

## CHAIRMANS REPORT 2022

Isn't it fantastic to be here for a live AGM after two years in the wilderness of ZOOM!

When I was elected as Chair last year, I knew that we had a challenging year ahead. It was therefore with some trepidation that I took on the role. However, having spent two years on the committee, I knew how dedicated and passionate we all were about re-opening the Phoenix Theatre to the people of Ross and beyond. I also knew how much talent we had in the theatre; actors, singers and directors who were all itching to get back on stage to entertain with the same high calibre of performances as they always have done.....and guess what? We've done it!

Sadly, we lost Trevor Jones in January. You will no doubt remember him as our secretary and technical expert who so ably managed the sound and lighting at the Phoenix for many years. Trevor loved the theatre and so his wife, Tracey, requested that instead of flowers at his funeral, donations be made to the British Heart Foundation and to the Phoenix Theatre. We were very grateful to receive £460 with which we have purchased a new CD player and other equipment in his memory. We miss you, Trevor!

We said goodbye to Val Allen who, as well as being a fine actress, was our Chair from 2002-2005. She also helped with front of house duties which I had the pleasure of sharing with her on a number of occasions.

Sue Jones and Ron Tubb, both long standing members, also passed away this year. Our thoughts are with the families of those we have lost.

So when did we re-open? The committee spent many hours deliberating about what Covid measures to put in place as we anticipated that people might be apprehensive about returning to theatres and it was important that it was as safe as it could be for audiences, actors and volunteers. In the end we believe that we got it right so with a new ventilation system, installed by Alan, plenty of extra cleaning and surrounded by sanitizer, we prepared to open. It was in September last year that we were finally able to re-open with a visiting production of 'Sherlock's Excellent Adventure' by Our Star Theatre Company, The play was a hilarious spoof which was well supported and well received by audiences.

The company is the brainchild of one of our members, Ben Mowbray and we were pleased to welcome them back again in January with 'Dick Whittington'. It was the first time for many years, that a pantomime had been staged at the Phoenix and it had everything a panto should have; colourful costumes, corny jokes and enthusiastic audience participation. In fact it was jolly good fun!

Sadly our much anticipated production of 'The Ladykillers', scheduled for November had to be cancelled due to the illness of one of the leading actors.

Our Spring production was 'Relative Values' by Noel Coward, directed by Amanda Barratt. This was another fantastic production, very favourably reviewed by NODA. It was a play that highlighted the talents of our actors and set builders to perfection as did 'The Weekend' by Michael Palin which I thoroughly enjoyed last week. This was a perfectly executed black comedy directed by Renee Field who was delighted to receive a signed copy of the script and words of encouragement from Michael Palin himself. Congratulations to cast, crew and directors for both productions.

For many people in Ross, 'The Phoenix Theatre Singers Christmas Show' in early December marks the start of Christmas and last year was no exception. They put on an outstanding show of songs, sketches and recitations to delight the audience. They are currently rehearsing for their Summer Show, '100 Years of Song' which runs from 29<sup>th</sup> June - 2<sup>nd</sup> July. This will be our celebration to mark 100years of ROADS-Ross Operatic and Amateur Dramatic Society, that our President, Howard referred to earlier, so we'd like to invite you to come along and celebrate our 100<sup>th</sup> birthday with us.

The Youth Theatre has been restarted by Ellen Dorsett in conjunction with the Courtyard Theatre and that is going from strength to strength. They plan to put on three performances of 'Fantastic Mr Fox' on 16<sup>th</sup> and 17<sup>th</sup> July, featuring a cast of over 20 youngsters. The children are so enthusiastic and really excited to be able to perform in front of an audience. I'm told that tickets are selling fast. We really wish them well with that.

I know you will be delighted that 'Screen at the Phoenix' is now running again under the watchful eye of Graham Russell who has carefully selected a cracking variety of films for the new season. Although the first night didn't go entirely to plan due to a technical hiccup, I think we were the busiest bar in Ross that Sunday after free drinks were served by way of compensation. Despite the fact that we didn't get to see the film, a good night was had by all. However, since then, Graham has ensured that the cinema runs like clockwork.

I'd like to say a massive thank you to all those involved with any of these productions, whether performers or directors, set builders or wardrobe, prompters or page turners, technicians, bar staff, our cleaner, front of house or box office volunteers. Without all of these people none of this would happen. Each night that a production takes place it takes 5 volunteers, comprising two FoH, two on the bar and one on the box office. That is 35 people for a one week show and quite often it is the same people who give up their time to ensure that the show can go on. We have a lot of talent amongst our membership so if you would like to help in any way at all we'd love to hear from you.

This year one of our long standing Committee members has decided to stand down.

Graham Russell has done so much over the years; Chaired the Committee, been a set builder, taken photographs, edited the

newsletter and maintained the website as well as launching the cinema. Although he will no longer be on the Committee, he will continue to run the cinema, the website and the newsletter.....and a little bird tells me that we may even see him as a director again in the future! Thank you Graham for everything you've done on the Committee and elsewhere over the years.

Alan Smith is another valued committee member and although he will be remaining on the Committee and retaining his role as leader of the set building team, he will be resigning as Building manager, a role he has fulfilled so ably for a number of years. Thank you, Alan, for ensuring the safety and security of our theatre with such care and attention to detail.

However, that leaves us without a building manager so if any of you feel that you have the necessary skills and would like to join our team, you'd be most welcome. I'm sure Alan would be happy to show you the ropes.

Finally, I would like to say a big thank you to the Committee for all their hard work and dedication and for the support they have given me and each other throughout the year. It has been a privilege to be part of the team. Yes, there have been difficulties but we have overcome them. The Phoenix has risen!  
Thank you all so much.

Pat Fitzpatrick

**THE PHOENIX THEATRE FINANCIAL REPORT**  
**1<sup>ST</sup> MAY 2021 - 30<sup>TH</sup> APRIL 2022**

<b>INCOME</b>		<b>This year</b>	<b>Last year</b>
Bar Income		£3,327.35	£ 0.00
Car Parking		£1,260.00	£1,260.00
Subscriptions		£1,765.00	£1,655.00
Theatre Hire - Our Star, Peter Gill, Wilton Petanque, Brice & Clutterbuck		£9,381.77	£ 445.50
Cinema - Screen at the Phoenix		£ 253.28	£ 0.00
Donations - Trevor Jones, costumes		£ 632.60	£ 50.00
Productions:			
Singers Christmas Concert	£1,122.02		
Relative Values	£2,741.15	£3,863.17	£ 0.00
Refunds - electricity, The Ladykillers licence fee		£ 774.58	£1,592.23
Herefordshire Council Grant		£8,000.00	£27,431.00
Gift Aid		£ 0.00	£ 640.00
Ross Community Hospital donation		£ 212.50	£ 0.00
<b>TOTAL INCOME</b>		<b>£29,470.25</b>	<b>£33,073.73</b>
<b>EXPENSES</b>		<b>This year</b>	<b>Last year</b>
Bar		£2,438.12	£ 0.00
New Equipment - Sumup Solo card reader, Epos Now till, CD player		£1,021.80	£ 275.49
Maintenance:			
Cleaning	£1,617.97		
General maintenance	£1,356.49		
Health & safety	£ 473.40	£3,447.86	£2,884.09
Cinema - Screen at the Phoenix		£ 299.17	£ 199.20
Phoenix Youth - Fantastic Mr Fox		£ 247.50	£ 0.00
Insurance		£1,677.41	£1,675.31
Licences		£ 70.00	£ 219.41
Professional Fees		£ 165.00	£ 160.00
General - gifts, advertisements, stationery, music, costumes, website, NODA subs		£ 791.01	£ 507.12
Productions:			
Abelard & Heloise	£ 152.85		
The Ladykillers	£ 177.40		
Singers Christmas Concert	£ 778.16		
Relative Values	£1,230.73		
The Weekend	£ 54.95		
Dick Whittington	£ 635.60		
Future Productions	£ 47.25	£3,076.94	£ 407.28
Utilities:			
Electricity	£ 780.00		
Gas	£2,991.56		
Water	£ 154.23		
Internet	£ 378.65		
Telephone	£ 419.92		
TV Licence	£ 159.00	£4,883.36	£3,107.24
Theatre Hire - Our Star, Peter Gill, Wilton Petanque, Brice & Clutterbuck		£6,652.07	£ 230.00
Ross Community Hospital donation		£ 212.50	£ 0.00
<b>TOTAL EXPENDITURE</b>		<b>£24,982.74</b>	<b>£9,665.14</b>

**Surplus for Year**

**£ 4,487.51**

**LLOYDS ACCOUNT as at 30<sup>th</sup> April 2022**

**£49,353.45**

**TOTAL OPENING BALANCE**

**(INCLUDING OPENING ASSETS) as at 1<sup>st</sup> May 2021**

**£45,566.80**

Bar stock	£ 1,084.05
Bar float	£ 80.00
Production Float	£ 100.00
Bank Account	£49,353.45
Total Closing Balances	£50,617.50

**TOTAL CLOSING BALANCE**

**(INCLUDING CLOSING ASSETS) as at 30<sup>th</sup> April 2022**

**£50,617.50**

### **TREASURER'S REPORT 2021 - 2022**

I am pleased to say that things are getting back to normal since the start of the coronavirus pandemic and our theatre doors are open again. Unfortunately, we were unable to put on the production of The Ladykillers in November but The Phoenix Singers held their Christmas Concert in December and then in March we had the production of Relative Values. The theatre has also been used for outside hire including the pantomime Dick Whittington performed in January by the Our Star Theatre Company. The Phoenix Youth (with members of the team from The Courtyard Theatre) and the Screen at the Phoenix cinema have also re-started and we look forward to a full programme of productions and events in the coming year.

Income this year has come from the gross profit from individual productions - The Phoenix Singers Christmas Concert £343.86, Relative Values £1,510.42 - and from the hire of the theatre for outside productions. We also received a grant from Herefordshire Council of £8,000 to help with the running costs and re-opening of the theatre.

The main area of expenditure this year has been in the bar, installing a new Epos Now till, a Sumup Solo card reader and replacing the bar stock.

We were also grateful to receive a donation of £460.10 - but this was due to the sad passing of our dear friend and member Trevor Jones - £250.00 of this money has been spent on a new CD player and the remainder will be spent on PAT testing equipment - both items I know Trevor would have approved of and considered useful for the theatre.

Excluding productions, the net overall expenditure of running the theatre this year (i.e. bar, maintenance, insurance, licences, general items and utilities) has totalled in the region of £7,000 taking into account the offsetting income received from the bar, car parking and subscriptions.

At the end of the financial year, we are in a very good financial position with a balance of £49,353.45 in the bank. So let us hope that with a full programme of events in the coming year the theatre will continue where it left off before the pandemic and that our audiences will return at full capacity.

**Amanda Barrett - Treasurer**

**ROBERT JT WILLIAMS F.I.A.B.  
KRISMAR  
ALTON STREET  
ROSS ON WYE  
HEREFORDSHIRE  
HR9 5NN**

**Phoenix Theatre- Audit of the accounts for the period from 1<sup>st</sup>  
May 2021  
to 30th April 2022.**

Opening assets of £45,566.80 plus income of £29,470.55 less expenses of £24,982.74 agreed to the closing assets of £50,617.50 after taking into account an increase in the bar stock of £562.89.

The closing assets were represented by :-

Lloyds Bank	£49,353.45
Bar stock	£ 1,084.05
Bar float	£ 80.00
Cash reserve	£ 100.00
Total	£50,617.50

**Closing Assets**

The bank balance of £49,353.45 was checked and agreed to the bank statements.

Bar stock of £1,084.05 was checked and agreed to the bar stock report.

Production floats were unchanged from the previous year.

All accounts in Sage checked and agreed to the amounts recorded in the financial report.

**Income**

Samples of income checked and traced to the paying in books and bank statements  
Events statements checked and relevant receipts checked to the bank statements.

Receipts for subscriptions totalled and agreed to the paying in books.

Receipts for the Covid 19 grant of £8,000 checked and traced to the bank statement.

Refunds for electricity checked for accuracy

Receipts for parking and donations checked and traced to bank statements.

### **Expenditure**

Sample of invoices checked, and subsequent payments checked to cheque stubs and to bank statements.

Payments also cross checked to final accounts.

Direct debit agreements checked to bank statements and final accounts.

Profitability of the various productions noted.

### **Overall Review**

Having carried out the audit I am happy that the financial position of the Phoenix Theatre is accurately stated by the accounts prepared.

Robert J.T.Williams

Date.....



