



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month April	Year 2016		Day 31 <sup>st</sup>	Month March	Year 2017

## 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 2016/17 year has been another monumental year for the charity. The objectives for fundraising for this financial year were set at continuing to achieve the £12,000 annual target from the fundraising committee to support the running costs of the new building and to target donations. We raised £12,397 through the fundraising committee and we received £26,859 from donations.

The Trustees also set new short, medium and long term goals during the 2016/17 year, notably converting the space after studio 2 (short), converting studio 3 (medium) and building the theatre (long). Setting these new goals, alongside identifying the Charity's main income streams, brought increased focus to the building project as a whole.

During the 2016/17 year, we secured the funding for the short term goal of converting the disused corridor after studio 2 into additional space, additional disabled toilets and care facilities.

During the 2016/17 year, in addition to our ongoing fully inclusive education in the Performing Arts, we have:

- Expanded the PALs (Performing Arts & Life Skills) adult day provision.
- Started running One Step Beyond workshops for Essex County Council. These workshops are aimed towards all people and in particular those who are becoming disengaged from employment opportunities.
- Became a preferred provider for Essex County Council Short Breaks for Children with disabilities.

During the 2016/17 year, our preferred provider, Mushroom Theatre Company, held a fully inclusive production of Alice In Wonderland featured an equal number of performers with and without additional needs. They also held a very successful production over two days at Towngate Theatre, showcasing fully inclusive performing arts.

We have successfully maintained the community ties we have with different organisations such as the local Rotary, Lions & Masonic clubs and we have strengthened our relationship with The Little Theatre Company, who are residents of the building and work closely to deliver fundraising on our behalf. We have also increased the ties we have with members of the community who are in a position to significantly support the Charity's fundraising.

Going forward the board of trustees and the fundraising committee will be working on the remaining short term goals and continue to work towards, the remainder of the building project, (the medium and long term goals), i.e. initially converting studio 3 into a fully accessible studio for use by the community, suitable for both teaching and small scale performances with staging, seating, a sound system and a stage lighting system, then converting the space at the rear of the building to incorporate a fully inclusive theatre space.

**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 £82,676 before costs of the charity. Expenditure incurred was £45,980, resulting in a surplus in year of £36,696. The medium term goal of the charity was to replenish reserves to facilitate further investment in the premises. This has been achieved, with reserves starting the year at £30,367 and ended the year at £67,063.

Rental for the premises has played a significant contribution to the charity income which will allow reinvestment into the building to ensure that the facility remains in good condition to meet the needs of the objects. In 2016/17 income through rental was generated for £43,416. Additionally the usual fundraising and donations were achieved. Our biggest contributors in 2016/17 were: donations from M S Frater (£6,250), Westcliff Rotary Club (£4,000), Rayleigh Conservative Club (£3,547), BTMK (£2,500), Marcus Baun Solicitors (£1,000), Rayleigh Club (£1,545) and Lloyds Bank Foundation (£1,000).

Our largest expenditures in year were with: Joben Properties for the rent of the building (£18,966), the One Step Beyond Programme (£2,840) where Mushroom Theatre is commissioned to provide this service along with running costs of the building including energy, utilities, rates, insurance and cleaning (£9,259).

## 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 2016/17 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 2016/17 Equal People had funds of £67,063 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

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.

ethical investment policy adopted.

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

<b>Signature(s)</b>	<i>D. Scrafield</i>	
<b>Full name(s)</b>	Dawn Scrafield	
<b>Position (eg secretary, chair, etc)</b>	Treasurer	
<b>Date</b>	4 <sup>th</sup> July 2017	