

Minutes of the 4th Annual General Meeting of Streatham Theatre Company

Held at 8pm at the Manor Arms, Streatham on 21 June 2017

Present: David Harvey (Chair); Helen Mason (HM); Liz Burton (LB); Melanie Newman (MN); Terry Wynne (TW); Ian Freeman (IF); David Hicks (DH); Joel Mulimba (JM); Liz Williams (LW); John Edmead (JE); Pauline Kennedy (PK); Teresa Tunstall (TT), Sheila Freeman (SF)

Apologies: Alan Scott (AS); Eshani Weeresinghe (EW), Hild Liptrott (HL)

Agenda for Meeting:

- Welcome and apologies
- Receive and approve minutes of the last AGM
- Receive reports from Committee members
- Receive and approve the financial statements for year ending 31 March 2016
- Election of committee officers (Chairman, Secretary, Treasurer) and other committee members (at least 3)
- Other business of the company

1. Welcome & Apologies

2. Minutes of the last AGM

- 2.1 These were circulated by DH.
- 2.2 Approved as an accurate record

3. Chairman's report

3.1 DH thanked all contributors to STC productions and the company's supporters, who have helped put theatre back into Streatham. STC is now established as part of the Streatham community through regular 2nd Tuesday events, productions and appearances at events such as Kite Day. Volunteers are always needed.

3.2 The passing of Brenda Hargreaves, who helped with STC's first production, was noted with sadness.

3.3 In other sad news, Hild Liptrott, a founder member and committee member of STC, had a stroke in January. She is to be made an honorary member.

3.4 The re-development of the Megabowl is to include a 120-seat fringe theatre. Think Tank won the bid to operate the theatre.

3.5. Beacon Bingo is no longer running bingo from the old Streatham Hill Theatre site, though it is still operating slot machines there. It is looking for a new arts/ents use for the building. The So & So Arts Club is running a monthly event there over July on the theme of Women & War.

3.6 The report (available as a separate document) was accepted.

4. Membership update

4.1 TW presented an update. There are currently 53 paid up members. The next membership number will be 144.

4.2 There are 869 people on the mailing list.

5. Events update

5.1 HM presented an update.

139 people attended 12 STC workshops in the last year with the highest attendance at 19 for the movement workshop and the lowest (5) for storytelling which suffered from falling on a date that was also mid-rehearsal for a show.

5.2 New ideas were introduced such as the new writing workshop, "Streatham Shorts".

5.3 The events calendar is booked until Christmas 2017.

5.4 All new ideas for workshops are gratefully received.

6. Production update

6.1 IF presented a summary of productions including:

- A rehearsed reading of Alan Bennett monologues with several directors.
- *Breaking the Code* on tour at St Leonards on Sea and a rehearsed reading of the play in Tooting Library.
- *Shakespeare Plays Bingo* – some of Shakespeare's most famous scenes were performed at the old Streatham Hill Theatre to celebrate the bard's 400th anniversary.
- *Run For Your Wife* – the Ray Cooney farce was performed in Streatham for the first time.

6.2 STC has put on 16 productions since it was started up in 2013 – an impressive record.

7. Financial statements

7.1 The financial statements and finance report (available as a separate document) were circulated by LB and approved.

7.2 STC is in a healthy financial position after another successful year.

7.3 DH proposed a vote of thanks to the treasurer, LB.

8. Elections

The following were elected:

Officers:

DH – Chairman

LB – Treasurer

MN – Secretary

Committee members (and current portfolios)

HM – events

TW – membership

IF – marketing

9. AOB

9.1 A vote of thanks was passed to all committee members

9.2 Mhairi Grealis' directing course was highlighted to those interested.

The meeting closed at 9.07pm



AGM 21 June 2017

Chairman's Report April 2016 to March 2017 and beyond

- **Highlights**

As we move into our fifth year, it's been another busy and successful year for STC. We are an established part of the Streatham community, contributing to its 'village' feel and inclusive spirit.

A big thank you goes to all those who contributed so positively to all our productions, events and other activities during the year, which I'll now summarise:

- **Events**

We have held our regular events on the second Tuesday of the month plus some extras, supported by local theatre practitioners who have willingly given their time and expertise. These have covered a wide range of workshops, seminars, talks, visits and readings - we have more details from Helen our events manager later.

We also had our regular stall at Kite Day, staffed by volunteer members, attracting much interest and growing the mailing list. We are always looking for volunteers to help staff the stall and chat to those who are interested in theatre (or don't know they are interested yet).

- **Productions**

- *May 2016: Talking Heads.* These well received rehearsed readings of Alan Bennett's monologues were run on consecutive Mondays in May in a new venue for us, The Manor Arms (in this very room). Having several short monologues allowed members to try their hand at directing and performing on a small more manageable piece..
- *May 2016: Our 'tour' of Breaking the Code* concluded with a rehearsed reading at Tooting Library. Unfortunately we only attracted a small but quality audience.
- *Streatham Festival July 2016. Shakespeare Plays: Bingo.* Another of our popular themed tours of the former Streatham Hill Theatre was again well supported. This time the theme was linked to Shakespeare's 400th anniversary. We also supported Beacon Bingo's gala night in November by running a history tour.
- *November 2016: Our Streatham premiere of Run for Your Wife* was due to be our Festival production but had to be postponed late in the day to the indisposition of a key cast member. It was rejuvenated with a revised production team and cast and had three very full and very well received performances at the Streatham Tate Library Centre.

- *April 2017: Pantomime: Peter and the Wolf.* Strictly speaking this falls into the next year (2017-18) but rehearsals started this year. Our second ever panto was held in a new venue for us, the British Home, where we upgraded their concert hall into a theatre for the production. Pantos are always hard work but they are also fun. We had great audiences who got into the panto spirit and really enjoyed themselves, as did we. Oh yes we did!

- **Moving on**

- We are constantly looking ahead to our future programme of productions. We envisage continuing to stage 3 or 4 productions a year, including the Streatham Festival.
- This year we have two events underway for the Streatham Festival in July. A modern interpretation of the Canterbury Tales and a free guided history tour of Streatham Hill Theatre. Tickets are now on the website - we advise booking early!
- We are continuing the regular second Tuesday events and other extra events, which are important to maintain an ongoing community...
- ...and to run stalls at events such as Kite Day, take part in the Streatham Festival, and other local events, to spread the word and build membership.
- We have many ideas and suggestions about what to do and where to do it - there are some interesting outdoor sites suitable for site-specific shows for example. We will consider any ideas that are practical for the company to progress. What we also need are organisers/directors/producers to drive forward these ideas and turn them into reality. At the moment we can only really run one production after another in series; if we had more interested people we could perhaps run parallel teams?

- **Members and Friends**

We are open to all (over-18s) interested in theatre and the performing arts with a connection to Streatham whatever their background and experience. Membership hovers at around 50, with members from a diverse range of ages and backgrounds. Some members are completely new to theatre and several have made their stage debut with STC. Others have amateur and professional experience which they share with others through our activities and shows. If you have a skill you'd be willing to share through a workshop or similar please let us know.

During the year we have heard of the death of Brenda Hargreaves, an honorary member and 'old stager' of theatre in Streatham who was key to our first production.

In other sad news, we heard that Hild Liptrott, a founder member had a stroke in January and has been in hospital since then, where some of us have been to visit. She cannot stand for re-election to the committee, however we will be making her an honorary member, joining Michael Grade and David Harewood.

Our online community continues to grow, through our email list, Facebook friends and Twitter followers.

Terry, our Membership Secretary, will say a bit more about these shortly, but one message from me is:

Please renew your membership as it expires, and tell your friends about us and encourage them to join us. Subs are only £10 and will help us continue to create and perform theatre in Streatham, and bring theatre skills to Streatham's locals. It also gets you concessionary rates at our events and shows. Our workshops are free to members, but we make a small charge (currently £3) to non-members to cover costs.

- **New theatres for Streatham**

As you may know the Megabowl/Caesars redevelopment includes a new 120 seat theatre. A group of local theatre practitioners called Think Tank have won the bid to operate the theatre. The building is still being built and fitted out. We think it will open at the end of the year or early next year.

Beacon Bingo has stopped running bingo at the old Streatham Hill Theatre but their slot machine arcade continues. They hope to find a new arts/entertainment use for the building. In the meantime, throughout July, The So & So Arts Club is running a month long festival on the theme of Women and War.

- **Conclusion**

In conclusion, I'd like to express our great thanks to everyone who provided support and encouragement from all around Streatham, and all those who have provided their time and expertise to stage our shows and run our events programme. Plus of course our committee, members, patrons, followers, and audiences - with apologies to anyone I've left out.

You have all continued to help put theatre into Streatham.

Thank you

David Harvey

Chairman, 20 June 2017

Treasurer's Report for Financial Year April 2016 to March 2017

I think we can safely say that our fourth financial year was a definite success, as we staged 8 performances and 12 events for a total cost of just over £200. However, as we performed *Peter and the Wolf* at the very beginning of this financial year, we saw a significant increase in production expenses at the end of the year, while the contribution came in April of this year.

From 2016 to 2017, in order to simplify our accounting process, instead of depreciating the cost of our assets over three years, we have agreed that assets are to be fully costed in the year of purchase. This has also had an effect on the cost of productions for last year.

The costs were offset to a certain extent by subscriptions from new and renewing members, and I would like to stress that we are in a very healthy position.

Looking at our *Income and Expenditure* report for the year:

Our income amounted to £3,335.43, almost £800 down on last year.

The show which raised the highest contribution was our production of *Shakespeare Plays Bingo* for Streatham Festival in July which made £360.61. The only other show which added to the contribution was our well-received rehearsed readings of Alan Bennett's *Talking Heads* monologues at the Manor Arms, which raised £45.66. This was cancelled out by our rehearsed reading of *Breaking the Code* at Tooting Library, which made a small loss of £48.50. *Run for Your Wife*, finally performed in November after being postponed from July, sadly made a loss of £158.06, due to increased costs. The show was very well received and audience numbers were healthy, but postponement meant increased costs for rehearsal space and hire of the Mark Bennett Centre at Streatham Library proved expensive, at £400. Income from events dropped slightly from just under £70 to £57.50.

On a more optimistic note, income from membership subscriptions went up by almost £120, largely due to the number of new members joining in the New Year to take part in *Peter and the Wolf*.

In December we were awarded a grant of £500 from Skipton Building Society's Grassroots Giving initiative. These grants are given to small local community groups to create community projects. Our project was our Acting Classes, led by Mhairi Grealis which took place in April and May and proved very popular. More on that next year.

Our expenditure during the year was incurred to allow us to achieve the objectives set out in our Constitution.

The most significant expenditure of £2,764.45 was incurred in putting on our shows.

Events cost us £448.48, offset by the fees paid of £57.50, making an overall cost of £390.98, which amounts to a reasonable average cost of just over £32 per event, around £4 up on last year. We do not expect events to fully cover their costs.

Other expenses included insurance, bank charges which are new for last year, and miscellaneous expenses. Total costs were £3542.25, leaving us with a small loss of £206.82.

Our PayPal card reader is available at all our shows and events and although most of our audience members and participants still tend to pay with cash, there is a small but significant trend towards PayPal payments. A significant proportion of our members are now choosing to pay their subscriptions online from our website by PayPal or Credit Card.

Without a personal PayPal account you can opt to make a single yearly payment or if you have an account, you can choose a recurring payment, which is like a Standing Order and can be cancelled at any time from your PayPal profile.

Our Balance Sheet shows a balance of £3784.96, but our usable balance is £3284.96, as our £500 grant from Skipton Building Society is ring-fenced as a 'liability' for Acting Classes next year. In June of 2016 our Committee agreed that we had discharged our obligation to Streatham Action and would therefore no longer ring-fence the remaining £250 given to us to fund 'Playing with Sugar'.

We also agreed that as the Friends of Streatham Library no longer exists as an organisation, we will retain the £569.83 which remained in our account, bearing in mind that we will need to be in a position to return the money if required.

Despite our liability of £500, we are in a healthy financial position this year.

Once again, as last year, I have very much enjoyed being your treasurer this year, and would be happy to carry on holding the purse strings next year, unless anyone here would like to volunteer to take over.

E. Burton

Liz Burton, 21/6/17

Streatham Theatre Company

An unincorporated association

c/o Vinters

1b Sunnyhill Road

London

SW16 2UG

Financial Statements

01 April 2016 - 31st March 2017

- Income and Expenditure
- Balance Sheet
- Notes

www.streathamtheatre.org.uk

info@streathamtheatre.org.uk

Tel: 020 3432 5710

STREATHAM THEATRE COMPANY
INCOME AND EXPENDITURE FOR THE YEAR
01 APRIL 2016 TO 31 MARCH 2017

	2016-17	2015-16
Income		
Subscriptions	529.66	410.00
Productions	2,217.27	3,603.05
Donations ¹	31.00	41.80
Grants ²	500.00	-
Events	57.50	69.49
	£ 3,335.43	4,124.34
Expenditure		
Productions ³	2,764.45	1,957.29
Insurance	245.60	227.21
Affiliations	-	-
Events	448.48	414.21
Bank charges ⁴	64.00	-
Marketing ⁵	-	-
Assets ⁶	-	221.02
Miscellaneous Expenses	19.72	148.66
	£ 3,542.25	2,968.39
Overall Contribution at 31st March 2017	£ -206.82	1,155.95

Notes

- 1 Through ticket sales
- 2 Through Skipton Building Society's Grassroots Giving Campaign
- 3 Includes assets of £251.82: flats
- 4 Quarterly service charges from Sept. 16 + £10 card cancellation fee
- 5 Marketing costs related to specific shows are included in the costs of the show; there were no general marketing costs incurred in 2016-2017.
- 6 From 2016 - 2017 onwards, STC has revised its accounting policy to take the full cost of assets in the year of acquisition.

STREATHAM THEATRE COMPANY
BALANCE SHEET FOR THE YEAR
01 APRIL 2016 TO 31 MARCH 2017

	2016-17	2015-16
Current Assets		
Bank	3,760.96	3,832.34
Prepaid Card	0.00	100.00
Cash in cash box	24.00	24.00
	<u>£ 3,784.96</u>	<u>3,956.34</u>
Current Liabilities		
Advance grants	500.00	0.00
	<u>£ 500.00</u>	<u>0.00</u>
Net Assets (Liabilities)	<u>£ 3,284.96</u>	<u>3,956.34</u>
Represented by		
Reserves	<u>3,784.96</u>	<u>3,956.34</u>
Total Funds at 31st March	<u>£ 3,784.96</u>	<u>3,956.34</u>

The financial statements were approved and authorised for issue by the Committee on _____ and were signed below on its behalf by :

Elizabeth Burton, Hon. Treasurer

**STREATHAM THEATRE COMPANY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

ACCOUNTING POLICIES

a) Accounting Convention

The financial statements have been prepared under the historical cost convention, in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

b) Dissolution

On Dissolution any surplus will not be returned to any members. Any surplus funds will be transferred to any charity or society with similar objectives to Streatham Theatre Company (STC).

c) Income & Revenue

Any income is recognised when receivable. Donations are recognised in the year when they are received. Grants are recognised confirmed at the point when entitlement and amount are confirmed.

d) Expenditure

All expenditure is dealt with on the accruals basis and includes value added tax where appropriate. Expenditure comprises those costs incurred by STC in the delivery of its activities and services.

It includes direct costs of activities and those costs of an indirect nature necessary to support those activities, allocated between expenditure categories on an appropriate basis.

e) Management of Assets

From 2016 - 2017 onwards, STC has revised its accounting policy to take the full cost of assets on acquisition.

f) Going Concern

The accounts have been prepared on the assumption that STC is able to carry on its activities as a going concern, which the Committee consider appropriate having regard to the circumstances.

g) Reserves

The Reserve funds are fees and other income receivable or generated for the objectives of the company without further specified purpose, and are available as general funds.

h) VAT

STC is not registered for VAT as turnover is below the threshold for registration.
