see detailed below)	35,181	14,416	49,596	8,727
	Support Costs (see detailed below)	5,552	180	5,732	1,273
	Governance (detail here)	245	-	245	3,489
	TOTAL	40,978	14,596	55,573	13,489

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Detail on Charitable Activities Expenditure	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
<i>Governance Costs – charitable activities (detailed):</i>				
Audit & Accountancy fees*				
Independent Examiner & accountancy support provided pro bono	-	-	-	954
Legal and professional fees	-	-	-	2,453
Quickbooks fees	245	0	245	82
TOTAL Expenditure on Governance – Charitable activity	245	0	245	3,489
<i>Activities Costs – charitable activities (detailed):</i>				
Advertising/Promotional	24	1,092	1,116	157
Awareness and Community event	816	-	816	45
Building consumables	826	11	837	10
Building controls/CCTV	357	-	357	-
Caretaker Services	2,505	-	2,505	240
Cleaning and Sanitary Consumables	707	-	707	393
Equipment Servicing	1,186	-	1,186	-
Heating and Lighting	14,495	-	14,495	5,418
Theatre Maintenance Services	7,574	3990	11,564	-
Operational Safety Testing	1,516	-	1,516	-
Phone Internet	431	-	431	242
Production costs	295	7,823	8,117	-
Stage Consumables	431	-	431	374
Technical equipment	2,278	1,500	3,778	646
Water & Refuse	1,740	-	1,740	982
Website Costs	-	-	-	121
TOTAL Activities Costs – Charitable activity	35,181	14,416	49,596	7,998

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Detail on Charitable Activities Expenditure continue....,	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
<i>Support costs (detailed):</i>				
Health & Safety	1,374	-	1,374	-
CRM System	2,013	-	2,013	-
Insurances	1,425	-	1,425	728
Licenses – music, premises etc	162	-	162	178
Office Supplies	151	-	151	18
Office/General Admin Expenses	-	-	-	145
Other Professional services	-	-	-	203
Printing, postage & stationery	108	180	288	-
Subscriptions (BID)	203	-	203	-
Volunteer Staff Training & Dev	116	-	116	-
Total Support Costs - Charitable activity	5,552	180	5,732	1,273
TOTAL Expenditure Charitable Activities	40,978	14,596	55,573	13,489

9 Net Income before transfers	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
Independent Examiner's fee	-	-	-	954

10 Staff Costs	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
	-	-	-	-
TOTAL Staff Costs	-	-	-	-

No employee received emoluments in excess of £60,000.

The CHPTC has no employees. The Board considers the key management personnel of the Cecil Hepworth Playhouse to be the Trustees of The Cecil Hepworth Playhouse - Theatre for the Community. All Trustees give their time freely and no trustee remuneration for duties relating to being a trustee* was paid in the year.

Mr Christopher (Kip) Punch was in receipt of £400 for providing sound technician services at a significantly reduced cost, for Project Ignition.

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11 Debtors		Total Funds 2024	Total Funds 2023
Prepayments and accrued income		646	18,020
Undeposited Funds - unpaid invoice		3,990	
TOTAL		4,636	18,020

12 Creditors: amounts falling due within one year		Unrestricted Funds 2024	Total Funds 2023
Trade creditors		-	240
Other creditors		-	300
Accruals		1,000	954
Deferred income		36,851	17,925
Refundable Deposit		1,350	-
TOTAL		39,201	19,419

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13	At 31 October 2023	Incoming resources	Resources expended	At 31 October 2024
Restricted funds:				
Marketors	-	2,500	(1,092)	1,408
Charity of Robert Phillips	-	5,000	(2,184)	2,816
RC Sherriff	47	1,500	(1,547)	-
Unrestricted funds:				
General funds	4,931	33,051	(16,000)	21,982
Designated funds:				
General Reserves	34,000	12,000	-	46,000
Project Ignition	10,000	-	(6,214)	3,786
Cast Toilets	150	-	-	150
Tech Equipment Fund	3,000	-	(1,241)	1,759
Light Up	-	10,000	-	10,000
Internal Improvements	-	16,000	(3,990)	12,010
Designated Reserves balancing	-	71	-	71
TOTAL	52,128	80,122	(32,268)	99,982

Marketors

Marketing requirements

Charity of Robert Phillips

Workshops

Unrestricted

General Reserve

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other unexpected expenditure. And see Pg 13 Reserves

Light Up

Auditorium lighting – improved efficiency

Internal Improvements

Flooring replacements; Eco-friendly temp controls and new boiler – backstage toilets expansion and basin installations.

**14 Analysis of net assets
between funds**

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£		£
Net current assets	47,854	-	47,854	52,128

15 Reconciliation of net debt

	Cash Flows	At 31 Oct 2024	At 31 Oct 2023
Cash and Cash Equivalents	134,547	134,547	53,527