

# TONBRIDGE THEATRE AND ARTS CLUB

England & Wales · Charity number 227035

## Details

|             |                                                         |
|-------------|---------------------------------------------------------|
| Other names | THE OAST THEATRE                                        |
| Status      | Registered                                              |
| Legal form  | Other                                                   |
| Registered  | 1964-10-08                                              |
| Register    | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                          |
|---------|--------------------------------------------------------------------------|
| Address | The Oast Theatre<br>London Road<br>Tonbridge<br>TN10 3AN                 |
| Phone   | 01732458876                                                              |
| Email   | <a href="mailto:treasurer@oasttheatre.com">treasurer@oasttheatre.com</a> |
| Website | <a href="http://www.oasttheatre.com">www.oasttheatre.com</a>             |

## Activities

**Objects:** TO PROMOTE THE ADVANCEMENT AND IMPROVEMENT OF GENERAL EDUCATION IN RELATION TO ALL ASPECTS OF THE ARTS OF DRAMA, MUSIC AND PAINTING, AND TO DEVELOP THE PUBLIC APPRECIATION OF SUCH ARTS.

**Activities:** Providing theatre and art facilities for the local community.

## Classification

- **How:** Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

## Geography

- **Area of benefit:** TONBRIDGE AND DISTRICT
- Kent

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-07-31 | £163,077 | £123,966    | -      | -         |
| 2024-07-31 | £163,353 | £119,701    | -      | -         |
| 2023-07-31 | £136,137 | £101,050    | -      | -         |
| 2022-07-31 | £117,258 | £105,893    | -      | -         |
| 2021-07-31 | £27,831  | £53,937     | -      | -         |

## Trustees

| Name                            | Role  | Appointed  |
|---------------------------------|-------|------------|
| <b>PHIL PORTER</b>              | Chair |            |
| Amanda Hulston                  |       | 2024-05-01 |
| Anthony John Langfield Pegg     |       | 2024-11-24 |
| Derek Rose                      |       | 2024-07-12 |
| Ian Doyne Malcolm Burns         |       | 2024-11-24 |
| Ian Tucker-Bell                 |       | 2021-12-01 |
| <b>JO PIERCE</b>                |       |            |
| Jason Lower                     |       | 2014-12-07 |
| Kate Robbins                    |       | 2021-12-01 |
| <b>MAGGIE HOILES</b>            |       |            |
| Nicholas Harry Blessley         |       | 2018-12-02 |
| Robert Maddison                 |       | 2024-01-10 |
| <b>SANDRA PATRICIA BARFIELD</b> |       |            |
| Sara Jane Lacey                 |       | 2025-09-03 |

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# Accounts

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**TONBRIDGE THEATRE AND ARTS CLUB**

**MANAGEMENT COMMITTEE REPORT  
AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2025**

# TONBRIDGE THEATRE AND ARTS CLUB

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# TONBRIDGE THEATRE AND ARTS CLUB

## REFERENCE AND ADMINISTRATIVE FOR THE YEAR ENDED 31 JULY 2025

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**Management Committee / Trustees:** Mr Phil Porter, Chairman/House Manager (Elected 2023)  
Mr Nick Blessley, Hon Treasurer (Elected 2024)  
Mrs Caroline Candler, Secretary (Resigned 31 August 2025)  
Mrs Sandra Barfield, Chairman of Drama Committee (Elected 2024)  
Mrs Maggie Hoiles, Public Relations (Elected 2024)  
Mr Paul Simons, Membership Secretary (Resigned 24 November 2024)  
Mr Ian Tucker-Bell (Elected 2023)  
Mrs Kate Robbins (Elected 2023)  
Mr Ian Burns (Elected 2024)  
Mrs Hania Simons (Elected 2024)  
Mr Barry Nicholls (Elected 2024)

*Ex Officio:*

Mr Jason Lower, Youth Theatre Director (Appointed 2024)  
Mrs Jo Pierce, Wardrobe Representative (Appointed 2024)  
Mr Anthony Pegg, Chairman of the Art Group (Appointed 2024)  
Mr John Hall, Chairman of the Art Group (Resigned 24 November 2024)

*Co-Opted:*

Mrs Elizabeth Portlock (Resigned 24 November 2024)  
Mr Derek Rose (Co-opted 2024)  
Ms Mandy Hulston (Co-opted 2024)  
Mr Bob Maddison (Co-opted 2024)

**Charity registered number:** 227035

**Principal office:** The Oast Theatre  
London Road  
Tonbridge  
Kent  
TN10 3AN

**Bankers:** HSBC Bank plc  
100 High Street  
Tonbridge  
Kent  
TN9 1AN

**Independent Examiner:** J Mathieson FCA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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The members of the Management Committee present their Annual Report, together with the Financial Statements for the year ended 31 July 2025. The Management Committee confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the governing document and the provisions of "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 2019) (Charities SORP (FRS 102)).

### Structure, governance and management

The Tonbridge Theatre and Arts Club was registered as a charity on 8 October 1964 and is governed by its Club Rules. It is a non-professional organisation managed by a committee of 16 members.

The Club incorporates an Art Section, meeting weekly, and two active youth groups – the Hoppers for young people aged 8 to 13, and the Youth Theatre, for those aged 14 to 19.

The Club is a member of The Little Theatre Guild of Great Britain.

Membership of the Club is open to everyone and is offered regardless of race, creed, colour, gender, sexual orientation or political persuasion. Club members pay an annual subscription, and all functions connected with running the Club and the theatre are carried out by them on a completely voluntary basis. There are no paid employees. Theatre performances are open to the public but Club members can purchase seats at advantageous rates.

The Treasurer and Secretary are elected annually. The Management Committee members are elected to serve for two years; co-opted members serve until the next AGM. The Chairman, Vice Chairman and other officers are elected by and from Management Committee members.

All members are eligible to stand for election to or be co-opted onto the Management Committee. By convention, all members of the Management Committee are required to become Trustees.

The Youth Theatre Director and Wardrobe Representative are appointed annually by the Management Committee. The Chairman of the Art Section is elected annually by members of the Art Section.

### Objectives and activities

The objects of the Club are to promote the advancement and improvement of general education in relation to all aspects of the arts, drama, music and painting, and to develop public appreciation of such arts.

These objects are achieved through a programme of drama productions staged over a season that runs for approximately ten months and art classes and exhibitions throughout the year.

In setting the objectives for the year, the Management Committee has had due regard to the Charity Commission's guidance on public benefit.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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### Chairman's Report 2025

Once again, the Oast Theatre has had a very successful year, both culturally and financially. There were several sell-out shows and some almost sold-out shows. The Janet Young Studio (JYS) productions continued to be very popular, offering the unusual and the unpredictable.

In early 2025, the JYS had ceiling rails installed to support five LED lights. It was also given a new sound system. All the equipment is independent of the main theatre, giving technical autonomy for all JYS productions. Further lighting improvements will follow when funds allow.

Also in early 2025, the theatre received, on long term loan, some moving head wash lights. These came from the London production of "The Lion King". They were surplus to requirements as the London theatre was upgrading its lighting. The first pair of these lights was recently installed on our lighting grid. Other pairs will be installed soon.

As said at the start of the report, the theatre is financially very secure, so much so that in early 2025 there was a surplus over normal contingencies of approximately £60K. In order to make best use of this sum, an Investment Planning Group was created. Its remit was to review areas that might require maintenance or investment. Twenty-seven such areas were identified. One of these, improving air conditioning was earmarked for immediate attention. The air conditioning programme is under way, concentrating on the JYS, the dressing rooms and the technical box.

The cladding in the "tunnel" was time expired and prone to falling from the metal girders. This posed a danger to anyone underneath. All the cladding was replaced. A drone identified some problems with sections of the Roundel roof. Repairs will be done in September. Renovation of the lift side fire escape, started in July, and is a work in progress.

Certain issues refuse to go away. One is the reluctance of our audiences to attend shows that are new or challenging. Remember, even "Macbeth" was new once - and now see where it is. Recruiting and retaining volunteers is another bugbear, especially in the area of technical expertise. The technical team decided to be proactive on this issue and, way back in the Spring, began organising a full day induction course. It will be held on September 6<sup>th</sup> 2025. Organising any event, as you can appreciate, takes time, effort and persistence. The theatre extends its thanks to the technical team for its determination to succeed.

The Marketing Team goes from strength to strength, seizing any opportunity to make our presence known in the wider community. For example, extensive use has been made of Facebook and Instagram. As far as Facebook is concerned the theatre has 1,367 followers. During the season there were 9,832 visits to our page with 6,104 content interactions: that is "likes, comments, shares". On Instagram we have 821 followers with visits 939 and content interaction 667. It is pleasing to note that the number of followers on our social platforms has increased dramatically over the last year.

The Marketing team also created a dynamic display at the Lions Fete. The Sociable Committee arranged an impressive display at the 80<sup>th</sup> Anniversary of VE Day. The presence of both groups was very well received. The theatre thanks all those who supported these events.

To celebrate the end of our 2024-2025 season the Marketing Team organised an afternoon "Wrap" party, as a thank you to the unseen who keep our theatre running. The party was delivered mainly by members of the Sociable Committee. It was a great success.

All the photographs in the auditorium were replaced.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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In Autumn 2024 the theatre joined the TN card scheme. The Oast Theatre was awarded runner-up in the Creative Business Award Category at the Tonbridge Business Awards. This award recognises the contribution The Oast Theatre makes to our local community as part of the creative industry.

After thirteen years of dedicated effort, Peter Galbraith is finally relinquishing his responsibilities for the organisation of the furniture store. Over time the furniture store has extended considerably and made more demands on Peter's time and expertise. The theatre extends its heartfelt thanks to him.

As always, the theatre thanks all those who, in any capacity, keep the theatre vibrant, dynamic and professional.

Finally, the Oast thanks the Management Committee for its support this season.

### **Drama Report**

#### September

"Brainstorm", created by Company Three, in collaboration with Ned Glasier, Emily Lim and Professor Sarah-Jayne Blakemore. This was a Youth Theatre presentation directed by Jason Lower. The play explores the workings of the teenage brain. A thought-provoking and occasionally emotional production.

#### October

"God of Carnage" by Yasmina Reza, directed by Fiona Dunn. The play is about two sets of parents: the son of one couple has hurt the son of the other couple at a public park. The parents meet to discuss the matter in a civilised manner, but the resulting exchange is anything but civilised. The cast of four were a delight to watch as their irrational behaviour became more rancorous as the play progressed.

#### November

"No Man's Land" by Harold Pinter directed by Andy Taylor. Four excellent actors delivered a play that was a joy to watch, as they brought out the comedy that is an essential part of this play.

JYS "An Englishman Abroad" by Alan Bennett, performed and directed by Paul Doust and Rachel De Silva. This play is an exchange between the spy, Guy Burgess and the actress Coral Browne. This was a beautifully staged, memorable production.

#### December

"The Arabian Nights" by Dominic Cooke, directed by Sandra Barfield. This was a fantastic evocation of the mysteries of The Orient. The set was a joy to look at, beautifully and delicately lit.

#### January

JYS "Studio Plays" by Agatha Christie, directed by Sandra Barfield. This was a superb recreation of a time when elegance reigned supreme. Its amazing success was due to Andy Leggatt, Musical Director, and the wonderful singing group.

#### February

"Titternick" a musical written and directed by Ian Tucker-Bell. This was an entertaining and pacy musical presentation. The set was excellent. The ship sank to perfection and the crochet dance was "a hoot".

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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JYS Double bill, "Ted" written by Ian Tucker-Bell and "Ghosts of Bedlam" by Arthur Aldrich. Ted, a music teacher, meets, after a fifteen-year absence, an ex-pupil, Paul. Through the shared language of music, the friendship between the two begins to flourish.

"Ghosts of Bedlam": Royston is commissioned to film a documentary contrasting old-style health care with the improvements 1990s care in the community has brought. His meeting with Molly, an ex-inmate of a mental hospital, changes his attitudes towards mental health care.

### March

"Green Forms" and "A Lady of Letters" by Alan Bennett directed by Mandy Hulston. Both plays are tragic in their own way, with characters drifting through their lives, concerned with the unimportant. The emptiness and futility inherent in these plays was well-caught by all involved.

"Beryl" by Maxine Peake, directed by Phil Porter. The story of the amazing cyclist Beryl, presented by four energetic actors playing numerous parts at break-neck speed. The back projections and videos were a vital and vibrant part of the production.

### April

The Youth Theatre. Grimm 2: A Second Set of Grimm Tales by Philip Pullman adapted by Philip Wilson, directed by members of The Oast Youth Theatre. A thoroughly enjoyable presentation as we revisited the magic and wonder of the original Grimm Tales.

### May

"Silver Lining" by Sandi Toksvig directed by Helen Thorpe. An endearing play set in an old people's home, with many comic moments and excellent characterisations from the cast. The clever use of tables pushed together to create a boat made for an excellent and dynamic ending to the play.

JYS Double bill "Constellations" by Nick Payne, directed by Fiona Dunn and "Other Minds" written and directed by Phil Holden. In "Constellations" the meeting of a physicist and a beekeeper leads to romance.

"Other Minds" was a thought-provoking play about a husband-and-wife relationship.

### June

The Hoppers' Show: "Lost and Found" written and directed by Phil Burns. As always, full of infectious enthusiasm and energy.

"Visitors" by Barney Norris: directed by Phil Holden. This was a heartwarming, poignant love story. An aging couple find their lives complicated by the wife's onset of dementia. They also have other domestic issues to contend with. All four characters were sympathetically portrayed.

### July

"Death of a Salesman" by Arthur Miller, directed by Sandra Barfield. A superb cast told the story of Willy Loman, a salesman living a delusional existence. This classic of American drama was grippingly presented against a superb set.

Southern Counties Drama Festival. The Oast entered "Ted" written by Ian Tucker-Bell and directed by Nick Blessley. Original music was composed by Ian Tucker-Bell. Ted: Bob Brown, Paul: Ian Tucker-Bell and Delivery driver: Nick Blessley.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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### Hoppers Report

This season, Hoppers has run as two groups, giving more children the opportunity to join while still keeping each group small enough to ensure plenty of stage time and individual attention. The arrangement has worked wonderfully, with both groups building strong friendships, developing their skills, and bringing huge amounts of enthusiasm to every session. Numbers across the two groups have remained healthy, with a few changes as some children moved on and new members joined. Hoppers remains very popular and often oversubscribed.

Over the year, both groups have enjoyed our fortnightly workshops—developing drama skills and confidence, creating a TV-inspired episode, learning about lighting, and workshopping ideas for our Summer Show.

Our Summer production, *Lost and Found*, followed three ordinary children—Ben, Lily, and Maggie—who stumble upon two mysterious suitcases at a quiet train station. What begins as boredom quickly spirals into a magical journey through a series of strange and fantastical worlds. As they open the cases, each object inside transports them into a new story: a kingdom of bumbling princes, a grand manor hiding a murder mystery, a high-tech hostage crisis, a pirate island full of misfits, and even a surreal Princess Boot Camp. Along the way, the trio must solve problems, return lost items to their rightful owners, and discover courage, friendship, and resourcefulness in the face of chaos.

This was an especially memorable year as it was one of the groups' very first performances at the Oast Theatre — and they did an amazing job! Both casts brought incredible energy, creativity, and teamwork to the stage, making each performance a real joy to watch.

We would like to say a huge thank you to Jason for arranging the chaperones, Derek & Bob for helping with the lighting, and all the Playgroup for building the set — we couldn't have a show without them!

### Youth Theatre Report

The group, which is for ages 13-18, produced two productions. 'Brainstorm' by Emily Lim, Ned Glasier and the show's cast, was an examination of the teenage brain and used the words of the young cast. It was assistant directed by two returning OYT members, Nat Holmes and Gracie Douglas, to whom we are indebted. The second production, 'The Three Musketeers' by John Nicholson and Le Navet Bete, was delayed due to cast illness, from January to April. It was assistant directed by another former OYT member, Luke Morrison, who will be directing one of the group's shows in the coming season.

Alongside shows, the group had its annual Residential at Wilberforce, many workshops across the year, and social events in collaboration with Trinity Youth Theatre, including two Overnight Cinemas.

### Art Group

The Art Group continues to meet throughout the year on Tuesday afternoons between 1.30 and 3.30pm in the Oast Art Room. We are of mixed ability, but most of us have been painting for a while. All are welcome. In the Lounge Bar, the Artist of the Month exhibition features work by artists in the Oast community. Many works exhibited in the Bar are for sale and we try to ensure that they are changed regularly. We are all members of the Oast Theatre. Anyone interested in joining the group should contact chairman Tony Pegg, contact details on the website.

### Technical Group and Security

The Oast technical team have provided lighting, sound and video to meet the high standard and diversity of our productions. Our members have designed, rigged and operated for all these disciplines. They have made good use of the technology we have invested in, such as moving lights and upgraded AV computer.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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The technical team, with support from the marketing team, are planning a major training event in September 2025. This has been advertised both to members and non-members in an attempt to attract people to try the various technical areas of the theatre. Early results have been positive for the number of people signing up to attend.

The Oast Workspace continues to play a central part of the Oast's processes and digital archive.

As part of our programme of continual improvement to our capabilities, this year we have:

- Renewed and upgraded our broadband connection, data and WIFI network. This has vastly improved the speed and coverage throughout the theatre and barn, as well as improving our security capabilities.
- We have made improvements to our physical security systems and monitoring to ensure this meets our current requirements. Despite a few teething troubles, this is all working fine now.
- Theatre style lighting and sound has been installed in the JY Studio to help improve our performances there. It is planned to enhance the lighting further next season.
- It is also planned to install some additional second-hand moving lights the theatre has been donated, providing us with additional flexibility. The installation of these has been on hold until we have had our tri-annual load testing this August.

### Wardrobe Report

The wardrobe team covers hiring out costumes, working in the wardrobe and costuming our shows.

We are open for hiring on two Sundays in the month and every Monday morning. These sessions have been very busy this year. Schools, other societies and individuals book in to these sessions.

We have a great team working in the wardrobe on Monday and Wednesday mornings, repairing and making costumes, ironing, keeping the wardrobe tidy and altering costumes for the shows.

As usual we have costumed all our shows this year involving a range of periods.

Many thanks to everyone for their enthusiastic contribution

### Props and Furniture Hire

Hires this year are similar to last year. Schools still have limited budgets for prop hires for their productions.

We continue to receive donated items which we photograph before putting away, ready to be used on the Oast stage or hired out to other societies and schools. We're always willing to assist Oast directors and their props people on the suitability of particular props.

After 13 years, Peter Galbraith is stepping down from looking after the furniture stores at the end of August but he and Valerie will continue to look after props.

### Social Committee Report

The first event of the season was our regular trip to Chichester Festival Theatre in August; despite the slow take up of tickets we eventually sold them all. The show, 'Oliver', was well worth the effort - quite the best production we had seen at Chichester, and we have seen many really good ones. The show went on to the West End with very good reviews. We wait to see what the 2026 season has to offer.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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September saw the revival of the Great Oast Quiz, involving all the Social Committee and quite a few others. As popular as ever, with teams in the Janet Young Room and in the bar downstairs, it demanded much hard work and preparation and brought out many people's surprisingly competitive side, and made a good profit for the club, too.

Hard on the heels of the Quiz, in October we were delighted to welcome the Brothers Broke, for one night's wallowing in the music of Bob Dylan and John Lennon. The 'brothers' were charming and entertaining and gave us a brilliant evening.

In November, Paul Doust visited (remember his hilarious one-man show 'Lady Bracknell's Confinement'?), this time with three performances of Alan Bennett's 'An Englishman Abroad', and this was followed by our usual Christmas lunch extravaganza with the Monday and Wednesday workers.

The social committee very much appreciate the support of all those who have helped with these events.

### Membership Report

|                                  | 2023-2024 | 2024-2025 |
|----------------------------------|-----------|-----------|
| Season Ticket Holders            | 66        | 61        |
| Life Members                     | 11        | 11        |
| Life Members with Season Tickets | 6         | 6         |
| Annual members                   | 437       | 432       |
| Associate members                | <u>10</u> | <u>11</u> |
| Total                            | 530       | 521       |

Membership numbers, at the end of July, remained almost the same as at the end of July 2024, with only slight decreases in Annual Membership and Season Tickets. The fall in Season Tickets is partly due to some members not being able to physically get to all of the productions anymore and just wanting to buy tickets to particular shows. Looking at the ticket sales data for this year the average member bought 6 tickets per year, and the average audience comprises 35% members and 65% non-members.

With some discussions held with the Marketing team in the last quarter of 2024, it was decided that as well as the renewal reminder in June and July's Oast Notes, and an email to members in July, that two further reminder emails would go out, one in October and one in March, the March email offering a discount.

A £10 fee reduction was agreed, from the 1<sup>st</sup> April to 31<sup>st</sup> July, mainly for those actors and volunteers needing to become a member for the last few shows of the season; but it also promoted membership, as the information was emailed to all lapsed members from 2021 – 2024. The offer was only taken up by a small number, but it was well received in that it took on board the concerns of members involved in the later shows. The extra promotion prompted some members who hadn't renewed in several years, to think again about so doing.

Comms went out to members in July this year, to remind them to check that their standing orders or BAC payments were for the correct amount, if paying that way. There have still been some incorrect fee payments in this season's subs. It can take some time to contact people for refunds.

Discussions are currently taking place about a new membership system: one that could potentially do the thing everyone is crying out for: an auto renew option! Until that time, renewing online is a necessary part of completing membership each year. It makes sure we hold up-to-date details of the membership. This is a legal requirement. Without your online update, the system won't recognise you as a 'current' member, regardless of your payment. Any volunteering preferences are also reflected in the volunteer lists used to contact people to assist with a show, so again, checking your details and renewing online once a year is important to make sure these are right.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2025

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I am unfortunately having to step down as Membership Secretary after a year in post, due to family commitments and increased responsibilities in my day job. It has been my pleasure to play a small part in helping the Oast provide art and performance for the community of Tonbridge.

### Financial review

The results of the Club for the year are shown on page 12. The Balance Sheet on page 13 shows that the Club had total funds at 31 July 2025 amounting to £1,250,758 (2024: £1,211,647). This is mainly represented by fixed assets held for the Club's use of £1,054,790 (2024: £1,039,690). The balance of £195,968, which represents the Club's free unrestricted funds, relates primarily to cash at bank and in hand of £77,884, long term cash deposits of £85,000 and stock of £32,268.

### Policy on reserves

The Management Committee has agreed that it is prudent to have available a sum in reserves equivalent to approximately 6 months of the annual support, premises and utility costs, i.e. the costs which would be incurred if the theatre ceased operating. This is estimated to be approximately £44,000. This will fund any unexpected large drop in income and/or large increase in running costs. The policy is achieved by ensuring that free unrestricted reserves (that is, unrestricted funds not represented by fixed assets) are at least equal to approximately 6 months' running costs.

At the balance sheet date, free unrestricted reserves were well in excess of this amount. Funds in excess of the reserves are available to meet operational expenditures and for investment.

### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity 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 its surplus or deficit 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 in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE *FOR THE YEAR ENDED 31 JULY 2025***

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This report was approved by the Management Committee on 17 November 2025 and signed on its behalf by:

**Phil Porter**  
**Chairman**

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE INDEPENDENT EXAMINER FOR THE YEAR ENDED 31 JULY 2025

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### Independent examiner's report to the Management Committee of Tonbridge Theatre and Arts Club ("the Club")

I report to the Management Committee on my examination of the accounts of the Club for the year ended 31 July 2025.

### Responsibilities and basis of report

As the Management Committee of the Club, 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 Club's accounts carried out under section 145 of the 2011 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 Club as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Date: 17 November 2025

J Mathieson FCA  
**Lindeyer Francis Ferguson Limited**  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2025

|                                    |           | 2025<br><i>Unrestricted<br/>funds</i><br>£ | 2025<br><i>Restricted<br/>funds</i><br>£ | 2025<br><i>Total<br/>funds</i><br>£ | 2024<br><i>Total<br/>funds</i><br>£ |
|------------------------------------|-----------|--------------------------------------------|------------------------------------------|-------------------------------------|-------------------------------------|
|                                    | Note      |                                            |                                          |                                     |                                     |
| <b>Income from:</b>                |           |                                            |                                          |                                     |                                     |
| Donations and legacies             | 3         | 8,074                                      | 5,000                                    | 13,074                              | 14,211                              |
| Other trading activities           | 4         | 63,316                                     | -                                        | 63,316                              | 64,134                              |
| Charitable activities              | 5         | 83,834                                     | -                                        | 83,834                              | 83,692                              |
| Investments                        |           | 2,853                                      | -                                        | 2,853                               | 1,316                               |
| <b>Total income</b>                |           | <b>158,077</b>                             | <b>5,000</b>                             | <b>163,077</b>                      | <b>163,353</b>                      |
| <b>Expenditure on:</b>             |           |                                            |                                          |                                     |                                     |
| Raising funds                      | 6         | 17,737                                     | -                                        | 17,737                              | 18,163                              |
| Charitable activities              | 7         | 101,699                                    | 4,530                                    | 106,229                             | 101,538                             |
| <b>Total expenditure</b>           |           | <b>119,436</b>                             | <b>4,530</b>                             | <b>123,966</b>                      | <b>119,701</b>                      |
| <b>Net income</b>                  |           | <b>38,641</b>                              | <b>470</b>                               | <b>39,111</b>                       | <b>43,652</b>                       |
| <b>Net movement in funds</b>       |           | <b>38,641</b>                              | <b>470</b>                               | <b>39,111</b>                       | <b>43,652</b>                       |
| <b>Reconciliation of funds:</b>    |           |                                            |                                          |                                     |                                     |
| Total funds brought forward        |           | 1,211,647                                  | -                                        | 1,211,647                           | 1,167,995                           |
| <b>Total funds carried forward</b> | <b>14</b> | <b>1,250,288</b>                           | <b>470</b>                               | <b>1,250,758</b>                    | <b>1,211,647</b>                    |

# TONBRIDGE THEATRE AND ARTS CLUB

## BALANCE SHEET AS AT 31 JULY 2025

|                                                | Note | 2025<br>£      | 2025<br>£               | As restated<br>2024<br>£ | As restated<br>2024<br>£ |
|------------------------------------------------|------|----------------|-------------------------|--------------------------|--------------------------|
| <b>Fixed assets</b>                            |      |                |                         |                          |                          |
| Tangible assets                                | 11   |                | 1,054,790               |                          | 1,039,690                |
| Long term cash deposits                        |      |                | 85,000                  |                          | 75,000                   |
| <b>Current assets</b>                          |      |                |                         |                          |                          |
| Stocks                                         |      | 32,268         |                         | 31,287                   |                          |
| Debtors                                        | 12   | 16,112         |                         | 18,776                   |                          |
| Cash at bank and in hand                       |      | 77,884         |                         | 66,462                   |                          |
|                                                |      | <u>126,264</u> |                         | <u>116,525</u>           |                          |
| <b>Current liabilities</b>                     |      |                |                         |                          |                          |
| Creditors: amounts falling due within one year | 13   | ( 15,296)      |                         | ( 19,568)                |                          |
| <b>Net current assets</b>                      |      |                | <b>110,968</b>          |                          | <b>96,957</b>            |
| <b>Total net assets</b>                        |      |                | <b><u>1,250,758</u></b> |                          | <b><u>1,211,647</u></b>  |
| <b>The funds of the charity</b>                |      |                |                         |                          |                          |
| Restricted funds                               |      |                | 470                     |                          | -                        |
| Unrestricted funds                             |      |                | 1,250,288               |                          | 1,211,647                |
| <b>Total charity funds</b>                     | 14   |                | <b><u>1,250,758</u></b> |                          | <b><u>1,211,647</u></b>  |

The financial statements were approved by the Management Committee on 17 November 2025 and signed on their behalf by:

Phil Porter  
Chairman

Nick Blessley  
Treasurer

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2025**

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### **1 Status**

Tonbridge Theatre and Arts Club is a charitable organisation registered in England and Wales, governed by its Club Rules and managed by a committee of members. The address of the principal office is The Oast Theatre, London Road, Tonbridge, Kent TN10 3AN.

### **2 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **2.1 Basis of preparation of financial statements**

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Tonbridge Theatre and Arts Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue operating, and so the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### **2.2 Income**

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Legacies are recognised when probate has been granted, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the charity's control or have already been met. For bank interest, this is recognised when the charity has entitlement to the interest receivable.

Income from other trading activities is recognised at the date of sale. Subscriptions income received in advance is accounted for as deferred income.

Income from charitable activities comprises box office and season ticket income. Box office income for a particular production is recognised in the period in which the production takes place. Season ticket income received in advance is accounted for as deferred income.

#### **2.3 Expenditure**

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Costs of charitable activities are those costs, including support costs and irrecoverable VAT, relating to the operation of the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

---

### 2 Accounting policies - continued

#### 2.4 Fund accounting

The general fund is an unrestricted fund which is available for use at the discretion of the Management Committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

#### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Fixtures, fittings & equipment - 10% to 20% straight line
- Freehold property - lean-to over 30 years straight line
- Freehold property - platform lift over 20 years straight line
- Freehold property - boiler over 20 years straight line
- Freehold property - tunnel cladding over 20 years straight line

No depreciation is provided on the Oast Theatre because any charge is considered to be immaterial due to the long useful economic life and high residual value of the property.

#### 2.6 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to sell.

#### 2.7 Cash and cash equivalents

Cash at bank and in hand includes balances held in instant access accounts or cash held on deposit with an initial maturity of approximately three months or less to meet short-term cash commitments as they fall due.

Long term cash deposits held solely for investment purposes are classified as fixed asset investments on the Balance Sheet.

#### 2.8 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value or, if due after more than one year, at amortised cost.

#### 2.9 Prior year restatement

In the prior year, an amount of £75,000 was included within current assets in cash at bank and in hand. This has been reclassified to long term cash deposits as the funds are held for long term investment purposes rather than to meet short-term cash commitments as they fall due.

### 3 Income from donations and legacies

|                     | 2025   | 2024   |
|---------------------|--------|--------|
|                     | £      | £      |
| General donations   | 7,494  | 8,901  |
| Programme donations | 2,247  | 2,310  |
| Grants received     | 3,333  | 3,000  |
|                     | <hr/>  | <hr/>  |
|                     | 13,074 | 14,211 |
|                     | <hr/>  | <hr/>  |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

### 4 Income from other trading activities

|                                 | 2025          | 2024          |
|---------------------------------|---------------|---------------|
|                                 | £             | £             |
| Art section                     | -             | 13            |
| Bar sales                       | 19,567        | 19,690        |
| Coffee bar sales                | 1,841         | 3,488         |
| Ice cream sales                 | 3,291         | 1,928         |
| Hire income                     | 4,347         | 4,383         |
| Subscriptions                   | 16,908        | 17,555        |
| Wardrobe income                 | 9,634         | 11,698        |
| Props and furniture income      | 635           | 608           |
| Advertising                     | 280           | 670           |
| 100 Club (see note 16)          | 974           | 1,086         |
| Fundraising and members' events | 5,839         | 3,015         |
|                                 | <u>63,316</u> | <u>64,134</u> |

### 5 Income from charitable activities

|                                     | 2025          | 2024          |
|-------------------------------------|---------------|---------------|
|                                     | £             | £             |
| Operation of theatre:               |               |               |
| Box office and season ticket income | <u>83,834</u> | <u>83,692</u> |

### 6 Expenditure on raising funds

|                                       | 2025          | 2024          |
|---------------------------------------|---------------|---------------|
|                                       | £             | £             |
| Bar expenses                          | 9,174         | 10,655        |
| Fundraising and members' events costs | 4,966         | 3,127         |
| Coffee bar expenses                   | 1,349         | 1,487         |
| Ice cream expenses                    | 1,979         | 2,051         |
| Wardrobe expenses                     | 269           | 843           |
|                                       | <u>17,737</u> | <u>18,163</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

### 7 Expenditure on charitable activities

|                      | Direct<br>costs<br>2025<br>£ | Support<br>costs<br>2025<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|----------------------|------------------------------|-------------------------------|--------------------|--------------------|
| Operation of theatre | 73,112                       | 33,117                        | 106,229            | 101,538            |

### 8 Direct costs

|                                   | 2025<br>£ | 2024<br>£ |
|-----------------------------------|-----------|-----------|
| Production expenses               | 21,811    | 17,994    |
| Premises, rates and utilities     | 44,079    | 40,464    |
| Little Theatre Guild              | 175       | 105       |
| Equipment repairs and maintenance | 1,195     | 3,597     |
| Printing                          | 5,852     | 7,769     |
|                                   | 73,112    | 69,929    |

### 9 Support costs

|                             | 2025<br>£ | 2024<br>£ |
|-----------------------------|-----------|-----------|
| Postage                     | 534       | 930       |
| Telephone and internet      | 954       | 979       |
| Computer costs              | 2,738     | 2,479     |
| Depreciation                | 10,636    | 11,158    |
| Transaction charges         | 679       | 648       |
| Irrecoverable VAT           | 12,147    | 9,674     |
| Other                       | 2,799     | 2,251     |
| Governance costs            |           |           |
| Legal and professional fees | -         | 40        |
| Independent examination     | 2,630     | 3,450     |
|                             | 33,117    | 31,609    |

### 10 Employees and Management Committee

The charity has no employees and is staffed entirely by its members who receive no remuneration.

No members of the Management Committee received any remuneration during the year. Any expenses reimbursed to members of the Management Committee (and close family members) were in their capacity as agents of the charity and not in their capacity as trustees.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

### 11 Tangible fixed assets

|                        | Freehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£ |
|------------------------|---------------------------|-------------------------------------------|------------|
| <b>Cost</b>            |                           |                                           |            |
| At 1 August 2024       | 1,032,755                 | 145,836                                   | 1,178,591  |
| Additions              | 18,250                    | 7,486                                     | 25,736     |
| Disposals              | -                         | ( 5,935)                                  | ( 5,935)   |
| At 31 July 2025        | 1,051,005                 | 147,387                                   | 1,198,392  |
| <b>Depreciation</b>    |                           |                                           |            |
| At 1 August 2024       | 15,800                    | 123,101                                   | 138,901    |
| Charge for the year    | 4,140                     | 6,496                                     | 10,636     |
| Eliminated on disposal | -                         | ( 5,935)                                  | ( 5,935)   |
| At 31 July 2025        | 19,940                    | 123,662                                   | 143,602    |
| <b>Net book value</b>  |                           |                                           |            |
| At 31 July 2025        | 1,031,065                 | 23,725                                    | 1,054,790  |
| At 31 July 2024        | 1,016,955                 | 22,735                                    | 1,039,690  |

### 12 Debtors

|                                | 2025<br>£ | 2024<br>£ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 14,065    | 17,636    |
| 100 Club debtor (see note 16)  | 974       | -         |
| Other debtors                  | 1,073     | 1,140     |
|                                | 16,112    | 18,776    |

### 13 Creditors: amounts falling due within one year

|                                                   | 2025<br>£ | 2024<br>£ |
|---------------------------------------------------|-----------|-----------|
| Trade creditors                                   | 1,222     | 1,382     |
| Accruals and deferred income                      | 7,898     | 10,650    |
| VAT payable                                       | -         | 1,673     |
| Other creditors                                   | 6,176     | 5,863     |
|                                                   | 15,296    | 19,568    |
| Deferred income comprises:                        |           |           |
| Income deferred from the previous year            | 7,040     | 6,105     |
| Released to the statement of financial activities | ( 7,040)  | ( 6,105)  |
| Arising during the current year                   | 4,458     | 7,040     |
|                                                   | 4,458     | 7,040     |

Deferred income includes amounts received for box office sales and subscriptions relating to the 2025/26 year.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

### 14 Movement on funds

| Current year             | Brought forward<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | Carried forward<br>£ |
|--------------------------|----------------------|-------------|------------------|----------------|----------------------|
| Restricted funds         |                      |             |                  |                |                      |
| The Oast decoration fund | -                    | 5,000       | ( 4,530)         | -              | 470                  |
|                          | -                    | 5,000       | ( 4,530)         | -              | 470                  |
| Unrestricted funds       |                      |             |                  |                |                      |
| General fund             | 1,211,647            | 158,077     | ( 119,436)       | -              | 1,250,288            |
| Total funds              | 1,211,647            | 163,077     | ( 123,966)       | -              | 1,250,758            |

#### The Oast decoration fund

A donation received towards the redecoration of the Oast Theatre.

### 15 Analysis of net assets between funds

|                     | Unrestricted<br>£ | Restricted<br>£ | Total funds<br>£ |
|---------------------|-------------------|-----------------|------------------|
| <b>Current year</b> |                   |                 |                  |
| Fixed assets        | 1,054,790         | -               | 1,054,790        |
| Net current assets  | 110,498           | 470             | 110,968          |
|                     | 1,165,288         | 470             | 1,165,758        |
| <b>Prior year</b>   |                   |                 |                  |
| Fixed assets        | 1,039,690         | -               | 1,039,690        |
| Net current assets  | 96,957            | -               | 96,957           |
|                     | 1,136,647         | -               | 1,136,647        |

### 16 100 Club

|                                                      | 2025<br>£ | 2024<br>£ |
|------------------------------------------------------|-----------|-----------|
| <b>Balance sheet at 31 July 2025</b>                 |           |           |
| <b>Assets</b>                                        |           |           |
| Cash at bank and in hand                             | 2,196     | 1,222     |
| <b>Liabilities</b>                                   |           |           |
| Subscriptions prepaid                                | ( 1,222)  | ( 1,222)  |
| Due to Tonbridge Theatre and Arts Club (see note 12) | 974       | -         |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

|                                                               | 2025     | 2024     |
|---------------------------------------------------------------|----------|----------|
|                                                               | £        | £        |
| <b>Income and expenditure for the year ended 31 July 2025</b> |          |          |
| <b>Income</b>                                                 |          |          |
| Subscriptions                                                 | 2,097    | 2,152    |
| <b>Expenditure</b>                                            |          |          |
| Prizes                                                        | ( 1,030) | ( 1,030) |
| Other expenses                                                | ( 93)    | ( 45)    |
|                                                               | <hr/>    | <hr/>    |
| Surplus for the year (see note 4)                             | 974      | 1,077    |
|                                                               | <hr/>    | <hr/>    |

### 17 Related party transactions

The charity paid for fire safety services totalling £553 + VAT to EJP Fire Protection Limited, a company jointly controlled by the spouse of a Trustee during the year (2024: £1,298).

**TONBRIDGE THEATRE AND ARTS CLUB**

England & Wales - Charity number 227035

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# Accounts

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**Charity number: 227035**

**TONBRIDGE THEATRE AND ARTS CLUB**

**MANAGEMENT COMMITTEE REPORT  
AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2024**

# TONBRIDGE THEATRE AND ARTS CLUB

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# TONBRIDGE THEATRE AND ARTS CLUB

## REFERENCE AND ADMINISTRATIVE FOR THE YEAR ENDED 31 JULY 2024

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**Management Committee / Trustees:** Mr Phil Porter, Chairman/House Manager (Elected 2018)  
Mrs Valerie Galbraith, Vice Chairperson/Website (Resigned 26/11/2023)  
Mrs Caroline Candler, Hon Secretary (Elected 2021)  
Mrs Sandra Barfield, Chairman of Drama Committee (Elected 2019)  
Mrs Maggie Hoiles, Public Relations (Elected 2019)  
Mr Nick Blessley, Hon Treasurer (Elected 2018)  
Mr Paul Simons, Membership Secretary (Elected 2020)  
Mrs Sara Lacey (Resigned 26/11/2023)  
Mr Ian Tucker-Bell (Elected 2021)  
Mrs Kate Robbins (Elected 2021)

*Ex Officio:*

Mr Jason Lower, Youth Theatre Director (Appointed 2018)  
Mrs Jo Pierce, Wardrobe Representative (Appointed 2018)  
Mr John Hall, Chairman of the Art Group (Appointed 2021)

*Co-Opted:*

Mrs Elizabeth Portlock (Co-opted 10/01/2024)  
Mr Robert Maddison (Co-opted 10/01/2024)  
Mrs Amanda Hulston (Co-opted 01/05/2024)  
Mr Derek Rose (Co-opted 12/07/2024)  
Mr Barry Richard Nicholls (Co-opted 12/07/2024)

Mr Geoff Daniels, Technical Director, was a member of the Committee and a Trustee until his death in May 2024

**Charity registered number:** 227035

**Principal office:** The Oast Theatre  
London Road  
Tonbridge  
Kent  
TN10 3AN

**Bankers:** HSBC Bank plc  
100 High Street  
Tonbridge  
Kent  
TN9 1AN

**Independent Examiner:** A S Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024**

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The members of the Management Committee present their Annual Report, together with the Financial Statements for the year ended 31 July 2024. The Management Committee confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the governing document and the provisions of "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 2019) (Charities SORP (FRS 102)).

### **Structure, governance and management**

The Tonbridge Theatre and Arts Club was registered as a charity on 8 October 1964 and is governed by its Club Rules. It is a non-professional organisation managed by a committee of 16 members.

The Club incorporates an Art Section, meeting weekly, and two active youth groups – the Hoppers for young people aged 8 to 13, and the Youth Theatre, for those aged 14 to 19.

The Club is a member of The Little Theatre Guild of Great Britain.

Membership of the Club is open to everyone and is offered regardless of race, creed, colour, gender, sexual orientation or political persuasion. Club members pay an annual subscription, and all functions connected with running the Club and the theatre are carried out by them on a completely voluntary basis. There are no paid employees. Theatre performances are open to the public but Club members can purchase seats at advantageous rates.

The Hon Treasurer and Hon Secretary are elected annually. The Management Committee members are elected to serve for two years; co-opted members serve until the next AGM. The Chairman, Vice Chairman and other officers are elected by and from Management Committee members.

The Youth Theatre Director and Wardrobe Representative are appointed annually by the Management Committee. The Chairman of the Art Section is elected annually by members of the Art Section.

### **Objectives and activities**

The objects of the Club are to promote the advancement and improvement of general education in relation to all aspects of the arts, drama, music and painting, and to develop public appreciation of such arts.

These objects are achieved through a programme of drama productions staged over a season that runs for approximately ten months and art classes and exhibitions throughout the year.

In setting the objectives for the year, the Management Committee has had due regard to the Charity Commission's guidance on public benefit.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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### Chairman's Report 2024

This year, The Oast Theatre lost two of its keenest and, in one case, longest supporters: Ron Adamson and Geoff Daniels.

For many, Ron was The Oast Theatre: nothing was too much for him to do or think about. He did everything he could to keep the theatre in full working order. He designed the large advertising board that stands outside the front door. As a mark of respect, The Roundel will be renamed "Ron's Room" and a plaque to this effect placed on one of its doors. As Margaret Adamson remarked, "Ron was in at the start and stayed to the finish."

Geoff Daniels made his mark on the theatre as Technical Director. He was not any old Technical Director: he and the role became one. Geoff was involved with all aspects of presenting a show, offering advice and hands-on help with set design and its construction, lighting design and a thousand other issues that create a professional show. Geoff was also "on lights" for many Oast productions.

The contributions made to The Oast over the years by Geoff and Ron are immense. Both will be sadly missed. The theatre couldn't have done what it did without them.

Last year, the Chairman remarked that The Management Committee needed "new blood". In 2024 it got some: Bob Maddison, Bizz Portlock, Barry Nicholls, Mandy Hulston and Derek Rose were co-opted onto the Management Committee. It is anticipated that all will be fully adopted at the 2024 AGM.

In July 2024, The Management Committee agreed to redecorate the Bar Lounge, both sets of toilets and to clean all carpets and the auditorium seats. The redecoration of The Bar Lounge was made possible by a very generous donation from Margaret Adamson. Cleaning and redecorating were scheduled to be completed by the end of August.

In January 2024, The Oast gratefully accepted a £5,000 donation from The Hayes Players who were unfortunately forced to close. Most of this donation will fund sound and lighting improvements in The Janet Young Studio and improve Wi-Fi connections within the theatre. These initiatives are in the planning stage. The rest of the donation paid for the large monitor already installed in The Bar Lounge. Many thanks to who plan for and install such technologies.

The report now reinforces a point made at the start of The Drama Report, relating to audience numbers. It is fantastic that our well-known shows are so solidly supported, returning sold out runs for many of them. Sadly, the lesser-known productions are often disappointingly supported. The Chairman urges the membership to support all that the theatre stages: the membership may be surprised as to how professional and uplifting the unknown can be.

Whilst the theatre still has problems recruiting volunteers, we can be positive and upbeat about the contributions made by our loyal, diligent and enthusiastic volunteers. Many have given hours of unpaid help, in a thousand different ways, to make the theatre what it is. Thank you, one and all.

The foyer was given a minor make-over. Out went the old Front of House pulpit: in came a new, sleek, low-level, four drawer unit to store Front of House materials and programmes. All theatrical information displayed in the foyer is now presented in smart, black frames.

A necessary fire inspection was carried out by an external agency. Its findings are being considered by the Management Committee. There is nothing intrinsically wrong with The Oast's fire procedures, documents and equipment but some minor issues will need addressing soon.

Front door security was enhanced by adding a magnetic catch to the entry procedure.

In March 2024, the theatre entered several plays for The Southern Counties Drama Festival. Our successes can be read about in The Drama Report.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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Finally, The Chairman thanks the enlarged Management committee for its efforts and support over the year.

### **Drama Report**

The Oast Theatre has had a fabulous season, with many shows sold out for the run. It is a pity that the lesser-known productions attracted significantly smaller audiences than the well-known ones. All shows were of the same high standard: so, next time give the new a chance. You might be pleasantly surprised.

The season began in September with the Youth Theatre's exciting production of "Treasure Island", written by John Nicholson and La Navet Bete and directed by Jason Lower. This was a play full of fun and mayhem.

In October Sara Lacey directed "Beacons" by Tabitha Mortiboy. This was a gentle story about hope and human kindness.

In November Andy Taylor directed "The Birthday Party" by Harold Pinter. This was a play in which silence was as important as sound. It was how that silence was interpreted that made the play so intriguing.

In December Phil Porter directed "A Christmas Carol: The Creation of a Masterpiece" written by the director. This was a real treat: a Christmas show for Christmas.

In January Ian Tucker-Bell directed "One Man Two Guv'nors" by Richard Bean. This was a fast-moving, incredibly energetic production: a very farcical experience.

In February Paul Marshall directed "Home I'm Darling" by Laura Wade. This was a production firmly set in the 1950s: everything about it was spot-on for the period.

In March the Youth Theatre presented Phillip Pullman's "Grimm Tales" adapted for the stage by Philip Wilson. The tales were directed by five youth members overseen by Jason Lower. This was a first-rate presentation of tales that were glittery and dark.

In April Phil Porter directed "The Cosmic Dance", an original arrangement of various Shakespearean extracts to show what happens when man-kind tampers with an ordered universe. This show used the technical expertise of The Oast to full advantage.

In May Sandra Barfield directed "The Hollow" by Agatha Christie. Not often performed, "the Hollow" was a humorous "Who-Dunn-It". A sterling cast made this a memorable evening.

In June The Hoppers presented "Is Time Enough?" written and directed by their leader, Phil Burns.

Also in June Phil Holden directed "You Stupid Darkness" by Sam Steiner. This was a very off-beat comedy. Four volunteers operated a helpline in a dystopian world.

In July Fiona Dunn directed "An Ideal Husband" written by Oscar Wilde. Re-setting the play in the Roaring Twenties, it became a showcase for the Oast Theatre's dazzling array of period costumes. It was a very enjoyable evening for all concerned.

### JY Studio Productions

In November the Studio presented "Locusts" by Ian Tucker-Bell and Gareth Maclean. This was produced by Orange Works, a visiting theatre company.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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In March the Studio presented "An Evening of Tennessee Williams". The short plays included: "Summer at the Lake", "The Pretty Trap", "Hello from Bertha" and "Curtains for the Gentleman". These productions were a huge success.

### Southern Counties Drama Festival

The Oast Theatre entered two productions:

"A Christmas Carol: The Creation of a Masterpiece" by Phil Porter. The cast was: Zac Thraves, Elizabeth Portlock and Tony Pegg.

"Past Perceptions" by Andy Taylor. The cast was: Lynn Short, Lisa Ewens, John Ewens and Andy Taylor.

Nominations at the Festival were:

|               |                    |
|---------------|--------------------|
| Best Director | Sandra Barfield    |
| Best Actress  | Elizabeth Portlock |
| Best Actor    | Andy Taylor        |
|               | Zac Thraves        |

The award for best male actor went to Zac Thraves.

### **River Drama Report**

River Drama is a drama group for people with Downs syndrome and it continues to thrive at The Oast Theatre on Saturday afternoons during term-time. The trustees of the charity extend its thanks to the Oast for their on-going support.

During the year the trustees made the difficult decision to discontinue the children's group. Numbers had fallen to unsustainable levels and despite widespread advertising we were unsuccessful in attracting new children to join us. In contrast, we were continually having to turn adults away because of lack of room in our adult group. From January 2024 we became an adult only group and now run two longer sessions for over 18s only. We have been delighted to welcome new adult members and look forward to welcoming one or two more for taster sessions in September 2024. We currently have 26 members.

As well as our usual Saturday afternoon sessions we run a programme of additional events throughout the year, including a Disco, Christmas and Summer theatre trips and Academy Week which is held in the summer holidays and is now well established at Hadlow Primary School.

River Drama is valued by its members for the social connections it provides, the opportunity to perform and shine in front of a supportive audience, and as a regular weekend activity which can be sadly lacking, especially for those living in social care settings.

As we look forward to our 30th Anniversary in 2025 we are delighted that the charity is financially in good shape; we have a full rota of skilled tutors who are able to engage and inspire our students, and most importantly a full register of students who wish to be with us for drama on Saturday afternoons.

### **Hoppers Report**

This season, Hoppers remained as one group. The children preferred it this way, finding it easier to maintain friendships within a single unit. Numbers in the group have remained at around eighteen with a few changes in membership. The group is always very popular and oversubscribed. Therefore, in September, there will be a second group. This will allow those who have been on the waiting list longer than a year to join and yet keep each group small.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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The Hoppers had a great year through the fortnightly workshops in which they developed their drama skills and confidence, creating a TV inspired episode, learning about lighting and workshopping ideas for the Summer Show.

'Is Time Enough?' was a great success and the children had a great time rehearsing and performing. The children loved the set created for them and the group would like to say a huge thank you to Jason for arranging the Chaperones, Derek and Bob, for helping with the lighting and all the Playgroup for building the set. Without all this support there would not have been such a successful show.

### Youth Theatre Report

2023-24 was a successful year for The Oast Youth Theatre, with a full membership and two well-received productions.

In September, the group staged the very silly 'Treasure Island' by John Nicholson and Le Navet Bete to excellent feedback but smaller audiences. The seven-strong cast took on all of the 30+ roles to great aplomb.

The Youth Theatre ran a residential with most of the membership at the time taking part in team building, creative exercises and games.

In March 2024, the Youth Theatre staged an adaptation of Philip Pullman's 'Grimm Tales'. This featured five playlets that were directed by three of the current membership, plus two recent alumni – Nimueh Ferdinando and Luke Morrison. The five plays were all approached differently, and the young people did an excellent job in bringing their vision to life.

This year, young people have taken a lead on designing and running the technical side of productions. The Youth Theatre is indebted to Derek Rose, Oscar N Carson and Matt Kohler for their help in training young members and ensuring all of the lighting rig is set up for the shows.

As ever, the talented Alison Miall has been invaluable in providing scores of costumes for the casts, and Paul Simons has captured the productions in his beautiful photos. The Playgroup, led by Geoff Daniels and Barry Nicholls, have done a brilliant job creating versatile and atmospheric sets, with the usual high standard of scenic art from Ann Smith, Annette Tranter and team.

### Art Group

The current number of the group has increased by two to eleven with an average attendance of six every Tuesday afternoon. In addition to this, two initiatives were launched.

The first of these was AOTM (artist of the month).

All Oast Theatre Members are invited to exhibit their Artwork in the 'Bar Lounge'. This provides an opportunity for those in the theatre to view the paintings. The eleventh AOTM is currently on display in July with future displays booked.

The second initiative was to declutter the Art Room.

An 'important date' of June 30th, was advertised in Oast Notes, as the final opportunity for members to retrieve personal items from the Art Room. The Art Group kept the easels. Clearing began in July.

It has been agreed that every effort will be made for the Art Group Chair, or his deputy, to attend the Oast Theatre monthly committee meetings.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024**

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### **Technical Group**

This season the Oast technical team has supported a wide range of shows with excellent lighting, sound and video. Several new members joined the team, but unfortunately it still lacks volunteers in certain key areas such as lighting design. Members of the team are more than happy to train anyone if they are interested.

Many thanks to all the sound, lighting and video designers and operators who enabled the team to support the high-quality shows that the Oast Theatre produces.

Major additions to the technical area were the moving head lights used to great effect in many shows last season, as well as a new media screen in the bar and data storage equipment for the wealth of information the theatre now has in digital form.

The Oast technical team continues to enhance the Oast's capabilities with projects underway to refresh the WIFI throughout the theatre and provide enhanced lighting for productions in the Janet Young Studio.

### **Wardrobe Report**

The wardrobe team covers hiring out costumes, working in the wardrobe and costuming our shows.

Hiring out on two Sundays in the month and every Monday morning went very well this year. Schools, other societies and individuals have used these sessions.

A great team has worked in the wardrobe on Monday and Wednesday mornings, repairing and making costumes, keeping the wardrobe tidy and altering costumes for the shows.

As usual the wardrobe department has costumed all shows this year. The shows covered a range of fashion periods.

Many thanks to everyone for their enthusiastic contribution.

### **Props and Furniture Hire**

The theatre continued to look after its props and furniture. Hires this year fell by about 25%. In particular, schools seem to have limited budgets for props hires for their productions.

The theatre continued to receive donated items which were photographed before putting away. These items were then ready to be used on the Oast stage or hired out to other societies and schools. The department always advises Oast directors and their props people on the suitability of particular props and/or furniture for their production and where they can be found.

### **Social Committee Report**

In August a group made its annual pilgrimage to the Chichester Festival Theatre, this time to see the ever-popular The Sound of Music - a bit of an oldie, but it was an excellent production and well worth the trip.

In December the Oriana Singers, the brilliant Tunbridge Wells-based choir, generously offered to arrange a concert of Christmas Music for the theatre's benefit. The choir spent the whole day at the Oast, setting up, rehearsing and eventually performing to a full house. They appreciated the technical and other support that the theatre provided and really made themselves at home. The Oast enjoyed hosting the choir and appreciated the considerable amount of money which found its way into its coffers.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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Just before Christmas there was the usual festive soup-bread-cheese-mince pie extravaganza which was appreciated by our regular Monday and Wednesday workers; another full house. March saw the first of the Friday social evenings in the bar, which began very well and continued on a monthly basis.

### Membership Report

|                                  | 2022-2023  | 2023-2024  |
|----------------------------------|------------|------------|
| Season Ticket Holders            | 91         | 66         |
| Life Members                     | 11         | 11         |
| Life Members with Season Tickets | 7          | 6          |
| Annual members                   | <u>522</u> | <u>437</u> |
| Total                            | 631        | 520        |

The first paragraph of this report is the same as last year's. Membership has again decreased. Several members have sadly died and some are physically unable to attend. Others did not renew their membership but still attend, somewhat irregularly, as non-members. Looking at the ticket sales data for this year the average member was buying just 5 tickets per year and the average audience comprises 63% members and 37% non-members.

The numbers of active volunteers has also fallen. It is proving difficult to provide a full-service during shows. The volunteer functions are being performed by fewer individuals which, as our chairman pointed out at the last AGM, is really unsustainable.

This paragraph appeared in last year's report last and is here repeated it verbatim: "One issue that doesn't seem to go away is that some members just do not see the need to have to renew their membership online each year. I have mentioned this on many an occasion, but I must restate that it is due to a need to comply with GDPR and email protocols. If someone does not renew online for a period of three years, the system will automatically remove them from the membership list. We also need to keep our database up to date so we need to ask people to log in once a year and make sure their information is up to date. It is a very simple thing to do and, if anyone has any difficulty all they need to do is ask."

Membership rates were raised at the beginning of this year. Despite numerous notices to this effect many people did not change their standing orders or they paid an incorrect amount via BACS. It has proved difficult to contact some members due to their contact details having changed. It is an easy matter to change your details by logging into your Oast Membership account and changing the details in the "User Profile and Volunteering" section. If members prefer, they can email the change to [membership@oasttheatre.com](mailto:membership@oasttheatre.com) and we will make the change for you. It is essential that volunteer lists are kept up to date.

One issue that has become more of a problem as a result of raising the annual subscription, is that some actors feel that having to pay the full annual subscription just to appear in the last show or two is unfair. Our annual subscription is fixed both in terms of its duration and amount. One or two membership secretaries in the past have unofficially allowed a 50% reduction to the membership rate after March 1st but this is contrary to the Constitution and the practice has stopped. Please bear in mind that The Oast does not charge an appearance fee, actors are given free copies of scripts, refreshments are provided at no charge, and they are still entitled to a member's ticket discount. The Management Committee will discuss this matter.

This will be my last AGM report as I am stepping down from all roles at the Oast at the AGM. The process of handing over the role of Membership Secretary to Katy Nash has begun. From November 2024, Katy Nash will be the new Membership Secretary.

Volunteering at the Oast has been a most wonderful and enriching experience. I have been privileged to "volunteer" alongside some talented and interesting people. I would like to thank each and every one of them for all of the help and friendship that they have so generously given to me over the 10 years or so that I have been at the Oast.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024**

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### **Financial review**

The results of the Club for the year are shown on page 12. The Balance Sheet on page 13 shows that the Club had total funds at 31 July 2024 amounting to £1,211,772. This is mainly represented by fixed assets held for the Club's use of £1,039,690. The balance of £172,082, which represents the Club's free unrestricted funds, relates primarily to cash at bank and in hand of £141,462 and stock of £31,287.

### **Policy on reserves**

The Management Committee has agreed that it is prudent to have available a sum in reserves equivalent to approximately 6 months of the annual support, premises and utility costs, i.e. the costs which would be incurred if the theatre ceased operating. This is estimated to be approximately £36,000. This will fund any unexpected large drop in income and/or large increase in running costs. The policy is achieved by ensuring that free unrestricted reserves (that is, unrestricted funds not represented by fixed assets) are at least equal to approximately 6 months' running costs.

At the balance sheet date, free unrestricted reserves were well in excess of this amount.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2024

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### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity 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 its surplus or deficit 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 in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on 6/11/24 and signed on its behalf by:



**Phil Porter**  
Chairman

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE INDEPENDENT EXAMINER FOR THE YEAR ENDED 31 JULY 2024

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### Independent examiner's report to the Management Committee of Tonbridge Theatre and Arts Club ("the Club")

I report to the Management Committee on my examination of the accounts of the Club for the year ended 31 July 2024.

#### Responsibilities and basis of report

As the Management Committee of the Club, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

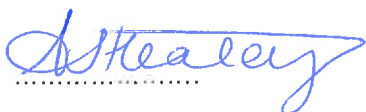
I report in respect of my examination of the Club's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### 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 Club as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.



Date: 7/11/24

A S Healey FCA CTA DChA  
**Lindeyer Francis Ferguson Limited**  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2024

|                                    | Note | 2024<br>£        | 2023<br>£        |
|------------------------------------|------|------------------|------------------|
| <b>Income from:</b>                |      |                  |                  |
| Donations and legacies             | 3    | 14,211           | 8,756            |
| Other trading activities           | 4    | 64,134           | 65,781           |
| Charitable activities              | 5    | 83,692           | 61,600           |
| Investments:                       |      |                  |                  |
| Interest receivable                |      | 1,316            | -                |
| <b>Total income</b>                |      | <b>163,353</b>   | <b>136,137</b>   |
| <b>Expenditure on:</b>             |      |                  |                  |
| Raising funds                      | 6    | 18,163           | 18,754           |
| Charitable activities              | 7    | 101,538          | 82,296           |
| <b>Total expenditure</b>           |      | <b>119,701</b>   | <b>101,050</b>   |
| <b>Net income</b>                  |      | <b>43,652</b>    | <b>35,087</b>    |
| <b>Net movement in funds</b>       |      | <b>43,652</b>    | <b>35,087</b>    |
| <b>Reconciliation of funds:</b>    |      |                  |                  |
| Total funds brought forward        |      | 1,167,995        | 1,132,908        |
| <b>Total funds carried forward</b> |      | <b>1,211,647</b> | <b>1,167,995</b> |

# TONBRIDGE THEATRE AND ARTS CLUB

## BALANCE SHEET AS AT 31 JULY 2024

|                                                | Note | 2024<br>£      | 2024<br>£               | 2023<br>£      | 2023<br>£               |
|------------------------------------------------|------|----------------|-------------------------|----------------|-------------------------|
| <b>Fixed assets</b>                            |      |                |                         |                |                         |
| Tangible assets                                | 11   |                | 1,039,690               |                | 1,032,979               |
| <b>Current assets</b>                          |      |                |                         |                |                         |
| Stocks                                         |      | 31,287         |                         | 31,010         |                         |
| Debtors                                        | 12   | 18,776         |                         | 25,442         |                         |
| Cash at bank and in hand                       |      | 141,462        |                         | 96,030         |                         |
|                                                |      | <u>191,525</u> |                         | <u>152,482</u> |                         |
| <b>Current liabilities</b>                     |      |                |                         |                |                         |
| Creditors: amounts falling due within one year | 13   | ( 19,568)      |                         | ( 17,466)      |                         |
| <b>Net current assets</b>                      |      |                | <b>171,957</b>          |                | <b>135,016</b>          |
| <b>Total net assets</b>                        |      |                | <b><u>1,211,647</u></b> |                | <b><u>1,167,995</u></b> |
| <b>The funds of the charity</b>                |      |                |                         |                |                         |
| Unrestricted funds                             |      |                | 1,211,647               |                | 1,167,995               |
| <b>Total charity funds</b>                     |      |                | <b><u>1,211,647</u></b> |                | <b><u>1,167,995</u></b> |

The financial statements were approved by the Management Committee on 6/11/24 and signed on their behalf by:



**Phil Porter**  
Chairman



**Nick Blessley**  
Hon Treasurer

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

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### 1 Status

Tonbridge Theatre and Arts Club is a charitable organisation registered in England and Wales, governed by its Club Rules and managed by a committee of members. The address of the principal office is The Oast Theatre, London Road, Tonbridge, Kent TN10 3AN.

### 2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 2.1 Basis of preparation of financial statements

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Tonbridge Theatre and Arts Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue operating, and so the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### 2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Legacies are recognised when probate has been granted, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the charity's control or have already been met. For bank interest, this is recognised when the charity has entitlement to the interest receivable.

Income from other trading activities is recognised at the date of sale. Subscriptions income received in advance is accounted for as deferred income.

Income from charitable activities comprises box office and season ticket income. Box office income for a particular production is recognised in the period in which the production takes place. Season ticket income received in advance is accounted for as deferred income.

#### 2.3 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Costs of charitable activities are those costs, including support costs and irrecoverable VAT, relating to the operation of the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

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### 2 Accounting policies - continued

#### 2.4 Fund accounting

The general fund is an unrestricted fund which is available for use at the discretion of the Management Committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes. The charity does not currently have any restricted funds.

#### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Fixtures, fittings & equipment - 10% to 20% straight line
- Freehold property - lean-to over 30 years straight line
- Freehold property - platform lift over 20 years straight line
- Freehold property - boiler over 20 years straight line

No depreciation is provided on the Oast Theatre because any charge is considered to be immaterial due to the long useful economic life and high residual value of the property.

#### 2.6 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to sell.

#### 2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value or, if due after more than one year, at amortised cost.

### 3 Income from donations and legacies

|                     | 2024   | 2023  |
|---------------------|--------|-------|
|                     | £      | £     |
| General donations   | 8,901  | 3,408 |
| Programme donations | 2,310  | 2,348 |
| Grants received     | 3,000  | 3,000 |
|                     | <hr/>  | <hr/> |
|                     | 14,211 | 8,756 |
|                     | <hr/>  | <hr/> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

### 4 Income from other trading activities

|                                 | 2024          | 2023          |
|---------------------------------|---------------|---------------|
|                                 | £             | £             |
| Art section                     | 13            | 19            |
| Bar sales                       | 19,690        | 16,355        |
| Coffee bar sales                | 3,488         | 1,952         |
| Ice cream sales                 | 1,928         | 2,823         |
| Hire income                     | 4,383         | 8,441         |
| Subscriptions                   | 17,555        | 12,914        |
| Wardrobe income                 | 11,698        | 16,461        |
| Props and furniture income      | 608           | 1,134         |
| Advertising                     | 670           | 618           |
| 100 Club (see note 14)          | 1,086         | 1,060         |
| Fundraising and members' events | 3,015         | 3,954         |
| Other income                    | -             | 50            |
|                                 | <u>64,134</u> | <u>65,781</u> |

### 5 Income from charitable activities

|                                     | 2024          | 2023          |
|-------------------------------------|---------------|---------------|
|                                     | £             | £             |
| Operation of theatre:               |               |               |
| Box office and season ticket income | <u>83,692</u> | <u>61,600</u> |

### 6 Expenditure on raising funds

|                                       | 2024          | 2023          |
|---------------------------------------|---------------|---------------|
|                                       | £             | £             |
| Bar expenses                          | 10,655        | 8,307         |
| Fundraising and members' events costs | 3,127         | 7,500         |
| Coffee bar expenses                   | 1,487         | 1,165         |
| Ice cream expenses                    | 2,051         | 1,701         |
| Wardrobe expenses                     | 843           | 81            |
|                                       | <u>18,163</u> | <u>18,754</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

### 7 Expenditure on charitable activities

|                      | Direct<br>costs<br>2024<br>£ | Support<br>costs<br>2024<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------|------------------------------|-------------------------------|--------------------|--------------------|
| Operation of theatre | 69,929                       | 31,609                        | 101,538            | 82,071             |

### 8 Direct costs

|                                    | 2024<br>£ | 2023<br>£ |
|------------------------------------|-----------|-----------|
| Production expenses                | 17,994    | 14,305    |
| Premises costs including insurance | 16,926    | 16,069    |
| Rates                              | 191       | 369       |
| Little Theatre Guild               | 105       | 105       |
| Equipment repairs and maintenance  | 3,597     | 593       |
| Printing                           | 7,769     | 5,906     |
| Utilities                          | 23,347    | 15,714    |
|                                    | 69,929    | 53,061    |

### 9 Support costs

|                             | 2024<br>£ | 2023<br>£ |
|-----------------------------|-----------|-----------|
| Postage                     | 930       | 745       |
| Telephone and internet      | 979       | 810       |
| Computer costs              | 2,479     | 2,563     |
| Depreciation                | 11,158    | 10,877    |
| Transaction charges         | 648       | 596       |
| Legal and professional fees | 40        | 960       |
| Irrecoverable VAT           | 9,674     | 7,449     |
| Independent examination     | 3,450     | 3,325     |
| Other                       | 2,251     | 1,685     |
|                             | 31,609    | 29,010    |

### 10 Employees and Management Committee

The charity has no employees and is staffed entirely by its members who receive no remuneration.

No members of the Management Committee received any remuneration during the year. Any expenses reimbursed to members of the Management Committee (and close family members) were in their capacity as agents of the charity and not in their capacity as trustees.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

### 11 Tangible fixed assets

|                       | Freehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£ |
|-----------------------|---------------------------|-------------------------------------------|------------|
| <b>Cost</b>           |                           |                                           |            |
| At 1 August 2023      | 1,032,755                 | 127,967                                   | 1,160,722  |
| Additions             | -                         | 17,869                                    | 17,869     |
| At 31 July 2024       | 1,032,755                 | 145,836                                   | 1,178,591  |
| <b>Depreciation</b>   |                           |                                           |            |
| At 1 August 2023      | 11,736                    | 116,007                                   | 127,743    |
| Charge for the year   | 4,064                     | 7,094                                     | 11,158     |
| At 31 July 2024       | 15,800                    | 123,101                                   | 138,901    |
| <b>Net book value</b> |                           |                                           |            |
| At 31 July 2024       | 1,016,955                 | 22,735                                    | 1,039,690  |
| At 31 July 2023       | 1,021,019                 | 11,960                                    | 1,032,979  |

### 12 Debtors

|                                | 2024<br>£ | 2023<br>£ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 17,636    | 22,685    |
| 100 Club debtor (see note 14)  | -         | 1,060     |
| Other debtors                  | 1,140     | 1,922     |
|                                | 18,776    | 25,667    |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

### 13 Creditors: amounts falling due within one year

|                                                   | 2024<br>£     | 2023<br>£     |
|---------------------------------------------------|---------------|---------------|
| Trade creditors                                   | 1,382         | 1,977         |
| Accruals and deferred income                      | 10,650        | 8,979         |
| VAT payable                                       | 1,673         | 1,306         |
| Other creditors                                   | 5,863         | 5,204         |
|                                                   | <u>19,568</u> | <u>17,466</u> |
| Deferred income comprises:                        |               |               |
| Income deferred from the previous year            | 6,105         | 8,005         |
| Released to the statement of financial activities | ( 6,105)      | ( 8,005)      |
| Arising during the current year                   | 7,040         | 6,105         |
|                                                   | <u>7,040</u>  | <u>6,105</u>  |

Deferred income includes amounts received for box office sales, fundraising events and subscriptions relating to the 2024/25 year.

### 14 100 Club

|                                                               | 2024<br>£    | 2023<br>£    |
|---------------------------------------------------------------|--------------|--------------|
| <b>Balance sheet at 31 July 2024</b>                          |              |              |
| <b>Assets</b>                                                 |              |              |
| Cash at bank and in hand                                      | 1,222        | 2,282        |
| <b>Liabilities</b>                                            |              |              |
| Subscriptions prepaid                                         | ( 1,222)     | ( 1,222)     |
| Due to Tonbridge Theatre and Arts Club (see note 12)          | -            | 1,060        |
|                                                               | <u>-</u>     | <u>1,060</u> |
| <b>Income and expenditure for the year ended 31 July 2024</b> |              |              |
| <b>Income</b>                                                 |              |              |
| Subscriptions                                                 | 2,152        | 2,135        |
| <b>Expenditure</b>                                            |              |              |
| Prizes                                                        | ( 1,030)     | ( 1,030)     |
| Other expenses                                                | ( 36)        | ( 45)        |
| Surplus for the year (see note 4)                             | <u>1,086</u> | <u>1,060</u> |

### 15 Related party transactions

The charity paid for fire safety services totalling £1,298 to EJP Fire Protection Limited, a company jointly controlled by the spouse of a Trustee during the year (2023: £Nil).

**TONBRIDGE THEATRE AND ARTS CLUB**

England & Wales - Charity number 227035

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# Accounts

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**Charity number: 227035**

**TONBRIDGE THEATRE AND ARTS CLUB**

**MANAGEMENT COMMITTEE REPORT  
AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2023**

# TONBRIDGE THEATRE AND ARTS CLUB

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| Notes to the financial statements        | 14   |

# TONBRIDGE THEATRE AND ARTS CLUB

## REFERENCE AND ADMINISTRATIVE FOR THE YEAR ENDED 31 JULY 2023

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**Management Committee / Trustees:** Mr Phil Porter, Chairman/House Manager (Elected 2018)  
Mrs Valerie Galbraith, Vice Chairperson/Website (Elected 2018)  
Mrs Caroline Candler, Hon Secretary (Elected 2021)  
Mrs Sandra Barfield, Chairman of Drama Committee (Elected 2019)  
Mrs Maggie Hoiles, Public Relations (Elected 2019)  
Mr Nick Blessley, Hon Treasurer (Elected 2018)  
Mr John Perry (Resigned 27/11/2022)  
Mr Paul Simons, Membership Secretary (Elected 2020)  
Mrs Sara Lacey (Elected 2021)  
Mr Ian Tucker-Bell (Elected 2021)  
Mrs Kate Robbins (Elected 2021)

*Ex Officio:*

Mr Jason Lower, Youth Theatre Director (Appointed 2018)  
Mrs Jo Pierce, Wardrobe Representative (Appointed 2018)

*Co-Opted:*

Geoff Daniels, Technical Director (2019)  
Mr John Hall, Chairman of the Art Group (2021)

**Charity registered number:** 227035

**Principal office:** The Oast Theatre  
London Road  
Tonbridge  
Kent  
TN10 3AN

**Bankers:** HSBC Bank plc  
100 High Street  
Tonbridge  
Kent  
TN9 1AN

**Independent Examiner:** A S Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023**

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The members of the Management Committee present their Annual Report, together with the Financial Statements for the year ended 31 July 2023. The Management Committee confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the governing document and the provisions of "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 2019) (Charities SORP (FRS 102)).

### **Structure, governance and management**

The Tonbridge Theatre and Arts Club was registered as a charity on 8 October 1964 and is governed by its Club Rules. It is a non-professional organisation managed by a committee of 15 members.

The Club incorporates an Art Section, meeting weekly, and two active youth groups – the Hoppers for young people aged 8 to 13, and the Youth Theatre, for those aged 14 to 19.

The Club is a member of The Little Theatre Guild of Great Britain.

Membership of the Club is open to everyone and is offered regardless of race, creed, colour, gender, sexual orientation or political persuasion. Club members pay an annual subscription, and all functions connected with running the Club and the theatre are carried out by them on a completely voluntary basis. There are no paid employees. Theatre performances are open to the public but Club members can purchase seats at advantageous rates.

The Hon Treasurer and Hon Secretary are elected annually. The Management Committee members are elected to serve for two years; co-opted members serve until the next AGM. The Chairman, Vice Chairman and other officers are elected by and from Management Committee members.

The Youth Theatre Director and Wardrobe Representative are appointed annually by the Management Committee. The Chairman of the Art Section is elected annually by members of the Art Section.

### **Objectives and activities**

The objects of the Club are to promote the advancement and improvement of general education in relation to all aspects of the arts, drama, music and painting, and to develop public appreciation of such arts.

These objects are achieved through a programme of drama productions staged over a season that runs for approximately ten months and art classes and exhibitions throughout the year.

In setting the objectives for the year, the Management Committee has had due regard to the Charity Commission's guidance on public benefit.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023**

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### **Chairman's Report 2023**

This year, the theatre's main concern was how to deal with what was called "the cost-of-living crisis". All energy costs were expected to rise dramatically, especially at the start of 2023. Consequently, the theatre's income, essentially from membership fees and Box Office sales, would not cover costs, especially if the crisis worsened or lasted longer than expected. Unless immediate action was taken, the long-term prospects for the theatre and The Club, as seen at the time, would be somewhat bleak.

After considerable discussion, the Management Committee agreed to increase the price of membership and raise all ticket prices. It was also agreed that no action would be taken without consulting the members. Therefore, following the end of the formalities of the 2022 AGM, a free-ranging discussion took place between the Management Committee and those present to determine how best to meet the cost-of-living crisis. Many valuable suggestions were made and noted by the Management Committee. A follow-up meeting, widely attended was held in February 2023 in the theatre's auditorium. The agreed outcome was to raise both membership fees and ticket prices to a level thought sensible in the current climate. As any change in the price of membership can only be discussed at an AGM and as waiting for the 2023 AGM was considered to be too long a wait, an EGM was held in April 2023. It was proposed at that meeting that the annual membership fee be raised from £20 to £30 and that these changes would come into effect on 1st August, 2023. After considerable discussion, the proposal was overwhelmingly accepted.

Another change was that the membership voted to start all adult shows for the 2023-2024 season at 8pm. The start of all Youth Theatre shows and The Hoppers Summer show would remain unchanged.

Fortunately, the crisis has not been as destructive as originally feared. One reason for this is that several energy saving initiatives were put in place, especially as regards the wardrobe department. In addition, our Marketing Efforts, led by The Oast's Marketing Officer, Andy Sunnucks, were significantly increased and there were three sell-out shows and several shows almost sold out. As of July 2023, the theatre's bank balance was healthier than expected and the theatre's future looks more secure.

The theatre, as usual, entered several plays for The Southern Counties Drama Festival. Our successes can be read in The Drama Report.

This year determined efforts were made to introduce the theatre to different groups within the wider community. Beti Price, assisted by Jan Powis, gave talks about the changes to ladies' underwear through the ages. On other occasions, Ian Burns spoke to groups about the history of The Oast Theatre.

The issue of encouraging and keeping volunteers remains with us. Again, the theatre organised several recruitment evenings, some more successful than others. The theatre may not always attract or keep its volunteers, but it is essential that it does not relax its "recruitment" drives.

Nothing stays the same for ever. After ten years of dedicated service, Lyn Porter passed the role of rehearsal scheduling and theatre hires to Kate Robbins. The theatre thanks Lyn Porter and wishes Kate Robbins well. Ian Tucker-Bell has passed the editorship of Oast Notes to Steve Hemsley. Ian brought a new look to Oast Notes and Steve has continued in similar vein. The theatre thanks Ian Tucker-Bell and wishes Steve Hemsley well.

In July, Rita Carpenter retired from organising The 100 Club, a role she has occupied for over 35 years. The theatre thanks Rita for her considerable efforts. Valerie Shields will now be responsible for running The 100 Club and the theatre wishes her success in her new role.

After two years, Bob Maddison passed the role of Front of House to Lyn Porter. Again, the theatre thanks Bob Maddison and wishes Lyn Porter well in her new role.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023

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Room hiring is somewhat reduced. NCT remains, as does the U3A recorder ensemble. Those room hirers who left did so because the building no longer suited their needs.

Again, the theatre pays tribute to all those who, week in, week out, keep the Oast Theatre "alive".

Finally, I thank the Management Committee for all it has done over the past year.

### **Drama Report**

Due to a few issues with the opening of the season this year, we did not have a youth production nor did we start with "The Late Mrs. Early" as advertised as the start of the adult season.

Instead, we began the season with a beautiful play written by A R Gurney: "Love Letters". This was sensitively performed by two alternative pairs of actors, Elizabeth and Stuart McCreadie and Sara Lacey and Bob Brown. Each pair brought their own style and interpretation to the performance. Stuart McCreadie directed.

In November, we had "The Late Mrs. Early" written by Norman Robbins and directed by Nadia Higson. The play was a glorious comedy set in the 1950's. It contained a great set of characters for the actors to play with: batty but fun.

### **Christmas 2022**

The Youth Group performed "Bleak Expectations", a pastiche of Charles Dickens' "Bleak House" and "Great Expectations". Directed by the imaginative Jason Lower, this was just sheer fun.

This was followed by "Pantomania" – A Murder Mystery directed by Pamela Murphy. We were treated to much fun and mayhem with the Panto Cinderella.

In the New Year a new director, for The Oast, Paul Marshall directed "Oedipus Rex", adapted by Frank McGuinness. This was a very different production for The Oast, but was well received. Sadly, Kris Robertson, who played the lead, passed away later in the year.

Supposedly a children's story "A Monster Calls" by Patrick Ness was our February play. This really excellent production showed the huge skills we have at the Oast: sound, lighting, projection acting ability and hectic back-stage work all combined to present this imaginative story, all held together by director Ian Tucker-Bell.

In early April, two Youth Theatres, The Oast and Trinity, performed on our stage. The Oast Youth presented "Be My Baby" by Amanda Whittington. This play was about a 19 year old unmarried pregnant girl sent to a home to have her baby. A simple set and really good team work made this controversial play work beautifully. "Model Behaviour" by Jon Brittain and performed by Trinity Youth was a fast paced comic play. Congratulations to both groups.

In April Phil Porter directed "The Radiant" by Shirley Lauro. This told how Madame Curie discovered radium and also explored the turmoil within her private life. The production was enhanced by the clever use of projections.

In May, Stuart McCreadie directed the very lovely, eccentric "Arsenic and Old Lace" by Joseph Kesselring. Insanity! It runs in the family! So funny.

In June, the delightful Hoppers performed "Kidnapped" directed by its author and leader, Phil Burns. "Kidnapped" was set in an Open Day at Espire School for the gifted, rich and famous. Some really inspired performances.

In July we had Harold Pinter's classic play "Betrayal", directed by Fiona Dunn. This was a very sensitively produced and extremely well-lit presentation. Strong performances led us through the progress of a love affair, and its consequences: memorable.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023**

---

To end the Season, we had Alfred Hitchcock's "The 39 Steps", adapted by Patrick Barlow. This was a madcap comedy with five actors playing some 120 characters, What could possibly go wrong! Probably a different thing every night, but no-one seemed to notice. Directed by Sandra Barfield – who also made Hitchcockesque cameo appearances.

### **Southern Counties Drama Festival February 2023**

The Oast entered:

"On the Edge" by Andy Taylor

Cast

Andy Taylor

Cathy Bourne

Denzil Edwards

Lynn Short

Cathy Bourne won best actress

"Hancock's Last Hour" by Zac Thraves

Cast

Zac Thraves

Louise Goodbody

Ashley Munson

Frankie Gahan

Zac Thraves and Ashley Munson nominated for best actor.

JY STUDIO

Productions.

October

An Evening of Tennessee Williams' short plays. Really well-received as many in the audience didn't realise he wrote some comedies!

February

Performed One Act plays that were our entries for the Southern Area Drama Festival.

"The Final Kiss" performed by the Sevenoaks Shakespeare Society, and directed by Sandra Barfield. When performed at The Festival, this play was named as Best Play with Best Actor, Pierse Stevens.

"On the Edge" by Andy Taylor

July

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023

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"Love Letters" by A R Gurney. This was reshown in the JY Studio as its original run on the main stage was so short. It was again well-received. Some members of the audience thought that it was even better in the more personal atmosphere of the JY Studio.

### **River Drama Report**

It has been another successful year for River Drama. We have been actively recruiting for our Youth Group which currently consists of six members, two of whom will move up to the adult (Academy) groups next year. Our two Academy groups comprise twenty- one adults in total.

Sessions have been led by a fabulous team of seven tutors, each with his or her style of delivering the dance and drama sessions.

In addition, this year River Drama students took part in some theatre trips. At Christmas, Academy students enjoyed the production of Bleak Expectations at the Oast Theatre, while the Youth Group went to see Elf at the Trinity Arts Theatre in Tunbridge Wells. We all had great fun at the performance of Chitty Chitty Bang Bang at the Assembly Hall in Tunbridge Wells in June.

Another highlight was our summer Academy Week, where the students produced a performance about a train trip to the seaside based on their own memories and experiences of visits to the sea. They thoroughly enjoyed performing it at the end of the week to family and friends.

We are once again very grateful to the Oast Theatre for the use of their lovely venue and for their generosity in allowing us to use it at such a favourable rate. It is much appreciated.

### **Hoppers Report**

This year, Hoppers was one group. Numbers in this group increased to 25 with 2 new children joining us. The group is always very popular and oversubscribed. The children who joined this year had been waiting 12 months.

We had a great year through our fortnightly workshops, developing the children's drama skills and confidence. This culminated in our first two act play. Having one group meant that we needed a longer play. This meant a lot more lines for the children to learn. This was quite a daunting task for those who had never appeared on stage before.

Our play "Kidnapped" was a great success and the children had a marvellous time rehearsing and performing. Phil Burns, the Hoppers leader, even got back to being on stage when he had to step in when a child was unwell. Phil Burns thanks Jason Lower for arranging the chaperones, Derek Rose for lighting and The Playgroup for building the set.

Once again, the children had the wonderful opportunity to be part of the Christmas Show, "Bleak Expectations". 12 children took part. This was a wonderful opportunity for any child to get onto the stage and learn a lot from the older Youth Theatre members.

Phil Burns is looking forward to another exciting season with the Hoppers!

### **Youth Theatre Report**

The Oast Youth Theatre has returned to pre-Lockdown levels, with 40 members (the maximum) by July 2023.

The group joined with Trinity Youth Theatre in Tunbridge Wells to take a piece of new writing by playwright Jack Stacey to the Edinburgh Fringe. One reviewer called it: "exactly the sort of show that has its place on The Fringe."

In September, to great success, the group ran its first Residential since Lockdowns began. Sadly, the planned September production did not go ahead as intended due to staff illness.

In December, the group performed 'Bleak Expectations', based on the hit Radio 4 comedy, and in March and April staged 'Be My Baby' as part of a double bill with Trinity Youth Theatre: performed at Trinity Theatre in Tunbridge Wells and at the Oast Theatre a few weeks later.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023

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### Art Group

The Oast Art Group continues to meet in the Art Room every Tuesday afternoon for a couple of hours from 1.30pm. This small group, all members of the Oast, includes artists of mixed ability and experience. All artists from the Oast community regularly exhibit work for sale in the Bar Lounge.

An innovation from September will be an Artist of the Month exhibition on one wall in the Bar Lounge.

### Technical Group

The Oast technical team has managed to support a wide range of shows with excellent lighting, sound and video over the last season. Whilst we have welcomed a few new members to this volunteering area, we still do not have enough people to meet the demands made on the team. This is particularly true of the design side of lighting and sound. We have concentrated on improving our health and safety procedures and now completed the Portable Appliance Testing (PAT) across the theatre buildings and stage. We continue to keep our equipment up-to-date to meet the anticipated needs of forthcoming productions. Last season we upgraded our Sound and Video computer. In the summer break we will renew our Cyclorama lights as the old ones are failing. Additionally, we are looking to add a couple of moving head lights. These will enhance all future lighting effects

### Wardrobe Report

We have continued to be open for hiring by appointment on two Sundays a month and every Monday morning. This is working well and we have been busy with schools, other societies and individuals hiring from us and our income is increasing.

We work in the wardrobe on Monday and Wednesday mornings. We have a great team of hard working members repairing and altering costumes for the shows, keeping the extensive wardrobe tidy, doing the ironing, and making new costumes. We also costume all the shows. We have welcomed some new members to our team this year.

Many thanks to everyone for their enthusiastic contribution.

### Props and Furniture Hire

Peter and I continue to look after our props, each one photographed by Judy Beer as usual. This year, things have started to pick up after two years of reduced hires because of Covid. In particular, schools are starting to spend money on props/furniture hire when they are putting on school productions. This is obviously good for the theatre.

Our revenue this year from hires is £1,361. This is before VAT has been taken off.

We continue to receive donated items. These are photographed before putting away, ready to be used on the Oast stage or hired out to other societies and schools. We're always willing to assist Oast directors and their props team on the suitability of particular props and/or furniture for their production and where they can be found.

### Social Committee Report

The Sociable season began in August 2022 with our ever-popular visit to Chichester Festival Theatre, this time to see *Crazy for You*, starring the brilliant Charlie Stemp whom we had seen on an earlier occasion in *Half a Sixpence*.

This was quickly followed in September (though planning and preparations had been going on for months) by a special celebration of the Club's 75th Anniversary - this should have happened in 2021 but because of Covid it had become the 75+1 Anniversary in 2022. The celebration weekend involved many members in all departments: a specially-written play on stage, a display of costumes, paintings and archive material, wonderful *Alice in Wonderland* themed decor around the Oast building and outside, hospitality offered to some of our long-suffering neighbours and others, who were conducted around the exhibits and outsized games by real live *Alice* characters. It culminated in a *Mad Hatter's Tea Party* for 120 guests, served in a pretty marquee which occupied every inch of the area behind the Barn.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023

---

Our regular pre-Christmas lunch for the Monday/Wednesday workers was back in the diary, and in January we were entertained (very entertained) to an Evening with Tom Carradine in the Bar Lounge - music hall and cockney songs, nibbles and chat - which proved extremely popular.

A surprise offer from Royal Tunbridge Wells Orpheus Male Voice Choir to arrange a concert, for our benefit, at the theatre gave us a wonderful afternoon, the Oast bursting at the seams and a considerable challenge to produce our famous tea and cakes for such a large number. The event made us a significant amount of money for the funds and we are very grateful to RTWOMVC.

One sad note is that we had to cancel our planned Great American Songbook evening with Patricia Hammond and Matt Redman - bookings were very disappointing, and we don't really know why ...?

We are pleased to report that the original members of the Sociable Committee (Maggie, Laura, Jo, Carol, Pippa, Valerie) have now been joined by Lee, Shirley and Jill; we'd also like to record our thanks to Judy and the bar staff who are often involved in our social activities.

### Health & Safety

On 31 October 2022 basic in-house H&S training was offered to all volunteers from the various departments that operate within the theatre – wardrobe, bar, coffee bar, playgroup, art club, cleaning team, etc. This was given by Achievable Safety which had carried out the full H&S audit earlier in 2022. The training covered H&S Awareness – Keeping Everyone Safe; Manual Handling; and Working at Height. 33 volunteers attended seminars appropriate to the work they carry out at the Oast. Thank you to everyone who came along.

Achievable Safety has advised the theatre that certain policies and procedures should be on our website. These include: Health and Safety Policy, Adult Safeguarding Policy, Cookies Policy and Privacy (GDPR) Policy and Disciplinary and Grievance Procedures. Our Cookies and Privacy Policies is immediately available whilst a draft Code of Conduct is awaiting Committee approval. The theatre intends to address any issues relating to the above as soon as possible.

### Membership Report

This has been another interesting year for the Oast Theatre as we continue the climb out of Lockdown.

|                                  | 2021-2022  | 2022-2023  |
|----------------------------------|------------|------------|
| Season Ticket Holders            | 96         | 91         |
| Life Members                     | 14         | 11         |
| Life Members with Season Tickets | 6          | 7          |
| Annual members                   | <u>560</u> | <u>522</u> |
| Total                            | 676        | 631        |

For many reasons, membership is slightly down on last year. Therefore, we have lost several members who volunteer within the Theatre. We have started a new membership/volunteer drive and soon some large advertising posters will be in the Theatre. Many of the members who volunteer are not getting any younger and new volunteers are still desperately needed.

The new membership system is going well for most members, but I have identified a couple of areas that are giving problems to a few. The password seems to be the biggest issue and most people won't have logged in since last year and forget. If you do forget and get locked out, please let me know and it is a simple matter to issue a new one. The use of computers that remember passwords is another problem and results in confusion as to what password should be used; this is particularly so on mobile devices for some reason.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023**

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One issue that doesn't seem to go away is that some members just do not see the need to have to renew their membership each year. I mentioned this on a few occasions, but I must restate that it is due to a need to comply with GDPR and email protocols. If someone does not renew online for a period of three years, the system will automatically remove them from the membership list. We also need to keep our database up to date. It is a sin in the eyes of the Information Commissioner to use out of date information, so we need to ask people to log in once a year and make sure their information is up to date. It is a very simple thing to do and, if anyone has any difficulty all they need to do is ask.

Something that will appear in next year's report is the failure of a lot of people to update their standing orders for membership payments in view of the increase in membership subscriptions in August 2023. In trying to contact them I have had several emails bounce back because they have changed email addresses and not told us. If we get too many bounced emails, we get treated as likely spammers. This can (and has) resulted in our emails being blocked by some providers in the relatively recent past. I also compile volunteer lists to help the smooth running of the theatre. It is important that members update the information if they change volunteer roles.

At the end of last year, the average member bought just three show tickets during the year. This year, the figure has gone up to 5 which is due to a big increase in members attending in the second half of the year.

### **Financial review**

The results of the Club for the year are shown on page 12. The Balance Sheet on page 13 shows that the Club had total funds at 31 July 2023 amounting to £1,167,995. This is mainly represented by fixed assets held for the Club's use of £1,032,979. The balance of £135,016, which represents the Club's free unrestricted funds, relates primarily to cash at bank and in hand of £96,030 and stock of £31,010.

### **Policy on reserves**

The Management Committee has agreed that it is prudent to have available a sum in reserves equivalent to approximately 6 months of the annual support, premises and utility costs, i.e. the costs which would be incurred if the theatre ceased operating. This is estimated to be approximately £32,000. This will fund any unexpected large drop in income and/or large increase in running costs. The policy is achieved by ensuring that free unrestricted reserves (that is, unrestricted funds not represented by fixed assets) are at least equal to approximately 6 months' running costs.

At the balance sheet date, free unrestricted reserves were in excess of this amount. The Management Committee plans to use the excess funds to ensure the theatre is able to reopen when appropriate.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2023

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### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity 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 its surplus or deficit 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 in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on 17/11/23... and signed on its behalf by:



Phil Porter  
Chairman

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE INDEPENDENT EXAMINER FOR THE YEAR ENDED 31 JULY 2023

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### Independent examiner's report to the Management Committee of Tonbridge Theatre and Arts Club ("the Club")

I report to the Management Committee on my examination of the accounts of the Club for the year ended 31 July 2023.

### Responsibilities and basis of report

As the Management Committee of the Club, 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 Club's accounts carried out under section 145 of the 2011 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 Club as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.



Date: 21/11/23

A S Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2023

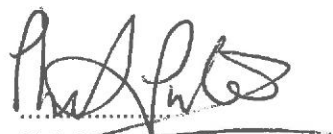
|                                    | Note | 2023<br>£        | 2022<br>£        |
|------------------------------------|------|------------------|------------------|
| <b>Income from:</b>                |      |                  |                  |
| Donations and legacies             | 3    | 8,756            | 5,508            |
| Other trading activities           | 4    | 65,781           | 53,493           |
| Charitable activities              | 5    | 61,600           | 58,527           |
| <b>Total income</b>                |      | <b>136,137</b>   | <b>117,528</b>   |
| <b>Expenditure on:</b>             |      |                  |                  |
| Raising funds                      | 6    | 18,754           | 11,010           |
| Charitable activities              | 7    | 82,296           | 94,883           |
| <b>Total expenditure</b>           |      | <b>101,050</b>   | <b>105,893</b>   |
| <b>Net income</b>                  |      | <b>35,087</b>    | <b>11,635</b>    |
| <b>Net movement in funds</b>       |      | <b>35,087</b>    | <b>11,635</b>    |
| <b>Reconciliation of funds:</b>    |      |                  |                  |
| Total funds brought forward        |      | 1,132,908        | 1,121,273        |
| <b>Total funds carried forward</b> |      | <b>1,167,995</b> | <b>1,132,908</b> |

# TONBRIDGE THEATRE AND ARTS CLUB

## BALANCE SHEET AS AT 31 JULY 2023

|                                                | Note | 2023<br>£      | 2023<br>£               | 2022<br>£      | 2022<br>£               |
|------------------------------------------------|------|----------------|-------------------------|----------------|-------------------------|
| <b>Fixed assets</b>                            |      |                |                         |                |                         |
| Tangible assets                                | 11   |                | 1,032,979               |                | 1,038,174               |
| <b>Current assets</b>                          |      |                |                         |                |                         |
| Stocks                                         |      | 31,010         |                         | 31,062         |                         |
| Debtors                                        | 12   | 25,442         |                         | 20,248         |                         |
| Cash at bank and in hand                       |      | 96,030         |                         | 66,349         |                         |
|                                                |      | <u>152,482</u> |                         | <u>117,659</u> |                         |
| <b>Current liabilities</b>                     |      |                |                         |                |                         |
| Creditors: amounts falling due within one year | 13   | ( 17,466)      |                         | ( 22,925)      |                         |
| <b>Net current assets</b>                      |      |                | <b>135,016</b>          |                | <b>94,734</b>           |
| <b>Total net assets</b>                        |      |                | <b><u>1,167,995</u></b> |                | <b><u>1,132,908</u></b> |
| <b>The funds of the charity</b>                |      |                |                         |                |                         |
| Unrestricted funds                             |      |                | 1,167,995               |                | 1,132,908               |
| <b>Total charity funds</b>                     |      |                | <b><u>1,167,995</u></b> |                | <b><u>1,132,908</u></b> |

The financial statements were approved by the Management Committee on 17/11/23 and signed on their behalf by:

  
 Phil Porter  
 Chairman

  
 Nick Blessley  
 Hon Treasurer

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

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### 1 Status

Tonbridge Theatre and Arts Club is a charitable organisation registered in England and Wales, governed by its Club Rules and managed by a committee of members. The address of the principal office is The Oast Theatre, London Road, Tonbridge, Kent TN10 3AN.

### 2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 2.1 Basis of preparation of financial statements

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Tonbridge Theatre and Arts Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue operating, and so the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### 2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Legacies are recognised when probate has been granted, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the charity's control or have already been met.

Income from other trading activities is recognised at the date of sale. Subscriptions income received in advance is accounted for as deferred income.

Income from charitable activities comprises box office and season ticket income. Box office income for a particular production is recognised in the period in which the production takes place. Season ticket income received in advance is accounted for as deferred income.

#### 2.3 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Costs of charitable activities are those costs, including support costs and irrecoverable VAT, relating to the operation of the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

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### 2 Accounting policies - continued

#### 2.4 Fund accounting

The general fund is an unrestricted fund which is available for use at the discretion of the Management Committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes. The charity does not currently have any restricted funds.

#### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Fixtures, fittings & equipment - 10% to 20% straight line
- Freehold property - lease to over 30 years straight line
- Freehold property - platform lift over 20 years straight line
- Freehold property - boiler over 20 years straight line

No depreciation is provided on the Oast Theatre because any charge is considered to be immaterial due to the long useful economic life and high residual value of the property.

#### 2.6 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to sell.

#### 2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value or, if due after more than one year, at amortised cost.

### 3 Income from donations and legacies

|                     | 2023<br>£ | 2022<br>£ |
|---------------------|-----------|-----------|
| General donations   | 3,408     | 882       |
| Programme donations | 2,348     | 1,959     |
| Grants received     | 3,000     | 2,667     |
|                     | <hr/>     | <hr/>     |
|                     | 8,756     | 5,508     |
|                     | <hr/>     | <hr/>     |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

### 4 Income from other trading activities

|                                 | 2023          | 2022          |
|---------------------------------|---------------|---------------|
|                                 | £             | £             |
| Art section                     | 19            | 65            |
| Bar sales                       | 16,355        | 14,723        |
| Coffee bar sales                | 1,952         | 1,175         |
| Ice cream sales                 | 2,823         | 3,039         |
| Hire income                     | 8,441         | 5,788         |
| Subscriptions                   | 12,914        | 14,074        |
| Wardrobe income                 | 16,461        | 11,876        |
| Props and furniture income      | 1,134         | 501           |
| Advertising                     | 618           | 1,129         |
| 100 Club (see note 14)          | 1,060         | 1,123         |
| Fundraising and members' events | 3,954         | -             |
| Other income                    | 50            | -             |
|                                 | <u>65,781</u> | <u>53,493</u> |

### 5 Income from charitable activities

|                                     | 2023          | 2022          |
|-------------------------------------|---------------|---------------|
|                                     | £             | £             |
| Operation of theatre:               |               |               |
| Box office and season ticket income | <u>61,600</u> | <u>58,527</u> |

### 6 Expenditure on raising funds

|                                       | 2023          | 2022          |
|---------------------------------------|---------------|---------------|
|                                       | £             | £             |
| Bar expenses                          | 8,307         | 7,939         |
| Fundraising and members' events costs | 7,500         | -             |
| Coffee bar expenses                   | 1,165         | 1,057         |
| Ice cream expenses                    | 1,701         | 1,489         |
| Wardrobe expenses                     | 81            | 525           |
|                                       | <u>18,754</u> | <u>11,010</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

### 7 Expenditure on charitable activities

|                      | Direct<br>costs<br>2023<br>£ | Support<br>costs<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------|------------------------------|-------------------------------|--------------------|--------------------|
| Operation of theatre | 53,286                       | 29,010                        | 82,296             | 94,883             |

### 8 Direct costs

|                                    | 2023<br>£ | 2022<br>£ |
|------------------------------------|-----------|-----------|
| Production expenses                | 14,305    | 16,766    |
| Premises costs including insurance | 16,069    | 10,063    |
| Rates                              | 369       | 318       |
| Little Theatre Guild               | 105       | 105       |
| Equipment repairs and maintenance  | 593       | 1,516     |
| Printing                           | 5,906     | 6,984     |
| Utilities                          | 15,939    | 11,061    |
|                                    | 53,286    | 46,813    |

### 9 Support costs

|                                                    | 2023<br>£ | 2022<br>£ |
|----------------------------------------------------|-----------|-----------|
| Postage                                            | 745       | 906       |
| Telephone and internet                             | 810       | 898       |
| Computer costs                                     | 2,563     | 1,633     |
| Depreciation                                       | 10,877    | 11,246    |
| Transaction charges                                | 596       | 996       |
| Legal and professional fees                        | 960       | 1,825     |
| Loss on disposal of fixed assets                   | -         | 12,000    |
| Irrecoverable VAT                                  | 7,449     | 12,449    |
| Fees for non-examination services paid to examiner | -         | 3,340     |
| Independent examination                            | 3,325     | 1,575     |
| Other                                              | 1,685     | 1,202     |
|                                                    | 29,010    | 48,070    |

### 10 Employees and Management Committee

The charity has no employees and is staffed entirely by its members who receive no remuneration.

No members of the Management Committee received any remuneration during the year. Any expenses reimbursed to members of the Management Committee (and close family members) were in their capacity as agents of the charity and not in their capacity as trustees.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

### 11 Tangible fixed assets

|                       | Freehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£ |
|-----------------------|---------------------------|-------------------------------------------|------------|
| <b>Cost</b>           |                           |                                           |            |
| At 1 August 2022      | 1,032,755                 | 122,285                                   | 1,155,040  |
| Additions             | -                         | 5,682                                     | 5,682      |
| At 31 July 2023       | 1,032,755                 | 127,967                                   | 1,160,722  |
| <b>Depreciation</b>   |                           |                                           |            |
| At 1 August 2022      | 7,672                     | 109,194                                   | 116,866    |
| Charge for the year   | 4,064                     | 6,813                                     | 10,877     |
| At 31 July 2023       | 11,736                    | 116,007                                   | 127,743    |
| <b>Net book value</b> |                           |                                           |            |
| At 31 July 2023       | 1,021,019                 | 11,960                                    | 1,032,979  |
| At 31 July 2022       | 1,025,083                 | 13,091                                    | 1,038,174  |

### 12 Debtors

|                                | 2023<br>£ | 2022<br>£ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 22,685    | 17,801    |
| 100 Club debtor (see note 14)  | 1,060     | 1,123     |
| Other debtors                  | 1,697     | 1,324     |
|                                | 25,442    | 20,248    |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

### 13 Creditors: amounts falling due within one year

|                                                   | 2023<br>£     | 2022<br>£     |
|---------------------------------------------------|---------------|---------------|
| Trade creditors                                   | 1,977         | 1,083         |
| Accruals and deferred income                      | 8,979         | 10,842        |
| VAT payable                                       | 1,306         | 5,192         |
| Other creditors                                   | 5,204         | 5,808         |
|                                                   | <u>17,466</u> | <u>22,925</u> |
| Deferred income comprises:                        |               |               |
| Income deferred from the previous year            | 8,005         | 7,418         |
| Released to the statement of financial activities | ( 8,005)      | ( 7,418)      |
| Arising during the current year                   | 6,105         | 8,005         |
|                                                   | <u>6,105</u>  | <u>8,005</u>  |

Deferred income includes amounts received for box office sales, fundraising events and subscriptions relating to the 2023/24 year.

### 14 100 Club

|                                                               | 2023<br>£    | 2022<br>£    |
|---------------------------------------------------------------|--------------|--------------|
| <b>Balance sheet at 31 July 2023</b>                          |              |              |
| <b>Assets</b>                                                 |              |              |
| Cash at bank and in hand                                      | 2,282        | 2,153        |
| <b>Liabilities</b>                                            |              |              |
| Subscriptions prepaid                                         | ( 1,222)     | ( 1,030)     |
| Due to Tonbridge Theatre and Arts Club (see note 12)          | <u>1,060</u> | <u>1,123</u> |
|                                                               |              |              |
| <b>Income and expenditure for the year ended 31 July 2023</b> |              |              |
| <b>Income</b>                                                 |              |              |
| Subscriptions                                                 | 2,135        | 2,188        |
| <b>Expenditure</b>                                            |              |              |
| Prizes                                                        | ( 1,030)     | ( 1,030)     |
| Other expenses                                                | ( 45)        | ( 35)        |
| Surplus for the year (see note 4)                             | <u>1,060</u> | <u>1,123</u> |

## **TONBRIDGE THEATRE AND ARTS CLUB**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023**

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#### **15 Related party transactions**

The charity had no transactions with related parties in the current or prior year

**TONBRIDGE THEATRE AND ARTS CLUB**

England & Wales - Charity number 227035

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# Accounts

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**TONBRIDGE THEATRE AND ARTS CLUB**

**MANAGEMENT COMMITTEE REPORT  
AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2022**

# TONBRIDGE THEATRE AND ARTS CLUB

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# TONBRIDGE THEATRE AND ARTS CLUB

## REFERENCE AND ADMINISTRATIVE INFORMATION *FOR THE YEAR ENDED 31 JULY 2022*

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**Management Committee / Trustees:** Mr Phil Porter, Chairman/House Manager (Elected 2018)  
Mrs Valerie Galbraith, Vice Chairperson/Website (Elected 2018)  
Mr Mike Metcalf, Hon Treasurer (Resigned 2021)  
Mrs Caroline Candler, Hon Secretary (Elected 2021)  
Mrs Sandra Barfield, Chairman of Drama Committee (Elected 2019)  
Mrs Maggie Hoiles, Public Relations (Elected 2019)  
Mrs Shirley Browning (Resigned 2021)  
Mr Nick Blessley, Hon Treasurer (Elected 2018)  
Mr John Perry (Elected 2019)  
Mr Philip Holden (Resigned 2021)  
Mr Paul Simons, Membership Secretary (Elected 2020)  
Mrs Sara Lacey (Elected 2021)  
Mr Ian Tucker-Bell (Elected 2021)  
Mrs Kate Robbins (Elected 2021)

*Ex Officio:*

Mr Jason Lower, Youth Theatre Director (Appointed 2018)  
Mrs Jo Pierce, Wardrobe Representative (Appointed 2018)

*Co-Opted:*

Geoff Daniels, Technical Director (2019)  
Mr John Hall, Chairman of the Art Group (2021)

**Charity registered number:** 227035

**Principal office:** The Oast Theatre  
London Road  
Tonbridge  
Kent  
TN10 3AN

**Bankers:** HSBC Bank plc  
100 High Street  
Tonbridge  
Kent  
TN9 1AN

**Independent Examiner:** A S Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022**

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The members of the Management Committee present their Annual Report, together with the Financial Statements for the year ended 31 July 2022. The Management Committee confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the governing document and the provisions of "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 2019) (Charities SORP (FRS 102)).

### **Structure, governance and management**

The Tonbridge Theatre and Arts Club was registered as a charity on 8 October 1964 and is governed by its Club Rules. It is a non-professional organisation managed by a committee of 15 members.

The Club incorporates an Art Section, meeting weekly, and two active youth groups – the Hoppers for young people aged 8 to 13, and the Youth Theatre, for those aged 14 to 19.

The Club is a member of The Little Theatre Guild of Great Britain.

Membership of the Club is open to everyone and is offered regardless of race, creed, colour, gender, sexual orientation or political persuasion. Club members pay an annual subscription, and all functions connected with running the Club and the theatre are carried out by them on a completely voluntary basis. There are no paid employees. Theatre performances are open to the public but Club members can purchase seats at advantageous rates.

The Hon Treasurer and Hon Secretary are elected annually. The Management Committee members are elected to serve for two years; co-opted members serve until the next AGM. The Chairman, Vice Chairman and other officers are elected by and from Management Committee members.

The Youth Theatre Director and Wardrobe Representative are appointed annually by the Management Committee. The Chairman of the Art Section is elected annually by members of the Art Section.

### **Objectives and activities**

The objects of the Club are to promote the advancement and improvement of general education in relation to all aspects of the arts, drama, music and painting, and to develop public appreciation of such arts.

These objects are achieved through a programme of drama productions staged over a season that runs for approximately ten months and art classes and exhibitions throughout the year.

In setting the objectives for the year, the Management Committee has had due regard to the Charity Commission's guidance on public benefit.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022

---

### Chairman's Report 2022

This year, the report concentrates on those matters not directly covered by departmental returns.

As you all know by now, the TTAC celebrated its 75<sup>th</sup> plus 1 birthday at The Oast Theatre on September 11<sup>th</sup>, 2022. The day was a great success, but formal planning began in January. Between then and September, numerous meetings were held, finally arriving at an agreed style. The Management Committee thanks the Sociable Committee, led by Laura Collins, for its efforts.

The theatre installed a new heating system. This was a long and very complicated affair, overseen by Peter Galbraith and Ron Adamson, with support from Norman Bromley, a local heating advisory service. The theatre owes Peter and Ron a huge thank you for their unstinting efforts over the year.

Long -term hiring remains positive. U3A, NCT, River Drama, Yoga, The Stag Theatre, Orange Works, and Trinity all hire on a regular basis. NCT also hold various training sessions and Atlantic Productions hired the JY Studio for an afternoon to create a segment for the BBC's production of "The Crown Jewels", presented by Clive Myrie. U3A is a recorder ensemble, mainly playing early music but also traditional folk songs, on soprano, treble, bass, and tenor instruments. At the Oast, Trinity Creative Engagement run two groups for over 55s and those living with long-term illnesses. Moving with Music features gentle exercises while seated in a chair, working to help those with limited mobility. Senior Sing uses songs from years gone by for members to sing along to – helping improve health and providing a space to socialise. Both groups are funded by Involve Kent as part of the Kent County Council Universal Wellbeing Contract.

Rita and Arthur Carpenter stopped producing the Oast's Show Programme and Annie Young retired as editor of Oast Notes. The Oast owes all three a big thank you for their considerable efforts over countless years. Both roles were taken over by Ian Tucker-Bell and the Oast wishes him well in both ventures.

The Oast Theatre is finding it increasingly difficult to run the show programme to the standard we all expect. The theatre cannot expect the same small group of volunteers to keep giving. Rather than do nothing, various appeals for support were put into Oast Notes and social media put to good use. Initial returns are promising, especially as regards support for wardrobe. The technical team joined the fray, organising an open evening in February in the hope of finding and keeping "new blood". The event was organised to try to create a more inclusive group for people to learn and participate in the backstage technical area of the Oast Theatre. It included some training and a free-ranging discussion afterwards.

About 16 people attended, including a few youth theatre members. There was good feedback for the training and for the format of the event. There were also useful ideas on how we might attract additional people to the team. One suggested outcome was to organise similar events on different topics which, along with other ideas, will be followed up by the backstage technical leadership team.

The Oast lost two long-standing and very active members: Barbara Winter and Sadie Williams. Barbara, for many years part of the Box Office team, was always helpful, enthusiastic and cheerful, regardless of the task. Sadie was a vital part of Wardrobe, a regular at Sunday morning hiring sessions, as well as supporting all things to do with costume. Both will be greatly missed.

Again, the theatre pays tribute to all those who, week in and week out, keep the Oast Theatre "alive".

Finally, I thank The Management Committee for all it has done over the past year.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022

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### **Oast Workspace Report**

The Oast Workspace has now become a core system for the club, with all the current productions, photos and advertising media stored, along with other production information, as well as historic show pictures and programmes, back to 2000. The team has secured historic records and pictures collected by Valerie Galbraith and Judy Beer that are currently being made available (thanks to Dave Mackin) to everyone with access. Most recently, Lyn Porter has provided the current and future booking sheets to allow people to see room availability.

### **Drama Report**

During the year 6,700 seats were sold which is a 67% occupancy rate. Up until February social distancing rules applied. During this period the occupancy rate was 56% of the full capacity. For the period March-July the occupancy rate was 76%.

The Oast Theatre began its season with a bang, presenting two, very different, Youth Theatre productions. The first was "Dracula", the second was "Little Women". Both plays were directed by Jason Lower, the leader of The Oast Theatre's Youth Group.

In October, the theatre presented that old favourite, "Separate Tables" by Terence Rattigan, directed by Sandra Barfield. Just as the play was due to open, a member of the cast playing a major role, fell ill. Fortunately, there was someone else prepared to take over: the Oast thanks them for so doing.

In November, Stuart McCreadie directed "Same Time Next Year" by Bernard Slade. This was a captivating two-hander, charting a love affair between two people over twenty-five years.

In December the Christmas show was "Emil and the Detectives" by Erich Kastner, directed by Ian Tucker-Bell. The production, originally intended for the previous season, but derailed by Covid-19, was almost entirely re-cast and proved to be a lively family show.

In January, Valerie Galbraith directed "The White Carnation" by R. C. Sherriff. The play's central character, a "ghost", caught the audiences' imagination as he tried to accept what he had become.

In February, Sara Lacey directed "All Our Children" by Stephen Unwin. This play also stopped by Covid-19 was slightly recast and finished its run. The issues raised in the play were unsettling but all those present agreed that the subject matter had been expertly handled.

In March, Mel Paszkowski presented "A Bunch of Amateurs", by Ian Hislop and Nick Newman. This was an out and out comic romp, as a fading Hollywood star performed Shakespeare with the local am-dram group-the aforementioned bunch of amateurs.

In April The Oast Youth Theatre, in partnership with Trinity Youth Theatre, performed DNA and Hunt. The Oast's contribution was DNA, performed with clarity and conviction.

Also, in April Phil Porter directed "Witness For The Prosecution" by Agatha Christie. The superb set gave an excellent cast the chance to perform in what appeared to be a real courtroom.

In May Ian Tucker-Bell directed "Hangmen" by Martin McDonagh. This is a black comedy and proved to be very funny indeed.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE *FOR THE YEAR ENDED 31 JULY 2022*

---

In June the Oast presented the Hoppers Spring Show. This was two plays directed by Phil Burns, the director of The Hoppers. One, called "Doors" was a collection of short plays. The other, called "The Prom" concerned girls about to enter university. Most of the show was a collaboration between Phil Burns and his performers.

Also, in June The Oast presented "Bedroom Farce" by Alan Ayckbourn, directed by Stuart McCreadie. Shirley Browning, the original director, was unfortunately unable to direct, so Stuart McCreadie took her place. Many thanks to Stuart for taking charge.

In July Barbara Smith directed Polly Teal's adaptation of Charlotte Bronte's "Jane Eyre". A versatile cast played a range of characters to great effect. It was an emotional and eventually heart-warming end to a very strong season. As always, The Oast Theatre thanks all those who help to make each production such a success.

### SOUTHERN COUNTIES DRAMA FESTIVAL

Tone Clusters by Joyce Carol Oates.  
Andy Leggatt nominated for Best Actor.  
Fiona Dunn nominated for Best Director.  
Best Adult Actress awarded to Hania Simons  
Tone Clusters awarded Best Adult Production

Permission To Cry by David Campton  
Bob Brown nominated for Best Actor  
Elizabeth Portlock nominated for Best Actress.  
Permission to Cry nominated for Best Production

### JY STUDIO PRODUCTIONS

November 2021

Tone Clusters by Joyce Carol Oates  
Friends of the Deceased by Jane Shepard,  
The Curious Art of Critique by Andrew Bliss,  
Killing Time by Keith Johnson,  
The Knight Intruder by Dorothy Lambert  
The Granny Case by Doc Watson

February 2022

New Play Readings  
On the Edge by Andy Taylor  
A Load of Bull, by Tony Cottrell  
Smooth Criminals by Simon Burkbeck  
Mist Opportunities, One Card Shy, The Executor by Fiona Paterson

July 2022

The Allotment by Gillian Plowman  
Rosemary with Ginger by Edward Allan Baker

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022

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### **River Drama Report**

River Drama has continued to flourish this year and several changes have been implemented.

After a break, River Drama returned to 'in-person' sessions at the Oast Theatre after February half term with adjustments made to work as closely as possible in line with Covid 19 good practice. We all enjoyed being back!

We introduced some new groupings at that time. The former Junior and Senior groups have been combined as they were both reduced in size mainly due to older students moving up. This group, known as the Youth Group, is a much better size for the students and the groups have merged successfully. In addition, we now have two parallel mixed age Academy Groups for the over 18 students.

After Easter, River Drama started back properly, and fees were collected for the first time since before the pandemic. Sessions have been led by our long-standing and much-loved tutors and they were joined in the Summer Term by three tutors who are new to River Drama. We currently have a strong team of tutors to lead the Saturday sessions.

The first week of August saw the return of our Academy Week, in a different venue this year due to the building works at the Oast Theatre. Eighteen Academy students participated in putting together a series of pieces based on the topic of 'Special Memories.' On the final day, there was an enjoyable afternoon performance for family and friends to see the results of the hard work all the students had put into the week.

This year has also seen a changeover in Trustees of River Drama. There is now a single River Drama Committee, six members of which are also Trustees.

River Drama would like to thank the Oast Theatre for the continued use of their wonderful facilities and for their ongoing help and support. In particular Lyn Porter who deals with all our enquiries with kindness and patience throughout the year.

### **Hoppers and Youth Report**

Hoppers were glad to be back to live face-to-face workshops and the children had missed them a lot! After a year-long wait, two children joined The Hoppers. Now the group had full membership with an extensive waiting list.

At the start of the year, many Hoppers had either to leave the group or join the Youth Theatre, which unfortunately, was almost full. Thus, The Yoppers were formed: this group had an upper age limit of fifteen and meant that all those interested in Drama, still had a place to go.

Both groups performed in the Hoppers' Summer Show appearing in "Doors" and "The Prom". For some it was their first time on stage: for others their last as Hoppers. Both shows were brilliant and enjoyed by all. It was also a great send off for the older children and the Youth Theatre has now got some fantastic children with a love for drama.

Hoppers will become one enlarged group on Saturdays. The Oast Youth Theatre started the year on Zoom, creating scripts, playing games and providing a much-needed social outlet for its members.

We were thrilled to be back in our room later in the year, performing two separate plays: 'Little Women', adapted by Kate Hamill, performed by an all-female cast and La Navet Bete's 'Dracula: The Bloody Truth' performed by an all-male cast.

After the September shows several members left for university. Some are now studying drama at university, while Ed Winniffrith, the group's young technician for five years, is now working in the West End as a sound operator on 'Moulin Rouge'.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE *FOR THE YEAR ENDED 31 JULY 2022*

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For the first time in years, the Youth group has an uneven gender split. The group is now much smaller than in pre-pandemic times, although it is slowly regaining members.

Christmas saw the long-awaited performance of 'Emil and The Detectives', directed by Ian Tucker-Bell and starring the Youth Theatre and Hoppers, with adult actors Jason Lower (Youth Theatre director) and Faye Bedding (former Youth Theatre member and long-time Oast Youth collaborator) working alongside them.

In April 2022, we performed a double bill with our friends at Trinity Youth Theatre, with the OYT staging 'DNA' by Dennis Kelly. A planned performance of the show at Trinity did not occur due to a large number of Covid related illnesses among the casts.

This is a transition year for the OYT and we look forward to it growing back into the thriving group that it was before and during the Lockdowns.

### **Art Group**

The Oast Art Group is open to members of the Oast and meets every Tuesday in the Oast Art Room from 1.30 to 3.30pm. The group holds at least one exhibition a year at the Oast. This July, in a departure from tradition, we staged an exhibition in the Bar Lounge, at ground floor, where it was felt more people would be likely to view the exhibits. Initially staged in a 'dark week' when no show was on, this was extended to coincide with the run of 'Jane Eyre', for the benefit of audience members. Pictures and cards were sold, and the exhibition was a great success. A few weeks later, as part of the Oast's 75th anniversary celebrations, we staged another exhibition in the lounge. On September 11th, visitors enjoyed the revels, including large cut-outs of characters from 'Alice in Wonderland', produced by our artist fraternity. During the year you will be able to see pictures by our artists displayed in the lounge, available for sale and periodically renewed.

### **Technical Group**

The event was organised to try to create a more inclusive group for people to learn and participate in the backstage technical area of the Oast Theatre. It included some training and a bit of social and discussion.

About 16 people attended, including a few youth theatre members. There was good feedback for the training and format of the event. There was excellent debate and some useful ideas on how we might attract additional people to the team. One outcome was to organise similar events on different topics which, along with other ideas, will be followed up by the backstage technical leadership team.

### **Wardrobe Report**

This year has seen the return of hirers to the wardrobe. We operated an appointment system to keep everyone safe which worked very well. Schools, societies and some individuals have all returned and our income is increasing. We have a team of hard-working members keeping the costumes in good repair and making new ones, costuming all our own plays as well as doing the washing and ironing. We have welcomed some new members to our team.

Many thanks to everyone for their enthusiastic contribution.

### **Props and Furniture Hire**

Peter and I continue to look after our props (each one photographed by Judy Beer) and furniture hire but, naturally, outside hires have gone through a long quiet period while Covid has taken its toll of stage performances countrywide. We have seen a gradual improvement in the last few weeks as little theatres in neighbouring counties have begun to recover. However, schools have yet to resume their productions, which were another source of income. We have just completed a lucrative hire of specific props for a production of 'Hangmen' which confirms our mantra of keeping everything if possible, however small! Our collection of 'Pressure' props is a perfect case in point. We have such talent in our 'Playgroup' regarding the making of specific props so it gives us a lot of pleasure to see those props making some extra funds for the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022

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### Website

Over the summer months, The Theatre's website has been considerably overhauled. The Theatre sincerely thanks Paul Simons, Ian Tucker-Bell, and Peter Bibb who have begun to create a new website that is clean, clear, and modern. While there is still work to do, The Theatre believes that the finished website will be much appreciated by all who use it.

The Theatre sincerely thanks Valerie Galbraith who was the driving force behind our website in the first place. She saw the need for a website and worked hard to set it up and keep it running for many years. Thank you, Val.

You can find our website at [www.oasttheatre.com](http://www.oasttheatre.com)

### Health & Safety

On joining the Management Committee, I was tasked with overseeing the health and safety aspect of life at the Oast.

Our insurers recommended that we had a health and safety audit. Steve King of Achievable Safety carried out an informal walk-through early in March, on a Wednesday morning when the theatre is most in use. This was followed up with a full health and safety audit later that month. The resulting report was favourable with only one 'please get this done as soon as possible'. This related to our electrical safety certificate which had lapsed due to the lockdowns and has since been re-instated. The report listed thirteen recommendations which were mainly of a minor nature and none of which were compulsory.

UK health and safety law only requires that health and safety training should be sufficient to enable volunteers to carry out the tasks/roles they are undertaking in a safe manner. It was felt appropriate that, to fulfil this requirement, some basic in-house training would be offered to complement our duty of care to our volunteers who are so vital to the theatre.

At the time of this AGM it is hoped volunteers from all departments of the theatre will have attended the in-house training sessions that Steve King will have presented on 31<sup>st</sup> October.

### Membership Report

This has been an interesting year for the Oast Membership. When I last wrote my report on the 18<sup>th</sup> December 2021 we had a total of 444 members registered. Steadily through the year, old and new members re-joined/joined and on the 31<sup>st</sup> July 2022 we had the following membership breakdown:

|                                       |            |
|---------------------------------------|------------|
| Season Ticket Holders:                | 96         |
| Honorary Members:                     | 14         |
| Honorary Members with Season Tickets: | 6          |
| Annual Members:                       | <u>560</u> |
| Total:                                | 676        |

Considering that we had been through a considerable period of lockdown that was quite a respectable figure.

The new online membership scheme is working well, and most people are finding it reasonably straight forward. We are still having issues in trying to encourage some members to re-join and renew who have been used to a totally manual membership system previously and do not see why we need to change things. This was a hugely labour-intensive process for the volunteers responsible in manually updating hundreds of memberships, ticketing, and marketing records each year. Apart from the obvious cost benefits of not having to use Royal Mail and the need to obey the data protection laws we do need to reduce the workload on our volunteers. All that we ask is that once a year each member separately logs into the website and tells us that they wish to renew their membership and how they wish to pay.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE *FOR THE YEAR ENDED 31 JULY 2022*

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We found that some existing members had issues last year with understanding and executing the two-stage process of registering with the website and then renewing subscriptions. We have listened and made a couple of changes to simplify things. Firstly, the user guide was rewritten, and I have also removed the need to register with the website. Anyone who was a member previously, and has allowed their membership to lapse, can join as a new member. This is a simple one stage process.

Passwords and usernames can also be problematic but, please do not struggle; contact the membership Secretary where speedy help is usually available. I have had the pleasure of meeting and speaking to many members who have requested help during the year, and everyone has managed to renew their membership. I am aware that there is a range of computer literacy within the membership and if anyone needs help, or knows someone that needs help, please do reach out to the membership secretary.

Looking at ticket sales this year more non-members than members are buying tickets. Each member is buying, on average over the 12 shows, just three tickets.

### **Financial review**

The results of the Club for the year are shown on page 12. The Balance Sheet on page 13 shows that the Club had total funds at 31 July 2022 amounting to £1,132,908. This is mainly represented by fixed assets held for the Club's use of £1,038,174. The balance of £94,734, which represents the Club's free unrestricted funds, relates primarily to cash at bank and in hand of £66,349 and stock of £31,062.

### **Policy on reserves**

The Management Committee has agreed that it is prudent to have available a sum in reserves equivalent to approximately 6 months of the annual support, premises and utility costs, i.e. the costs which would be incurred if the theatre ceased operating. This is estimated to be approximately £32,000. This will fund any unexpected large drop in income and/or large increase in running costs. The policy is achieved by ensuring that free unrestricted reserves (that is, unrestricted funds not represented by fixed assets) are at least equal to approximately 6 months' running costs.

At the balance sheet date, free unrestricted reserves were in excess of this amount. The Management Committee plans to use the excess funds to ensure the theatre is able to reopen when appropriate.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2022

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### Statement of Trustees' responsibilities

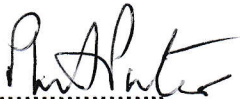
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity 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 its surplus or deficit 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 in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on 24/11/22 and signed on its behalf by:



**Phil Porter**  
**Chairman**

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE INDEPENDENT EXAMINER FOR THE YEAR ENDED 31 JULY 2022

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### Independent examiner's report to the Management Committee of Tonbridge Theatre and Arts Club ("the Club")

I report to the Management Committee on my examination of the accounts of the Club for the year ended 31 July 2022.

### Responsibilities and basis of report

As the Management Committee of the Club, 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 Club's accounts carried out under section 145 of the 2011 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 Club as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.



Date: 24/11/22

A S Healey FCA CTA DChA  
**Lindeyer Francis Ferguson Limited**  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2022

|                                    | Note | 2022<br>£        | 2021<br>£        |
|------------------------------------|------|------------------|------------------|
| <b>Income from:</b>                |      |                  |                  |
| Donations and legacies             | 3    | 5,508            | 23,331           |
| Other trading activities           | 4    | 53,493           | 4,500            |
| Charitable activities              | 5    | 58,527           | -                |
| <b>Total income</b>                |      | <b>117,528</b>   | <b>27,831</b>    |
| <b>Expenditure on:</b>             |      |                  |                  |
| Raising funds                      | 6    | 11,010           | 2,304            |
| Charitable activities              | 7    | 94,883           | 51,633           |
| <b>Total expenditure</b>           |      | <b>105,893</b>   | <b>53,937</b>    |
| <b>Net income / (expenditure)</b>  |      | <b>11,635</b>    | <b>( 26,106)</b> |
| <b>Net movement in funds</b>       |      | <b>11,635</b>    | <b>( 26,106)</b> |
| <b>Reconciliation of funds:</b>    |      |                  |                  |
| Total funds brought forward        |      | 1,121,273        | 1,147,379        |
| <b>Total funds carried forward</b> |      | <b>1,132,908</b> | <b>1,121,273</b> |

# TONBRIDGE THEATRE AND ARTS CLUB

## BALANCE SHEET AS AT 31 JULY 2022

|                                                | Note | 2022<br>£      | 2022<br>£               | 2021<br>£      | 2021<br>£               |
|------------------------------------------------|------|----------------|-------------------------|----------------|-------------------------|
| <b>Fixed assets</b>                            |      |                |                         |                |                         |
| Tangible assets                                | 11   |                | 1,038,174               |                | 1,023,074               |
| <b>Current assets</b>                          |      |                |                         |                |                         |
| Stocks                                         |      | 31,062         |                         | 30,690         |                         |
| Debtors                                        | 12   | 20,248         |                         | 21,615         |                         |
| Cash at bank and in hand                       |      | 66,349         |                         | 66,543         |                         |
|                                                |      | <u>117,659</u> |                         | <u>118,848</u> |                         |
| <b>Current liabilities</b>                     |      |                |                         |                |                         |
| Creditors: amounts falling due within one year | 13   | ( 22,925)      |                         | ( 20,649)      |                         |
| <b>Net current assets</b>                      |      |                | <b>94,734</b>           |                | <b>98,199</b>           |
| <b>Total net assets</b>                        |      |                | <b><u>1,132,908</u></b> |                | <b><u>1,121,273</u></b> |
| <b>The funds of the charity</b>                |      |                |                         |                |                         |
| Unrestricted funds                             |      |                | 1,132,908               |                | 1,121,273               |
| <b>Total charity funds</b>                     |      |                | <b><u>1,132,908</u></b> |                | <b><u>1,121,273</u></b> |

The financial statements were approved by the Management Committee on 24/11/2022 and signed on their behalf by:



**Phil Porter**  
Chairman



**Nick Blessley**  
Hon Treasurer

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

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### 1 Status

Tonbridge Theatre and Arts Club is a charitable organisation registered in England and Wales, governed by its Club Rules and managed by a committee of members. The address of the principal office is The Oast Theatre, London Road, Tonbridge, Kent TN10 3AN.

### 2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 2.1 Basis of preparation of financial statements

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Tonbridge Theatre and Arts Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue operating, and so the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### 2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Legacies are recognised when probate has been granted, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the charity's control or have already been met.

Income from other trading activities is recognised at the date of sale. Subscriptions income received in advance is accounted for as deferred income.

Income from charitable activities comprises box office and season ticket income. Box office income for a particular production is recognised in the period in which the production takes place. Season ticket income received in advance is accounted for as deferred income.

#### 2.3 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Costs of charitable activities are those costs, including support costs and irrecoverable VAT, relating to the operation of the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

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### 2 Accounting policies - continued

#### 2.4 Fund accounting

The general fund is an unrestricted fund which is available for use at the discretion of the Management Committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes. The charity does not currently have any restricted funds.

#### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Fixtures, fittings & equipment - 10% to 20% straight line
- Freehold property - lean-to over 30 years straight line
- Freehold property - platform lift over 20 years straight line
- Freehold property - boiler over 20 years straight line

No depreciation is provided on the Oast Theatre because any charge is considered to be immaterial due to the long useful economic life and high residual value of the property.

#### 2.6 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to sell.

#### 2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value or, if due after more than one year, at amortised cost.

### 3 Income from donations and legacies

|                     | 2022  | 2021   |
|---------------------|-------|--------|
|                     | £     | £      |
| General donations   | 882   | 4,281  |
| Programme donations | 1,959 | -      |
| Grants received     | 2,667 | 19,050 |
|                     | <hr/> | <hr/>  |
|                     | 5,508 | 23,331 |
|                     | <hr/> | <hr/>  |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

### 4 Income from other trading activities

|                            | 2022          | 2021         |
|----------------------------|---------------|--------------|
|                            | £             | £            |
| Art section                | 65            | -            |
| Bar sales                  | 14,723        | 783          |
| Coffee bar sales           | 1,175         | -            |
| Ice cream sales            | 3,039         | -            |
| Hire income                | 5,788         | 847          |
| Subscriptions              | 14,074        | 350          |
| Wardrobe income            | 11,876        | 91           |
| Props and furniture income | 501           | -            |
| Advertising                | 1,129         | -            |
| 100 Club (see note 14)     | 1,123         | 1,236        |
| Other income               | -             | 1,193        |
|                            | <u>53,493</u> | <u>4,500</u> |

### 5 Income from charitable activities

|                                     | 2022          | 2021     |
|-------------------------------------|---------------|----------|
|                                     | £             | £        |
| Operation of theatre:               |               |          |
| Box office and season ticket income | 58,527        | -        |
|                                     | <u>58,527</u> | <u>-</u> |

### 6 Expenditure on raising funds

|                     | 2022          | 2021         |
|---------------------|---------------|--------------|
|                     | £             | £            |
| Bar expenses        | 7,939         | 1,326        |
| Coffee bar expenses | 1,057         | 78           |
| Ice cream expenses  | 1,489         | 120          |
| Wardrobe expenses   | 525           | 780          |
|                     | <u>11,010</u> | <u>2,304</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

### 7 Expenditure on charitable activities

|                      | Direct<br>costs<br>2022<br>£ | Support<br>costs<br>2022<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|----------------------|------------------------------|-------------------------------|--------------------|--------------------|
| Operation of theatre | 46,813                       | 48,070                        | 94,883             | 51,633             |

### 8 Direct costs

|                                    | 2022<br>£ | 2021<br>£ |
|------------------------------------|-----------|-----------|
| Production expenses                | 16,766    | 2,310     |
| Premises costs including insurance | 10,063    | 19,852    |
| Rates                              | 318       | 54        |
| Little Theatre Guild               | 105       | 105       |
| Equipment repairs and maintenance  | 1,516     | 658       |
| Printing                           | 6,984     | 3,113     |
| Utilities                          | 11,061    | 6,701     |
|                                    | 46,813    | 32,793    |

### 9 Support costs

|                                                    | 2022<br>£ | 2021<br>£ |
|----------------------------------------------------|-----------|-----------|
| Postage                                            | 906       | 2,215     |
| Telephone and internet                             | 898       | 828       |
| Computer costs                                     | 1,633     | 1,795     |
| Depreciation                                       | 11,246    | 12,264    |
| Transaction charges                                | 996       | 287       |
| Legal and professional fees                        | 1,825     | -         |
| Loss on disposal of fixed assets                   | 12,000    | -         |
| Irrecoverable VAT                                  | 12,449    | ( 3,606)  |
| Mortgage interest                                  | -         | ( 2,187)  |
| Fees for non-examination services paid to examiner | 3,340     | 4,075     |
| Independent examination                            | 1,575     | 1,340     |
| Other                                              | 1,202     | 1,829     |
|                                                    | 48,070    | 18,840    |

### 10 Employees and Management Committee

The charity has no employees and is staffed entirely by its members who receive no remuneration.

No members of the Management Committee received any remuneration during the year. Any expenses reimbursed to members of the Management Committee (and close family members) were in their capacity as agents of the charity and not in their capacity as trustees.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

### 11 Tangible fixed assets

|                       | Freehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£ |
|-----------------------|---------------------------|-------------------------------------------|------------|
| <b>Cost</b>           |                           |                                           |            |
| At 1 August 2021      | 1,008,013                 | 120,681                                   | 1,128,694  |
| Additions             | 36,742                    | 1,604                                     | 38,346     |
| Disposals             | ( 12,000)                 | -                                         | ( 12,000)  |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |
| At 31 July 2022       | 1,032,755                 | 122,285                                   | 1,155,040  |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |
| <b>Depreciation</b>   |                           |                                           |            |
| At 1 August 2021      | 5,445                     | 100,175                                   | 105,620    |
| Charge for the year   | 2,227                     | 9,019                                     | 11,246     |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |
| At 31 July 2022       | 7,672                     | 109,194                                   | 116,866    |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |
| <b>Net book value</b> |                           |                                           |            |
| At 31 July 2022       | 1,025,083                 | 13,091                                    | 1,038,174  |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |
| At 31 July 2021       | 1,002,568                 | 20,506                                    | 1,023,074  |
|                       | <hr/>                     | <hr/>                                     | <hr/>      |

### 12 Debtors

|                                | 2022<br>£ | 2021<br>£ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 17,801    | 6,167     |
| 100 Club debtor (see note 14)  | 1,123     | 1,236     |
| VAT repayable                  | -         | 10,497    |
| Other debtors                  | 1,324     | 3,715     |
|                                | <hr/>     | <hr/>     |
|                                | 20,248    | 21,615    |
|                                | <hr/>     | <hr/>     |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

### 13 Creditors: amounts falling due within one year

|                                                   | 2022<br>£     | 2021<br>£     |
|---------------------------------------------------|---------------|---------------|
| Trade creditors                                   | 1,083         | 3,843         |
| Accruals and deferred income                      | 10,842        | 11,624        |
| VAT payable                                       | 5,192         | -             |
| Other creditors                                   | 5,808         | 5,182         |
|                                                   | <u>22,925</u> | <u>20,649</u> |
| Deferred income comprises:                        |               |               |
| Income deferred from the previous year            | 7,418         | -             |
| Released to the statement of financial activities | ( 7,418)      | -             |
| Arising during the current year                   | 8,005         | 7,418         |
|                                                   | <u>8,005</u>  | <u>7,418</u>  |

Deferred income includes amounts received for box office sales, fundraising events and subscriptions relating to the 2022/23 year.

### 14 100 Club

|                                                               | 2022<br>£         | 2021<br>£         |
|---------------------------------------------------------------|-------------------|-------------------|
| <b>Balance sheet at 31 July 2022</b>                          |                   |                   |
| <b>Assets</b>                                                 |                   |                   |
| Cash at bank and in hand                                      | 2,153             | 2,354             |
| <b>Liabilities</b>                                            |                   |                   |
| Subscriptions prepaid                                         | ( 1,030)          | ( 1,118)          |
| Due to Tonbridge Theatre and Arts Club (see note 12)          | <u>1,123</u>      | <u>1,236</u>      |
|                                                               | <u>2022<br/>£</u> | <u>2021<br/>£</u> |
| <b>Income and expenditure for the year ended 31 July 2022</b> |                   |                   |
| <b>Income</b>                                                 |                   |                   |
| Subscriptions                                                 | 2,188             | 2,301             |
| <b>Expenditure</b>                                            |                   |                   |
| Prizes                                                        | ( 1,030)          | ( 1,030)          |
| Other expenses                                                | ( 35)             | ( 35)             |
| Surplus for the year (see note 4)                             | <u>1,123</u>      | <u>1,236</u>      |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS *FOR THE YEAR ENDED 31 JULY 2022*

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### **15 Related party transactions**

The charity had no transactions with related parties during the year. During the prior year there was a service contract for fire alarms of £286 with EJP Fire Protection Limited, a company which is jointly owned by the spouse of then-trustee Elizabeth Portlock. During the prior year the charity also paid £100 for printing services from Mr Books, a business run by then-trustee Philip Holden.

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# Accounts

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**Charity number: 227035**

**TONBRIDGE THEATRE AND ARTS CLUB**

**MANAGEMENT COMMITTEE REPORT  
AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2021**

# TONBRIDGE THEATRE AND ARTS CLUB

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# TONBRIDGE THEATRE AND ARTS CLUB

## REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 JULY 2021

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**Management Committee / Trustees:** Mr Phil Porter, Chairman/House Manager (Elected 2018)  
Mrs Valerie Galbraith, Vice Chairperson/Website (Elected 2018)  
Mr David Keith, Hon Treasurer (Resigned 2021)  
Mr Mike Metcalf, Hon Treasurer (Elected 2021)  
Mrs Elizabeth Portlock, Hon Secretary (Resigned 2021)  
Mrs Caroline Candler, Hon Secretary (Elected 2021)  
Mrs Sandra Barfield, Chairman of Drama Committee (Elected 2019)  
Mrs Maggie Hoiles, Public Relations (Elected 2019)  
Mrs Shirley Browning (Elected 2018)  
Mrs Cathryn Gahan, Chaperone Organiser (Resigned 2020)  
Mr Nick Blessley (Elected 2018)  
Mr John Perry (Elected 2019)  
Mr Philip Holden (Elected 2018)  
Mr Paul Simons (Elected 2020)

*Ex Officio:*

Mr Jason Lower, Youth Theatre Director (Appointed 2018)  
Mrs Jo Pierce, Wardrobe Representative (Appointed 2018)

*Co-Opted:*

Geoff Daniels, Technical Director (2019)

Mr Gordon Court, Chairman of the Art Group was a member of the Committee and a Trustee until his death in June 2021.

**Charity registered number:** 227035

**Principal office:** The Oast Theatre  
London Road  
Tonbridge  
Kent  
TN10 3AN

**Bankers:** HSBC Bank plc  
100 High Street  
Tonbridge  
Kent  
TN9 1AN

**Independent Examiner:** A S Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021

---

The members of the Management Committee present their Annual Report, together with the Financial Statements for the year ended 31 July 2021. The Management Committee confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the governing document and the provisions of "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 2019) (Charities SORP (FRS 102)).

### **Structure, governance and management**

The Tonbridge Theatre and Arts Club was registered as a charity on 8 October 1964 and is governed by its Club Rules. It is a non-professional organisation managed by a committee of 15 members.

The Club incorporates an Art Section, meeting weekly, and two active youth groups – the Hoppers for young people aged 8 to 13, and the Youth Theatre, for those aged 14 to 19.

The Club is a member of The Little Theatre Guild of Great Britain.

Membership of the Club is open to everyone and is offered regardless of race, creed, colour, gender, sexual orientation or political persuasion. Club members pay an annual subscription, and all functions connected with running the Club and the theatre are carried out by them on a completely voluntary basis. There are no paid employees. Theatre performances are open to the public but Club members can purchase seats at advantageous rates.

The Hon Treasurer and Hon Secretary are elected annually. The Management Committee members are elected to serve for two years; co-opted members serve until the next AGM. The Chairman, Vice Chairman and other officers are elected by and from Management Committee members.

The Youth Theatre Director and Wardrobe Representative are appointed annually by the Management Committee. The Chairman of the Art Section is elected annually by members of the Art Section.

### **Objectives and activities**

The objects of the Club are to promote the advancement and improvement of general education in relation to all aspects of the arts, drama, music and painting, and to develop public appreciation of such arts.

These objects are achieved through a programme of drama productions staged over a season that runs for approximately ten months and art classes and exhibitions throughout the year.

In setting the objectives for the year, the Management Committee has had due regard to the Charity Commission's guidance on public benefit.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021

---

### Chairman's Report 2021

This year much of what happened at The Oast did so, as it were, behind closed doors. Zoom became invaluable, keeping groups together and safe. It was only in August 2021 that the Management Committee stopped using Zoom and met in the theatre.

At last, in July 2021, we re-opened, presenting two one act plays: "The Drama Game," written and directed by Phil Porter and "Edgar and Annabel" written by Sam Holcroft and directed by Phil Holden. Tickets were free, for members only and performances began at 7.30pm: our new start time for subsequent productions. Both plays started life on Zoom before moving briefly to the stage. All performances followed strict Covid-19 guidelines. These created rather a subdued atmosphere in the theatre, but given the circumstances, those who attended enjoyed the performances. Despite the pandemic, The Oast presented two quality productions within a "See it Safely" environment: the show did indeed go on.

The building continued to be inspected by various individuals who kept it in good working order, ready to re-open when conditions allowed. The car park was re-lined in June, the Barn re-roofed in March, (project-managed by Peter Galbraith) and the sign above the door re-designed in a more modern fashion. The artwork was by Tim Hansell. The board was subsequently re-lit, a considerable in-house undertaking by Ron Adamson and his team. In June, discussions were begun about replacing The Oast's boiler. It is 33 years old and coming to the end of its life. Discussions about this were entered into with Norman Bromley, a local heating consultancy firm. We await their report.

The auditorium received a makeover. With Ann Smith's permission, the "Lion in Winter" banners were put into storage. They were replaced by a series of large black and white photographs. There are eight boards, six with two photographs and two with one. All photographs are of recent Oast productions. As is current practice, those in each photograph gave permission for its display. The photographs, mainly taken by Paul Simons, were professionally installed. The aim was to modernise the auditorium by making it feel more theatrical.

The membership system was, in effect, re-designed so that it complied with Data Protection legislation. As the report below highlights, this was a considerable undertaking. However, given time and patience, the new system will deliver a faster and more convenient way of becoming an Oast member. The Management Committee appreciated the efforts of Paul Simons in creating the system.

Advanced Ticketing declared that the software that The Oast was using for producing tickets was now "heritage" and would not be developed further. For that reason and the continual problems that the theatre had suffered led it to change its supplier to TicketSource. A lot of work this year has gone into tailoring it to our specific needs and training Box Office Operators.

Data security is of paramount importance. Derek Rose has put a huge amount of effort, with the help of three others, into creating the Oast Workspace which will enable the theatre to securely store and back up its data and provide a platform by which The Oast can communicate and share data effectively.

As most of you know, the 2020 AGM was a long, drawn-out postal affair. The results were officially accepted by The Management Committee at its meeting on the 6th May 2021. 773 voting forms were delivered, 268 were returned, a 34% response rate. Four voting slips returned after the deadline were disregarded. All proposals were unanimously accepted by the membership. Because of extenuating circumstances, all elections were "frozen" except that the Treasurer and the Secretary were formally elected, thus ending their co-opted status. It is anticipated that elections will return for the 2021 AGM.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021

---

This year, the theatre lost Gordon Court, a long-standing member of The Management Committee, Chair of the Art Group and a stalwart of the "playgroup", the over-sixties who make the sets.

I sincerely thank all who kept the theatre going throughout the pandemic. A special mention goes to those who organised the play readings and those who cleaned and sanitised the building prior to re-opening. At the time of writing, enhanced cleaning regimes are here for a while. Nick Blessley undertook the daunting task of creating a Covid-19 Risk Assessment for The Oast. The CRA was endlessly revisited, as circumstances dictated. A considerable number of people use the theatre over any given period: each group has its own Covid-19 concerns. Reconciling these differing needs under one overarching roof was a challenge in itself. The Management Committee sincerely thanks Nick for his work on the CRA, which even now is still evolving.

You will notice that Departmental Reports are thin on the ground. Drama, Youth, Art and Membership were able to report some progress. Website, Props and Furniture, Wardrobe and The Sociable Committee were "closed". River Drama did not meet at our theatre this year, but like many other organisations, used Zoom to good effect.

Finally, a sincere thank you to The Management Committee and anyone else who helped The Oast Theatre survive trying times.

### **Oast Workspace Report**

A small team of members have set up the Oast Workspace. It is a private, secure, cloud-based platform for storing and sharing Oast information (photos, documents, etc). It is based on a free version of Google Workspace, available to Not-for-Profit organisations.

It is primarily for centrally storing information held on a multitude of members' computers, to guard against loss of that information and allow the easy and secure sharing of it with others. It also has additional facilities, such as email and forms. It is hoped that, over time, this technology will provide easier collaboration between members. Currently, all the show photos and programmes have been uploaded back to 2002.

### **Drama Report**

The first meeting of Sara Lacey's and Sandra Barfield's play reading group was the 10th July, 2020. They began indoors at The Oast: six in number and with the windows wide open.

They then moved into "the tunnel", the space between the back stage wall and the Barn. They sat on socially distanced chairs, shouting their lines. The group also read "Season's Greetings" on one of the hottest days of that year: an entertaining experience.

They then went on Zoom: for many reasons it is not as easy as it seems to conduct play readings in this way.

At "close of play" the group had completed 64 reading sessions, using 39 readers and covering 47 plays.

The experience was fun. It kept people together and theatre "live". The Roundel Players, a mix of Oast and non-Oast performers was formed.

The Drama Committee sincerely hopes that all members will continue to support Drama at The Oast when conditions permit.

# **TONBRIDGE THEATRE AND ARTS CLUB**

## **REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021**

---

### **Youth Report**

Throughout 2020/21 the Oast Youth Theatre predominantly met on Zoom. While the numbers were not as high as in-person activities, the dedicated group who did attend took part in twice-weekly sessions, created entries for the Coronavirus Time Capsule, devised murder mysteries and pantomimes, and played a lot of games. There were also shared activities, such as a weekly quiz, with Trinity Youth Theatre in Tunbridge Wells.

The sessions were important for the young people's wellbeing and mental health, keeping them connected with their friends in a structured way.

The group also met with other youth theatres online - with The Oast taking lead on a big Taskmaster session with 60 participants.

When restrictions eased, the group split into two, running weekly sessions with first three groups, then two, where possible. These were again invaluable for supporting the young people during the uncertainty of the past year and received very positive feedback from the members and their parents.

### **Art Group**

During the lockdown Gordon led a group which set up a website to give an opportunity for artists to display their work for sale online. It is planned continue this in parallel with the next 'Face to Face Exhibition'

### **Membership**

This year has been a challenging one with so much change on many fronts (and behind the scenes) within The Oast Theatre. In order that The Oast comply with current Data Protection Laws it was necessary to have everyone re-join The Oast membership scheme. The new scheme gives us the facility to share information with members electronically rather than the hugely expensive option of using Royal Mail. This has given me the opportunity to meet, talk with and email some of them and what a great and supportive group of people I have found them to be, and I would like to thank each and every one.

I am writing this in September, and it has been some 18 months or so since we last put on a full show and over a year since membership was suspended. I am pleased to say that all people whose memberships expired in July 2020 were transferred over to the new scheme in July of this year and offered the opportunity of registering and renewing. Up to now over 50% of members have registered with the website and renewed their Memberships, Season Tickets and Associate Memberships and more are coming in every day.

Transferring to the new scheme has thrown up a few issues. Some of you have no email address at all and, as valued and continuing members, we will continue to run their memberships as we did before providing that a new and updated membership form is completed. Some couples only have one email address between them so most have kindly agreed to run one account online (so that they can receive information via the website) and the other we run offline. Almost everyone else who applied has managed to join the online scheme. Various articles were sent out in Oast Notes and emails and a video was put on the website. I have run Zoom sessions, telephone help lines, emails and I have visited some members at home to assist them. I have learned a lot along the way and have made changes to the user guides that we supply to make the scheme easier to navigate. I would like to thank all members who sent in suggestions and pointed out problem areas. The biggest difficulties seem to be the use of a complex password, unfamiliarity with some mobile devices particularly and old devices that Apple/Microsoft will not provide system upgrades for any longer and which will not run our website.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021

---

In the last report on the 31st July 2020 the membership was 812. On the 18th September 2021 the total membership was 444 which is a reduction of 368 (45%) from 2020 and comprised:

Members 358 (from 656) – a reduction of 298 (45%) from 2019

77 Season Ticket Holders (from 156) – a reduction of 79 (51%) from 2019

Some Season Ticket Holders have elected to re-join as members reflecting some uncertainty.

Currently 299 members still receive Oast Notes by Mail and 706 members received Oast Notes by Email. This has not changed from last year. Because people are continuing to renew, the distribution of Oast Notes is remaining as it is pro tem but once membership has stabilised those that have not renewed will be removed from both means of distribution. The use of e-mail and making Oast Notes available to Members on the website, considerably reduces printing and postage costs.

The health and safety of our members and visitors is paramount which is why we have adopted the London Theatres initiative of the See it Safely campaign. I hope that with increasing confidence in our Covid-19 protection protocols that members will be encouraged to re-join in the shorter term.

### Financial review

The results of the Club for the year are shown on page 9. The Balance Sheet on page 10 shows that the Club had total funds at 31 July 2021 amounting to £1,121,273. This is mainly represented by fixed assets held for the Club's use of £1,023,074. The balance of £98,199, which represents the Club's free unrestricted funds, relates primarily to cash at bank and in hand of £66,543 and stock of £30,690.

### Policy on reserves

The Management Committee has agreed that it is prudent to have available a sum in reserves equivalent to approximately 6 months of the annual support, premises and utility costs, i.e. the costs which would be incurred if the theatre ceased operating. This is estimated to be approximately £32,000. This will fund any unexpected large drop in income and/or large increase in running costs. The policy is achieved by ensuring that free unrestricted reserves (that is, unrestricted funds not represented by fixed assets) are at least equal to approximately 6 months' running costs.

At the balance sheet date, free unrestricted reserves were in excess of this amount. The Management Committee plans to use the excess funds to ensure the theatre is able to reopen when appropriate.

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31 JULY 2021

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### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity 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 its surplus or deficit 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 in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue to operate.

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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on 27/11/2021 and signed on its behalf by:



Phil Porter  
Chairman

# TONBRIDGE THEATRE AND ARTS CLUB

## REPORT OF THE INDEPENDENT EXAMINER FOR THE YEAR ENDED 31 JULY 2021

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### Independent examiner's report to the trustees of Tonbridge Theatre and Arts Club ("the Club")

I report to the Management Committee on my examination of the accounts of the Club for the year ended 31 July 2021.

### Responsibilities and basis of report

As the management committee of the Club, 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 Club's accounts carried out under section 145 of the 2011 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 Club as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.



A S Healey

Date: 27/11/2021

A S Healey FCA CTA DChA  
**Lindeyer Francis Ferguson Limited**  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# TONBRIDGE THEATRE AND ARTS CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

|                                    | Note | 2021<br>£        | 2020<br>£        |
|------------------------------------|------|------------------|------------------|
| <b>Income from:</b>                |      |                  |                  |
| Donations and legacies             | 3    | 23,331           | 16,590           |
| Other trading activities           | 4    | 4,500            | 49,680           |
| Charitable activities              | 5    | -                | 42,282           |
| <b>Total income</b>                |      | <b>27,831</b>    | <b>108,552</b>   |
| <b>Expenditure on:</b>             |      |                  |                  |
| Raising funds                      | 6    | 2,304            | 13,780           |
| Charitable activities              | 7    | 51,633           | 91,754           |
| <b>Total expenditure</b>           |      | <b>53,937</b>    | <b>105,534</b>   |
| <b>Net (expenditure) / income</b>  |      | <b>( 26,106)</b> | <b>3,018</b>     |
| <b>Net movement in funds</b>       |      | <b>( 26,106)</b> | <b>3,018</b>     |
| <b>Reconciliation of funds:</b>    |      |                  |                  |
| Total funds brought forward        |      | 1,147,379        | 1,144,361        |
| <b>Total funds carried forward</b> |      | <b>1,121,273</b> | <b>1,147,379</b> |

# TONBRIDGE THEATRE AND ARTS CLUB

## BALANCE SHEET AS AT 31 JULY 2021

|                                                | Note | 2021<br>£        | 2021<br>£               | 2020<br>£       | 2020<br>£               |
|------------------------------------------------|------|------------------|-------------------------|-----------------|-------------------------|
| <b>Fixed assets</b>                            |      |                  |                         |                 |                         |
| Tangible assets                                | 11   |                  | 1,023,074               |                 | 1,035,081               |
| <b>Current assets</b>                          |      |                  |                         |                 |                         |
| Stocks                                         |      | 30,690           |                         | 31,849          |                         |
| Debtors                                        | 12   | 21,615           |                         | 6,621           |                         |
| Cash at bank and in hand                       |      | 66,543           |                         | 81,838          |                         |
|                                                |      | <u>118,848</u>   |                         | <u>120,308</u>  |                         |
| <b>Current liabilities</b>                     |      |                  |                         |                 |                         |
| Creditors: amounts falling due within one year | 13   | <u>( 20,649)</u> |                         | <u>( 8,010)</u> |                         |
| <b>Net current assets</b>                      |      |                  | <b>98,199</b>           |                 | <b>112,298</b>          |
| <b>Total net assets</b>                        |      |                  | <u><b>1,121,273</b></u> |                 | <u><b>1,147,379</b></u> |
| <b>The funds of the charity</b>                |      |                  |                         |                 |                         |
| Unrestricted funds                             |      |                  | 1,121,273               |                 | 1,147,379               |
| <b>Total charity funds</b>                     |      |                  | <u><b>1,121,273</b></u> |                 | <u><b>1,147,379</b></u> |

The financial statements were approved by the Management Committee on 27/11/2021 and signed on their behalf by:



**Phil Porter**  
Chairman



**Mike Metcalf**  
Hon Treasurer

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

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### 1 Status

Tonbridge Theatre and Arts Club is a charitable organisation registered in England and Wales, governed by its Club Rules and managed by a committee of members. The address of the principal office is The Oast Theatre, London Road, Tonbridge, Kent TN10 3AN.

### 2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 2.1 Basis of preparation of financial statements

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Tonbridge Theatre and Arts Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

During the year the Covid-19 pandemic remained ongoing and activities had not fully resumed by the year-end. This resulted in a significant reduction in the income received by the charity in the year as the majority of its income is derived from the ceased activities, being productions held. As activities have resumed post year-end and the charity still holds sufficient reserves to cover expenditure for the next 12 months it remains a going concern and the going concern basis of accounting continues to be adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### 2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. This is usually on receipt. Legacies are recognised when probate has been granted, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the charity's control or have already been met.

Income from other trading activities is recognised at the date of sale. Subscriptions income received in advance is accounted for as deferred income.

Income from charitable activities comprises box office and season ticket income. Box office income for a particular production is recognised in the period in which the production takes place. Season ticket income received in advance is accounted for as deferred income.

#### 2.3 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Costs of charitable activities are those costs, including support costs and irrecoverable VAT, relating to the operation of the Oast Theatre.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

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### 2 Accounting policies - continued

#### 2.4 Fund accounting

The general fund is an unrestricted fund which is available for use at the discretion of the Management Committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes. The charity does not currently have any restricted funds.

#### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Fixtures, fittings & equipment - 10% to 20% straight line
- Freehold property - lease to over 30 years straight line
- Freehold property - platform lift over 20 years straight line

No depreciation is provided on the Oast Theatre because any charge is considered to be immaterial due to the long useful economic life and high residual value of the property.

#### 2.6 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to sell.

#### 2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value or, if due after more than one year, at amortised cost.

### 3 Income from donations and legacies

|                     | 2021          | 2020          |
|---------------------|---------------|---------------|
|                     | £             | £             |
| General donations   | 4,281         | 4,795         |
| Programme donations | -             | 1,795         |
| Grants received     | 19,050        | 10,000        |
|                     | <u>23,331</u> | <u>16,590</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

### 4 Income from other trading activities

|                                 | 2021         | 2020          |
|---------------------------------|--------------|---------------|
|                                 | £            | £             |
| Art section                     | -            | 25            |
| Bar sales                       | 783          | 9,335         |
| Coffee bar sales                | -            | 1,142         |
| Ice cream sales                 | -            | 2,176         |
| Hire income                     | 847          | 5,737         |
| Subscriptions                   | 350          | 15,574        |
| Wardrobe income                 | 91           | 8,361         |
| Props and furniture income      | -            | 933           |
| Fundraising and members' events | -            | 4,762         |
| Advertising                     | -            | 515           |
| 100 Club (see note 14)          | 1,236        | 1,120         |
| Other income                    | 1,193        | -             |
|                                 | <u>4,500</u> | <u>49,680</u> |

### 5 Income from charitable activities

|                                     | 2021     | 2020          |
|-------------------------------------|----------|---------------|
|                                     | £        | £             |
| Operation of theatre:               |          |               |
| Box office and season ticket income | -        | 42,282        |
|                                     | <u>-</u> | <u>42,282</u> |

### 6 Expenditure on raising funds

|                                       | 2021         | 2020          |
|---------------------------------------|--------------|---------------|
|                                       | £            | £             |
| Bar expenses                          | 1,326        | 5,433         |
| Coffee bar expenses                   | 78           | 815           |
| Ice cream expenses                    | 120          | 1,040         |
| Wardrobe expenses                     | 780          | 1,140         |
| Fundraising and members' events costs | -            | 5,352         |
|                                       | <u>2,304</u> | <u>13,780</u> |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

### 7 Expenditure on charitable activities

|                      | Direct<br>costs<br>2021<br>£ | Support<br>costs<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|----------------------|------------------------------|-------------------------------|--------------------|--------------------|
| Operation of theatre | 32,793                       | 18,840                        | 51,633             | 91,754             |

### 8 Direct costs

|                                    | 2021<br>£ | 2020<br>£ |
|------------------------------------|-----------|-----------|
| Production expenses                | 2,310     | 14,274    |
| Premises costs including insurance | 19,852    | 20,985    |
| Rates                              | 54        | 384       |
| Little Theatre Guild               | 105       | 105       |
| Equipment repairs and maintenance  | 658       | 4,335     |
| Printing                           | 3,113     | 8,852     |
| Utilities                          | 6,701     | 10,076    |
|                                    | 32,793    | 59,011    |

### 9 Support costs

|                                                    | 2021<br>£ | 2020<br>£ |
|----------------------------------------------------|-----------|-----------|
| Postage                                            | 2,215     | 1,515     |
| Telephone and internet                             | 828       | 983       |
| Computer costs                                     | 1,795     | -         |
| Depreciation                                       | 12,264    | 11,788    |
| Transaction charges                                | 287       | 2,237     |
| Irrecoverable VAT                                  | ( 3,606)  | 11,788    |
| Mortgage interest                                  | ( 2,187)  | -         |
| Fees for non-examination services paid to examiner | 4,075     | -         |
| Independent examination                            | 1,340     | 1,275     |
| Other                                              | 1,829     | 3,157     |
|                                                    | 18,840    | 32,743    |

### 10 Employees and Management Committee

The charity has no employees and is staffed entirely by its members who receive no remuneration.

No members of the Management Committee received any remuneration during the year. Any expenses reimbursed to members of the Management Committee (and close family members) were in their capacity as agents of the charity and not in their capacity as trustees.

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

### 11 Tangible fixed assets

|                       | Freehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£ |
|-----------------------|---------------------------|-------------------------------------------|------------|
| <b>Cost</b>           |                           |                                           |            |
| At 1 August 2020      | 1,008,013                 | 120,424                                   | 1,128,437  |
| Additions             | -                         | 257                                       | 257        |
| At 31 July 2021       | 1,008,013                 | 120,681                                   | 1,128,694  |
| <b>Depreciation</b>   |                           |                                           |            |
| At 1 August 2020      | 3,219                     | 90,137                                    | 93,356     |
| Charge for the year   | 2,226                     | 10,038                                    | 12,264     |
| At 31 July 2021       | 5,445                     | 100,175                                   | 105,620    |
| <b>Net book value</b> |                           |                                           |            |
| At 31 July 2021       | 1,002,568                 | 20,506                                    | 1,023,074  |
| At 31 July 2020       | 1,004,794                 | 30,287                                    | 1,035,081  |

### 12 Debtors

|                                | 2021<br>£ | 2020<br>£ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 6,167     | 5,501     |
| 100 Club debtor (see note 14)  | 1,236     | 1,120     |
| VAT repayable                  | 10,497    | -         |
| Other debtors                  | 3,715     | -         |
|                                | 21,615    | 6,622     |

# TONBRIDGE THEATRE AND ARTS CLUB

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

### 13 Creditors: amounts falling due within one year

|                                                   | 2021<br>£     | 2020<br>£    |
|---------------------------------------------------|---------------|--------------|
| Trade creditors                                   | 3,843         | -            |
| Accruals and deferred income                      | 11,624        | 1,957        |
| VAT payable                                       | -             | 321          |
| Other creditors                                   | 5,182         | 5,732        |
|                                                   | <u>20,649</u> | <u>8,010</u> |
| Deferred income comprises:                        |               |              |
| Income deferred from the previous year            | -             | 6,786        |
| Released to the statement of financial activities | -             | (6,786)      |
| Arising during the current year                   | 7,418         | -            |
|                                                   | <u>7,418</u>  | <u>-</u>     |

Deferred income includes amounts received for advertising and subscriptions relating to the 2021/22 year.

### 14 100 Club

|                                                               | 2021<br>£    | 2020<br>£    |
|---------------------------------------------------------------|--------------|--------------|
| <b>Balance sheet at 31 July 2021</b>                          |              |              |
| <b>Assets</b>                                                 |              |              |
| Cash at bank and in hand                                      | 2,354        | 2,225        |
| <b>Liabilities</b>                                            |              |              |
| Subscriptions prepaid                                         | (1,118)      | (1,105)      |
| Due to Tonbridge Theatre and Arts Club (see note 12)          | <u>1,236</u> | <u>1,120</u> |
|                                                               |              |              |
| <b>Income and expenditure for the year ended 31 July 2021</b> |              |              |
| <b>Income</b>                                                 |              |              |
| Subscriptions                                                 | 2,301        | 2,185        |
| <b>Expenditure</b>                                            |              |              |
| Prizes                                                        | (1,030)      | (1,030)      |
| Other expenses                                                | (35)         | (35)         |
| Surplus for the year (see note 4)                             | <u>1,236</u> | <u>1,120</u> |

## **TONBRIDGE THEATRE AND ARTS CLUB**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021**

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#### **15 Related party transactions**

The charity has a service contract for fire alarms and equipment with EJP Fire Protection Limited, a company jointly controlled by the spouse of trustee Mrs Elizabeth Portlock. During the year the charity paid the company £286 (2020: £597) in respect of these services.

The charity purchases scripts and occasionally utilises the printing services of Mr Books, a business run by trustee Philip Holden. During the year the charity paid £100 in respect of printing services (2020: £720 in relation to scripts purchased).