

**Company Registration Number 02612362**

**Registered Charity Number 1016172**

# **NOVEMBER CLUB**

**(A COMPANY LIMITED BY GUARANTEE)**

## **REPORT AND ACCOUNTS**

**For the year ending 31 March 2024**

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	November Club
<b>Charity registration number</b>	1016172
<b>Company registration number</b>	02612362
<b>Registered office</b>	54A Newgate Street, Morpeth, Northumberland NE61 1BE

**Trustees**

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of November Club during the period and to the date of signing this report are as follows:

Ms C Hindle (Chair)	
Mr J Beattie	
Ms J Darby	
Mr C Foxon	
Ms H Fussell	
Mr M Quigley	
Ms J Read	Appointed 23 May 2023
Ms L Reagan	
Ms F Whitehurst	

<b>Company Secretary</b>	Ms A Perrett
<b>Bankers</b>	Co-operative Bank, Balloon Street, Manchester M60 4EP
<b>Independent Examiner</b>	Mr P O'Hara FCA, Chartered Accountant, 26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Documents**

November Club is a charitable company limited by guarantee, incorporated on 20 May 1991, as European Players Theatre Company, and registered as a charity on 12 January 1993.

It was formed under the Memorandum of Association that established its objects and powers. It is governed under its Articles of Association, as amended by special resolutions dated 29 November 1992, 29 November 1995 and 6 November 2014.

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**STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)**

**Governing Documents (Cont.)**

On 2 October 2010, the company changed its name to November Club.

The Directors of the company are also Trustees of the charity.

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

**Charitable Purpose**

November Club's charitable objects are to advance education for the public benefit through the promotion of the arts with particular but not exclusive reference to the dramatic arts.

**Structure and Governance**

The charity currently has a board of 9 non-executive Trustees.

The Board meets a minimum of four times per year and has taken advantage of the provisions of the Companies Act enabling the waiver of the need to conduct an Annual General Meeting.

Detailed written Board reports and an agenda are prepared by the Business & Operations Director and circulated in advance of meetings.

**Recruitment and Appointment of Board of Trustees**

Potential Trustees are identified through discussions and recommendations offered by existing Trustees and outside advisors to the organisation, as well as through the formal advertisement of vacancies through arts and charitable networks. Trustee applicants complete an application process and undergo an interview with a trustee recruitment panel, including the Chair and the Artistic Director/CEO, before being recommended to the full Board. Trustees are appointed once the Board has authorised the selection, and on completion of the necessary registration paperwork. From time to time, the Trustees elect a Chair and determine for what period the Chair is to hold office.

**Trustee Induction and Training**

New Trustees are inducted by the Chair of the Board, other Trustees and the staff team. They are provided with a range of resources to support their understanding of November Club activities, including a Trustee Handbook.

**Grant-making Policies**

The charity does not currently engage in grant-making activity.

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**STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)**

**Contribution of Volunteers**

The charity makes use of volunteers within its productions and to support its activities.

**Reserves Policy**

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if November Club's funding were to be withdrawn and/or it were unable to continue operating. At present, the Trustees estimate that the Unrestricted Reserves required for such purposes amount to approximately £30,500.

If possible, the Trustees then aspire to retain an additional allowance of £10,000 to £20,000 to enable the charity to respond flexibly to issues or appropriate initiatives which might be identified outside of its annual budgeting process.

The required level of Reserves is therefore in the range of £40,500 to £50,500. November Club currently holds total Unrestricted Reserves of £67,209 at 31 March 2024. The Trustees have previously agreed to designate formally £8,000 towards the redevelopment of the website and to manage an office move. £4,800 of this fund was spent in 2023/24, leaving a balance of £3,200.

Free Reserves, defined as non-designated Unrestricted Reserves minus the value of Tangible Fixed Assets are therefore £63,808 at 31 March 2024, which is above the aspirational level. However, the Trustees have agreed a deficit budget of c£15k for 2024/25 which should reduce reserves within the target range.

The charity intends through its financial management and budgeting processes to maintain its Reserves over the next three years to hold sufficient to cover its liabilities and to enable it to continue to respond flexibly.

The Trustees regularly review specific liabilities at each Board meeting. The Reserves Policy is revisited by the Board annually in the light of progress against budget and is updated at the time of drafting the annual accounts.

**Fundraising**

November Club is not signed up to the Code of Fundraising Practice and is not registered with the Fundraising Regulator, though it is open to reviewing this when it has the resources to do so. It does not use third-party organisations to seek donations from the general public or from businesses.

If individuals wish to complain about its fundraising activities, the process to do so is contained in the Complaints Policy which is accessible from [www.novemberclub.org.uk](http://www.novemberclub.org.uk). To date November Club has not received any complaints about its fundraising.

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**OBJECTIVES AND ACTIVITIES**

**Aims & Objectives**

November Club has three strategic objectives, to:

1. Create outstanding original work in non-traditional spaces, collaborating with a diverse range of creative voices and technical talent.
2. Engage meaningfully with our communities through our work to improve our work, our region and to grow talent.
3. Govern and manage the organisation and its resources efficiently and ethically (in line with Charity Commission regulations and guidance).

Its artistic programme is underpinned by the following goals, to:

1. Develop a structural approach to talent development and the careers and opportunities of professionals that work with it. This requires November Club to continue to work with new freelancers and take creative risks.
2. Work with new and established partners and communities across the county, improving its region and contributing to a flourishing and creative region.
3. Develop November Club's creative assets including its ongoing digital programme.
4. Embrace its civic role in Northumberland, and its leadership and support role in its sector. It does this through creating exceptional work and raising the profile of the company.
5. Respond to requests for commissions and consultancy where capacity allows.

**ACHIEVEMENTS AND PERFORMANCE**

**Summary of the main achievements of the charity during the year**

**Josey – continuing research and development for a new musical**

Having launched the digital musical, *Josey, The Indignant Daughter* towards the end of 2022/2023, the company then moved its focus into developing additional creative material and testing concepts for a live tour of a musical based on the life of Josephine Butler.

It returned to Duke's Academy and Cramlington Learning Village, and undertook participatory workshops with nine and twelve young people respectively, involving young men in the latter workshops. It undertook an online 'Cuppa and a Chat' session between the musical's writer, Katie Doherty and a small group of eleven local women focusing on the group's ideas about women's activism. These sessions helped to crystallise how a contemporary voice could be reflected in the production and generated ideas additional music.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Summary of the main achievements of the charity during the year (Cont.)**

The company delivered six 'historical talks and listening parties' in Spittal (16 people), Great Whittington (17 people), Blyth (5 people), Longhoughton (14 people), Felton (22 people) and Wooler (14 people). Audiences were treated to a historical talk about Josephine designed by Bryony Taylor and listened to *Josey, The Indignant Daughter*. The aim of these events was to garner local interest in the project and to gather feedback on the songs created so far.

The company produced two large sharing events, both with the working title of **Josey**. The first event in November 2023 was performed at Alnwick Playhouse to an audience of 134 and allowed the company to test how it could involve a local choir in the production. The second in March 2024 at the Common Room, Newcastle, to an audience of 156, tested how it could build in professional performers, including one performer showcasing a contemporary element to the show.

During 2023/2024 a further 484 downloads of *Josey, The Indignant Daughter* were made.

November Club uses the Impact and Insight Toolkit, originally championed by Arts Council England, to assess its public benefit. The Toolkit asks audiences to comment on a number of 'dimensions' when evaluating a project. Arts Council England initially identified six 'core' dimensions and November Club focused its evaluations on measuring these. However, in 2023/2024 Arts Council England gave companies more flexibility to choose its own dimensions and November Club went through a process of selecting those that were most appropriate for its work. Audiences enter a number between 0 (strongly disagree that this dimension can be found in the production) to 100 (strongly agree this dimension can be found in the production).

Audiences scored the dimensions for Josey historical talks and listening parties as follows:

<b>Dimension being measured</b>	<b>Average score</b>
Content-It reflected a broad and inclusive range of voices	72
Distinctiveness - - It was different from things I've experienced before	71
Local Impact – It's important it's happening here	81
Personal relevance – It felt relevant to me	74
Rigour - It was well thought through and put together	76

Audiences scored the dimensions for Josey sharing events as follows:

<b>Dimension being measured</b>	<b>Average score</b>
Content-It reflected a broad and inclusive range of voices	76
Distinctiveness - - It was different from things I've experienced before	80
Local Impact – It's important it's happening here	88
Personal relevance – It felt relevant to me	81
Rigour - It was well thought through and put together	82

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Summary of the main achievements of the charity during the year (Cont.)**

The 'Distinctiveness' and 'Rigour' dimensions were used to measure *Josey, The Indignant Daughter* and the scores this financial year for both dimensions exceed that of *Josey, The Indignant Daughter*.

Key members of the creative team completed a self-assessment of the dimensions. This showed that on average the audiences for the *Josey* sharing events scored higher than expected on the 'Distinctiveness', 'Content' and 'Personal relevance' dimensions.

At the *Josey* historical talks and listening parties in November 2023, 56% rated the experience 'good', 44% 'excellent'. The company also received the following feedback:

*"I appreciated the community engagement process. It was very interesting hearing about what the creative process for such a project entails."*

At the November 2023 *Josey* event at Alnwick Playhouse, 52% rated the experience 'good', 28% 'excellent'. The company also received the following feedback:

*"Really liked the way the evening ran. Discussion was a nice length to get across some powerful points without feeling like it dragged. The music was amazing. The way the director gave his comments before the final presentation was perfect."*

At the *Josey* historical talks and listening parties in March 2024, 72% rated the experience 'good', 17% 'excellent'. The company also received the following feedback:

*"Celebrations of cultural heritage like this are to be encouraged."*

*"It's a fascinating process watching you create a musical that is about the past but a parable for the present and will inspire young people to create a better future."*

*"The music was stunning and left me wanting more so very interested to see how the show develops."*

Of the feedback it has had from the Common Room *Josey* event, 90% rated the event excellent, 10% good. Feedback from this included:

*"Absolutely blown away, so well thought out and very moving to watch."*

*"Music was outstanding. Great connection between the performers. Whole show left me wanting more!"*

**Walk in Your Shoes**

November Club provided two free walks. One was a circular walk around Dod Law in North Northumberland and one around Prudhoe in the West. 10 walkers and 6 staff members/volunteers attended the Dod Law walk and 16 walkers and 6 staff members/volunteers attended the Prudhoe walk. There were 24 unique walkers plus 4 staff members and 3 volunteers.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Summary of the main achievements of the charity during the year (Cont.)**

The company used the Impact & Insight toolkit to evaluate the walks. It had 15 adult and 2 child responses to the Insight and Impact survey or a return rate of 65%. 82% of respondents rated their overall experience as 'Excellent' and 18% rated it "Good".

The evaluation was created prior to November Club reviewing the dimensions it was using so the results are based on last year's core dimensions. Walkers scored the dimensions for the walk element of the project as follows:

<b>Dimension being measured</b>	<b>Average score</b>
Captivation - It was absorbing and held my attention	93
Challenge- It was thought provoking	84
Concept – It was an interesting idea/programme	89
Distinctiveness – It was different from things I've experienced before	69
Relevance - It had something to say about the world in which we live	85
Rigour - It was well thought through and put together	96

With the exception of the Distinctiveness dimension, this year the walkers awarded higher marks across the dimensions.

Evaluation feedback from walkers shows that 100% of respondents felt connected to others, 93% experienced feeling happier/an increase in positive mood and 73% of the walkers felt healthier or fitter as a result of being on the walk. 29% of respondents identified as having a form of disability (physical or otherwise).

The company received the following narrative feedback from walkers:

*"I feel as though I am getting to know off-the-beaten-track parts of Northumberland through November Club walks and discovering the beauty of the county as well as enjoying conversations with people who live here."*

**Cambois Creates**

Cambois Creates is now a three-year programme delivered in partnership with the Tute in Cambois. It started in 2022/2023 when November Club and The Tute programmed initial engagement activities in Cambois, East Sleekburn and North Blyth. 2023/2024 was spent building deeper relationships with potential partners and applying for funding to deliver the creative ideas. As such there is no evaluative feedback to provide. The partnership surveyed local residents to assess their interest in the project and secured commitments from Cambois Primary School, Cambois Club, the Camera Club and Cambois Church. This activity helped the partnership to secure funding from National Lottery Heritage Fund to produce a site-specific heritage festival in 2024/2025.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Summary of the main achievements of the charity during the year (Cont.)**

**Consultancy/Commissioning**

In January 2024 November Club secured a commission from Otterburn Mill to complete a site-specific, immersive project during 2024/2026. The activity, income and expenditure for this project will appear in the Accounts for the next two years.

**Talent Development/ the GROW programme**

In June 2023, November Club publicly launched the GROW development programme by sharing the findings of the freelance workforce consultation carried out earlier that year, outlining its key aims for the programme and the three distinct strands of delivery. Within each strand the company has:

**Inspire**

- Further strengthened its partnership with Duke's Secondary in Ashington and established relationships with four additional middle/high schools across the county.
- Partnered with the North East Local Enterprise Partnership in the delivery of a careers event in North Northumberland.
- Delivered eleven assembly's /talks, one workshop and attended one careers' fair, engaging with 1,902 pupils.
- Provided a week's work experience for a Year 12 pupil and confirmed four work experience placements for Year 9 and Year 12 pupils in 2024/2025.
- From January to May 2024, its Artistic Director/CEO is undertaking a part-time Associate Lectureship for Northumbria University's Media Industries unit, part of its Theatre & Performance BA Hons.

The Head of Careers at Duke's Academy, Ashington provided the following feedback:

*"Working closely with November Club has provided our students with an opportunity to explore career pathways in the creative sector with a particular focus on theatre. Being a company situated very close to school has helped to break down barriers that students may have had about careers in this sector being mainly found in large cities. As a result, this has increased the confidence of our students to consider this as a viable career pathway." – Mrs Danielle Towers*

**Ignite**

- Provided 3 freelance contracts for individuals embarking on their professional career, each engaged via open recruitment:
  - Assistant Producer for Josey, The Indignant Daughter, with a CPD package of external mentoring and CPD budget.
  - In partnership with Papatango a Trainee Stage Manager and Assistant Stage Manager on the production *The Watch House*, with the Trainee receiving 1:1 mentoring.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Summary of the main achievements of the charity during the year (Cont.)**

**Sustain**

- Via open recruitment contracted a freelance Associate Producer to support the development of November Club's new projects, with an accompanying CPD bursary. This is what the Associate Producer has to say about the opportunity:

*"The company's investment in talent development is structured, considered and well managed. It responds to the needs of rural Northumberland creatives and the wider sector/region. I have benefited from the progression opportunity and security of a two year freelance contract offered to me via the current contract, and the GROW bursary to support me to sustain my freelance practice. In addition, both contracts and GROW bursary have been key in enabling me to stay living and working in Northumberland, with increased opportunities for future work in the county, sector and wider North East." Freelancer Associate Producer.*

**Public Benefit**

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must meet two key principles and i) demonstrate that they are established for public benefit, and ii) have had due regard to the public benefit guidance issued by the Charity Commission.

November Club's beneficiaries are appropriate to its aims, and the public benefits from its work.

Benefits are evidenced and relate directly to its aims.

The Trustees do not consider that any detriment or harm flows from its work. Therefore, the Trustees believe that the charity meets both key principles.

**Financial Review**

It cost November Club £183,521 to provide its services this year. Around 23% of expenditure can be allocated to producing *Josey*, *Cambois Creates*, *Walk In Your Shoes* and *GROW*; 52% to staff salaries and the costs associated with employing people; around 4% represents the cost of leasing and running the office premises; just over a further 2% is the cost of its IT provision, including its website; and the remaining 9% relates to miscellaneous operational costs.

November Club's income was £237,367, although roughly £51k covers expenditure planned in 2024/2025. Roughly 56% of the organisation's income comes from Arts Council England.

It continued to benefit from an annual grant from Northumberland County Council. November Club values the support it receives from the County Council and recognises how significant this is in drawing in other funders.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Financial Review (Cont.)**

This year, November Club was successful in obtaining charitable grants for core work from the Sir James Knott Trust, the Hadrian Trust and the Joicey Trust. Charitable funders willingness to fund core work is invaluable in giving the company flexibility to direct its Arts Council England funding into areas that are less attractive to charitable funders. Other charitable funding came from the Postcode Neighbourhood Trust and SCOP Arts Trust to continue the development of *Josey*. The organisation is very grateful to all of these charitable trusts and foundations for their continued support.

November Club does not expect its income from ticket sales to form a significant element of its funding portfolio because of the nature of the work it delivers. This year *Walk in Your Shoes*, and the *Josey* historical talks and listening parties were offered to audiences for free. Whilst the *Josey* 'sharings' at Alwick Playhouse and the Common Room earned ticket income.

November Club secured Theatre Tax Relief of £8.3k and a small Gift Aid claim of £66.

The company raised £436 through donations. Some people who benefit from its free events provide donations instead, and it still receives some donations from its Secret Garden Keyholders scheme. Requests to its mailing list to make donations also has had some success. Nevertheless, the level of donations fell in 2023/2024. The consequences of this are that next year's Gift Aid will be less than budgeted and the donations target continues to be challenging.

November Club did not receive any in-kind donations this year, although its volunteers contributed £872 worth of work based on the living wage rate. This figure will not show in the company's income.

The out-turn for the year is an overall surplus of £53,846. £45,295 of this surplus related to Restricted Funds, increasing those ringfenced sums to £57,999. This leaves a surplus of £8,551 on Unrestricted Funds (2023: unrestricted surplus of £2,587), leaving a balance on Unrestricted Funds at 31 March 2024 of £67,209.

**Risk Management**

As part of its annual business planning process, the Trustees of the charity regularly review the major governance, operational and financial risks the charity faces and confirm that systems have been established to mitigate these risks.

November Club has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan,
- the establishment of systems and procedures to mitigate those risks identified,
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

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**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**Risk Management (Cont.)**

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place and consider the key risks facing the charity at this time to be:

- A major event occurs that requires it to cancel all face -to-face work, including working from the office.
- The financial risks arising if the organisation is unable to attract sufficient funding to realise its planned projects and productions to the scale and quality to which the company aspires.
- The loss of key funders should the individuals with whom it has built relationships leave their current roles.
- The likely need to move premises given a change in landlord.
- The need to improve its management of data to help it deliver its business objectives.
- The potential impact on projects if staff absence means that it cannot deliver planned work.
- The need to ensure its board and staff reflect the broad range of learned and lived experiences relevant to the communities in which it works.
- The potential impact on governance functions if Trustee turnover increases.

The Trustees have managed the potential impact of these risks by:

- Setting prudent budgets for the next financial year.
- Maintaining a low-cost base.
- Breaking productions down into separately funded stages that can deliver public benefit in their own right.
- Reviewing its mechanisms for attracting charitable funding from trusts and foundations.
- Providing regular management accounts, showing performance against budget.
- Contingency planning for the actions to take if income appears unlikely to reach its target.
- Contingency planning to cater for disruption through major events.
- Creating work plans that specify how work can be re-scheduled or allocated to freelance staff.
- Planning an office move.
- Planning the implementation of a Customer Relationship Management system.
- Adopting a Reserves policy which provides an appropriate amount of uncommitted Reserves, at a level that will always enable the charity to meet all its liabilities, even if income targets are not achieved.
- Monitoring Trustees' commitment to the organisation and scheduling Trustee recruitment as appropriate.

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**PLANS FOR FUTURE PERIODS**

**Artistic Programme**

November Club has set the following artistic objectives for 2024/2025:

- Deliver co-creation sessions and interventions across rural and coastal communities in Northumberland to guide the content of Josey musical; produce one live sharing of the current development of the Josey musical testing elements that will form part of the final live touring show; and create one digital recording of the Josey musical involving the women/young women from the co-creation sessions in the production.
- Deliver a range of projects with partners in Cambois (Primary School, Camera Club, The Tute, St Andrew's Church) to build creative material that will feature in a two-day Festival of Arts, Heritage and Performance in Cambois.
- Deliver co-creation sessions in Otterburn & Redesdale, Northumberland to develop a script and soundscape for the Otterburn Mill immersive project. Sessions will include artistic activities, interviews and facilitated conversations.
- Produce a small-scale, live, immersive theatre show to tour rural and coastal communities in Northumberland that will act as a research and development opportunity for future strands of November's Club work.
- Continue to deliver the GROW development programme. This will include delivering four school careers assemblies/talks, two school workshops, four school work experience placements, and four Higher Education workshops as part of the INSPIRE strand of the programme; and providing two jobs and bursaries as part of the IGNITE and one job and bursary as part of the SUSTAIN strands.
- Continue to deliver the walking project 'Walk in Your Shoes' in two locations in rural Northumberland, reaching new audiences, encouraging creative conversations and supporting individual's health and wellbeing.

The company's intention is that this programme demonstrates to Arts Council England how it is embedding the Arts Council England *Let's Create* strategy in its work.

**Business Management and Administration**

November Club's business management and administration objectives are woven around Arts Council's England's Investment Principles. The targets for 2024/2025 are:

- Ambition and Quality – Attract national interest in its work. Continue to adopt the Impact and Insight toolkit to evaluate its work.
- Environmental Responsibility - Identify aspects of its carbon footprint that can be reduced, setting and monitoring targets in its annual Environmental Action Plan. Participate in Arts Council England's Environmental Champions Programme.
- Dynamism - Revise its Fundraising Policy specifically in relation to donor engagement. Fully implement and integrate a Customer Relationship Management (CRM) system.
- Inclusivity and relevance – Continue to implement open and accessible recruiting of freelance workers. Build stronger relationships with disabled groups, with the particular focus on making our work more attractive to those with hearing difficulties or disabilities.

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**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees (who are also the Directors of November Club for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by order of the Trustees



**Andrea Perrett**  
**Company Secretary**  
**Company Registration Number 02612362**

14 May 2024

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF NOVEMBER CLUB FOR THE YEAR ENDED 31 MARCH 2024**

I hereby report to the Trustees of November Club (Charity Registration Number 1016172) on my examination of the accounts for the year ended 31 March 2024 set out on pages 16 to 26.

### **Responsibilities and Basis of Report**

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

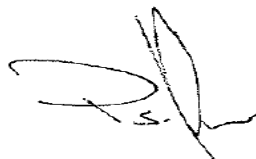
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Pete O'Hara, FCA, Chartered Accountant**  
**Fellow of the Institute of Chartered Accountants in England & Wales**  
26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF

14 May 2024

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Income</b>					
Income from Investments	3	65	-	65	63
Income from Donations & Legacies	4	502	-	502	773
Income from Charitable Activities	5	157,676	79,124	236,800	192,875
<b>Total Income</b>		<b>158,243</b>	<b>79,124</b>	<b>237,367</b>	<b>193,711</b>
<b>Expenditure</b>					
Cost of Raising Funds	6	-	-	-	-
Expenditure on Charitable Activities	7	149,692	33,829	183,521	183,420
<b>Total Expenditure</b>		<b>149,692</b>	<b>32,829</b>	<b>183,521</b>	<b>183,420</b>
<b>Net Income/(Expenditure)</b>		<b>8,551</b>	<b>45,295</b>	<b>53,846</b>	<b>10,291</b>
Balance brought forward at 1 April		58,658	12,704	71,362	61,071
<b>Balance carried forward at 31 March</b>	<b>15</b>	<b>£67,209</b>	<b>£57,999</b>	<b>£125,208</b>	<b>£71,362</b>

The notes on pages 18 to 26 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL POSITION/BALANCE SHEET**  
**AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	11	121	391
<b>Current Assets</b>			
Debtors	12	31,661	7,519
Cash At Bank & In Hand		115,470	70,762
		147,131	78,281
<b>Creditors – Amounts Falling Due Within 1 Year</b>	13	(22,044)	(7,310)
Net Current Assets/(Liabilities)		125,087	70,971
<b>Total Net Assets</b>	14	<b>£125,208</b>	<b>£71,362</b>
<b>Represented by:</b>			
Unrestricted General Funds	15	64,009	50,658
Unrestricted Designated Funds	15	3,200	8,000
Restricted Funds	15	57,999	12,704
		<b>£125,208</b>	<b>£71,362</b>

The notes on pages 18 to 26 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2024 the charity was entitled to exemption under section 477(2) of the Companies Act 2006.

The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

**These financial statements were approved and signed by a Member of the Board of Trustees on 14 May 2024.**



**Cath Hindle**  
**Chair of the Trustees**  
**Company Registration Number 02612362**

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. Accounting Policies**

**Basis of Accounting**

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

**Taxation Status**

November Club is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

**Going Concern**

There are no material uncertainties about the charity's ability to continue.

**Income**

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.



**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. Accounting Policies (Continued)**

**Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

**Pensions**

November Club contributes to a defined contribution pension scheme.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet. Further details can be found in Note 9.

**2. Legal Status**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

**3. Income from Investments**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024</b>	<b>2023</b>
	£	£	£	£
Bank Interest Receivable	65	-	65	63
	<b>£65</b>	<b>£</b>	<b>£65</b>	<b>£63</b>

The 2023 total of £63 was wholly attributable to Unrestricted Funds.

**4. Income from Donations & Legacies**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024</b>	<b>2023</b>
	£	£	£	£
Donations & Gift Aid	502	-	502	773
	<b>£502</b>	<b>£-</b>	<b>£502</b>	<b>£773</b>

The 2023 total of £773 was wholly attributable to Unrestricted Funds.

**NOVEMBER CLUB  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**5. Income from Charitable Activities**

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
<b>Grant Income</b>				
Arts Council England - NPO	132,530	-	132,530	102,530
Curtin PARP Fund	-	-	-	1,000
Garfield Weston Foundation	-	-	-	15,000
Hadrian Trust	1,000	-	1,000	-
Joicey Trust	2,000	-	2,000	-
Leche Trust	-	-	-	1,000
Magic Little Grant Fund	-	-	-	500
National Lottery Heritage Fund	-	50,449	50,449	-
Northumberland County Council	6,804	-	6,804	20,881
Peoples Postcode Lottery	-	23,675	23,675	-
Port of Blyth	-	-	-	500
Scop Arts Trust	-	5,000	5,000	-
Sir James Knott Trust	5,000	-	5,000	5,000
The Space	-	-	-	13,000
VCSE Thriving Together	-	-	-	480
	<b>147,334</b>	<b>79,124</b>	<b>226,458</b>	<b>159,891</b>
<b>Other Income</b>				
Theatre Tax Relief	8,280	-	8,280	4,741
Ticket/Resources Sales	1,562	-	1,562	38
Commissions & Consultancy Fees	500	-	500	26,305
Other Income	-	-	-	1,900
	<b>10,342</b>	<b>-</b>	<b>10,342</b>	<b>32,984</b>
	<b>£157,676</b>	<b>£79,124</b>	<b>£236,800</b>	<b>£192,875</b>

Of the 2023 total of £192,875, £165,235 was attributable to Unrestricted Funds and £27,640 to Restricted Funds.

**6. Expenditure on Raising Funds**

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Fundraising Consultancy	-	-	-	-
	<b>£-</b>	<b>£-</b>	<b>£-</b>	<b>£-</b>

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**7. Expenditure on Charitable Activities**

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
<b>Production/Project Costs</b>				
Cambois Creates	-	3,053	3,053	6,906
GROW Talent Development	6,055	-	6,055	1,595
Other Projects	2,689	-	2,689	-
Josey, The Indignant Daughter	-	31,276	31,276	24,895
Salaries & On Costs	95,849	-	95,849	99,738
The Unlocked Door	-	-	-	21,294
Walk In Your Shoes - The Walk/Doorstep Theatre	218	-	218	43
	<b>104,811</b>	<b>34,329</b>	<b>139,140</b>	<b>154,471</b>
<b>Support Costs</b>				
Premises Costs	6,525	-	6,525	8,813
Freelance/Consultancy Support	14,891	-	14,891	-
Other Marketing & Administration Costs	18,828	-	18,828	15,847
	<b>40,244</b>	<b>-</b>	<b>40,244</b>	<b>24,660</b>
<b>Governance Costs</b>				
Accountancy & Payroll Fees	2,633	-	2,633	2,571
Independent Examiner's Fees	1,200	-	1,200	1,200
Legal & Professional	83	-	83	13
Trustee Meeting Costs	221	-	221	505
	<b>4,137</b>	<b>-</b>	<b>4,137</b>	<b>4,289</b>
	<b>£149,192</b>	<b>£34,329</b>	<b>£183,521</b>	<b>£183,420</b>

Of the 2023 total of £183,420, £163,484 was attributable to Unrestricted Funds and £19,936 to Restricted Funds.

**8. Net Income/(Expenditure)**

	2024 £	2023 £
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation	270	840
Independent Examiner's Fees	1,200	1,200
Operating Leases – Land & Buildings	3,500	3,500

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**9. Staff Costs & Trustees' Remuneration**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Gross Salary Costs	91,187	94,653
Employer's National Insurance	2,672	3,157
Employer's Pension Contributions	1,990	1,928
	<b>£95,849</b>	<b>£99,738</b>

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	<b>2024</b>	<b>2023</b>
	<b>No</b>	<b>No</b>
Artistic Production and Support	3	3

No remuneration has been paid to any Trustees/Directors in the year.

£43 in travel and subsistence expenses (2023: £48 to 1 Trustee) was reimbursed to 1 Trustee in respect of costs incurred during their work for the charity.

**10. Pension Scheme**

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2024 November Club made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are paid over to the scheme on a monthly basis.

No contributions were outstanding at 31 March 2024 (2023: £Nil).

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**11. Tangible Fixed Assets**

	<b>IT &amp; Office Equipment £</b>	<b>Total Fixed Assets £</b>
<b>Cost</b>		
At 1 April 2023	6,733	6,733
Additions in year	-	-
Disposals	-	-
At 31 March 2024	<u>6,733</u>	<u>6,733</u>
<b>Accumulated Depreciation</b>		
At 1 April 2023	6,342	6,342
Charge for year	270	270
Disposals	-	-
At 31 March 2024	<u>6,612</u>	<u>6,612</u>
<b>Net Book Value</b>		
At 31 March 2024	<u>£121</u>	<u>£121</u>
At 1 April 2023	<u>£391</u>	<u>£391</u>

**12. Debtors**

	<b>2024 £</b>	<b>2023 £</b>
Trade Debtors	-	5,000
Prepayments	2,400	2,228
Accrued Income	28,627	-
Other Debtors	634	291
	<u>£31,661</u>	<u>£7,519</u>

All sums are due within 1 year.

**13. Creditors – Amounts Falling Due Within 1 Year**

	<b>2024 £</b>	<b>2023 £</b>
Trade Creditors	9,832	337
Other Taxes & Social Security Costs	1,761	1,633
Deferred Income	-	500
Other Creditors	4,981	117
Accruals	5,470	4,723
	<u>£22,044</u>	<u>£7,320</u>

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**14. Analysis of Net Assets between Funds**

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Fixed Assets	121	-	121	391
Debtors	6,436	25,225	31,661	7,519
Cash at Bank and In Hand	75,006	40,464	115,470	70,762
Creditors – Amounts Due Within 1 Year	(14,354)	(7,690)	(22,044)	(7,320)
	<b>£67,209</b>	<b>£57,999</b>	<b>£125,208</b>	<b>£71,362</b>

**15. Analysis of Charitable Funds**

**Unrestricted Funds**

Charity General Fund	50,658	158,243	(144,892)	64,009
Web Development/Relocation Fund	8,000	-	(4,800)	3,200
	<b>58,658</b>	<b>158,243</b>	<b>(149,692)</b>	<b>67,209</b>

**Restricted Funds**

National Lottery Heritage Fund – Cambois Creates	-	50,449	-	50,449
Scop Arts Trust - Josey	-	5,000	(5,000)	-
Peoples Postcode Lottery - Josey	-	23,675	(23,675)	-
Northumberland CC - Josey	5,360	-	(2,601)	2,759
Northumberland CC - Blyth/Cambois Project	7,344	-	(2,553)	4,791
<b>Total Restricted Funds</b>	<b>12,704</b>	<b>79,124</b>	<b>(33,829)</b>	<b>57,999</b>

<b>Total Funds</b>	<b>£71,362</b>	<b>£237,367</b>	<b>£(183,521)</b>	<b>£125,208</b>
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Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Web Development/Relocation Fund	Towards the cost of future planned website development and one-off relocation costs

**NOVEMBER CLUB**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**15. Analysis of Charitable Funds (Cont.)**

<b>Name of Restricted Fund</b>	<b>Description, Nature &amp; Purpose of the Restricted Fund</b>
Curtin PARP Fund / Magic Little Grant Fund / Northumberland CC – The Unlocked Door	Towards the cost of The Unlocked Door
Northumberland CC / Peoples Postcode Lottery / Scop Arts Trust – Josey	Towards the cost of Josey, The Indignant Daughter
National Lottery Heritage Fund / Northumberland CC – Cambois Creates	Towards the costs of a project in Blyth/Cambois

**16. Related Party Transactions**

The charity has a close working relationship with Arts Council England which is a registered charity and from 2012/13 has provided the majority of the grant funding which enables the charity to carry out its charitable objectives. In total, grant funding of £132,530 (2023: £102,530) was received from Arts Council England in the year.

At 31 March 2024, £Nil was owing to November Club from Arts Council England (31 March 2023: £Nil).

**17. Financial Commitments**

No material financial commitments have been made in respect of future financial periods.

**18. Company Limited by Guarantee**

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are currently 9 members of the company (2023 - 8 members).