

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day26	07	2023		Day31	03	24

Section A Reference and administration details

Charity name	Folkestone Performing Arts Company		
Other names charity is known by			
Registered charity number (if any)	1204114		
Charity's principal address	The Woodshed		
	Bail Steps		
	Folkestone		
	Postcode	CT201AS	

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	Jon O'Connor			
2	Will Train			
3	Matthew Jones			
4	Matthew Hahn			
5	Georgina Treloar			
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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)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees

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.

New Trustees will be brought on board and familiarised with our purpose, procedures and policies through meetings and an induction process, including being partnered together with one of our experienced members of the Trustee Board.

Trustees meet regularly, usually on a bi-monthly basis for formal review of the charity's work and an ongoing oversight of the charity's finances and working arrangements. Informal meetings and development activity continue alongside these, with work on the longer term business plan, strategic goals and community engagement work, for example.

Our key partners include a range of community organisations and agencies in and around the Folkestone and we work together with the relevant local authorities for the area.

The Trustees take a responsible approach to risk, ensuring that our key policies on safeguarding, financial controls and reputational risk are active and regularly reviewed in practice. We have a portfolio system within the group of Trustees to create a distributed leadership model for the charity, which allows us to develop and share expertise and collective responsibility.

Section C Objectives and activities

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

To advance and promote the education and enjoyment of arts, culture & heritage through the performing arts for the benefit of the public.

This is achieved by providing opportunities to enrich the cultural & artistic life in southeast England by providing opportunities to socially under-served communities in Kent through the engagement with the arts, encouragement of community empowerment and social inclusion.

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)

The trustees, in making decisions about the priorities and activity of the charity have paid due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The main activities of the charity include:

- (i) theatre making: developing productions and performing to audiences
- (ii) workshop and education opportunities for the community in theatre making
- (iii) collaborations and partnerships which promote our objectives

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

Trustees Annual Report January 2025

The first year for Folkestone Performing Arts Company as a registered charity has seen remarkable progress with the aspirations of the team to see multiple approaches to creative development work within our community.

This year saw all four strands of our creative activity 'up and running'

The Folkestone Performing Arts Company Ensemble:

During the year, we have seen our Ensemble group of professionally trained actors meeting regularly for ongoing training and development of new work, including our first Christmas show for children, The Winter Wish. The charity has also recently received our first Arts Council England grant to support development work for our original community-based source material and professional production of **The Leech of Folkestone**, enabling work to progress towards reaching a wider audience in the year ahead.

The Community Theatre Sessions: improvisation and theatre skills development group.

These open invitation workshops completed a second full year of building confidence and developing theatre craft, culminating in an end of year performance on 6th December of two scenes for the public.

The group has met regularly twice a month for ongoing scene develop and skill training and benefited from local government ward grant funding to help with the costs of these sessions.

Write for Performance: a creative workshop producing work for other FPAC groups.

These sessions started meeting on a regular basis in February and have now seen three 'seasons' of creative work being shared and shaped collectively.

The result has been the emergence of over 20 pieces of original new writing.

In December, there were the first public performances of the new play, Tales from the Bayle, a set of short scripts based on the history of the old Town area, which came together as part of a collaborative project.

Performances of two new pieces also contributed to the FPAC end of year performance in December. Again, we are grateful for the support of local Councillors for contributing grants to support these sessions.

Theatre for Development:

This programme involves working with specific communities and minority groups.

We were grateful to receive funding from the WOMAD foundation and the Enterprise Arts fund for a series of nine drama sessions with asylum seekers and refugees housed at Napier Barracks. Workshops and performances which emerged from this work were held at the Tower Theatre in West Folkestone and well received by local audiences.

Reach and impact

In terms of reach, we are delighted with the early success of all four strands. Around 45 people engaged with our Community Theatre sessions and the Write for Performance workshops involved 8 writers in developing their work with us. Feedback from community audiences and community participants in our workshops has been both positive and very

Section D

Achievements and performance

informative, helping with our development, training and strategic planning for the future.

Trustee activity

The Trustees also secured funding to cover the costs of theatre lighting and blackout curtains to create a flexible theatre space at Sunflower House, which is one of our key partners. This space will enable us to serve our local community better with workshop and performance activity going forward.

At the time of writing, we are seeing promising signs of growing interest in our work from funders and will be providing further information on this during the next cycle of reporting.

As well as seeing a year of remarkable progress on the creative front, Trustees have met regularly to exercise their responsibilities for monitoring financial performance and ensure we remain true to our charitable objects. We have taken the opportunity this year to review our set of core policies, testing the extent to which these reflect our practice in each case.

Our communications activity has developed strongly, with a complete makeover for the FPAC website undertaken by one of our Trustees, Will Train. The message carried is clear and powerful in expressing our commitment to theatre in the community.

Each month, our Artistic Director, Matthew Hahn has published a blog, setting out updates and inviting more members of the local community to participate and enjoy our projects.

We can collectively celebrate a very positive first year and look forward to further challenges and opportunities in 2025.

Jon O'Connor
Matthew Hahn
Will Train
Matthew Jones
Georgina Treloar

Trustees for Folkstone Performing Arts Company

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees policy on reserves seeks to ensure that three months operating costs are held at all times and that no unfunded commitments are entered into by the Charity.

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.

Section F


Other optional information

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)	Jon O'Connor	
Position (eg Secretary, Chair, etc)	Chair	
Date	14 th January 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts


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For the period from	Period start date	To	Period end date
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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					
Making Waves Festival Fee	-	50	-	50	-
Saving Princes Parade Grants	-	3,481	-	3,481	-
New Folkestone Society Performance Fee	-	50	-	50	-
Community theatre Grants	-	900	-	900	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	4,481	-	4,481	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	4,481	-	4,481	-
A3 Payments					
Printing & publicity	-	264	-	264	-
Performance costs	-	3,587	-	3,587	-
Refreshments	-	135	-	135	-
Venue hire	-	240	-	240	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	4,226	-	4,226	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	4,226	-	4,226	-
Net of receipts/(payments)	-	255	-	255	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	281	-	-	281	-
Cash funds this year end	281	255	-	536	-

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	281	255	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Jon O'Connor	10th January 2021