

Charity Registration No. 287909

Company Registration No. 01747169 (England and Wales)

PENTABUS ARTS LIMITED

**TRUSTEES' REPORT AND
UNAUDITED ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2023

PENTABUS ARTS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms. D Lennan	
	Mr. R H Burbidge OBE	
	Ms. J Hughes	
	Ms. S McCormick	
	Ms. R Robins (Chair)	
	Ms. M F Bedford	
	Dr M I Branson	
	Mr. M Hartley	
	Ms. E Dennis-Edwards	
	Ms. F H Spickernell	(Appointed 1 March 2023)
Secretary	Ms. C J John	(Resigned 8 November 2022)
	Mrs. Verity Overs-Morell	(Appointed 8 November 2022)
Charity number	287909	
Company number	01747169	
Registered office	Pentabus Theatre The Old School Bromfield Ludlow Shropshire United Kingdom SY8 2JU	
Independent examiner	Azets Column House London Road Shrewsbury Shropshire United Kingdom SY2 6NN	

PENTABUS ARTS LIMITED

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PENTABUS ARTS LIMITED

CHAIR'S REPORT TO THE MEMBERS OF PENTABUS ARTS LIMITED FOR THE YEAR ENDED 31 MARCH 2023

As the company approaches its 50th Anniversary in 2024 I am delighted to report that it remains as ambitious and as busy as ever.

In 2022-23 we have returned to a full programme of activity, following the postponement of much of our work due to the pandemic. Two major tours of new work have visited village halls and theatres across the country, both courageous pieces of work telling very different stories of the rural experience presented to the highest standard. Little Bits of Ruined Beauty in partnership with Unlimited celebrated the work of disabled artists while One of them Ones aimed to increase understanding of and celebrate gender diversity. During the pandemic Pentabus presented work digitally to ensure that audiences had the opportunity to continue to be entertained by our work and that artists continued to be employed. This year we have built on the success of that initiative with two films produced in partnership with Herefordshire based Rural Media, and five new short digital plays being broadcast to ever growing online audiences.

Work for young people continues to be at the heart of Pentabus with the development of workshops for primary schools using theatre to explore the curriculum, this initiative has been met with enthusiasm from both parents and children. We have also engaged with young people through our work in partnership with the FE and HE sectors. Our well established Young Writers programme continues to flourish with local and national groups providing a platform for work created by the young theatre writers of tomorrow.

The company is rightly proud of its commitment to talent development and in particular the development of new writers and plays that tell the stories of local communities in contemporary and entertaining ways. This year we have been delighted to host 2 Writers in Residence, 3 Associate Artists and 2 Young Associate Artists as well as commissioning new work for the future.

Given the high level of activity and the challenges of re-building audiences following the pandemic, I am pleased to report that Pentabus remains in a strong financial position at the end of the year with reserves still in place to meet unexpected contingencies and to support future artistic development. This result would not have been possible without an exceptional payment from the Theatre Tax Relief fund which compensated for the downturn in monies raised from Trusts and Foundations. The increased reserves will be used to support initiatives in our 50th Anniversary year but will also be needed to support future work in an increasingly competitive financial climate. In common with many arts organisations, we are finding it increasingly difficult to raise funds from a variety of sources and are particularly grateful to the range of partners and supporters who enable the work of the company to continue to develop. In particular we would like to thank the Clive Richards Foundation, the Esmee Fairburn Foundation and the Haystack Trust for their ongoing generosity. Thanks also to a wide range of other Trusts and Foundations including Adlard Family Charitable Foundation, Alan & Karen Grieve Charitable Trust, Hall Garth Charitable Trust, Herefordshire Community Foundation, Millichope Foundation and Weston Charity Award who support difference aspects of the company's work.

During the year we had 27 Friends and Donors, the support of generous individuals is very important to Pentabus and we would like to thank all the current and future friends and supporters of the company.

In October 2022 Pentabus was confirmed as one of the national recipients of regular funding from Arts Council England for three years starting April 2023, this was a real achievement for the company - this core investment is the bedrock on which the creation and touring of Pentabus' work depends and we place high value on this support.

As ever enormous thanks must go to the Pentabus team for their boundless energy and vision. Our Executive Director Catrin John stood down in October 2022 after 3 and a half years in post. Catrin worked tirelessly to support and develop the company, particularly during the years of the pandemic and we owe her thanks and gratitude. Verity Overs-Morrell, previously Development Manager, joined Elle While as joint Directors in November 2022 and they continue to provide excellent leadership to the rest of the team of experts – Amber, Andrew and Bryony and a group of committed freelancers.

This will be my final year as Chair and Board Member of Pentabus having completed a full term of office. As ever I would like to thank my fellow Board members for their generosity and expertise. It has been a pleasure to work with you and the Pentabus team for the past nine years and to see the company grow in impact and profile. Congratulations on all you have achieved and best wishes for the future.

PENTABUS ARTS LIMITED

CHAIR'S REPORT TO THE MEMBERS OF PENTABUS ARTS LIMITED (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

..... R Robins

R Robins
Chair

Date: 15/02/23.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report together with the accounts for the year ended 31st March 2023.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' effective January 2019.

Objectives and activities

The objects for which the Company is registered are to promote, maintain, improve and advance education particularly by the encouragement of the Arts including the arts of drama, ballet, music, singing, literature, sculpture and painting.

The strategies employed to achieve the charity's aims and objectives are to:

- To develop and produce exceptional rural theatre by, with and for rural audiences;
- To ensure diversity and inclusion across all of our activity;
- To deepen engagement and diversify our audiences;
- To improve financial sustainability and diversify income;
- To ensure robust and efficient use of all resources; and
- To create and maintain engagement with theatre for Young People.

Vision

Brilliant bold new theatre for everyone.

Mission

To create ambitious, celebratory and sustainable theatre – inspired by diverse rural voices for audiences throughout the UK and beyond.

Public Benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. The touring theatre company relies on Arts Council funding, grants, donations, memberships and income from fees and charges to cover its operating costs.

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the Trustees to present a strategic report.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

2022-23 has been a pivotal year for Pentabus, we emerged out of the global pandemic with a new Artistic Director, and newly developed skills in digital commissions. We produced two newly commissioned tours (*Little Bits of Ruined Beauty* & *One Of Them Ones*) as well as commissioning a multitude of digital work including: two new digital pieces as theatre/film hybrid (*The Silence and the Noise* & *DESTINY*), released five new short digital plays (*I'm Here*) and a live capture (*Idyll*). Our local Young Writers programme returned to a live production (*Back To The Light*), as well as continuing with our Young Writers National Group releasing 10 audio shorts (*Where I Am*). And for the first time at Pentabus we have two Writers In Residences (*Laura Waldren* and *Henry Maddicott*).

This was a stand-alone Business Plan for 2022-23 to bridge over to the planning linked to the next Arts Council England National Portfolio grant application which the company was successful in receiving and went live from 1 April 2023.

Pentabus' Year in Numbers

Over the year, we employed **105** freelancers including commissioning **9** artists to make digitally native work, future live work or for seed commissions.

Our **New Digital Commissions** *I'm Here* and *Where I Am* were watched/listened to **2946** times. We received a further **1395** views for content we already had live, and new behind the scenes trailers.

Our **film premieres** of *The Silence and the Noise* and *DESTINY* had a live audience of **161** including **32** of these under 25.

Little Bits of Ruined Beauty had a live audience of **528** with **157** of these Under 25 and a digital audience of **590** for the live capture.

One of Them Ones had a live audience of **127** including **21** of these Under 25 (these figures are for the first week of the tour – the rest of the tour sits in 2023-24).

We ran **9** **community engagement workshops** including in person and virtual Q&As for *Little Bits of Ruined Beauty* and *One Of Them Ones* which included Disability Awareness and Gender Awareness training with **121** attendances.

We ran **22** **workshops** for Young Writers & PlayMaking Workshops with **208** attendances.

We ran **6** **HE and FE workshops** with **210** attendances.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Artistic Programme highlights of 2022-23

***Little Bits of Ruined Beauty* by Tom Wentworth**

Produced by Pentabus. Commissioned and supported by Unlimited, celebrating the work of disabled artists, with funding from Arts Council England.

In autumn 2022 we toured, *Little Bits of Ruined Beauty* by Tom Wentworth, a Shropshire raised playwright, who started his writing journey at Pentabus in the first cohort of young writers in 2013. This was a darkly comic play examining the subtle shift from cared-for to carer and how dignity and independence are maintained in isolated rural areas. It was commissioned and supported by Unlimited, celebrating the work of disabled artists, with funding from Arts Council England. It toured for three weeks through September and October 2022. The show had creative captions integrated into the set design and was made by a creative team that were majority disabled. We received excellent audience feedback:

"Excellent and moving play. Ingenious use of projection equipment and especially useful for hard of hearing husband"

"I just loved it. It made me cry. I don't usually understand plays but I understood everything! The fact we could see the script is amazing, so amazing! Makes everyone feel involved!"

"The thing I liked the most about this play was that the relationship, interactions and atmosphere were recognisable as part of the human experience, as well as specifically describing the experience of a disabled person."

This play was an excellent learning curve around good practice with a disabled led company in the building. Nickie Miles-Wilden (the director) delivered a brilliant day of disability awareness training for the team which has cemented our learnings and actions. The production toured to 9 venues, playing 11 performances, including 3 FE colleges. Final audience figures were 528 with 155 of these Under-25s.

In conjunction with the show we hired Alex Whitely a disabled practitioner/director to deliver audience engagement work. This included 3 Q&A's at HCA, Ludlow School and Shrewsbury College and 2 online events held in January 2023 with 192 online attendees, including one industry focused seminar to share the learnings from this disabled led tour.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

One Of Them Ones by Charlie Josephine

Our Spring 2023 production, *One Of Them Ones* by Charlie Josephine, toured over 6 weeks from March to May 2023. The show toured to 14 village halls, community spaces and studio theatres (4 of those were in 2022-23) with 17 performances. The play explored siblings living in an isolated community trying to get their heads around gender identity.

We engaged with LGBTQIA+ audiences with this production. We held community engagement workshops shaped by the practice of the playwright, as well as working with Gendered Intelligence, a registered charity that exists to increase understandings of gender diversity and improve trans people's quality of life. We also held developmental workshops about Gender Awareness with rural touring promoters and rural touring schemes. We prioritised the care and wellbeing for all participants keeping their stories at the forefront of discussions. Playwright Charlie Josephine undertook an R&D residency in Shropshire/Hereford, speaking with trans, non-binary and LGBTQIA+ identifying young people and their parents to understand their experience of navigating gender identity in rural, working-class communities. A participating rural trans teenager commented: *'I never get to see anyone who looks or feels like me on TV, in plays, in books. I'm excited there will be a story where we exist'*.

The National Theatre Studio supported a week of research and development along with a sharing:

'The sharing was brilliant. One of the most developed readings we have seen all year... a tonic for young people growing up around the country who connect to the issues in the play, and those that don't.' Rachel Twigg, Head of Studio, the National Theatre.

The performances of *One Of Them Ones* were well received and appreciated by the audiences and critics alike as can be seen from the following feedback and reviews:

'Sweet, touching and frequently hilarious... the show portrays its characters' inner thoughts and progressions so well, and with such empathy, that we could all learn from it' The Reviews Hub

'Gloriously mischievous... thoughtful and provocative production.' LondonTheatre1****

"Inspiring, accessible, stimulating. The dialogue reflected life in all its complexity"

"Thoroughly engaging – exciting, dynamic, funny, thought provoking, fantastic to experience new writing, current issues. Loved it"

"The actors were fantastic. The acting was a really high standard, amazing script, clever, stimulating, and unusual. Loved the simplicity of the set. A lovely and optimistic story, modelling compassion"

'I saw OOTO in Prestigne with my dad, and it was amazing. Almost gave me the confidence to tell him I want to change my name... I'm sure I can at some point... thank you.'

Due to the success of this production we are planning a future life of this production with a London/Edinburgh run and for it to be filmed for engagement work with HE/FE.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Pentabus' Digital Work - *I'm Here* by five rising-star playwrights

As a continued commitment to diversify the voices that we showcase to rural communities and beyond, we worked with five writers to release, *I'm Here*, five new short plays online. Written by rising star playwrights babirye bukilwa, Tabby Lamb, Mika Onyx-Johnson, Anoushka Warden and our inaugural playwriting award for our alumni Young Writers - won by Caitlin Magnall-Kearns.

This opportunity invited excellent, diverse artists to create work for the company, raising the profile and creating relationships with industry ambassadors for our work. It also involved cross germination between industry leaders and our young writers. The pieces were released in June 2022, and created an excellent buzz on our social media platforms, and were **The Guardian's Best Theatre to Stream**, and can be watched on our website.

'... in the collection is Anoushka Warden's funny, transgressive *Toed*, alongside babirye bukilwa's delicately moving *Birds N Dem*, Tabby Lamb's *Phase 4*, which is about identity and transphobia, and Mika Onyx Johnson's *Green Thumbs*, about the wisdom of cacti, all of which are available to watch for free.' The Guardian

Pentabus' Digital Work - *DESTINY* by Florence Espeut-Nickless & *The Silence and the Noise* by Tom Powell

Filming and premiers of *DESTINY* and *The Silence and The Noise* took place. With fantastic reactions from our first audiences. Online public release for both of the films is taking place in 2023 with a lot of critical interest as well as wide audience appeal.

Young People

Primary School Workshops – 2022

Pentabus are now offering exciting school workshops to help pupils explore the curriculum in a fun and creative way. Led by theatre professionals and playwrights, the children create their own play about a chosen topic that the school are covering. Each school has six weekly sessions over the course of a half term which includes a final sharing, each session is 2 hours long and available to Key Stage 2 classes. Pentabus subsidise the workshops due to the kind support from Trusts & Foundations.

From April 2022 we ran five taster workshops to schools for free which were taken up by Meiford School, Longden Primary School, Harlescott Junior School and Weobley Primary School. Delivering to a total of 142 key stage 2 students.

We then delivered two six week workshops from September to December to Harlescott junior School & Longden School. Working with a further 61 key stage 2 students.

These workshops have been well received, with wonderful feedback from parents, teachers and students:

'Thank you so much for delivering such enjoyable drama sessions. My daughter has grown in confidence, resilience and has enjoyed working with people of different ages. What an experience. I hope she gets the chance to do this again.' Parent

'Excellent performance! Children were able to learn so much and have fun in the same time! Very enjoyable!' School Teacher

'I loved these last few weeks! Thank you Ant for making it fun!' Student

'Hello I think it's amazing and would love to do it again. Love Harriet' Student

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Pentabus Young Writers 2022- Local

We are continuing our commitment to reaching more people through our Young Writers Programme by running hybrid workshops with online and in-person sessions. This is working well and continues to break down the geographical access barriers.

Our local Young Writers have been very successful this year. We initially had 10 participants in this group attending 6 online workshops & 3 in person held at Hereford College of Arts, which were double sessions, including one with professional actors reading draft scripts written by the Young Writers. Our Audience and Engagement Manager Ant Stones & Clive Richards Foundation Florence Espeut-Nickless co-facilitated these workshops.

'This is a very rare and valuable experience and has made me want to write and do more with what I've learned. Both tutors were well versed in play writing and knew how to talk to us and help us using their own experience. I was amazed at the quality of all writers, cast and actors a great experience. I never thought I'd write a play let alone have one performed by a professional team it's been a great experience to help further me in my goals in theatre.' Young Writer 2022

The final professional production, *Back to the Light*, consisted of nine writers having their work presented in a brilliantly received production, which played for two nights at Hereford Courtyard to full audiences. The cast and creative team were all exceptional and worked over and above to bring the show together, really highlighting the ambition of the Young Writers. We also held a celebration event to which many of our funders attended.

'Thank you all so much for inviting us to Back to the Light at the Hereford Courtyard last night. We both loved the show and felt that it was Pentabus at its VERY BEST – well up to the high standard that you set in 2019. The quality of writing, performing and direction was exceptional and we do hope that you will pass on our congratulations to the whole team.' Richard Burbidge, The Haystack Trust

Pentabus Young Writers 2022 - National Group

Our Audience and Engagement Manager Ant Stones and former Writer In Residence Tom Powell co-facilitated the national group which had six virtual workshops, including one with professional actors reading draft scripts written by the Young Writers. There were 10 participants and we had a record 166 applicants for the course.

'Working with Pentabus on their Young Writers short audio dramas was a fantastic experience. The company is most impressive in its artistic ambition, its commitment to diversity and its accessibility. Great care was given to making the experience the best it could be for the young writers, and I was very impressed by the dramaturgical support offer by Andrew and the mentor writers. The production felt well supported, and the standard of the scripts was high. As an audio specialist, it was extremely rewarding to work with new very young writers, by teaming up with a leading theatre company who have such a dynamic approach to how they engage with writers and audience.' Polly Thomas (Director Naked Productions)

Our National Young Writers are a very talented group this year and their audio plays were recorded by producer Polly Thomas at Naked Productions. The final digital production was called *Where I Am*. We have had a brilliant response to the release of our Young Writers Audio Pieces. With 681 listens in the first two and a half weeks, and we are currently at 1131 listens. The audio pieces are accessible with wave sounds.

You can listen to them all online here: <https://pentabus.co.uk/where-i-am>

We have also been delighted that through their work with Polly Thomas one of our National Young Writers was commissioned to write an audio Drama for BBC Radio four which has now been recorded and released to great acclaim.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

West Midlands Secondary, FE & HE Students

We ran 3 workshops at Hereford College of Arts for their students, which continues the strong relationship we have with this local HE establishment.

We have created a relationship with Ludlow Secondary School and are delighted that the Head of Drama now brings the students to all of our shows. We also offer free workshops to the students when they book.

Bookfest Evaluation

Bookfest kindly provided us with the evaluation for Bookfest 2022 in August 2022, with the following fantastic responses to the in person workshops run by Ant Stones in Shropshire primary schools:

In response to the Question: On the back of the collaboration with Pentabus, the Creative Response Competition was expanded to include a wider range of options for dramatic responses. What comments do you have on this initiative?

'A very important opportunity for children to explore their literacy skills through drama. My children loved it.' Shropshire Primary School

'We paid for a Pentabus workshop in school which the children absolutely loved and proved extremely helpful with regards to our creative response movie trailer.' Shropshire Primary School

'The children really enjoyed the creativity that they could have over this competition. They enjoyed being able to run with lots of different ideas. We really enjoyed Pentabus coming into school to deliver a Story in 3 workshop and this really engaged the pupils in the creative response competition and gave them a huge amount of confidence.' Shropshire Primary School

Artistic Development

Writer In Residence

Florence Espeut-Nickless completed her position as Writer in Residence in May 2022, with her bursary funded for the third year by the Clive Richards Foundation.

'Pentabus believed in me from early in my playwriting journey – when I applied to be the CRF Writer In Residence, I'd written only one full length play, a monologue about a girl from a rural council estate in Chippenham, Wiltshire. Since then the time, space, support they've given me has been massive – they've helped me believe in my voice, given me the space to grow as an artist, the time to dream up bigger plays, to take on new challenges, and through all this they've always been there as a sounding board, a shoulder to cry on, an unwavering support system. This is crucial for writers, which is often such an isolated unstable profession. Pentabus have literally enabled me to be a playwright, as a writer from a poor working class background, with no financial safety net to fall back on, I wouldn't have been able to afford to develop my writing and forge a career as a playwright without their invaluable support.'

The Clive Richards Foundation has kindly given Pentabus a fourth year of funding for the Writer in Residence bursary. From an exceptionally strong group we offered the residency to a playwright called Laura Waldren who started her residency in January 2023. The panel were unanimously impressed by Laura's play *Some Demon*, as well as her inquisitiveness and passion for playwriting. She is a playwright and actor from just outside of Hull. Having experienced a very challenging time as an adolescent she went on to study at Cambridge University and Bristol Old Vic Theatre School. We feel like the residency will be an excellent springboard and nurturing year for her professional development.

We were also awarded the Peggy Ramsay Channel 4 Playwright Scheme. We submitted an application with Shropshire local Ludlow playwright Henry Maddicott with his play *Land of Lost Content* and he also started in January 2023. We are delighted to have two playwrights in residence for the first-time.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

'This opportunity has allowed me to spend time reconnecting with my rural hometown creatively and professionally in a way I hadn't thought possible. It has given me confidence and validation in the pursuit of making a career out of being a writer and most importantly it has afforded me time to play, research and create.'

During the year we reappointed one Artistic Associate: Anoushka Warden as well as appointing two new Associate Artists Nickie Miles-Wildin & Alessandra Davison plus two new Young Artistic Associates, Liv Fowler & Aled Gomer.

Artistic Commissions

Our commissions this year have been for Jeanie O'Hare, who is writing our 50th year musical about the Post Office scandal. Contributions to Henry Madicott's Edinburgh run of his new play *Land of Lost Content*. We finished the commission of Charlie Josephine's blistering new play *One of Them Ones*. We created a seed commission for a community project by Stephanie Dale, unfortunately we didn't receive the uplift in our ACE funding to do the full commission but are hoping to apply for funding to create the full project off the back of a strong proposal with the seed writing. In continuing to develop our Autumn 23 show *Driftwood* we commissioned Joel Horwood as Dramaturge to work with Tim Foley in research and development of the play.

Our production of *Little Bits of Ruined Beauty* include commissions of a number of artists to develop and create the production.

Our digital commissions include Florence Espeut-Nickless for her script of *DESTINY* and Tom Powell for his script of *The Silence and The Noise*. And Sound Designer John Nicholls who worked on our National Young Writers Audio plays.

Fundraising

2022-23 was a stand-alone year of core funding agreement with Arts Council England as a National Portfolio Organisation, for which Pentabus received £190,779 for the financial year.

This year saw a number of successful grant applications made to Trusts & Foundations, in line with the ongoing strategy to diversify the company's funding base. Pentabus received grants from the following trusts and foundations in 2022-23, some of which were ongoing multi-year funding agreements and some of which will be recognised in future financial years as the activity they fund is split across years:

- Adlard Family Charitable Foundation: in April 2022 they gave a further £1,000 for our core programme. (£500 was drawn down in 2022-23)
- Alan & Karen Grieve Charitable Trust: gave £5,000 towards Pentabus Young Company (this will be drawn down in 2023-24.)
- Clive Richards Foundation: gave £10,000 towards the fourth Clive Richards Foundation Writer in Residence (£1,000 of the third bursary and £2,500 of the fourth bursary was drawn down in 2022-23, £7,500 will be drawn down in 2023-24)
- Esmée Fairbairn Foundation: granted £35,000 in as part of their Reinventing Performing Arts grant scheme (£35,000 was drawn down in 2022-23)
- Hall Garth Charitable Trust: gave £3,500 toward Pentabus Young Company and Engagement work with Spring Digital (this was all drawn down in 2022-23)
- Haystack Trust: gave £30,000 for Pentabus Young Writers' Programme to be split £10,000 each year across three years. (£20,000 of this has been drawn down, and the final £10,000 will be drawn down in 2023-24)
- Herefordshire Community Foundation: gave £3,000 towards Pentabus Young Company & Engagement work with Spring Digital (£1,500 was drawn down in 2022-23, and the final £1,500 will be drawn down in 2023-24)
- Millichope Foundation: £3,000 for core programme (fifth of five years funding with £2,000 of this multi-year funding drawn down in to 2022-23)
- Weston Charity Award: gave another £500 for core costs giving a total of £11,500 (this will be drawn down in 2023-26)

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Staff

Executive Director & joint Chief Executive Catrin John stood down in October 2022, Development Manager Verity Overs-Morrell applied for the role and was successful, and started in November 2022. Elle While continued to be the Artist Director.

Andrew Sterry returned to his full-time role as Audience Development & Engagement Manager in December 2022 after a 13-month sabbatical as Head of Engagement for Galwad, part of the Unboxed festival. His post was covered by a variety of talented freelancers including Ant Stones and Melina Barnett. Amber Knipe continued her role as Producer, and Elsa Cooper-Williams joined on a fixed term contract as Assistant Producer until December 2022. The role of Bookkeeper is now covered by freelancer Bryony Croft with support from the Executive Director. The Development Manager role from November 2022 was covered by Executive Director, Verity Overs-Morrell and freelancers Louisa Davies and Francesca Spickernell.

Environmental

Pentabus continues to be a sector leader in green theatre practice. All contracts with designers and makers reflect our commitment to sustainability. We monitor the company's carbon footprint, making efforts for reduction, and contribute to Julie's Bicycle using the 'Creative IG Tool' to track our performance and highlight areas for improvement.

Financial review

The Charity has seen its incoming resources decrease by £16,660 to £381,312.

Its principal funding sources are The Arts Council funding of £190,779 (2022: £190,779) and grants from other organisations including the Adlard Family Foundation £500 (2022: £500); Clive Richards Foundation £3,500 (2022: £11,250); Hall Garth Charitable Trust £3,500 (2022: £1,500); Haystack Trust £15,000 (2022: £11,125); Millichope Foundation £2000 (2022: £500) and Weston Charity Awards £500. The charity also has an income stream from guarantees received from venues to which it tours shows throughout the year, plus Friends' memberships and individual donations.

The charity has seen a surplus income after movements in funds of £44,466 in 2023, compared to a deficit in 2022 of £17,575.

Reserves Policy

The Trustees review the charity's reserves policy on a regular basis and in doing so seek to make a realistic assessment of the expected future requirements in light of planned activities and expenditure, likely levels of income achievable and any major operational risks they may encounter.

The charity's overall reserves comprise of three elements being unrestricted, restricted and designated. The unrestricted reserves then have a further division between the general and contingency funds.

Unrestricted Reserves

These reserves which include fixed assets of £5,569, totalled £101,493 at the year end. This is split between the General Fund £36,493 and Contingency fund £65,000.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

General Fund (Unrestricted Reserves)

The general funds i.e. those that have not been designated for a specific purpose form part of the ongoing budgetary needs and will be used to cover upcoming operational expenditure over the medium term.

Contingency Fund (Unrestricted Reserves)

It is the policy of the charity to build up a contingent fund that over time will accumulate to a level equivalent to between three and six months operational expenditure. The Trustees consider that accruing such a reserve at this level will ensure that in the event of a significant drop in funding they will be able to continue the charity's activities and ensure they meet all their financial obligations while consideration is given to sourcing alternative funding avenues. Operating such a policy is considered to be good practice and in accordance with Charity Commission and Arts Council England recommendations.

Restricted Funds

These reserves totalled £9,087 at the year end details of which are broken down in Note 18 to the financial statements.

The £9,087 represents the elements of restricted income received that will be expended in later periods in accordance with the stipulations associated with the income when it was received.

Designated Funds

The original Strategic Development Designated Fund was created in the 2016 financial year by the charity for future strategic development, to support new premises, research and development costs and capital purchases. The premises from which the charity currently operates are contracted under an antiquated rolling lease agreement. However, the current premises has become not fit for purpose and Pentabus will aim to relocate in 2023/24 – the potential costs of such a plan and concluded that it would be approximately £20,000. Should such a move be required the costs would need to be covered from the Designated Funds if no Capital Grants can be secured in advance.

In September 2016 the Board agreed to transfer the Theatre Tax Relief claim monies to this fund as the money cannot be guaranteed to continue because it is subject to Government policy. At that time the Board also agreed to use the monies in the Designated Fund towards new LED lighting. Since then this fund has been used to fund other one-off capital and programme costs including: an IT upgrade; new sound equipment; the website redevelopment; a new photocopier and writers' support. The balance at the 2023 year end is £151,862 being the Theatre Tax Relief claimed over the years less the depreciation on fixed assets. As a portion of the monies spent over the years are capital items which will be depreciated according to the company's accounting policies, the Designated fund is represented by Fixed Assets of £2,837 and current assets of £149,025.

In May 2022, the Board allocated £40,000 from general funds as part of the new Arts Council England National Portfolio funding application. In November 2023, an additional £40,000 from Theatre Tax Relief funds was allocated to enhance the planned artistic program for 2023-2026, specifically focusing on the 50th Anniversary celebration in 2024 and Pentabus' ambitions for their first-ever musical. The total allocation for the Future Artistic Programme is now £80,000.

Therefore the combined Designated reserve is £151,861, represented by Fixed Assets of £2,837, the Strategic Development fund current assets of £71,861 and Future Artistic Programme fund of £80,000.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Plans for the future

We finished our stand-alone Business Plan for 2022-23 to match an extra year of Arts Council England funding which we were granted as part of their National Portfolio Organisations programme in March 2023.

In October 2022, we were awarded Arts Council England National Portfolio funding, this time for three years of funding up to March 2026 linked to their new strategy, Let's Create.

2023 - 2026 Core Objectives

Our artistic plans for the next 3 years are bold and ambitious. Our productions will make an outstanding contribution to the new writing canon, ensuring contemporary rural narratives are heard. We'll produce new plays with high production values, creating a deep and transformative experience for audiences and artists involved. Our work brings communities together in their local venues bringing top class productions directly to isolated rural communities in village halls, libraries, community centres and studio theatres, plus platforms rural stories in urban settings.

Programmed in partnership with rural touring schemes and often co-produced, our village hall and studio tours create new audiences and retain them - removing the geographic, social and economic barriers that often stop people from engaging with theatre. Our 5 newly commissioned, main productions will be:

2023/24

One Of Them Ones by Charlie Josephine (Shakespeare's Globe and RSC). An uplifting new play about siblings living in an isolated community trying to get their heads around gender identity. The National Theatre Studio is supporting a week of R&D & it will tour rurally and to theatres.

Driftwood by Tim Foley (Pentabus Writer in Residence 2016 and Bruntwood prize winner). A play about tricky bonds and breaking points between siblings in Seaton Carew, one of the poorest regions in the UK. This will be a co-production with physical theatre experts ThickSkin Theatre, bringing their skills into the creation process and will experiment with video design to explore the transformation of non-traditional venues.

2024/25

Post Office Community musical by Jeanie O'Hare (part of Pentabus' 50th year celebrations) and the first Pentabus musical. A vibrant new work inspired by the post office scandal which tore communities apart and jailed innocent people. A larger scale production putting community at the heart of the work with local choirs performing in each show. Having spent 2023-24 deepening our relationship with audiences in the North and Midlands this show will re-connect and broaden our audiences in the Southwest and continue our strong links in the Midlands.

The following 2 productions will be developed over 2022-24 to tour in 2024-26.

An adaptation of a well-known book, enabling us to reach a younger audience, with the potential to attract larger audiences with a popular title.

A new play from the Romani Traveller community, by a Romani playwright. In co-production with ETT and Theatre by the Lake touring rurally, to theatres, festivals and traveller fairs.

We will continue to develop the quality of our live captures, having moved in 2021 to a 2 camera/moving edited format. We will continue to commission new digital shorts each year, the form will vary but we will maintain our commitment to commissioning under-represented and new voices.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

By 2026 we will have:

- Commissioned, created and toured 5 new productions made by exceptional artists, to village halls, theatres and site-specific locations
- Reached 8675 audience through our live touring productions
- Run 27 community engagement events with 540 participants
- Live captured 4 productions with an audience of 2400
- Played at least 10 shows in Priority Places and Levelling Up areas per tour
- Toured 26 performances and workshops to Schools and FE/HE institutions
- Produced 13 new digital commissions with a total audience of 4200
- Hosted 3 Writer in Residences with fully funded bursaries
- Recruited 6 new Associate Artists and 4 Young Associates
- Co-produced and partnered with 32 arts, public or 3rd sector organisations
- Hired 167 freelancers 60%+ who identify as having protected characteristics
- Published 5 Playtexts contributing to the cannon of rural stories
- Read 450 unsolicited scripts

Creative People

We support people of all ages to explore their creativity with particular emphasis on creating pathways into careers in the creative industries for underrepresented and rural young people.

Each year we will offer a programme of opportunities within formal educational settings for rural young people aged 14-18 and West Midlands performing arts students to gain professional experience within the arts sector.

Each year our new in-school playwrighting and performance course will deliver a programme of 6 workshops in 6 primary schools, promoting creativity, communication, wellbeing and literacy, plus 3 CPDs for teachers.

Continuing the success of our free Young Writers' Programme for rural young people aged 18-30, each year we will run a National and Local group culminating in professional productions of the participants' work [digital or live]. We will support all Young Writer alumni with the progression of their career in the creative industries, providing advice, specialist workshops, a playwrighting prize and pathways through the organisation via our Young Associates.

By 2026 we will have:

- Delivered a 6-week theatre programme in 18 primary schools in Herefordshire, Shropshire, Telford, Wolverhampton and Gloucestershire and 9 teacher CPDs
- Worked with 450 children and 90 teachers with live performances for audiences of 1800
- Worked with 54 Young Writers and professionally produced 3 live productions with audiences of 540 and 24 digital pieces of their work watched by an audience of 4400
- Run 3 facilitator training programmes with 12 workshops with 45 participants in FE/HE institutions

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

- Delivered 12 Rehearsed readings of plays in FE/HE institutions with 120 participants and 180 audience
- Hosted 6 rural secondary school work experience placements

Cultural Communities

A Pentabus core principle is to bring theatre and creative engagement opportunities directly to people in isolated rural communities. All our work tours to areas of least cultural engagement and opportunity.

The majority of our productions for the next 3 years will be developed in consultation/R&D with specific, under-represented communities. Our play about a transgender teenager will be written by a trans playwright working closely with trans teenagers from rural communities and in 22/23 we are partnering with schools, colleges and support groups to access these communities. *Driftwood*, a play about grief and belonging will include consultation with communities in and around Seaton Carew. Our new musical exploring the Post Office scandal will emerge through R&D with victims of the wrongful prosecutions and community choirs. Our spring 25/26 play will be developed by a Romani Traveller playwright who will spend time with different Romani communities to develop the piece.

In addition, in 2023/24 we will collaborate with Arts Alive on a Promoter Development project linked to *Driftwood*. We will develop a workshop programme in consultation with volunteer village hall promoters and prospective new young promoters to engage multi-generational groups to come together to learn more about theatre making and invigorate the future of village hall promoting.

By 2026 we will have:

- Run 4 R&Ds with community groups in and around Seaton Carew - 32 participants
- Run 9 R&Ds with choirs & those effected by the postal office scandal - 72 participants
- Run 8 workshops with Romani Travellers - 64 participants
- Run 9 consultations and workshops with 41 Village Hall Promoters and prospective Young Promoters

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The company is constituted under a Memorandum of Association dated 19th July 1983 (updated December 2022).

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms. D Lennan

Mr. R H Burbidge OBE

Ms. J Hughes

Ms. S McCormick

Ms. R Robins (Chair)

Ms. M F Bedford

Dr M I Branson

Mr. M Hartley

Ms. E Dennis-Edwards

Ms. F H Spickernell

(Appointed 1 March 2023)

Recruitment and appointment of new trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The trustees shall be no less than 3 and no more than 20 in number. All members of the board who have served for 3 years must retire. Having retired, a trustee can offer themselves for re-election. New trustees are proposed and elected by a majority vote.

An induction process has been established for new Trustees. Separate meetings are arranged with the Chair and the Co-Directors. In addition, the trustees are presented with a list of board roles and responsibilities, a company handbook and company business plan and Charity Commission guidelines.

The Board updated the Memorandum and Articles of the Company in December 2022.

Board Appointments

There was one new board appointment in the 2022-23 financial year, Ms F Spickernell joined the board. The Board continues to look for new board members hoping to appoint four new trustees and a Chair by March 2024.

Organisational Structure

During 2022-23 the company structure was as follows: Two Co-Directors (Artistic Director f/t and Executive Director f/t); an Audience Development & Engagement Manager (f/t), a Development Manager (p/t) until October 2022, a Producer (p/t), an Assistant Producer (p/t) until December 2022 and freelance Bookkeepers (p/t). The Co-Directorship is made up of an Artistic Director and an Executive Director who report to the Trustees at quarterly meetings. The Executive Director also acts as Company Secretary.

Pay and remuneration

Pay and remuneration of key management personnel are set against industry benchmarks for equivalent roles. Formal appraisals are held with all staff at twelve monthly intervals to discuss progress against the company business plan, check job descriptions against the day to day work of the employee, look at their professional development and address any concerns that may arise.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those relating to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate exposure to major risks.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

PENTABUS ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Statement of trustees' responsibilities

The Trustees, who are also the directors of Pentabus Arts Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principle in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

The trustees' report was approved by the Board of Trustees.

On behalf of the board of Trustees



Ms R Robins

Trustee (Chair)

Dated: 15/12/23.

PENTABUS ARTS LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PENTABUS ARTS LIMITED

I report to the Trustees on my examination of the financial statements of Pentabus Arts Limited (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

A2ets

Helen Tinsley FCCA
Column House
7 London Road
Shrewsbury
SY2 6NN

Dated: 20.12.23.....

PENTABUS ARTS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds general	Designated funds	Restricted funds	Total 2023	Total 2022
	Notes	£	£	£	£	£
<u>Income and endowments from:</u>						
Voluntary income	3	228,779	-	69,429	298,208	348,443
Charitable activities	4	22,726	-	-	22,726	33,978
Investments	5	1,466	-	-	1,466	152
Other income	6	1,503	57,409	-	58,912	15,399
Total income		254,474	57,409	69,429	381,312	397,972
<u>Expenditure on:</u>						
<u>Raising funds</u>						
Fundraising and publicity	7	634	-	-	634	250
<u>Charitable activities</u>						
Production and marketing	8	170,924	-	78,407	249,331	330,644
Personnel, travel and accommodation	8	53,728	-	-	53,728	57,049
Administration, property and legal	8	19,552	-	-	19,552	14,926
Depreciation and other expenses	8	(144)	3,018	102	2,976	3,244
Other expenditure	8	10,625	-	-	10,625	9,434
Total charitable expenditure		254,685	3,018	78,509	336,212	415,297
Total resources expended		255,319	3,018	78,509	336,846	415,547
Net incoming/(outgoing) resources before transfers		(845)	54,391	(9,080)	44,466	(17,575)
Gross transfers between funds		(753)	-	753	-	-
Net movement in funds		(1,598)	54,391	(8,327)		
Fund balances at 1 April 2022		103,091	97,470	17,414		217,975
Fund balances at 31 March 2023		101,493	151,861	9,087	262,441	

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

PENTABUS ARTS LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	14		8,983		12,707
Current assets					
Debtors	13	79,241		23,083	
Cash at bank and in hand		240,128		304,844	
		319,369		327,927	
Creditors: amounts falling due within one year	16	(65,911)		(122,659)	
Net current assets			253,458		205,268
Total assets less current liabilities			262,441		217,975
Income funds					
Restricted funds			9,087		17,414
Unrestricted funds - designated			151,861		97,470
Unrestricted funds - general			101,493		103,091
			262,441		217,975

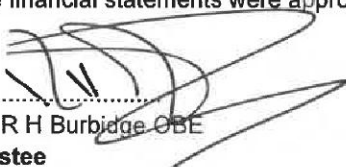
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

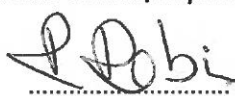
The director acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 15/12/2023.


Mr. R H Burbidge OBE
Trustee


Ms. R Robins (Chair)
Trustee

Company Registration No. 01747169

PENTABUS ARTS LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

1 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2 Accounting policies

Charity information

Pentabus Arts Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Pentabus Theatre, The Old School, Bromfield, Ludlow, Shropshire, SY8 2JU, United Kingdom.

The charitable company is a public benefit entity.

2.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

2.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

2 Accounting policies

(Continued)

2.4 Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Income received in advance of a theatrical performance or provision of other specified service is deferred until the criteria for income recognition are met.

2.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Cost of raising funds comprise of Just Giving fees relating to donations received, fundraising event costs and costs relating to staff visiting potential donors.
- Expenditure on charitable activities includes personnel, travel and accommodation costs, production and marketing costs, administration, property and legal expenses and depreciation and other expenses.
- Other expenses represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

2.6 Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimates useful economic lives at the following annual rates:

Improvements to property	15% reducing balance
Technical equipment	15% reducing balance and 25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

2.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

2 Accounting policies

(Continued)

2.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2.11 Taxation

The charity is exempt from corporation tax on its charitable activities.

2.12 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Accounting policies

(Continued)

2.13 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

3 Voluntary income

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Voluntary income	228,779	69,429	298,208	348,443
For the year ended 31 March 2022	246,839	101,604		348,443
Voluntary income				
Arts Council England grant	190,779	-	190,779	190,779
Shropshire Council grant	-	-	-	5,200
Millichope Foundation grant	2,000	-	2,000	500
Esmée Fairbairn	35,000	-	35,000	-
Garfield Weston Foundation	-	-	-	23,500
D'Oyly Carte Charitable Trust	-	-	-	3,000
The Clive Richards Foundation	-	3,500	3,500	11,250
OSLTS Co-Producer	-	-	-	2,471
The Adlard Family Charitable Foundation	500	-	500	500
Garrick Charitable Trust	-	-	-	3,000
Ashley Family Foundation	-	-	-	5,000
Wynn Foundation	-	-	-	1,500
National Trust Legacy Project	-	-	-	22,566
Hereford Community Foundation	-	1,500	1,500	-
The Haystack Trust	-	15,000	15,000	11,125
Studio	-	329	329	-
Weston Charity	500	-	500	-
Jacaranda Co-Producer	-	-	-	25,689
Unlimited Co-Producer	-	41,600	41,600	900
ACE Project Grant	-	-	-	39,963
Elmley	-	4,000	4,000	-
Hall Garth Charitable Trust Grant	-	3,500	3,500	1,500
	228,779	69,429	298,208	348,443

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities	Unrestricted funds general 2023 £		Unrestricted funds general 2022 £	
Box office and other earned income.	13,914		26,442	
Fundraising income	8,812		7,536	
	22,726		33,978	
5 Investments	Unrestricted funds general 2023 £		Unrestricted funds general 2022 £	
Interest receivable	1,466		152	
6 Other income	Unrestricted funds general £		Unrestricted funds designated £	
Net gain on disposal of tangible fixed assets	92	-	92	-
Other income	1,411	-	1,411	2,262
Theatre Tax Relief	-	57,409	57,409	13,137
	1,503	57,409	58,912	15,399
For the year ended 31 March 2022	2,262	13,137		15,399
7 Raising funds	Unrestricted funds general 2023 £		Unrestricted funds general 2022 £	
<u>Fundraising and publicity</u>	634		250	
Staging fundraising events	634		250	

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Charitable activities

	Production/ marketing	Personnel	Admin/ general	Dep'n	Other	Total 2023	Total 2022
	£	£	£	£	£	£	£
Employees' salaries	88,743	-	-	-	-	88,743	81,153
Depreciation and impairment	-	-	-	2,976	-	2,976	3,244
Employee salaries - management	-	52,046	-	-	-	52,046	55,080
Employee other costs	-	1,682	-	-	-	1,682	1,969
Marketing expenses	-	-	-	-	-	-	410
Other production costs	160,588	-	-	-	-	160,588	243,753
Office running costs	-	-	10,454	-	-	10,454	11,468
Premises costs	-	-	3,300	-	-	3,300	2,426
Insurance	-	-	3,402	-	-	3,402	3,355
Maintenance costs	-	-	2,070	-	-	2,070	2,573
Bank charges	-	-	326	-	-	326	432
	<u>249,331</u>	<u>53,728</u>	<u>19,552</u>	<u>2,976</u>	<u>-</u>	<u>325,587</u>	<u>405,863</u>
Share of support costs (see note 9)	-	-	-	-	251	251	254
Share of governance costs (see note 9)	-	-	-	-	10,374	10,374	9,180
	<u>249,331</u>	<u>53,728</u>	<u>19,552</u>	<u>2,976</u>	<u>10,625</u>	<u>336,212</u>	<u>415,297</u>

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Charitable activities	(Continued)					
	Production/ marketing	Personnel	Admin/ general	Dep'n	Other	Total 2023
Analysis by fund						
Unrestricted funds - general	170,924	53,728	19,552	(144)	10,625	254,685
Unrestricted funds - designated	-	-	-	3,018	-	3,018
Restricted funds	78,407	-	-	102	-	78,509
	<u>249,331</u>	<u>53,728</u>	<u>19,552</u>	<u>2,976</u>	<u>10,625</u>	<u>336,212</u>
For the year ended 31 March 2022						
Unrestricted funds - general	188,172	57,049	14,926	(8)	9,434	269,573
Unrestricted funds - designated	-	-	-	3,132	-	3,132
Restricted funds	142,472	-	-	120	-	142,592
	<u>330,644</u>	<u>57,049</u>	<u>14,926</u>	<u>3,244</u>	<u>9,434</u>	<u>415,297</u>

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Support costs

	Support costs £	Governance costs £	2023 £	2022 £	Basis of allocation
Hospitality	251	-	251	254	Support
Trustees' expenses	-	641	641	100	Governance
Legal and professional fees	-	5,033	5,033	4,255	Governance
Accountancy fees	-	3,500	3,500	3,975	Governance
Independent Examiner's fees	-	1,200	1,200	850	Governance
	<u>251</u>	<u>10,374</u>	<u>10,625</u>	<u>9,434</u>	
Analysed between Charitable activities	<u>251</u>	<u>10,374</u>	<u>10,625</u>	<u>9,434</u>	

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or other benefits during the year.

	2022 £	2021 £
Trustees' expenses	<u>641</u>	<u>100</u>

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

11 Movement in funds

	Balance at 1 April 2022	Incoming resources	Movement in funds		Balance at 31 March 2023
	£	£	Resources expended	Transfers	£
Unrestricted funds					
General fund	38,091	254,474	(255,319)	(753)	36,493
Contingency reserve	65,000	-	-	-	65,000
	<u>103,091</u>	<u>254,474</u>	<u>(255,319)</u>	<u>(753)</u>	<u>101,493</u>
Restricted funds					
Catalyst Evolve	16,735	-	(8,225)	-	8,510
Clive Richards Foundation	-	3,500	-	(3,500)	-
Hereford Community Foundation	-	1,500	-	(1,500)	-
The Haystack Trust	-	15,000	-	(15,000)	-
Writer in Residence	-	-	(3,500)	3,500	-
Elmley	-	4,000	-	(4,000)	-
Hall Garth Charitable Trust Grant	-	3,500	-	(3,500)	-
Unlimited	-	41,600	(41,600)	-	-
Spring Digital 22/23	-	-	(1,500)	1,500	-
Studio 22/23	-	329	-	(329)	-
Idyll Asset Addition	679	-	(102)	-	577
Young Writers	-	-	(23,582)	23,582	-
	<u>17,414</u>	<u>69,429</u>	<u>(78,509)</u>	<u>753</u>	<u>9,087</u>
Designated funds					
Strategic Development fund	57,470	17,409	(3,018)	-	71,861
Future Artistic Programme Fund	40,000	40,000	-	-	80,000
	<u>97,470</u>	<u>57,409</u>	<u>(3,018)</u>	<u>-</u>	<u>151,861</u>
Totals	<u>217,975</u>	<u>381,312</u>	<u>(336,846)</u>	<u>-</u>	<u>262,441</u>

Fund transfers

The transfers shown within the restricted fund reflect the fact that income is shown by donor and the expenditure shown by fund. Each income amount is expended on its specified purpose but this allows additional information on source and purpose to be displayed.

Unrestricted Funds

The General Fund are the "free reserves" including any fixed assets.

The Contingency Reserve has been built up year on year in relation to the Trustees' policy as 'wrap-up' monies linked to Arts Council England's NPO funding agreement. Further information can be found in the Trustees' Report.

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

11 Movement in funds

(Continued)

Restricted Funds

The Charity took part in the three year Arts Council England Catalyst Evolve programme which finished in 2019. This programme allowed the Charity to match-fund donations from individuals, Friends and high-level donor memberships plus business partnerships to support them to expand their income streams through these areas. These are the remaining funds from these donations and match funding. The costs incurred against these funds in 2023 were £8,225. A balance of £8,510 for the Catalyst Evolve fund has been carried forward in to the 2024 financial year along with the fund balance of £577, relating to restricted asset additions in 2021-22.

Designated Funds

The original Strategic Development Designated Fund was created in the 2016 financial year by the charity for future strategic development, to support new premises, research and development costs and capital purchases. In September 2016 the Board agreed to transfer the Theatre Tax Relief claim monies to this fund as the money cannot be guaranteed to continue because it is subject to Government policy. In 2021-22 the Board created a new designated Future Artistic Programme Fund, more detail of which can be found in the Trustees Report.

The Designated fund balance at the 2023 year end is £151,861.

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	5	5
	<u>5</u>	<u>5</u>
Employment costs	2023	2022
	£	£
Wages and salaries	130,447	126,101
Social security costs	7,375	7,307
Other pension costs	2,966	2,825
	<u>140,788</u>	<u>136,233</u>

No employees received total employee benefits of more than £60,000.

13 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	2,261	2,689
Other debtors	75,939	18,059
Prepayments and accrued income	1,041	2,335
	<u>79,241</u>	<u>23,083</u>

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14 Tangible fixed assets

	Improvements to property £	Technical equipment £	Total £
Cost			
At 1 April 2022	41,979	75,422	117,402
Disposals	-	(2,070)	(2,070)
At 31 March 2023	41,979	73,352	115,332
Depreciation and impairment			
At 1 April 2022	41,979	62,715	104,694
Depreciation charged in the year	-	2,976	2,976
Eliminated in respect of disposals	-	(1,322)	(1,322)
At 31 March 2023	41,979	64,369	106,348
Carrying amount			
At 31 March 2023	-	8,983	8,983
At 31 March 2022	-	12,708	12,708

15 Financial instruments

	2023 £	2022 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	319,369	327,928
Carrying amount of financial liabilities		
Measured at amortised cost	65,911	122,659

Financial assets

Financial assets measured at amortised cost consists of trade debtors, other debtors and cash at bank and in hand.

Financial liabilities

Financial liabilities measured at amortised cost consists of trade creditors, other creditors and accruals and deferred income.

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	2,022	1,567
Trade creditors	15,737	8,096
Other creditors	2,967	2,967
Accruals and deferred income	45,185	110,029
	<u>65,911</u>	<u>122,659</u>

17 Deferred income

Deferred income represents grants received during the year which relate to the next financial year. The amount deferred at the year end will be released during the year ended 31 March 2024 as the projects and work are completed.

	2023 £	2022 £
Deferred income is included within:		
Creditors due within one year	38,080	73,539
	<u>38,080</u>	<u>73,539</u>
Total deferred income at 1 April 2022	73,539	107,051
Amounts received in year	262,749	314,931
Amounts credited to statement of financial activities	(298,208)	(348,443)
	<u>38,080</u>	<u>73,539</u>
Total deferred income at 31 March 2023	38,080	73,539

18 Analysis of net assets between funds

	Unrestricted fund £	Designated fund £	Restricted fund £	Total £
Fund balances at 31 March 2023 are represented by:				
Tangible assets	5,569	2,837	577	8,983
Current assets/(liabilities)	95,924	149,025	8,510	253,458
	<u>101,493</u>	<u>151,862</u>	<u>9,087</u>	<u>262,441</u>

PENTABUS ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	89,767	64,294

20 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	500	500

21 Ultimate controlling party

The company is controlled by the board of trustees.

