



Wharf Theatre
Annual General Meeting 2023

**AGENDA FOR THE ANNUAL GENERAL MEETING OF THE
WHARF THEATRE DEVIZES
31st MAY 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 1st 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. VOTE ON FUNDRAISING PROJECT
To vote on what project is preferred by the membership to be the focus of any fundraising event.
(See Appendix A)
9. VOTE TO INCREASE LIFETIME FRIEND OF THE THEATRE FEE
To discuss the increase of fees (See Appendix B – Increase to Lifetime Friend of the Theatre Proposal)
10. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES
To introduce and agree the changes to the management committee and to re-elect the management committee (See Appendix C - Management Committee Roles and Vacancies and Appendix D - Management Committee Application)
11. ANY OTHER BUSINESS
To include any proposals from the floor or questions resulting from the evenings meeting
12. CLOSE

Trustees

Lewis Cowen

Anne Walker

Lyn Taylor

Management Committee

Pete Winterton – Chair and Bar Manager

Emma Edwards – Treasurer

Bethany Ramsay – Secretary

John Winterton – Artistic Director and Bookings Manager

Oliver Phipps - Front of House

Rob Bourne – Technical Manager

Carol Rendell - Buildings Manager

Jon Lewthwaite - Membership Secretary

Gill Barnes - Costumes Manager

Claire Blacker - Online Publicity Manager

Karen Ellis - Marketing Manager

Minutes of AGM 28th April 2022

Minutes of AGM 2022

MINUTES FOR THE ANNUAL GENERAL MEETING OF THE WHARF THEATRE DEVIZES 28th APRIL AT 1900HRS

Present Full Members -
32
Non-Members - 2

Apologies received 8: Paul Morgan
Linda Swann
Jessica Bone
Janet Church
Emma Ingram
Oliver Beech
Gill Barnes
Brian Alderman

1. WELCOME AND APOLOGIES

The Chair, Pete Winterton, welcomed all present and Bethany Ramsay, Secretary, read out the seven apologies received.

2. CHAIRS ADDRESS

The chair gave a review of the Chairs Address (Provided in the AGM Agenda pack). This covered the reopening of the theatre following Covid and the great work the new cleaners have been doing to keep the theatre clean and safe. The new grants for lighting and sound are being put into action with thanks to Oliver Phipps for the time spent sourcing areas for funding. Pete congratulated the previous shows on their successes through the season. Pete also gave special thank you on behalf of all of the management committee to Debby Wilkinson for all of her hard work as Artistic Director.

3. MINUTES

Minutes of last meeting were agreed with the amendment of the chairs name at the beginning of the document.

4. TRUSTEE REPORT

Lewis Cowen reported on behalf of the trustees. The trustees are very happy with the way that the Management Committee has got the theatre back on track after the temporary restrictions. They also passed their thanks onto Debby who has done an amazing job with tricky task of seeing the theatre through the closure. Lewis discussed the reinstating of the trustees for the purpose of oversight of the theatre for those who were unaware of the change. Within this, the trustees have been keeping oversight of the finances and reported that the bank balance was looking healthy and they were delighted with

recruitments of a new bookkeeper. Lewis closed by reaffirming that if anyone were to have an issues then to please get in touch with the trustees.

5. ARTISTIC DIRECTORS REPORT

Pete Winterton highlighted the Artistic Directors report from Debby Wilkinson as the outgoing Artistic Director (as provided in the AGM Agenda pack). This highlighted the return on a full season after Covid and the difficulties that have been faced with restrictions, regulations, and postponements. Debby had commented within this report that it had been a very successful season with shows doing very well at the box office helping the theatre get to a more financially stable place. Audience feedback has been wonderful with much praise for the professionalism of the shows, but also for the whole experience of attending the theatre. the remainder of 2022 is fully scheduled with all performing rights in place going forward.

John Winterton, the interim Artistic Director and bookings manager, also commented that as mentioned all is booked for next season and he is in talks with directors regarding 2023. He is hoping to get this season planned quickly to give other volunteers, especially the publicity team, plenty of time to get everything they need in place. John is also looking to have a director's open day for those who are interested in directing at the Wharf to come and ask questions and see how the Wharf is run.

6. TREASURER'S REPORT AND ACCOUNTS

Carol Rendell, Accounts Manager, reviewed the Treasures report (included in AGM Agenda pack). Most of previous financial year was spent in lockdown but the theatre managed to produce three productions within this time. All three made a profit to sold out, though reduced, audience. We also received £20,205 from the Local Council and donations.

The accounts within the pack are currently a draft as David Owen are auditing these ready to be submitted. Additionally, a new bookkeeper, Jenny Wilson, is working with Carol to reduce pressure and keep the accounts running on time.

Carol reported the bank balance as £71,000 with a reserve account being opened with £15,000 of this to be in control of the trustees.

The financial year, 2020-21, made a profit of £10,448 profit in this period with covid payments, membership costs, donations and ticket sales.

Carol opened the floor to questions to which there were none at this time

7. AIMS AND OBJECTIVES.

Bethany Ramsay, Secretary, highlighted the achievements against the aims and objectives from the previous year, this involved the production of seven shows, the introduction of reduced ticket prices for Friends of the Theatre to offset booking fees, the increase in volunteers, new lighting and sound equipment being purchased using grants from the local council, the youth theatre completing its second term, and a new show budget matrix to provide more realistic budgets for directors.

In the following year the overarching aims will remain however there are a few other areas will be looked into. Specifically, engaging more with local groups and the local community both in them coming to us for shows and us at the Wharf joining in more community events. The publicity team are working on developing a new newsletter based on the wants of the Friends of the Theatre. The Management Committee will continue to look closely at finances with the introduction of a reserve fund, reviewing the success of show budgets and children show discounted tickets, and the proposal to increase the Friend of the Theatre fee.

Beth opened the floor to question. There were none at this time. The aims and objectives in full can be found in the AGM Agenda Pack.

8. PROPOSAL TO INCREASE FRIEND OF THE THEATRE FEE

Pete read out the proposal to increase the Friend of the Theatre fee from £20 to £25 (see AGM agenda pack) The floor was opened for thoughts on the proposal.

Louise Peak asked if there would also be a show fee for actors. Pete confirmed that there would not be a show fee but a £10 contribution toward script costs may be asked.

Jemma Brown queried that, with the rising cost of living and the Wharf Theatre's finances doing well after funding JB, was this the best time to increase costs? David Thew responded that he did not think £5 is too expensive. Helen Langford also commented that it may not be the best timing and asked whether this would be better looked at within the next quarter. John Winterton agreed that the last time the fee was looked at the bank balance was low. Oliver Phipps reported that though he agreed the theatre was in a better place, this was due to grants, donations, and the selling of assets. Grants would be an unlikely source of income and we are back to relying on the original sources of income e.g. ticket sales. He commented that he can appreciate the timing implications with the cost of living but that we need to look at the financial future of the theatre. Debby Wilkinson furthered this saying that the ticket sales of the last season were very good but that there was no guarantee that this would continue.

Ann Walker commented that when looking monthly the raise would be approximately to £2 a month which is very low for a subscription but would add a small layer of security. Debby Wilkinson also pointed out the rise in electricity costs within the theatre.

Debby Wilkinson proposed postponing the decision and introducing the increase later in the year. Bethany Ramsay commented a date to increase had not been set, however, reminded all that this proposal was originally discussed two years ago along with a show fee and was postponed throughout Covid. Rob Bourne also commented that there wasn't likely going to be a "good time" to raise costs.

Jemma Brown asked whether it had been considered as to which was better: an advertising campaign that highlighted that within rising costs we had decided not to raise ours resulting in more ticket sales, or to raise it to gain the extra money through fees? LC commented that this could result in overreliance on ticket sales pressuring the theatre to only do "popular" shows rather than follow the charities aims.

Louise Peak also queried whether some would rather drop out completely rather than pay the extra resulting in a loss. Oliver Phipps asked if people would prefer to have two layers where active participants (e.g. actors) would pay the £25 whereas those wanting to support the theatre only pay the £20. Lewis Cowen commented this seemed unfair to those wanting to have an active role to pay a script contribution and a higher rate and may effect casting.

Helen Langford asked when this would come into effect. It was suggested that this be in August. Pete Winterton confirmed it would come into effect on the individuals next renewal after the start of September.

The proposal was put to a vote with 20 members voting for and 5 against. The increase will be put into effect at the start of September.

9. ELECTIONS AND RELECTIONS TO MANAGEMENT COMMITTEE AND TRUSTEES

Beth Ramsay reported that the only change to the management committee at this time was Jon Lewthwaite taking over the role of membership secretary. This was agreed.

Pete Winterton discussed the application to the management committee and confirmed anyone could apply to be part of this. Beth Ramsay also highlighted that the role of Artistic Director would be discussed at the next meeting therefore anyone wishing to take on this role could apply.

10. ANY OTHER BUSINESS

Corrine Bishop asked if we had considered taking part in the carnival. Pete Winterton confirmed we had done so in the past and had wanted to continue but the carnival had been cancelled in previous years.

Beth Ramsay confirmed she would be looking into this.

Lesley Scholes queried why the Wharf does not put banners on the Green to get our name out there. Karen Ellis confirmed that this had been investigated but banners around town had been very costly at approximately £2000 a month with a yearlong contract. Banners for on the Green had been refused to the Wharf as the stipulation had been that it was for an event that did not charge for entry.

Oliver Phipps mentioned that the theatre was looking into doing a discovery day this summer to get the name out more. He was hoping also to start hosting Arts meetings with other local groups to get more people together to talk about what we are all doing and support each other more.

11. CLOSE

Pete Winterton thanked everyone for their attendance and the meeting closed at 8:05

Reports and Financial Statements from
1st September 2021 to 31 August 2022

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 finalised financial statements to be audited for the period from 1st September 2021 to 31st August 2022

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 the risk of repeating ourselves from last year's report, the trustees are delighted with the progress of the theatre over the last 12 months. Audiences have been good, the programme has been a satisfying mixture of classics and up-to-date, perhaps more popular, fare, and on the whole we consider the theatre is living up to its mission statement.

We continue to be concerned, though, at the unclear state of the financial accounts and are very pleased that this now seems to be on the way to being rectified. We are most grateful to Carol for all the hard work she has put in since she has been in the post of treasurer and are pleased she will continue to render service to the theatre in a different role.

We look forward to working with the new treasurer and to seeing a regularised set of accounts when they are prepared.

We will continue to monitor the administration of the theatre but on the whole are satisfied with the current management committee and the manner in which they work together for the benefit of our audiences and the wider community.

Lewis Cowen

Lyn Taylor

Ann Walker

Report of the Management Committee

Chairs Report

It doesn't seem like it's been that long since I was writing notes for the last AGM but here we are again...

Once again, we have had some amazing shows in the last twelve months, some funny, some very moving but all extremely well done. I even managed to “volunteer” again for a show. I first became aware I had volunteered when I was given the script four weeks before opening night. Although I must say I was very proud that I managed to get the part script perfect. It's just a shame that this was over the course of a week and not on any one performance.

While we are talking about shows, I would like to congratulate John on his first year as Artistic Director. Comments I have heard is that there is a very varied programme of events so there is something for everyone. Proving this, I have had the opportunity to speak to people during the show and many have told me that this is their first visit to the Wharf Theatre and how much they enjoyed their visit.

This year there have been some changes to the Management Committee. Carol has stepped down as Treasurer. I speak for all in the Management Committee when I say we would like to thank her for all her hard work over the years in the past. She won't be leaving us though; she will be taking on the role of Buildings Manager. Emma Edwards will be joining the team as our new Treasurer, so we look forward to working with her in the future.

The Tech team has also been busy since our last AGM. We have a new floor on the stage (which took a little longer than expected). They managed to install the new LED lighting, a new sound computer, and several other techie things that sounded like they were talking a foreign language to me when they were telling me about them.

I'd like to finish off by saying how amazing the open day was at the beginning of April. Everyone here worked incredibly hard on the day. There must have been well over one hundred people who came, had a tour, bought tickets and even signed up as Friends of the Theatre. Hopefully this means that we may get a few more volunteers to help around the theatre. A massive thank you to all who put in their time and effort into each and every event. All the way through from getting them set up to being here on the day.

Pete Winterton

Chair

Report of the Management Committee

Artistic Director's Report

Once again it is time to put pen to paper, as it were, to report on what a year we have had since the last AGM, and what a year it was!

2022 saw many fantastic productions. Starting off with Love song with a great cast (I may be a little biased) and super direction by Freddie Underwood, we had audiences both laughing and in tears. I apologise to anyone who left us red eyed but I'm sure you enjoyed it as much as the cast did. We followed that with a show written and directed by Helen Langford, World Under the Wood, which was another resounding success. It is always nice to see a self-written show doing well. We restarted the season with Hedda Gabler and Lewis Cowen had put together another strong cast who entertained everyone who came along. Ticket sales picked up to the end of the week once word had got round just how good it was. Picnic at Hanging Rock, directed by Debby Wilkinson. Another show that benefitted from word of mouth that saw some very full houses. Definitely one of our more mysterious productions but incredibly well acted by such a hardworking cast playing multiple parts in multiple accents!

Let's not forget all who came to visit us in 2022. DMT's first visit to us with a selection of musical numbers from various shows. I think they enjoyed coming to the Wharf and I hope it won't be the last time they visit. I also managed to catch their show this year. Oh, to have that much wing space, well any wing space! Titco joined us in November for another fun evening of musical show songs set as an intimate cosy dinner party with the bonus of the incredibly friendly Bruno. It was nice to have had two of Devizes' musical theatre groups in the same year on the stage. Also, in the calendar were two very different than we have had before. The Lesson first, critically acclaimed and much more serious theatre than we usually host, followed by the London Skiffle Orchestra which was much more of a jolly evening, and equally entertaining, if in a totally different way.

On then to the Panto, and what can you say, with little over three weeks left before the show was due to start, we had the sold out signs on the board. It is a testament to the ongoing standard of production that we can sell out a show with that much time still to go. I would advise our Friends of the Theatre to get their tickets as soon as they become available this year as I know some people missed out. (Don't forget Friends have early access to tickets so you can pick up yours before they go on general sale.) Always ending the year with a bang, Little Red Riding Hood was full of talent, laughs, and fun with some of the cast joining us for other productions soon.

We started off 2023 with another run of sell out shows, both our own production of Ladies Day, which was very well received and introduced new actors to our stage, and with visiting shows. Again, a nice variety with improvised comedy from Instant wit and more traditional theatre comedy from Ode to Joyce (Grenfell), both bringing in different audiences. To finish with The Man who Left the Titanic which I was particularly impressed with as a visiting show. Our final show of Measure for Measure, Liz Sharman treated us to one of Shakespeare's lesser performed plays but well received by all who came to see it even stating, "it made Shakespeare accessible".

At time of writing, we have not yet been on stage with the Railway children, but tickets are going well and we should expect more full houses to add to this year's collection.

In addition to the live productions this year we also had our first evening hosting the

Devizes Film Club who have been left homeless since the cinema has yet to reopen. Something very different to anything we have done previously in my time at the theatre, but again well received and sold out. We are currently in talks to bring further films into the theatre with them.

I hope you have found something in the year that you have wanted to come and see. With another season coming up that includes another wide selection of both our own productions, and visiting shows, I am confident something will appeal to you. I look forward to seeing you in the theatre sometime soon.

John

Report of the Management Committee

Financial Report

It has been a very busy year with our productions and the one-night shows. All of our productions made a good profit especially the pantomime as you can see on the table on the next page. We have made a profit of £12,137. Currently in the bank we have £52,920 and £15,000 in the deposit account. The major purchase in the 21-22 financial year was the new lighting and a few other technical bits, which was £10,292. We did have help from Wiltshire Council. There is also an increase in price of the electric and gas with a couple of bills over £400 and the rest between £200-£300.

This is my last AGM as Treasurer, Emma will be taking on the role and I would like to wish her luck. Finally, I would like to thank everyone who has supported me through the years I have been Treasurer.

Carol

PREPAYMENTS

LADIES DAY	ROYALTIES	540.00
	SCRIPTS	99.00
PICNIC AT HANGING ROCK	ROYALTIES	450.00
	SCRIPTS	90.00
THE RAILWAY CHILDREN	ROYALTIES	612.00
HIGOS	INSURANCE	1121.00

Income and Expenditure Account

	TOTAL
Income	
4000 Ticket Sales	49,307.76
External ticket sales	8,926.49
4001 Bar Sales	11,172.22
4020 Memberships	3,704.73
4050 Donations	511.74
Sales of Product Income	10,102.20
Total Income	£83,725.14
Cost of Sales	
5001 Bar Purchases	4,454.70
5002 Ice Cream Purchases	1,054.80
5003 FOH Purchases	603.07
Programme Costs	1,013.00
5004 Raffle Costs	86.74
5005 Costumes	1,621.83
5006 Set Building	1,844.35
5007 Props	1,312.12
5008 Scripts	645.93
5009 Youth Theatre	3,558.50
5010 Royalties	2,120.28
5011 Room Hire	42.00
5012 VISITING SHOWS	6,854.50
Total Cost of Sales	£25,211.82
TOTAL	£58,513.32
Expenditures	
6201 Advertising/Promotional	2,297.40
7100 Rent	1,400.00
7101 Rates	670.80
7200 Heat & Light	7,265.89
7500 Telephone	540.58
7501 Printing, Postage and Stationery	235.78
7800 Repair and maintenance	5,039.49
7801 Cleaning	5,174.75
7900 Bank charges	818.25
8001 Subscriptions	180.00
GIFTS	78.00
Insurances	2,016.56
LICENSE	70.00
Office/General Administrative Expenses	1,952.92
Other Professional Services	1,800.00
Technical purchase	10,292.42
PUBLICITY	6,011.50
Travel and Accommodation	20.40
Total Expenditures	£45,864.74
NET INCOME/(EXPENDITURE)	£12,648.58

Balance Sheet

Wharf Theatre Devizes

Balance Sheet

As of August 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
0030 Fixtures and Fittings Cost	26,786.90
0031 Fixtures and Fittings Depreciation	-13,358.12
0040 Plant & Equipment	5,617.29
0041 Plant & Equipment Depreciation	-3,273.97
Total Tangible assets	£15,772.10
Total Fixed Asset	£15,772.10
Cash at bank and in hand	
1200 current account	39,334.38
1205 Deposit Account	0.39
1230 Cash on hand	760.39
Total Cash at bank and in hand	£40,095.16
Debtors	
1100 Debtors	3,300.00
Total Debtors	£3,300.00
Current Assets	
1105 Prepayments	2,912.00
1300 Stock Asset	1,131.00
Total Current Assets	£4,043.00
NET CURRENT ASSETS	£44,043.53
Creditors: amounts falling due within one year	
Trade Creditors	
2100 Creditors	
NET CURRENT ASSETS (LIABILITIES)	£44,043.20
TOTAL ASSETS LESS CURRENT LIABILITIES	£59,815.63
TOTAL NET ASSETS (LIABILITIES)	£59,815.63
Charity funds	
3000 Retained Earnings	
3001 Opening Balance Equity	47,677.98
Surplus/(Deficit)	12,648.58
Total Charity funds	£59,815.63

Show by Show for Autumn/Winter Season 21/22

	JCS	GLORIOUS	DICK WHITTINGTON	ALLO ALLO	LOVESONG	REVLON GIRL	WORLD UNDER THE WOOD
TICKET SALES	9512	4171	11810	8356	3645	5394	2012
PROGRAMMES	193.5	66.5	162.5	125.5	61	91.5	62
RAFFLE	190	85	158	95	46	110	80
SCRIPTS					40	70	
TOTAL	9895.5	4322.5	12130.5	8576.5	3792	5665.5	2154
ROYALTIES	1691	540	454	612	576	450	
PROPS			129	236	62	16	241
SET	150	50		286	0	402	24
COSTUMES			305	109	0	0	154
POSTERS	206	206	206	206	180	209	206
BANNERS	112	112	112	112	112	112	112
PROGRAMMES	190	105	245	160	115	112	115
SCRIPTS	638	81		161	69	86	
PHOTO	200	200	200	200	200	100	150
ROOM HIRE						42	
TOTAL	3187	1294	1651	2082	1314	1529	1002
PROFIT/LOSS	6708.5	3028.5	10479.5	6494.5	2478	4136.5	1152

Show by Show for Autumn/Winter Season 21/22

External show ticket sales

SHOW	TICKETS SOLD	PAYMENT	PROFIT
THE NAVY LARK	1265	924	341
TOMMY COOPER	745	535	210
PAUL SIMON	1663	1382	281
SISTER ACT	2786	2157	629
BACK TO BLACK	1744	1305	439
LONDON SKIFFLE	723	550	173

Aims and Objectives Progress and Proposals

The following shows progress towards 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.** Since the last AGM, the Wharf Theatre has produced seven in house productions. This has included two self-written productions in *World Under the Wood* and *Little Red Riding Hood*. Performances have also sold very well with both *Little Red Riding Hood* and *Ladies Day* having sold out runs. The programme has remained varied with some lesser-known, classic, and popular productions through the season. We have also seen numerous professional works come through our doors since the last AGM which goes towards supporting the wider economy in the arts. In order to increase the reach of the Wharf, social media has increased through the year though this is something to still be increased with the potential for a dedicated Social Media manager.
- **Objective 2 – Risk Management.** This year fire drills have taken place with the cast of *Little Red Riding Hood*. This cast was chosen due to its size as well as having youth members. These were very successful as proven later by the need to run an evacuation after the use of smoke machines. Risk assessments continue to be used for performances.
- **Objective 3 – Friends of the Theatre engagement.** A volunteer has come forward to manage the Spotlight newsletter with the first of these quarterly newsletters sent in March. Having a volunteer for this will help to ensure that content can be sourced and edited more easily. This will be further developed this year along with other opportunities to engage with the theatre. The theatre continues to see more volunteers through its doors with the recent Open Day proving to have been a success in showing the local community what opportunities are open to the Wharf.
- **Objective 4 – Technical Training.** The technical manager has been working to up-skill all members of the technical team. This year we have seen more volunteers running light and sound during performances, building sets, and helping to make improvements to the theatre. The recent production of *Measure for Measure* extended our list of lighting designers as a long-standing member of the technical team did their first lighting design for the Wharf. The use of the new LED lighting and sound equipment has also meant that the team has had opportunity to learn new skills and provide an increased capability to directors in how to accomplish their vision for a show. Effects that would have been extremely complex or impossible previously can now be more easily realised supporting higher production standards for internal and visiting shows.

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.** This year, the youth theatre has seen a small move into being managed by a member of the theatre, Lou Cox, under her own name. The youth theatre still runs within the theatre and benefits from non-voting membership to the theatre. Additionally, the senior group will be performing at the Wharf

theatre in the coming months. The Senior group have worked towards taking qualifications and have recently all passed their LAMDA examination. A massive well done to all involved in this, as well as the young people themselves, for this fantastic achievement!

- **Objective 2 – Chaperones.** Due to the diligent work of Elizabeth Sharman in previous productions, Wiltshire Council have reduced the amount of training necessary for our chaperones. This has made it easier to increase our chaperoning pool. We will continue to work closely with Wiltshire Council to ensure all regulations are followed. The Child Protection Policy has also been updated recently and additions to highlight the responsibility of directors who have young people in their cast has been added to the directors pack to ensure clarity.

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.** This year at the Wharf we have seen multiple local groups using our theatre as a performance space but also for other avenues. We have seen TITCO and DMT produce fantastic musical revues at The Wharf in the last year, and the Devizes Film Club having their first showing since the closures in 2020. Devizes to Westminster Canoe Race and Beer Festival both continue to use the Wharf also. This year saw the start of the Wharf Writing Group which meets once a fortnight for writers to get together and share their work. Visiting production have also continued with our Artistic Director broadening the range to include drama, music, and the first improv-comedy group at the Wharf. Alongside her work developing the youth theatre within The Wharf, Lou Cox has also widened to sharing her expertise with an adult theatre group.

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 continues at the Wharf. The management committee have also discussed roof maintenance with the council which is currently ongoing. Carol has taken on a new role as Buildings Manager to oversee maintenance of the Wharf providing a central contact for maintenance requests. The technical team have also spent time replacing the stage flooring and have begun with organising the current cabling in the auditorium. There are also plans to increase the storage spaces within the Wharf to ensure equipment, props, etc can be stored safely.
- **Objective 2 –Financial planning.** Production meeting have taken place for in-house productions through the year. This has enabled directors to discuss their needs with

various teams and develop, which help of the show budget matrix, what would be a reasonable budget for the show. The individual teams, with collaboration with the director, are then able to manage this budget. This has removed some of the demand from directors and helped to ensure productions have realistic budgets that can be adhered to.

- **Objective 3 – Membership involvement.** The increase of “Friend of the Theatre” was agreed in the last AGM and implemented. We have seen in the last year more volunteers to Costume and the Technical teams. There have also been more new volunteers interested in directing which can be seen in the coming Season. The Front of House has also seen an increase in those trained to do Duty Manager and Box Office duties, however, due to the amount of people needed during a production, could always do with more volunteers. An Open Day was recently organised which saw many people through the doors and many interested parties in volunteering. Membership numbers have been on a steady increase with a few more Life Members also having joined.
- **Objective 4 – Reserve account.** The Management Committee with the Trustees have identified a reserve account and £15,000 has been moved to this account in case of need. This account is overseen by the Trustees and can be used in case of significant emergencies. This account can be added to when this is deemed fit and will be reviewed periodically within Management Committee Meetings. Any funds used from this account will be replaced as soon as it is practicable to the balance of £10,000.

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.** Little Red Riding Hood 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.

Proposal for Objectives 2023/2024

The following are the community aims for the charity during 2023/2024.

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 remit of the theatre being to provide a varied programme. A Social Media Manager will be appointed to continue with the running of social media.
- **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. Further fire drills will take place this year with at least one cast and with the Front of House team. The fire management risk assessment will also be update.
- **Objective 3 – Friends of the Theatre engagement.** The Spotlight newsletter will be planned to be sent quarterly. The reintroduction of a summer review or Wharf Awards will be investigated alongside other social evenings at The Wharf.
- **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 Youth Classes. The Management Committee will work with the Youth Theatre directors to produce a youth show for this season.
- **Objective 2 – Chaperones.** Chaperoning opportunities will be publicised to the membership. The Wharf will research providing DBS checks to its volunteers who are interested in chaperoning.

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 Wharf will put themselves forward to be a part of hosting Arts Networking Groups and Carnival Committee groups.
- **Objective 2 – Varied Programme.** To research and implement providing a wider programme of visiting productions outside of drama and music and report on the success of other genres.

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 Technical team will have re-cabled the auditorium and the building manager will have a running list of maintenance requests. Fundraising will take place for a project of the memberships choice that will improve the theatre beyond necessary maintenance.
- **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 Management Committee will compare budget allocated to budget spent after each production within Management Committee meetings.
- **Objective 3 – Membership involvement.** The increase of lifetime “Friend of the Theatre” fees will be proposed and implemented if agreed. Audition notices will continue to be sent to the membership alongside notices of other volunteering opportunities will be sent periodically throughout the year.

Appendix A – Fundraising Projects

The Management Committee have identified some ways that The Wharf could be improved following fundraising. Though this list is not exhaustive, the committee would like to find out what area the membership would like the focus to be on in any potential fundraising. The fundraising itself may come from multiple sources including social events, specific performances, grants, or JustGiving.

Additional, suggestions are welcome bearing in mind that these suggestions are not to change the structure of the building and could be completed without closing The Theatre. We will be looking to vote on the night using a QR code so do bring your phones.

The current suggestions are:

- Relocating the disabled toilet (if possible),
- Refurbishing the bar including new flooring, worktops, fridges, and storage space.
- Reupholstering seating in the auditorium and re-carpeting the auditorium and backstage including improving the prompt space
- Purchasing new foldback speakers and radio mics for performances
- Refurbishing the dressing room space with more storage and improved kitchen
- Adding additional storage to attic spaces

Appendix B – Proposal to Increase Friend of the Theatre Fees

The Trustees and Management Committee are proposing an increase of the lifetime “Friend of the Theatre fee”. Currently, this cost stands at £200. The decision to increase this is due to having increased the cost of the annual membership from £20 a year to £25. The Trustees and Management Committee are proposing an increase from £200 to £250 to bring these prices in line with a lifetime fee being the cost of an annual fee over 10 years.

Appendix C – Management Committee Roles and Vacancies

The current Management Committee are due for re-election. If anyone is interested in standing for one of these roles, then an application form needs to be filled in and submitted a week before the AGM. This is to ensure that the applicant and the current member of the Management Committee can prepare to discuss with the membership present why they think they would be best fit for the role and a vote take place. There are also roles that are currently vacant listed below which can be applied for in the same way.

The roles are listed below with a brief description of the responsibilities (these are not exhaustive).

Bar Manager (currently Pete Winterton) – Bar stock purchasing and replenishment, managing the till, ensuring prices are up to date and fair, and holding the licenses.

Treasurer (Currently Emma Edwards) – Managing QuickBooks, managing bill payments, invoices, and reimbursements, liaising with accountants, sending invoices to visiting productions, and completing show by show accounts.

Secretary (Currently Bethany Ramsay) – Writing agenda and minutes for meetings, planning and writing packs for the AGM, scheduling meetings, and ensuring the Wharf Drive is up-to-date

Artistic Director and Bookings Manager (Currently John Winterton) – Creating the season programme, liaising with directors, overseeing new directors, applying for licenses, researching and communicating with visiting productions, managing the Wharf calendar including booking rehearsal space, agreeing prices with visiting productions and writing invoices. (This can be split into two roles)

Front of House (Currently Oliver Phipps) – Managing the volunteer rota and ensuring roles are filled, ensuring Front of House is clean and tidy before performances, ensuring volunteers are trained in the areas they work in.

Technical Manager (Currently Rob Bourne) – Managing the technical team and ensuring members are upskilled, ensuring performances and technical rehearsals have a technical team and lighting and sound is programmed, ensuring equipment is maintained and up-to-date and working with visiting productions.

Buildings Manager (Currently Carol Rendell) – Ensuring the compliance package is completed annually and that necessary works take place, management of the maintenance list, and ensuring necessary personnel can access the building.

Membership Secretary (currently Jon Lewthwaite) – Management of MemberMojo, ensuring members are updated on TicketSource to access discounts, and DirectDebit lists are up-to-date

Costumes Manager (Currently Gill Barnes) – Maintaining and sourcing costumes, cataloguing costumes, managing the costume store and its volunteers, and ensuring performances have costumes.

Online Publicity Manager (Currently Claire Blacker) – Managing the website and ensuring notices and newsletters are sent

Marketing Manager (Currently Karen Ellis – Stepping down) – Managing the publicity team, developing and building The Wharf publicity, writing copy for advertisement, ensuring physical publicity is in place

Social Media Manager Vacant – Managing the social media posts and ensuring posts go out regularly, liaising with the publicity team, and increasing the reach of the Wharf

Youth Manager Vacant – Overseeing involvement with young people at the Wharf by liaising with chaperones and youth directors and becoming point of contact for queries and concerns.

Appendix D – 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 member of the management committee and how would you like to contribute (mention specific roles of interest)?

Please return this form to secretary@wharftheatre.co.uk