



AGM Minutes 4th June 2025 7.30pm

Present:

Amanda Barrett, Cherry Bullock, Michelle Cooper, Renee Field, Pat Fitzpatrick,, Denise Hall, Suzanne Hill, Brian Jackson, Emma Lewis, Michelle Lewis, Terry Lewis, Howard Owen, Keith Prince, Jenny Spencer, John Spencer, Andy Tinsley, Beth Toogood. (17)

1. Apologies

Mary Brigg, Alison Clarke, Owen Fitzpatrick, Marian Francis, Janet Nelson, Graham Russell, Ann Stirrup, Lynn Tait, Maurice Thompson, Jenniffer Wood.

2. President's remarks

Howard shared his early experiences in the theatre and recounted how the theatre has developed since those early days. He praised the strength of the Committee over the years.

3. Minutes of the 2024 AGM

Agreed and signed

Proposed by Cherry Bullock and seconded by Michelle Cooper.

4. Matters arising

None

5. Chair's Report

In the absence of the Chair, the secretary gave a brief outline of the successes and achievements of the theatre over the past twelve months, and acknowledged the valuable contribution made by all volunteers as well as performers.

The Chair's report will be emailed to all members as soon as possible.

6. Treasurer's Report

Attached

7. Appointment of Auditor

Robert Williams

Proposed by Amanda Barrett and seconded by Pat Fitzpatrick

8. Election of Committee members

The following nominees were elected to the Committee

Chair.....Alison Clarke
Secretary.....Pat Fitzpatrick
Production Co-ordinator.....Suzanne Hill
Treasurer.....Amanda Barrett
Building Manager.....Maurice Thompson
Publicity Manager.....Michelle Cooper
Assistant Publicity Manager.....Jenny Spencer
Music Director.....Mary Brigg
Members without Portfolio: Alan Smith, Renee Field and Lori Weber

Denise Hall thanked the Committee on behalf of members and asked that her appreciation be recorded.

The meeting closed at 7.50.

Minutes taken by Pat Fitzpatrick (Secretary)

THE PHOENIX THEATRE FINANCIAL REPORT
1ST MAY 2024 – 30TH APRIL 2025

INCOME			This year	Last year
Bar			£7,872.96	£7,724.13
Car Parking			£2,000.00	£1,260.00
Subscriptions			£2,310.00	£1,905.00
Theatre Hire			£9,684.03	£6,826.12
Cinema – Screen at the Phoenix			£3,857.47	£4,152.83
Donations			£1,677.52	£ 172.50
Productions:	The Unexpected Guest	£4,872.63		
	Colours of Life	£1,340.29		
	Full Circle	£4,669.71		
	Singers Xmas Concert	£1,034.76		
	Love on the Dole	£4,541.73		
	Red Hot & Cole (scripts)	£ 720.00	£17,179.12	£19,024.10
General/Refunds			£ 269.00	£ 570.57
	TOTAL INCOME		£44,850.10	£41,635.25
EXPENSES			This year	Last year
Bar			£3,920.42	£4,062.39
New Equipment			£ 809.78	£ 0.00
Maintenance:	Cleaning & materials	£2,252.66		
	General maintenance	£2,429.33		
	Health & safety	£ 562.20	£5,244.19	£4,110.11
Theatre Hire			£6,813.46	£4,525.58
Cinema – Screen at the Phoenix			£3,269.07	£2,055.82
Insurance			£1,917.39	£1,850.95
Licences			£1,290.51	£ 777.64
Professional Fees			£ 130.00	£ 120.00
Productions:	Maggie May	£ 46.98		
	The Unexpected Guest	£1,893.98		
	Colours of Life	£ 634.59		
	Full Circle	£2,067.63		
	Singers Xmas Concert	£ 800.00		
	Love on the Dole	£1,545.37		
	Red Hot & Cole	£ 655.00		
	Wonder Crumping	£ 59.98		
	Lion, Witch & Wardrobe	£ 671.69		
	Aladdin	£ 131.36		
	Future Productions	£ 126.68	£8,633.26	£7,460.78
Utilities:	Electricity	£3,002.95		
	Gas	£2,749.31		
	Water	£ 262.81		
	Internet	£ 551.66		
	Telephone	£ 761.81		
	TV Licence	£ 169.50	£7,498.04	£6,598.63

General – website maintenance, stationery/printer materials, EposNow till subs, bar stools, NODA subs, etc.	£1,824.08	£2,011.12
TOTAL EXPENDITURE	£41,350.20	£33,573.02
Surplus for Year	£ 3,499.90	
LLOYDS CURRENT ACCOUNT as at 30th April 2025	£29,475.40	

**TOTAL OPENING BALANCE
(INCLUDING OPENING ASSETS) as at 1st May 2024** **£57,115.68**

Bar stock	£ 531.25
Bar float	£ 80.00
Production Float	£ 100.00
Bank Account - current	£29,475.40
Bank Account – deposit (including income from interest)	£31,159.17
Total Closing Balances	£61,345.82

**TOTAL CLOSING BALANCE
(INCLUDING CLOSING ASSETS) as at 30th April 2025** **£61,345.82**

TREASURER'S REPORT 2024 – 2025

I am pleased to say that things have been very busy at the theatre this year. Theatre productions of The Unexpected Guest, Full Circle and Love on the Dole have taken place and the Phoenix Singers have put on performances of Colours of Life and the Singers Christmas Concert. The theatre has also been used for outside hire including the Our Star Theatre Company, Peter Gill, Toby Burchell, Alive and Brel, Three Idle Women and Ross Flicks in the Sticks who are now screening films here. The Phoenix Youth (with members of the team from The Courtyard Theatre) continues to grow in numbers and they will be putting on The Lion, the Witch and the Wardrobe in July 2025. The Screen at the Phoenix cinema continues to show a number of films, including NT Live screenings, and is now working along side Flicks in the Sticks.

Income this year has come from the gross profit from individual productions – The Unexpected Guest £2,771.54 (including £207.11 expenditure from last year), Full Circle £2,602.08, Love on the Dole £2,996.36, Colours of Life £705.70, Singers Christmas Concert £234.76 – as well as the cinema screenings and the hire of the theatre for outside productions.

Expenditure this year has been on the general day to day running costs of the theatre and the purchase of a new piece of equipment - a digital display screen that is sited in the theatre foyer for advertising theatre events. A donation of £1,659.90 was received from the former Ross Cinema Group and this has gone towards purchasing a new laser projector.

The sum of £30,000 that was transferred into a deposit account in the last financial year continues to earn interest – this financial year the sum being £736.79.

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 £9,400 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 total balance of £60,634.57 in the current and deposit bank accounts. And, with a full programme of productions and events organised for the coming year the theatre will continue to grow from strength to strength.

Amanda Barrett – Treasurer

**ROBERT JT WILLIAMS
KRISMAR
ALTON STREET
ROSS ON WYE
HEREFORDSHIRE
HR9 5NN**

Phoenix Theatre- Audit of the accounts for the period from 1st May 2024 to 30th April 2025.

Opening assets of £57,115.68 plus income of £44,850.10 less expenses of £41,350.20 were agreed to the closing assets of £61,345.82 on 30.4.25 after taking into account a decrease in the bar stock of £6.55 and interest of £736.79 earned on the deposit account.

The closing assets were represented by :-

Lloyds Bank current account	£29,475.40
Lloyds Bank deposit account	£31,159.17
Bar stock	£ 531.25
Bar float	£ 80.00
Cash reserve	£ 100.00
Total	£61,345.82

Closing Assets

The bank balances of £29,475.40 and £31,159.17 were checked and agreed to the bank statements.

Bar stock of £531.25 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 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.....

