

Wharf Theatre Annual General Meeting 2021

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 1st JUNE AT 1900HRS

1. WELCOME AND APOLOGIES
2. CHAIRS ADDRESS
(See Chairs Report)
3. MINUTES
To approve the minutes of the last Annual General Meeting (See Minutes of AGM 22nd SEPTEMBER 2020)
4. REVIEW PROGRESS OF TRUSTEE/MANAGEMENT COMMITTEE SPLIT
To update on the progress made by the decision agreed at the last AGM to split the trustees and management committee. (See Trustees Report)
5. ARTISTIC DIRECTORS REPORT
To report on the new season and plans for a Youth Theatre School being developed. (See Artistic Directors Report)
6. ANNUAL REPORT AND ACCOUNTS
To approve the attached annual reports and review the accounts
7. AIMS AND OBJECTIVES.
To review the aims and objectives of the previous year and present the aims for the following year (See Aims and Objectives)
8. FRIENDS OF THE THEATRE BENEFITS AND SHOW FEE
To highlight the current benefits of the membership and review the position of the show fee discussed at the previous AGM
9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES
10. ANY OTHER BUSINESS

To include any proposals from the floor or questions resulting from the evenings meeting

11. CLOSE

Trustees

Lewis Cowen

Anne Walker

Lyn Taylor

Management Committee

Pete Winterton – Chair and Bar Manager

Carol Rendell – Accounts Manager

Bethany Ramsay – Secretary and Membership Secretary

Debby Wilkinson – Artistic Director

John Winterton – Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Oli Beech - Buildings Manager

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

Minutes of AGM 22nd SEPTEMBER 2020

MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES

TUESDAY 22ND SEPTEMBER AT 1900HRS

Present:	Full Members	18
	Life Members	3
	Youth Members	0
	Friends	0
	Non-Members	0

Apologies Received: 7

1. WELCOME AND APOLOGIES

The Chair, Oli Beech, welcomed all present and read out the 4 received apologies

2. CHAIRS ADDRESS

The Chair spoke on the current position of the theatre financially and commended the membership on the fundraising and donations that had been received over the previous months during the theatre closure. He also thanked members for the time they had given in workshops and sales. The current financial status of the theatre is now healthy and is looking to reopen as soon as possible.

3. ANNUAL REPORT AND ACCOUNTS

The treasurer highlighted the financial report for the year 2018/19 and announced the current bank balance was now at £33,000.

John Winterton enquired why the payment of the band for Little Shop of Horrors was listed under "Professional Fees" not against the show. Carol explained that on the QuickBooks System it does appear next to the show.

Rob Bourne asked if the final Gagiers payments would come out of the current bank balance. Carol confirmed the final Gagiers payment has already been completed

4. PROPOSAL TO INTRODUCE SHOW FEE

Debby Wilkinson discussed the financial status of the theatre and previous high cost to the theatre in making the building compliant. This led into the proposal of the show fee which was introduced before opening the floor to questions and comment.

Lewis Cowen spoke in opposition of a show fee due to feeling this would discourage people to take part in the theatre, especially for less popular productions. He also had concerns over the admin restraints in ensuring payment of the fee. Lewis also emphasized that some may not be able to afford a show fee. An increase of membership fees was suggested instead. Debby Wilkinson replied

that payments would be completed electronically, and concession rates could be considered for those who could not afford a show fee.

Emma Ingram commented that some people who do not pay the membership as it stand therefore was unsure how we would be able to police a show fee.

Louise Peak ask about the amount of members and whether an increase of membership fee would be worth more. Beth Ramsay replied that we stand at 183 members and the increase of a membership fee may be worth more dependent of how many would stop paying a membership if this were raised. Investigations into this would be looked at.

Kay Bowyer commented that a show fee would be disadvantaging the people who had been approached specifically to fill a part. Debby Wilkinson commented that as artistic director she will be working on selecting shows we were confident we could cast through people attending auditions rather than needing to ask people to volunteer.

Emma Waters suggested getting feedback from members who currently act at the Wharf to see if they would be receptive to a show fee. A discussion around this resulted in an action for Beth Ramsay to create a survey for the membership highlighting different options. Louise Peak also suggested a script fee to be added to this survey

No vote took place as other options arose which need to be researched.

5. PROPOSAL TO CHANGE TO MANAGEMENT STRUCTURE AND VOTE

Pete Winterton introduced the proposed changes to the constitution and introduced the management structure proposal. The floor was opened to questions.

Pete Franks queried what the term “natural person” was. David Thew was able to confirm this referred to someone who has been registered to be born as a person.

David Thew asked about the change of members to friends. Beth Ramsay confirmed this was a terminology change to encourage support for the theatre without a feeling of expectation to actively volunteer. David highlighted that constitution still named people as members and this may need to be clarified and changed to the correct terminology. Louise Peak also suggested a clarification on the website of this change of terminology.

Louise Peak asked if there will be a handover will there be a handover between current and new trustees. Debby Wilkinson Clarified there will be. Pete Winterton clarified that you cannot be both trustee and in the management committee, however.

Emma Ingram asked if the legal restriction in being a trustee (e.g. having debt) would also apply to the management committee. Debby Wilkinson confirmed this wouldn't be the case.

6. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE

Beth Ramsay directed the membership to Appendix G for the list of proposed members of the management committee. The management committee members were introduced and it was clarified that these individuals are the same as have been fulling these roles across this year.

Motion to change the management structure with the current management committee was supported. Carried

7. ELECTIONS TO THEATRE TRUSTEES

Beth Ramsay directed the membership to Appendix D and introduced the role of the trustee. Oli Beech called forward the nominations for trustees

Lewis Cohen was proposed by Debby Wilkinson and seconded by Beth Ramsay. Carried

Ann Walker was proposed by Beth Ramsay and seconded by Debby Wilkinson. Carried

Lyn Taylor was proposed by Debby Wilkinson and seconded by Beth Ramsay. Carried

Di Waterman also put name forward and was given a nomination form to complete and return to the theatre for consideration

8. ANY OTHER BUSINESS

David Thew notices a few semantic errors in the aims and objective. Beth Ramsay confirmed that he should send these to her to review.

Emma Ingram has been asked to raise a concern from another member. It had been reported they were unhappy about renewing their membership when this year they had seen no benefit. Debby Wilkinson said that the situation across the country was unavoidable and should they choose not to pay this was their choice. Kay Bower asked if extending memberships would be an option. Beth Ramsay commented that as there is no standard month for renewal this would be difficult to do and make it fair for all members. It was reiterated that membership fees are used to support the theatre.

Debby Wilkinson spoke on the reopening of the theatre following government guidance. Upcoming shows until Christmas were introduced. Additionally, the importance of the arts both in performance and social aspect was highlighted.

9. CLOSE

The chair thanked everyone for their attendance and the meeting closed at 8:15

Reports and Financial Statements from
1st September 2020 to 31 August 2021

Charity Registered No. 900417

Contents:

Legal and Administrative information

Report of the trustee board

Statement of financial activities

Aims and objectives

Balance sheet

Independent examination

Legal and Administrative Information

The trustee board presents its directors report and audited financial statements for the period from 1st September 2020 to 31st August 2021

Administrative details of the charity, its trustees and advisors

Charity Registered No. 900417

Principal Address: Wharfside, Devizes, Wiltshire, SN10 1EB

Trustees that served during the period

- Lewis Cowen
- Anne Walker
- Lyn Taylor

Independent Examiner

Richard Hopkins

Bank

Barclays Devizes Branch, 3 St John's Street, Devizes, SN10 1BQ

Structure, governance, and management

Governing Document

The charity was formed in 1973 and registered as a charity on 19th April 1990. It is governed by a trust deed. In Feb 2015 at an AGM this was replaced by a new governing document based on the most appropriate Charities Commission template. This was amended slightly at an EGM in September 2015.

Organisational Structure

There is a trustee board, which meets at least 2 times a year to determine the strategic direction of the charity. The management committee meet minimum 6 times a year to manage the running of the theatre overseen by the Trustees.

Recruitment and Training

The Wharf Theatre is completely run by volunteers, but it still takes its training requirements seriously to ensure those that serve the board and management committee also gain skills required to run a charity.

Report of the Trustee Board

At last year's AGM the membership approved a change of structure in which members of the management committee would stand down as trustees and a separate board of trustees be appointed.

Lyn Taylor, Ann Walker and Lewis Cowen were duly elected as trustees and we have held regular meetings, mostly via Zoom, during the last nine months.

Our main focus has been on the company's finances which, we must stress, have been secure, although they have sailed quite close to the wind on at least one occasion. We have worked closely with the treasurer and other members of the management committee to put the finances on a firmer footing, by seeking to employ a professional bookkeeper or accountant to prepare the monthly accounts and a recognised firm of accountants to audit the accounts annually.

This work is in progress.

We are delighted how well the theatre has coped through the very difficult challenges posed by the pandemic, with fundraising at a record high, and we approve of economies sought, such as the relinquishing of the Bath Road Business Centre premises in favour of much cheaper accommodation for our wardrobe in Bromham.

We are also delighted that the youth theatre is being put on a more professional footing with paid directors appointed for both junior and senior groups.

We look forward to the theatre becoming operational again next month and will continue to work with the management committee for the benefit of the members and the community.

Lyn Taylor

Ann Walker

Lewis Cowen

Report of the Management Committee

Chairs Report

Hi everyone,

Well where do I start this year, back in February 2020 we were all gearing up for another great season and looking forward to a much needed summer of sunshine. There was a bit of concern about some sort of cold thing that was coming from abroad but no one was that concerned. Fast forward twelve months and we are gradually easing out of our third period of lockdown where the theatre world has all but ground to a screeching halt.

As a management committee we have had some tough decisions to make. To close a show was not an easy decision to make but we are glad we did, as if we had not then that decision that would have been made for us by the government. We also had to have a long hard look at all aspects of the Wharf Theatre and what a lock down would do to our finances. Some of the decisions we made were easier than others but we hope that you'll agree that they were a prudent move.

We have, following the delayed 2020 AGM appointed Trustees outside the Management committee so that we can be seen to have an additional level of check to any important decisions. We have reduced and moved the costume store for which I must give the biggest of thanks to Gill and all the team for making that happen. I also feel that I should give special thanks to Oliver who has been working extremely hard filling in for me after I went on holiday to try and get as much money in grants and other subsidies to replace income from ticket sales. In fact the whole management team who have been poring over every set of government guidelines issued and making sure that the Wharf has been forefront in the national theatre campaign to "light it in red" to save theatres nationally.

We have also decided to take a long look at what we are paying for services everything from posters to gel for the lighting we want to make sure that we as a management committee do everything we can to minimise expenditure in what has been a very trying time and protect our theatre for years to come.

I would also like to thank our amazing Friends of the Theatre and members of the general public in the Devizes area. They have been generous with their response to the costume sale, ticket sales for the couple of shows we managed to squeeze in between lockdowns and indeed just general donations. This has given us the added incentive as a team to make sure that the amazing donations that have been given will be looked after and managed in the best way possible. Going forward we are trying hard to make sure you have the very best quality shows, not only home produced but national touring productions that are available to give you all the widest possible range of entertainment.

To finish I would like to say it has shown us that we truly are a community theatre and we will continue to work hard to bring that community the best possible theatre experience without the need to travel miles.

Pete Winterton
Chair of the Management Committee

Report of the Management Committee

Artistic Director's Report

As many of you will recall I took over the role of Artistic Director from Lewis Cowen in January 2020 and we all went into Lockdown 1 in March. What a narrow escape Lewis had!! Sadly, my first annual report cannot contain fond memories of great performance successes, but it can contain a summary of the year just experienced and my hopes for the future.

Shortly after we closed the theatre it became apparent that the theatre was in financial difficulty. The pandemic put the theatre immediately into a challenging position, unable to recoup refurbishment spends with upcoming box office receipts. Once the position came to light the whole management committee worked quickly and tirelessly to launch a Just Giving fundraising campaign which, together with the costume sale, a large one-off donation and various government grants quickly put the theatre back on its financial feet. To boost fundraising and general theatre awareness I gathered a small team of performers to each learn and perform a monologue which was filmed by Chris Watkins and distributed via social media. My thanks to Freddie Underwood, Lewis Cowen, Jess Whiley and Helen Langford for joining me in producing this work.

As restrictions lifted over the summer and early autumn I directed a small cast in a rehearsed reading of 'My Mother Said I Never Should'. It was such a joy to create theatre again, albeit in a socially distanced way. However, the day before we opened one of our cast had to self-isolate and so again I must thank Helen Langford for stepping into the role of Rosie and saving the day. Performed for just 2 nights 'My Mother Said I Never Should' was extremely well received and reviewed. We will be performing a fully staged version of the play in late January 2022. Fingers crossed.

The November lockdown threw us off track again and 'Gurglewink' written and directed by Helen Langford had to move into December and Grimm Tales (due to be in December) moved to January but was then cancelled again. It is scheduled now for July 2021. Gurglewink was a super piece of children's theatre and it was such a joy to see the theatre alive again. Thanks to everyone involved.

Since then, the theatre has been dark. My job has mainly involved changing performing rights on a regular basis and keeping up with government guidelines. But as restrictions lift I am hopeful that I can spend more of my time doing what an Artistic Director is supposed to do and I look forward to working with as many of our members as possible over the coming year.

For now, we are cracking on with rehearsals for Grimm Tales which will be the opening post Lockdown 3 performance. We are determined to get this show on to the stage and what fun it will be!! I can't wait. And then we will see Jesus Christ Superstar and Glorious in the early autumn, both productions have been sitting in the wings for well over a year.

One thing I have personally wanted to see at The Wharf Theatre for very many years is a professionally led youth theatre. Youth theatre work is challenging and is too much of a commitment for most volunteers. This has meant that although we have had some excellent youth work in the past it has not been consistently available. By appointing a freelance professional youth theatre director, we aim to launch a sustainable long term youth theatre which will be a great asset to the theatre and fulfil our aims and objectives in this area. By the time you read this report I hope that we will have appointed our Youth Theatre Director/s.

Developing a youth theatre alongside our adult company will be a great way to rebuild as we come out of this very difficult time. We will be reminded of the fun, laughter, joy and companionship that theatre can provide, and we will experience once again the thrill of live theatre. We need to be courageous and encourage everyone to leave their sofas and Netflix behind! The theatre industry has had a complete battering and we are part of the grass roots rebuild.

We have an important job ahead.

Debby Wilkinson

Artistic Director

April 2021

Report of the Management Committee

Financial Report

It has been a difficult year for the Wharf Theatre due to Covid 19. At one point it was looking quite grim for us. However, due to the generosity of the people who love and support the theatre we have survived the pandemic.

The bank balance at the 31st August 2020 stood at £34,271. The overall profit is £25,551. We have made the final payment to Gaigers. You will notice that the premises is a little high, this was due to the Water Rates which we have now refund. We have had a grant from the Area Board of £5000 this for the Technical side of the theatre. We also had a costume sale which brought in £6934.

I would like to thank everyone who worked really hard to keep our lovely theatre going. Also thank the lovely people donated money to help us.

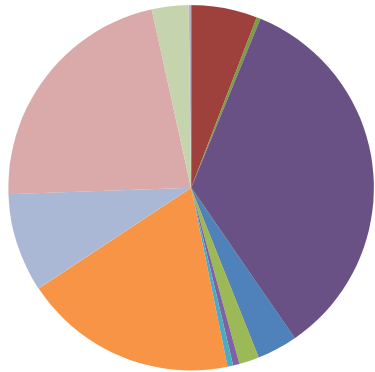
Carol Rendell
Accounts Manager

Income and Expenditure Account

	2020	2019
INCOME		
Advertising Income		2,216.53
Bar Sales	4644.31	7,684.60
Costume Hire	276.00	352.00
Gift Aids	0	416.54
Membership Fees	2833.50	3,092.90
Other refreshments	1406.60	2,695.60
Programme Sales	446.00	542.50
Raffle	401.00	536.00
Ticket Sales	17524.26	39,778.48
External tickets	2588.48	0
Donations	27133.34	0
Venue hire income	168.75	1,168.75
Costume sale	6934.20	0
Grant	15000.00	0
TOTAL INCOME	79356.44	54,050.84
DIRECT COSTS		
Bar Purchases	1572.49	3,842.59
Cost of Goods Sold	1130.37	651.13
Costumes	209.04	1,283.04
Ice Cream Purchases	695.40	1,672.20
Raffle Prize Purchases	45.25	80.06
Other Front of House	243.81	296.06
Set Building	1027.71	1,404.71
Props	0	1,001.28
Royalty fees	3515.80	4792.65
External Royalty Fees	2607.65	9782.00
Membership Cards	0	31.91
	0	60.00
Vehicle hire		
Ticket Commission	967.68	387.38
TOTAL DIRECT COSTS	12015.20	25,285.01
GROSS PROFIT	67341.24	28,765.83
EXPENSE		
Admin Expense	3309.99	3,164.01
Bank Charges	124.97	140.89
Depreciation	8,312.58	8,312.58
Equipment	316.80	659.52
Premises	22504.99	17,154.30
Professional Fees	0	1,550.00
Publicity Costs	6801.64	8,133.99
Travel and Meetings	419.36	214.00

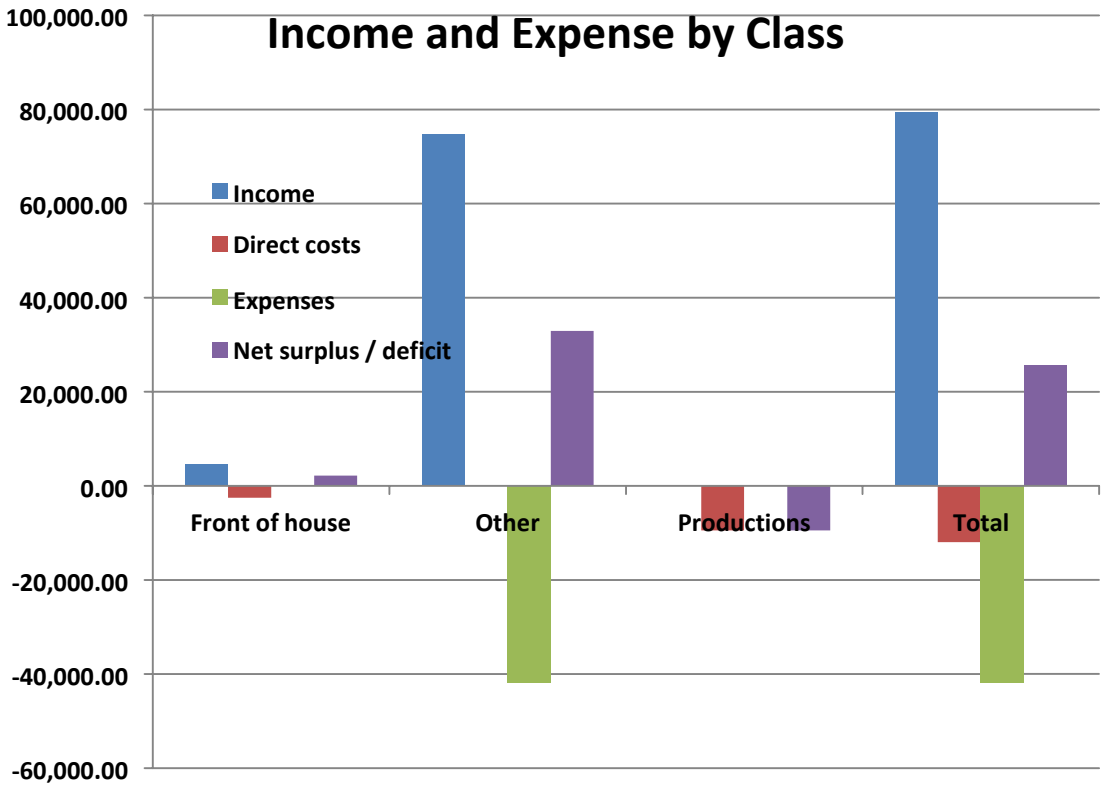
TOTAL EXPENSE	41790.33	39,329.29
LOSS FOR THE YEAR	25550.91	-10,563.46

Income by Category



- Advertising income
- Bar sales
- Costume hire
- Donations
- Investment Income
- Gift Aids
- Membership Fees
- Miscellaneous Income
- Other refreshments
- programme sales
- raffle
- GRANT

Income and Expense by Class



Balance Sheet

WHARF THEATRE
BALANCE SHEET AT 31ST
AUGUST 2020
Total

Fixed Asset	Cost	Deprn	Net
Plant & Equip	3,428.70	-935.10	2,493.60
Furniture & Fittings	28,447.59	-7,377.48	21,070.11
Total Fixed Assets			23,563.71
Cash at bank and in hand			
Current Account			34,271.08
Deposit Account			0.39
Petty cash			320.00
Total Cash at bank and in hand			34,591.47
Debtors			
Accounts Receivable			0.00
Total Debtors			
Current Assets			
Accrued Income			
Prepayments			3,720.27
Stock			0
			3,720.27
Net Current Assets			38,311.74
Trade Creditors			
Accounts Payable			0.00
Total Trade Creditors			
Current Liabilities			
Accrual			0.00
Sundry Creditors			0.00
Total Current Liabilities			
Total Creditors			
Net Current Assets (Liabilities)		38,311.74	
Total Net Assets (Liabilities)		61,875.45	
Capital and Reserves			
Loss for the year		25,550.91	
Total Capital and Reserves		61,875.45	

WHARF THEATRE

REGISTERED CHARITY NO. 900417

Financial Statements for the year ended 31 August 2020

Based on the information provided, I hereby certify that the
attached financial statements to be a true and fair view of the
financial statements of the Wharf Theatre, Devizes
for the year ended 31 August 2020

R Hopkins
R Hopkins Accountancy & Taxation
Services Ltd
16 Brickley Lane
Devizes
Wiltshire
SN10 38Q

Prepayments

Higos	1161.37
My Mother Said	630.00
Glorious	540.00
Grimm Tales	600.00
Carter Jonas	1388.90
	<hr/>
	3720.27

Comparisons between 2019 and 2020

ADMIN	2020	2019
SUBSCRIPTIONS	109.80	215.00
AWARDS	239.40	91.96
INSURANCE	1991.92	1958.18
PHONE	674.99	695.45
STAMPS/POSTAGE AND STATIONERY	285.28	733.90
	3301.99	3694.49
<u>PREMISES</u>	<u>2020</u>	<u>2019</u>
CLEANING/RECYCLING	1026.92	1459.76
	14488.58	1532213
REPAIRS/MAINTENANCE		
WATER	1979.17	1611.57
SERVICE CHARGE (BATH ROAD)		629.27
ROOM HIRE	90.00	130.00
RENT	4556.68	6140.24
RATES	363.64	891.56
	22504.99	26184.53

*PUBLICITY	6802.64	7648.15
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*This figure does include the banners, posters for the shows.

Show by Show for Autumn/Winter Season 20/21

SHOW	TURN OF THE SCREW	LIVING TOGETHER	CINDERELLA	THE CARETAKER
ROYALTIES	518.40	540.00	0	540.00
SET	62.00	89.00	180.00	58.00
SCRIPTS	107.00	120.00	0	80.00
COSTUMES	102.00	48.00	58.00	0
PROPS	0	0	0	0
TOTAL	805.40	797.00	238.00	678.00
TICKETS	3272.00	2716.00	8029.00	3507.00
PROGRAMMES	95.00	96.50	156.50	91.00
RAFFLE	75.00	101.00	140.00	85.00
TOTAL	3392.00	2913.00	8325.00	3683.00
PROFIT	2587.00	2116.00	8087.00	3005.00

Aims and Objectives Progress and Proposed Objectives

The following shows progress towards the community aims for the charity during 2020/2021. Due to Covid-19, the work towards these aims and objectives has slowed but progression has been made as detailed below.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** The Wharf Theatre intended to produce eight in house productions throughout the financial year. Due to the closure and restrictions, the year did not go ahead as planned. Nevertheless, two productions (My Mother Said I Never Should and Gurglewink) were run during the times the theatre was able to open following Covid Guidelines. A new artistic director will be in place who has already begun to plan the next year of shows in order to meet this objective next year.
- **Objective 2 – Risk Management.** The theatres risk assessments have been reviewed and volunteers have continued to receive on-site training for their roles where necessary. Additionally, the management committee and Front of House Team have worked within Covid Guidelines to ensure the theatre could reopen as and when able to safely.
- **Objective 3 – Membership engagement.** Newsletters have been sent throughout the year as an when possible in the global climate. Due to the closure of the theatre this hasn't been as regular as intended, however, this objective will continue into the following year. The Management Committee has changed the term "member" to friend to increase engagement in supporting the theatre without expectation of involvement. In addition, booking fees for Friends of the Theatre have removed as an additional benefit.
- **Objective 4 – Stage Lighting.** An updated technical strategy is now in place. Funding for new lighting has been secured and this will be updated in the following year. The technical team will continue to encourage and train volunteers within the technical crew and currently have increased the size of this team by two.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** Though this year the possibility of a Youth Performance has not been possible, the introduction of a Youth Theatre has been researched and has begun to be implemented. A structure is in place for a year round Youth Theatre School and advertisements for a paid position of Youth Theatre teacher has been publicised with the initial aim of running a summer school. The Youth Theatre will produce two shows a year. The success of this will be monitored throughout the year by the Artistic Director.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** Unfortunately, with the closure of the theatre there have been no visiting shows for this period, however, with the intended reopening in May this has already resulted in four external bookings. This will continue into the following year to encourage a variety of visiting productions. The cost structure to visiting groups and venue hire has been competitive with other similar venues. The costing structure is now also affordable for local groups outside of The Wharf Theatre having been reduced this year for all local hiring.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package has continue enabling us to ensure the safety of our building and the maintenance of the building has been carried out throughout its closure. Quotes for maintenance work outside of this package have been sought, for example, in the case of looking to purchase a new boiler. The Wharf Theatre has also reduced its costing in storing costumes through terminating the contract for Bath Road Unit 2 and selling surplus costumes raising over £6,000 for the theatre.
Objective 2 –Financial planning. The management committee continues to gather three quotes, a minimum of one to be a local supplier, annually for services that are used throughout the year. In this case costs for membership software, booking systems and programme printing have been sources and reviewed showing that our current suppliers are of the best price for our needs.
- **Objective 3 – Membership involvement.** The introduction of a show fee was discussed in the last Annual General Meeting and it was decided the Friends of the Theatre would be surveyed to gain full opinions in the matter. Due to the closure of the theatre it has not been deemed appropriate to continue with a show fee at this time, however, a survey has been created to look into this in the future. Additionally, the introduction of supplementary volunteering expectations for Friends of the Theatre performing in shows have also not been implemented due to productions not running this year.

Proposed Aims and Objectives 2021/2022

The following are the community aims for the charity during 2021/2022. Many are carried over from the previous year due to the closure of the theatre.

To promote drama and music through the education, training, and encouragement of members, supported and mentored by more experienced personnel.

- **Objective 1 – Promote Drama and Music.** As in previous years, within this season The Wharf Theatre intends to produce eight in house productions throughout the financial year. The Artistic Director works to ensure a varied, yet commercial, programme of in-house shows. Social media will be implemented more often to gain feedback and promote the Arts to a wider audience.
- **Objective 2 – Risk Management.** The Management Committee will continue to ensure that risk assessments are up to date and necessary drills will be conducted annually. Volunteers will continue to receive on-site training for their roles where necessary.
- **Objective 3 – Friends of the Theatre engagement.** Newsletters updates will be planned to send monthly. Targeted Friends of the Theatre newsletters, with more “behind the scenes” and personal content, will be planned to be sent bi-monthly. The Management Committee will continue to develop ideas to engage the others and increase the membership.
- **Objective 4 – Stage Lighting.** Plans to upgrade the stage lighting have been submitted will be implemented by the end of the year. The technical team will continue to encourage and train volunteers within the technical crew.

To build confidence and self-esteem in young people through the Wharf Youth Theatre Group by teaching acting skills and by producing an annual youth production in conjunction with drama workshops and similar activities. (In conjunction with the previous aim)

- **Objective 1 – Youth Theatre.** The Wharf Theatre will continue in its commitment to involve young actors in the Wharf through the Wharf Youth Theatre School. The success of this will be monitored throughout the year and reported on in the next AGM. The Youth Theatre will include two separate age groups and each group will produce one show in the year.

To expand the existing range of cultural opportunities in the Devizes area by offering a wide variety of different genres of dramatic and musical performances produced in house by members, and to host visiting players and theatre groups from both inside and outside the Devizes area.

- **Objective 1 – Community Engagement.** To continue to liaise with visiting productions and local community drama groups to offer a variety of programming at The Wharf Theatre. The Bookings Manager will seek suggestions and feedback from Wharf Theatre audiences to gain insight into potential future bookings relevant to

our audiences.

To manage the theatre in a fiscally responsible manner that; ensures safe operation for all users and visitors, complies with our obligations as a charity, ensures the company is long term financially viable, supports the local community and economy through using local services and suppliers where practicable.

- **Objective 1 – Maintenance.** The Wiltshire Council compliance package will continue enabling us to ensure the safety of our building. The maintenance of the building is to be informed by this and carried out to ensure compliance getting a quote from a minimum of one local supplier where outside expertise need to be sought. The Management Committee will continue to follow government guidance regarding the reopening of theatres and develop plans in accordance with this.
Objective 2 –Financial planning. The management committee will gather three quotes, a minimum of one to be a local supplier, annually for services that are used throughout the year. This is to check that the best services (both cost and quality) are being used. This enables The Wharf Theatre to ensure both financial viability and the support of local businesses.
- **Objective 3 – Membership involvement.** The introduction of a show fee, in line with other local drama groups, will revisited through a survey of the Friends of the Theatre. The introduction of supplementary volunteering expectations for those performing in shows to be developed and introduced to address difficulties in gaining volunteers for some areas.