



Trustees' Annual Report for the period

Period start date		Period end date		
From	Day 06	Month April	Year 2018	To
	Day 05	Month April	Year 2019	

Section A

Reference and administration details

Charity name

Playback Theatre South West

Other names charity is known by

Registered charity number (if any)

1161665

Charity's principal address

13 Blue Ball Flats

The Grove

Totnes

Postcode

TQ9 5ED

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	Arnet Donkin			
2	Francis Porter			
3	Jet Kamphuis			
4	Jill Lewis			
5	Katie Chaplin			
6	Steve Hennessey			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Playback Theatre South West (PTSW) is governed by a board of **six** trustees. Two freelance artistic directors are engaged to run the day to day business of the charity. PTSW deliver projects through two performing companies; Mirror Mirror - a company of six freelance performers and Tarte Noire - a women only company of fourteen members.

Trustees have adopted the following policies and procedures:

Financial management
Safeguarding
Equality and Diversity
Training and Development
Risk Assessment
Complaints Procedure
Managing Volunteers

PTSW is associated with the School of Playback Theatre UK (SPTUK), which is affiliated with the Centre for Playback Theatre in New York. PTSW is a member of the International Playback Theatre Network (IPTN). PTSW is a local and independent organisation with wider links to Europe and beyond. It works in collaboration with statutory and third sector organisations, universities and other charities – NHS, CVS, British Psychological Society, Students and Refugees Together (START), Torbay Young Carers and Plymouth University.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. Promote **equality and diversity** by undertaking activities to foster understanding between people from diverse backgrounds.
2. Promote **social inclusion** by supporting those at risk of becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them in integrating into society.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Playback Theatre is a participatory improvisational theatre form that is designed to **strengthen communities, build resilience and enable positive change.**

Playback Theatre South West engages marginalised and minority groups. We provide the opportunity and environment for people to share their enlightening stories, ideas, emotions and experiences through the medium of Playback Theatre. Two groups deliver performances. Mirror Mirror works with all genders and all ages; Tarte Noire works with women of all ages and backgrounds.

In **2018 – 2019** Playback Theatre South West has provided activities to support the refugee community and develop skills that support their social integration in Plymouth.

We have provided opportunities for women to gain understanding of issues that affect their lives, strengthen their voices in their communities and build confidence to take leadership roles. Women from different cultures have grown understanding of each other's lives and built connections promoting equality and diversity and social integration.

We have built social cohesion and community resilience through regular open performances in community venues in Devon.

We took part in Clinical Psychology events at Plymouth University and we assisted British Psychological Society SW Branch's annual conference exploring the theme 'Public Health and Social Justice - Stronger Together'

We provided training for Playback Theatre practitioners with School of Playback Theatre UK to develop their skills and attended peer supervision for Accredited Trainers to share good practice.

The main activities of the charity are overseen and approved by the Trustees to ensure they are in accordance with the declaration issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

Trustees and members of the performing companies Mirror Mirror and Tarte Noire volunteer in the following ways; fundraising; awareness raising; promotional activities; rehearsal time; administrative support.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Supporting Refugees

Attendance doubled this year in the Refugee Women's Creative Group. Refugee women built strong friendships across diverse backgrounds, improved their spoken English, grew in confidence and became less isolated and more socially integrated. Families were strengthened and supported in Plymouth City and Truro, Cornwall. 32 sessions in total were attended by an average of 20 women per session and 12 young people in Plymouth City and 5 sessions for 8 newly arrived women in Truro. Women from Iraq, Iran, Syria, Turkey, Kurdistan, Pakistan, Malaysia, China, Eritrea, Albania, Sudan, Somalia, Nigeria, Egypt, Azerbaijan, and Afghanistan came together and shared stories of their cultural backgrounds, their arrival in UK and how they manage their integration into their new lives. On International Women's Day Playback Theatre facilitated a process where refugee women spoke openly about FGM, following a brave presentation by a Sudanese woman. 300 women attended this event in Plymouth. Building on the success of this day we are now involved in a steering group with refugee women and Plymouth and Devon Racial Equality Council to create three events annually - putting women's events firmly on the map in Plymouth.

'Having the playback sessions has helped women find a voice and feel that they are valued. As the women take charge of what they want to share people feel safe to discuss any area and not pressured. Running the sessions as a block has really helped the women as they know what to expect at each session and this is also helpful to our planning.' **Susie Dent, Manager at START (Students and Refugees Together) Charity**

Student volunteers face many challenges working with refugees and need to provide support to their clients. Our team-building sessions support them with difficult emotions arising from the work they do and they are better equipped to support these vulnerable people and offer a welcoming environment for the women and children in the women's creative groups.

Supporting Women

Women's issues brought to life by Tarte Noire Women's Playback Theatre Company in 12 regular local performances. These performances offered insight and support for women audiences through the sharing of life experience that happens in Playback Theatre. Women's voices have been strengthened in performances and Open Rehearsals empowering women by taking part in a supportive group of women. Themes this year have been *'Our fights for freedom'* (Summer 2018) *'Anger- it's expression and suppression'* (Autumn 2018) *50 Shades of Red – suppression and expression of Anger* (Spring 2019) and *'Be Bold for Change'* for International Women's Day.

'Thank you for creating such a powerful performance but more importantly a place to share and listen to our stories.' **Audience member**

'I was in awe of how you explored the various experiences and questions people shared. Your responses were so tender, delightful, poignant, respectful and honouring.' **Audience member**

Supporting Community

Community resilience has grown as local performances have offered a space for difficult and taboo subjects to be discussed and explored in a non-judgemental and open setting. Airing taboo themes can ease stigma and shame. Community performances have supported emotional release and unburdening has taken place within the community and people have offered advice and support for each other by sharing their own experiences. These themes attracted people who have never seen Playback

Theatre before. Members of a homeless group of men and women were given complimentary tickets to the performance on Anger. Participating freed them to express strong emotions within their own devised performance about domestic abuse, in Exeter. Company members attended their devised performance and our artistic directors will run some workshops for their group in the future.

'It was like coming home! What a fabric we wove! You were amazing. Much respect. Thank you.' **Audience member**

Tarte Noire 10 Year Anniversary was celebrated with a community event in collaboration with Mirror Mirror, which was attended by 100 people including past audiences, donors and supportive friends. A presentation about our charitable work was made by trustees and celebrated, followed by a performance on the theme of community connections. A Project Summary document was prepared for the occasion to celebrate past achievements and looking ahead to future projects and funding.

Supporting Young Carers

A residential weekend for young carers is in development with Torbay Young Carers organization, aimed at Young Carers aged between 11-16 years to support and strengthen them in their lives at home and school.

"Playback sessions strengthens them (young carers) by taking part in a bigger context and seeing others' stories. They've seen others are doing it and still standing" **Angela Poole, Support worker Torbay Young Carers.**

Training

In collaboration with UK School of Playback Theatre our Artistic Directors delivered two Level 2 training weekends, 'Facets of the Story' and 'Attending to the Social Dimension'. 24 people from across the world participated as part of a year-long Practitioner training programme.

Local training in Playback Theatre was delivered in affiliation with Centre for Playback Theatre and the UK School of Playback Theatre at Level 1 and Level 2. 'Role of the Conductor' weekend developed local practitioners skills and Level 1 over 10 weeks introduced Playback Theatre to a new group of 10. This group intends to form a new community Playback Theatre Company responding to community issues locally. As accredited trainers the artistic directors teach ethics and good practice in Playback Theatre, develop performance skills and build confidence for participants

'A journey of personal development allowing me to be safe with my vulnerabilities and talk openly, share and listen to others. An amazing experience.' **Participant**

'You create a beautiful space to explore, play, visualise our inner lives. Always feel a nourishing welcome. It's gold!' **Participant**

'The exercises at the beginning opened me up for playback and transitioned me into a different world.' **Participant**

Short term projects

The British Psychological Society SW branch used Playback Theatre to reflect on the day at their event 'Public Health and Social Justice – Stronger Together'.

"It was wonderful that so many participants stayed on for the Playback performance; we appreciated it very much. It was definitely pushing at our

boundaries and so it was great to see our lovely BPS President sharing values and recognising the importance of that creative approach.” Event Organiser South West Branch BPS

Plymouth University graduates of Clinical Psychology PhD programme used Playback Theatre to reflect on their journey at the end of their three-year course.

‘Thanks so much for making your ending session with our trainees possible. It was, as ever, moving and memorable.’ Dr. Jacqui Stedmon Programme Director Doctorate Programme in Clinical Psychology, Plymouth University

Supporting Adults with mental and physical disabilities

Developing a project for adults with learning disabilities based at The Rose Hill Centre in Bideford in collaboration with Northam Care Trust to deliver arts based work including dance, drama, movement and music.

Supervision

Supervision for projects involving vulnerable groups and for psychological issues that may arise for participants, audiences and company members supports the ethics and good practice of PTSW activities. This is fulfilled by ongoing monthly supervision for Artistic Directors with a qualified Supervisor, quarterly supervision specific to refugees and asylum seekers and Bi annual peer supervision with UK Playback Theatre Leaders. Artistic Directors provide ongoing support for company members involved in projects and performances.

Section E

Financial review

Brief statement of the charity's policy on reserves

PTSW aims to maintain a cash reserve in our bank account of at least £8000 as most of the Charity's funding comes from grants. PTSW's income is vulnerable in particular if grants are not renewed, or new applications are not successful. This cash reserve figure gives Trustees time to take action if the income falls below expectations.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity income has exceeded expenditure in 2018-19 where funds received ahead of expenditure is earmarked for projects in 2019-20. Project 70 runs from October to October so some of the project expenditure falls into the next financial year.

Principal sources of funds came from grants from Fred Mulder Foundation; Big Lottery Awards for All; donations; membership fees; fees for training and short-term projects.

The Fred Mulder Foundation has agreed to grants for 3 years and we are continuing to make grant applications for match funding so we can deliver a full programme.

Training activity is a secondary benefit but essential to meeting the Charity objectives.

- keeping abreast of current social issues and changes in social issues thus having awareness of relevance and being up to date on the issues affecting the people we are working with.
- continuing professional development ensures the skills of performers to engage with sensitivity and developing new artistic forms to reflect the issues affecting the people we are working with.
- sharing good practice and continuing to develop high professional standards.

Section F

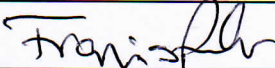
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	FRANCIS PORTER	
Position (eg Secretary, Chair, etc)	TRUSTEE	
Date	4 / 11 / 2019	



Receipts and payments accounts

CC16a

For the period
from

06.04.2018

To

05.04.2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Big Lottery Grant		10,000	-	10,000	-
Grants	43,950	-	-	43,950	52,950
Short Term Projects	2,264	-	-	2,264	4,196
Long Term Projects	-	-	-	-	-
Training	3,766	-	-	3,766	5,543
Ticket Sales	565	-	-	565	1,250
Donations	1,510	-	-	1,510	20,512
Membership Fees	4,575	-	-	4,575	5,625
Sub total (Gross income for AR)	56,630	10,000	-	66,630	90,076
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,630	10,000	-	66,630	90,076
A3 Payments					
Travel	1,206	2,700	-	3,906	3,246
Subsistence/Refreshments	252	-	-	252	617
Director Fee	15,046	-	-	15,046	9,656
Facilitator Fees	-	-	-	-	1,040
Artist Fees	9,152	7,300	-	16,452	15,494
Administration/Project Management	21,635	-	-	21,635	13,215
Publicity	270	-	-	270	223
Room hire/rent	2,664	-	-	2,664	2,045
Insurance	445	-	-	445	455
Professional fees/membership subs	650	-	-	650	237
Supervision & Training	1,950	-	-	1,950	2,655
General Office Costs	1,191	-	-	1,191	300
	-	-	-	-	-
Sub total	54,461	10,000	-	64,461	49,183
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	54,461	10,000	-	64,461	49,183
Net of receipts/(payments)	2,169	-	-	2,169	40,893
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,103	-	-	50,103	9,210
Cash funds this year end	52,272	-	-	52,272	50,103

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Bank Account	52,272	-	-
		-	-	-
		-	-	-
CCXX R1 accounts (SS)	1	-	-	02/02/2020 -

Total cash funds	52,272	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-


B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Francis Porter	2 /2/2020



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Playback Theatre South West

**On accounts for the year
ended**

5 April 2019

**Charity no
(if any)**

1161665

Set out on pages

(remember 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 05/04/2019.

**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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Maudy

Date:

13/11/2019

Name:

Melanie Allday

**Relevant professional
qualification(s) or body
(if any):**

MAAT

Address:

2 Bridge Farm Offices

Harberton

Totnes, Devon. TQ9 7PP

Only complete if the examiner needs to highlight 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.