

Secretary's Report 2024

Madam Chair, Officers and Members: it gives me great pleasure to present the Secretary's report at the end of the 2024-25 season

On 15th August, the Charity Commission granted Charity status to Neath Little Theatre. Whilst the umbrella under which we Our mission statement remains true to the entire 90 years of the organisation, namely:

'To advance the education of the public in all aspects of the dramatic art and the development of public appreciation of such art by the provision of a theatre and facilities for the presentation of public performances.'

* * *

The current membership stands at 6 life members and 82 members. In addition, we have 18 Junior members.

* * *

We started the season with our Westernmoor Theatre building closed for structural repairs. I praise officers and members for their resilience and work in pursuing quotes, follow up meetings, grants and fundraising for the large amount of work and cosmetic improvements that were necessary. I thank the work of these members and our supporters in showing such a desire and determination to getting the building open for members and the public, which I'm pleased to say happened in November, 2024. Members, organisations and the public gave donations of money and equipment, raised sponsorship money, offered free professional advice, and provided spaces for us to carry on our work. On that note, I would particularly like to thank Neath Cricket Club for allowing us to use their premises to hold our Club Nights during our closure as well as everyone who made donations and contributed to fundraising in any way.

* * *

During the season, thirty-six club nights were held, comprising of 12 at Neath Cricket Club and 24 at Westernmoor Road. These comprised of: 5 plays; 6 evenings of readings; 2 play readings; 3 quizzes; 2 poetry evenings; 1 YW play evening; 1 open evening; 1 social evening; 1 Christmas evening; 8 working parties, 1 post major discussion, 1 past production viewing, 1 NTLive visit, 1 History of Neath evening, 1 Urdd Fundraiser. Thanks goes to Assistant Secretary, Valerie Clark-Thomas, for her work in facilitating the Thursday night programme and to everyone who has helped stage or run the evenings.

* * *

In December, a production of *Dick Whittington* was staged, directed by Tracey Walton. Performed over two weekends, with two shows on the Saturdays, this was a lot of work in every department, but another big commercial success for the theatre, bringing in huge, satisfied audiences and financial revenue.

We also presented two successful Major Productions this season. In March, *Dirty Dusting* by Ed Waugh and Trevor Wood, was directed by Janet Francis-Jones and in May, *Funny Turns* by David Hampshire, was directed by Jamie Rees. These were both very successful and well-received by audiences.

I offer thanks on behalf of the membership to the directors, performers and the production crews for their commitment and contribution to all these productions. I also pay tribute to members who have worked any aspect of front-of-house, box office and publicity.

* * *

In October, Mr. Neil Morgan stepped down as Treasurer after twelve years in the role, and I thank him for his contribution in this vital role. He was replaced by Mrs. Amanda Thomas, overseeing the opening of a new bank account suitable for a charity (not as easy as it sounds). I am sure we all feel gratitude and wish Mandy well as she settles into the role.

Additionally, I would like to pay tribute to the work of Delyth Jenkins and Andrew Phillips who relinquished their roles as Patron Secretaries this season. Trustees have been working to modernise our Patrons system, with details to be announced soon.

* * *

The work of the Health, Safety and Maintenance group has been vital in the running of the theatre. Reports, repairs, servicing of alarms and fire extinguishers, regular testing of emergency lights, dealing with leaks, organising the cleaning, obtaining a 5-star food hygiene rating for the kitchen; painting the foyer and auditorium, redecorating of the Green Room – in fact far too many to name. Although I am loathe to single out individuals, as so many members made vital contributions, I feel I have to mention and thank Anthony James for all his valued work in this area

* * *

Our lighting system was malfunctioning and a number of attempts to fix it were carried out to no avail. We have now purchased new LED lighting for the front bar, which will also help us cut our carbon footprint and environmental impact. On this note, we have been working with the EGIN

Project which has helped trustees plan for improving our sustainability and opened up for future grant possibilities.

* * *

Our Youth Workshops continued this season. The youngest group was led by Tracey Walton, with Amy Southard leading the elder group. Thanks to those who assist Tracey and Amy in this vital work as well as the chaperones who ensure we are able to use young people in our production.

Nicola Barker has been the Child Protection Officer and has overseen a thorough review of our safeguarding policy and procedures to ensure the absolute prime objective of the safety of our young people.

* * *

There has been lots of outreach to the wider community this season. The Chair, Nicola Barker and Vice Chair, Paul Rees, represented the Theatre at the Remembrance Service in November. NLT participated in the Tonna Carnival and Tracey Walton exhibited costumes at the Neath Arts Festival and St Thomas' Church as well as delivering talks to local groups. A Spring fete was held and trips were organised to Bath and Stratford upon Avon. We joined Neath Port Talbot's Council for Voluntary Service. Members performed for residents of a local nursing home and we hosted two reception classes from Castell-Nedd Primary who visited the theatre on an educational visit. We worked with Urdd to help raise money for the recent Eisteddfod. We are also planning on being more involved with this year's Neath Arts Festival, with many meetings having already taken place.

* * *

The Code of Conduct was reviewed. These are rules and expectations, to which all members are expected to adhere in order to ensure everyone feels safe and valued at Neath Little Theatre. This work is set to continue into the coming season.

* * *

Sadly, long-term member and President, Margaret Ormrod passed away on 5th November, aged 95. In accordance with her wishes, the wake following her funeral was held at the Theatre on 29th November. We paid tribute to Margaret, as I do this evening, for her extraordinary contribution to the theatre over the course of her whole life.

On the same day, it was also reported that ex-member Chris Bartlett had passed away and we thank Chris for all he did during his involvement with the Theatre.

* * *

Madame Chairman, Officers and members, it is clear that a tremendous amount of work has gone once more into a very challenging season. As we approach Neath Little Theatre's 90th Anniversary year, let's hope that we can work together once more to achieve our charity's aims.

Thank you.



wbv

Chartered
Accountants

NEATH LITTLE THEATRE

ACCOUNTS

FOR THE YEAR ENDED 30TH APRIL 2025

NEATH LITTLE THEATRE

YEAR ENDED 30TH APRIL 2025

ANNUAL REPORT

	Page
Annual Report	1 – 2
Independent Examiners Report	3
Financial Statements	4 – 7
Notes to the Accounts	8 -10

NEATH LITTLE THEATRE

YEAR ENDED 30TH APRIL 2025

ANNUAL REPORT

Neath Little Theatre CIO is registered with the Charity Commissioners (No: 1209590) and constituted by Deed of Trust.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is administered by the officers of the society and trustees comprising:-

TRUSTEES

Mr Dewi Clark-Thomas	
Mrs Valerie Clark-Thomas	
Mr Michael Dickerson	
Mrs Janet Francis-Jones	
Miss Anna Gunter	
Mr Andrew Lodwig	
Mrs Nicola Manley	
Mr Neil Morgan	(Resigned 07/10/2024)
Mr Mark Protheroe	(Appointed 02/09/2024)
Mr Jamie Rees	
Mr Paul Rees	
Mrs Lisa Rowlands	
Mrs Amanda Thomas	(Appointed 07/10/2024)
Mrs Tracey Walton	

BANKERS

Barclays Bank Plc.

SOLICITORS

Hutchinson Thomas

ACCOUNTANTS

WBV Limited

Trustees are appointed following election by members of the Executive Committee.

New Trustees meet fellow trustees during the induction day. They are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

OBJECTS AND ACTIVITIES

Neath Little Theatre exists to advance the education of the public in Neath and surrounding areas in all aspects of the dramatic art and the development of public appreciation of such art. We maintain and look after the Theatre building on Westernmoor Road, Neath and facilities for the presentation of public performances.

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

The society was constituted on 14 August 2024 and acquired the assets and activities of Neath Little Theatre from that date.

The Society aims to maintain its level of reserves in future years to enable it to effectively undertake the Society's objectives in accordance with the terms of the Deed of Trust.

PUBLIC BENEFIT

The Trustees are aware of their responsibilities in ensuring that the Society delivers identifiable benefits to the public in accord with established objectives and permitted activities. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Signed For and on behalf of the trustees:

Mr Jamie Rees
Trustee

Mrs Amanda Thomas
Trustee

Date: 26 June 2025

NEATH LITTLE THEATRE

YEAR ENDED 30TH APRIL 2025

INDEPENDENT EXAMINER'S REPORT

I report to the charity trustees on my examination of the accounts of the charity for the year to 30 April 2025 which are set out on pages 4 to 10.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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 accounts to be reached.

Richard N Chapple Bsc (Econ) FCCA
WBV Limited
The Third Floor
Langdon House
Langdon Road
Sa1 Swansea Waterfront
Swansea
SA1 8QY

Date: 26 June 2025

NEATH LITTLE THEATRE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH APRIL 2025

	<u>2025</u>		<u>2024</u>	
	£	£	£	£
<u>INCOME</u>				
Majors :-				
Patron subscriptions		1,784		5,937
Ticket sales		23,500		29,271
Programme sales		673		783
		25,957		35,991
Thursday Club Nights :-				
Events & Entrance receipts	7,978		1,468	
Raffle receipts (net)	387		219	
		8,365		1,687
Refreshment sales				
Wine bar	5,016		9,411	
Ice cream	791		1,252	
		5,807		10,663
		40,129		48,341
<u>EXPENDITURE</u>				
Staging, props and wardrobe	2,563		3,665	
Bar expenditure	4,018		4,451	
Ice cream expenditure	986		908	
Play books and licences	1,383		2,119	
Printing and advertising	1,051		2,039	
Miscellaneous expenses	-		-	
		10,001		13,582
GROSS PROFIT/(LOSS) ON THEATRICAL EVENTS				
carried forward (see additional schedule)		30,128		34,759

NEATH LITTLE THEATRE

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH APRIL 2025 (CONTINUED)

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
brought forward		30,128	34,759
<u>OTHER INCOME</u>			
Members' subscriptions		1,141	1,215
Bank & HMRC interest		350	4
Donations & fund raising		8,798	1,760
Miscellaneous Income		2,336	399
		<u>12,625</u>	<u>3,378</u>
		42,753	38,137
<u>OTHER EXPENDITURE</u>			
Electricity		3,399	3,850
Gas		3,930	6,262
Water		1,146	1,418
Telephone		405	357
Accountancy and professional charges		846	600
Insurances		3,293	3,133
Stationery & postage		104	182
Wages – cleaner		3,660	1,020
Premises maintenance :-			
Fire precautions		-	-
Repairs etc.	5	36,256	10,604
Screen		-	-
Bank charges		127	2
Sundry expenses	6	4,489	1,915
Depreciation:			
Buildings		289	295
Equipment		512	569
Computer		110	3
		<u>58,566</u>	<u>30,190</u>
PROFIT/(LOSS) BEFORE TAXATION		(15,813)	7,947
Corporation tax		-	-
RETAINED (LOSS)/PROFIT FOR THE YEAR		(15,813)	7,947

NEATH LITTLE THEATRE

BALANCE SHEET AS AT 30TH APRIL 2025

		<u>2025</u>		<u>2024</u>	
	<u>Notes</u>	£	£	£	£
<u>FIXED ASSETS</u>	2		19,230		19,563
<u>CURRENT ASSETS</u>					
Stock of wine and Ice Cream		1,560		1,400	
Prepayments and accrued income	3	4,092		2,742	
Cash at bank & in hand		17,456		36,681	
		23,108		40,826	
<u>CURRENT LIABILITIES</u>					
Sundry creditors & accruals	4	2,159		4,394	
			20,949		36,429
<u>NET ASSETS</u>			40,179		55,992
<u>Representing :-</u>					
Retained earnings			40,179		55,992

ON BEHALF OF THE COMMITTEE

.....
Mr Jamie Rees - Trustee

.....
Mrs Amanda Thomas - Trustee

Date: 26 June 2025

NEATH LITTLE THEATRE

STATEMENT OF RETAINED EARNINGS

FOR THE YEAR ENDED 30TH APRIL 2025

	<u>2025</u>	<u>2024</u>
	£	£
Retained surplus brought forward	55,992	48,045
Retained (Loss)/Profit for the year	<u>(15,813)</u>	<u>7,947</u>
Retained surplus carried forward	<u>40,179</u>	<u>55,992</u>

NEATH LITTLE THEATRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH APRIL 2025

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

(a) Basis of preparation of the financial statements

The financial statements have been prepared under the historical cost convention.

(b) Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates :-

Freehold Building	-	2% per annum of net book value
Equipment	-	10% per annum of net book value
Computer	-	30% per annum of net book value

(c) Patron Subscriptions

Patron subscriptions are accounted for on an accruals basis.

NEATH LITTLE THEATRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 30TH APRIL 2025

2. FIXED ASSETS

	<u>Freehold Land & Buildings</u>	<u>Stage, Equipment Fixtures & Fittings</u>	<u>Computer</u>	<u>TOTAL</u>
	£	£	£	£
<u>COST</u>				
At 1st May 2024	29,180	49,510	380	79,070
Additions	-	-	578	578
Disposals	-	-	-	-
At 30th April 2025	29,180	49,510	958	79,648
 <u>DEPRECIATION</u>				
At 1st May 2024	14,748	44,387	372	59,507
Charge for the year	289	512	110	911
Eliminated on disposal	-	-	-	-
At 30th April 2025	15,037	44,899	482	60,418
 <u>NET BOOK VALUE</u>				
At 30th April 2025	14,143	4,611	476	19,230
At 30th April 2024	14,432	5,123	8	19,563

3. PREPAYMENTS AND ACCRUED INCOME

	<u>2025</u>	<u>2024</u>
	£	£
Insurance	2,838	2,742
Trade Refuse	226	-
Future majors	1,028	-
	4,092	2,742

NEATH LITTLE THEATRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 30TH APRIL 2025

4. SUNDRY CREDITORS & ACCRUALS

	<u>2025</u>	<u>2024</u>
	£	£
Patrons subscriptions received in advance	-	1,967
Accruals:		
Electricity	378	771
Gas	842	872
Accountancy	756	630
Welsh Water	147	125
Telephone	36	29
Corporation Tax	-	-
	<u>2,159</u>	<u>4,394</u>

5. REPAIRS AND RENEWALS

	£	£
Kitchen	2,382	-
Heating boiler repairs	3,485	558
General repairs and maintenance	1,156	737
NPTCBC refuse	560	427
Garden maintenance	560	510
Fire system & repairs	662	545
Lighting & electrical repairs	3,142	2,751
New roof	-	5,076
Structural repairs	24,309	-
	<u>36,256</u>	<u>10,604</u>

6. SUNDRY EXPENSES

	£	£
General sundry expenses	4,489	1,260
First Aid course	-	550
N Morgan	-	105
	<u>4,489</u>	<u>1,915</u>

**GROSS PROFIT SUMMARY
YEAR ENDED 30TH APRIL 2025**

	Dick Whittington £	Dirty Dusting £	Events/Club Nights £	Bar & Ice Cream Sales £	Total
<u>Income</u>					
Patronage	892	892	-	-	1,784
Ticket Sales	12,998	10,502	-	-	23,500
Programme Sales	303	370	-	-	673
Club Nights (Entrance)	-	-	7,978		7,978
Club Nights (Raffle) Net	-	-	387		387
Bar and ice cream sales				5,807	5,807
Total Income	14,193	11,764	8,365	5,807	40,129
<u>Expenditure</u>					
Printing Costs (Programmes)	226	288	-	-	514
Publicity	253	284	-	-	537
Licences/Books	753	630	-	-	1,383
Staging	251	53	-	-	304
Props	425	514	-	-	939
Wardrobe & Make-Up	640	680	-	-	1,320
Bar and ice-cream costs	-	-	-	5,004	5,004
Total Expenditure	2,548	2,449	-	5,004	10,001
Profit on Events	11,645	9,315	8,365	803	30,128



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Chartered
Accountants

NEATH LITTLE THEATRE

ACCOUNTS

FOR THE YEAR ENDED 30TH APRIL 2025

NEATH LITTLE THEATRE

YEAR ENDED 30TH APRIL 2025

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	Page
Annual Report	1 – 2
Independent Examiners Report	3
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Notes to the Accounts	8 -10

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YEAR ENDED 30TH APRIL 2025

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Signed For and on behalf of the trustees:

Mr Jamie Rees
Trustee

Mrs Amanda Thomas
Trustee

Date: 26 June 2025

NEATH LITTLE THEATRE

YEAR ENDED 30TH APRIL 2025

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		5,807		10,663
		40,129		48,341
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NEATH LITTLE THEATRE

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH APRIL 2025 (CONTINUED)

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Corporation tax		-	-
RETAINED (LOSS)/PROFIT FOR THE YEAR		<u>(15,813)</u>	<u>7,947</u>

NEATH LITTLE THEATRE

BALANCE SHEET AS AT 30TH APRIL 2025

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<u>CURRENT LIABILITIES</u>					
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			20,949		36,429
<u>NET ASSETS</u>			40,179		55,992
<u>Representing :-</u>					
Retained earnings			40,179		55,992

ON BEHALF OF THE COMMITTEE

.....
Mr Jamie Rees - Trustee

.....
Mrs Amanda Thomas - Trustee

Date: 26 June 2025

NEATH LITTLE THEATRE

STATEMENT OF RETAINED EARNINGS

FOR THE YEAR ENDED 30TH APRIL 2025

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NEATH LITTLE THEATRE

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FOR THE YEAR ENDED 30TH APRIL 2025

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Patron subscriptions are accounted for on an accruals basis.

NEATH LITTLE THEATRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 30TH APRIL 2025

2. FIXED ASSETS

	<u>Freehold Land & Buildings</u>	<u>Stage, Equipment Fixtures & Fittings</u>	<u>Computer</u>	<u>TOTAL</u>
	£	£	£	£
<u>COST</u>				
At 1st May 2024	29,180	49,510	380	79,070
Additions	-	-	578	578
Disposals	-	-	-	-
At 30th April 2025	29,180	49,510	958	79,648
<u>DEPRECIATION</u>				
At 1st May 2024	14,748	44,387	372	59,507
Charge for the year	289	512	110	911
Eliminated on disposal	-	-	-	-
At 30th April 2025	15,037	44,899	482	60,418
<u>NET BOOK VALUE</u>				
At 30th April 2025	14,143	4,611	476	19,230
At 30th April 2024	14,432	5,123	8	19,563

3. PREPAYMENTS AND ACCRUED INCOME

	<u>2025</u>	<u>2024</u>
	£	£
Insurance	2,838	2,742
Trade Refuse	226	-
Future majors	1,028	-
	4,092	2,742

NEATH LITTLE THEATRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 30TH APRIL 2025

4. SUNDRY CREDITORS & ACCRUALS

	<u>2025</u>	<u>2024</u>
	£	£
Patrons subscriptions received in advance	-	1,967
Accruals:		
Electricity	378	771
Gas	842	872
Accountancy	756	630
Welsh Water	147	125
Telephone	36	29
Corporation Tax	-	-
	<u>2,159</u>	<u>4,394</u>

5. REPAIRS AND RENEWALS

	£	£
Kitchen	2,382	-
Heating boiler repairs	3,485	558
General repairs and maintenance	1,156	737
NPTCBC refuse	560	427
Garden maintenance	560	510
Fire system & repairs	662	545
Lighting & electrical repairs	3,142	2,751
New roof	-	5,076
Structural repairs	24,309	-
	<u>36,256</u>	<u>10,604</u>

6. SUNDRY EXPENSES

	£	£
General sundry expenses	4,489	1,260
First Aid course	-	550
N Morgan	-	105
	<u>4,489</u>	<u>1,915</u>

**GROSS PROFIT SUMMARY
YEAR ENDED 30TH APRIL 2025**

	Dick Whittington £	Dirty Dusting £	Events/Club Nights £	Bar & Ice Cream Sales £	Total
<u>Income</u>					
Patronage	892	892	-	-	1,784
Ticket Sales	12,998	10,502	-	-	23,500
Programme Sales	303	370	-	-	673
Club Nights (Entrance)	-	-	7,978		7,978
Club Nights (Raffle) Net	-	-	387		387
Bar and ice cream sales				5,807	5,807
Total Income	14,193	11,764	8,365	5,807	40,129
<u>Expenditure</u>					
Printing Costs (Programmes)	226	288	-	-	514
Publicity	253	284	-	-	537
Licences/Books	753	630	-	-	1,383
Staging	251	53	-	-	304
Props	425	514	-	-	939
Wardrobe & Make-Up	640	680	-	-	1,320
Bar and ice-cream costs	-	-	-	5,004	5,004
Total Expenditure	2,548	2,449	-	5,004	10,001
Profit on Events	11,645	9,315	8,365	803	30,128