

WHARF THEATRE

England & Wales · Charity number 900417

Details

Other names WHARF THEATRE DEVIZES

Status Registered

Legal form Other

Registered 1990-04-19

Register [View on the Charity Commission register](#)

Contact

Address Wharfside
Devizes
Wiltshire
SN10 1EB

Phone 01380829743

Email info@wharftheatre.co.uk

Website www.wharftheatre.co.uk

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE PUBLIC EDUCATION IN RELATION TO ALL ASPECTS OF THE ARTS OF DRAMA AND MUSIC AND DEVELOPMENT OF PUBLIC APPRECIATION OF SUCH ARTS.

Activities: The Charity's membership constitutes a reserve of amateur actors and others involved in the production of plays and entertainments for the benefit of the locality. A theatre is available for outside productions as well as those of member's own.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** WILTSHIRE
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£103,171	£70,000	-	-
2024-08-31	£80,311	£79,744	-	-
2023-08-31	£78,831	£79,707	-	-
2022-08-31	£83,725	£71,076	-	-
2021-08-31	£32,520	£22,072	-	-
2020-08-31	£79,356	£41,790	-	-

Trustees

Name	Role	Appointed
Abigail Newton		2025-04-01
Andrew Wheeler		2025-04-01
Lewis Cowen		2020-11-01
Lyn Taylor		2020-11-01

WHARF THEATRE

England & Wales - Charity number 900417

Accounts

**WHARF THEATRE DEVIZES
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

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Wharf Theatre Devizes

Trustees' Report For The Year Ended 31 August 2025

The trustees present their report and the financial statements for the year ended 31 August 2025.

Objectives and Activities

Aims and Objectives

The Charity's governing document states that its charitable objective is to promote, maintain, improve and advance public education in relation to all aspects of the arts of drama and music and development of public appreciation of such arts. This is done through the maintenance and stewardship of a dedicated theatre where entertainment for all generations and ages is offered. In addition, we provide a space for other local amateur dramatic societies to perform their productions alongside shows produced in-house.

Public Benefit

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

Main Achievements

The theatre has had a very successful 12 months with four sell out shows and 76% of tickets for in-house productions sold. There have been increases in volunteers in all areas of the theatre, but there is a call for more people who are willing to work on organising social events or revue shows such as The Wharf Awards.

The Wharf has worked with multiple local groups over the year including Devizes Beer Festival, The Devizes to Westminster canoe race, Devizes Film Club, Devizes Carnival and Devizes Eistedfodd Festival. This is also the first year for some time that the Devizes Arts Festival have used The Wharf as a venue.

Feedback from the Little Theatre Guild of their visit was that they were stuck by how much The Wharf provides in the year with many other local groups averaging at one of two in-house productions a year.

The youth theatre has maintained its successful streak with this being the second consecutive year achieved distinctions in their LAMDA exams. The Senior Youth group also performed "Girls Like That" which received a lot of praise from its audiences and as well as an increase in uptake of the youth groups. Looking ahead, the youth theatre will be working on a youth performance for 2025/26, while Lou Cox is set to introduce summer youth workshops for the first time this year.

Financial Review

Financial Position

Overall income in 2024-25 was £103,170. The income sources are; Membership fees £5,441, ticket sales £66,812 (internal £62,404, external £4,408) and bar sales £30,917. The total costs for producing shows run by the charity were £42,964 and the running and admin costs totalled £27,036 in the year. There was a net surplus in the normal operation of £33,171.

At the year-end we hold a total of £47,641 in cash split between the charity's bank account and paypal.

Reference and Administrative Details

Trustees

L Taylor
L Cowen
A Newton (appointed 01/04/2025)
A Wheeler (appointed 01/04/2025)

Charity Number

900417

Principal Address

Wharfside

**Wharf Theatre Devizes
Trustees' Report (continued)
For The Year Ended 31 August 2025**

Devizes
Wiltshire
SN10 1EB

Independent Examiner

Charlton Baker Limited
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

**Wharf Theatre Devizes
Trustees' Report (continued)
For The Year Ended 31 August 2025**

The trustees' report was approved by the board of trustees and signed on its behalf by:

L Taylor

Trustee

Date

Wharf Theatre Devizes
Independent Examiner's Report to the Trustees of Wharf Theatre Devizes
For The Year Ended 31 August 2025

I report to the trustees on my examination of the accounts of Wharf Theatre Devizes (the Trust) for the year ended 31 August 2025.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Charlton Baker Limited
Date
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

**Wharf Theatre Devizes
Statement of Financial Activities
For The Year Ended 31 August 2025**

		2025	2024
		Unrestricted funds	Unrestricted funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	3	5,441	6,874
Charitable activities	4	97,729	73,437
Investments	5	1	-
		103,171	80,311
EXPENDITURE ON:			
Raising funds	7	(42,964)	(52,256)
Charitable activities	7	(27,036)	(27,488)
		(70,000)	(79,744)
NET INCOME		33,171	567
Extraordinary items		-	(660)
NET MOVEMENT IN FUNDS		33,171	(93)
RECONCILIATION OF FUNDS:			
Total funds brought forward		18,581	18,674
TOTAL FUNDS CARRIED FORWARD	15	51,752	18,581

The notes on pages 7 to 11 form part of these financial statements.

**Wharf Theatre Devizes
Statement of Financial Position
As At 31 August 2025**

		2025	2024
	Notes	Unrestricted funds £	Total funds £
FIXED ASSETS			
Tangible Assets	11	2,632	3,948
		2,632	3,948
CURRENT ASSETS			
Stocks	12	1,528	1,528
Debtors	13	1,853	1,646
Cash at bank and in hand		47,641	11,459
		51,022	14,633
Creditors: Amounts Falling Due Within One Year	14	(1,902)	-
		49,120	14,633
NET CURRENT ASSETS (LIABILITIES)		49,120	14,633
TOTAL ASSETS LESS CURRENT LIABILITIES		51,752	18,581
NET ASSETS		51,752	18,581
FUNDS OF THE CHARITY			
Unrestricted Funds		51,752	18,581
TOTAL FUNDS	15	51,752	18,581

On behalf of the board

L Taylor

Trustee

Date

The notes on pages 7 to 11 form part of these financial statements.

Wharf Theatre Devizes
Notes to the Financial Statements
For The Year Ended 31 August 2025

1. General Information

Wharf Theatre Devizes is an unincorporated charity registered with the Charity Commission, registered charity number 900417. The principal address is Wharfside, Devizes, Wiltshire, SN10 1EB.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Incoming Resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

2.3. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

2.4. Tangible Fixed Assets and Depreciation

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

Fixtures & Fittings	25% straight line
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Wharf Theatre Devizes
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

2.5. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

Cost is determined using the first-in, first-out method. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Work in progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

At the end of each reporting period stocks are assessed for impairment. If an item of stock is impaired, the identified stock is reduced to its selling price less costs to complete and sell and an impairment charge is recognised in the statement of financial activities. Where a reversal of the impairment is required the impairment charge is reversed, up to the original impairment loss, and is recognised as a credit in the statement of financial activities.

2.6. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Donations and gifts	-	10
Member subscriptions and sponsorships	5,441	6,864
	5,441	6,874
	5,441	6,874

4. Income from Charitable Activities

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Internal shows	62,404	51,403
External shows	4,408	2,820
Bar sales	30,917	19,214
	97,729	73,437
	97,729	73,437

5. Investment Income

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Bank interest receivable	1	-
	1	-
	1	-

6. Net Income/(Expenditure)

The net income is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation of tangible fixed assets - owned	1,316	8,987
	1,316	8,987
	1,316	8,987

Wharf Theatre Devizes
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

7. Analysis of Expenditure

			2025
	Activities undertaken directly	Support costs (see note 8)	Total
	£	£	£
Raising funds	-	42,964	42,964
Internal shows	4,784	-	4,784
External shows	12,106	-	12,106
Bar sales	8,028	-	8,028
Ice cream sales	2,118	-	2,118
	27,036	42,964	70,000
	27,036	42,964	70,000

			2024
	Activities undertaken directly	Support costs (see note 8)	Total
	£	£	£
Raising funds	-	52,256	52,256
Internal shows	7,055	-	7,055
External shows	14,425	-	14,425
Bar sales	5,162	-	5,162
Ice cream sales	846	-	846
	27,488	52,256	79,744
	27,488	52,256	79,744

8. Support Costs

	2025
	Raising funds
	£
Employee costs	73
Premises expenses	14,896
General administration	26,679
Depreciation	1,316
	42,964
	42,964

	2024
	Raising funds
	£
Employee costs	107
Premises expenses	21,905
General administration	21,257
Depreciation	8,987
	52,256
	52,256

Wharf Theatre Devizes
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

9. Independent Examiner's Remuneration

	2025	2024
	£	£
Independent examination of the financial statements	1,985	193
	1,985	193

10. Average Number of Employees

Average number of employees during the year was: NIL (2024: NIL)

11. Tangible Assets

	Plant & Machinery	Fixtures & Fittings	Total
	£	£	£
Cost			
As at 1 September 2024	5,617	32,051	37,668
As at 31 August 2025	5,617	32,051	37,668
Depreciation			
As at 1 September 2024	5,617	28,103	33,720
Provided during the period	-	1,316	1,316
As at 31 August 2025	5,617	29,419	35,036
Net Book Value			
As at 31 August 2025	-	2,632	2,632
As at 1 September 2024	-	3,948	3,948

12. Stocks

	2025	2024
	£	£
Stock	1,528	1,528
	1,528	1,528

13. Debtors

	2025	2024
	£	£
Due within one year		
Other debtors	1,853	1,646
	1,853	1,646

14. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Accruals and deferred income	1,902	-
	1,902	-

Wharf Theatre Devizes
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

15. Movement in Funds

	As at 1 September 2024	Income	Expenditure	As at 31 August 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	18,581	103,171	(70,000)	51,752
Total funds	<u>18,581</u>	<u>103,171</u>	<u>(70,000)</u>	<u>51,752</u>

	As at 1 September 2023	Income	Expenditure	As at 31 August 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	18,674	80,311	(80,404)	18,581
Total funds	<u>18,674</u>	<u>80,311</u>	<u>(80,404)</u>	<u>18,581</u>

16. Transactions with Trustees

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

17. Related Party Disclosures

There have been no related party transactions in the reporting period that require disclosure.

Wharf Theatre Devizes
Detailed Statement of Financial Activities
For The Year Ended 31 August 2025

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations and gifts	-	10
Membership subscriptions	5,441	6,864
	<u>5,441</u>	<u>6,874</u>
Charitable Activities:		
Internal shows		
Ticket sales	62,404	51,403
	<u>62,404</u>	<u>51,403</u>
External shows		
External ticket sales	4,408	2,820
	<u>4,408</u>	<u>2,820</u>
Bar sales		
Bar sales	30,917	19,214
	<u>30,917</u>	<u>19,214</u>
Investments		
Bank interest receivable	1	-
	<u>1</u>	<u>-</u>
	<u>103,171</u>	<u>80,311</u>
EXPENDITURE ON:		
Raising funds		
Staff training	(73)	-
Travel and subsistence expenses	-	(107)
Rent	(3,320)	(2,578)
Rates	(1,126)	(5,907)
Light and heat	(6,978)	(9,031)
Cleaning	(3,472)	(4,389)
Repairs, renewals and maintenance	(9,441)	(5,342)
Insurance	(2,970)	(2,723)
Advertising and marketing costs	(10,023)	(6,979)
Telecommunications and data costs	(878)	(765)
Independent examiner's fees	(1,985)	(193)
Subscriptions	(247)	(330)
Bank charges	(417)	(802)
Sundry expenses	(718)	(4,123)
Depreciation	(1,316)	(8,987)
	<u>(42,964)</u>	<u>(52,256)</u>
Charitable Activities:		
Internal shows		
FOH purchases	-	(179)

...CONTINUED

Wharf Theatre Devizes
Detailed Statement of Financial Activities (continued)
For The Year Ended 31 August 2025

Programme costs	(760)	(901)
Costumes	(317)	(779)
Set building	-	(586)
Props	(1,700)	(641)
Scripts	(256)	(618)
Premises costs	(141)	(186)
Royalties and licence fees payable	(1,610)	(3,165)
	<u>(4,784)</u>	<u>(7,055)</u>
External shows		
External shows	(12,106)	(14,425)
	<u>(12,106)</u>	<u>(14,425)</u>
Bar sales		
Bar purchases	(8,028)	(5,162)
	<u>(8,028)</u>	<u>(5,162)</u>
Ice cream sales		
Ice cream purchases	(2,118)	(846)
	<u>(2,118)</u>	<u>(846)</u>
	<u>(70,000)</u>	<u>(79,744)</u>
NET INCOME	<u>33,171</u>	<u>567</u>

WHARF THEATRE

England & Wales - Charity number 900417

Accounts

Wharf Theatre Devizes
Unaudited Financial Statements
31 August 2024

CHARLTON BAKER LIMITED

Chartered accountants
7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Wharf Theatre Devizes

Financial Statements

Year ended 31 August 2024

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Wharf Theatre Devizes

Trustees' Annual Report

Year ended 31 August 2024

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2024.

Reference and administrative details

Registered charity name Wharf Theatre Devizes

Charity registration number 900417

Principal office Wharfside
Devizes
Wiltshire
SN10 1EB

The trustees

Lewis Cowen
Lyn Taylor
Anne Walker (Resigned 1 January 2024)

Independent examiner Charlton Baker Limited
7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Structure, governance and management

Governing Document

The Charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gains skills required to run a charity.

Wharf Theatre Devizes

Trustees' Annual Report *(continued)*

Year ended 31 August 2024

Objectives and activities

The Charity's governing document states that its charitable objective is to promote, maintain, improve and advance public education in relation to all aspects of the arts of drama and music and development of public appreciation of such arts. This is done through the maintenance and stewardship of a dedicated theatre where entertainment for all generations and ages is offered. In addition, we provide a space for other local amateur dramatic societies to perform their productions alongside shows produced in-house.

Achievements and performance

The theatre has had a very successful 12 months with four sell out shows and 76% of tickets for in-house productions sold. There have been increases in volunteers in all areas of the theatre, but there is a call for more people who are willing to work on organising social events or revue shows such as The Wharf Awards.

The Wharf has worked with multiple local groups over the year including Devizes Beer Festival, The Devizes to Westminster canoe race, Devizes Film Club, Devizes Carnival and Devizes Eistedfodd Festival. This is also the first year for some time that the Devizes Arts Festival have used The Wharf as a venue.

Feedback from the Little Theatre Guild of their visit was that they were stuck by how much The Wharf provides in the year with many other local groups averaging at one of two in-house productions a year.

The youth theatre has maintained its successful streak with this being the second consecutive year achieved distinctions in their LAMDA exams. The Senior Youth group also performed "Girls Like That" which received a lot of praise from its audiences and as well as an increase in uptake of the youth groups. Looking ahead, the youth theatre will be working on a youth performance for 2025/26, while Lou Cox is set to introduce summer youth workshops for the first time this year.

Financial review

Overall income in 2023-24 was £80,311. The income sources are; Membership fees and donations £6,874, ticket sales £54,223 (internal £51,403, external £2,820) and bar sales £19,214. The total costs for producing shows run by the charity were £27,488 and the running and admin costs totalled £52,256 in the year. There was a net surplus in the normal operation of £567.

At the year-end we hold a total of £11,459 in cash split between the charity's bank account and paypal.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Lyn Taylor
Trustee

Wharf Theatre Devizes

Independent Examiner's Report to the Trustees of Wharf Theatre Devizes

Year ended 31 August 2024

I report to the trustees on my examination of the financial statements of Wharf Theatre Devizes ('the charity') for the year ended 31 August 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Charlton Baker Limited
Independent Examiner

7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Wharf Theatre Devizes

Statement of Financial Activities

Year ended 31 August 2024

		2024		2023
		Unrestricted funds	Total funds	Total funds
	Note	£	£	£
Income and endowments				
Donations and legacies	4	6,874	6,874	10,559
Charitable activities	5	73,437	73,437	68,272
Total income		<u>80,311</u>	<u>80,311</u>	<u>78,831</u>
Expenditure				
Expenditure on raising funds:				
Costs of other trading activities	6	27,488	27,488	28,294
Expenditure on charitable activities	7	52,256	52,256	51,413
Total expenditure		<u>79,744</u>	<u>79,744</u>	<u>79,707</u>
Net income/(expenditure)		<u>567</u>	<u>567</u>	<u>(876)</u>
Extraordinary items	11	(660)	(660)	(40,767)
Net movement in funds		<u>(93)</u>	<u>(93)</u>	<u>(41,643)</u>
Reconciliation of funds				
Total funds brought forward		18,674	18,674	60,317
Total funds carried forward		<u>18,581</u>	<u>18,581</u>	<u>18,674</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 6 to 12 form part of these financial statements.

Wharf Theatre Devizes

Statement of Financial Position

31 August 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	12	3,948	7,671
Current assets			
Stocks	13	1,528	1,528
Debtors	14	1,646	1,381
Cash at bank and in hand		11,459	8,094
		<u>14,633</u>	<u>11,003</u>
Net current assets		<u>14,633</u>	<u>11,003</u>
Total assets less current liabilities		<u>18,581</u>	<u>18,674</u>
Funds of the charity			
Unrestricted funds		18,581	18,674
Total charity funds	15	<u>18,581</u>	<u>18,674</u>

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Lyn Taylor
Trustee

The notes on pages 6 to 12 form part of these financial statements.

Wharf Theatre Devizes

Notes to the Financial Statements

Year ended 31 August 2024

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Wharfside, Devizes, Wiltshire, SN10 1EB.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Plant and machinery	-	25% straight line
Fixtures and fittings	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Donations				
Membership	6,864	6,864	5,559	5,559
Donations	10	10	–	–
Grants				
Grants receivable	–	–	5,000	5,000
	<u>6,874</u>	<u>6,874</u>	<u>10,559</u>	<u>10,559</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Ticket sales	51,403	51,403	45,773	45,773
External ticket sales	2,820	2,820	1,562	1,562
Bar sales	19,214	19,214	20,937	20,937
	<u>73,437</u>	<u>73,437</u>	<u>68,272</u>	<u>68,272</u>

6. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Show costs	7,055	7,055	12,110	12,110
External show costs	14,425	14,425	10,279	10,279
Bar purchases	5,162	5,162	4,712	4,712
Ice cream purchases	846	846	1,193	1,193
	<u>27,488</u>	<u>27,488</u>	<u>28,294</u>	<u>28,294</u>

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2024	Total fund 2023
	£	£	£	£
Support costs	52,062	–	52,062	50,961
Governance costs	–	194	194	452
	<u>52,062</u>	<u>194</u>	<u>52,256</u>	<u>51,413</u>

8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation of tangible fixed assets	<u>8,987</u>	<u>8,101</u>

9. Independent examination fees

	2024	2023
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>634</u>	<u>634</u>

10. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

11. Extraordinary items

	2024	2023
	£	£
Extraordinary charges	<u>(660)</u>	<u>(40,767)</u>

In February 2024 when the new treasurer and the chair of the management committee both gained access to the Wharf Theatre bank account, they were surprised to discover that there was around £40,000 less in the account than were expecting based on the previous years annual report. Following internal investigations it was discovered that many payments were made to unusual bank accounts with no paperwork to support the transactions. As soon as this was discovered they reported it to the trustees who reported it to the police. The police are in the process of investigating but no charges have been made as yet.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

12. Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Total £
Cost			
At 1 September 2023	5,617	26,787	32,404
Additions	–	5,264	5,264
At 31 August 2024	<u>5,617</u>	<u>32,051</u>	<u>37,668</u>
Depreciation			
At 1 September 2023	4,678	20,055	24,733
Charge for the year	939	8,048	8,987
At 31 August 2024	<u>5,617</u>	<u>28,103</u>	<u>33,720</u>
Carrying amount			
At 31 August 2024	<u>–</u>	<u>3,948</u>	<u>3,948</u>
At 31 August 2023	<u>939</u>	<u>6,732</u>	<u>7,671</u>

13. Stocks

	2024 £	2023 £
Raw materials and consumables	<u>1,528</u>	<u>1,528</u>

14. Debtors

	2024 £	2023 £
Prepayments and accrued income	<u>1,646</u>	<u>1,381</u>

15. Analysis of charitable funds

Unrestricted funds

	At 1 September 2023 £	Income £	Expenditure £	At 31 August 20 24 £
General funds	<u>18,674</u>	<u>80,311</u>	<u>(80,404)</u>	<u>18,581</u>

	At 1 September 2022 £	Income £	Expenditure £	At 31 August 20 23 £
General funds	<u>60,317</u>	<u>78,831</u>	<u>(120,474)</u>	<u>18,674</u>

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

16. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2024 £
Tangible fixed assets	3,948	3,948
Current assets	14,633	14,633
Net assets	<u>18,581</u>	<u>18,581</u>

	Unrestricted Funds £	Total Funds 2023 £
Tangible fixed assets	7,671	7,671
Current assets	11,003	11,003
Net assets	<u>18,674</u>	<u>18,674</u>

Wharf Theatre Devizes
Management Information
Year ended 31 August 2024

The following pages do not form part of the financial statements.

Wharf Theatre Devizes

Detailed Statement of Financial Activities

Year ended 31 August 2024

	2024 £	2023 £
Income and endowments		
Donations and legacies		
Membership	6,864	5,559
Donations	10	–
Grants receivable	–	5,000
	<u>6,874</u>	<u>10,559</u>
Charitable activities		
Ticket sales	51,403	45,773
External ticket sales	2,820	1,562
Bar sales	19,214	20,937
	<u>73,437</u>	<u>68,272</u>
Total income	<u>80,311</u>	<u>78,831</u>
Expenditure		
Costs of other trading activities		
Purchases	27,488	28,294
Expenditure on charitable activities		
Rent	2,578	1,200
Rates and water	5,907	1,130
Light and heat	9,031	8,063
Repairs and maintenance	5,342	9,453
Insurance	2,723	2,107
Other establishment	4,389	4,787
Other motor/travel costs	107	–
Legal and professional fees	524	667
Telephone	765	684
Other office costs	4,122	4,116
Depreciation	8,987	8,101
Other interest payable and similar charges	802	1,103
Advertising and publicity	6,979	10,002
	<u>52,256</u>	<u>51,413</u>
Total expenditure	<u>79,744</u>	<u>79,707</u>
Net income/(expenditure)	<u>567</u>	<u>876</u>

WHARF THEATRE

England & Wales - Charity number 900417

Accounts

Wharf Theatre Devizes
Unaudited Financial Statements
31 August 2023

CHARLTON BAKER LIMITED

Chartered accountants
7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Wharf Theatre Devizes

Financial Statements

Year ended 31 August 2023

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Statement of financial activities	4
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The following pages do not form part of the financial statements	
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Wharf Theatre Devizes

Trustees' Annual Report

Year ended 31 August 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2023.

Reference and administrative details

Registered charity name Wharf Theatre Devizes

Charity registration number 900417

Principal office Wharfside
Devizes
Wiltshire
SN10 1EB

The trustees

Lewis Cowen
Lyn Taylor
Anne Walker (Resigned 1 January 2024)

Independent examiner Charlton Baker Limited
7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Structure, governance and management

Governing Document

The Charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gains skills required to run a charity.

Wharf Theatre Devizes

Trustees' Annual Report *(continued)*

Year ended 31 August 2023

Objectives and activities

The Charity's governing document states that its charitable objective is to promote, maintain, improve and advance public education in relation to all aspects of the arts of drama and music and development of public appreciation of such arts. This is done through the maintenance and stewardship of a dedicated theatre where entertainment for all generations and ages is offered. In addition, we provide a space for other local amateur dramatic societies to perform their productions alongside shows produced in-house.

Achievements and performance

The theatre has had a very successful 12 months with four sell out shows and 76% of tickets for in-house productions sold. There have been increases in volunteers in all areas of the theatre, but there is a call for more people who are willing to work on organising social events or revue shows such as The Wharf Awards.

The Wharf has worked with multiple local groups over the year including Devizes Beer Festival, The Devizes to Westminster canoe race, Devizes Film Club, Devizes Carnival and Devizes Eistedfodd Festival. This is also the first year for some time that the Devizes Arts Festival have used The Wharf as a venue.

Feedback from the Little Theatre Guild of their visit was that they were stuck by how much The Wharf provides in the year with many other local groups averaging at one of two in-house productions a year.

The youth theatre has maintained its successful streak with this being the second consecutive year achieved distinctions in their LAMDA exams. The Senior Youth group also performed "Girls Like That" which received a lot of praise from its audiences and as well as an increase in uptake of the youth groups. Looking ahead, the youth theatre will be working on a youth performance for 2025/26, while Lou Cox is set to introduce summer youth workshops for the first time this year.

Financial review

Overall income in 2022-23 was £78,831. The income sources are; Membership fees £5,559, grants received £5,000, ticket sales £47,335 (internal £45,773, external £1,562) and bar sales £20,937. The total costs for producing shows run by the charity were £28,294 and the running and admin costs totalled £51,413 in the year. There was a net deficit in the normal operation of £876.

At the year-end we hold a total of £8,094 in cash split between the charity's bank account and paypal. This was lower than expected due to £40,767 in fraudulent transactions. Please refer to Note 11 for further details.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Lyn Taylor
Trustee

Wharf Theatre Devizes

Independent Examiner's Report to the Trustees of Wharf Theatre Devizes

Year ended 31 August 2023

I report to the trustees on my examination of the financial statements of Wharf Theatre Devizes ('the charity') for the year ended 31 August 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Charlton Baker Limited
Independent Examiner

7-7c Snuff Street
Devizes
Wiltshire
England
SN10 1DU

Wharf Theatre Devizes

Statement of Financial Activities

Year ended 31 August 2023

		2023		2022
		Unrestricted funds	Total funds	Total funds
	Note	£	£	£
Income and endowments				
Donations and legacies	4	10,559	10,559	4,217
Charitable activities	5	68,272	68,272	69,406
Other income	6	–	–	10,102
Total income		<u>78,831</u>	<u>78,831</u>	<u>83,725</u>
Expenditure				
Expenditure on raising funds:				
Costs of other trading activities	7	28,294	28,294	25,213
Expenditure on charitable activities	8	51,413	51,413	45,863
Total expenditure		<u>79,707</u>	<u>79,707</u>	<u>71,076</u>
Net (expenditure)/income		<u>(876)</u>	<u>(876)</u>	<u>12,649</u>
Extraordinary items	12	(40,767)	(40,767)	–
Net movement in funds		<u>(41,643)</u>	<u>(41,643)</u>	<u>12,649</u>
Reconciliation of funds				
Total funds brought forward		60,317	60,317	47,668
Total funds carried forward		<u>18,674</u>	<u>18,674</u>	<u>60,317</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 6 to 12 form part of these financial statements.

Wharf Theatre Devizes

Statement of Financial Position

31 August 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	13	7,671	15,772
Current assets			
Stocks	14	1,528	1,131
Debtors	15	1,381	6,212
Cash at bank and in hand		8,094	40,094
		<u>11,003</u>	<u>47,437</u>
Creditors: amounts falling due within one year	16	–	<u>2,892</u>
Net current assets		<u>11,003</u>	<u>44,545</u>
Total assets less current liabilities		<u>18,674</u>	<u>60,317</u>
Funds of the charity			
Unrestricted funds		18,674	60,317
Total charity funds	17	<u>18,674</u>	<u>60,317</u>

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Lyn Taylor
Trustee

The notes on pages 6 to 12 form part of these financial statements.

Wharf Theatre Devizes

Notes to the Financial Statements

Year ended 31 August 2023

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Wharfside, Devizes, Wiltshire, SN10 1EB.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Plant and machinery	-	25% straight line
Fixtures and fittings	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Membership	5,559	5,559	3,705	3,705
Donations	–	–	512	512
Grants				
Grants receivable	5,000	5,000	–	–
	<u>10,559</u>	<u>10,559</u>	<u>4,217</u>	<u>4,217</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Ticket sales	45,773	45,773	49,308	49,308
External ticket sales	1,562	1,562	8,926	8,926
Bar sales	20,937	20,937	11,172	11,172
	<u>68,272</u>	<u>68,272</u>	<u>69,406</u>	<u>69,406</u>

6. Other income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Gain on disposal of tangible fixed assets held for charity's own use	–	–	10,102	10,102
	<u>–</u>	<u>–</u>	<u>10,102</u>	<u>10,102</u>

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

7. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Show costs	12,110	12,110	12,848	12,848
External show costs	10,279	10,279	6,855	6,855
Bar purchases	4,712	4,712	4,455	4,455
Ice cream purchases	1,193	1,193	1,055	1,055
	<u>28,294</u>	<u>28,294</u>	<u>25,213</u>	<u>25,213</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2023 £	Total fund 2022 £
Support costs	50,961	–	50,961	45,863
Governance costs	–	452	452	–
	<u>50,961</u>	<u>452</u>	<u>51,413</u>	<u>45,863</u>

9. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	8,101	–
Gains on disposal of tangible fixed assets	–	(10,102)
	<u>–</u>	<u>(10,102)</u>

10. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>634</u>	<u>–</u>

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Extraordinary items

	2023 £	2022 £
Extraordinary charges	<u>(40,767)</u>	<u>–</u>

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

12. Extraordinary items *(continued)*

In February 2024 when the new treasurer and the chair of the management committee both gained access to the Wharf Theatre bank account, they were surprised to discover that there was around £40,000 less in the account than were expecting based on the previous years annual report. Following internal investigations it was discovered that many payments were made to unusual bank accounts with no paperwork to support the transactions. As soon as this was discovered they reported it to the trustees who reported it to the police. The police are in the process of investigating but no charges have been made as yet.

13. Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Total £
Cost			
At 1 September 2022 and 31 August 2023	<u>5,617</u>	<u>26,787</u>	<u>32,404</u>
Depreciation			
At 1 September 2022	3,274	13,358	16,632
Charge for the year	<u>1,404</u>	<u>6,697</u>	<u>8,101</u>
At 31 August 2023	<u>4,678</u>	<u>20,055</u>	<u>24,733</u>
Carrying amount			
At 31 August 2023	<u>939</u>	<u>6,732</u>	<u>7,671</u>
At 31 August 2022	<u>2,343</u>	<u>13,429</u>	<u>15,772</u>

14. Stocks

	2023 £	2022 £
Raw materials and consumables	<u>1,528</u>	<u>1,131</u>

15. Debtors

	2023 £	2022 £
Trade debtors	–	3,300
Prepayments and accrued income	<u>1,381</u>	<u>2,912</u>
	<u>1,381</u>	<u>6,212</u>

16. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	<u>–</u>	<u>2,892</u>

Wharf Theatre Devizes

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

17. Analysis of charitable funds

Unrestricted funds

	At 1 September 2022 £	Income £	Expenditure £	At 31 August 20 23 £
General funds	<u>60,317</u>	<u>78,831</u>	<u>(120,474)</u>	<u>18,674</u>

	At 1 September 2021 £	Income £	Expenditure £	At 31 August 20 22 £
General funds	<u>47,668</u>	<u>83,725</u>	<u>(71,076)</u>	<u>60,317</u>

18. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2023 £
Tangible fixed assets	7,671	7,671
Current assets	<u>11,003</u>	<u>11,003</u>
Net assets	<u>18,674</u>	<u>18,674</u>

	Unrestricted Funds £	Total Funds 2022 £
Tangible fixed assets	–	–
Current assets	–	–
Net assets	<u>–</u>	<u>–</u>

Wharf Theatre Devizes
Management Information
Year ended 31 August 2023

The following pages do not form part of the financial statements.

Wharf Theatre Devizes

Detailed Statement of Financial Activities

Year ended 31 August 2023

	2023 £	2022 £
Income and endowments		
Donations and legacies		
Membership	5,559	3,705
Donations	–	512
Grants receivable	5,000	–
	<u>10,559</u>	<u>4,217</u>
Charitable activities		
Ticket sales	45,773	49,308
External ticket sales	1,562	8,926
Bar sales	20,937	11,172
	<u>68,272</u>	<u>69,406</u>
Other income		
Gain on disposal of tangible fixed assets held for charity's own use	–	10,102
	<u>–</u>	<u>10,102</u>
Total income	<u>78,831</u>	<u>83,725</u>
Expenditure		
Costs of other trading activities		
Purchases	28,294	25,213
Expenditure on charitable activities		
Rent	1,200	1,400
Rates and water	1,130	671
Light and heat	8,063	7,266
Repairs and maintenance	9,453	15,332
Insurance	2,107	2,017
Other establishment	4,787	5,175
Legal and professional fees	667	2,050
Telephone	684	561
Other office costs	4,116	2,189
Depreciation	8,101	–
Other interest payable and similar charges	1,103	818
Advertising and publicity	10,002	8,309
DetailedSOFAExpenditureOnCharitableActivitiesType3H	–	75
	<u>51,413</u>	<u>45,863</u>
Total expenditure	<u>79,707</u>	<u>71,076</u>
Net (expenditure)/income	<u>876</u>	<u>12,649</u>

WHARF THEATRE

England & Wales - Charity number 900417

Accounts



Wharf Theatre
Annual General Meeting 2023

**AGENDA FOR THE ANNUAL GENERAL MEETING OF THE
WHARF THEATRE DEVIZES
31st MAY AT 1900HRS**

1. WELCOME AND APOLOGIES
2. CHAIRS ADDRESS
(See Chairs Report)
3. MINUTES
To approve the minutes of the last Annual General Meeting (See Minutes of AGM 1st JUNE 2021)
4. TRUSTEE REPORT
To update on the progress made by The Wharf. (See Trustees Report)
5. ARTISTIC DIRECTORS REPORT
To report on the new season and progression of the Youth Theatre. (See Artistic Directors Report)
6. ANNUAL REPORT AND ACCOUNTS
To approve the attached annual reports and review the accounts.
7. AIMS AND OBJECTIVES.
To review the aims and objectives of the previous year and present the aims for the following year
(See Aims and Objectives)
8. VOTE ON FUNDRAISING PROJECT
To vote on what project is preferred by the membership to be the focus of any fundraising event.
(See Appendix A)
9. VOTE TO INCREASE LIFETIME FRIEND OF THE THEATRE FEE
To discuss the increase of fees (See Appendix B – Increase to Lifetime Friend of the Theatre Proposal)
10. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES
To introduce and agree the changes to the management committee and to re-elect the management committee (See Appendix C - Management Committee Roles and Vacancies and Appendix D - Management Committee Application)
11. ANY OTHER BUSINESS
To include any proposals from the floor or questions resulting from the evenings meeting
12. CLOSE

Trustees

Lewis Cowen

Anne Walker

Lyn Taylor

Management Committee

Pete Winterton – Chair and Bar Manager

Emma Edwards – Treasurer

Bethany Ramsay – Secretary

John Winterton – Artistic Director and Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Carol Rendell - Buildings Manager

Jon Lewthwaite - Membership Secretary

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

Minutes of AGM 28th April 2022

Minutes of AGM 2022

MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 28th APRIL AT 1900HRS

Present Full Members -
32
Non-Members - 2

Apologies received 8: Paul Morgan
Linda Swann
Jessica Bone
Janet Church
Emma Ingram
Oliver Beech
Gill Barnes
Brian Alderman

1. WELCOME AND APOLOGIES

The Chair, Pete Winterton, welcomed all present and Bethany Ramsay, Secretary, read out the seven apologies received.

2. CHAIRS ADDRESS

The chair gave a review of the Chairs Address (Provided in the AGM Agenda pack). This covered the reopening of the theatre following Covid and the great work the new cleaners have been doing to keep the theatre clean and safe. The new grants for lighting and sound are being put into action with thanks to Oliver Phipps for the time spent sourcing areas for funding. Pete congratulated the previous shows on their successes through the season. Pete also gave special thank you on behalf of all of the management committee to Debby Wilkinson for all of her hard work as Artistic Director.

3. MINUTES

Minutes of last meeting were agreed with the amendment of the chairs name at the beginning of the document.

4. TRUSTEE REPORT

Lewis Cowen reported on behalf of the trustees. The trustees are very happy with the way that the Management Committee has got the theatre back on track after the temporary restrictions. They also passed their thanks onto Debby who has done an amazing job with tricky task of seeing the theatre through the closure. Lewis discussed the reinstating of the trustees for the purpose of oversight of the theatre for those who were unaware of the change. Within this, the trustees have been keeping oversight of the finances and reported that the bank balance was looking healthy and they were delighted with

recruitments of a new bookkeeper. Lewis closed by reaffirming that if anyone were to have an issues then to please get in touch with the trustees.

5. ARTISTIC DIRECTORS REPORT

Pete Winterton highlighted the Artistic Directors report from Debby Wilkinson as the outgoing Artistic Director (as provided in the AGM Agenda pack). This highlighted the return on a full season after Covid and the difficulties that have been faced with restrictions, regulations, and postponements. Debby had commented within this report that it had been a very successful season with shows doing very well at the box office helping the theatre get to a more financially stable place. Audience feedback has been wonderful with much praise for the professionalism of the shows, but also for the whole experience of attending the theatre. the remainder of 2022 is fully scheduled with all performing rights in place going forward.

John Winterton, the interim Artistic Director and bookings manager, also commented that as mentioned all is booked for next season and he is in talks with directors regarding 2023. He is hoping to get this season planned quickly to give other volunteers, especially the publicity team, plenty of time to get everything they need in place. John is also looking to have a director's open day for those who are interested in directing at the Wharf to come and ask questions and see how the Wharf is run.

6. TREASURER'S REPORT AND ACCOUNTS

Carol Rendell, Accounts Manager, reviewed the Treasures report (included in AGM Agenda pack). Most of previous financial year was spent in lockdown but the theatre managed to produce three productions within this time. All three made a profit to sold out, though reduced, audience. We also received £20,205 from the Local Council and donations.

The accounts within the pack are currently a draft as David Owen are auditing these ready to be submitted. Additionally, a new bookkeeper, Jenny Wilson, is working with Carol to reduce pressure and keep the accounts running on time.

Carol reported the bank balance as £71,000 with a reserve account being opened with £15,000 of this to be in control of the trustees.

The financial year, 2020-21, made a profit of £10,448 profit in this period with covid payments, membership costs, donations and ticket sales.

Carol opened the floor to questions to which there were none at this time

7. AIMS AND OBJECTIVES.

Bethany Ramsay, Secretary, highlighted the achievements against the aims and objectives from the previous year, this involved the production of seven shows, the introduction of reduced ticket prices for Friends of the Theatre to offset booking fees, the increase in volunteers, new lighting and sound equipment being purchased using grants from the local council, the youth theatre completing its second term, and a new show budget matrix to provide more realistic budgets for directors.

In the following year the overarching aims will remain however there are a few other areas will be looked into. Specifically, engaging more with local groups and the local community both in them coming to us for shows and us at the Wharf joining in more community events. The publicity team are working on developing a new newsletter based on the wants of the Friends of the Theatre. The Management Committee will continue to look closely at finances with the introduction of a reserve fund, reviewing the success of show budgets and children show discounted tickets, and the proposal to increase the Friend of the Theatre fee.

Beth opened the floor to question. There were none at this time. The aims and objectives in full can be found in the AGM Agenda Pack.

8. PROPOSAL TO INCREASE FRIEND OF THE THEATRE FEE

Pete read out the proposal to increase the Friend of the Theatre fee from £20 to £25 (see AGM agenda pack) The floor was opened for thoughts on the proposal.

Louise Peak asked if there would also be a show fee for actors. Pete confirmed that there would not be a show fee but a £10 contribution toward script costs may be asked.

Jemma Brown queried that, with the rising cost of living and the Wharf Theatre's finances doing well after funding JB, was this the best time to increase costs? David Thew responded that he did not think £5 is too expensive. Helen Langford also commented that it may not be the best timing and asked whether this would be better looked at within the next quarter. John Winterton agreed that the last time the fee was looked at the bank balance was low. Oliver Phipps reported that though he agreed the theatre was in a better place, this was due to grants, donations, and the selling of assets. Grants would be an unlikely source of income and we are back to relying on the original sources of income e.g. ticket sales. He commented that he can appreciate the timing implications with the cost of living but that we need to look at the financial future of the theatre. Debby Wilkinson furthered this saying that the ticket sales of the last season were very good but that there was no guarantee that this would continue.

Ann Walker commented that when looking monthly the raise would be approximately to £2 a month which is very low for a subscription but would add a small layer of security. Debby Wilkinson also pointed out the rise in electricity costs within the theatre.

Debby Wilkinson proposed postponing the decision and introducing the increase later in the year. Bethany Ramsay commented a date to increase had not been set, however, reminded all that this proposal was originally discussed two years ago along with a show fee and was postponed throughout Covid. Rob Bourne also commented that there wasn't likely going to be a "good time" to raise costs.

Jemma Brown asked whether it had been considered as to which was better: an advertising campaign that highlighted that within rising costs we had decided not to raise ours resulting in more ticket sales, or to raise it to gain the extra money through fees? LC commented that this could result in overreliance on ticket sales pressuring the theatre to only do "popular" shows rather than follow the charities aims.

Louise Peak also queried whether some would rather drop out completely rather than pay the extra resulting in a loss. Oliver Phipps asked if people would prefer to have two layers where active participants (e.g. actors) would pay the £25 whereas those wanting to support the theatre only pay the £20. Lewis Cowen commented this seemed unfair to those wanting to have an active role to pay a script contribution and a higher rate and may effect casting.

Helen Langford asked when this would come into effect. It was suggested that this be in August. Pete Winterton confirmed it would come into effect on the individuals next renewal after the start of September.

The proposal was put to a vote with 20 members voting for and 5 against. The increase will be put into effect at the start of September.

9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES

Beth Ramsay reported that the only change to the management committee at this time was Jon Lewthwaite taking over the role of membership secretary. This was agreed.

Pete Winterton discussed the application to the management committee and confirmed anyone could apply to be part of this. Beth Ramsay also highlighted that the role of Artistic Director would be discussed at the next meeting therefore anyone wishing to take on this role could apply.

10. ANY OTHER BUSINESS

Corrine Bishop asked if we had considered taking part in the carnival. Pete Winterton confirmed we had done so in the past and had wanted to continue but the carnival had been cancelled in previous years.

Beth Ramsay confirmed she would be looking into this.

Lesley Scholes queried why the Wharf does not put banners on the Green to get our name out there. Karen Ellis confirmed that this had been investigated but banners around town had been very costly at approximately £2000 a month with a yearlong contract. Banners for on the Green had been refused to the Wharf as the stipulation had been that it was for an event that did not charge for entry.

Oliver Phipps mentioned that the theatre was looking into doing a discovery day this summer to get the name out more. He was hoping also to start hosting Arts meetings with other local groups to get more people together to talk about what we are all doing and support each other more.

11. CLOSE

Pete Winterton thanked everyone for their attendance and the meeting closed at 8:05

Reports and Financial Statements from
1st September 2021 to 31 August 2022

Charity Registered No. 900417

Contents:

Legal and Administrative information

Report of the trustee board

Statement of financial activities

Aims and objectives

Balance sheet

Independent examination

Legal and Administrative Information

The trustee board presents its directors report and finalised financial statements to be audited for the period from 1st September 2021 to 31st August 2022

Administrative details of the charity, its trustees and advisors

Charity Registered No. 900417

Principal Address: Wharfside, Devizes, Wiltshire, SN10 1EB

Trustees that served during the period

- Lewis Cowen
- Anne Walker
- Lyn Taylor

Independent Examiner

Richard Hopkins

Bank

Barclays Devizes Branch, 3 St John's Street, Devizes, SN10 1BQ

Structure, governance, and management

Governing Document

The charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gain skills required to run a charity.

Report of the Trustee Board

At the risk of repeating ourselves from last year's report, the trustees are delighted with the progress of the theatre over the last 12 months. Audiences have been good, the programme has been a satisfying mixture of classics and up-to-date, perhaps more popular, fare, and on the whole we consider the theatre is living up to its mission statement.

We continue to be concerned, though, at the unclear state of the financial accounts and are very pleased that this now seems to be on the way to being rectified. We are most grateful to Carol for all the hard work she has put in since she has been in the post of treasurer and are pleased she will continue to render service to the theatre in a different role.

We look forward to working with the new treasurer and to seeing a regularised set of accounts when they are prepared.

We will continue to monitor the administration of the theatre but on the whole are satisfied with the current management committee and the manner in which they work together for the benefit of our audiences and the wider community.

Lewis Cowen

Lyn Taylor

Ann Walker

Report of the Management Committee

Chairs Report

It doesn't seem like it's been that long since I was writing notes for the last AGM but here we are again...

Once again, we have had some amazing shows in the last twelve months, some funny, some very moving but all extremely well done. I even managed to “volunteer” again for a show. I first became aware I had volunteered when I was given the script four weeks before opening night. Although I must say I was very proud that I managed to get the part script perfect. It's just a shame that this was over the course of a week and not on any one performance.

While we are talking about shows, I would like to congratulate John on his first year as Artistic Director. Comments I have heard is that there is a very varied programme of events so there is something for everyone. Proving this, I have had the opportunity to speak to people during the show and many have told me that this is their first visit to the Wharf Theatre and how much they enjoyed their visit.

This year there have been some changes to the Management Committee. Carol has stepped down as Treasurer. I speak for all in the Management Committee when I say we would like to thank her for all her hard work over the years in the past. She won't be leaving us though; she will be taking on the role of Buildings Manager. Emma Edwards will be joining the team as our new Treasurer, so we look forward to working with her in the future.

The Tech team has also been busy since our last AGM. We have a new floor on the stage (which took a little longer than expected). They managed to install the new LED lighting, a new sound computer, and several other techie things that sounded like they were talking a foreign language to me when they were telling me about them.

I'd like to finish off by saying how amazing the open day was at the beginning of April. Everyone here worked incredibly hard on the day. There must have been well over one hundred people who came, had a tour, bought tickets and even signed up as Friends of the Theatre. Hopefully this means that we may get a few more volunteers to help around the theatre. A massive thank you to all who put in their time and effort into each and every event. All the way through from getting them set up to being here on the day.

Pete Winterton

Chair

Report of the Management Committee

Artistic Director's Report

Once again it is time to put pen to paper, as it were, to report on what a year we have had since the last AGM, and what a year it was!

2022 saw many fantastic productions. Starting off with Love song with a great cast (I may be a little biased) and super direction by Freddie Underwood, we had audiences both laughing and in tears. I apologise to anyone who left us red eyed but I'm sure you enjoyed it as much as the cast did. We followed that with a show written and directed by Helen Langford, World Under the Wood, which was another resounding success. It is always nice to see a self-written show doing well. We restarted the season with Hedda Gabler and Lewis Cowen had put together another strong cast who entertained everyone who came along. Ticket sales picked up to the end of the week once word had got round just how good it was. Picnic at Hanging Rock, directed by Debby Wilkinson. Another show that benefitted from word of mouth that saw some very full houses. Definitely one of our more mysterious productions but incredibly well acted by such a hardworking cast playing multiple parts in multiple accents!

Let's not forget all who came to visit us in 2022. DMT's first visit to us with a selection of musical numbers from various shows. I think they enjoyed coming to the Wharf and I hope it won't be the last time they visit. I also managed to catch their show this year. Oh, to have that much wing space, well any wing space! Titco joined us in November for another fun evening of musical show songs set as an intimate cosy dinner party with the bonus of the incredibly friendly Bruno. It was nice to have had two of Devizes' musical theatre groups in the same year on the stage. Also, in the calendar were two very different than we have had before. The Lesson first, critically acclaimed and much more serious theatre than we usually host, followed by the London Skiffle Orchestra which was much more of a jolly evening, and equally entertaining, if in a totally different way.

On then to the Panto, and what can you say, with little over three weeks left before the show was due to start, we had the sold out signs on the board. It is a testament to the ongoing standard of production that we can sell out a show with that much time still to go. I would advise our Friends of the Theatre to get their tickets as soon as they become available this year as I know some people missed out. (Don't forget Friends have early access to tickets so you can pick up yours before they go on general sale.) Always ending the year with a bang, Little Red Riding Hood was full of talent, laughs, and fun with some of the cast joining us for other productions soon.

We started off 2023 with another run of sell out shows, both our own production of Ladies Day, which was very well received and introduced new actors to our stage, and with visiting shows. Again, a nice variety with improvised comedy from Instant wit and more traditional theatre comedy from Ode to Joyce (Grenfell), both bringing in different audiences. To finish with The Man who Left the Titanic which I was particularly impressed with as a visiting show. Our final show of Measure for Measure, Liz Sharman treated us to one of Shakespeare's lesser performed plays but well received by all who came to see it even stating, "it made Shakespeare accessible".

At time of writing, we have not yet been on stage with the Railway children, but tickets are going well and we should expect more full houses to add to this year's collection.

In addition to the live productions this year we also had our first evening hosting the

Devizes Film Club who have been left homeless since the cinema has yet to reopen. Something very different to anything we have done previously in my time at the theatre, but again well received and sold out. We are currently in talks to bring further films into the theatre with them.

I hope you have found something in the year that you have wanted to come and see. With another season coming up that includes another wide selection of both our own productions, and visiting shows, I am confident something will appeal to you. I look forward to seeing you in the theatre sometime soon.

John

Report of the Management Committee

Financial Report

It has been a very busy year with our productions and the one-night shows. All of our productions made a good profit especially the pantomime as you can see on the table on the next page. We have made a profit of £12,137. Currently in the bank we have £52,920 and £15,000 in the deposit account. The major purchase in the 21-22 financial year was the new lighting and a few other technical bits, which was £10,292. We did have help from Wiltshire Council. There is also an increase in price of the electric and gas with a couple of bills over £400 and the rest between £200-£300.

This is my last AGM as Treasurer, Emma will be taking on the role and I would like to wish her luck. Finally, I would like to thank everyone who has supported me through the years I have been Treasurer.

Carol

PREPAYMENTS

LADIES DAY	ROYALTIES	540.00
	SCRIPTS	99.00
PICNIC AT HANGING ROCK	ROYALTIES	450.00
	SCRIPTS	90.00
THE RAILWAY CHILDREN	ROYALTIES	612.00
HIGOS	INSURANCE	1121.00

Income and Expenditure Account

	TOTAL
Income	
4000 Ticket Sales	49,307.76
External ticket sales	8,926.49
4001 Bar Sales	11,172.22
4020 Memberships	3,704.73
4050 Donations	511.74
Sales of Product Income	10,102.20
Total Income	£83,725.14
Cost of Sales	
5001 Bar Purchases	4,454.70
5002 Ice Cream Purchases	1,054.80
5003 FOH Purchases	603.07
Programme Costs	1,013.00
5004 Raffle Costs	86.74
5005 Costumes	1,621.83
5006 Set Building	1,844.35
5007 Props	1,312.12
5008 Scripts	645.93
5009 Youth Theatre	3,558.50
5010 Royalties	2,120.28
5011 Room Hire	42.00
5012 VISITING SHOWS	6,854.50
Total Cost of Sales	£25,211.82
TOTAL	£58,513.32
Expenditures	
6201 Advertising/Promotional	2,297.40
7100 Rent	1,400.00
7101 Rates	670.80
7200 Heat & Light	7,265.89
7500 Telephone	540.58
7501 Printing, Postage and Stationery	235.78
7800 Repair and maintenance	5,039.49
7801 Cleaning	5,174.75
7900 Bank charges	818.25
8001 Subscriptions	180.00
GIFTS	78.00
Insurances	2,016.56
LICENSE	70.00
Office/General Administrative Expenses	1,952.92
Other Professional Services	1,800.00
Technical purchase	10,292.42
PUBLICITY	6,011.50
Travel and Accommodation	20.40
Total Expenditures	£45,864.74
NET INCOME/(EXPENDITURE)	£12,648.58

Balance Sheet

Wharf Theatre Devizes

Balance Sheet

As of August 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
0030 Fixtures and Fittings Cost	26,786.90
0031 Fixtures and Fittings Depreciation	-13,358.12
0040 Plant & Equipment	5,617.29
0041 Plant & Equipment Depreciation	-3,273.97
Total Tangible assets	£15,772.10
Total Fixed Asset	£15,772.10
Cash at bank and in hand	
1200 current account	39,334.38
1205 Deposit Account	0.39
1230 Cash on hand	760.39
Total Cash at bank and in hand	£40,095.16
Debtors	
1100 Debtors	3,300.00
Total Debtors	£3,300.00
Current Assets	
1105 Prepayments	2,912.00
1300 Stock Asset	1,131.00
Total Current Assets	£4,043.00
NET CURRENT ASSETS	£44,043.53
Creditors: amounts falling due within one year	
Trade Creditors	
2100 Creditors	
NET CURRENT ASSETS (LIABILITIES)	£44,043.20
TOTAL ASSETS LESS CURRENT LIABILITIES	£59,815.63
TOTAL NET ASSETS (LIABILITIES)	£59,815.63
Charity funds	
3000 Retained Earnings	
3001 Opening Balance Equity	47,677.98
Surplus/(Deficit)	12,648.58
Total Charity funds	£59,815.63

Show by Show for Autumn/Winter Season 21/22

	JCS	GLORIOUS	DICK WHITTINGTON	ALLO ALLO	LOVESONG	REVLON GIRL	WORLD UNDER THE WOOD
TICKET SALES	9512	4171	11810	8356	3645	5394	2012
PROGRAMMES	193.5	66.5	162.5	125.5	61	91.5	62
RAFFLE	190	85	158	95	46	110	80
SCRIPTS					40	70	
TOTAL	9895.5	4322.5	12130.5	8576.5	3792	5665.5	2154
ROYALTIES	1691	540	454	612	576	450	
PROPS			129	236	62	16	241
SET	150	50		286	0	402	24
COSTUMES			305	109	0	0	154
POSTERS	206	206	206	206	180	209	206
BANNERS	112	112	112	112	112	112	112
PROGRAMMES	190	105	245	160	115	112	115
SCRIPTS	638	81		161	69	86	
PHOTO	200	200	200	200	200	100	150
ROOM HIRE						42	
TOTAL	3187	1294	1651	2082	1314	1529	1002
PROFIT/LOSS	6708.5	3028.5	10479.5	6494.5	2478	4136.5	1152

Show by Show for Autumn/Winter Season 21/22

External show ticket sales

SHOW	TICKETS SOLD	PAYMENT	PROFIT
THE NAVY LARK	1265	924	341
TOMMY COOPER	745	535	210
PAUL SIMON	1663	1382	281
SISTER ACT	2786	2157	629
BACK TO BLACK	1744	1305	439
LONDON SKIFFLE	723	550	173

Aims and Objectives Progress and Proposals

The following shows progress towards the community aims for the charity during 2022/2023.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** Since the last AGM, the Wharf Theatre has produced seven in house productions. This has included two self-written productions in *World Under the Wood* and *Little Red Riding Hood*. Performances have also sold very well with both *Little Red Riding Hood* and *Ladies Day* having sold out runs. The programme has remained varied with some lesser-known, classic, and popular productions through the season. We have also seen numerous professional works come through our doors since the last AGM which goes towards supporting the wider economy in the arts. In order to increase the reach of the Wharf, social media has increased through the year though this is something to still be increased with the potential for a dedicated Social Media manager.
- **Objective 2 – Risk Management.** This year fire drills have taken place with the cast of *Little Red Riding Hood*. This cast was chosen due to its size as well as having youth members. These were very successful as proven later by the need to run an evacuation after the use of smoke machines. Risk assessments continue to be used for performances.
- **Objective 3 – Friends of the Theatre engagement.** A volunteer has come forward to manage the Spotlight newsletter with the first of these quarterly newsletters sent in March. Having a volunteer for this will help to ensure that content can be sourced and edited more easily. This will be further developed this year along with other opportunities to engage with the theatre. The theatre continues to see more volunteers through its doors with the recent Open Day proving to have been a success in showing the local community what opportunities are open to the Wharf.
- **Objective 4 – Technical Training.** The technical manager has been working to up-skill all members of the technical team. This year we have seen more volunteers running light and sound during performances, building sets, and helping to make improvements to the theatre. The recent production of *Measure for Measure* extended our list of lighting designers as a long-standing member of the technical team did their first lighting design for the Wharf. The use of the new LED lighting and sound equipment has also meant that the team has had opportunity to learn new skills and provide an increased capability to directors in how to accomplish their vision for a show. Effects that would have been extremely complex or impossible previously can now be more easily realised supporting higher production standards for internal and visiting shows.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** This year, the youth theatre has seen a small move into being managed by a member of the theatre, Lou Cox, under her own name. The youth theatre still runs within the theatre and benefits from non-voting membership to the theatre. Additionally, the senior group will be performing at the Wharf

theatre in the coming months. The Senior group have worked towards taking qualifications and have recently all passed their LAMDA examination. A massive well done to all involved in this, as well as the young people themselves, for this fantastic achievement!

- **Objective 2 – Chaperones.** Due to the diligent work of Elizabeth Sharman in previous productions, Wiltshire Council have reduced the amount of training necessary for our chaperones. This has made it easier to increase our chaperoning pool. We will continue to work closely with Wiltshire Council to ensure all regulations are followed. The Child Protection Policy has also been updated recently and additions to highlight the responsibility of directors who have young people in their cast has been added to the directors pack to ensure clarity.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** This year at the Wharf we have seen multiple local groups using our theatre as a performance space but also for other avenues. We have seen TITCO and DMT produce fantastic musical revues at The Wharf in the last year, and the Devizes Film Club having their first showing since the closures in 2020. Devizes to Westminster Canoe Race and Beer Festival both continue to use the Wharf also. This year saw the start of the Wharf Writing Group which meets once a fortnight for writers to get together and share their work. Visiting production have also continued with our Artistic Director broadening the range to include drama, music, and the first improv-comedy group at the Wharf. Alongside her work developing the youth theatre within The Wharf, Lou Cox has also widened to sharing her expertise with an adult theatre group.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package continues at the Wharf. The management committee have also discussed roof maintenance with the council which is currently ongoing. Carol has taken on a new role as Buildings Manager to oversee maintenance of the Wharf providing a central contact for maintenance requests. The technical team have also spent time replacing the stage flooring and have begun with organising the current cabling in the auditorium. There are also plans to increase the storage spaces within the Wharf to ensure equipment, props, etc can be stored safely.
- **Objective 2 –Financial planning.** Production meeting have taken place for in-house productions through the year. This has enabled directors to discuss their needs with

various teams and develop, which help of the show budget matrix, what would be a reasonable budget for the show. The individual teams, with collaboration with the director, are then able to manage this budget. This has removed some of the demand from directors and helped to ensure productions have realistic budgets that can be adhered to.

- **Objective 3 – Membership involvement.** The increase of “Friend of the Theatre” was agreed in the last AGM and implemented. We have seen in the last year more volunteers to Costume and the Technical teams. There have also been more new volunteers interested in directing which can be seen in the coming Season. The Front of House has also seen an increase in those trained to do Duty Manager and Box Office duties, however, due to the amount of people needed during a production, could always do with more volunteers. An Open Day was recently organised which saw many people through the doors and many interested parties in volunteering. Membership numbers have been on a steady increase with a few more Life Members also having joined.
- **Objective 4 – Reserve account.** The Management Committee with the Trustees have identified a reserve account and £15,000 has been moved to this account in case of need. This account is overseen by the Trustees and can be used in case of significant emergencies. This account can be added to when this is deemed fit and will be reviewed periodically within Management Committee Meetings. Any funds used from this account will be replaced as soon as it is practicable to the balance of £10,000.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** Little Red Riding Hood saw many young people have the opportunity to be involved in the theatre both in starring roles as well as with liaising with dance schools to have a team of young and accomplished dancers for the chorus. The Youth Theatre has also completed its second term with two separate groups developing their skills. Once this is more established the management committee will be looking to produce one show in the year run by the Youth Theatre.

Proposal for Objectives 2023/2024

The following are the community aims for the charity during 2023/2024.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** As in previous years, within this season The Wharf Theatre intends to produce up to eight in house productions throughout the season. The remit of the theatre being to provide a varied programme. A Social Media Manager will be appointed to continue with the running of social media.
- **Objective 2 – Risk Management.** The Management Committee will continue to ensure that risk assessments are up to date, and necessary drills will be conducted annually. Further fire drills will take place this year with at least one cast and with the Front of House team. The fire management risk assessment will also be update.
- **Objective 3 – Friends of the Theatre engagement.** The Spotlight newsletter will be planned to be sent quarterly. The reintroduction of a summer review or Wharf Awards will be investigated alongside other social evenings at The Wharf.
- **Objective 4 – Technical Training.** The technical manager will work to train other members of the technical team in lighting and sound design to increase the abilities of the team.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** The Wharf Theatre will continue in its commitment to involve young actors in the Wharf through the Youth Classes. The Management Committee will work with the Youth Theatre directors to produce a youth show for this season.
- **Objective 2 – Chaperones.** Chaperoning opportunities will be publicised to the membership. The Wharf will research providing DBS checks to its volunteers who are interested in chaperoning.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** To continue to liaise with visiting productions and local community drama groups to offer a variety of programming at The Wharf Theatre. The Wharf will put themselves forward to be a part of hosting Arts Networking Groups and Carnival Committee groups.
- **Objective 2 – Varied Programme.** To research and implement providing a wider programme of visiting productions outside of drama and music and report on the success of other genres.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package will continue enabling us to ensure the safety of our building. The Technical team will have re-cabled the auditorium and the building manager will have a running list of maintenance requests. Fundraising will take place for a project of the memberships choice that will improve the theatre beyond necessary maintenance.
- **Objective 2 –Financial planning.** The management committee will gather three quotes, a minimum of one to be a local supplier, bi-annually for services that are used throughout the year. The Management Committee will compare budget allocated to budget spent after each production within Management Committee meetings.
- **Objective 3 – Membership involvement.** The increase of lifetime “Friend of the Theatre” fees will be proposed and implemented if agreed. Audition notices will continue to be sent to the membership alongside notices of other volunteering opportunities will be sent periodically throughout the year.

Appendix A – Fundraising Projects

The Management Committee have identified some ways that The Wharf could be improved following fundraising. Though this list is not exhaustive, the committee would like to find out what area the membership would like the focus to be on in any potential fundraising. The fundraising itself may come from multiple sources including social events, specific performances, grants, or JustGiving.

Additional, suggestions are welcome bearing in mind that these suggestions are not to change the structure of the building and could be completed without closing The Theatre. We will be looking to vote on the night using a QR code so do bring your phones.

The current suggestions are:

- Relocating the disabled toilet (if possible),
- Refurbishing the bar including new flooring, worktops, fridges, and storage space.
- Reupholstering seating in the auditorium and re-carpeting the auditorium and backstage including improving the prompt space
- Purchasing new foldback speakers and radio mics for performances
- Refurbishing the dressing room space with more storage and improved kitchen
- Adding additional storage to attic spaces

Appendix B – Proposal to Increase Friend of the Theatre Fees

The Trustees and Management Committee are proposing an increase of the lifetime “Friend of the Theatre fee”. Currently, this cost stands at £200. The decision to increase this is due to having increased the cost of the annual membership from £20 a year to £25. The Trustees and Management Committee are proposing an increase from £200 to £250 to bring these prices in line with a lifetime fee being the cost of an annual fee over 10 years.

Appendix C – Management Committee Roles and Vacancies

The current Management Committee are due for re-election. If anyone is interested in standing for one of these roles, then an application form needs to be filled in and submitted a week before the AGM. This is to ensure that the applicant and the current member of the Management Committee can prepare to discuss with the membership present why they think they would be best fit for the role and a vote take place. There are also roles that are currently vacant listed below which can be applied for in the same way.

The roles are listed below with a brief description of the responsibilities (these are not exhaustive).

Bar Manager (currently Pete Winterton) – Bar stock purchasing and replenishment, managing the till, ensuring prices are up to date and fair, and holding the licenses.

Treasurer (Currently Emma Edwards) – Managing QuickBooks, managing bill payments, invoices, and reimbursements, liaising with accountants, sending invoices to visiting productions, and completing show by show accounts.

Secretary (Currently Bethany Ramsay) – Writing agenda and minutes for meetings, planning and writing packs for the AGM, scheduling meetings, and ensuring the Wharf Drive is up-to-date

Artistic Director and Bookings Manager (Currently John Winterton) – Creating the season programme, liaising with directors, overseeing new directors, applying for licenses, researching and communicating with visiting productions, managing the Wharf calendar including booking rehearsal space, agreeing prices with visiting productions and writing invoices. (This can be split into two roles)

Front of House (Currently Oliver Phipps) – Managing the volunteer rota and ensuring roles are filled, ensuring Front of House is clean and tidy before performances, ensuring volunteers are trained in the areas they work in.

Technical Manager (Currently Rob Bourne) – Managing the technical team and ensuring members are upskilled, ensuring performances and technical rehearsals have a technical team and lighting and sound is programmed, ensuring equipment is maintained and up-to-date and working with visiting productions.

Buildings Manager (Currently Carol Rendell) – Ensuring the compliance package is completed annually and that necessary works take place, management of the maintenance list, and ensuring necessary personnel can access the building.

Membership Secretary (currently Jon Lewthwaite) – Management of MemberMojo, ensuring members are updated on TicketSource to access discounts, and DirectDebit lists are up-to-date

Costumes Manager (Currently Gill Barnes) – Maintaining and sourcing costumes, cataloguing costumes, managing the costume store and its volunteers, and ensuring performances have costumes.

Online Publicity Manager (Currently Claire Blacker) – Managing the website and ensuring notices and newsletters are sent

Marketing Manager (Currently Karen Ellis – Stepping down) – Managing the publicity team, developing and building The Wharf publicity, writing copy for advertisement, ensuring physical publicity is in place

Social Media Manager Vacant – Managing the social media posts and ensuring posts go out regularly, liaising with the publicity team, and increasing the reach of the Wharf

Youth Manager Vacant – Overseeing involvement with young people at the Wharf by liaising with chaperones and youth directors and becoming point of contact for queries and concerns.

Appendix D – Management Committee Application

Name:	
Address:	
Phone Contact:	Email:
Signed	Date

Biography (Please complete a summary of yourself, skills, and experience)

What interests you about becoming a member of the management committee and how would you like to contribute (mention specific roles of interest)?

Please return this form to secretary@wharftheatre.co.uk

WHARF THEATRE

England & Wales - Charity number 900417

Accounts



Wharf Theatre Annual General Meeting 2022

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 28th APRIL AT 1900HRS

1. WELCOME AND APOLOGIES
2. CHAIRS ADDRESS
(See Chairs Report)
3. MINUTES
To approve the minutes of the last Annual General Meeting (See Minutes of AGM 1st JUNE 2021)
4. TRUSTEE REPORT
To update on the progress made by The Wharf. (See Trustees Report)
5. ARTISTIC DIRECTORS REPORT
To report on the new season and progression of the Youth Theatre. (See Artistic Directors Report)
6. ANNUAL REPORT AND ACCOUNTS
To approve the attached annual reports and review the accounts
7. AIMS AND OBJECTIVES.
To review the aims and objectives of the previous year and present the aims for the following year (See Aims and Objectives)
8. PROPOSAL TO INCREASE FRIEND OF THE THEATRE FEE
To discuss the increase of fees (See FRIEND OF THE THEATRE PROPOSAL)
9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES
To introduce and agree the changes to the management committee and to
10. ANY OTHER BUSINESS
To include any proposals from the floor or questions resulting from the evenings meeting
11. CLOSE

Trustees

Lewis Cowen

Anne Walker

Lyn Taylor

Management Committee

Pete Winterton – Chair and Bar Manager

Carol Rendell – Accounts Manager

Bethany Ramsay – Secretary

John Winterton – Artistic Director and Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Oli Beech - Buildings Manager

Jon Lewthwaite - Membership Secretary

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

Minutes of AGM 1st JUNE 2021

MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 1st JUNE AT 1900HRS

Present: Full Members - 20
Life Members - 2
Youth Members - 0
Non-Members - 0

Apologies Received: 4

1. WELCOME AND APOLOGIES

The Chair, Oli Beech, welcomed all present and read out the 4 received apologies

2. CHAIRS ADDRESS

The Chair gave a review of the Chairs Address (provided in the AGM agenda pack) including the current financial position of the theatre and news on separating the Trustees from the Management Committee as agreed within the previous AGM. The Chair offered thanks to all those who had been working to keep the theatre running during the global situation including Oliver Phipps for securing government funding and grants, the publicity team for their work in the Light it Red Campaign and the community for their generosity. He concluded in discussing how the management committee were working toward being more aware of the finances of the theatre and reviewing the costs of services to minimise expenses.

3. MINUTES

The Chair reviewed the minutes of the last AGM and asked the membership whether this was an accurate record. All present in agreement.

4. REVIEW PROGRESS OF TRUSTEE/MANAGEMENT COMMITTEE SPLIT

The Chair reaffirmed who was in named within the Trustees and Management Committee and commented he believe the split to be beneficial as a layer of check on the Management Committee and working to the advantage of the theatre.

The Chair handed over to the Trustees where Lewis Cowen spoke on the Trustees views on the split. He commented that although there initial communication issues this was now resolved and the current concern with the Trustees were on the finances with the theatre. Finances of the theatre were now on solid footing and Trustees were impressed with the fund raising efforts and the grants obtained. The Trustees were continuing to work with the Management Committee to hire an auditor and accountant to draw up finances each month.

5. ARTISTIC DIRECTORS REPORT

The Artistic Director, Debby Wilkinson, spoke on how this year had been limited in regards to new shows and much of her time had been spent on the rearrangement of the season with regards to government guidance to ensure any shows were possible. This included "My Mother Said I Never Should" as a rehearsed reading and "Gurglewink" which received an audience of 30 a night. The

new season is now in production with “Grimm Tales” in rehearsals and the initially cancelled “Jesus Christ Superstar” and “Glorious” due to take place later in the year. Debby concluded it was now everyone’s roles to encourage the audience back into the theatre and see live events.

Debby also spoke on the plans for a professionally led Youth Theatre that herself and Lyn Taylor (Trustee) had been working on. Two Youth Theatre directors have been appointed to work with two age groups meeting once a week from the Autumn. These groups would work towards annual shows. The management committee were currently working towards advertising this on the Wharf Theatre website and discussing bookings.

Oliver Phipps, Front of House Manager, also commented that over the period of lockdown online performance had been created. Across these videos had been over 10k views.

Debby Wilkinson opened the floor to questions to which there were none.

6. ANNUAL REPORT AND ACCOUNTS

Carol Rendell, Accounts Manager, reviewed the Treasures report (included in AGM Agenda pack). She confirmed that the bank balance for August 2020 had been August £34271. The final payment had been sent to Gaigers for the refurbishment, the Theatre had high premises costs but water rates had been refunded, and the costume sale had raised £6934 for the costume sale.

The Chair reviewed the balance sheet included in the AGM Agenda pack. The floor was opened up to questions.

Caroryln asked about the new costume store in regards to location, costs, and whether there was a good level of costumes. Debby Wilkinson commented that the costume store had moved to Bromham and we were currently not paying. Beth Ramsay, Secretary, clarified that cost would be £250 to £200 a month once paying which is reduced from £8000 a year costs from Bath Road. The costumes are reduced costumes down but still a healthy amount.

Abigail Newton asked is there a plan B should restrictions not be lifted or there are further closures. Oliver Phipps commented that we can currently open on 50% and there is a conscious effort to select performances with reduced license fees and can be socially distanced. Debby Wilkinson furthered this with clarifying that this seasons performances licenses were paid for the previous year due to postponements and there is an effort to working with what we have in terms of set and costumes to keep costs low. Abigail Newton asked if we were planning further shows. Debby clarified that there is a need for more directors at this point therefore there is a need to reach out and encourage new directors to get involved.

7. AIMS AND OBJECTIVES.

Bethany Ramsay, Secretary, reviewed the progress towards the objectives of last year. She commented that although progress had not been made in the way that was envisioned, due to the closure of the theatre, progress towards the aims had still been made through socially distanced performance and online performances. Work towards a youth theatre was underway, the building had been maintained by the management committee during the closure, and volunteers had received relevant training in the form of fire training within the technical team. The Aims of the

theatre would continue as they had been the previous year as progress was still to be made but the objectives had been reviewed and included within the AGM Agenda pack for the year ahead.

The Chair also commented that the Management Committee were working towards gaining more quotes, including quotes from local businesses in support of the community, to help reduce costs.

The floor was opened to question to which there were none.

8. FRIENDS OF THE THEATRE BENEFITS AND SHOW FEE

Bethany Ramsay confirmed the number of members at 186. She highlighted the new benefits that had been introduced to the Friends of the Theatre which included the reduced ticket prices and the introduction of a members area to the website where Friends of the Theatre would be able to access the minutes of Management Committee meetings. Beth also commented that the position of the show fee discussed at the previous AGM had not been forgotten and a survey had been created to send to the membership, however, with the theatre closure this would be delayed until the following year.

The floor was opened to questions. Abigail Newton asked if we had considered life memberships. Beth clarified that this was already offered at a £200 one off payment.

9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES

Bethany Ramsay clarified that all members of the management committee and trustees were appointed last year therefore there were no re-elections needed. The Chair asked if there were anyone who wished to join to which there were none.

10. ANY OTHER BUSINESS

Abigail Newton expressed her thanks to the Management Committee for their work over the year which was appreciated by all.

Lesley Scholes queried if a raffle would still be wanted for performances. Oliver Phipps confirmed it would be.

Lesley Scholes asked if there had been any correspondence from our patron. Karen Ellis confirmed he had been contacted but there had been no response. Debby Wilkinson expressed an interest in looking for another patron in addition who would be more local to the Theatre but was waiting to approach this after reopening.

Abigail Newton asked if the Management Committee had discussed the possibility that audiences may not want to return. Debby Wilkinson commented that it will take time therefore not expecting full houses immediately and we would all need to work towards promotion to nurture people back. Oliver Phipps commented that customer confidence would grow along with the reopening of the industry nationwide and during previous socially distanced shows had received reviews commenting how confident people were in the building.

Carolyn comer queried when the Youth Theatre would begin and of there were a minimum age. Debby clarified we were still in early stages but the summer workshops were available on TicketSource already with the termly sessions being discussed in regards to booking options. The groups would run with schools ages Year 6 – 9 and Years 10 to 13. She also clarified that each group would have space for 16 students with some concession places with the focus on quality and affordability.

11. CLOSE

The Chair thanked all for coming and thanked the rest of the Management Team and the Trustees for their work. The meeting closed at 20:00

Reports and Financial Statements from
1st September 2020 to 31 August 2021

Charity Registered No. 900417

Contents:

Legal and Administrative information

Report of the trustee board

Statement of financial activities

Aims and objectives

Balance sheet

Independent examination

Legal and Administrative Information

The trustee board presents its directors report and audited financial statements for the period from 1st September 2020 to 31st August 2021

Administrative details of the charity, its trustees and advisors

Charity Registered No. 900417

Principal Address: Wharfside, Devizes, Wiltshire, SN10 1EB

Trustees that served during the period

- Lewis Cowen
- Anne Walker
- Lyn Taylor

Independent Examiner

This will be David Owens accountants

Bank

Barclays Devizes Branch, 3 St John's Street, Devizes, SN10 1BQ

Structure, governance, and management

Governing Document

The charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gain skills required to run a charity.

Report of the Trustee Board

The trustees are delighted with the development of the theatre over the past 12 months with a series of excellent shows which have played to good houses. The front-of-house experience for the audience has been first-class and feedback from patrons has assured the trustees that the day-to-day running of the theatre is in good hands.

We were sad to hear that Debby Wilkinson has had to stand down as artistic director due to ill health. We wish her well and thank her for her tremendous work in getting the theatre through the pandemic and leaving the programme in good shape into 2023. We thank John Winterton for stepping into the breach at short notice.

Our main concern since we were appointed two years ago has been the finances, which fell to a worryingly low level during the first lockdown in 2020.

Since the theatre has reopened the accounts have been looking far healthier but our concern remains that there should be a 'rainy day' fund to fall back on in case a similar situation arises.

We acknowledge the efforts of the treasurer to find a suitable account into which a sum of money can be placed, which will yield an income for the theatre at the same time as providing a financial cushion in the event of unexpected expenses.

We are aware the search for this account is approaching an acceptable outcome and look forward to seeing it put into effect.

We also applaud the appointment of a bookkeeper and hope we can see more detailed monthly accounts.

Signed

The trustees: Lewis Cowen, Ann Walker, Lyn Taylor

Report of the Management Committee

Chairs Report

Hi Everyone

What another interesting year it has been for the Wharf Theatre. With more lockdowns at the beginning of the year again it looked like we could have another cycle of going to put on a show only for that nasty virus to put a stop to our plans. However, we will not be beaten and I'm pleased to say it looks like we are through the other side of this a little older and wiser.

Thanks to the past year there are a few things that we do a little different. The cleaners do an amazing job (We have had comments that our toilets are cleaner than the West End) and we still see some of our patrons in masks. Whatever it takes for everyone to feel happy coming out then I'm quite happy for them to keep doing so.

We have had some great shows with some great reviews this year already. The much delayed Jesus Christ Superstar, a show that never had the same cast two nights in a row, including the part of Jesus! I think contributed to at least some of the grey that John is now sporting, and as anyone involved will tell you, I'm surprised he has any hair left as I would certainly have been pulling my hair out. But in true theatre tradition, "the show must go on" and even one of the cast passing out on stage did not detract from what was a great show for us at the Wharf.

Glorious was exactly that, glorious. With some of the best off-key singing, I have heard since my last performance on stage. Although this was at least supposed to be off-key!

The pantomime was, as always, a roaring success enjoyed by all.

Allo Allo starting this year as a sell-out show followed by another sell-out in Sister Act Jr. I can say with confidence that the Wharf Theatre is back with a bang

The Management team as always have been working away behind the scenes to try and keep things moving. I am pleased to say that with the addition of a professional bookkeeper to assist Carol with the finances, and Oliver once again sitting through as many funding meetings as necessary to get us grants, it shouldn't be long before we see the new stage lighting that has been on hold for a while. Also this year, there will be a new sound computer and talkback system. All thanks to grants received.

Before I finish I think it is only right that I should say a special thank you to Debby who has reluctantly had to step down as Artistic Director. She has managed to steer us through some trying times and has arranged rehearsed readings, small cast shows and feel-good performances, just to get something on the stage. On behalf of the entire Management Committee, we would like to thank her for all she has done during her time in the role. She will still be hanging around the theatre as a cast member and director as we don't let people get away that easy.

During the course of the AGM, there will be opportunities for anyone who wants to get involved to do so and I can't wait to see what the next year has to bring.

Pete Winterton

Chairman

Report of the Management Committee

Artistic Director's Report

Reading back over last year's Artistic Director's report reminds me of just how turbulent the last 2 years have been!

I finished the last report hoping that *Grimm Tales* would go ahead in July 2021 as planned – and indeed it did, albeit to a socially distanced audience. However, it was wonderful to put a fully staged show back on at the theatre and my thanks go to a hard working (and extremely patient) cast and crew for making it happen – it was 3rd time lucky!

The autumn season opened with the long delayed and eagerly awaited *Jesus Christ Superstar*. The show wasn't without its problems as various members of the cast had to withdraw from either rehearsals or the show itself due to COVID testing regulations. I was amazed at just how calm director John Winterton seemed, waiting for a daily WhatsApp update. My thanks to go to everyone involved in keeping the show alive, but I must offer my especial thanks to Chris Worthy who stepped into the part of Jesus without any rehearsal, delivering a superb performance. Thanks Chris.

The three in house shows that followed were *Glorious* directed by Liz Sharman, *Dick Whittington* written and directed by Oliver Phipps and *Allo Allo* directed by Jemma Brown. These were all extremely successful shows, doing well at the box office and really helping to get the Wharf back to a financially secure place. The standard of these shows has been high with very strong casts and some new faces on stage too. Audience feedback has been wonderful with much praise for the professionalism of the shows, but also for the whole experience of attending the theatre. Live theatre has been much missed and the efforts that we have made over the last 2 years have not gone unnoticed. People have been grateful to have such high-quality theatre on their doorstep.

It was with a heavy heart that I stepped down from the role of Artistic Director in early March due to health problems. However, the remainder of 2022 is fully scheduled with all performing rights in place and so I hope that this gives plenty of time for a replacement to be found. My thanks go to John Winterton who agreed to step into the role in the interim.

Debby Wilkinson

Outgoing Artistic Director

With Debby having to step down as Artistic Director I have taken over this role. I would like to start by thanking her for her work over what turned out to be a particularly challenging period for the theatre. I am fortunate to be able to step into a much more organised schedule with the next season up to the Panto already in place prior to Debby handing over the reins. Now I have applied for the rights to the last show of that season in January.

We have an exciting run of shows with both visiting productions and our homegrown shows. It heartens me to see people back in the theatre with many new faces for our most recent shows, a couple of which were sold out, a trend I hope will continue. We will restart after the summer break with Hedda Garbler with Lewis Cowen at the helm. He has already secured a very good cast and I look forward to seeing this on the stage. Following this will be Picnic at Hanging rock which will be directed by Debby (so keep an eye out for the auditions for that.) Our Panto this year is a week later than normal but is another Wharf written show, Little Red Riding Hood. It's our Chairman's latest creation which should be a lot of fun if a little challenging for the tech crew as I've been told what he wants on stage!

If you have any shows that you would like to see on stage, please let me know. Even better if you would like to direct one, even if you have never done so before (we have a very good support structure in place for first-time directors) please stop me and have a chat. I am usually in the theatre somewhere or my email is listed on our website.

Finally, I would like to thank you all for your support of the theatre, and I hope to see you all in the near future at one of our shows.

John Winterton

Artistic Director

Report of the Management Committee

Financial Report

As you know the theatre was shut for most of the 20/21 financial year. We did manage to put three shows on when we were allowed to open, My Mother Said I Never Should, Adam and the Gurklewink before Christmas and in July 21 we put on Grimm Tales. All three shows were reduced audiences but we managed to sell most of the tickets that were available. During the year we received Covid 19 payments from Wiltshire Council this amounted to £20,205, we also received some more money from the just giving page and a little bit from Amazon Smile. There was also a £200 donation from one of our members this amounted to £814.

Please note that the accounts are still draft. They will be going to David Owens to be audited before they are submitted to the charity commission.

I now have some help with the accounts. Jenny Wilson is a qualified bookkeeper/accountant. So things will be done on time going forward. As we will share the workload.

The bank currently stands at £71,000. We are in the process of opening a savings account which we will transfer £15,000. This account will be over seen by the Trustees, we will hopefully be able to add this amount.

Carol Rendell

Accounts Manager

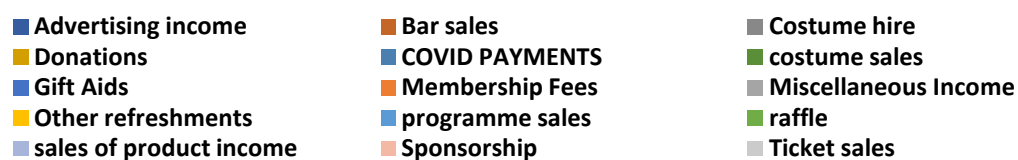
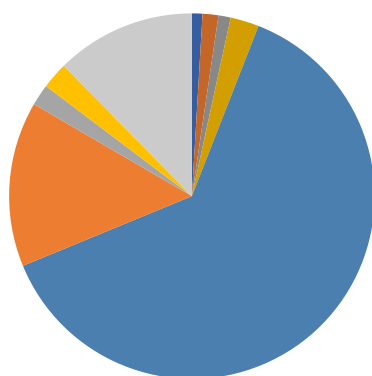
Income and Expenditure Account

	2021	2020	
	TOTAL		Variance
Income			
Advertising income	300.00	0.00	0
Bar sales	449.00	4,644.00	-4,195.00
Costume hire	348.00	276.00	72.00
Donations	814.00	23,333.00	-22,519.00
COVID PAYMENTS	20,205.00	0.00	20,205.00
costume sales	0.00	6,004.00	-6,004.00
Gift Aids	0.00	0.00	0.00
Membership Fees	4,702.00	2,943.00	1,759.00
Miscellaneous Income	609.00	0.00	609.00
Other refreshments	760.00	1,406.00	-646.00
programme sales	0.00	446.00	-446.00
raffle	0.00	401.00	-401.00
sales of product income	0.00	40.00	-40.00
Sponsorship	0.00	0.00	0.00
Ticket sales	3,972.00	17,524.00	-13,552.00
external ticket	0.00	2,588.00	-2,588.00
Venue hire income	0.00	169.00	-169.00
Total Income	32,520.00	59,774.00	-27,915.00
Direct costs			
Bar purchases	1,401.00	1,617.00	-216.00
Cost of Goods Sold	90.00	1,130.00	-1,040.00
Costumes	0.00	209.00	-209.00
Ice cream purchases	72.00	695.00	-623.00
raffle prize purchaes	0.00	44.00	-44.00
Other Front of House Purchases	174.00	199.00	-25.00
set building	499.00	1,028.00	-529.00
Props	133.00	0.00	133.00
external show payments	0.00	2,188.00	-2,188.00
Royalty fees	1,737.00	2,412.00	-675.00
Ticket Comission	0.00	967.00	-967.00
Total Direct costs	4,106.00	10,489.00	-6,383.00
	28,414.00	49,285.00	-21,532.00
Expense			
YOUTH THEATRE	420.00	0.00	420.00
Admin Expense	4,286.00	3,261.00	1,025.00
Bank charges	78.00	114.00	-36.00
Depreciation	0.00	0.00	0.00
Equipment	639.00	345.00	294.00

Income and Expenditure Account

Premises	9,201.00	9,909.00	-708.00
Professional Fees	0.00	0.00	0.00
Publicity costs	3,342.00	6,801.00	-3,459.00
Travel and Meetings	0	419.00	-419.00
Total Expense	17,966.00	20,849.00	-2,883.00
	10,448.00	28,436.00	17,988.00

Income by Category



Balance Sheet

As of August 31, 2021

	<u>Total</u>
Fixed Asset	
Tangible assets	
Depn Plant & Equip	-3,273.97
Furniture & Fittings Depreciatn	-13,358.12
Furniture and Fixtures	21,070.11
Plant & Equip	<u>5,517.60</u>
Total Tangible assets	<u>£ 9,955.62</u>
Total Fixed Asset	<u>£9,955.62</u>
Cash at bank and in hand	
Bond 12 month	0.00
Buildings account	0.00
Current account	36,442.84
Deposit Account	0.39
Petty Cash	<u>760.00</u>
Total Cash at bank and in hand	<u>£37,203.23</u>
Debtors	
Accounts Receivable	<u>300.00</u>
Total Debtors	<u>£300.00</u>
Current Assets	
Accured income	0.00
Prepayments	2,269.37
Stock	1,131.00
Sundry Debtors	0.00
Undeposited Funds	<u>0.00</u>
Total Current Assets	<u>£3,400.37</u>
Net current assets	<u>£40,903.60</u>
Trade Creditors	
Accounts Payable	<u>0.00</u>
Total Trade Creditors	<u>£0.00</u>
Current Liabilities	
Accrual	0.00
Sundry Creditors	<u>0.00</u>
Total Current Liabilities	<u>£0.00</u>
Total Creditors: amounts falling due within one year	<u>£0.00</u>
Net current assets (liabilities)	<u>£40,903.60</u>
Total assets less current liabilities	<u>£50,859.22</u>
Total net assets (liabilities)	<u>£50,859.22</u>
Capital and Reserves	
Retained Earnings	
Profit for the year	<u>10,448.00</u>
Total Capital and Reserves	<u>£50,859.22</u>

Balance Sheet

PREPAYMENTS

THE REVLON GIRL	£612
ALLO ALLO	£496
HIGOS INSURANCE	£1161.37

COMPARISONS BETWEEN YEARS ENDING AUG 21 TO YEAR AUG 20

YEAR	2021	2020
SUBSCRIPTIONS	237	110
AWARDS	0	239
INSURANCE	1904	1992
PHONE	587	674
ADMIN	420	258
PREMISES		
CLEANING	***2423	1027
REPAIRS/MAINTAINANCE	*6068	14488
WATER	444	1979
ROOM HIRE	0	90
RENT	**1423	1200
RATES	0	0
PUBLICITY	2910	6803
Youth theatre	420	0

*We had a new boiler installed during 20/21 costing £3024

**paid the final payment to CarterJonas

***Cleaning has gone up as we have new cleaners who make an amazing job especially when you have audience members coming up to you and saying how clean and bright the theatre is.

Balance Sheet

Show by Show for Autumn/Winter Season 20/21

Show	ADAM AND THE GURKLEWINK	MY MOTHER SAID I NEVER SHOULD	GRIMM TALES
ROYALTIES	0	90	600
SET	00	0	39
SCRIPTS	0	81	99
COSTUME	0	0	0
PROPS	52	0	0
PUBLICITY	0	0	206
TOTAL	52	171	944
PROGRAMMES	0	0	95
RAFFLE	0	0	60
TICKETS	652	552	2584
TOTAL	652	552	2739
PROFIT	600	381	1794

Aims and Objectives Progress and Proposals

The following shows progress towards the community aims for the charity during 2020/2021. Due to Covid-19, the work towards these aims and objectives has slowed but progression has been made as detailed below.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** As in previous years, the objective this season was to produce eight in house productions throughout the year. This year The Wharf is due to produce seven shows ranging from the comedic with Allo Allo, musical with Jesus Christ Superstar, and the poignant with Love Song. Previous postponements and licensing restrictions had dictated the seasons plan at the beginning of the year, but with tireless work from the Artistic Director the 22/23 season plan is already underway.
- **Objective 2 – Risk Management.** The Management Committee have worked throughout the year to ensure the theatre can reopen following government guidance wherever applicable. Volunteers have received all necessary training to safeguard the theatre and new show risk assessments have been produced.
- **Objective 3 – Friends of the Theatre engagement.** The publicity team have been working on developing a new form of newsletter to involve more content that matches the wants and needs of for the Friends of the Theatre. This has also involved surveying the current audience to see what is wanted. Additionally, benefits for the Friends of the Theatre have been introduced with ticket prices being reduced to negate booking fees. We have seen our membership grow to 260 members and have seen many new faces volunteer for all aspects of the theatre.
- **Objective 4 – Stage Lighting.** The stage lighting is in the process of being updated with LED lighting as well as a new sound computer and intercom system to bring the theatre more up-to-date. These have all been accomplished with grants from the Local Council. Additionally, we have seen the Technical Team grow in number to develop a more robust team.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** Dick Whittington saw many young people have the opportunity to be involved in the theatre both in starring roles as well as with liaising with dance schools to have a team of young and accomplished dancers for the chorus. The Youth Theatre has also completed its second term with two separate groups developing their skills. Once this is more established the management committee will be looking to produce one show in the year run by the Youth Theatre.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** In the year, the Bookings Manager has sought suggestion from Wharf Theatre audiences as to what visiting shows they would like to see in the theatre. Though this year there have been few visiting productions, over the season we have seen new visiting shows as well as favourite companies return to touring to The Wharf.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package has continued enabling us to ensure the safety of our building and the maintenance of the building has been carried out throughout its closure. Quotes for maintenance work outside of this package have been sought and a new boiler purchased. The theatre continues to work with the council to ensure the safety of the building.
- **Objective 2 –Financial planning.** The management committee continues to gather three quotes, a minimum of one to be a local supplier, for services that are used throughout the year. In this case costs for membership software, booking systems and programme printing have been sources and reviewed showing that our current suppliers are of the best price for our needs. Additionally, show budgets have been reviewed to create a new matrix for providing realistic budgets to directors. These have been developed through looking at past production average expenditures for props, costume, set and tech. through production meetings with directors show budgets will be discussed and then agreed by the management committee.
- **Objective 3 – Membership involvement.** Most areas of the theatre have seen a rise in volunteers over the past year especially in the Costume, Front of House, and Technical team. There are still some areas where more volunteers would be helpful such as with chaperoning to enable youth performers to be more easily included at the Wharf. Also, in lieu of a show fee, a script contribution has been asked of performers to aid in rising costs of other areas of the theatre.

Proposal for Objectives 2022/2023

The following are the community aims for the charity during 2022/2023.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** As in previous years, within this season The Wharf Theatre intends to produce up to eight in house productions throughout the season. The Artistic Director will work to ensure a varied, yet commercial, programme of in-house shows. Research into a social media will be implemented to increase the online presence of The Wharf and promote the Arts to a wider audience.
- **Objective 2 – Risk Management.** The Management Committee will continue to ensure that risk assessments are up to date and necessary drills will be conducted annually. Volunteers will continue to receive on-site training for their roles where necessary.
- **Objective 3 – Friends of the Theatre engagement.** The implementation of a new targeted Friends of the Theatre newsletters will be planned to be sent quarterly following feedback from a newsletter survey. The Management Committee will continue to develop ideas to engage the others and increase the membership.
- **Objective 4 – Technical Training.** The technical manager will work to train other members of the technical team in lighting and sound design to increase the abilities of the team.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** The Wharf Theatre will continue in its commitment to involve young actors in the Wharf through the Wharf Youth Theatre School. The Management Committee will work with the Youth Theatre directors to produce a youth show for this season.
- **Objective 2 – Chaperones.** Chaperone training will be researched and publicised to the Friends of the Theatre, as well as the wider community, to increase the opportunities for young people at the theatre.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** To continue to liaise with visiting productions and local community drama groups to offer a variety of programming at

The Wharf Theatre. The Management Committee will look into opportunities to engage with the local community in other events through liaising with other groups.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package will continue enabling us to ensure the safety of our building. The maintenance of the building is to be informed by this and carried out to ensure compliance getting a quote from a minimum of one local supplier where outside expertise need to be sought.
- **Objective 2 –Financial planning.** The management committee will gather three quotes, a minimum of one to be a local supplier, bi-annually for services that are used throughout the year. The introduction of a “show budget matrix” will be reviewed mid-season and at the following AGM.
- **Objective 3 – Membership involvement.** The increase of “Friend of the Theatre” fees will be proposed and implemented if agreed
- **Objective 4 – Reserve account.** The reintroduction of a reserve account, overseen by the Trustees, will be implemented to be used in case of emergency and provide The Wharf with more financial security.

Appendix A – Proposal to Increase Friend of the Theatre Fees

The Trustees and Management Committee, after looking at rising costs and the fees asked by other local groups, are proposing an increase of the annual “Friend of the Theatre fee”. Currently, this cost stands at £20 a year and has done for over 10 years. Currently, this fee is only mandatory for those actively involved in productions and the Trustees/Management Committee. This fee contributes towards the production the individual is involved in e.g. heating, maintaining, and cleaning of rehearsal spaces, tea and coffee, and hiring/purchasing of additional materials, and the cost of bills.

Those not involved in a production do benefit from having booking fees negated when buying tickets for all shows at The Wharf. This means that 10 tickets purchased throughout the year at the “Member Ticket” rate would mean this fee is recouped.

The decision to increase fees this has come from looking into how other local theatre groups run. Most, if not all, theatre groups in the local area currently ask for both a membership fee and a show fee which can equate up to £60. The Wharf Theatre at present only asks for a small annual membership fee. Nevertheless, The Wharf has the addition of our own building. This is something that other groups may not have the luxury of, but also, they do not have the responsibility of upkeep. The addition of a show fee brings us in line with other groups and enables us to become a more modern company.

The Trustees and Management Committee are proposing an increase from £20 to £25

Appendix B – Management Committee Application

Name:	
Address:	
Phone Contact:	Email:
Signed	Date

Biography (Please complete a summary of yourself, skills, and experience)

What interests you about becoming a trustee and how would you like to contribute (mention specific roles of interest)?

WHARF THEATRE

England & Wales - Charity number 900417

Accounts

Wharf Theatre Annual General Meeting 2021

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 1st JUNE AT 1900HRS

1. WELCOME AND APOLOGIES
2. CHAIRS ADDRESS
(See Chairs Report)
3. MINUTES
To approve the minutes of the last Annual General Meeting (See Minutes of AGM 22nd SEPTEMBER 2020)
4. REVIEW PROGRESS OF TRUSTEE/MANAGEMENT COMMITTEE SPLIT
To update on the progress made by the decision agreed at the last AGM to split the trustees and management committee. (See Trustees Report)
5. ARTISTIC DIRECTORS REPORT
To report on the new season and plans for a Youth Theatre School being developed. (See Artistic Directors Report)
6. ANNUAL REPORT AND ACCOUNTS
To approve the attached annual reports and review the accounts
7. AIMS AND OBJECTIVES.
To review the aims and objectives of the previous year and present the aims for the following year (See Aims and Objectives)
8. FRIENDS OF THE THEATRE BENEFITS AND SHOW FEE
To highlight the current benefits of the membership and review the position of the show fee discussed at the previous AGM
9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES
10. ANY OTHER BUSINESS

To include any proposals from the floor or questions resulting from the evenings meeting

11. CLOSE

Trustees

Lewis Cowen

Anne Walker

Lyn Taylor

Management Committee

Pete Winterton – Chair and Bar Manager

Carol Rendell – Accounts Manager

Bethany Ramsay – Secretary and Membership Secretary

Debby Wilkinson – Artistic Director

John Winterton – Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Oli Beech - Buildings Manager

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

Minutes of AGM 22nd SEPTEMBER 2020

MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES

TUESDAY 22ND SEPTEMBER AT 1900HRS

Present:	Full Members	18
	Life Members	3
	Youth Members	0
	Friends	0
	Non-Members	0

Apologies Received: 7

1. WELCOME AND APOLOGIES

The Chair, Oli Beech, welcomed all present and read out the 4 received apologies

2. CHAIRS ADDRESS

The Chair spoke on the current position of the theatre financially and commended the membership on the fundraising and donations that had been received over the previous months during the theatre closure. He also thanked members for the time they had given in workshops and sales. The current financial status of the theatre is now healthy and is looking to reopen as soon as possible.

3. ANNUAL REPORT AND ACCOUNTS

The treasurer highlighted the financial report for the year 2018/19 and announced the current bank balance was now at £33,000.

John Winterton enquired why the payment of the band for Little Shop of Horrors was listed under "Professional Fees" not against the show. Carol explained that on the QuickBooks System it does appear next to the show.

Rob Bourne asked if the final Gagiers payments would come out of the current bank balance. Carol confirmed the final Gagiers payment has already been completed

4. PROPOSAL TO INTRODUCE SHOW FEE

Debby Wilkinson discussed the financial status of the theatre and previous high cost to the theatre in making the building compliant. This led into the proposal of the show fee which was introduced before opening the floor to questions and comment.

Lewis Cowen spoke in opposition of a show fee due to feeling this would discourage people to take part in the theatre, especially for less popular productions. He also had concerns over the admin restraints in ensuring payment of the fee. Lewis also emphasized that some may not be able to afford a show fee. An increase of membership fees was suggested instead. Debby Wilkinson replied

that payments would be completed electronically, and concession rates could be considered for those who could not afford a show fee.

Emma Ingram commented that some people who do not pay the membership as it stand therefore was unsure how we would be able to police a show fee.

Louise Peak ask about the amount of members and whether an increase of membership fee would be worth more. Beth Ramsay replied that we stand at 183 members and the increase of a membership fee may be worth more dependent of how many would stop paying a membership if this were raised. Investigations into this would be looked at.

Kay Bowyer commented that a show fee would be disadvantaging the people who had been approached specifically to fill a part. Debby Wilkinson commented that as artistic director she will be working on selecting shows we were confident we could cast through people attending auditions rather than needing to ask people to volunteer.

Emma Waters suggested getting feedback from members who currently act at the Wharf to see if they would be receptive to a show fee. A discussion around this resulted in an action for Beth Ramsay to create a survey for the membership highlighting different options. Louise Peak also suggested a script fee to be added to this survey

No vote took place as other options arose which need to be researched.

5. PROPOSAL TO CHANGE TO MANAGEMENT STRUCTURE AND VOTE

Pete Winterton introduced the proposed changes to the constitution and introduced the management structure proposal. The floor was opened to questions.

Pete Franks queried what the term “natural person” was. David Thew was able to confirm this referred to someone who has been registered to be born as a person.

David Thew asked about the change of members to friends. Beth Ramsay confirmed this was a terminology change to encourage support for the theatre without a feeling of expectation to actively volunteer. David highlighted that constitution still named people as members and this may need to be clarified and changed to the correct terminology. Louise Peak also suggested a clarification on the website of this change of terminology.

Louise Peak asked if there will be a handover will there be a handover between current and new trustees. Debby Wilkinson Clarified there will be. Pete Winterton clarified that you cannot be both trustee and in the management committee, however.

Emma Ingram asked if the legal restriction in being a trustee (e.g. having debt) would also apply to the management committee. Debby Wilkinson confirmed this wouldn't be the case.

6. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE

Beth Ramsay directed the membership to Appendix G for the list of proposed members of the management committee. The management committee members were introduced and it was clarified that these individuals are the same as have been fulling these roles across this year.

Motion to change the management structure with the current management committee was supported. Carried

7. ELECTIONS TO THEATRE TRUSTEES

Beth Ramsay directed the membership to Appendix D and introduced the role of the trustee. Oli Beech called forward the nominations for trustees

Lewis Cohen was proposed by Debby Wilkinson and seconded by Beth Ramsay. Carried

Ann Walker was proposed by Beth Ramsay and seconded by Debby Wilkinson. Carried

Lyn Taylor was proposed by Debby Wilkinson and seconded by Beth Ramsay. Carried

Di Waterman also put name forward and was given a nomination form to complete and return to the theatre for consideration

8. ANY OTHER BUSINESS

David Thew notices a few semantic errors in the aims and objective. Beth Ramsay confirmed that he should send these to her to review.

Emma Ingram has been asked to raise a concern from another member. It had been reported they were unhappy about renewing their membership when this year they had seen no benefit. Debby Wilkinson said that the situation across the country was unavoidable and should they choose not to pay this was their choice. Kay Bower asked if extending memberships would be an option. Beth Ramsay commented that as there is no standard month for renewal this would be difficult to do and make it fair for all members. It was reiterated that membership fees are used to support the theatre.

Debby Wilkinson spoke on the reopening of the theatre following government guidance. Upcoming shows until Christmas were introduced. Additionally, the importance of the arts both in performance and social aspect was highlighted.

9. CLOSE

The chair thanked everyone for their attendance and the meeting closed at 8:15



Reports and Financial Statements from
1st September 2020 to 31 August 2021

Charity Registered No. 900417

Contents:

Legal and Administrative information

Report of the trustee board

Statement of financial activities

Aims and objectives

Balance sheet

Independent examination

Legal and Administrative Information

The trustee board presents its directors report and audited financial statements for the period from 1st September 2020 to 31st August 2021

Administrative details of the charity, its trustees and advisors

Charity Registered No. 900417

Principal Address: Wharfside, Devizes, Wiltshire, SN10 1EB

Trustees that served during the period

- Lewis Cowen
- Anne Walker
- Lyn Taylor

Independent Examiner

Richard Hopkins

Bank

Barclays Devizes Branch, 3 St John's Street, Devizes, SN10 1BQ

Structure, governance, and management

Governing Document

The charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gain skills required to run a charity.

Report of the Trustee Board

At last year's AGM the membership approved a change of structure in which members of the management committee would stand down as trustees and a separate board of trustees be appointed.

Lyn Taylor, Ann Walker and Lewis Cowen were duly elected as trustees and we have held regular meetings, mostly via Zoom, during the last nine months.

Our main focus has been on the company's finances which, we must stress, have been secure, although they have sailed quite close to the wind on at least one occasion. We have worked closely with the treasurer and other members of the management committee to put the finances on a firmer footing, by seeking to employ a professional bookkeeper or accountant to prepare the monthly accounts and a recognised firm of accountants to audit the accounts annually.

This work is in progress.

We are delighted how well the theatre has coped through the very difficult challenges posed by the pandemic, with fundraising at a record high, and we approve of economies sought, such as the relinquishing of the Bath Road Business Centre premises in favour of much cheaper accommodation for our wardrobe in Bromham.

We are also delighted that the youth theatre is being put on a more professional footing with paid directors appointed for both junior and senior groups.

We look forward to the theatre becoming operational again next month and will continue to work with the management committee for the benefit of the members and the community.

Lyn Taylor

Ann Walker

Lewis Cowen

Report of the Management Committee

Chairs Report

Hi everyone,

Well where do I start this year, back in February 2020 we were all gearing up for another great season and looking forward to a much needed summer of sunshine. There was a bit of concern about some sort of cold thing that was coming from abroad but no one was that concerned. Fast forward twelve months and we are gradually easing out of our third period of lockdown where the theatre world has all but ground to a screeching halt.

As a management committee we have had some tough decisions to make. To close a show was not an easy decision to make but we are glad we did, as if we had not then that decision that would have been made for us by the government. We also had to have a long hard look at all aspects of the Wharf Theatre and what a lock down would do to our finances. Some of the decisions we made were easier than others but we hope that you'll agree that they were a prudent move.

We have, following the delayed 2020 AGM appointed Trustees outside the Management committee so that we can be seen to have an additional level of check to any important decisions. We have reduced and moved the costume store for which I must give the biggest of thanks to Gill and all the team for making that happen. I also feel that I should give special thanks to Oliver who has been working extremely hard filling in for me after I went on holiday to try and get as much money in grants and other subsidies to replace income from ticket sales. In fact the whole management team who have been poring over every set of government guidelines issued and making sure that the Wharf has been forefront in the national theatre campaign to "light it in red" to save theatres nationally.

We have also decided to take a long look at what we are paying for services everything from posters to gel for the lighting we want to make sure that we as a management committee do everything we can to minimise expenditure in what has been a very trying time and protect our theatre for years to come.

I would also like to thank our amazing Friends of the Theatre and members of the general public in the Devizes area. They have been generous with their response to the costume sale, ticket sales for the couple of shows we managed to squeeze in between lockdowns and indeed just general donations. This has given us the added incentive as a team to make sure that the amazing donations that have been given will be looked after and managed in the best way possible. Going forward we are trying hard to make sure you have the very best quality shows, not only home produced but national touring productions that are available to give you all the widest possible range of entertainment.

To finish I would like to say it has shown us that we truly are a community theatre and we will continue to work hard to bring that community the best possible theatre experience without the need to travel miles.

Pete Winterton
Chair of the Management Committee

Report of the Management Committee

Artistic Director's Report

As many of you will recall I took over the role of Artistic Director from Lewis Cowen in January 2020 and we all went into Lockdown 1 in March. What a narrow escape Lewis had!! Sadly, my first annual report cannot contain fond memories of great performance successes, but it can contain a summary of the year just experienced and my hopes for the future.

Shortly after we closed the theatre it became apparent that the theatre was in financial difficulty. The pandemic put the theatre immediately into a challenging position, unable to recoup refurbishment spends with upcoming box office receipts. Once the position came to light the whole management committee worked quickly and tirelessly to launch a Just Giving fundraising campaign which, together with the costume sale, a large one-off donation and various government grants quickly put the theatre back on its financial feet. To boost fundraising and general theatre awareness I gathered a small team of performers to each learn and perform a monologue which was filmed by Chris Watkins and distributed via social media. My thanks to Freddie Underwood, Lewis Cowen, Jess Whiley and Helen Langford for joining me in producing this work.

As restrictions lifted over the summer and early autumn I directed a small cast in a rehearsed reading of 'My Mother Said I Never Should'. It was such a joy to create theatre again, albeit in a socially distanced way. However, the day before we opened one of our cast had to self-isolate and so again I must thank Helen Langford for stepping into the role of Rosie and saving the day. Performed for just 2 nights 'My Mother Said I Never Should' was extremely well received and reviewed. We will be performing a fully staged version of the play in late January 2022. Fingers crossed.

The November lockdown threw us off track again and 'Gurglewink' written and directed by Helen Langford had to move into December and Grimm Tales (due to be in December) moved to January but was then cancelled again. It is scheduled now for July 2021. Gurglewink was a super piece of children's theatre and it was such a joy to see the theatre alive again. Thanks to everyone involved.

Since then, the theatre has been dark. My job has mainly involved changing performing rights on a regular basis and keeping up with government guidelines. But as restrictions lift I am hopeful that I can spend more of my time doing what an Artistic Director is supposed to do and I look forward to working with as many of our members as possible over the coming year.

For now, we are cracking on with rehearsals for Grimm Tales which will be the opening post Lockdown 3 performance. We are determined to get this show on to the stage and what fun it will be!! I can't wait. And then we will see Jesus Christ Superstar and Glorious in the early autumn, both productions have been sitting in the wings for well over a year.

One thing I have personally wanted to see at The Wharf Theatre for very many years is a professionally led youth theatre. Youth theatre work is challenging and is too much of a commitment for most volunteers. This has meant that although we have had some excellent youth work in the past it has not been consistently available. By appointing a freelance professional youth theatre director, we aim to launch a sustainable long term youth theatre which will be a great asset to the theatre and fulfil our aims and objectives in this area. By the time you read this report I hope that we will have appointed our Youth Theatre Director/s.

Developing a youth theatre alongside our adult company will be a great way to rebuild as we come out of this very difficult time. We will be reminded of the fun, laughter, joy and companionship that theatre can provide, and we will experience once again the thrill of live theatre. We need to be courageous and encourage everyone to leave their sofas and Netflix behind! The theatre industry has had a complete battering and we are part of the grass roots rebuild.

We have an important job ahead.

Debby Wilkinson

Artistic Director

April 2021

Report of the Management Committee

Financial Report

It has been a difficult year for the Wharf Theatre due to Covid 19. At one point it was looking quite grim for us. However, due to the generosity of the people who love and support the theatre we have survived the pandemic.

The bank balance at the 31st August 2020 stood at £34,271. The overall profit is £25,551. We have made the final payment to Gaigers. You will notice that the premises is a little high, this was due to the Water Rates which we have now refund. We have had a grant from the Area Board of £5000 this for the Technical side of the theatre. We also had a costume sale which brought in £6934.

I would like to thank everyone who worked really hard to keep our lovely theatre going. Also thank the lovely people donated money to help us.

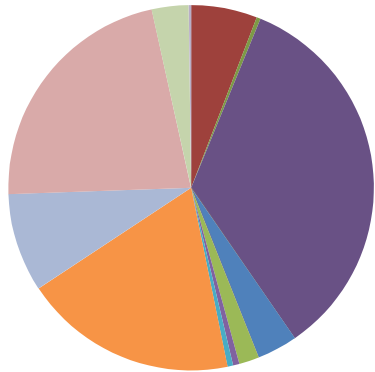
Carol Rendell
Accounts Manager

Income and Expenditure Account

	2020	2019
INCOME		
Advertising Income		2,216.53
Bar Sales	4644.31	7,684.60
Costume Hire	276.00	352.00
Gift Aids	0	416.54
Membership Fees	2833.50	3,092.90
Other refreshments	1406.60	2,695.60
Programme Sales	446.00	542.50
Raffle	401.00	536.00
Ticket Sales	17524.26	39,778.48
External tickets	2588.48	0
Donations	27133.34	0
Venue hire income	168.75	1,168.75
Costume sale	6934.20	0
Grant	15000.00	0
TOTAL INCOME	79356.44	54,050.84
DIRECT COSTS		
Bar Purchases	1572.49	3,842.59
Cost of Goods Sold	1130.37	651.13
Costumes	209.04	1,283.04
Ice Cream Purchases	695.40	1,672.20
Raffle Prize Purchases	45.25	80.06
Other Front of House	243.81	296.06
Set Building	1027.71	1,404.71
Props	0	1,001.28
Royalty fees	3515.80	4792.65
External Royalty Fees	2607.65	9782.00
Membership Cards	0	31.91
	0	60.00
Vehicle hire		
Ticket Commission	967.68	387.38
TOTAL DIRECT COSTS	12015.20	25,285.01
GROSS PROFIT	67341.24	28,765.83
EXPENSE		
Admin Expense	3309.99	3,164.01
Bank Charges	124.97	140.89
Depreciation	8,312.58	8,312.58
Equipment	316.80	659.52
Premises	22504.99	17,154.30
Professional Fees	0	1,550.00
Publicity Costs	6801.64	8,133.99
Travel and Meetings	419.36	214.00

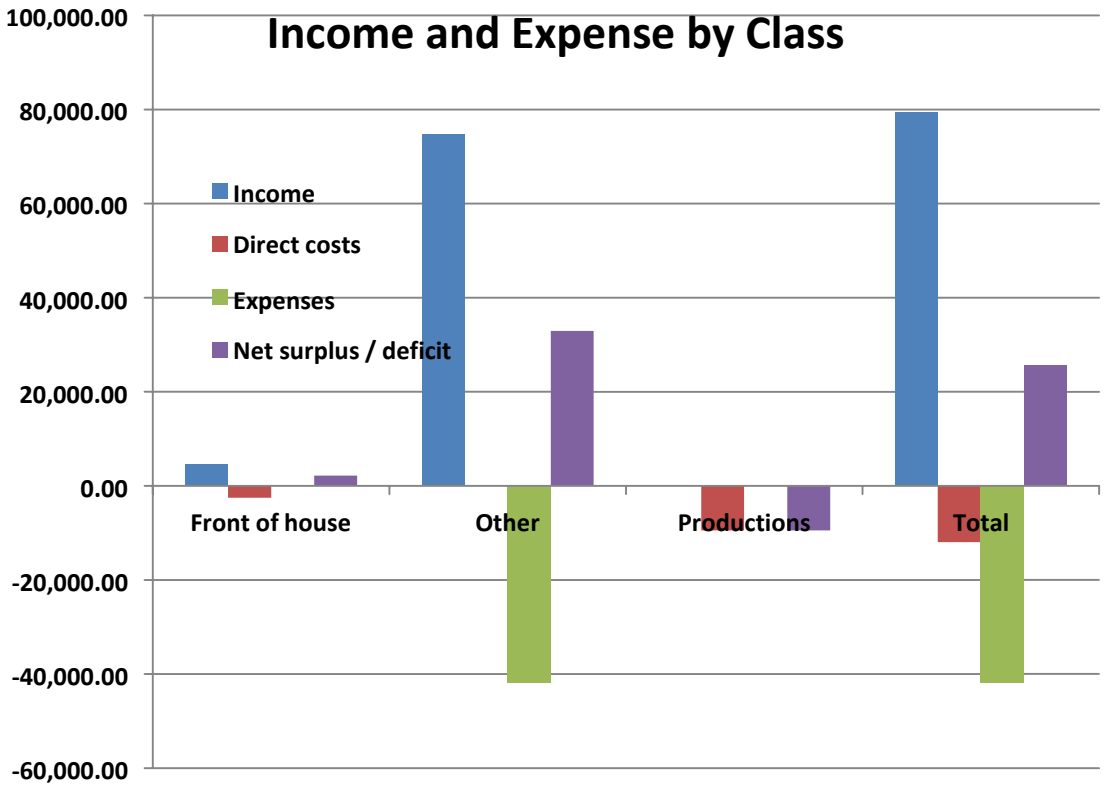
TOTAL EXPENSE	41790.33	39,329.29
LOSS FOR THE YEAR	25550.91	-10,563.46

Income by Category



- Advertising income
- Bar sales
- Costume hire
- Donations
- Investment Income
- Gift Aids
- Membership Fees
- Miscellaneous Income
- Other refreshments
- programme sales
- raffle
- GRANT

Income and Expense by Class



Balance Sheet

WHARF THEATRE
BALANCE SHEET AT 31ST
AUGUST 2020
Total

Fixed Asset	Cost	Deprn	Net
Plant & Equip	3,428.70	-935.10	2,493.60
Furniture & Fittings	28,447.59	-7,377.48	21,070.11
Total Fixed Assets			23,563.71
Cash at bank and in hand			
Current Account			34,271.08
Deposit Account			0.39
Petty cash			320.00
Total Cash at bank and in hand			34,591.47
Debtors			
Accounts Receivable			0.00
Total Debtors			
Current Assets			
Accrued Income			
Prepayments			3,720.27
Stock			0
			3,720.27
Net Current Assets			38,311.74
Trade Creditors			
Accounts Payable			0.00
Total Trade Creditors			
Current Liabilities			
Accrual			0.00
Sundry Creditors			0.00
Total Current Liabilities			
Total Creditors			
Net Current Assets (Liabilities)		38,311.74	
Total Net Assets (Liabilities)		61,875.45	
Capital and Reserves			
Loss for the year		25,550.91	
Total Capital and Reserves		61,875.45	

WHARF THEATRE

REGISTERED CHARITY NO. 900417

Financial Statements for the year ended 31 August 2020

Based on the information provided, I hereby certify that the
attached financial statements to be a true and fair view of the
financial statements of the Wharf Theatre, Devizes
for the year ended 31 August 2020

R Hopkins
R Hopkins Accountancy & Taxation
Services Ltd
16 Brickley Lane
Devizes
Wiltshire
SN10 38Q

Prepayments

Higos	1161.37
My Mother Said	630.00
Glorious	540.00
Grimm Tales	600.00
Carter Jonas	1388.90
	<hr/>
	3720.27

Comparisons between 2019 and 2020

ADMIN	2020	2019
SUBSCRIPTIONS	109.80	215.00
AWARDS	239.40	91.96
INSURANCE	1991.92	1958.18
PHONE	674.99	695.45
STAMPS/POSTAGE AND STATIONERY	285.28	733.90
	3301.99	3694.49
<u>PREMISES</u>	<u>2020</u>	<u>2019</u>
CLEANING/RECYCLING	1026.92	1459.76
	14488.58	1532213
REPAIRS/MAINTENANCE		
WATER	1979.17	1611.57
SERVICE CHARGE (BATH ROAD)		629.27
ROOM HIRE	90.00	130.00
RENT	4556.68	6140.24
RATES	363.64	891.56
	22504.99	26184.53

*PUBLICITY	6802.64	7648.15
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*This figure does include the banners, posters for the shows.

Show by Show for Autumn/Winter Season 20/21

SHOW	TURN OF THE SCREW	LIVING TOGETHER	CINDERELLA	THE CARETAKER
ROYALTIES	518.40	540.00	0	540.00
SET	62.00	89.00	180.00	58.00
SCRIPTS	107.00	120.00	0	80.00
COSTUMES	102.00	48.00	58.00	0
PROPS	0	0	0	0
TOTAL	805.40	797.00	238.00	678.00
TICKETS	3272.00	2716.00	8029.00	3507.00
PROGRAMMES	95.00	96.50	156.50	91.00
RAFFLE	75.00	101.00	140.00	85.00
TOTAL	3392.00	2913.00	8325.00	3683.00
PROFIT	2587.00	2116.00	8087.00	3005.00

Aims and Objectives Progress and Proposed Objectives

The following shows progress towards the community aims for the charity during 2020/2021. Due to Covid-19, the work towards these aims and objectives has slowed but progression has been made as detailed below.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** The Wharf Theatre intended to produce eight in house productions throughout the financial year. Due to the closure and restrictions, the year did not go ahead as planned. Nevertheless, two productions (My Mother Said I Never Should and Gurglewink) were run during the times the theatre was able to open following Covid Guidelines. A new artistic director will be in place who has already begun to plan the next year of shows in order to meet this objective next year.
- **Objective 2 – Risk Management.** The theatres risk assessments have been reviewed and volunteers have continued to receive on-site training for their roles where necessary. Additionally, the management committee and Front of House Team have worked within Covid Guidelines to ensure the theatre could reopen as and when able to safely.
- **Objective 3 – Membership engagement.** Newsletters have been sent throughout the year as an when possible in the global climate. Due to the closure of the theatre this hasn't been as regular as intended, however, this objective will continue into the following year. The Management Committee has changed the term "member" to friend to increase engagement in supporting the theatre without expectation of involvement. In addition, booking fees for Friends of the Theatre have removed as an additional benefit.
- **Objective 4 – Stage Lighting.** An updated technical strategy is now in place. Funding for new lighting has been secured and this will be updated in the following year. The technical team will continue to encourage and train volunteers within the technical crew and currently have increased the size of this team by two.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** Though this year the possibility of a Youth Performance has not been possible, the introduction of a Youth Theatre has been researched and has begun to be implemented. A structure is in place for a year round Youth Theatre School and advertisements for a paid position of Youth Theatre teacher has been publicised with the initial aim of running a summer school. The Youth Theatre will produce two shows a year. The success of this will be monitored throughout the year by the Artistic Director.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** Unfortunately, with the closure of the theatre there have been no visiting shows for this period, however, with the intended reopening in May this has already resulted in four external bookings. This will continue into the following year to encourage a variety of visiting productions. The cost structure to visiting groups and venue hire has been competitive with other similar venues. The costing structure is now also affordable for local groups outside of The Wharf Theatre having been reduced this year for all local hiring.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package has continue enabling us to ensure the safety of our building and the maintenance of the building has been carried out throughout its closure. Quotes for maintenance work outside of this package have been sought, for example, in the case of looking to purchase a new boiler. The Wharf Theatre has also reduced its costing in storing costumes through terminating the contract for Bath Road Unit 2 and selling surplus costumes raising over £6,000 for the theatre.
Objective 2 –Financial planning. The management committee continues to gather three quotes, a minimum of one to be a local supplier, annually for services that are used throughout the year. In this case costs for membership software, booking systems and programme printing have been sources and reviewed showing that our current suppliers are of the best price for our needs.
- **Objective 3 – Membership involvement.** The introduction of a show fee was discussed in the last Annual General Meeting and it was decided the Friends of the Theatre would be surveyed to gain full opinions in the matter. Due to the closure of the theatre it has not been deemed appropriate to continue with a show fee at this time, however, a survey has been created to look into this in the future. Additionally, the introduction of supplementary volunteering expectations for Friends of the Theatre performing in shows have also not been implemented due to productions not running this year.

Proposed Aims and Objectives 2021/2022

The following are the community aims for the charity during 2021/2022. Many are carried over from the previous year due to the closure of the theatre.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** As in previous years, within this season The Wharf Theatre intends to produce eight in house productions throughout the financial year. The Artistic Director works to ensure a varied, yet commercial, programme of in-house shows. Social media will be implemented more often to gain feedback and promote the Arts to a wider audience.
- **Objective 2 – Risk Management.** The Management Committee will continue to ensure that risk assessments are up to date and necessary drills will be conducted annually. Volunteers will continue to receive on-site training for their roles where necessary.
- **Objective 3 – Friends of the Theatre engagement.** Newsletters updates will be planned to send monthly. Targeted Friends of the Theatre newsletters, with more “behind the scenes” and personal content, will be planned to be sent bi-monthly. The Management Committee will continue to develop ideas to engage the others and increase the membership.
- **Objective 4 – Stage Lighting.** Plans to upgrade the stage lighting have been submitted will be implemented by the end of the year. The technical team will continue to encourage and train volunteers within the technical crew.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** The Wharf Theatre will continue in its commitment to involve young actors in the Wharf through the Wharf Youth Theatre School. The success of this will be monitored throughout the year and reported on in the next AGM. The Youth Theatre will include two separate age groups and each group will produce one show in the year.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** To continue to liaise with visiting productions and local community drama groups to offer a variety of programming at The Wharf Theatre. The Bookings Manager will seek suggestions and feedback from Wharf Theatre audiences to gain insight into potential future bookings relevant to

our audiences.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package will continue enabling us to ensure the safety of our building. The maintenance of the building is to be informed by this and carried out to ensure compliance getting a quote from a minimum of one local supplier where outside expertise need to be sought. The Management Committee will continue to follow government guidance regarding the reopening of theatres and develop plans in accordance with this.
Objective 2 –Financial planning. The management committee will gather three quotes, a minimum of one to be a local supplier, annually for services that are used throughout the year. This is to check that the best services (both cost and quality) are being used. This enables The Wharf Theatre to ensure both financial viability and the support of local businesses.
- **Objective 3 – Membership involvement.** The introduction of a show fee, in line with other local drama groups, will revisited through a survey of the Friends of the Theatre. The introduction of supplementary volunteering expectations for those performing in shows to be developed and introduced to address difficulties in gaining volunteers for some areas.