



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2015		Day 31 st	Month March	Year 2016

Reference and administration details

Charity name Equal People Performing Arts

Other names charity is known by Equal People Theatre Company

Registered charity number (if any) 1116649

Charity's principal address

29 Brook Road	
Rayleigh	
Essex	
Postcode	SS6 7XJ

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	Ian Smith		Whole Year	
2	Dawn Scrafield	Treasurer/ Chair	Whole Year	
3	Pat Mitchell	Secretary/ Fundraising	Whole Year	
4	Paul Shuttleworth	Fundraising	Whole Year	
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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 advisor	Name	Address
Property Management Solutions	Vic Saunders & Associates Ltd	Two Mile House, Slough Road, Brantham, Manningtree, CO11 1NS
Chartered Architects	Huggins, Bromage and Ferguson - Chartered Architects	109 Orsett Road, Grays, Essex RM17 5HA
Building Partner	Overton Construction & Engineering	53 Springwater Road, Leigh-on-Sea, Essex SS9 5BJ

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

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Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Volunteers

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.

	All Trustees are CRB checked.
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Objectives and activities

To advance education in the Performing Arts in particular of children, young people and adults with special needs or who are disadvantaged by providing workshops and activities in the Performing Arts in order to assist with their integration into the community.

To preserve and protect the health of the public at large by the provision of classes, workshops and courses.

In furtherance of the Objects but not otherwise, the Trust has the following powers:

1. To seek and accept grants from any source whatsoever;
2. To raise funds and invite and receive contributions and donations: PROVIDED that in raising funds the Trustees shall not undertake any substantial permanent trading and shall conform to any relevant statutory regulations;
3. To take all necessary action for publicising and disseminating information concerning the Trust;
4. Subject to such consents as may be required from time to time by law to buy, take on lease or in exchange, hire or otherwise acquire any property necessary for the achievement of the Object and to maintain and equip it for use to lease exchange or otherwise dispose of the same;
5. Subject to any consent required by Law, to borrow money and to charge the whole or any part of the property of the Trust with repayment of the money borrowed;
6. To co-operate with other charities, voluntary bodies and statutory authorities and other institutions or organisations operating in furtherance of the Objects or for similar purposes and to exchange information and advice with them;
7. To establish and support any charitable trusts, associations or institutions formed for the Objects;
8. To appoint and constitute such advisory committees as the Trustees think fit PROVIDED that members of such advisory committees, who are not also properly appointed Trustees of the Trust, may not vote at meetings of the Trustees;
9. To employ such staff (who shall not be Trustees) as the Trustees consider to be necessary and to make all reasonable and necessary provisions for the payment of pensions and superannuation to staff and their dependants;
10. to delegate to any one or more of the Trustees the transaction of any business or the performance of any act required to be transacted or performed which is within the professional or business competence of such Trustee or Trustees PROVIDED that the Trustee shall exercise reasonable supervision over any Trustee or Trustees acting on their behalf under this provision and shall ensure that all their acts and proceedings are fully and promptly reported to them;
11. To accumulate monies belonging to the Trust fund for such period as may from time to time be authorised by law;
12. To collect and disseminate information in all matters affecting the Objects and exchange such information with other bodies or organisations having similar objects;
13. To establish and operate both current accounts and deposit accounts with Banks and Building Societies in the name of the Trust;
14. To receive, take and accept gifts of monies, investments or other such property whether subject to any special trusts or not;
15. To do all such other lawful things as are necessary for the achievement of the Objects

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

Summary of the main activities in relation to these objects

The 2015/16 year has been a monumental year for the charity and another great year for the fundraising team. There have been many highlights, successes and lessons learned during this very busy year.

The objectives for fundraising for this financial year were set at continuing to achieve the £1k monthly target from the fundraising committee to support the running costs of the new building. Additionally, the intention was to raise additional funds via the funding opportunities.

Following reaching the goal of obtaining a suitable premises for performing arts students, accessible to all, a new goal of sustaining and growing highlighted an area that we had never had to consider before, ie. further streams of funding.

The usual activities and events such as textile recycling & raffles and events such as shows & the annual celebration BBQ continued to be fruitful. The highlight of the event calendar was the charity ball. Held in early May it was an ideal opportunity to raise additional vital funds and to share with over 100 supporters the new fundraising objectives. In addition, it also gave us an opportunity to reach out to existing and new supporters for event sponsorship. It raised almost £5000 and was considered a great success.

We have successfully maintained and grown the community ties we have with different organisations such as the Rotary, Lions & Masonic clubs around Rayleigh, Leigh and Castle Point. Being invited to both speak and perform at their events led to receiving several donations from both clubs and individual members. Our affiliation with Sainsbury's Rayleigh Weir, as their charity of the year came to an end late in Q2. It was a fabulous opportunity and certainly raised a good amount of funds (almost £6000). This is an area that we can now confidently pursue with other organisations. We have already agreed a Charity of the year status with The Little Theatre Company, new residents of the building, and expect that to begin in 2016/17 financial year.

One of the other objectives outside of the fundraising committee's community fundraising activities was to build upon the previous year's success with foundation and trust steam funding. The primary focus for the first year of occupation was to assess the ability to sustain the maintenance and annual running costs of the premises. However, a small number of commissions and local government grants were achieved for both EPPA and MTC, enabling us to continue and grow the opportunities to fulfil the charity objectives. A short fundraising report was produced in Q4 and presented to the board with a brief outline of the formal and alternative fundraising opportunities that maybe applicable for the next year and we will endeavour to continue to make better and bolder applications in the coming financial year.

Going forward the changes to the board of trustees and the fundraising committee structure will help to provide a clear, achievable targets and goals in addition to sustaining the building costs. This is of course also supported by the increase in external rentals so that fundraising will become more predominantly focused upon increasing funds to further develop the premises.

Additional details of objectives and activities (Optional information)

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

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

Achievements and performance

Summary of the main achievements of the charity during the year

During the year we raised £62,565 before costs of the charity. Expenditure incurred was £53,886, resulting in a surplus in year of £8,678. Following the use of reserves last year to invest in the premises, this is the first year where the reserves have started to be replenished, which started the year at £21,689 and ended the year at £30,367.

This is the first year where rental for the premises and contributed to the charity income and reinvested into the building to ensure that the facility remains in good condition to meet the needs of the objects. In 2015/16 income through rental was generated for £28,495. Additionally the usual fundraising and donations were achieved. Our biggest contributors in 2015/16 were: donations from the SODS Performances (£1,674), Jotman Halls Primary School Benfleet (£1,556) and donations from M S Frater (£1,250), BTMK (£1,322) Southend Veterans FC (£1,500) and Sainsbury's at the Rayleigh Weir recognised the Charity for the year (£5,728).

Our largest expenditures in year were with: Joben Properties for the rent of the building (£18,250), Essex Damp Proofing (£4,250), Island Roofing (£3,400), plus a number of organisation providing sensory and safety equipment from the St James Grant awarded in 2014/15.

Financial review

Brief statement of the charity's policy on reserves

The goal of Equal People was to open performing arts facilities that are accessible to all. In 2014/2015 a facility to accommodate the needs of the charity was opened and the many years of donations and charitable activities was invested. During 2015/16 the charity has been maintaining the wonderful facility to ensure that opportunities are available to allow the charity to continue fulfilling the objectives in years to come.

At the end of 2014/15 Equal People had funds of £30,367 carried forward towards future charity priorities

It is the charity policy that reserves are secured within low risk investments, in a way that gives the best return whilst being flexible to achieve the goal. The policy on charity reserves will be reviewed following the opening of the Equal People theatre.

Details of any funds materially in deficit

There are no funds in any deficit within the charity.

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 primary source of income for Equal People Performing Arts has been through charitable activities. The activities set out in the 'Summary of the main activities in relation to these objects' section of this document explains how this income has been generated.

Prior to 2014/15 the target of the charity was to obtain a suitable premises for performing arts students, accessible to all. This stage of the journey was realised when a premises was identified with the space and potential to provide an environment accessible for all. The charity leases this premises from Joben Properties on a renewable 7 year lease. Investment has been made into the building by the charity to ensure that the premises are fit for purpose.

The charity has set out in the longer term plans the desire to develop building 2 of the premises rented by the charity into a theatre. This is not possible until the charity has replenished its reserves for capital investment. This is the priority in the medium term. In the short term the charity is developing plans to ensure that the existing space is fully utilised and provision made for access as per the charity objectives.

Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>D. Scrafield</i>	
Full name(s)	Dawn Scrafield	
Position (eg secretary, chair, etc)	Treasurer	
Date	XXX	