



Entertaining  
since 1929

# Kelvin Players Theatre Company

253b Gloucester Road  
Bishopston  
Bristol  
BS7 8NY

[www.kelvinplayers.co.uk](http://www.kelvinplayers.co.uk)

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## **Annual Report and Financial Statements 2020/21**

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### **Vision**

To be and be seen to be  
the premier non-professional theatre group in Bristol

### **Mission**

To create excellent theatre through the sharing and development  
of skills and expertise in all aspects of production and performance

*Kelvin Players Theatre Company is a non-professional drama company.  
It is a member of the Little Theatre Guild of Great Britain and a charity  
Registered with the Charities Commission under Number 294367*

## Trustees' Annual Report

The Trustees present their report with the financial statements of the charity for the year ended 31 July 2021.

The financial statements have been prepared in accordance with the accounting policies set out on page nine of the attached accounts and comply with the charity's constitution, the Charities Act 2011, regulations applicable to that Act, 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), effective from accounting periods commencing 1st January 2015 or later.

**President** - Milton Johns

### Charity Trustees

The Management Committee of Kelvin Players are its Trustees for the purposes of charity law and throughout this report are collectively referred to as its trustees. The Trustees serving during the year were as follows:

Sue Stobbs	Chairman
Peter Phillpot	Treasurer
Anna Freire Camacho	Secretary
Neil Bonnett	Company Stage Manager
Fran Lewis	Artistic Director
Dean Bentley Hawkins	Premises Manager
Anna Bonnett	Marketing and Publicity Manager
Tim Whitten	Membership Development Officer
Joshua Cooper	Committee member

#### Ex-officio (non-voting)

Mary McCallum	Vice President
Richard Jones	Vice President

### Legal Trustees

In addition to the above, Kelvin Players has four legal Trustees, Peter Almond, Richard Jones, Mary McCallum and Robin Turner, who would be responsible for winding up the assets of the club if it was ever dissolved.

### Names and Addresses of Advisers

- Bank: Lloyds Bank plc, 15 High Street, Westbury-on-Trym, Bristol BS9 3DA
- Independent Examiner: Dunkley's Chartered Accountants and Registered Auditors, Woodlands Grange, Woodlands Lane, Bradley Stoke, Bristol BS32 4JY

### Structure, Governance and Management

- **Type of governing document** - The Rules (constitution) of Kelvin Players were adopted at the AGM of 26 September 1991 and amended at the EGM of 13 February 2000 (Second Edition), AGM of 23 September 2007 (Third Edition) and AGM of 25 September 2011 (Fourth Edition).
- **How the charity is constituted** - Membership is open to any person aged 16 or over who is interested in the art and practice of any branch of the theatre. There are currently 155 members (157 in 2019/20). Kelvin Players is run by a Management Committee of nine comprising: Chairman, Secretary, Treasurer, Company Stage Manager, Artistic Director, Premises Manager, Marketing and Publicity Manager, Membership Development Officer

and one general member. The President and Vice-Presidents are ex-officio members of this committee but are not eligible to vote at its meetings.

- **Trustee selection methods** - Members of the Management Committee are appointed or re-appointed at the Annual General Meeting in September. The Management Committee has the power to co-opt members should a committee vacancy occur during the year.

### **Objectives and Activities**

The object of Kelvin Players is to educate the public in the arts in particular the art of drama by the presentation of dramatic productions and its mission is to create excellent theatre through the sharing and development of skills and expertise in all aspects of production and performance. Kelvin Players stages five productions a year either at its studio premises or at an outside venue as well as social events. Kelvin Players has no paid employees and the trustees acknowledge the considerable time and effort put in by members, not only in staging productions but also in maintaining and running the Studio premises.

### **Achievements and Performance**

The following productions were staged at the Kelvin Studios in 2020/21. The Chairman's report on pages 4 to 5 gives further details of activity during the year.

- *Metamorphosis – July 2021*

### **Public Benefit**

In setting the charity's objectives and planning its activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Kelvin Players' Studio premises are accessible for disabled patrons and ticket prices are set at levels designed to encourage the local community and those on low incomes to attend. In addition, schools in Bristol and the surrounding area are offered group discounts to enable students to experience live theatre at an affordable cost. The local community receive information about all productions and ticket sales and feedback confirms that there is a high level of local support for the broad range of quality theatre presented by the group during the year.

### **Financial Reserves Policy**

Kelvin Players holds a minimum of £6,000 in reserve to cover any unforeseen production losses. Additional reserve funds are held in a Sinking Fund to cover possible emergency repairs to the Studios. Reserves of £9,950 are also held in a Studio Maintenance and Development Fund.

### **Declaration**

The Trustees declare that they approved the above report at their meeting on 1 September 2021. Signed on behalf of the charity's trustees:

**Sue Stobbs, Chairman**

## **Chairman's Review of the Year 2020/21**

Once more the events of this year have very much been impacted by COVID-19. Our postponed season planned from last year was put on hold again with the government's announcement of a four-month lockdown starting just after Christmas 2020. Just when we had hoped that our theatre might possibly re-open in the near future, it was all starting to look very unlikely again with no date for opening on the horizon for quite a few months.

Committee meetings continued on Zoom and generally revolved around discussing the work that the IAG were doing, a planned change to the general committee structure and the bar refurbishment using the generous legacy from David Higson.

The IAG (Inclusivity Action Group) sub-committee chaired by Mat Rees have been very busy during this period of quiet for the club. During the past few months, the IAG group had several discussions and also listened to feedback from members and put together a valuable report for the general committee in which 10 recommendations were made. One of the recommendations made was to have a clear commitment to inclusivity from the leadership which includes a more proactive equality and diversity policy. I want to personally thank Mat Rees, Terri Mohiuddin and Ralf Togneri and the rest of their team, for their hard work in putting the policy together. It will be presented to you at this meeting for your approval.

Another idea put forward by Jacqs Graham during the summer of last year and which took a great deal of thought and effort with assistance from a few other members, was to propose that the management committee structure was re-evaluated and modernised to suit the current demand placed on serving committee members. The reality is that this is a large club and within a normal working year (COVID aside) we are producing five plays, holding rehearsed readings and maintaining a studio that also sub-lets to organisations outside of Kelvin. This means that the workload can sometimes build up heavily for committee members. In essence, Jacq's idea is to simplify the current structure of the management committee by having several sub-committees which report back to the management committee thereby hopefully lessening the workload on these members. As per our constitution, Jacqs will be putting a proposal to this AGM for a rule change and will explain in detail what this rule change will consist of. I would like to formally acknowledge and thank Jacqs for the work she has done in putting this proposal forward which I am confident can only benefit the club in the future.

As many of you will no doubt remember; at last year's club meeting which took place instead of our usual AGM it was mentioned that we had been blessed with receiving a gift from a much loved and long-standing member David Higson who sadly passed away a couple of years ago. In his will he bequeathed to the club the sum of £30,000. The management committee asked the membership to choose from several options how they would like the money to be spent. It was a very close vote and the committee made the final decision. It was agreed that David's generous bequest would go towards the refurbishment of the bar and lounge area naming it after him in honour of his generous donation and also reflecting how much time he devoted to Kelvin over a period of many years. The project is being managed by Neil and Olivia Greenwood (Lesley Small's daughter and son in law) and who both have a great deal of experience in pub refurbishments. They are working closely with the Bar and Front of House Management teams, as well as liaising with Dean Hawkins in his role as premises manager. At the time of writing, it is anticipated that by this year's AGM the work will be in its final phases of completion and ready for use in October with our postponed production of Hamlet. Although the original design was not followed to the letter (mainly due to budget restraints and potential problems with building and fire control approvals) the design in principle has stayed true to the original concept.

I also mentioned last year that Rick Procter managed to secure for the club a grant from Bristol City Council of £10,000 and reduced our rates bill to zero until the end of the financial year for 2019/20. I am pleased to say that we have received extra grants this year totaling £18,717 which are included in this year's accounts. Due to the fact that the members have not enjoyed the usual benefits of their subscription prior to and during the pandemic, the grants have allowed us to waive

our current members subscription until September 2022 and offset the loss of income from quite a few of our lets some of whom have yet to return to the studios. Thanks are due to Rick and our Treasurer Peter for their efforts in obtaining these grants for Kelvin.

In summary, it's been a strange two years serving as Chair but one thing that has resonated with me is looking to the future for this club. I joined Kelvin nearly 35 years ago initially looking to do some acting as well as getting involved in other aspects of the club and finally was encouraged to try my hand at directing. Over the years I have worked as Stage Manager, DSM, Lighting Operator, assembled props, sold programmes, worked behind the bar, made scenery and painted it, attended get ins and get outs, cooked breakfast and cleaned toilets to name but a few. Now this is not a boastful paragraph of my efforts in Kelvin as there are many of us here tonight who have also done just as much if not more.

What I am trying to highlight is, that it's really important to look at preserving this clubs' future by stepping up and helping in ways other than performing and directing. Of course, there are many of us here tonight that I see do just that. So, the message here is perhaps it's time now to focus on new members that come to join our club and ask what it is they expect to get from joining Kelvin? Are they just interested in coming along and expecting to do an acting role? Let's encourage these members and show them how much more Kelvin can offer for their subscription! Directors, speak to the members who don't get cast and try to offer them other roles in your production. Encourage them to think about offering their services to 'Front of House' or perhaps to come down to construction nights on a Monday or Wednesday?

And my message to those members who would like to do more but are not sure what they can offer..... Look around and get involved! Ask yourself is there something else you can do, and remember there is always someone else who will help show you the way if it's something you have never done before. We want you to enjoy the full benefit of your subscription and see what a great family Kelvin is and how many more new skills and friends you can make. In the words of Lord Horatio Kitchener...." Your country needs you" or should I say... Kelvin needs you!

As a final note, I would like to say how much I look forward to seeing the long-awaited production of 'Hamlet' in October. I'm sure the cast and crew are also anticipating it with relish as well so I wish them all the very best for an enjoyable and profitable two weeks. Thank you to my fellow committee members and the rest of the membership who have supported me in my endeavors to help keep the club strong during these very trying past two years.

*Sue Stobbs*

**September 2021**

*"The best way to predict the future is to create it"*

[Abraham Lincoln]

## **Independent Examiner's Report on the Accounts**

Report to the trustees of Kelvin Players (Charity no. 294367) on accounts for the year ended 31 July 2021 as set out on pages 9 to 10.

### ***Respective responsibilities of trustees and examiner***

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year [under section 144 (2) of the Charities Act 2011 (the Charities Act)] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

### ***Basis of independent examiner's report***

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### ***Independent examiner's statement***

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met.

Michael Robert Paul Dunkley FCA  
Dunkley's Chartered Accountants and Registered Auditors  
Woodlands Grange  
Woodlands Lane  
Bradley Stoke  
Bristol BS32 4JY

2 September 2021

## Statement of Financial Activities - for the year ended 31 July 2021

(All funds are unrestricted)

	2020/21 £	2019/20 £
<b><u>Incoming Resources</u></b>		
Box Office receipts	390	16,609
Lettings	5,629	8,554
Subscriptions		4,290
Bar Sales	346	
Donations and Fund Raising	13	30,176
Government Grant	18,717	10,000
Gift Aid Receipts		500
Interest	9	16
Equipment Hire	-	80
<b>Total incoming resources</b>	<b>25,104</b>	<b>70,225</b>
<b><u>Resources Expended</u></b>		
<i>Direct Charitable Expenditure</i>		
Cost of Theatrical Productions	175	9,084
Storage Rental	180	180
Studio Expenses:		
Cleaning	1,026	790
Gas and Electricity	1,331	2,608
Insurance	3,370	3,475
Rates and Water	382	1,563
Waste disposal; security alarm etc.	259	314
Studio Maintenance and Development	3,486	4,376
Bar Costs, Equip, Licence and Refurbishment	2,265	
Subscriptions & Donations	185	188
Depreciation	5,288	5,873
<i>Sub total</i>	<i>17,947</i>	<i>28,451</i>
<i>Governance Costs</i>		
Audit and Professional Fees	732	566
Postage, Stationery, Photocopying	110	356
Sundry Expenses - theatre	-	77
Sundry Expenses - other	871	1,500
Property Revaluation	-	900
Internet/Telephone/Zoom	535	374
<i>Sub total</i>	<i>2,248</i>	<i>3,773</i>
<b>Total resources expended</b>	<b>20,195</b>	<b>32,224</b>
<b>Gains/(losses) on revaluation of fixed assets</b>		<b>260,000</b>
<b>Net movement of funds</b>	<b>4,909</b>	<b>298,001</b>
<b>Total funds brought forward</b>	<b>1,083,312</b>	<b>785,311</b>
<b>Total funds carried forward</b>	<b>1,088,221</b>	<b>1,083,312</b>

## Balance Sheet as at 31 July 2021

	2020/21	2019/20
	£	£
<b>Fixed Assets</b> (note 2)	<b><u>997,597</u></b>	<b><u>1,002,885</u></b>
<b>Current Assets:</b>		
Debtors	13	100
Gift aid debtor	1,105	1,105
Cash at bank and in hand	<u>88,141</u>	<u>78,127</u>
	89,259	79,332
Advance funding	<u>1,365</u>	<u>1,095</u>
	90,624	80,427
<b>Creditors</b>	-	
<b>Total net current assets</b>	<b><u>90,624</u></b>	<b><u>80,427</u></b>
<b>Total funds (all unrestricted)</b>	<b><u><u>1,088,221</u></u></b>	<b><u><u>1,083,312</u></u></b>

Signed on behalf of the charity's trustees:

.....  
Sue Stobbs  
Chairman

.....  
Peter Phillpot  
Treasurer

1 September 2021



# Notes to the Financial Statements

## 1 ACCOUNTING POLICIES

These accounts have been prepared for the year to 31 July 2021.

The accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The date of transition to the Charities SORP FRS 102 was 1 July 2014.

The charity constitutes a public benefit entity as defined by FRS 102.

Depreciation is provided on Fixtures, Fittings and Equipment at 10% (on reducing balance basis) depending on estimated life.

## 2 FIXED ASSETS

	Fixtures, Fittings & Equipment	Freehold Property	Freehold Improvements to Property	Total
	£	£	£	£
Cost:				
At 1 August 2020	125,774	876,458	81,760	1,083,992
revaluation during the year	-	-	-	-
	<u>125,774</u>	<u>876,458</u>	<u>81,760</u>	<u>1,083,992</u>
Depreciation:				
At 1 August 2020	72,889	8,218	-	81,107
Charge for the year	5,288	-	-	5,288
	<u>78,177</u>	<u>8,218</u>	<u>-</u>	<u>86,395</u>
Net Book Value at 31 July 2021	47,597	868,240	81,760	997,597
Net Book Value at 31 July 2020	52,885	868,240	81,760	1,002,885