

**Minutes of the 6th Annual General Meeting of Streatham Theatre Company
Held at 8pm at Vinters, Sunnyhill Road, Streatham, SW16 on Tuesday 11 June 2019**

Present: David Harvey (Chair); Liz Burton (LB); Melanie Newman (MN); Liz Williams (LW); Helen Mason (HM), Eshani Weeresinghe (EW), David Hicks (DAH); Sheila Freeman (SF), Holly Johnson (HJ), Mike Jennett (MJ), Alan Scott (AS), Jo Ostrowska (JO), John Tooze (JT), Joe Robinson (JR), Rob Keeling (RK), Russell Henman (RH), Rosemarie Jones (RJ), Nathan Simpson (NS), Stephen Barc (SB)

Apologies: Ian Freeman (IF), Terry Wynne (TW), John Edmead (JE), Danielle Allen (DA), Peter King (PK), Roger Wates (RW)

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 2019
- Election of committee 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 The minutes were circulated by the Chair.

2.2 Approved as an accurate record.

3. Chairman's Report*

3.1 The Chair said STC was set up in 2013 to put the theatre back into Streatham and had achieved that.

3.2 Members include people who had never been on stage before and have now done several shows.

3.3 As well as 3-4 productions per year STC holds regular 2nd Tuesday events to improve members' skills.

3.4 We also have a stall at the annual Kite Day and usually time a production for the Streatham Festival. Our committee member Jo Ostrowska is currently Chair of the Streatham Festival.

3.5 Events are subsidised by income from subscriptions and shows.

3.6 Our turnover is around £4,000 per year. Typically we break even and keep one year's funding in reserve.

3.7 Our most recent production was *Alice in Wonderland*. In the last year we also put on *Hamlet off the Street*, a promenade style version of *Hamlet* set in and around St Leonard's Church. We also showcased new writing by members.

3.8 In the year coming up we have plans for a rehearsed reading of *Sunday Morning at the Centre of the World* by Louis de Bernieres, planned for October and production of a new play, *Sisters in the Snow* by Holly Johnson, in the winter.

3.6 When STC was set up there was no other theatre in Streatham. Streatham Space Project has since been established although to date STC has not used this venue due to costs.

- 3.7 STC has previously performed at Streatham Hill Theatre however this is no longer possible (our last show there was in 2016). The Friends of Streatham Hill Theatre is campaigning to get the theatre back into public use.
- 3.8 The Chair thanked all contributors to STC productions and the company's supporters.
- 3.9 The report was accepted.

4. Membership Update*

- 4.1 The Chair presented the membership report in the absence of TW. As of 4 June 2019 there are 55 paid up members with three more due for renewal.
- 4.2 There are 961 people on STC's emailing list.

5. Events Update*

- 5.1 HM presented a report.
- 5.2 STC has held 72 workshops in 6 years
- 5.3 There were 198 workshop attendances in 2018-19
- 5.4 Topics included script reading, acting, technical skills (eg lighting & sound, stage effects), improvisation, directing and new writing.
- 5.5 Events with a more social angle were also put on such as the theatre quiz and the Streatham's Got Talent Christmas event
- 5.6 On Sunday 7 July STC is putting on a comedy night to celebrate the life of founder member Hild Liptrott
- 5.7 Thanks to everyone who has helped put on events.

6. Financial Statements*

- 6.1 The financial statements for the year and finance report were circulated by LB.
- 6.2 STC is in a healthy financial position after another successful year, with total funds as at 31st March 2019 at £4,482.35.
- 6.3 The financial statements and report were approved.

8. Elections

The following were elected:

- David Harvey – Chairman
- LB – Treasurer
- MN – Secretary
- HM – committee member (events)
- TW – committee member (membership)
- IF – committee member
- LW – committee member
- MJ – committee member
- JO – committee member

9. AOB

- 9.1 The Chair asked the meeting to remember Jonathan Murray, who played the vicar in the recent production of Agatha Crusty, who died unexpectedly and is sorely missed.
- 9.2 The Streatham Festival is on 11-20 October

The meeting closed at 8.43pm

* Full reports are available as separate documents.



AGM 11 June 2019

Chairman's Report April 2018 to March 2019 and beyond

- **Highlights**

STC was set up to put theatre back in Streatham, and we have clearly succeeded in that aim. We provide an opportunity for anyone interested in theatre to get involved on or off stage whatever their level of experience. Our regular workshops help develop and improve people's skills, and our shows give them a chance to perform, in a safe environment.

I would like to give a big thank you 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, 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 secretary later.

Repeated again this year was our Streatham Shorts programme, offering writers the chance to present their new writing for reading and feedback, and the opportunity for performances of some of the new writing at the December *Streatham's Got Talent* event.

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**

Our productions this year have been great fun and well received by all. Once again we have had a wide variety of shows in different styles. There's more on our website about these, with links to photos and some videos.

- Our murder mystery *Agatha Crusty and the Village Hall Murders* at the British Home was both fun and very well received (and made a good financial contribution).
- Our special adaptation *Hamlet off the Street* was performed promenade-style at St Leonards Church in September. This was very well received by the audiences and also by the church team.
- Several of the new scripts from *Streatham Shorts* were showcased as part of the annual *Streatham's Got Talent* Christmas event.

- And our *Alice in Wonderland* pantomime at the British Home was also great fun (although hard work) and was enjoyed by children of all ages. Oh yes it was! (Though strictly the performances were in the latest FY.)

- **Members and Friends**

Membership hovers at around 55, 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.

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 (only £3) to non-members to help cover costs.

Finances

We will have a full report from Liz our Treasurer shortly but I wanted to give a quick overview of our approach to finances.

We keep subs low (still only £10 p.a.) to increase membership take up, and so far have not had to charge fees to be in shows unlike some other groups. The subs are intended to cover the overheads of the company (insurance, bank charges etc.), so as mentioned above please do renew yours each year. We expect to subsidise our events from other income, mainly from shows, so our shows need to at least cover their costs, then bring in some more.

Our turnover is approximately £4000 a year, with income and expenditure roughly equal. As a non-profit organisation we don't plan to make a profit! When we do have a surplus, such as on a really well-attended show, any extra cash goes into our reserves to support us over any future bad patches - we like to keep around a year's turnover in reserve.

- **Moving on**

- We are constantly looking ahead to our future programme of productions, and welcome proposals. While open to any kind of production, we need shows which we can realistically deliver given our constraints in venues, budgets and availability of participants! We also need directors/producers to drive forward these ideas and turn them into reality.
- We envisage continuing to stage 3 or 4 productions a year and like to maintain a rolling programme for the next few shows. The closest will usually be in production or rehearsal, the next in planning and the furthest away being researched.

- This (financial) year we have already completed our pantomime version of *Alice in Wonderland* at the British Home, which was both fun and well-received.
- We plan a rehearsed reading of *Sunday Morning at the Centre of the World* for the Streatham Festival in October. This is set in Earlsfield and has been described as 'Under Milk Wood for South London'.
- This winter we will be staging the UK premiere of *Sisters in the Snow* a play by American playwright Holly Johnson, a friend of STC Member.
- 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 (May), take part in the Streatham Festival (October), and other local events, to spread the word and build membership. Volunteers to help always welcome!

- **More theatres for Streatham?**

The new 120 seat theatre in the London Square (Megabowl/Caesars) development has been open for a year as *The Streatham Space Project* with a varied programme of theatre, comedy and music. We have investigated the potential for using the new space but costs are currently prohibitive.

Beacon Bingo stopped running bingo at the old *Streatham Hill Theatre* over 2 years ago but their slot machine arcade continues. They continue to look for a new user for the building with an arts or performance background. A local group, the Friends of Streatham Hill Theatre (of which I am chair) has been set up to represent the community's interests in the future of the building.

Please check out the group online at www.streathamhilltheatre.org and join if you can (it's free). It would be great to have the space available for us and other local groups to use.

- **Conclusion**

In conclusion, I'd like to express 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 and anyone I've left out.

You have all continued to help put theatre into Streatham. Thank you

David Harvey

Chairman, 11 June 2019



AGM 11 June 2019

Membership Secretary's Report

The next Membership number to be issued will be 180. This indicates the total number of different people who have been Members since we launched.

The current number of paid-up Members (as at 4 June 2019) is 55 plus 3 renewals due at the end May whom I am fairly confident will renew.

The monthly number of Members has oscillated between 45 and 54 over the year and recruiting Members remains an effective source of funds to cover our overheads and regular activities.

The number of MailChimp subscribers stands at 961, which includes Members plus others with an interest in us.

Terry Wynne, 4 June 2019



AGM 11 June 2019

STC events Report 2018 -2019

They say that time goes quickly when you are enjoying yourself - I can hardly believe that we have been running our STC Second Tuesday events programme for 6 years. But it is true. In that time, we have run 72 workshops on all aspects of stagecraft and an amazing 837 people have participated. That's an average of 12 people per workshop. 2018-19 saw our highest monthly attendance of 33 people at our 2018 Christmas social and also our highest annual participation of 198 people.

Those of us who set up Streatham Theatre Company in 2013 were clear that we didn't want to just focus on the usual and dram offer of production after production. We'd all been part of those kind of theatre groups. We wanted something different. We were keen to appeal to anyone interested in stagecraft; from the person looking to act or help backstage, to their neighbour who wanted less commitment and to dip their toe in the occasional theatre-themed night out.

The Second Tuesday Programme has filled that niche. There is no long-term commitment and it's perfectly possible to just drop-in to occasional events. Obviously, we love our regulars and it's great when this leads to people joining more regular productions (or indeed, as has happened several times this year), offering to lead a future workshop.

The events programme now features some regular favourites; our new writing showcase, *Streatham Shorts*, in September each year; a pub quiz in November and our end of year social *Streatham's Got Talent*. This year we've also continued our objective to feature workshops supporting actors and directors; *Shakespeare's text*, which twinned with our *Hamlet off the Street* production, as well as supporting the technical aspects of theatre; *Stage effects - Blood and Gore* and *Sound and Lighting Tech*.

The year saw us making some new connections with up-and-coming Streatham venues by relocating events from our usual home here in *Vinters* to both the *Leigham Well* for both our Quiz night and Christmas Social and *the Rookery Café* for our Streatham Festival Halloween *Fright Night* of ghostly storytelling. Both proved a great success and we hope to repeat the visits similarly later this year.

One unintended outcome of this year's programme is that several workshops have inspired ideas for other STC firsts. The February improv workshop inspired our collaboration with *The Finding Human Project* to devise and perform a show in a weekend. Our latest workshop with writer in residence American playwright Holly Johnson came out of a chance remark by Holly at our May 2018 *An Evening with Alan Bennett* event and a subsequent reading of her script last August. *Sisters in the Snow* will be our STC winter production.

Thank you to everyone that has supported me in running the events programme, either by suggesting ideas, facilitating a workshop or helping with the programme or planning. Like all good productions, the behind the scenes work takes time and makes the night. This varied programme is not something every amateur theatre has in its repertoire and we should be very proud.

Finally, please note our future events for the year including, most importantly, our Comedy and Open Mic night on Sunday 7th July, 7pm at the Railway, Streatham Common. This is an STC tribute to our founder member Hild Liptropp and in support of the Stroke Association. Please come along and giggle for a good cause. Thank you.

Helen Mason – Events Secretary



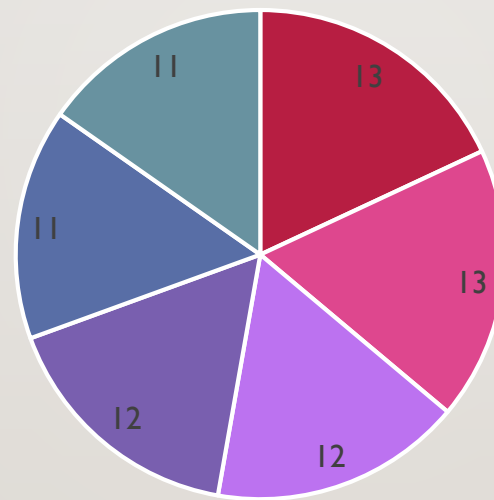
STC EVENTS REPORT 2018-19

STREATHAM THEATRE COMPANY –
REVIEW OF SECOND TUESDAY EVENTS



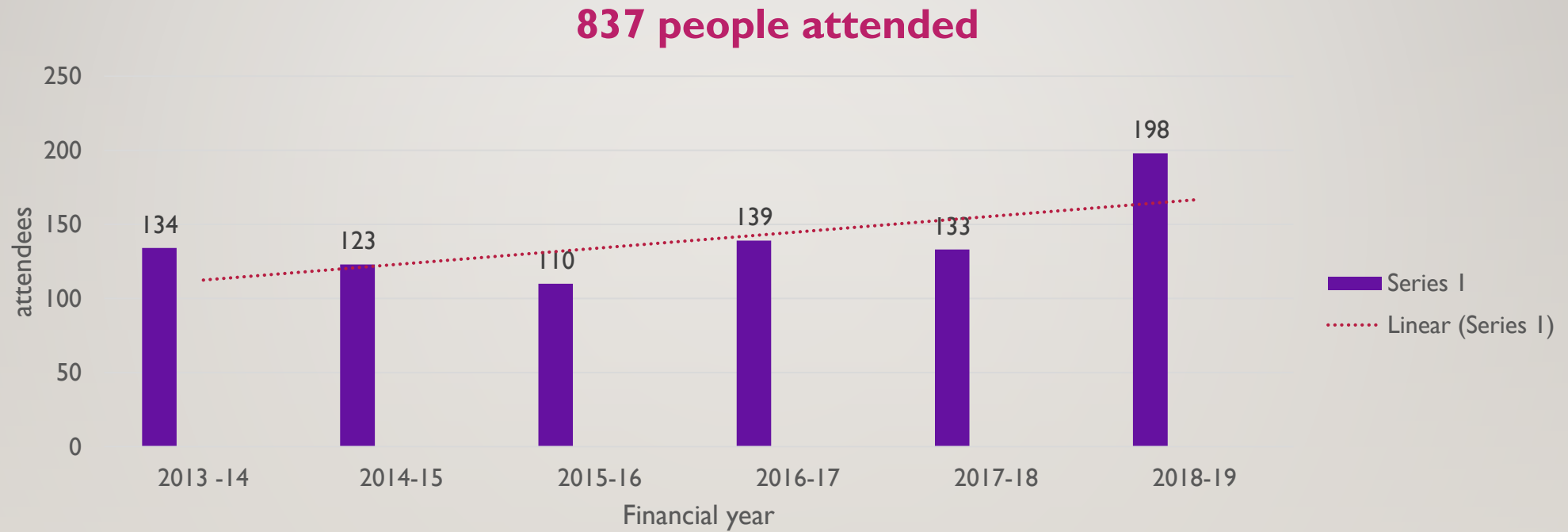
EVENTS WORKSHOPS 2013-19

72 workshops in 6 years



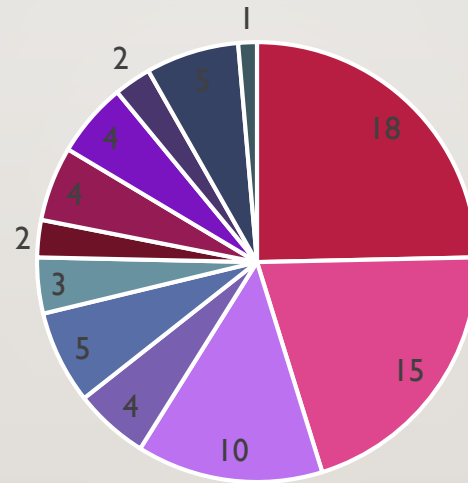
- 2013-14
- 2014-15
- 2015-16
- 2016-17
- 2017-18
- 2018-19

EVENTS ATTENDANCE 2013-19



EVENTS PROGRAMME 2013-19

72 workshops on all aspects of stagecraft



■ Script reading ■ Acting ■ Technical ■ New Writing ■ Improv ■ Quiz ■ Storytelling ■ Comedy ■ Directing ■ Tour ■ Social ■ Launch

EVENTS 2018-19

Month	Event	Month	Event
April	Shakespeare's text - a masterclass	October	Streatham Festival - Fright Night
May	An evening with Alan Bennett - play reading	November	Theatre Quiz
June	Summer production	December	Streatham's Got Talent - Christmas Social
July	Blood & Gore - stage effects workshop	January	Set design workshop
August	Sisters in the Snow - play reading	February	Improvisation workshop
Sept	Streatham Shorts - new writing showcase	March	Stage lighting & Sound - Tech workshop

2019 PROGRAMME JULY – DEC

Date & Time		
Sunday 7 th July – 7pm	Comedy Night & Open Mic in tribute to STC founder member Hild Liptrott	The Railway, 2 Greyhound Lane, Streatham Common
Tuesday 9 th July 7pm	Playback Theatre Improv Workshop	Vinters, studio 2B Sunnyhill Road, Streatham
Tuesday 13 th August 7pm	Streatham's Theatrical Heritage – presentation by Liz Burton	Vinters, studio 2B Sunnyhill Road, Streatham
Tuesday 10 th September 7pm	Streatham Shorts – new writing showcase	Vinters, studio 2B Sunnyhill Road, Streatham
Tuesday 8 th October 7pm	Fright night – Halloween ghost stories	TBC
Tuesday 12 th November 7pm	Quiz	TBC
Tuesday 10 th December 8pm	Christmas Social – Streatham's Got Talent	TBC

Treasurer's Report for Financial Year April 2018 to March 2019

Last financial year, our sixth, we consolidated and built on the healthy financial position in which we finished our fifth year.

During the year we staged 8 performances and 11 events.

Our overall contribution at the end of the year was a very healthy £645.47.

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

Our income amounted to £4,548.58, just over £800 down on last year. This was largely due to the fact that we ran no courses last year, and received no sponsorship.

Our production of *Agatha Crusty and the Village Hall Murders*, performed at the British Home in June, made £1,240, our most significant contribution to date. Many congratulations to Jo Ostrowska the Director, the cast, and all concerned with the show.

This excellent contribution was due to two main factors: good audience numbers – we were close to capacity on Thursday and Saturday evenings, and exceeded it on Friday evening.

This type of show is evidently popular. The setting of the British Home, with its village hall look, kept costs on props etc. low. Also, as the action of the play takes place in the here and now, the cast were generally able to wear their own clothes.

Hamlet, as adapted by me for performance in St Leonard's Church, sadly made a loss of just under £350. The main cause of this is low audience numbers: we sold only 50% of available tickets, which had a knock-on effect on programme donations and bar takings. Expenses too were on the high side: the main expense was of course £650 to hire St. Leonards, followed by printing costs (posters/flyers and programmes), which together came to around £275. On a brighter note, the bar made around £150 contribution, and the set, costumes and props all came in well under budget.

The printing costs were around £135 higher than *Cinderella* (the show with the next highest printing costs). It seems that Jo Ostrowska's work at the British Home makes it possible for the Copy Shop to offer lower rates.

Income from events remained stable, with a slight increase from £233.12 to £238.09, while income from membership subscriptions went up by over £120, largely due to the number of new members who joined to take part in *Agatha Crusty*. Donations too, continued the upward trend. As well as our usual donations though TicketSource, Streatham Women's Institute donated £50 in appreciation of Helen Mason's talk on Theatre in Streatham, and

we accepted a £10 donation in lieu of membership from a chaperoned minor who took part in Alice in Wonderland, our pantomime performed in April of this financial 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 £3,055.20 was incurred in putting on our shows.

Events cost us £456.48, offset by the fees paid of £238.09, making an overall cost of £218.39, over £40 less than last year. This amounts to a very reasonable average cost of around £20 per event, the same as last year. We do not expect events to fully cover their costs.

Other expenses included the usual insurance and bank charges, and front-of house expenses of £56.40. £54 of this was the cost of a second card reader. There were no miscellaneous expenses this year. Total costs were £3,903.11, around £1,300 less than last year, leaving us with a contribution of £645.47.

Our PayPal card reader is available at all our shows and events and the trend towards PayPal payments is forever increasing. 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 £4,482.35, once again slightly up on last year and leaving us in a healthy financial position.

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.

A handwritten signature in black ink that reads "E. Burton". The signature is written in a cursive style with a large initial "E".

Liz Burton, 11/06/19

Streatham Theatre Company

An unincorporated association

c/o Vinters
1b Sunnyhill Road
London
SW16 2UG

Financial Statements

01 April 2018 - 31st March 2019

- Income and Expenditure
- Balance Sheet
- Notes

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STREATHAM THEATRE COMPANY
INCOME AND EXPENDITURE FOR THE YEAR
01 APRIL 2018 TO 31 MARCH 2019

	2018-19	2017-18
Income		
Subscriptions	548.64	427.62
Productions	3,657.20	3,675.79
Donations ¹	104.65	57.50
Grants/Sponsorship ²	-	250.00
Courses ³	-	719.24
Events	238.09	233.12
	£ 4,548.58	5,363.27
Expenditure		
Productions	3,055.20	3,513.38
Insurance	263.03	258.51
Affiliations	-	-
Events ⁴	456.48	498.57
Bank charges ⁵	72.00	72.00
Courses	-	890.00
Marketing ⁶	-	-
Front of House ⁷	56.40	-
Miscellaneous Expenses	-	-
	£ 3,903.11	5,232.46
Overall Contribution at 31st March	£ 645.47	130.81

Notes

- 1 Through Ticketsource ticket sales; £50 from Streatham WI in appreciation of Helen Mason's talk about theatre in Streatham; £10 donation in lieu of membership from a chaperoned minor who took part in a show
- 2 From the Bull Public House, Streatham Common, for *Peter and the Wolf*
- 3 We ran no courses in 2018-2019
- 4 Includes £15.38 for an event in next financial year, 2019-20
- 5 Quarterly account service charges
- 6 Marketing costs related to specific shows are included in the costs of the show; there were no general marketing costs incurred in 2018-2019
- 7 Includes £54 for a second card reader

**STREATHAM THEATRE COMPANY
BALANCE SHEET FOR THE YEAR
01 APRIL 2018 TO 31 MARCH 2019**

	2018-19	2017-18
Current Assets		
Bank	4,458.35	3,908.99
Prepaid Card	0.00	0.00
Cash in cash box	24.00	24.00
	£ 4,482.35	3,932.99
Current Liabilities		
Advance grants	0.00	0.00
	£ 0.00	0.00
Net Assets (Liabilities)	£ 4,482.35	3,932.99
Represented by		
Reserves	4,482.35	3,932.99
Total Funds at 31st March	£ 4,482.35	3,932.99

The financial statements were approved and authorised for issue by the Committee on 11/06/2019 and were signed below on its behalf by :

E. Burton

Elizabeth Burton, Hon. Treasurer

**STREATHAM THEATRE COMPANY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

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

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.
