

Trumpington Community Drama Group
75 High Street
CB2 9HA
Registered Charity: 1206338



Annual General Meeting
2nd October, 2024
Clay Farm
6:00 PM to 8:00 PM

Dear Parents, Guardians, and Carers,

First of all, a huge thank you to all our members for their support and enthusiasm this past year. A special welcome to all of our new members for the 2025/2026 Show Year, too.

Thank you in advance for taking the time out to attend our AGM and help our Drama Club keep running

smoothly! We want to keep you up to date with what's been going on, to celebrate the group's achievements over the past year; to outline what we're planning, as well as to make sure we're set up to do that well.

Below you will find a short Agenda for the AGM; please let us know if you have any other issues you'd like to discuss ahead of the meeting by contacting kelly@trumpingtondrama.co.uk or chair@trumpingtondrama.co.uk

Agenda

1. Review of 2024/2025 shows and activities, and outline of 2025/2026 season (Kelly)
2. Financial summary and outlook (Janice)
3. Nominations and votes for Committee positions (all)
 - *Please see the next page for current members and role descriptions*
4. Volunteer opportunities (all)
5. Any other business and close

Sincerely,

Committee, Trumpington Community Drama Group

Below is a list of the current Committee members. Several roles are open for nominations, and will be voted on at the AGM on October 2nd. If you are interested in taking on one of these Committee roles, or would like to nominate someone for a role, a description of each position is described below.

Position	Current	Future
Chair	Mark Wade	Nominations are welcome at the AGM
Treasurer	Janice Topliss	Nominations are welcome at the AGM
Secretary	Sarah Gent	Nominations are welcome at the AGM
Committee Member	Annie Cooke	Nominations are welcome at the AGM
Drama Project Executive	Kelly Smith	Kelly Smith
Drama Project Lead	Madeleine Goodwyn	Madeleine Goodwyn

Chair

- Co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management and running of the Group
- Chair meetings of the Committee and the Group
- Represent the Group at functions/meetings that the Group has been invited to attend
- Act as the spokesperson of the Group when necessary

Treasurer

- Supervise the financial affairs of the Group (including liaising with HMRC or third parties in relation to payments made to Employees)
- Keep proper accounts that show all monies received and paid out by the Group
- Provide budget forecasts and finance updates for new funding applications, and for spending updates related to funds already secured
- Provide updates at Committee Meetings and the AGM when requested

Secretary

- The Secretary role is administrative, requiring attendance at all committee meetings and the Annual General Meeting. Their primary purpose is to document any decisions being made by the committee and communicate them to all parents/carers, as necessary. In practical terms this means keeping minutes during the meetings, and typing them up in a coherent format. The minutes need to be sent to the attending committee to check they are a fair representation of what happened, and then emailed to all parents/carers once approved. Keeping everyone up to date with the activities of the group.
- When it comes to ShowTime, we currently produce a Google Doc Sign-up sheet for all parents to volunteer their help through. This is an essential activity, and any ideas as to the best way to keep it up to date and accessible will be gladly received. The current format is up for reinvention, as the detail of parent involvement is increasing. The secretary can certainly gain assistance from other members in executing this element of the job.
- It's not a hugely time consuming job (an hour or two after each meeting, of which there are approximately 3 per year). It mainly requires a bit of organised thought and clear communication of the messages we send.

Additional Committee Members

- Play a vital role in supporting Drama Group outreach, event organization and planning.

Annual Report (Financial Year April 6th, 2024 to April 5th, 2025)

1. Governance

As a Charitable Incorporated Organisation (CIO), our governing document is our Constitution, which was last amended on 21/12/2023. TCDG requires a minimum of three Trustees for governance. The current Trustees for the time period of this report (and to the date of signing) are:

Mark Wade (Chair)

Janice Topliss (Treasurer)

Timothy Monk

At each AGM, one-third of the Trustees must retire and may be replaced or re-elected. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed, or as an additional charity trustee.

New charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts

Taking of decisions by charity trustees

Any decision may be taken either:

- (1) at a meeting of the charity trustees; or
- (2) by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- (b) the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date

Admission of new members

Eligibility

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or their agreement to become a member and acceptance of the duty of members. A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated. It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she

decides in good faith would be most likely to further the purposes of the CIO. The CIO may require members to pay reasonable membership fees to the CIO.

Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

2. Purposes of the charity

Our primary purposes are to:

- (1) advance the education of young people up to the age of 16 in the Dramatic and operatic arts.
- (2) help young people up to the age of 16, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.
- (3) advance public appreciation of the dramatic and operatic arts for the public benefit, in particular but not exclusively, through public performance.

Our main activities to advance these purposes are the rehearsal for—and performance of—drama shows by our young people for the wider community. In this regard, the Trustees are aware of the legal requirement for charities to operate for the public benefit and take it into account when making decisions. The Trustees also are aware that any decisions to depart from Charities Commission guidance must be justifiable, and serve only for the public benefit.

3. Achievements and Performance

We again were able to hold all 40 of our 2-hour afterschool drama sessions at Trumpington Village Hall, plus specific rehearsal sessions for each of the 2 shows ('The Wind in the Willows' and 'Snow White and the Other Seven Dwarves') during the period April 2024-April 2025. These shows involved all of our young people, and brought in many members of public from the local community and beyond.

Other key activities of the Drama Group included an "Artistic Showcase" that was organized by one of our young people. This was held at Clay Farms in June, and artwork from a large cross-section of the community was auctioned off, with proceeds being re-invested in the Drama Group to help with some additional short-term funding.

We also held a Bingo Fundraiser at Trumpington Pavilion (Nov 2024) which raised additional funds, and also gave members and their parents/carers chance to chat to each other in an informal setting. This helps immensely with cohesion in the group.

We also ran a stall at the Clay Farm Christmas Fayre (Dec 2024) to engage the public and raise additional funds for the Drama group. This is now becoming quite a fixture, and really helps to keep the Group's profile up.

During the year we also sought out additional funds, and were kindly awarded funding from Trumpington Parochial Funds, which was hugely appreciated. We were also extremely grateful to be awarded a Cambridgeshire Community Reach Fund, which has enabled us to purchase key sound and lighting equipment that will support and enhance our show productions.

We also applied and were selected to compete in the Tesco Stronger Starts initiative. We were very pleased to receive funding from Tesco as a result (awarded Summer 2025, just outside of the timeframe to which the report refers).

4. Financial review

Policy on reserves

Our constitution does not currently have a clause that addresses a policy on reserves. There is an understanding that TCDG should maintain sufficient reserves to complete an entire rehearsal-show cycle (approximately 6 months of funding). Should reserves fall below this level, TCDG would follow the procedure for 'Voluntary winding up or dissolution' as described in our Constitution.

Sources of funding

Our principal sources of funding are grants from the local council, membership fees, revenue from our shows, and ad hoc fundraising events. All these funds are put straight back into the Group to support our activities and enrich the experience of our young people. In addition to covering staff costs and venues for rehearsals and shows, the funds are used for costumes and props as well as for external dance instructors, local theatre trips, and production equipment such as sound and lighting gear.

Receipts and payments (Financial Year April 6th, 2024 to April 5th, 2025)

Expense	Amount
Activity Costs - Venue Hire	£972
Activity Costs - Venue Hire Performance (2 shows)	£998.90
Activity Costs - Refreshments	£120
Activity Costs - Chaperone approval	£40
Activity Costs - Materials & Equipment	£948
Activity Costs - Props & Costumes	£600
Activity Costs- Dance Lessons	£150
Activity Costs - Scripts and Licensing	£449.10
General Costs- Staffing	£7,322.47
General Costs - Admin overheads	£512.61
General Costs - general supplies	£100
Total expenditure	£12,213.08

Funding Source	Amount
Cambridge City Council Grant – Area Committee	£3,240
Eligible reserves carried forward	£213.08
Other grants-South Trumpington Parish	£2,800
Other grants-Community Reach Fund	£948
Other grants-Community Chest	£150
Member Subscriptions	£1,390
Ticket Sales - Shows	£862.96
Fundraising - Raffle Income	£229.20
Fundraising - Refreshment Income	£246.68
Fundraising - General	£1,459.32
Donations	£341
Total income	£11,880.24

5. Declaration

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees

Signature: 

Full Name: Mark Wade

Position: Chair

Date: 17/9/25

Trumpington Community Drama Group
Statement of Financial Activities
(including income and expenditure)
for year ending 4th April 2025

		Unrestricted Funds	Restricted Funds
Income	Grants	£3,898.00	£3,240.00
	Subscriptions	£1,390.00	
	Ticket Sales	£862.96	
	Other show day revenues	£475.88	
	Fundraising	£1,459.32	
	Donations	£341.00	
	Reserves used for operations	£545.92	
Total Income		<u>£8,973.08</u>	<u>£3,240.00</u>
Expenditure	Venue hire		£1,970.90
	Activity costs rehearsals		£120.00
	Materials & equipment	£948.00	
	Props and costumes	£112.61	£600.00
	Dance lessons	£150.00	
	Staffing	£7,322.47	
	Scripts and licensing		£549.10
	Admin overheads	£320.00	
	General supplies	£120.00	
Total expenditure		<u>£8,973.08</u>	<u>£3,240.00</u>
Funds carried forward 4/4/2025		£1,734.12	

Total

Funds 2024-5

£7,138.00 Donations and legacies

£1,390.00 Donations and legacies

£862.96 Charitable activities

£476.00 Charitable activities

£1,459.32 Other

£341.00 Donations and legacies

£545.80

£12,213.08

£1,970.90

£120.00

£948.00

£712.61

£150.00

£7,322.47

£549.10

£320.00

£120.00

£12,213.08
