

Dewsbury Arts Group

Charity registration number : 1161083
Charitable Incorporated Organisation (CIO)

Trustees' Annual Report & Financial Statements

For the year

1 June 2020 – 31 May 2021

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
For the year from 1 June 2020 to 31 May 2021

CONTENTS

Trustees' Annual Report	3
Independent Examiner's Report	12
Receipts & Payments Accounts	13
Statement of Assets & Liabilities	14
Notes to the Accounts	15

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

The Trustees present their report with the financial statements and independent examiner's report for the year ended 31 May 2021.

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 1st June 2019 to 30th July 2020 the date of this report are as follows :

Mr C M Bailey	Chairperson
Mrs S Saville	Vice-Chair
Mrs E Thompson	Honorary Treasurer
Mrs J M Fletcher	Honorary Secretary
Mrs L Stainthorpe	Publicity Officer
Mr D Fletcher	Premises Supervisor
Mrs M Bailey	Youth Theatre Administrator
Mr M Parkinson	
Mr R Brook	
Mrs A Telford	
Mr A Lindley	
Mrs H Fox	
Mr B Gibson	Honorary President

Independent Examiner : Darren Warren FMAAT
Paxton Independent Examiners, 6 Alfred Street, Rushden NN10 6YS

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

Yorkshire Bank
46 Market Place, Dewsbury, West Yorkshire, WF13 1DN

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

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

This last year has seen a hiatus in activity for the first time in the Arts Group's history as the worldwide pandemic impacted across all areas of life. Who'd have thought we'd still be in this position at this time last year.

Suspending activity has been a big challenge as we still have to maintain our premises and also incurred significant expense to improve and prepare our theatre for new social distance rules as we move towards a gradual reopening of society over the coming months of 2021. All without our usual income from our activities.

Fortunately we have pursued two avenues of income which have helped fund the additional expense and also ensured we have a healthy balance of funds to kick start activity again next season from September. That's reflected in the accounts for this last 12 month period.

Firstly our brilliant patrons, season ticket holders and supporters, who rallied round, contributing to our emergency theatre fund and who generated enough funds to nearly cover our expensive improvement works. It will be good to share the improved facilities and our better entrances, air conditioning/ventilation and heating will all benefit our supporters once we re-open.

Secondly we've benefited from a number of central and local government grants to support organisations like ours during these tough times. Huge thanks are due to both our treasurer Emma Thompson and fellow

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

committee member Malcolm Parkinson who between them have brought in much needed funding over £24,119.72.

This time last year, in light of the rules on gatherings, we wrote to members suggesting we cancelled our AGM and rolled forward our committee for 12 months and our members supported this extraordinary approach for extraordinary times. But this year we're aiming to have our AGM back in the theatre with social distance rule in place.

We've continued to meet as a committee via Zoom, and indeed have adapted to online events running play readings, quizzes and our regular Youth Theatre classes over the internet. It's been a great way to keep our members connected and maintain a sense of community through the group.

All this has left us in a healthy position to renew activities as restrictions ease – in fact, for this June, we're working on our first show in over 15 months. It be a small toe in the water, with reduced numbers in the audience and a number of elements we can easily rehearse in "distance mode" but it's a start and a dry run for our aim to reboot activities from September.

09/05/2021

Mark Bailey
Chair

Achievement & performance : (2020-21)

Drama , Membership and Art

Secretaries Report AGM Dewsbury Arts Group 2021

Well this is going to be a strange secretary's report. After cancelling our season after 3 productions and one performance in 2020, we were unable to get anything on stage or in exhibitions through the rest of 2020 and in 2021 until June. I will really be letting you know what we've been doing to keep our supporters informed and engaged and also about the decisions we have had to make. There will be an extra report this year from David Fletcher as Premises Officer. We have had to plan and carry out so much work to do with the premises I thought it was better to hear it from the person who has organised it all. So, let us continue with a report on 'The Season that Never Was'.

We didn't ask for Season Ticket fees as we didn't have a season to offer. However 110 of our supporters donated in response to our appeal to make the building 'Covid Safe'. This was an overwhelming response raising nearly £10,000 and making it possible for us to open up within the guidelines.

Reporting on numbers of members is difficult when looking at 'The Season that Never Was' but I would like to thank those 90 members who answered our appeal to pay their subs in order to give us some cash flow to keep going.

Last season we had 138 members so we have 48 fewer members this year. However, we'd expect that to change when we are up and running again.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

We have, unfortunately, some deaths to report:

Sue Atkinson
Ken Beaumont
Mike Boardman
Ian Burroughs
Jenifer Holmes
John Lord
Brian Middleton
Donald Pierson
Vivien Robinson
David Wood

The Producers by Mel Brooks and Thomas Meehan had been cast and David Fletcher had painstakingly created the musical backings. There had been discussions about the set and Paul Lightowler had done some excellent drawings. A rail of costumes had been put out ready for trying on and some hired ones had to be cancelled, impacting on yet another small business.

As a team, we work all through the season to put on high quality productions.

Chris Ward had been using his one exercise a day to work in the garden at DAG. This means that, as well as a lovely garden, we also have someone there on a regular basis which ensures that our insurance is valid. Steve Goddard has also been making regular trips to walk in and out of the building ensuring everything is secure. David and I have been down finishing a few jobs and creating an archive of the boxes and boards of photographs and programmes. Helen Fox has been working in the wardrobe tidying and putting away donations of costumes. Emma Thompson has called in to pick up correspondence for the treasurer. I'm sure others have been down too. Some of us just can't stay away.

The set, costumes and props stood ready to restart Ask Me Tomorrow if it is was at all possible.

After we realised that the rest of the 2019/2020 season would have to be cancelled we contacted all members and Season ticket Holders to let them know that it was cancelled and that they should stop their standing orders for fees as we couldn't promise anything for the following season.

We promised to keep in touch and we did.

We posted out to those members and season ticket holders without emails in March 2020, June, October and March 2021. Among these were an announcement of the death of David Wood and an appeal for help with funds. We didn't have a lot to tell people but we were trying to keep in contact.

On 1st April I sent out the first of 33 **Just for Fun Quizzes** to all the members and Season Ticket Holders that had given us their email. This amounted to 365 of our supporters. From April, these supporters were contacted once a week, at least, with a quiz or the answers.

Steve Goddard organised an online Zoom **Murder Mystery** on 31st October. 13 people took part in the evening with 2 people watching and Steve as MC. A very enjoyable evening and a great way to keep in contact.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

On the same theme of keeping in contact, Maria Bailey organised an **on line quiz** which ran twice in July, twice in September and then every month from November on Zoom. Maria organised all the rounds to start with but then others volunteered to create rounds. The numbers taking part rose and more recently there have been around 12 teams taking part. It is quite an undertaking to organise these type of events so we must offer our thanks to Maria.

Running alongside the virtual quiz were **play reading** sessions organised by Sue Saville. These have run once a month since November 2020. The problems with this are not obvious to start with but what is easy face to face presents problems via Zoom. Getting scripts to people who want to read is a task. They needed to be circulated to those members who had expressed interest. Also, there are not huge numbers of scripts and people can't really share so you need a play with a large cast in order to accommodate all members who want to take part. Sue organised that they should contact her on a first come first served basis. Any extras were welcome to listen in. This has been a very popular event with up to 15 people taking part. Again, huge thanks to Sue for organising.

Another thank you must go to Steve Goddard for the use of his Zoom account when these events started, and later to Richard Brook who has arranged Zoom for committee meetings and latterly for the play readings and quizzes from his account.

In addition to these events we did put on a **Virtual Old Time Music Hall**. This was organised by David Fletcher who chose some concerted items from past Christmas Shows and organised the filming of several of our members who performed new material. It was then premiered on our You Tube channel. It has had 275 views and many comments have been received to thank us for trying to give our supporters a taste of DAG. We also put a very short **pantomime** onto you tube. It was a recording of a section of our Christmas production in 2005 and has had 198 views. More recently we have put out a recording of our **Elizabethan Serenade** with 122 views and the full recoding of our production of **Twelfth Night** which has 70 views so far.

In and amongst our burgeoning technical abilities we managed to send out information about David Wood's funeral with the music embedded. This mean that many of our supporters followed the funeral in real time. It was very much appreciated.

AGM – in June 2020 we had to take the decision to cancel our AGM and all members were notified. In addition, we asked members if they agreed that we should continue with the same committee until we could have an AGM. This was the course we took but one of our committee members decided to leave the committee. Justin Trewren is a front line worker, working at Pinderfields hospital so he had enough on! We thank him for his time on the committee, but more for his time working for the NHS.

Because there was no meeting there are, of course no minutes of that meeting.

Our Youth Theatre had to close with everything else but as soon as the group started using Zoom a plan was formed to have the classes on line. Classes started via Zoom from October (one for juniors and one for seniors) and a professional Zoom account was purchased using money provided from the Dewsbury Endowed Schools Trust grant. Although there were limitations as to what could be done in an online class, the Group leaders were surprised at the variety of exercises they could do. In an attempt at some normality, a virtual Christmas Party was held where games were provided but youth members had their own food. The joy and competitive shouting during the scavenger hunt had to be heard to be believed. The Group Leaders enjoyed it as much as the Youth members.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

Maria Bailey is in regular communication with parents and their feedback and that of youth members has been positive, thanking DAG for enabling Youth classes to carry on throughout this last year. Some lateral thinking was required to get some form of performance for the Youth Theatre Group. The Junior group rehearsed **This Little Piggy had Roast Beef** by Mark Bailey and the Senior Group rehearsed **Calderford** by Steve Goddard. These have been recorded as radio plays and shared on line.

Our art exhibitions were also hit by the lockdown. The Spring exhibition had just got started when it had to be closed. The Summer Exhibition also had to be cancelled. Zahoor Sakharkar continued to keep our members in touch with what was happening in our art section.

Opening up again - It became clear that, if we were going to open, it was likely that we would have to make some drastic alterations to our way of working. David Fletcher will say more about this but I would just like to thank the committee and the programme planning group for continuing to work with enthusiasm even though many of the proposals we agreed on had to be changed because the situation was so uncertain. At one time we had 3 scenarios ready to go if we were able to open in 2020/2021. None of them could work when lockdown came again. We then had to work with the possibility of socially distanced opening but also that social distancing might be scrapped. I am aware that many businesses have been working with these uncertainties in order to maintain their livelihoods. However, many of our committee members have been working full time jobs, and some running their own businesses during the last 16 months, but have given their time to keep the group going as well. It has been quite a headache.

We tried to keep the possibility of Ask Me Tomorrow resuming its run for as long as possible by keeping the set and costumes all ready to go. The cast and production team were waiting in the wings if we could make it happen. Unfortunately, the work we needed to do in order to open meant that we needed to use the stage area for access for the work that was needed. It was with very heavy hearts that we decided to take the set down and say goodbye to the play.

As I said, the money that we received from our appeal gave us the confidence to go ahead with the work that needed doing even though it didn't cover all the work that we would have liked to do. At the start of the lockdown we received a grant from Kirklees which helped with ongoing costs for the building. In November we applied for a grant but didn't get it unfortunately. But, since then Malcolm Parkinson has continued to track down anything that we might be eligible for and the upshot is that we have received enough money to get everything done and support our next season.

I very proud of us all. We've proved that we can come through a crisis by working together, our supporters have shown us so much support that I think we're all feeling very loved and we're ready to get back to it in September. I also feel as if David Wood has been there holding our hands throughout.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

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.

It's that time of year again and what a strange one it has been for us all.

This year has seen some significant changes in our financial situation, firstly assisted by our wonderful members, season ticket holders and friends of the society who managed to raise the amazing amount of £9950.00 with DAGFUND donations, thank you one and all for your support. Your money has been put to good use with a new climate control system installed and also alterations to the new main entrance at the theatre.

A huge thank you must go to Malcolm Parkinson who I think must have the nose of a blood hound sniffing out any grants that we may be eligible for and making the applications, with me providing any paperwork that may have been required to support the applications. This culminated in the group receiving £24,119.72 in total, a huge help at this time.

A few notes on the accounts, you will see under receipts.

Drama & Visual Activities standing at £7854.00, this accounts for royalties refunds we have received and also a rebate on our business rates of £4688.00 for the past 4 years, we are now classed as a small business so are not required to pay business rates.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

Trading is related to funds that were taken just before we went into lockdown last year, unfortunately due to my work commitments and the hugely reduced open hours of the banks these were no able to be banked until this financial year.

I'd like to thank all members that did renew membership last year, we also had several season ticket holders that still renewed, once again thank you every little helps.

A few notes on the payments section.

Drama & Visual Arts we did purchase some costumes, scripts and have also paid some royalties for the upcoming season.

Building costs I know is quite high compared to last year but this does include all the renovations to the building.

I hope to see you all soon.

At the end of May 2021, the free funds held by the charity amounted to £40,530.27.

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.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2020 to 31 May 2021

This report was approved by the Trustees on 8th June and signed on their behalf by:

Signed 
C M Bailey (Jun 17, 2021 22:20 GMT+1)

Mark Bailey

Chairperson

Signed 
Emma Thompson (Jun 17, 2021 12:16 GMT+1)

Emma Thompson

Treasurer

For the year from 1 June 2020 to 31 May 2021

Independent examiner's report on the accounts

Section A: Independent Examiner's Report

**Report to the trustees/
members of**

Dewsbury Arts Group

**On accounts for the
year ended**

31/05/2021

Charity number

1161083

Set out on pages

13 to 14

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31/05/2021.

Responsibilities and basis of report As the charity trustees of the CIO, 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 CIO'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 in connection with the examination which give 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.

Signed:

Darren Warren
Darren Warren (Jun 24, 2021 13:59 GMT+1)

Date:

Jun 24, 2021

Name: Darren Warren

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

FMAAT

Address: Paxton Independent Examiners

6 Alfred Street

Rushden NN10 6YS

For the year from 1 June 2020 to 31 May 2021

Receipts and Payments Accounts

For Dewsbury Arts Group
Charity number 1161083
For period 01/06/2020 to 31/05/2021

Section A: Receipts and Payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last Year £
A1 Receipts					
Drama & Visual Activities	7,854	0	0	7,854	19,022
Trading	549	0	0	549	11,911
Patronage & Membership	2,488	0	0	2,488	18,765
Donations, Grants & Bequests	35,230	0	0	35,230	13,413
Interest Received	0	0	0	0	53
Sub total	46,121	0	0	46,121	63,164
A2 Asset and investment sales					
Total receipts	46,121	0	0	46,121	63,164
A3 Payments					
Drama & Visual Activities	1,842	0	0	1,842	20,928
Building & Support Costs	26,997	0	0	26,997	20,795
Trading Costs	0	0	0	0	6,628
Governance Costs	252	0	0	252	336
Sub total	29,091	0	0	29,091	48,687
A4 Asset and investment purchases, etc	0	0	0	0	0
Total payments	29,091	0	0	29,091	48,687
Excess of receipts over payments	17,030	0	0	17,030	14,477
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	23,500	0	0	23,500	9,023
Cash funds this year end	40,530	0	0	40,530	23,500

STATEMENT OF ASSETS & LIABILITIES

As at 31 May 2021

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

		Unrestricted funds £	Restricted funds £	Endowment funds £
B1 Cash funds	Details			
	Cash funds	40,530	0	0
	Total cash funds	40,530	0	0
B2 Other monetary assets	Details	Unrestricted funds £	Restricted funds £	Endowment funds £
	None			
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None			
B4 Assets retained for charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Building	General		308,083
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None			

This report was approved by the Trustees on 8th June 2021 and signed on their behalf by:

Signed 
C M Bailey (Jun 17, 2021 22:20 GMT+1)

Mark Bailey

Chairperson

Signed 
Emma Thompson (Jun 17, 2021 12:16 GMT+1)

Emma Thompson

Treasurer

NOTES TO THE ACCOUNTS

For the year from 1 June 2020 to 31 May 2021

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 (2020-21 £nil).

3.2 No remuneration was paid to the Trustees or any connected persons during the year (2020-21 £nil)

3.3 No related party transactions were undertaken during the year (2020-21 £nil)