

Registered Charity No: 1163202

THE DEARNE PLAYHOUSE
REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2020

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THE DEARNE PLAYHOUSE
LEGAL AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31 MARCH 2020

Full Name:	THE DEARNE PLAYHOUSE
Registered Charity Number:	1163202
Correspondence Address:	The Dearne Playhouse Dearne Welfare Hall Washington Road Goldthorpe Rotherham S63 9EF
Trustees:	Cllr May Noble Beverley Foster Martin Colman (deceased April 2020) Stella Burton Mike Lawrence
Chair:	Cllr May Noble
Bankers:	Yorkshire Bank 1A Peel Square Barnsley South Yorkshire S70 2PL
Independent Examiner:	Steph Tolson Community Accountant BCVS Services Priory Campus Pontefract Road Barnsley S71 5PN

THE DEARNE PLAYHOUSE
TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2020

The Trustees present their annual report and accounts for the year ended 31 March 2020.

Structure, governance and management

The Dearne Playhouse is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission and governed by its constitution, dated 19 August 2015.

The members of the CIO are the charity trustees. Membership of the CIO cannot be transferred to anyone else. The members of the CIO have no liability to contribute to assets and no personal responsibility for settling debts and liabilities in the event of winding up.

The affairs of the charity are managed by the trustees, who may exercise all the powers of the charity.

Appointment of Trustees

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustees can act only to call a meeting of the trustees or appoint a new trustee. There is no maximum number of trustees.

One third of the Trustees will retire at a properly convened meeting of the charity trustees each year but may be reappointed.

Each new trustee is given a copy of the constitution and the latest trustee's annual report and accounts, on or before appointment.

The trustees who served during the year are shown on page 3 of this report.

Charitable aims and objectives

The objectives of the charity are:

1. To promote the arts for the benefit of the public, and in particular the Dearne Valley communities, by production and performance of drama, mime, dance, music and singing, and the establishment and maintenance of a theatre known as The Dearne Playhouse on premises known as the Miners' Recreation or Pleasure Ground at Goldthorpe.
2. To promote regeneration in areas of social and economic deprivation (and in particular the Dearne Valley) for the benefit of the public by all or any of the following means:
 - The advancement of education, training or retraining, particularly among unemployed people
 - The provision of educational, recreational and leisure facilities for the public at large or for those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances have need of such facilities
 - Such other means as may from time to time be determined, subject to the prior written consent of the Charity Commissioners for England and Wales.

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TRUSTEES' REPORT continued
YEAR ENDED 31 MARCH 2020

Activities undertaken and achievements during the year

In shaping the objectives for the year, the trustees have paid due regard to the public benefit guidance published by the Charity Commission.

- The Dearne Playhouse commenced trading as a new Charitable Incorporated Organisation (CIO) on 1st April 2016. The charity entered into a new lease with Barnsley Metropolitan Borough Council on the 14th November 2016. The responsibility for the playhouse now rests with the CIO from this day forward. In the 2017 financial year assets and liabilities were transferred from Dearne Community and Miners Welfare Scheme, the registered charity that previously managed the site.
- During the financial period ending 31st March 2020, the charity's operations were managed on a daily basis by 3 employees, the Theatre Manager, Facilities Manager and a part time cleaner. Approximately 140,000 people patronised the Playhouse in 2019-2020 and it is only with a significant group of invaluable 'hands on' volunteers that this has allowed it to continue to function.
- The cinema which was created in the Playhouse is attracting good numbers and runs every month with our Musical Memories project. This is aimed at the elderly to reduce isolation. We show a film, have a singer and free buffet.
- The business plan that was put in place is still on-going with new proposals being added as we are moving forward.
- The theatre is now self-sufficient, operating under a new business model showcasing its open in-house performances, allowing additional income to be realised, reducing reliance on external funding.
- Throughout 2019-2020, the theatre continued to see local dance school performances and festivals, which provides a good stable source of revenue during the year.
- The Theatre Manager is still working closely with an external artistic director to identify new opportunities to increase revenue from ticket sales by producing low cost in-house shows that utilise local dance schools, in turn generating enhanced ticket sales.
- The theatre has changed 100% of their stage lighting to LED lights which in turn, helps our carbon footprint and saves money on energy bills. The money saved will go into future projects with young people in the area.
- The theatre has continued to provide affordable theatre skills courses to local young people and has plans to expand this into an established youth theatre. The theatre has identified a need for this provision in the local area at an affordable cost opposed to commercial theatre schools which can be too expensive for some local young people.
- The Dearne pantomime every December continues to grow well both in audience numbers and financially. A marketing and promotion campaign in the early part of the year led to a good level of support from local residents but we also give tickets away to local groups and families who would not be able to afford to attend.
- The theatre has now introduced a summer pantomime which is very successful but still in its early stages. We are confident this will improve year on year and will fill the summer holiday gap where historically the theatre is quiet.
- The theatre continues to have a good track record for retention of existing user groups with almost a 100% repeat booking record. The theatre has now attracted around 7 new user groups this year.
- The theatre has benefitted from increased venue rental prices in Doncaster and Barnsley pricing some users out of their regular venues and into the Playhouse.

THE DEARNE PLAYHOUSE
TRUSTEES' REPORT continued
YEAR ENDED 31 MARCH 2020

- The theatre has been decorated and a lot of essential maintenance work has taken place.
- Despite dedicated full time staff, the Playhouse still relies heavily on its volunteer staff for a number of crucial roles integral to the smooth running of the venue. The theatre had lost a few crucial members of the volunteer team, mainly due to age and other commitments but we have run a recruitment drive and have managed to gain some new volunteers. This meant we were able to hold more events during the financial year which resulted in increased income.

Future Plans

- As last year, our future efforts are concentrated on keeping the Playhouse open for the community of the Dearne Valley because it is so much more than just a theatre. Work will continue with our users/partners to build on the successes achieved so far. This will involve maintaining income to ensure there is funding for utilities and maintenance costs.
- We will continue to apply for grants and develop relationships with organisations who may wish to use the place – these are important for income generation necessary to improve the overall financial health of the venue, reduce operational costs, reduce reliance on external funding and form a basis for future developments and growth.
- The building itself requires capital investment, and whilst over the last 2 years we have invested in upgrading the interior with new lighting and décor, the need to repair the roof, and create outdoor activity spaces are still a priority. We will work with Barnsley Council to plan funding for this as well as apply to National Heritage Lottery Funding.

Covid-19

The Theatre was forced to close its doors on 23rd March 2020. For the Theatre this meant that not only the planned performances were cancelled but all the bookings for customers who hire the playhouse for their own use were also cancelled. This was an immediate loss of revenue necessary to pay for the upkeep of the building.

The trustees immediately decided to furlough all three salaried staff on 1st April, 2020 as soon as they had tied up essential business including applying for a Government Covid-19 business support grant. The Playhouse was successful in receiving £25k and this has provided essential income to cover ongoing costs.

Throughout the year, due to government guidance and restrictions the theatre has not been able to reopen its doors, despite efforts to plan for socially distanced use. We are confident that we can continue to maintain the cost of running the organisation, until the end of March 2021 when we hope to be able to re-open the theatre again. The biggest impact of Covid has been on the community, loss of theatre and activities in the area, especially when the impact of Covid has increased social isolation and mental health issues.

THE DEARNE PLAYHOUSE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

1. Accounting policies

Basis of the preparation of the accounts

The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross annual income of £250,000 or less.

Classification of income & expenditure

Income and expenditure has been analysed in the accounts using natural classification.

Funds structure

The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from grants and donations of a general nature, member subscriptions & fees, charges for goods and service provided and payment for service contracts delivered.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific purposes.

2. Restricted funds

	Income £	Expenditure £	Closing balance £
BMBC - grant for lighting equipment	7,126	(7,126)	-
	<u>7,126</u>	<u>(7,126)</u>	<u>-</u>

- A grant was received from BMBC towards the cost of new stage lighting.

THE DEARNE PLAYHOUSE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

3. Funds held as agent

The charity receives income from tickets sales for performances at the Playhouse. This income is collected on behalf of third party theatre groups and the charity is legally bound to pay over the funds to the various groups. The transactions are therefore not recognised in the Receipts and Payment Account. The funds are held in a separate bank account and the balance, due to third party groups, at the year end was £2673.

4. Trustee & related party transactions

There were no transactions with any trustee or related party to a trustee during the reporting period.

5. Land and Buildings

A 50 year lease exists between the Barnsley Metropolitan Borough Council and the charity, in respect of the Dearne Welfare Hall, Washington Road, Goldthorpe, Barnsley.

6. Bar income

Bar Income arises from the sale of food and drink to members of the audience at the Playhouse. The bar is not open for business at any other time, or to members of the general public, the trading is therefore ancillary to primary charitable purposes and is exempt from tax.

7. Assets Retained for the Charity's Own Use

Fixed Assets:

- Lighting control desk
- Memory control desk
- Sound desk
- Vending machine
- LED lighting
- Production Room system
- CCTV system
- Projector/screen (Cinema Club)
- Fridge/freezer
- Laptop x 2
- Stage Lighting system

THE DEARNE PLAYHOUSE
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Receipts					
Grants received	2	25,000	7,126	32,126	21,668
Hire Income		64,030	-	64,030	57,683
Pantomime Income		19,747	-	19,747	12,327
Bar Income	6	11,245	-	11,245	17,670
Equipment hire		210	-	210	-
Total receipts		120,232	7,126	127,358	109,348
Payments					
Salaries cost		55,588	-	55,588	52,739
Bar costs		12,394	-	12,394	14,192
Licences		1,802	-	1,802	3,333
Rates		1,570	-	1,570	1,331
Insurance		1,231	-	1,231	1,133
Utilities		7,974	-	7,974	8,840
Telephones		649	-	649	797
Repairs & maintenance		2,873	-	2,873	3,904
Waste disposal		857	-	857	830
Pantomime expenditure		4,632	-	4,632	9,050
Equipment & assets		756	7,126	7,882	12,138
Printing & stationery		388	-	388	327
IT Support		110	-	110	110
Professional fees		903	-	903	1,253
Sundry & Miscellaneous Expenses		1,151	-	1,151	836
Total payments		92,878	7,126	100,004	110,813
Surplus/(Deficit)		27,354	-	27,354	(1,465)
Total funds brought forward		6,104	-	6,104	7,569
Total Funds Carried Forward		33,458	-	33,458	6,104

THE DEARNE PLAYHOUSE
STATEMENT OF ASSETS & LIABILITIES
AS AT 31 MARCH 2020

	2020	2019
Monetary Assets:		
Yorkshire Bank Current Account	£33,058	£5,704
Petty Cash	£400	£400
Total monetary assets	<u>£33,458</u>	<u>£6,104</u>

Assets:


Bar stock for resale, to the value of £1,564, was held at 31.03.20

A list of fixed assets retained for the charity's use is included in note 7 to the accounts (page 12)

	2020	2019
Liabilities:		
Accountancy fee	£725	£725
PAYE Liability	£1,085	£1,898
	<u>£1,810</u>	<u>£2,623</u>

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:



May Noble, Chair

Date: 2nd December 2020

THE DEARNE PLAYHOUSE
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 MARCH 2020

I report on the accounts of the charity, which are set out on pages 9 to 12.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts, under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145 (5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records, in accordance with section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;

or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date: 2nd December 2020

Steph Tolson
Community Accountant
BCVS Services
Priory Campus, Pontefract Road, Barnsley, S71 5PN

THE DEARNE PLAYHOUSE
TRUSTEES' REPORT continued
YEAR ENDED 31 MARCH 2020

Risk Management

The trustees are responsible for risk management. A review of strategies to mitigate risk has taken place and formed part of the proposed changes in establishing the Charitable Incorporated Organisation. The new risk management strategy includes:

1. An annual review of the risks the new CIO may face.
2. The establishment of systems and procedures to mitigate those risks identified in the strategy, will include:
 - Formal agenda for minutes of trustee meetings.
 - Formal written policies where appropriate.
 - Vetting procedures as required by law for the protection of children and vulnerable adults.
3. Risk assessments will be carried out on all major projects undertaken by the charity and are required for grant applications in any event.
4. The new CIO is being supported by BMBC's Risk and Governance manager who will assist the trustees in developing appropriate arrangements for the management of risk.

The Charity's policy on reserves

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future and are working towards holding at least 3 months running costs in reserve at any one time. Based on current year expenditure this equates to £23,000. The actual reserves held by the charity on 30.03.20 was £33,458 (2019: £6,104) which exceeds this level. This has been achieved through receiving an unrestricted grant at the year end to help with Covid-19 restrictions.

Related parties

The trustees consider that there are no related parties to the charity.

Trustees responsibilities for the financial statements


The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity at any time and enable the trustees to prepare financial statements for each financial year. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Financial Position

The financial statements are set out in pages 9 to 12. The Receipts and Payments Account shows a net income for the year of £27,354 (2019: net deficit £1,465). The total funds of the charity at year end, to be carried forward to 2020-21, stand at £33,458 (2019: £6,104).

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees:

Signed:  _____ Date: 2nd December 2020
May Noble, Chair