



monday night  
group

# Trustees Annual Report

2021 – 2022

## Contents

Aim and Purpose.....	3
Structure, Governance and Management.....	3
Achievements and Performance.....	5
Looking Forward.....	6
Chairman's Report.....	6
Reserves Policy.....	10
Financial Reports.....	10
Serious Incident Report.....	14
Declarations.....	15

## **Aim and Purpose**

The object of the Charity – The Monday Night Group – charity number 510879 - is to make grants to one or more charitable organisations. The Charity shall have the following powers:

- To raise funds by the performance of concerts, operetta, musical comedy, stage plays, pantomimes, and other forms of dramatic art
- To engage in other fundraising activities as appropriate in support of the primary objective detailed above
- To provide refreshments if required and practicable at performances provided that no trading of a permanent nature be engaged in
- To receive and accept loans, donations, contributions, and subscriptions
- To collaborate as far as may be necessary or desirable with any person, body, institution, authority or otherwise
- To do all such things as are incidental to the attainment of the objects of the Charity.

The primary fund-raising activity of the Charity is its annual pantomime performed in January / February every year. There are 12 performances delivered to an audience total of around 4000.

The Charity has been registered with the Charities Commission since 1981. Its charity reference number is 510879.

## **Structure, Governance and Management**

The Charity, its assets and property are managed and administered by a committee comprising the Officers and other members elected in accordance with the Constitution. The Officers and other members of the committee shall be the Trustees of the Charity.

The Charity has the following elected Officers:

- a. A Chair
- b. A Secretary
- c. A Treasurer

In the year 2021 – 2022, the Charity was governed by 7 Trustees of which 3 were elected as the Group's Officers:

- Mr Sam Maher (Chairman - Officer) – elected
- Miss Helen Deeming (Treasurer - Officer) – elected
- Mrs Beverly Stone (Secretary – Officer) – elected
- Mr Alex Carrier
- Mrs Cathy Carrier
- Mr Dave Allen
- Mr James Trickett (resigned August 2021)

Each Trustee serves a term of 2 years. Each Officer is also elected for a term of 2 years apart from the Chairman who serves a term of 3 years. Nominations for Trustees and Officers, where one of these roles is reaching end of term, are sought prior to each AGM and require support from a 2<sup>nd</sup> serving member of the group. Any member of Monday Night Group is eligible to stand for a role assuming they are nominated and seconded.

## Trustees

Name	Position	Term end date
Helen Deeming	Trustee	8/23
James Trickett	Trustee	8/23 (resigned 8/21)
Sam Maher	Trustee	8/23
Beverly Stone	Trustee	8/23
Cathy Carrier	Trustee	8/23
Alex Carrier	Trustee	8/22
Dave Allen	Trustee	8/22

## Officers

Name	Position	Term end date
Sam Maher	Chairman	8/22
Bev Stone	Secretary	8/23
Helen Deeming	Treasurer	8/23

In accordance with Charity Commission guidance, charities that receive more than £25,000 a year are required by law to submit an annual report. The Monday Night Group follows best practice and has produced this Trustees' Annual Report.

The Trustees continue to review all Charity Commission guidance pertaining to the management of The Monday Night Group.

Monday Night Group is governed by a constitution which was developed in 2007.

The charity, once again, met its objectives as outlined in our constitution. The charity operates with due regard to its public benefit obligations as outlined by the Charities Commission. It is confident and assured that it continues to meet these requirements, managed via our constitution, which ensures the money we raise at our pantomime and via other grants and donations is awarded in line with the expectations laid out within it.

The charity is extremely reliant on its army of volunteers who support and ensure the success of our annual pantomime. We may only see these volunteers once a year but their input and support is vital to our success. We welcome anyone to support and assist at some or all of our performances.

Donations from our profits are awarded using the following criteria. The Trustees fully endorse these principles and determine our donations with a robust alignment to these statements:

- To allocate only to local organisations or national organisations with a local base where the Charity can be assured that the grants will remain locally and for the sole use of local persons
- To allocate to schools for children with special needs and not for mainstream schools for general needs
- To not make grants where the funds are required for building or repair work
- To not make grants for a commercial venture
- To not make grants to an animal charity
- To not make grants to individual persons

## **Achievements and Performance**

The Group once again performed a successful pantomime – Jack and the Beanstalk – in January 2022 at the Civic Theatre in Stourport.

Ticket sales continue to do well though this is a constant challenge for our charity in maintaining an affordable price against increased costs and a desire to maximise donations.

Membership of the group remains strong with many new and younger members recruited and now staying on. This will help the group continue to perform pantomime well into the future.

This year's ticket sales were now made up entirely of online sales using Ticketsource. We also made changes to how tickets could be reserved in advance and whilst a risk, proved to be extremely beneficial to the management of our audiences.

We also moved to a total online method for submitting donation requests. This was also extremely successful and fortuitous given the current pandemic as it allowed the Trustees to assess the requests beforehand and then come together in a virtual world to endorse our final decisions.

With Covid restrictions now lifted we were, once again, able to hold our annual presentation evening in person. This was a very successful evening and enjoyed by all. A total of 80 local groups in the Worcestershire and Wyre Forest area attended and we were able to award a total of £25,900.

Planning is now underway for 2023.

Governance remains strong with monthly group meetings open to all running February to October including our AGM in August. The Trustees continue to ensure the group remains viable, lawful and financially sound.

We have no concerns at this stage about the viability of the charity.

## **Looking Forward**

We are confident that the charity has a strong financial footing to enable it to meet the challenges going forward and what ever decisions are made, will ensure we can in the future, once again deliver a successful pantomime and raise large amounts of money for our local community.

## **Chairman's Report 2021 – 2022**

Members and Friends of MNG,

As chairman it is my responsibility to provide a chairman's report at the AGM each year. This comprises of many thank you to all the hard-working contributors and volunteers in the charity and this year will be no different.

We began this year last August where there was still some level of ambiguity of whether or not our main fundraising venture would be impacted as a result of the continuing government restrictions albeit life was beginning to return to some form of normality. With things looking up and Boris starting to make other people's gatherings a possibility the Trustees made the decision for MNG to begin plans for the annual fundraiser. I was at the helm as producer and with that dusted off my tight reigns once more as we looked to finalise the script- which had been in progress since Jan 2020.

The trustees appointed a director and a Musical Director to embark with me to begin to increase traction for the Show.

It was at this point that an idea I had rose from the ashes and I felt that it was an opportunity not to be missed- or at least explored. It had been 18 months since we produced a Pantomime to the old tried and tested ways of MNG in association with Crescents Ballet school. As reliable and consistent they dance school performed year on year some questions had emerged regarding the agreement between MNG and Crescent's and at a time when money was tight it was explored by Trustees previously to reduce the amount we were charged each year and for the agreement to be understood - after all it was a 21 year old agreement.

Talking Props Theatre Arts in Kidderminster had been familiar to us for some time through hiring our- at that time limited technical equipment to enable his shows and we were approached to consider his school to be part of our show. At that time the trustees felt it in the best interest of MNG to finally move away from Crescents and onto pastures new with a local school, on set terms and at a fixed fee.

In return we would have the opportunity to bring in to MNG new local talent with a range of artistic skills of singing, dancing and acting. At this point may I invite you to acknowledge the hard work, discussions and decision making of our trustees regarding the idea I wholeheartedly supported. MNG is known, familiar, reliable and have good working relationships and this was a potentially damaging decision if not handled delicately and responsibly. Being a Trustee is about making sure the Charity is legal, compliant and at times making the right decision in the best interests of the MNG Charity. My personal thanks go to Bev, Cathy, Helen, Alex and Dave for their contributions to MNG as trustees during my last term as Chairman.

With a come back show in progress it was a timely occasion to look at the old tried and tested format to which we as members knew and loved but also our audiences did too. As with most years my head is filled with ambition and ideas and one was niggling away which was a change to the beginning, middle and end of the show. We had already tampered with the middle with the introduction of the Production number to resounding success. However, I still believed our audience deserved another nugget of change in the hour to speed up the beginning and build the end to a finale that built from the moment it began to the curtain closed. Which is where the overture and finale came in with a dash of musical threat throughout. For this to be achievable my gratitude and thanks sit with the brilliantly, talented, Marvell's music- Sally and Simon, Rachel, Sophie and Alex. Together I have to say created what I would consider to be MNG's most outstanding musical score which did not go unnoticed when our audiences attended. Along with the hard work placed by all cast involved.

The script was finalised and casting was around the corner. Beverly at the helm of the cast and casting committee. Once again, the casting night is always filled with joy and disappointment however this year there was definitely a large dose of nerves. Having 2 years away from friends, family, hobbies and most importantly standing up in a room full of people to audition was definitely felt by most in the room- old hats as well as new members it was there. The reason a casting committee was introduced back in 2008/09 was due to complaints of unfairness of casting. A concern which has emanated every audition ever since regardless of the casting group and who has volunteered to be on it. Casting rules were agreed then disagreed and then the concept of a smaller group of people not linked to anyone auditioning who have an in-depth knowledge of what it's like to be on stage with MNG. This format has created some of the most successful combinations and in turn have produced some of our most outstanding shows of recent times. My thanks go to Beverley, Alex, Sarah L and Jane V for their unbiased and most difficult of decisions on the evening.

To my production team for your hard work both on zoom and in person. The show is a huge team effort and although probably our biggest production team to date the help you gave to ensure an aspect of the show came to fruition was help to share the load. In addition to the production team, many members and friends once again surfaced to help out in our very own war time effort. Without the voluntary efforts our friends give to our show we would not have a Front of house team led by Sarah P who make sure the audience are happy and attended from entry to exit. Also, our backstage team- who we only had 3 on first dress rehearsal. Ian B, without you Terry and Brian's determination despite a small number and large scenery changed with complexities throw in at the last minute the stage crew would not have existed past that night.

With more help pulled out of the bag and guidance, support and coaching the backstage team became a slick machine with every cog working harmoniously to create some of our most demanding scene changes in recent times. We are all volunteers here tonight as paid members however the armies of FOH and backstage are manned predominantly by friends of MNG who have no loyalty or responsibility to return each night but do so for the common theme - fundraising.

During the last 3 years of my term I have explored external fundraising opportunities with the view to become self sufficient in the technical department. A bill which used to amount to in excess of £4,000 per year in hire charges. With costs amounting elsewhere this was an opportunity which proved fruitful and to date MNG have received in excess of £12000 in grants which have allowed us to purchase some of the most up to date technical kit- a specification far too impressive than I can do justice to in words. My thanks to James T, Alex and Mark for your knowledge and guidance to trustees in making this happen once the money was there to be spent. Additionally, a separate thanks goes to Alex and Mark for your contributions to the show. Once again there were limitations, tests and tribulations along the way and together we were able to achieve an enhanced Tech show in both lighting and sound better than probably the Civic venue is or should be capable of. Of course, without your teams of supporters and friends the rig, run and de-rig would never be possible so my thanks extends to those too.

3 months of rehearsals, 2 dress rehearsals, 12 shows were ahead as we embarked into the rehearsal schedule. Boris decided that masks were back in fashion and off we went rehearsing 2 meters apart, mask wearing and even a socially distanced cow! Led from the front by Beverly. No show is complete without a director and no show comes without problems and challenges for the director to work out. Bev, thank you for your support and guidance to the cast along the way. It is never easy striking the right tone when dealing with volunteers, adults, and actors and to have all three plates spinning whilst constrained by covid regulations, new-comers, illness, concerns and come backs I would like to personally thank you publicly for putting MNG back on the stage and delivering Jack and the Beanstalk for us as a charity.

Helen, our treasurer, you have held the purse strings once again and in addition to paying our bills, insurances, banking monies, counting monies, gift aid, annual accounts, the list goes on. You also have taken on a large workload which James handed over to ensure compliance as a charity. Your work, although silent, is a crucial and responsible one, entrusted to you by the group and Trustees and we thank you for your continued diligence to the role.

Post Panto, a group met to read the donation requests and £25,900 was agreed to be donated to 80 Groups. A memorable night and one that is rewarding enough being there, than any things from myself can trump. To the readers on giveaway night and to the members who donned the costumes to meet and greet, sell raffle ticket and to provide some intermittent entertainment- again no thanks from me will ever trump the thanks and intrinsic reward gained from this evening. This is why MNG exists. MNG is why these group exist. Please do not forget this if you ever ask yourself "Why am I doing this?" They are the reason.

This year sees Cathy and Dave stand down as Trustees of the Charity and Beverly stand down as secretary. To you all, your support and hard work throughout your terms has hugely contributed the successes of MNG and on behalf of the group may I thank you for your time served in those roles.

Of course, it is my prerogative as the chairman to forget someone either by name or department or role- without intention of course. Between working, family life, writing, producing and just about anything else I have my finger in along with 7 months of time passing I am only able to recall a summary of the year to date.

I stood the role as Chairman for a 12 month caretaker role when the Charity didn't know how to access our funds following the death of Alan Green and we needed 2 signatures on the accounts and he was one of the two we had. I then stood for a full term the following year and stood again 3 years later totaling 7 years as Chairman. The longest serving Chairman in our MNG History. In that time the group has encountered change, be it trustees, members, writers, cast, format, costumes, dance schools, a worldwide pandemic, and overall financial status of the charity. Many of which I have either instigated and driven for and some I never wished or wanted for the group to experience. Throughout my premiership I have tried to remain fair, focused and enthusiastic with an ambition of leading from the front in all aspects of the group and embracing, nurturing and exploring the period of change which was thrust upon MNG back in 2015. It is for these reasons that I would remain as Chairman and seek a further term to total my time in office to 10 years. My entire chairmanship has come with more plot turns than a MNG Panto baddie could ever deliver and in particular the last 3 year term as Chairman have been some of the most challenging and difficult times I have experienced, both as a MNG member, chairman and personally. Although the passion for what we do has not faded sadly a culmination of events throughout my term as Chairman has resulted in burning close to the end of my candle and I have come to realise that I have carried the baton of MNG from out in front. It is there for my aim for the next 3 years if my term to ensure that there is more responsibility held within the group and by the group members. This will ensure that there is a freshness to the fundraiser, a consistency to the charity and that the load is spread across the members to strengthen the knowledge and running of the charity.

I want to be confident upon handing over the baton that MNG is in a better state to when I received it myself and I hope these next 3 years will tie up any loose ends in order to facilitate a fluid transition.

To all this who have supported and enabled me to hold the office of Chairman for MNG during my last term I thank you all for your support and guidance.

I submit this as my Chairman's report.

Sam Maher

MNG Chairman

## **Reserves Policy**

The Group maintains a modest, but not excessive reserves balance which equates atleast to the annual running costs of the Charity on the assumption that the pantomime performances are not able to proceed for any reason. This allows all costs to be met such as leases, electricity, venue hire and any costs incurred to perform pantomime.

In the event of not being able to deliver a pantomime for a considerable period or if the group could not continue, reserves would cover remaining lease costs of our storage unit.

We review our reserves annually and this allows us to adjust accordingly based on forecast or actual changes in pantomime expenses.

## **Financial Report**

Our financial report is included below. In summary and as submitted to the Charities Commission, our summary figures are:

Income: £58,262

Expenditure: £50,021 including donations of £25,900

There were a number of grants received during the financial year as follows:

Wyre Forest District Council £500.00

Wyre Forest District Council £2,000.00

Stourport Town Council £50.00

Stourport Town Council £1,000.00

Detailed audited, financial reports follow:

# Monday Night Group

Registration number 510879

## Financial statements for the year ending 30th June 2022

### Receipts and payments

	2021-2022 to the nearest £	2020-2021 to the nearest £
<b>Receipts</b>		
Fund Raising Activities	50,595	872
Members Subs	170	170
Donations	3,735	5,591
Gift Aid	757	33
Unpresented/cancelled cheques	448	1,125
Hire of Equipment	2,524	170
Building Society Interest	1	3
EDF Refund	32	-
<b>Total receipts</b>	<b>58,262</b>	<b>£ 7,964</b>
<b>Payments</b>		
Cost of Fund Raising Event	13,513	775
Rent of Storage Facility	3,329	1,890
Insurances & Licences	1,210	1,339
Website Expenses	84	133
Electricity	198	180
Printing and Stationary	64	8
Sundry Expenses	432	454
<b>Sub total</b>	<b>18,830</b>	<b>£ 4,778</b>
<b>Donations</b>		
Donations made	25,900	725
<b>Sub total</b>	<b>25,900</b>	<b>£ 725</b>
<b>Assets purchased</b>		
Sound Department	3,327	5,272
Lighting Department	1,964	1,624
Sundry	-	-
<b>Sub total</b>	<b>5,291</b>	<b>£ 6,896</b>
<b>Total payments</b>	<b>50,021</b>	<b>£ 12,399</b>
<b>Net Profit/Loss</b>	<b>8,241</b>	<b>-£ 4,435</b>

# Monday Night Group

Registration number 510879

## Statement of assets and liabilities as at 30th June 2022

	2021-2022		2020-2021
	to the nearest		to the nearest
	£		£
<b>Current Assets</b>			
Bank	28,327		13,374
Building Society	-		6,713
Technical Equipment	8,837	1	7,985
Flats & equipment	18	1	18
Storage improvement	2	1	2
Debtors & Prepayments	2,927		3,479
<b>Total assets</b>	<b>£ 40,111</b>		<b>£ 31,570</b>

Signed on behalf of the  
Trustees

Signature



Print Name

H. Deeming

Date of  
approval

17/7/22

### Notes

1. Asset shown at cost price less depreciaton at a rate of 25% over 4 years
2. Items purchased with Grants received from Local Councils:  
Wyre Forest District Council £2,500.00  
Stourport -on-Severn Town Council £1,050.00

# Independent examiner's report

Report to the trustees/ members of	Monday Night Group		
On accounts for the year ended	30 <sup>th</sup> June 2022	Charity no (if any)	510879

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Phil Lawley*

Date:

21 / 8 / 22

Name:

PHIL LAWLEY

## **Serious Incident Report**

If a charity has an income of £25,000 or more, it must also sign a declaration as part of its annual return, confirming whether any serious incidents took place in the last year that should have been reported but did not.

Serious incidents include:

- fraud, theft or the charity losing a significant amount of money another way
- a large donation from an unknown source
- links with terrorism
- the charity having no policy to safeguard its vulnerable beneficiaries
- suspicions, allegations and incidents of abuse or mistreatment of vulnerable

The Monday Night Group has no serious incidents to report in its annual report of 2021 – 2022.

## Declarations

The trustees declare that they have approved the trustees' report above.

<b>Name</b>	<b>Position</b>	<b>Date</b>
Sam Maher	Trustee – Chairman	12/03/2023
Bev Stone	Trustee – Secretary	12/03/2023
Helen Deeming	Trustee – Treasurer	12/03/2023
Dave Allen	Trustee	12/03/2023
Cathy Carrier	Trustee	12/03/2023
Alex Carrier	Trustee	12/03/2023

Confirmation of approval from each individual is retained offline within the groups electronic document store

< End of report >