



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2013		Day 31 st	Month March	Year 2014

Reference and administration details

Charity name Equal People

Other names charity is known by Equal People Theatre Company

Registered charity number (if any) 1116649

Charity's principal address

C/O Mushroom Theatre Company
 Lubbards Farm, Hullbridge Road, Rayleigh
 Essex
Postcode SS6 9QG

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	Whole Year	
3	Penni Bubb		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

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)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>All Trustees are CRB checked.</p>
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Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>To preserve and protect the health of the public at large by the provision of classes, workshops and courses.</p>
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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

The first half of this year saw the fundraising committee and team of volunteers continuing to focus upon our main objectives of both raising an awareness of our profile in the local and wider community and raising monies to secure a bigger, better equipped permanent home. To that end regular fundraising activities during this period predominantly included the recycling of textiles, aluminium cans and ink cartridges, in house monthly quiz sheets for both children and adults and preparing for bigger annual events such as the very successful showcase shows which raised in excess of £1,600.00 through the sale of tickets, good will boxes, raffles and interval beverages.

Summary of the main activities in relation to these objects

By the end of the second quarter a potential property had been identified and the discussion and process for the acquisition of new premises was underway. Subsequent to this and in conjunction with the trustees, revised fundraising targets were agreed and invitations were made for new members to join the fundraising committee. As a result a renewed team was quickly established which immediately began to focus on the development of both increasing activities and developing alternative fundraising activities for the second half of the year, which would attract a higher yield with some great results.

Some of our most successful events included social nights at local restaurants who agreed to return a percentage of each ticket price and allowed us to raffle prizes at the events. There were also at least 3 bespoke performances for local community groups which have raised funds from their members on our behalf. We also received a number of match funding contributions from volunteers whose employers provided for aiding in the organisation of events. Members of MTC and Friends of EPPA have participated in a number of bag packing events at supermarkets, performed at the Rayleigh Town Christmas lights turn on, undertaken a number of sponsored events and also collected donations from the public for 8 hours at Basildon Councils open air Charity Car park.

However by far the biggest event was the Mushroom Theatre Company's 10th Anniversary show 'Celebrate' which was held at Seevic College, Benfleet in February 2014. The entire company of staff, students, volunteers, supporters, local VIPS and our Patron Lee Mead supported our efforts and a large proportion of our 2013/14 funds were raised both during and as a result of that period. There were several more events, such as birthday party events, evenings arranged by supporters of EPPA to raise funds for us, an 80's themed disco which was held at a local venue, donated to us free of charge and during the Christmas period we sold Christmas cards, bags, decorations and other handmade craft items at the MTC studios. All alongside the continuation of our regular activities of recycling and monthly quizzes and raffles.

Going forward for the next year it is a major objective of the committee to continue our efforts to maintain and grow our monthly targets and to capitalise upon both the existing and new community ties we have established. It is our intention to achieve this via the creation of new marketing materials, a greater focus on gaining both corporate and individual sponsorships for events, identifying potential match funding sources for our major events and the development of a more accurate Gift Aid collection scheme. In addition the charity has recently acquired the help of a volunteer who is willing to assist with applying for grants and funding from Trusts and Foundations.

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 £10,899 before costs of the charity. Our largest cost (£3,504) related to the engagement of an external adviser, experienced in supporting charities to identify suitable property. This support included the identification of suitable premises and negotiation with the agencies.

Financial review

Brief statement of the charity's policy on reserves

The goal of Equal People is to open performing arts facilities that are accessible to all. Until such time as a suitable site has been acquired including a building that is fit for purpose, reserves will continue to grow and be held in order to achieve the goal. At the end of 2013/14 Equal People had funds of £129,496 carried forward.

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 has been through charitable activities. The target is to acquire a site that will enable performing arts pupils of all abilities to participate in theatre.

To date a number of active fundraising activities have been pursued. Only limited funds have been raised as the restriction to raising the funds has been that many of the potential donators or investors in the charity require their investments to be utilised within a particular timescale, or to build upon existing established infrastructure.

Other optional information

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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	26 th October 2014	