



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 5<sup>th</sup> April 2019 To 6<sup>th</sup> April 2020**

**Charity name: Razed Roof**

**Charity registration number: 1128337**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Razed Roof is an inclusive theatre company for people with and without severe learning difficulties and disabilities ("SLDD").</p> <p>We believe that the performing arts provide opportunities to improve the quality of life for everyone involved.</p> <p>Our aim is to bring these opportunities to the communities and individuals that we work with.</p> <p>Mission Statement:</p> <p>"Developing theatre and work skills for those with and without learning disabilities"</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Razed Roof seeks:</p> <ul style="list-style-type: none"><li>-To widen participation in the performing arts for people with learning difficulties and disabilities;</li><li>-To develop an inclusive environment for people with a wide range of abilities;</li><li>-To create a supported and supportive environment in which work skills relevant to the performing arts industry can be developed;</li><li>-To model and promote social inclusion through the medium of performing arts within the wider community.</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees have read the guidance on public benefit issued by the Charity Commission.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Razed Roof does not issue Grants
Policy on social investment including program related investment	Para 1.38	Razed Roof uses funds given to it, it does not invest or redistribute funds to other Charities
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Artistic Director gave a speech regarding what Razed Roof has achieved and it is appended at the end of this Document. This gives the best indication regarding what Razed Roof has achieved in the Financial year.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Razed Roof has received a combination of both restricted and unrestricted reserves in the Financial year. Razed Roof has used the restricted reserves to carry out those specified projects.</p> <p>This has left Razed Roof in a strong position at the end of the financial year with reserves retained which will allow Razed Roof to fund its activity throughout the next year.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Razed Roof holds restricted reserves. Razed Roof obtains funding for specific projects. Funding obtained for these projects will be restricted to be spent solely on those activities which ensure Razed Roof achieve the objectives of the Project. The terms of the restriction on each project will be specific to that project and will be agreed prior to the funding being received by Razed Roof.</p> <p>Razed Roof also holds unrestricted reserves. These consist of donations which do not have any restrictions placed upon them and thus Razed Roof has the option to use these resources on activities which meet Razed Roof's wider objectives and management but do not necessarily meet the specific restrictions that may be placed upon restricted funding.</p>
Amount of reserves held	Para 1.22	At the end of the financial year, Razed roof had £63,328 in unrestricted reserves and £6,000 as restricted reserves,
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	At the end of the Financial year, there are no uncertainties about Razed Roof as a going concern .

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>In the Year this was £5,000 from the Essex Community Foundation, £4,030 from Lancaster School and £1,500 from the JP foundation. all of which were restricted funding</p> <p>The largest source of unrestricted funding Razed Roof received was £6,000 from the Woodroffe Benton Foundation.</p>

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		Razed Roof is a single Trust
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected/reappointed through nomination at the AGM.  Trustees can also be appointed at a Trustees meeting provided that at least three trustees attend the meeting and agree the appointment

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Razed Roof
Other name the charity uses	None
Registered charity number	1128337
Charity's principal address	The Old Post Office , High Street , Roydon , HARLOW , CM19 5EA

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Glynnis Bainbridge	Chairperson		
2	Michael Doone	Treasurer		
3	Isobel Urquhart	None		
4	Tony Edwards	None		
5	Rosemary Shaw	Secretary		
6	Claire Klyn	None		
7	Chris Vince	None		
8				
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## Corporate trustees – names of the directors at the date the report was approved

Director name	Role	
Annette Lidster	Artistic Director	

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None Exist		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

#### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Doone	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	29/01/2020	

Context

This pandemic year has changed so very much and most of our plans have had to be put on hold. Like everyone else, Razed Roof has had to operate in a very different way, constantly adapting and changing, in-line with the changing demands of government requirements and 'safe-practice' advice.

We have been acutely aware that most of our performers, and the people with whom we work, have been amongst the harder-hit in the community. Many have had to shield and, some living with elderly parents, not having seen others or even to having left the house for nearly nine months.

As technology proved to be a helpful tool for some, we are also aware that some of our most vulnerable have no access to devices, nor have the understanding of how it works. It has been very tough for some.

Over 2020, we have tried to find ways to access as much activity as we possibly can: the year falls distinctly into Pre- Lockdown-One and the rest of the year. For the first three months we were making exciting progress with our many plans.

Spring Term.....

Razed Roof calendars: We distributed our 2020 desk calendars which were based on our last year's environmental-themed production: 'Desmond, the One-Eyed Hedgehog'. All members of Razed Roof received one.

New Production: We were working, together with a new cohort of sixth-form students from a nearby mainstream school, to devise our new production, 'InForm2020'. These students were given opportunities to direct scenes for the show. The work created was exciting.

This show, inspired by 'Harlow Sculpture Town', involved everyone engaging in lots of research, and also several visits and tours to experience and photograph the sculpture collection. We included a visit to the Gibberd Gallery and spoke to artists.

We designed, printed and posted the publicity for the show. We worked with the Playhouse technical team to plan and plot the technical aspects (sound/lighting/effect) for the production. We were making and preparing the props and costume.

Workshops: A small team of RRoofers were running weekly workshops for the Yr10+11 and also a Transition Leavers Group .at Lancaster Special School in Southend. We were preparing for a production, developing a show based on the theme of 'our environment'.



We ran a day of workshops for Essex University students (Southend Campus) and involved students from the Special School as an opportunity towards their 'Transition in the Community'.

Performance Opportunities: We devised and performed two movement pieces at the Harlow Civic Centre for the Holocaust Memorial Commemoration ceremony.

We travelled to Cambridge Junction to participate in an Arts Council supported initiative 'Scratch', where we performed excerpts from 'InForm2020'. We were proud to be the first group of performers with Learning Disabilities to participate in this.

We were invited to perform to open an Arts conference involving the Arts Council England with C.E.O. Darren Henley, the S.E Region Director; and the Regional Engagement Officer of ACE,, along with many civic representatives

Community Contacts: Razed Roof were visited by the Head of Engagement from the Barbican Centre and the Lead on their Box Project, who participated in a session with the view to developing some collaboration.

We were beginning to planning to tour our new production to a theatre in Portsmouth, with a residency to engage people with learning disabilities from the area in the project.

A RR Trustee had bequeathed a significant sum of money; we were exploring having a Razed Roof sculpture created. Potentially to be sited outside Harlow Playhouse, this involved liaison with many civic representatives; the Arts Trust ; Councillors; a casting Foundry

Other events: Together with some of the students from Lancaster Special School, we organised a fun trip to a London theatre to see 'School of Rock'. Everyone wanted more!

We ran a Music and Dance Evening for Razed Roof and all our supporters. Over a hundred people came along to enjoy the varied mix of live musicians, and to dance to the band who played out the evening.

Lock-Down and After.....

Social Media: We had entered four of the Razed Roof team for the London Vitality 10K Run; they had been training and getting sponsorship. With the cancellation of the London event, our runners shared their efforts on-line through social media. Also, one of our women with a Learning Disability began her 'Dance for the NHS' a daily on-line activity that she has maintained for over

nine months.

Our Razed Roof Facebook page has been a good way to keep in touch with those who can access the internet. We have had Facebook activities involving some ongoing games and challenges. 'Guess the Show' is popular with some very competitive participants eager to guess the music or the photo of a scene from a past RR show. There have been some challenges to create and post images of Harlow Sculptures adapted to Easter; opportunities to post and share research; and a request to make and show a Christmas hat.

When restrictions were eased, allowing outside garden contact, a RR team arranged access to one of the residential homes where we ran workshops in their garden, maintaining social-distance, with a 'Bubble' of residents. This was very successful while the weather was kind and the ground dry.

A London Casting Agent made contact over a new TV series. We were able to work separately with three individuals who fitted the casting brief to audition for the part. Through phone calls and outside meetings, each person was supported with line-learning from the script and each assisted to film their audition to be sent to the Casting Agent. Two of the three were asked to give a further, better quality audition, so a camera-person was organised to film these second auditions. The TV Production company did not select our actors but we hear they were shortlisted to the final 20 out of the 100+ applicants.: what a great experience!

Razed Roof were required to move all our stored props out from a storage unit and from the Playhouse; it was a mammoth task over a couple of weeks, as we were unable to have some of our participants assisting; but all is now stored in an empty shop space in the local shopping mall. Early Autumn, it looked like we might be able to meet again in a restricted way. We had a 'Covid-Secure' meeting in the Playhouse with participants, their carers, some Trustees and the Theatre Manager. We shared our news, explored hopes and concerns, the theatre manager explained safety procedures in the building; we discussed what sort of 'safe return' we could offer. A Risk Assessment was prepared, the Trustees approve it....but then there were new government restrictions and the theatre could no longer host us..

Community Contacts have continued through attendance at Zoom meetings: Meetings of charity leaders via Rainbow our Community Voluntary Association; Meetings of our Cultural Leaders group, in person, then via Zoom; Meeting to consider a collaboration with the Gibberd

Garden; Meeting to consider collaboration and making a funding bid for a disabled 'port-a-loo' at

Parndon Mill + funding support. Meeting and discussion with our partner schools to explore possibilities.

The staff team have been in frequent contact to plan and organise, but also some of the staff team have volunteered for Covid support groups working in the community: delivering shopping; providing phone support (MIND); and assisting with the NHS community vaccination roll-out at the Medical Centre. We have also liaised with the programme leader at Central School of Speech and Drama in London to have one of their Year3 degree students on a placement with Razed Roof. Contacts with our Razed Roof participants has happened through e-mailed Up-dates; through social media (Messenger, What's App, Facebook); and through Zoom. Some of our participants who cannot access the internet, have had phone calls and socially-distanced home visits. An Xmas activity sheet was also distributed (with opportunities for photos of the drawings, crafts, and cooking completed to be posted for others to see on Facebook).

Razed Roof successfully applied for the 'Curtain Up' project with The Old Vic Theatre.

RR was one of 10 groups selected from across the country to participate This enabled us to have three workshops and to see two of their productions.

The workshops were to be 'in person' but then had to be changed to be on-line via Zoom It was a learning curve for us all; however Razed Roof linked-up with our Special School and had 30 participants enjoying this great opportunity, along with our placement student from Central and with one of our patrons: the London playwright Judith Johnson. The theme was 'A Christmas Carol' and later, we also watched the stage production via Zoom.

This Old Vic project, inspired the Razed Roof team to try to organise some Zoom sessions ourselves. Quickly learning how to host Zoom, we ran a 'Christmas Fun + Games Zoom' which made many participants so happy to be in contact with their friends again. More Zoom sessions are being planned for Spring 2021

We have recognised two of our young people with a Jack Petchey Achievement Award for their extra efforts in this difficult year. One of our long-term supporters has been recognised with a post-humous Jack Petchey Leader's Award.

This virus has not passed us by: members of our staff team have been ill with Covid19, others

have had to isolate or shield; some of our volunteer supporters have also been infected, and one tragically died after many weeks on a ventilator.

A very tough year but we are hoping that, very soon, Razed Roof will be able to all meet again in person....to resume our exciting plans.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Razed Roof

On accounts for the year  
ended

6<sup>th</sup> April 2020

Charity no  
(if any)

1128337

Set out on pages

*(delete this to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

16/01/2021

Name:

Maurice Mills

Relevant professional  
qualification(s) or body

(FCCA) Association of Certified Chartered Accountants

(if any):

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**Address:**

19 Isaacson Road

Burwell

Cambridge, CB25 0AF

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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