



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2014		Day 31 st	Month March	Year 2015

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	Penni Bubb		April – June 2014	
4	Pat Mitchell	Secretary/ Fundraising	June 2014	
5	Paul Shuttleworth	Fundraising	June 2014	
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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

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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)

<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

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 2014/15 year has been an exceptional one for the charity and the fundraising team. We have succeeded in reaching a number the targets we set ourselves for the year as well as recording record numbers in hours volunteered. Yet these successes and the year as a whole, has been dominated by the establishment, refurbishment and successful transition to our new premises.

In conjunction with greater gift aid collection and maintenance the established fundraising activities; such as the monthly quizzes, quarterly fundraising activities and regular textile activities continued across the year and as with previous years, have been very successful and the committee continued to maintain their monthly targets throughout.

However it was the number of new initiatives that and events which are most worthy of highlighting for their success. fundraising highlights such as the reintroduction of the MTC annual charity Ball and the introduction of an annual achievements celebration family day; where family & friends and MTC students & supporters of EPPA could gather together to share in the successes of the academic year and share with us our plans for the changes to come.

One of the objectives of the committee last year was to begin to explore and apply for formal funding via trusts and foundations. We have seen some success in this area in a relatively short period of time, with little experience we have successfully received in excess of £20,000.00 in grant donations with the biggest award of £10,000.00 being received in February from The St James' Place Foundation. This is to be used to provide a brand new compatible sensory space & equipment for The James Beckwith studio in Brook Road. Containing items specifically designed to enhance the visual, auditory, and tactile experience for students, particularly those with learning disabilities. To date we expect to provide this integrated sensory, dance & drama experiences on schedule in late summer of 2015.

Another objective was to make new and wider community ties and shortly after the renovation works began on Brook Road in early quarter 2 the charity was shortlisted by Sainsbury's Rayleigh Weir Branch as their Staff Choice local charity of the year and after a successful the pitch and presentation of new marketing materials a, including a revised charity logo, we were announced as the winners, with 10 of the 12 heads of department making us their 1st choice. Throughout the year MTC have performed in store as well as the staff holding their own events on our behalf and we look forward to receiving their donation in the early part of the next financial year. Other new links have been made via the Essex rotary club network and several donations have been made to the charity by both individual members and lodges towards the renovation and running costs of the new HQ.

Whilst we have achieved many successes throughout this year we have also learned some very valuable lessons, along the way. We have a better working knowledge of how charity partnerships work and what is required from both parties to ensure these money making enterprises are maximised and the level of work required for both formal funding and grant making applications. To that end our plans moving into the next year for the fundraising team are primarily focussing upon two areas. First, maintaining, monitoring, and raising our monthly targets to ensure the adequate annual running costs are covered. Second, is to continue to work on improving our data capture & analysis in order to improve on the success of our formal funding and grant applications. By enabling us to hold a more accurate picture of the success, effectiveness & sustainability of our work we will be able to provide more intricate and precise information to potential donors.

Moving forward the aims of the fundraising committee is to capitalise on the fantastic successes we've achieved so far & continue learn from them to enable us to sustain these levels so we can move forward with phase 2 of the building renovation. We strive to continue to exceed our targets and reemphasis our efforts to gain event sponsorships.

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 £97,631 before costs of the charity. Expenditure incurred was £205,438, resulting in a deficit in year of £107,807. This depleted our reserves, which started the year at £129,496 and ended the year at £21,689.

Our biggest contributors in 2014/15 were: Mr SG Frater £23,750 including gift aid, Income of £15,000 from Joben Properties to finance the roof, grant funding from Essex County Council of £11,635, a grant from St James Trust of £10,000 and donations from the Rayleigh Conservative Club of £3,300.

Our largest expenditures in year were with: Overton Construction being the charity's tendered building partner £135,490, Advanced Industrial Roofing & Cladding Solutions LTD for the roof £35,320, Huggins Bromage £5,232 and Todmans Solicitors £2,822.

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 all was opened and the many years of donations and charitable activities was invested. Now the charity needs to maintain the wonderful facility and ensure that opportunities are available to allow the charity to continue fulfilling the objectives.

At the end of 2014/15 Equal People had funds of £21,689 carried forward, including the grant from St James Trust of £10,000 (recorded as other income).

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	19 th July 2015	