



## **Wharf Theatre Annual General Meeting 2022**

### **AGENDA FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 28<sup>th</sup> APRIL 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 1<sup>st</sup> JUNE 2021)
4. TRUSTEE REPORT  
To update on the progress made by The Wharf. (See Trustees Report)
5. ARTISTIC DIRECTORS REPORT  
To report on the new season and progression of the Youth Theatre. (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. PROPOSAL TO INCREASE FRIEND OF THE THEATRE FEE  
To discuss the increase of fees (See FRIEND OF THE THEATRE PROPOSAL)
9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES  
To introduce and agree the changes to the management committee and to
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

John Winterton – Artistic Director and Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Oli Beech - Buildings Manager

Jon Lewthwaite - Membership Secretary

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

# Minutes of AGM 1<sup>st</sup> JUNE 2021

## MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 1<sup>st</sup> JUNE AT 1900HRS

Present: Full Members - 20  
Life Members - 2  
Youth Members - 0  
Non-Members - 0

Apologies Received: 4

### 1. WELCOME AND APOLOGIES

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

### 2. CHAIRS ADDRESS

The Chair gave a review of the Chairs Address (provided in the AGM agenda pack) including the current financial position of the theatre and news on separating the Trustees from the Management Committee as agreed within the previous AGM. The Chair offered thanks to all those who had been working to keep the theatre running during the global situation including Oliver Phipps for securing government funding and grants, the publicity team for their work in the Light it Red Campaign and the community for their generosity. He concluded in discussing how the management committee were working toward being more aware of the finances of the theatre and reviewing the costs of services to minimise expenses.

### 3. MINUTES

The Chair reviewed the minutes of the last AGM and asked the membership whether this was an accurate record. All present in agreement.

### 4. REVIEW PROGRESS OF TRUSTEE/MANAGEMENT COMMITTEE SPLIT

The Chair reaffirmed who was in named within the Trustees and Management Committee and commented he believe the split to be beneficial as a layer of check on the Management Committee and working to the advantage of the theatre.

The Chair handed over to the Trustees where Lewis Cowen spoke on the Trustees views on the split. He commented that although there initial communication issues this was now resolved and the current concern with the Trustees were on the finances with the theatre. Finances of the theatre were now on solid footing and Trustees were impressed with the fund raising efforts and the grants obtained. The Trustees were continuing to work with the Management Committee to hire an auditor and accountant to draw up finances each month.

### 5. ARTISTIC DIRECTORS REPORT

The Artistic Director, Debby Wilkinson, spoke on how this year had been limited in regards to new shows and much of her time had been spent on the rearrangement of the season with regards to government guidance to ensure any shows were possible. This included "My Mother Said I Never Should" as a rehearsed reading and "Gurglewink" which received an audience of 30 a night. The

new season is now in production with “Grimm Tales” in rehearsals and the initially cancelled “Jesus Christ Superstar” and “Glorious” due to take place later in the year. Debby concluded it was now everyone’s roles to encourage the audience back into the theatre and see live events.

Debby also spoke on the plans for a professionally led Youth Theatre that herself and Lyn Taylor (Trustee) had been working on. Two Youth Theatre directors have been appointed to work with two age groups meeting once a week from the Autumn. These groups would work towards annual shows. The management committee were currently working towards advertising this on the Wharf Theatre website and discussing bookings.

Oliver Phipps, Front of House Manager, also commented that over the period of lockdown online performance had been created. Across these videos had been over 10k views.

Debby Wilkinson opened the floor to questions to which there were none.

## 6. ANNUAL REPORT AND ACCOUNTS

Carol Rendell, Accounts Manager, reviewed the Treasures report (included in AGM Agenda pack). She confirmed that the bank balance for August 2020 had been August £34271. The final payment had been sent to Gaigers for the refurbishment, the Theatre had high premises costs but water rates had been refunded, and the costume sale had raised £6934 for the costume sale.

The Chair reviewed the balance sheet included in the AGM Agenda pack. The floor was opened up to questions.

Caroryln asked about the new costume store in regards to location, costs, and whether there was a good level of costumes. Debby Wilkinson commented that the costume store had moved to Bromham and we were currently not paying. Beth Ramsay, Secretary, clarified that cost would be £250 to £200 a month once paying which is reduced from £8000 a year costs from Bath Road. The costumes are reduced costumes down but still a healthy amount.

Abigail Newton asked is there a plan B should restrictions not be lifted or there are further closures. Oliver Phipps commented that we can currently open on 50% and there is a conscious effort to select performances with reduced license fees and can be socially distanced. Debby Wilkinson furthered this with clarifying that this seasons performances licenses were paid for the previous year due to postponements and there is an effort to working with what we have in terms of set and costumes to keep costs low. Abigail Newton asked if we were planning further shows. Debby clarified that there is a need for more directors at this point therefore there is a need to reach out and encourage new directors to get involved.

## 7. AIMS AND OBJECTIVES.

Bethany Ramsay, Secretary, reviewed the progress towards the objectives of last year. She commented that although progress had not been made in the way that was envisioned, due to the closure of the theatre, progress towards the aims had still been made through socially distanced performance and online performances. Work towards a youth theatre was underway, the building had been maintained by the management committee during the closure, and volunteers had received relevant training in the form of fire training within the technical team. The Aims of the

theatre would continue as they had been the previous year as progress was still to be made but the objectives had been reviewed and included within the AGM Agenda pack for the year ahead.

The Chair also commented that the Management Committee were working towards gaining more quotes, including quotes from local businesses in support of the community, to help reduce costs.

The floor was opened to question to which there were none.

#### 8. FRIENDS OF THE THEATRE BENEFITS AND SHOW FEE

Bethany Ramsay confirmed the number of members at 186. She highlighted the new benefits that had been introduced to the Friends of the Theatre which included the reduced ticket prices and the introduction of a members area to the website where Friends of the Theatre would be able to access the minutes of Management Committee meetings. Beth also commented that the position of the show fee discussed at the previous AGM had not been forgotten and a survey had been created to send to the membership, however, with the theatre closure this would be delayed until the following year.

The floor was opened to questions. Abigail Newton asked if we had considered life memberships. Beth clarified that this was already offered at a £200 one off payment.

#### 9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES

Bethany Ramsay clarified that all members of the management committee and trustees were appointed last year therefore there were no re-elections needed. The Chair asked if there were anyone who wished to join to which there were none.

#### 10. ANY OTHER BUSINESS

Abigail Newton expressed her thanks to the Management Committee for their work over the year which was appreciated by all.

Lesley Scholes queried if a raffle would still be wanted for performances. Oliver Phipps confirmed it would be.

Lesley Scholes asked if there had been any correspondence from our patron. Karen Ellis confirmed he had been contacted but there had been no response. Debby Wilkinson expressed an interest in looking for another patron in addition who would be more local to the Theatre but was waiting to approach this after reopening.

Abigail Newton asked if the Management Committee had discussed the possibility that audiences may not want to return. Debby Wilkinson commented that it will take time therefore not expecting full houses immediately and we would all need to work towards promotion to nurture people back. Oliver Phipps commented that customer confidence would grow along with the reopening of the industry nationwide and during previous socially distanced shows had received reviews commenting how confident people were in the building.

Carolyn comer queried when the Youth Theatre would begin and of there were a minimum age. Debby clarified we were still in early stages but the summer workshops were available on TicketSource already with the termly sessions being discussed in regards to booking options. The groups would run with schools ages Year 6 – 9 and Years 10 to 13. She also clarified that each group would have space for 16 students with some concession places with the focus on quality and affordability.

#### 11. CLOSE

The Chair thanked all for coming and thanked the rest of the Management Team and the Trustees for their work. The meeting closed at 20:00

Reports and Financial Statements from  
1<sup>st</sup> 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 1<sup>st</sup> September 2020 to 31<sup>st</sup> 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**

This will be David Owens accountants

### **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 19<sup>th</sup> 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**

The trustees are delighted with the development of the theatre over the past 12 months with a series of excellent shows which have played to good houses. The front-of-house experience for the audience has been first-class and feedback from patrons has assured the trustees that the day-to-day running of the theatre is in good hands.

We were sad to hear that Debby Wilkinson has had to stand down as artistic director due to ill health. We wish her well and thank her for her tremendous work in getting the theatre through the pandemic and leaving the programme in good shape into 2023. We thank John Winterton for stepping into the breach at short notice.

Our main concern since we were appointed two years ago has been the finances, which fell to a worryingly low level during the first lockdown in 2020.

Since the theatre has reopened the accounts have been looking far healthier but our concern remains that there should be a 'rainy day' fund to fall back on in case a similar situation arises.

We acknowledge the efforts of the treasurer to find a suitable account into which a sum of money can be placed, which will yield an income for the theatre at the same time as providing a financial cushion in the event of unexpected expenses.

We are aware the search for this account is approaching an acceptable outcome and look forward to seeing it put into effect.

We also applaud the appointment of a bookkeeper and hope we can see more detailed monthly accounts.

Signed

The trustees: Lewis Cowen, Ann Walker, Lyn Taylor

# Report of the Management Committee

## Chairs Report

Hi Everyone

What another interesting year it has been for the Wharf Theatre. With more lockdowns at the beginning of the year again it looked like we could have another cycle of going to put on a show only for that nasty virus to put a stop to our plans. However, we will not be beaten and I'm pleased to say it looks like we are through the other side of this a little older and wiser.

Thanks to the past year there are a few things that we do a little different. The cleaners do an amazing job (We have had comments that our toilets are cleaner than the West End) and we still see some of our patrons in masks. Whatever it takes for everyone to feel happy coming out then I'm quite happy for them to keep doing so.

We have had some great shows with some great reviews this year already. The much delayed Jesus Christ Superstar, a show that never had the same cast two nights in a row, including the part of Jesus! I think contributed to at least some of the grey that John is now sporting, and as anyone involved will tell you, I'm surprised he has any hair left as I would certainly have been pulling my hair out. But in true theatre tradition, "the show must go on" and even one of the cast passing out on stage did not detract from what was a great show for us at the Wharf.

Glorious was exactly that, glorious. With some of the best off-key singing, I have heard since my last performance on stage. Although this was at least supposed to be off-key!

The pantomime was, as always, a roaring success enjoyed by all.

Allo Allo starting this year as a sell-out show followed by another sell-out in Sister Act Jr. I can say with confidence that the Wharf Theatre is back with a bang

The Management team as always have been working away behind the scenes to try and keep things moving. I am pleased to say that with the addition of a professional bookkeeper to assist Carol with the finances, and Oliver once again sitting through as many funding meetings as necessary to get us grants, it shouldn't be long before we see the new stage lighting that has been on hold for a while. Also this year, there will be a new sound computer and talkback system. All thanks to grants received.

Before I finish I think it is only right that I should say a special thank you to Debby who has reluctantly had to step down as Artistic Director. She has managed to steer us through some trying times and has arranged rehearsed readings, small cast shows and feel-good performances, just to get something on the stage. On behalf of the entire Management Committee, we would like to thank her for all she has done during her time in the role. She will still be hanging around the theatre as a cast member and director as we don't let people get away that easy.

During the course of the AGM, there will be opportunities for anyone who wants to get involved to do so and I cant wait to see what the next year has to bring.

Pete Winterton

Chairman

# Report of the Management Committee

## Artistic Director's Report

Reading back over last year's Artistic Director's report reminds me of just how turbulent the last 2 years have been!

I finished the last report hoping that *Grimm Tales* would go ahead in July 2021 as planned – and indeed it did, albeit to a socially distanced audience. However, it was wonderful to put a fully staged show back on at the theatre and my thanks go to a hard working (and extremely patient) cast and crew for making it happen – it was 3<sup>rd</sup> time lucky!

The autumn season opened with the long delayed and eagerly awaited *Jesus Christ Superstar*. The show wasn't without its problems as various members of the cast had to withdraw from either rehearsals or the show itself due to COVID testing regulations. I was amazed at just how calm director John Winterton seemed, waiting for a daily WhatsApp update. My thanks to go to everyone involved in keeping the show alive, but I must offer my especial thanks to Chris Worthy who stepped into the part of Jesus without any rehearsal, delivering a superb performance. Thanks Chris.

The three in house shows that followed were *Glorious* directed by Liz Sharman, *Dick Whittington* written and directed by Oliver Phipps and *Allo Allo* directed by Jemma Brown. These were all extremely successful shows, doing well at the box office and really helping to get the Wharf back to a financially secure place. The standard of these shows has been high with very strong casts and some new faces on stage too. Audience feedback has been wonderful with much praise for the professionalism of the shows, but also for the whole experience of attending the theatre. Live theatre has been much missed and the efforts that we have made over the last 2 years have not gone unnoticed. People have been grateful to have such high-quality theatre on their doorstep.

It was with a heavy heart that I stepped down from the role of Artistic Director in early March due to health problems. However, the remainder of 2022 is fully scheduled with all performing rights in place and so I hope that this gives plenty of time for a replacement to be found. My thanks go to John Winterton who agreed to step into the role in the interim.

Debby Wilkinson

Outgoing Artistic Director

With Debby having to step down as Artistic Director I have taken over this role. I would like to start by thanking her for her work over what turned out to be a particularly challenging period for the theatre. I am fortunate to be able to step into a much more organised schedule with the next season up to the Panto already in place prior to Debby handing over the reins. Now I have applied for the rights to the last show of that season in January.

We have an exciting run of shows with both visiting productions and our homegrown shows. It heartens me to see people back in the theatre with many new faces for our most recent shows, a couple of which were sold out, a trend I hope will continue. We will restart after the summer break with Hedda Garbler with Lewis Cowen at the helm. He has already secured a very good cast and I look forward to seeing this on the stage. Following this will be Picnic at Hanging rock which will be directed by Debby (so keep an eye out for the auditions for that.) Our Panto this year is a week later than normal but is another Wharf written show, Little Red Riding Hood. It's our Chairman's latest creation which should be a lot of fun if a little challenging for the tech crew as I've been told what he wants on stage!

If you have any shows that you would like to see on stage, please let me know. Even better if you would like to direct one, even if you have never done so before (we have a very good support structure in place for first-time directors) please stop me and have a chat. I am usually in the theatre somewhere or my email is listed on our website.

Finally, I would like to thank you all for your support of the theatre, and I hope to see you all in the near future at one of our shows.

John Winterton

Artistic Director

# Report of the Management Committee

## Financial Report

As you know the theatre was shut for most of the 20/21 financial year. We did manage to put three shows on when we were allowed to open, My Mother Said I Never Should, Adam and the Gurklewink before Christmas and in July 21 we put on Grimm Tales. All three shows were reduced audiences but we managed to sell most of the tickets that were available. During the year we received Covid 19 payments from Wiltshire Council this amounted to £20,205, we also received some more money from the just giving page and a little bit from Amazon Smile. There was also a £200 donation from one of our members this amounted to £814.

Please note that the accounts are still draft. They will be going to David Owens to be audited before they are submitted to the charity commission.

I now have some help with the accounts. Jenny Wilson is a qualified bookkeeper/accountant. So things will be done on time going forward. As we will share the workload.

The bank currently stands at £71,000. We are in the process of opening a savings account which we will transfer £15,000. This account will be over seen by the Trustees, we will hopefully be able to add this amount.

Carol Rendell

Accounts Manager

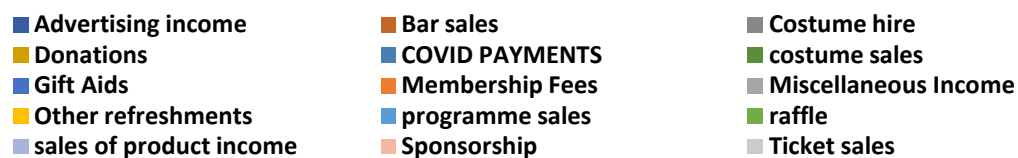
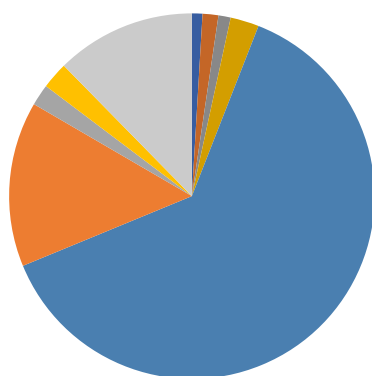
# Income and Expenditure Account

	<b>2021</b>	<b>2020</b>	
	<b>TOTAL</b>		<b>Variance</b>
<b>Income</b>			
Advertising income	300.00	0.00	0
Bar sales	449.00	4,644.00	-4,195.00
Costume hire	348.00	276.00	72.00
Donations	814.00	23,333.00	-22,519.00
COVID PAYMENTS	20,205.00	0.00	20,205.00
costume sales	0.00	6,004.00	-6,004.00
Gift Aids	0.00	0.00	0.00
Membership Fees	4,702.00	2,943.00	1,759.00
Miscellaneous Income	609.00	0.00	609.00
Other refreshments	760.00	1,406.00	-646.00
programme sales	0.00	446.00	-446.00
raffle	0.00	401.00	-401.00
sales of product income	0.00	40.00	-40.00
Sponsorship	0.00	0.00	0.00
Ticket sales	3,972.00	17,524.00	-13,552.00
external ticket	0.00	2,588.00	-2,588.00
Venue hire income	0.00	169.00	-169.00
<b>Total Income</b>	<b>32,520.00</b>	<b>59,774.00</b>	<b>-27,915.00</b>
<b>Direct costs</b>			
Bar purchases	1,401.00	1,617.00	-216.00
Cost of Goods Sold	90.00	1,130.00	-1,040.00
Costumes	0.00	209.00	-209.00
Ice cream purchases	72.00	695.00	-623.00
raffle prize purchaes	0.00	44.00	-44.00
Other Front of House Purchases	174.00	199.00	-25.00
set building	499.00	1,028.00	-529.00
Props	133.00	0.00	133.00
external show payments	0.00	2,188.00	-2,188.00
Royalty fees	1,737.00	2,412.00	-675.00
Ticket Comission	0.00	967.00	-967.00
<b>Total Direct costs</b>	<b>4,106.00</b>	<b>10,489.00</b>	<b>-6,383.00</b>
	<b>28,414.00</b>	<b>49,285.00</b>	<b>-21,532.00</b>
<b>Expense</b>			
YOUTH THEATRE	420.00	0.00	420.00
Admin Expense	4,286.00	3,261.00	1,025.00
Bank charges	78.00	114.00	-36.00
Depreciation	0.00	0.00	0.00
Equipment	639.00	345.00	294.00

# Income and Expenditure Account

Premises	9,201.00	<b>9,909.00</b>	-708.00
Professional Fees	0.00	<b>0.00</b>	0.00
Publicity costs	3,342.00	<b>6,801.00</b>	-3,459.00
Travel and Meetings	0	<b>419.00</b>	-419.00
<b>Total Expense</b>	<b>17,966.00</b>	<b>20,849.00</b>	<b>-2,883.00</b>
	<b>10,448.00</b>	<b>28,436.00</b>	<b>17,988.00</b>

## Income by Category





# Balance Sheet

As of August 31, 2021

	<u>Total</u>
<b>Fixed Asset</b>	
<b>Tangible assets</b>	
Depn Plant & Equip	-3,273.97
Furniture & Fittings Depreciatn	-13,358.12
Furniture and Fixtures	21,070.11
Plant & Equip	<u>5,517.60</u>
<b>Total Tangible assets</b>	<b><u>£ 9,955.62</u></b>
<b>Total Fixed Asset</b>	<b><u>£9,955.62</u></b>
<b>Cash at bank and in hand</b>	
Bond 12 month	0.00
Buildings account	0.00
Current account	36,442.84
Deposit Account	0.39
Petty Cash	<u>760.00</u>
<b>Total Cash at bank and in hand</b>	<b><u>£37,203.23</u></b>
<b>Debtors</b>	
Accounts Receivable	<u>300.00</u>
<b>Total Debtors</b>	<b><u>£300.00</u></b>
<b>Current Assets</b>	
Accured income	0.00
Prepayments	2,269.37
Stock	1,131.00
Sundry Debtors	0.00
Undeposited Funds	<u>0.00</u>
<b>Total Current Assets</b>	<b><u>£3,400.37</u></b>
<b>Net current assets</b>	<b><u>£40,903.60</u></b>
<b>Trade Creditors</b>	
Accounts Payable	<u>0.00</u>
<b>Total Trade Creditors</b>	<b><u>£0.00</u></b>
<b>Current Liabilities</b>	
Accrual	0.00
Sundry Creditors	<u>0.00</u>
<b>Total Current Liabilities</b>	<b><u>£0.00</u></b>
<b>Total Creditors: amounts falling due within one year</b>	<b><u>£0.00</u></b>
<b>Net current assets (liabilities)</b>	<b><u>£40,903.60</u></b>
<b>Total assets less current liabilities</b>	<b><u>£50,859.22</u></b>
<b>Total net assets (liabilities)</b>	<b><u>£50,859.22</u></b>
<b>Capital and Reserves</b>	
Retained Earnings	
Profit for the year	<u>10,448.00</u>
<b>Total Capital and Reserves</b>	<b><u>£50,859.22</u></b>

## Balance Sheet

### PREPAYMENTS

THE REVLON GIRL	£612
ALLO ALLO	£496
HIGOS INSURANCE	£1161.37

### COMPARISONS BETWEEN YEARS ENDING AUG 21 TO YEAR AUG 20

YEAR	2021	2020
SUBSCRIPTIONS	237	110
AWARDS	0	239
INSURANCE	1904	1992
PHONE	587	674
ADMIN	420	258
<b>PREMISES</b>		
CLEANING	***2423	1027
REPAIRS/MAINTAINANCE	*6068	14488
WATER	444	1979
ROOM HIRE	0	90
RENT	**1423	1200
RATES	0	0
PUBLICITY	2910	6803
Youth theatre	420	0

\*We had a new boiler installed during 20/21 costing £3024

\*\*paid the final payment to CarterJonas

\*\*\*Cleaning has gone up as we have new cleaners who make an amazing job especially when you have audience members coming up to you and saying how clean and bright the theatre is.

# Balance Sheet



## Show by Show for Autumn/Winter Season 20/21

Show	ADAM AND THE GURKLEWINK	MY MOTHER SAID I NEVER SHOULD	GRIMM TALES
ROYALTIES	0	90	600
SET	00	0	39
SCRIPTS	0	81	99
COSTUME	0	0	0
PROPS	52	0	0
PUBLICITY	0	0	206
<b>TOTAL</b>	<b>52</b>	<b>171</b>	<b>944</b>
PROGRAMMES	0	0	95
RAFFLE	0	0	60
TICKETS	652	552	2584
<b>TOTAL</b>	<b>652</b>	<b>552</b>	<b>2739</b>
<b>PROFIT</b>	<b>600</b>	<b>381</b>	<b>1794</b>

# Aims and Objectives Progress and Proposals

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.** As in previous years, the objective this season was to produce eight in house productions throughout the year. This year The Wharf is due to produce seven shows ranging from the comedic with Allo Allo, musical with Jesus Christ Superstar, and the poignant with Love Song. Previous postponements and licensing restrictions had dictated the seasons plan at the beginning of the year, but with tireless work from the Artistic Director the 22/23 season plan is already underway.
- **Objective 2 – Risk Management.** The Management Committee have worked throughout the year to ensure the theatre can reopen following government guidance wherever applicable. Volunteers have received all necessary training to safeguard the theatre and new show risk assessments have been produced.
- **Objective 3 – Friends of the Theatre engagement.** The publicity team have been working on developing a new form of newsletter to involve more content that matches the wants and needs of for the Friends of the Theatre. This has also involved surveying the current audience to see what is wanted. Additionally, benefits for the Friends of the Theatre have been introduced with ticket prices being reduced to negate booking fees. We have seen our membership grow to 260 members and have seen many new faces volunteer for all aspects of the theatre.
- **Objective 4 – Stage Lighting.** The stage lighting is in the process of being updated with LED lighting as well as a new sound computer and intercom system to bring the theatre more up-to-date. These have all been accomplished with grants from the Local Council. Additionally, we have seen the Technical Team grow in number to develop a more robust team.

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.** Dick Whittington saw many young people have the opportunity to be involved in the theatre both in starring roles as well as with liaising with dance schools to have a team of young and accomplished dancers for the chorus. The Youth Theatre has also completed its second term with two separate groups developing their skills. Once this is more established the management committee will be looking to produce one show in the year run by the Youth Theatre.

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.** In the year, the Bookings Manager has sought suggestion from Wharf Theatre audiences as to what visiting shows they would like to see in the theatre. Though this year there have been few visiting productions, over the season we have seen new visiting shows as well as favourite companies return to touring to The Wharf.

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 continued 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 and a new boiler purchased. The theatre continues to work with the council to ensure the safety of the building.
- **Objective 2 –Financial planning.** The management committee continues to gather three quotes, a minimum of one to be a local supplier, 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. Additionally, show budgets have been reviewed to create a new matrix for providing realistic budgets to directors. These have been developed through looking at past production average expenditures for props, costume, set and tech. through production meetings with directors show budgets will be discussed and then agreed by the management committee.
- **Objective 3 – Membership involvement.** Most areas of the theatre have seen a rise in volunteers over the past year especially in the Costume, Front of House, and Technical team. There are still some areas where more volunteers would be helpful such as with chaperoning to enable youth performers to be more easily included at the Wharf. Also, in lieu of a show fee, a script contribution has been asked of performers to aid in rising costs of other areas of the theatre.

### **Proposal for Objectives 2022/2023**

The following are the community aims for the charity during 2022/2023.

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 up to eight in house productions throughout the season. The Artistic Director will work to ensure a varied, yet commercial, programme of in-house shows. Research into a social media will be implemented to increase the online presence of The Wharf 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.** The implementation of a new targeted Friends of the Theatre newsletters will be planned to be sent quarterly following feedback from a newsletter survey. The Management Committee will continue to develop ideas to engage the others and increase the membership.
- **Objective 4 – Technical Training.** The technical manager will work to train other members of the technical team in lighting and sound design to increase the abilities of the team.

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 Management Committee will work with the Youth Theatre directors to produce a youth show for this season.
- **Objective 2 – Chaperones.** Chaperone training will be researched and publicised to the Friends of the Theatre, as well as the wider community, to increase the opportunities for young people at the theatre.

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 Management Committee will look into opportunities to engage with the local community in other events through liaising with other groups.

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.
- **Objective 2 –Financial planning.** The management committee will gather three quotes, a minimum of one to be a local supplier, bi-annually for services that are used throughout the year. The introduction of a “show budget matrix” will be reviewed mid-season and at the following AGM.
- **Objective 3 – Membership involvement.** The increase of “Friend of the Theatre” fees will be proposed and implemented if agreed
- **Objective 4 – Reserve account.** The reintroduction of a reserve account, overseen by the Trustees, will be implemented to be used in case of emergency and provide The Wharf with more financial security.

## **Appendix A – Proposal to Increase Friend of the Theatre Fees**

The Trustees and Management Committee, after looking at rising costs and the fees asked by other local groups, are proposing an increase of the annual “Friend of the Theatre fee”. Currently, this cost stands at £20 a year and has done for over 10 years. Currently, this fee is only mandatory for those actively involved in productions and the Trustees/Management Committee. This fee contributes towards the production the individual is involved in e.g. heating, maintaining, and cleaning of rehearsal spaces, tea and coffee, and hiring/purchasing of additional materials, and the cost of bills.

Those not involved in a production do benefit from having booking fees negated when buying tickets for all shows at The Wharf. This means that 10 tickets purchased throughout the year at the “Member Ticket” rate would mean this fee is recouped.

The decision to increase fees this has come from looking into how other local theatre groups run. Most, if not all, theatre groups in the local area currently ask for both a membership fee and a show fee which can equate up to £60. The Wharf Theatre at present only asks for a small annual membership fee. Nevertheless, The Wharf has the addition of our own building. This is something that other groups may not have the luxury of, but also, they do not have the responsibility of upkeep. The addition of a show fee brings us in line with other groups and enables us to become a more modern company.

The Trustees and Management Committee are proposing an increase from £20 to £25

## Appendix B – Management Committee Application

Name:	
Address:	
Phone Contact:	Email:
Signed	Date

**Biography (Please complete a summary of yourself, skills, and experience)**

**What interests you about becoming a trustee and how would you like to contribute (mention specific roles of interest)?**