



## Trustees' Annual Report for the period

**From** 1<sup>st</sup> April 2017 **Period start date To** 31<sup>st</sup> March 2018 **Period end date**

**Charity name:** Equal People Performing Arts

**Charity registration number:** 1116649

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of the charity are 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> <p>In furtherance of the Objects but not otherwise, the Trust has the following powers:</p> <ol style="list-style-type: none"> <li>1. To seek and accept grants from any source whatsoever;</li> <li>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;</li> <li>3. To take all necessary action for publicising and disseminating information concerning the Trust;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>7. To establish and support any charitable trusts, associations or institutions formed for the Objects;</li> <li>8. To appoint and constitute such advisory committees as the Trustees think fit PROVIDED that members of</li> </ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

		<p>such advisory committees, who are not also properly appointed Trustees of the Trust, may not vote at meetings of the Trustees;</p> <p>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;</p> <p>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;</p> <p>11. To accumulate monies belonging to the Trust fund for such period as may from time to time be authorised by law;</p> <p>12. To collect and disseminate information in all matters affecting the Objects and exchange such information with other bodies or organisations having similar objects;</p> <p>13. To establish and operate both current accounts and deposit accounts with Banks and Building Societies in the name of the Trust;</p> <p>14. To receive, take and accept gifts of monies, investments or other such property whether subject to any special trusts or not;</p> <p>15. To do all such other lawful things as are necessary for the achievement of the Objects</p> <p>Having regard to the Charity Commission's public benefit guidance, the trustees are able to declare that:</p> <ul style="list-style-type: none"> <li>• We are aware of the guidance</li> <li>• We have taken it into account in decision making, where the guidance is relevant</li> <li>• We are not aware of any incidents where we have departed from the guidance</li> </ul>
--	--	--

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Equal People Performing Arts does not have a formal policy on grant making.
Policy on social investment including program related investment	Para 1.38	Equal People Performing Arts does not have a formal policy on Social Investment.
Contribution made by volunteers	Para 1.38	Equal People Performing Arts does not have a formal policy on the Contribution made by Volunteers.

Other		
-------	--	--

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the 2017/18 year, our preferred provider, Mushroom Theatre Company, achieved a number of deliverables to support the charity objectives:</p> <ul style="list-style-type: none"> <li>• Weekly term time dance and drama classes at Special Educational Needs Schools</li> <li>• Edward ran the marathon in aid of EPPA</li> <li>• Staff have been trained in: tube feeding, hoisting, administration of rescue meds to enable us to take children with more complex needs</li> <li>• Delivery of 'One Step Beyond Project' in funded by Youth Service and DWP – helping harder to place people to obtain work</li> <li>• Delivery of 'Short Breaks for Disabled Children' days in school holidays funded by ECC.</li> <li>• LGBT+ Plays performed by an inclusive cast</li> <li>• Behaviour management, Makaton, safeguarding training</li> <li>• Delivery of Drama workshops to Young Carers</li> <li>• Performances at various community events to promote EPPA</li> <li>• Inclusive show at local theatre with one 'relaxed' performance</li> <li>• Delivery of dance workshops at primary schools</li> <li>• Visit from education officer from Parliament to help educate our SEND adults in how government works</li> <li>• Continuing to provide work experience placements for local schools and colleges</li> <li>• Senior schools dance project funded by Youth Services</li> <li>• Mushroom Theatre Company also staged two productions: 'Sunshine in my Pocket' at the Towngate Theatre Basildon and 'Prince Henry' at Holy Trinity Church, which were very successful, due to them being fully inclusive with disabled and non-disabled children &amp; adults</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>During the year we raised £86,719 before costs of the charity, which is slightly higher than last year's achievement of £82,676. Expenditure incurred was £76,804 however this includes depreciation for the first year of £35,096 because we have had to adopt new accounting standards. The net result is a £10,416 surplus, which is slightly higher than the results in 2016/17 (£9,948) after the restatement for the new accounting standards. The medium term goal of the charity was to replenish reserves to facilitate further investment in the premises. This has been achieved, with cash reserves</p>
Performance of fundraising	Para 1.41	

activities against objectives set		now at £81,068. The long term goal is to develop the unused studio space into an accessing theatre for small scale productions.
Investment performance against objectives	Para 1.41	<p>We raised £14,868 through the fundraising committee and we received £31,842 from grants and donations.</p> <p>Our biggest contributors in addition to the work of the fundraising committee in 2017/18 were from Essex County Council towards the corridor development (£14,201), Masonic Donation (£6,000), Lee Mead's personal donation (£3,000) and Rochford District Council (£1,500).</p> <p>Our largest expenditures in year (excluding depreciation) were with: Overton for the corridor (£26,230) Joben Properties for the rent of the building (£18,966), training with the Samaritans (£1,800), maintenance of the premises (£1,390), Scholarships (£744), the One Step Beyond Programme (£1,593) where Mushroom Theatre is commissioned to provide this service along with running costs of the building including energy, utilities, rates, insurance and cleaning (£14,463).</p>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>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.</p> <p>We raised £14,868 through the fundraising committee and we received £31,842 from grants and donations.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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 2017/18 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.</p> <p>At the end of 2017/18 Equal People had funds of £164,408 carried forward towards future charity priorities, of which £81,068 relate to cash reserves. It should be noted that these funds are following the restatement for FRS102.</p> <p>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.</p>
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	There are no funds in any deficit within the charity.
Explanation of any uncertainties about	Para 1.23	There are no concerns regarding the charity continuing as a going concern.

the charity continuing as a going concern		
---	--	--

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	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.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>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.</p> <p>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.</p> <p>Beyond these plans, Equal People Performing Arts does not have a formal investment policy.</p>
A description of the principal risks facing the charity	Para 1.46	Principle risks facing Equal People Performing Arts is the underutilisation of the facility, resulting in running costs exceeding charitable donations.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Equal People Performing Arts holds a Trust Deed, which came into force from 21 <sup>st</sup> August 2006
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Charity's governing documents have been approved by the board of Trustees, who meet regularly throughout the year, including an Annual General meeting.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Equal People Performing Arts does not hold a documented process for selecting new Trustees. However, should positions need filling an open and transparent process would be followed for selection.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Equal People Performing Arts
Other name the charity uses	
Registered charity number	1116649

Charity's principal address	29 Brook Road Rayleigh Essex 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	Chair	Whole Year	
2	Dawn Scrafield	Treasurer	Whole Year	
3	Pat Mitchell	Secretary/ Fundraising	Whole Year	
4	Paul Shuttleworth	Fundraising	Whole Year	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Dawn Scrafield	Ian Smith
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chairman
<b>Date</b>	7 <sup>th</sup> October 2018	