

**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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# 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**

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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 reshowed 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

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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

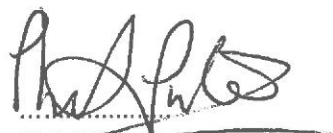
	Note	2023 £	2022 £
<b>Income from:</b>			
Donations and legacies	3	8,756	5,508
Other trading activities	4	65,781	53,493
Charitable activities	5	61,600	58,527
<b>Total income</b>		<b>136,137</b>	<b>117,528</b>
<b>Expenditure on:</b>			
Raising funds	6	18,754	11,010
Charitable activities	7	82,296	94,883
<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 £	2023 £	2022 £	2022 £
<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 £	2022 £
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 costs 2023 £	Support costs 2023 £	Total 2023 £	Total 2022 £
Operation of theatre	53,286	29,010	82,296	94,883

### 8 Direct costs

	2023 £	2022 £
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 £	2022 £
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 property £	Fixtures, fittings & equipment £	Total £
<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 £	2022 £
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 £	2022 £
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 £	2022 £
<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