

Dewsbury Arts Group

Trustees' Annual Report

&

Financial Statements

For the year

1 June 2016 – 31 May 2017

Charity registration number : 1161083

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
For the year from 1 June 2016 to 31 May 2017

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TRUSTEES' ANNUAL REPORT

For the year from 1 June 2016 to 31 May 2017

The Trustees present their report with the financial statements and independent examiner's report for the year ended 31 May 2017.

Reference & administrative details

Charity name : Dewsbury Arts Group

Charity registration number : 1161083

Principal office & address : Artspace, Lower Peel Street, Dewsbury
West Yorkshire, WF13 2ED

Trustees : The trustees who have held office during the period from 1 June 2015 to the date of this report are as follows :

Mr J G Daniels	Chairperson
Mr C M Bailey	Vice-Chair
Mr C L Ward	Honorary Treasurer
Mrs J M Fletcher	Honorary Secretary
Mrs M Glover	Wardrobe Supervisor
Ms S Saville	Publicity Officer
Mr D Fletcher	Premises Supervisor
Mrs S Daniels	Art Secretary
Mrs M Bailey	
Mrs J Hobson	
Mr R Brook	
Mrs K Brook	
Mr M Parkinson	

Independent Examiner : Mrs Pat Trenaman, BA ACIE
1 Teasel View, Pudsey, West Yorkshire LS28 8RBSolicitor : Disken & Co
20 Bond Street, Dewsbury, West Yorkshire WF13 1ATBankers : CAF Bank Limited
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

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For the year from 1 June 2016 to 31 May 2017

Objectives & activities

The charity's objectives and activities are expressed in section 2 of the constitution, as follows:

The objects of the group shall be to foster and promote the maintenance, improvement and development of artistic taste and knowledge, understanding and the appreciation of the arts among the inhabitants of Dewsbury.

In furtherance of the above objects but not otherwise

- (a) To present or assist in presenting public concerts, dramatic performances, recitals, art exhibitions, lectures, arts festivals and other arts events,
- (b) To maintain an amenity in which arts can be pursued by the community,
- (c) To provide a means for bringing to the attention of the public the work of creative artists in the field of the arts.
- (d) To do all such things as are necessary to the attainment of the forgoing.

Public benefit

The Trustees consider they have complied with the duty to provide a public benefit under Section 17(5) of the Charities Act 2011 as the charity provides an amenity for art activities for the community in general and young people in particular. The charity also provides a much needed venue for creative artists in all fields.

Chairman's Comments

Well where did that year go? Time flies when you are busy and enjoying yourself. At DAG we satisfy that criteria very easily.

On stage we have enjoyed a packed programme, with our main productions, youth performances and various other activities. 'On the road' we have held two Art Exhibitions and followed our entry in the National Festival Competition.

Back at Peel Street we are working through a schedule of improvements always trying to improve the experience for the visitors to DAG.

We will not rest on our laurels as we are aware our season ticket holders are ageing and there is a need to attract younger audiences.

I am standing down, because of ill health but it has been a privilege to be the Chairman of DAG and a lot of fun!

Best wishes

John Daniels

June 2017

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2016 to 31 May 2017

Achievement & performance : (2016-17)**Drama & Membership**

This has been an action packed season which has involved a huge array of members. We've started signing in and out for productions and, even when the cast is quite small, the list runs to 40 individual helpers with over 70 for a larger production. This includes cast, crew, front of house and bar staff. Equally, the Art Exhibitions have involved 26 exhibiting members with 30 supporting and running the exhibitions. And, of course, our youth section which boasts 43 young people; organised and taught by 8 class leaders and assistants; chaperoned by countless parents and Kirklees trained chaperones; and refreshed by 10 enthusiastic and hardworking grownups – well, adults, they're not all grownup!

For the first time we used on line booking for all our productions this year, changing the name of Patrons to Season Ticket holders. We also introduced a dedicated help line to give support to those finding their way around the new system. As suggested at our last AGM there were a few Patrons who were unhappy with this but, after consultation with them and explaining why we'd made the move, they understood and have continued to support the group.

Another departure was the New Season's Brochure which has proved popular and the 2017/2018 version is now available.

The number of Members and Season Ticket Holders was as follows:-

Total number of members	Total 2016 was 173 - for 2017 it is 142 which is 31 fewer than last season
Deaths of Supporters	Peter Curry, Mrs Strickleton, Gerald Wightman. Also Muriel Lawford, who was involved with the group for many years being a Patron and Member in the past. Many people will remember her doing the splits in Follies when she was in her 80s. An indomitable and loyal friend of the group.
Total number of Season Ticket holders	Total for 2016 was 347 for 2017 324 (23 fewer than last year but 13 new season ticket holders) Many lapsed season ticket holders have mobility problems, 14 have asked to be invited again next year and intend to renew for the new season.
Hon Season Tickets	19 honorary

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2016 to 31 May 2017

The Financial Year started with the musical *Gypsy* which was the final dramatic production of the 2015 – 2016 Season. This colourful musical by Jule Stein and Stephen Sondheim is full of big numbers performed by big characters. Our production filled the modest stage area and an enthusiastic cast seized the opportunity to shine. Audiences loved it.

We finished the season with a BBQ and Treasure Hunt. The weather was kind and the Ragtime Rascals provided a soothing backdrop of Jazz standards to a big selection of Members and their families.

The Start of season social evening kicked off proceedings in the usual style. Members and friends enjoyed a quick introduction to the forthcoming season and then wandered around learning more from the variety of stalls set up to give information about the events and how to get involved in backstage, front of House and set building. We will be doing this again on Wednesday September 6th.

The **Play Reading** sessions continued to run and involved the reading of a range of plays. This is a popular activity which is open to everyone, look out for dates in newsletters. This year Ben Telford has done a fantastic job cataloguing all the play scripts that we have and this resource has proved invaluable for the play reading as well as for programme planning, use by the youth section, and has been publicised to other drama groups who are welcome to have access to it.

The Drawing classes held on Wednesdays are also well attended and open to everyone. While there is no actual training given there are always more experienced members who would be willing to help any novices. The usual Christmas Fuddle was organised and was enjoyed by those who attended even if the entertainment was limited due to technical problems.

Owl Pop up Coffee Shop - Lacey Telford masterminded two Owl Pop Up Coffee shops where anyone could drop in for lovely coffee, tea and scrumptious cakes. This gave people a chance for a chat and a catch up while being served by a team of cheery Baristas. We hope to see more next season.

Youth Theatre Group.

The Youth Theatre Group continued to run classes on Friday night and Saturday Morning. The first performance of the Youth Group was in February as part of the Evening of Plays, where the Advanced Group performed Caryl Churchill's 'After Dinner Joke'. This was the most challenging piece of theatre that the Advanced Group have performed to date and they certainly rose to the challenge and did a great job, with many positive comments received from the audience.

The remaining youth theatre members performed in three one act plays, two of the plays were written by our very own David Foxtton ('Someone' and 'Sleeping Dogs') with the remaining one a new play written by Matt Bailey ('Table for Six'). The Youth Theatre Group is going from strength to strength with members showing real commitment to give of their best.

These classes need volunteers to lead classes, support, run the tuck shop and be chaperones for performances. Anyone wanting to get involved should contact Maria Baily who is the Youth Theatre Administrator.

Drama Productions

We kicked off with **The Ladykillers by Graham Lineham** directed by Chris Ward. A popular play which was well know because of the film starring Alec Guinness and the more recent 2004 remake. The set was a challenge but it looked good and the cast managed, in the cramped

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2016 to 31 May 2017

conditions in the upstairs room, with several large instruments. In fact, this made it all the more amusing and engaging.

We then hosted Peter Macqueen and **The Professor of Adventure**. This professional production gave our audiences a wonderful evening meeting the true eccentric, Millican Dalton who was a mountain guide philosopher. A thought provoking and entertaining performance.

The family show was **The Adventures of Ebenezer Scrooge** written and directed by Steve Goddard. Another hit with audiences and well attended. This production included many of our youth members who all showed that they were well able to perform alongside our adult members.

The Seasonal Old Time Music Hall and buffet made a welcome return – and we had to add an extra performance to make sure no one missed out.

The first production of 2017 was **The Vertical hour** by David Hare, directed by Martin Clarke.

While it was a challenging piece, the majority of the audience enjoyed the challenge. Thanks should go to Matt and Nick Bailey who, at very short notice, stepped into roles in the play due to a last minute change in cast. It's always good to see that we have members who will go the extra mile to ensure that our productions maintain a high standard.

In February we staged two one act plays, **The After Dinner Joke by** Caryl Churchill which was directed by Matt Bailey and Steve Goddard and was our advanced class production as mentioned under the Youth Theatre Section. This contrasted nicely with **Give a Little love by Alan Stockhill** Directed by Maria Bailey and exploring a reunion of a group of Bay City Rollers fans. In equal parts amusing and moving.

The All England Theatre Festival had its first round at Bridlington Spa. Our entry this year was **Acting Leader by Joy Wilkinson** directed by Mark Bailey. Our intrepid cast and crew won the first round with best actress award for Stacey Waterworth and best director for Mark Bailey plus nominations for most categories. It then went on to the next round in Saltburn where Maria Bailey was nominated for best actress. However, the play did not progress. Mark Bailey felt that it was their best performance of the play and that the winners deserved their success. The play will also be performed at the SADATA festival in Sheffield and we hope for a successful performance. The next main house production was **Time and the Conways by J B Priestly** directed by Margaret Biglands. A classic which contrasted well with The Vertical Hour and was appreciated by our audiences. The large cast worked well together, depicting the Conway family, and by the end of the run the cast and crew had become a family. A production of this size requires team work and it certainly had that.

In April we gave a production of **The Odd Couple by Neil Simon** directed by Brian Gibson which was attended by The Mayor of Kirklees who thoroughly enjoyed the play. This feeling was echoed by our audiences as they were leaving. It was all smiling faces and compliments for a job well done. When giving his report to the committee, Brian Gibson told us that this would be his last production for the group and he felt glad that it was a good one. He had dealt with many difficulties through the production but the cast and crew pulled together under his leadership to present a production that was enjoyed by all. DAG takes this opportunity to thank Brian for his many memorable productions for the Group.

It was during this production that Sue Saville hosted A Little Theatre Guild Friendship Meeting. Representatives from many theatres who are part of LTG attended and were shown round our premises. They were all impressed and, during the meeting, were particularly interested in how we get our 'actors' to stay at DAG and to do other jobs. We also gained information about

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2016 to 31 May 2017

insurance options and an insight into how other groups run their theatres. An interesting and well organised event. 5 people stayed to see *The Odd Couple* and they were very impressed with the production. Our involvement with LTG is growing and it is a mutually beneficial experience.

The Working membership

Throughout the year members have been involved in working parties to put up sets, take down sets, paint sets. They have arranged, rearranged and thrown out bits of props scenery, furniture, costumes etc. Members and season ticket holders have taken turns on the bar, run by Laura Fletcher and Chris Fetcher. They have organised front of house, helped front of house and acted as ushers or sold programmes when coming down to see a production. The Art Exhibitions have been organised and staffed and the backstage, lighting and sound have been designed and operated. It is those who do these jobs that ensure that we keep going. We are in an enviable position because our performance team are also part of our helpers team. Audience members often comment about seeing a member starring in one play and selling tea during the next. It takes a lot of organising but Team work makes it possible and we are always ready to welcome new team members.

Arts

Our Arts section now has 37 Members which is 7 fewer than last year at this time and there have been no new recruits to the group during the year.

However, there have been 31 life drawing sessions all of which were well attended by Members. In addition the group is making good use of the Frank Mitchell Gallery. There have been 5 exhibitions, each of which featured the work of an individual artist.

Our theatre audience seems to appreciate this brighter use of what was previously a slightly downbeat part of the building. It is fair to say that several artworks have been sold as a direct result of being exhibited in the gallery and this is of financial benefit to both the individual artist and the Group.

At the time of the AGM last year the Summer Exhibition was underway and it continued until August. The Museum in Crows Nest Park proved to be an interesting venue and attendance compared favourably with previous exhibitions held in the more centrally located Town Hall. Sales of the Artworks exhibited exceeded £2000.

Our Spring Exhibition took place at the Batley Art Gallery and can again be counted as a success considering the change of venue and sales of artworks were roughly in line with the 2015 exhibition.

Our Summer Exhibition for 2017 is about to start and once again choice of venue has given us pause for thought as the Town Hall is now seemingly devoted to profitable Wedding business. However, St Pauls church in Mirfield is an exciting place to display DAG art and the Trustees are looking forward to this venture.

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For the year from 1 June 2016 to 31 May 2017

Structure, governance & management

Dewsbury Arts Group is a Charitably Incorporated Organisation, which was formed on 26th March 2015. The charity is governed by a constitution adopted in 2015.

Membership of the charity is open to persons with an interest in all aspects of dramatic arts and to practising artists, on payment of an annual subscription then in force.

The charity is governed by a committee consisting of 8 officers and 6 other members, known as trustees. New trustees are proposed by a current member in good standing and are voted in at the Annual General Meeting. New Trustees are coached in their duties and responsibilities by existing experienced Trustees.

The charity is administered on a day to day basis by the committee, which meets at least monthly. All trustees are actively involved in the management of the charity. All members continue to give their services freely and without payment of any kind, except for the reimbursement of direct expenses incurred on behalf of the Group. The Group uses volunteers for all of the many duties around the theatre. These volunteers are often trustees, but other members also provide their services without payment.

Financial review

The charity's financial year ends on 31 May. Responsibility for the organisation's finances rests ultimately and collectively with the Trustees. Day to day responsibility for managing the organisation's finances is delegated to the Treasurer, who reports to each meeting of the trustees.

At the end of each financial year, the charity's accounts are subject to external scrutiny in accordance with statutory requirements. Annual accounts are presented at the AGM for the examination and approval of members.

The flow of cash into the Group remained good throughout the 2016 -2017 Season with any deficit at the Box Office for one production being balanced by the surplus from such shows as "Act it/Sing it" and the Music Hall. Nonetheless, the Group continued to spend money on the structure of the building, buying new equipment and replacing outdated equipment. Consequently, the free funds held at 31st May 2017 had reduced slightly to £23276.

The policy of the Trustees remains that the Group should aim to have reserves of £18000. It is likely that for the immediate future the group will hold more cash than £18000 and the excess will represent a building fund intended for use in further improvement to stage facilities and for repairs to the auditorium floor.

The Group is conscious of the Charity Commissions' views on the holding of unnecessary reserves and aims to satisfy their requirements at all times.

In view of the healthy state of finances, the Trustees kept fees paid by Members and Season Ticket holders the same for the new reporting year.

These are:-

Membership Fee £10

Patronage Season Ticket £50

Main Play Ticket Price £9

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For the year from 1 June 2016 to 31 May 2017

Now is a good time to remind Members and donors that Gift Aid can provide a useful source of income and it is very simple for the individual to complete the declaration required. It is also important that Members review their eligibility for Gift Aid Donation and advise the Hon. Treasurer if their eligibility has come to an end.

At the end of May 2017, the free funds held by the charity amounted to £ 23,276

Reserves policy

The group retains sufficient bank and deposit reserves to cover forthcoming activities which are largely self financing thanks to the successful Membership and Patronage schemes. There are no significant risks and funds are adequate to cover outgoings including the building improvement schemes currently under consideration.

Future plans

The charity intends to continue with its activities in support of its objectives for the foreseeable future.

Acknowledgements

The Group has mutually beneficial working arrangements with Dewsbury Collegians Amateur Operatic Society and Batley Gilbert and Sullivan Society. Some Group members also belong to either or both these groups. On occasion props and costumes are exchanged between the groups.

Dewsbury Arts Group acknowledges with thanks the sponsorship of £150 for each of this season's six main productions by the following :

Disken & Co, Solicitors	The Ladykillers
Regional Paints	The Adventures of Ebenezer Scrooge
West Yorkshire Plumbing and Heating Services Ltd	The Vertical Hour
West Riding Refreshment Rooms	Time and the Conways
Healds Hall Hotel	The Odd Couple
Dewsbury Dance Centre	Gypsy

Also

Regional Paints	£75	Spring Exhibition 2017
George Brooke Ltd	£200	Summer Exhibition 2016

This report was approved by the Trustees on their behalf by:

(date) and signed on

Signed

Signed

TRUSTEES' ANNUAL REPORT
For the year from 1 June 2016 to 31 May 2017

John Daniels

Chris Ward

Chairperson

Treasurer

INDEPENDENT EXAMINER'S REPORT

For the year from 1 June 2016 to 31 May 2017

Independent examiner's report to the trustees of Dewsbury Arts Group.

I report on the accounts of the charity for the year ended 31 May 2017, that are set out on pages 13 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income was less than £100,000 and I am qualified to undertake the examination by being a qualified member of ACIE.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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

To be confirmed

Mrs Pat Trenaman, BA, ACIE
1 Teasel View, Pudsey, West Yorkshire LS28 8RB

Date:

RECEIPTS & PAYMENTS ACCOUNTS

For the year from 1 June 2016 to 31 May 2017

Annual accounts – 1 st June 2016 2015 - 31 May 2017				
	Unrestricted	Restricted	2016-17	2015-16
Drama and Visual Activities	26505		26505	23,968
Trading	11785	-	11785	11,600
Patronage & membership fees	18,009	-	18,009	19,035
Donations & grants	981	-	981	21,125
Interest	178	-	178	319
Total receipts	57,458	-	57,458	76,047
PAYMENTS				
Drama & Visual Arts activities	26,120	-	26,120	25,800
Building & support costs	27,129	-	27,129	52,843
Trading costs	7,031	-	7,031	6,939
Governance	235	-	235	252
Adjustment for depreciation	-	-	-	
Total payments	60,515	-	60,515	85,834
Net receipts before transfers	-3057	-	-3057	
Transfer between funds	0	-	0	
Net receipts/(payments)	-3057	-	-3057	
CASH FUNDS At start of year			26,333	
Total funds at 31.5.2017	23,276	-	23,276	

STATEMENT OF ASSETS & LIABILITIES
As at 31 May 2017

Annual Accounts 1st June 2016 - 31 May 2017
STATEMENT OF ASSETS & LIABILITIES CASH FUNDS

	Unrestricted Funds	Restricted Funds	Total
Cash Funds			
In-hand	475	-	475
Current account	12,957	-	12,957
Deposit account	9,844	-	9844
	<hr/>	<hr/>	<hr/>
Total cash funds	23,276	-	23,276

	Unrestricted Funds
Assets retained for the charity's own use	
Building	308,083

Liabilities	
Independent Examination fee (2016-17)	200

This report was approved by the Trustees on their behalf by:

(date) and signed on

Signed

Signed

John Daniels

Chris Ward

Chairperson

Treasurer

NOTES TO THE ACCOUNTS

For the year from 1 June 2016 to 31 May 2017

NOTES

1 Basis of Preparation

These accounts have been prepared on a receipts and payments basis in accordance with the requirements of The Charities Act 2011

2 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3 Trustee and Related Party Transactions

3.1 No expenses were paid to the Trustees during the year (2015-16 £nil).

3.2 No remuneration was paid to the Trustees or any connected persons during the year (2015-16 £nil)

3.3 No related party transactions were undertaken during the year (2015-16 £nil)