

Dewsbury Arts Group
Charity registration number : 1161083
Charitable Incorporated Organisation (CIO)

Trustees' Annual Report

&

Financial Statements

For the year

1 June 2017 – 31 May 2018

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
For the year from 1 June 2017 to 31 May 2018

CONTENTS

Trustees' Annual Report	4
Independent Examiner's Report	14
Receipts & Payments Accounts	15
Statement of Assets & Liabilities	16
Notes to the Accounts	17

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

The Trustees present their report with the financial statements and independent examiner's report for the year ended 31 May 2018.

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 2016 to the date of this report are as follows :

Mr C M Bailey	Chairperson
Mr D Fletcher	Vice-Chair
Mr C L Ward	Honorary Treasurer
Mrs J M Fletcher	Honorary Secretary
Ms S Saville	Publicity Officer
Mr A Fox	Premises Supervisor
Mrs S Daniels	
Mrs M Bailey	Youth Theatre Administrator
Mr M Parkinson	
Mr R Brook	
Mrs K Brook	
Mr A Linley	

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

Solicitor : Disken & Co
20 Bond Street, Dewsbury, West Yorkshire WF13 1AT

Bankers : CAF Bank Limited
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

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

It's been a busy year for us this year at the Arts Group, but another productive one. We continue to bring the Arts – both visual and performing – to life in Dewsbury with two major art exhibitions and 10 different productions over the last 12 months. This year we've been looking at the best approaches to ensure we give enough opportunity for our customers to see shows but balance against the nightly demands and costs of running shows. All our events have been well supported by the public meaning we continue to have a strong income for the year.

In addition to our usual activity we've had some major projects this year leading to significant expenditure on our assets – both to keep them in good shape and to invest in improvement. We've put in better signage around the building and property and refurbished the auditorium to replace a creaky old wooden floor, and using the time to also give the décor a new lease of life. We have also been going through our extensive wardrobe to clear a major moth infestation. We've lost a fair amount of our stock but managed to salvage the majority and although we've had some significant spend on refitting the wardrobe space, members are pitching in to minimise cleaning costs and generating income from sales of some of our old rarely used costumes.

All in all it's been a successful year for the Group and we have maintained a healthy set of accounts and, with the work put in by our Treasurer, we continue to manage our finance both prudently and responsibly.

Mark Bailey

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

Achievement & performance : (2017-18)**Drama & Membership**

To begin with, there were several items of any other business from last year's AGM that the Committee was asked to look into. Unfortunately, we weren't able to solve the problem of the echoey bar although we looked at many solutions they were either very expensive or would have ruined the look of the bar. We managed to get a new photographer in place quickly, thanks to Mark Ashwell who is doing a fantastic job. This is, however, tinged with great sadness as Roger Holdsworth is no longer with us. A permanent tribute will be placed in the bar when the current temporary exhibition of his work is taken down. A question was asked about length of productions and this was examined again in the planning of our next season, some have been reduced while still keeping the number of seats available to our Season Ticket Holders. Improvements have been made to the step outside the kitchen which should reduce concerns about the safety of everyone using it. Alongside this we have organised the productions, some have directed, built sets, performed, prompted, operated lights and sound, we've ensured that the finances support our aims, we've nearly finished refurbishing the wardrobe and many other little jobs that build up to big jobs. But, the point is, while we may be holding the tiller we still need the crew to get where we want to be and so a huge thank you goes out to all our membership for the countless times they have given up evenings to support the workings of our wonderful group.

We welcomed **17 new season ticket** holders this year. We now have **304** which is **21 less** than last year.

The Secretary reported with sadness, on the deaths of some of our loyal supporters. Graham Hardy, Brenda Cathcart (HP), Bill Grace, Bernard Webster, Myra Turner, John Caunt, Carol Whitely, Derek Burley, David Martin, Barbara Ryan, Roger Holdsworth, May Dawson, Graham Wadeson, Dennis Ripley, Diane Ashworth, Margaret Clarke, Russell Whiteley, Marjory Milnes. Their help, support and presence will be greatly missed.

We welcomed **8 new members** this year and now have a total of **142 members** which is exactly the same as last year.

Members Activities

The first event of the season was our **opening social** attended by around 60 people and welcoming 3 new members who received information about the upcoming season.

We then opened our premises in conjunction with **Heritage open days**. The **Pop up Coffee Shop** was open and much appreciated by all. We also had **Play Readings** throughout the season and **Drawing Classes** on most Wednesdays. Our **Pop Up Coffee Shop** also made several appearances during the season proving to be a popular event with cake and coffee and time to chat. Many thanks to Lacey Telford for organising these events. **The Heritage Open Day is happening again on Saturday 8th September from 12.30.**

Youth Theatre Group.

We have continued to have Youth Theatre Classes on Friday evenings and Saturday Mornings which culminated in the **Youth Theatre Showcase**. Our youth members were also involved in Gargling with Jelly, Turn of the Screw, All My Sons and The Music Man. The Group always needs people to help out with the Youth Theatre and also to advertise it so that we increase our numbers.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

Drama Productions

Last season ended with a production of "Assassins" – an ingenious look at the men who assassinated Presidents of the USA. The show was packed with terrific performances and Sondheim songs.

Our first production of the new season was **Entertaining Angels** a good way to start; a comedy with heart Directed by Stuart Marshal and performed by 3 stalwarts of the group, one member in only her third part



with the group and one new member. The set was much admired becoming almost the sixth cast member.

We then saw the return of **The Best of Act it Sing it** a slick piece put together by David Fletcher with minimal rehearsals, experienced, hard working performers and bringing in a good profit for the group. The audiences always enjoy listening to familiar songs and, sometimes, less familiar words. The family show this year was **Gargling with Jelly** by Brian Patten directed by Jacky Fletcher. It was a popular production but not as well supported as last year's play. There could be several reasons for this; not a well known title, competition from pantomimes during the same week being performed close by. However, the cast put on an entertaining and enjoyable production. The adult cast members were excellent role models for the members of the youth section with their reliability and quick learning of lines.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018



The Seasonal Old Time Music Hall was a hit with audiences again. This was another money spinner for the group put together by David Fletcher assisted by Malcolm Parkinson and supported by a cast of people who are not afraid to 'put themselves out there'. David Fletcher also made all the food and Sue Saville and her team helped with serving the audience. It takes team work to put this event on and it is a profitable production.

This part of the season is always very busy and thanks go out to everyone involved.

We opened 2018 with **Handbagged** by Moira Buffini, directed by Margaret Biglands. This political comedy looked at the relationship between The Queen and Margaret Thatcher. The weather was not always kind but the excellent, committed and talented cast braved the elements to present an entertaining and informative piece.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018



Following this **An Evening of One Act Plays** included **Turn of the Screw** adapted and directed by Steve Goddard. The roles of 'scary' children gave another opportunity for our youth members to get involved and audiences enjoyed the piece even if some wanted to know what happened next. Always best to leave them wanting more I think! The second play was **Make Yourself at Home** by David Wood directed by Chris Ward which was our AETF offering. The play was taken to the first round of the AETF in Knaresborough but unfortunately didn't progress further although Malcolm Parkinson did win the Special Award from the adjudicator. The time and commitment of the team who take our festival production on the road is not to be underestimated and thanks go out to all involved.

All My Sons, a classic Arthur Miller Play, was attended by members of the Arthur Miller society. Their reactions summed up those of most of the audience. They said their tour of the building was 'a joy' and that 'it is a true 'TARDIS' of a theatre work space'. They also said that the closing exchanges of the play left them 'reeling'.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018



On to **Neighbourhood Watch** a classic Ayckbourn, Directed by Maria Bailey. Although attendance at auditions was sparse, Maria pulled together a good cast and was pleased to have Lucie Raine back on stage in an acting role. The audiences really enjoyed a good laugh and some commented on how relevant the play is to today – especially the council not filling in the pot holes!



TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

The Youth Theatre Showcase contained some feisty and confident performances from the first and second years, putting on **David Foxton's Goodnight Children Everywhere**, enjoyed by performers and audiences alike. The 3rd year group performed a new play by **Matthew Bailey, Freedom's Game**. This was a dark and brooding piece requiring maturity from the performers. Audiences were impressed with the performances although some found the play difficult to understand.

The Working membership

Over the summer the **auditorium** was refurbished. David Fletcher and Tony Fox bore the brunt of lifting, remaking and replacing the removable levels; increasing the visibility from each row and making the whole experience of entering our theatre more enjoyable. The painting of the auditorium took time and patience and wobbly ladders and David painting the Owl was inspired. Many thanks to all those who gave the time to help – doing this in house saved a huge amount of money. We should never take for granted the talents that people donate to the group.

The wardrobe is also undergoing change due to an infestation of moth. Again, a significant amount of work has been going on. Initially led by Jacky Fletcher, a team of willing helpers managed to move all the costumes into room 3 so that the wardrobe could be de-mothed. A smaller team has painted the wardrobe and put down floor coverings. Helen Fox volunteered to be wardrobe mistress and is now leading the organisation of the costumes being taken back into the wardrobe. The wardrobe is going to be dedicated to Barbara Ryan as a lasting tribute to her outstanding contribution to the group and the official reopening of the wardrobe will be on Saturday 8th September in conjunction with the Heritage Open Day

Behind the scenes.

The Secretary expressed the gratitude of the Committee to all those who helped with the multitude of supporting jobs that are essential to keep the Group and the building running.

Arts

Our Artists have made good use of the year by holding Life Study Classes on Wednesday evenings. The layout of the building in Peel Street has caused some difficulties as sometimes the demand for Dressing Rooms during Main Productions and Youth Productions leaves little space for Art Classes. Much effort has gone into smoothing out this problem and the Committee is grateful for the goodwill of the Artists in finding viable alternatives.

In February and March our Spring Exhibition was presented at Batley Library where it drew much interest from the public and a number of works were sold.

Our Summer Exhibition returns to Dewsbury Town Hall from the ninth of July. Although the exhibition will not be in the Main Hall as in previous years, the Committee is glad that we can once again provide this opportunity to put our Artists' work into the public eye.

In an effort to provide Members with a diversion from the sweated labour of their easels, Mary Follows gave a talk on the subject of "Syria as it was" which was well received by those attending.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

Structure, governance & management

Dewsbury Arts Group is a Charitable 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.

Although the flow of cash into the group has dropped by £5000 in comparison with the year ending 31st May 2017, the underlying profitability of DAG is sound. The Arts and Drama activities undertaken for the year were broadly in balance as receipts at the Box Office fell short of expenditure by around £750. Trading activities at the Bar have been very efficient as although overall receipts are down on 2017 by around £800, spending has been under tight control and profits are up by almost £1000.

By the same token, it is fair to say that Support Costs have remained stable by comparison with last year. However, it is also true that over recent years there has been a small but steady decline in income from Season Tickets, with this year's Accounts showing a drop of £830 on 2017.

The Group has incurred considerable expense in maintenance of the building. As indicated in last year's Report, the Trustees were expecting to spend around £5000 on improvements to the auditorium. Unfortunately a serious Moth infestation was discovered in the Wardrobe area and examination of the top floor revealed that a complete overhaul, including new windows, was required to defeat the moths and refurbish the affected rooms. This work, involving considerable effort by a dedicated team of Members, has substantially been completed but the overall outlay on improvements to the premises has led to a sizeable drop in cash reserves.

The recent heavy snow and rainfall revealed a need for potentially expensive roof repairs.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

Members and Season Ticket holders will know of the sad loss to the Group caused by the death of Barbara Ryan. The Committee felt we should mark our respects and gratitude to Barbara by having a permanent memorial in the refurbished Wardrobe area and a fund was set up for this purpose. By the end of May donations of £690 had been received and these donations appear under the heading "Restricted

Funds" in the Report and Accounts.

Although the Group's Finances are stable and healthy the Trustees feel it is prudent to make a slight increase in fees paid by Members and Ticket prices for 2018 -2019.

These are:-

Membership Fee	£15
Season Ticket	£50
Main Play Ticket Price	£10

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 2018, the free funds held by the charity amounted to £ 11,589

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 Season Ticket 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
Avoco
West Riding Licenses Refreshments Rooms
Healds Hall Hotel
West Yorkshire Plumbing and Heating Services Ltd
Dewsbury Dance Centre

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2017 to 31 May 2018

Also

Calder Graphics Ltd	£50
George Brooke Ltd	£200
Regional Paints	£75

Spring Exhibition
Annual Exhibition

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

(date) and signed on

Signed

Mark Bailey

Chairperson

Signed

Chris Ward

Treasurer

INDEPENDENT EXAMINER'S REPORT

For the year from 1 June 2017 to 31 May 2018

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

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.

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

Date:

RECEIPTS & PAYMENTS ACCOUNTS

For the year from 1 June 2017 to 31 May 2018

RECEIPTS	Unrestricted	Restricted	2017-18	2016-17
Drama & Visual Arts activities	22650	-	22650	26,505
Trading	10947	-	10947	11,785
Patronage & membership fees	17180	-	17180	18,009
Donations & grants	952	690	1642	981
Interest	59	-	59	178
Total receipts	51788	690	52478	57458
PAYMENTS				
Drama & Visual Arts activities	23553	-	23553	26,120
Building & support costs	34326	-	34326	27,129
Trading costs	5396	-	5396	7,031
Governance	200	-	200	235
Total payments	63475	-	63475	60,515
Net receipts before transfers	-11687	690	-10997	-3,057
Transfer between funds	0	-	0	0
Net receipts/(payments)	--11,687	690	-10,997	-3,057
CASH FUNDS : at start of year	23,276		23,276	26333
Total funds at 31.5.2018	11,589	690	12,279	23,276

STATEMENT OF ASSETS & LIABILITIES

As at 31 May 2018

Annual Accounts 1st June 2017 - 31 May 2018
STATEMENT OF ASSETS & LIABILITIES CASH FUNDS

	Unrestricted Funds	Restricted Funds	Total
Cash Funds			
In-hand	474	-	474
Current account	997	690	1687
Deposit account	10118	-	10118
	<hr/>	<hr/>	<hr/>
Total cash funds	11,589	690	12,279
	<hr/>	<hr/>	<hr/>
	Unrestricted Funds		
Assets retained for the charity's own use			
Building	308,083		
 Liabilities			
Independent Examination fee (2017-18)	200		

This report was approved by the Trustees on 9th July 2018 and signed on their behalf by:

Signed

Mark Bailey

Chairperson

Signed

Chris Ward

Treasurer

NOTES TO THE ACCOUNTS

For the year from 1 June 2017 to 31 May 2018

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 (2017-18 £nil).

3.2 No remuneration was paid to the Trustees or any connected persons during the year (2017-18 £nil)

3.3 No related party transactions were undertaken during the year (2017-18 £nil)