



# ANNUAL REPORT

SEPTEMBER 2015 - AUGUST 2016

*A Stage for Everyone*

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# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## HIT Highlights

### ACTIVITY HIGHLIGHTS

Launching a new children's theatre group in Borehamwood and a new youth theatre in Watford

Started providing a new adult group for Hertsmere Mencap

Increasing our holiday activity provision

### PERFORMANCE HIGHLIGHTS

Combining all of the groups for our summer production 'Brazil Rocks'

Taking part in the Borehamwood Carnival for the first time and winning 2<sup>nd</sup> prize for the walking group

Performing our version of Baked Bean Theatre Company's 'The Drama Group'

### OPERATING HIGHLIGHTS

Welcoming Carrie and Victoria to the HIT office team

### FUNDRAISING HIGHLIGHTS

Being chosen as one of the charities for the Watford & Three Rivers 'Dragon's Apprentice' Programme

Holding a comedy evening with the Radlett Men's Club



## Chairman's Report

For our 16<sup>th</sup> year we report on our progress and achievements, which I hope you will find both interesting and informative.

### **Thanks**

Once again and as always a big thank you to all those involved in HIT their efforts during the past year and year after year. Especially to those whom are new to HIT, welcome, and a special thank you, I am sure you have found how enthralling HIT is for both you and our members.

These thanks also go out to those whom form the committee, the Trustees, Staff and volunteers, whom encourage and support us.

An extra special thanks to those whom work in the office, ensuring that our groups are resourced and supported.

### **Membership**

Our membership fluctuates within groups and we always welcome new members within all groups offering our special brand of theatre.

Please would members, parents and friends help us recruit through word of mouth and introductions to HIT. We are proactive in seeking ways of recruiting new members. Do you know of any people or groups that might be a source of members or where we can offer our service? Either you or we can make the contact and hopefully expand our membership.

### **Funding**

This is made up of membership fees and various grants, donations and sponsorships. The grants are hard earned by those working in the office. We are developing ways in which we can become more sustainable and reduce the amount of demand we make on grant funding

For details of the grants we received in 2015-2016 please see the financial report later in this AGM report.

Does your company sponsor or give grants to charities that staff nominate? Please ask them. This can be gift aided so we can make the most of any given funds.

Our various groups present their work at various times of the year and you will all be invited, so please support them, not just the ones your family is involved with. The more people who attend really encourages the members.

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Don't miss any opportunity to sponsor staff, volunteers and friends whom are doing events to raise money for us. These are gift aided so giving us money from the government as well!.

## **Partnerships**

We have maintained and developed relationships with several organisations as they are important to us to ensure we have continuity with funders, our venue hosts and those whom we provide a service to.

Three Rivers Borough Council.

The Ark Theatre in Borehamwood (providing a venue for our productions).

Watford Grammar School for Boys

Hertsmere Mencap

Watford Mencap

## **Service Providers**

Providing support to our work in areas behind the scenes (Enhanced DBS checks, staff training, fundraising, and development opportunities), are a number of groups; -

Pro-Action Herts

Harrow CVS

Watford & 3Rivers Trust

## **Advisory Committee and Trustees**

We always welcome people who can help support in any way they can, and currently are looking for people to join either our advisory committee or become a Trustee. All are welcome and we would especially welcome people with HR and Finance skills.

One again thank you all for your support.

Mr Pat Moloney

Chair

## Artistic Director's Report

This was an exciting year of development and change for HIT, as we grew and expanded the core operational team. We built on our reputation of high quality inclusive work as well as developing new fundraising initiatives and building relationships with the business community.

### **Main Activities – HIT groups**

**Overview** - The 15-16 period was full of change for the HIT groups, with the closure of the Bushey group and the move away from halls into using theatre spaces, we moved away from where it had all begun but flourished along with it. We also renamed all the groups and got rid of age brackets and moved back to children's and youth theatre groups. We also looked at the staffing of the groups and made the decision to have a different assistant for all of the groups, so that if we were to do a joint project again there would be at least one member of staff for all of the groups.

**Watford Children's Theatre** – The group numbers continued to rise with this group under the leadership of Emma Harrington and new assistant Jasmine Knight. The group worked on creating sock puppets, and performed these along to a song from a Muppets Christmas Carol called 'It feels like Christmas' at our annual Family Fun Day in November. From January through to July the group looked at the theme of Brazil, and worked on a piece featuring Brazilian movements, music and costume for performance at our July 'Brazil Rocks' event.

**Watford Youth Theatre** – This group launched in January 2016 to take some of the participants from the closure of the Bushey group. The numbers were low to begin with and three participants worked on a Brazilian folk tale from January through to July. The group was led by Rosie Cosgrove, Jasmine Knight and Imogen Pearce.

**Borehamwood Children's Theatre** – This group was launched in April 2016 after the closure of the Bushey group and the change of the Borehamwood 5 – 15's into the Children's and Youth Theatre. Numbers took a while to build up which is why this group launched in the Summer Term. The group also looked at the theme of Brazil and took part in the Borehamwood Carnival in June. This group was led by a combination of Josephine Lane, Imogen Pearce and Sian Kenrick.

**Bushey 12 - 19's** – This group ran between September and December 2015, then closed and the Watford Youth Theatre and Borehamwood Youth Theatre's opened. For the Autumn Term the group looked at interactive storytelling and performed Hansel and Gretel, and The Elves and the Shoemaker at the Family Fun Day. This group was led by Caroline Stevens and Rosie Cosgrove.

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**Borehamwood Youth Theatre** – This group was launched in January after the closure of the Bushey group, and was made up from most of the Bushey teenagers and the Borehamwood 5 – 15's, as this group mainly had older participants in it. This group was led by Caroline Stevens and Imogen Pearce.

**Acting Up** – This group started working on an adaption of a script called 'The Drama Group' which focused on a drama group of adults with learning disabilities putting on a production of Romeo and Juliet and how someone new coming to that group would feel. The group performed this in March at The Aspire Centre and then looked at a movement piece based on Brazilian Samba dance which they performed as part of 'Brazil Rocks'.

## **Main activities – Services HIT provided**

**Woodfield** – We were continued to be brought in by Woodfield School to provide an hour of drama as part of their after school programme. This is working with young people with severe learning difficulties. The group was led by Vera Canolli with Jasmine Knight.

**Get Set Perform** – The group follows a similar format to Acting Up although we are brought in by Three Rivers Council to provide this. In the Autumn Term the group adapted a radio play which Acting Up had originally written and performed it at, Watersmeet, in Rickmansworth in March. The group then worked on a musical piece using Brazilian instruments and performed as part of the Brazil Rocks event. This group was led by Emma Harrington with Sabrina Manzi.

**Collett School** – Continuing a relationship with a special needs school in Hemel Hempstead this group worked together between September and December on the theme of puppetry and performed at the Family Fun Day and also during an assembly for their peers. This group was led by Emma Harrington with Sabrina Manzi.

**Act It Out** – A new relationship with Hertsmere Mencap was formed and we started running an hour and a half adult drama group for them once a week from January. Using drama to look at social situations, and to build confidence and develop communication skills. This group was led by Rosie Cosgrove.

## **Venues**

We made the decision that all of our groups should run from professional theatre spaces, as a lot of the participants don't like change, so it's good to rehearse in the space where we are then able to perform. It would also bring a better sense of professionalism to our operation.

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## **Additional Activities**

HIT returned to The Ark theatre in October and following on from the success of last year's event ran another Halloween themed film and fun day. We also returned to John Lewis to run Halloween themed crafts.

HIT were invited to perform at Watford Mencap's AGM in October, GSP performed a script reading of the live radio play they were rehearsing and Acting Up performed an extract from the Drama Group play.

In December HIT took part in the Harrow Disability Arts Festival for the fifth year running, Acting Up showcased an extract from their Drama Group play and GSP performed their own version of the 12 Days of Christmas.

HIT continued our links with Watford and Three Rivers Trusts 'Five Ways Friends', and ran some more sessions between September and December. These sessions were for adults over the age of 60 and an opportunity for them to try new activities whilst making friends. The sessions took place in a variety of venues in and around Watford and Rickmansworth.

HIT returned to The Ark Theatre during the February half term for one of our popular film and fun days with a Peter Pan Workshop and again during the Easter Holidays with an Alice in Wonderland workshop.

In June HIT took part in the Borehamwood Carnival for the first time. The theme of the carnival was the Queen, so we combined our work on Brazil and created a theme which celebrated the Queen's visit to Brazil in 1968. We had a good turnout of participants of all ages who followed on behind a car we had decorated.

In July we combined our Brazil work with our AGM and Award ceremony to create the event 'Brazil Rocks' which we held at The Holywell Centre in Watford. The event was well received and an enjoyable afternoon for all. It was the second year of running the 'Heart of HIT' Awards, each participant from all of our groups received a rosette and the participants had voted for an overall winner from each group. The winners were presented with a trophy to recognise their achievement. We also presented Shelly Trigg with volunteer of the year award, and the Armstrong Family with the HIT 'special award', to recognise their effort and commitment over a number of years and in various areas of the organisation.

For the fourth year running HIT were invited to work with Forest House School, an Educational Unit for teenagers with mental health problems in Radlett. Emma Harrington and I spent a week with them creating a film which looked at space and aliens. The film was then shown at an in house premiere at the end of the week.

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HIT increased our summer holiday provision this year, and produced two film and fun days alongside our week long workshop. We produced a Superhero film and fun day at The Holywell Centre in Watford, and tried new venue 96 Shenley Road in Borehamwood for a Jungle Book themed one. Our week long workshop 'Fantastic Mr Fox' at the Ark Theatre was a sell out for the third year running, although we had the largest group of young children that we had ever had. Again we had original music composed and produced by Nick Jones.

We also had promotional stalls at the following events – Borehamwood Festival and The Radlett Festival

## **Fundraising Events**

We were delighted to be chosen in October to be one of the charities involved with the Dragon's Apprentice scheme run by Watford and Three Rivers Trust. Having not had a great success with it last year we were holding out hope this year and were not disappointed, we had Rabi Martin's from Watford Council as our Dragon and a fantastic team from West Herts College who raised £2,159.61 for HIT.

We applied to take part in the INTU shopping centre's Christmas Wrapping for the second year and raised £625.09.

We held our fourth annual family fun day at The Watford Colosseum in partnership with Watford Mencap. The event increases in popularity year upon year and this was the first year we paid to hire the Forum room to add more space to our event, and had soft play available which went down very well. The event raised £1,373.79 which was split evenly between the two charities.

Watford Mencap pulled out from the train station collections in December, but as Emma had built up a good relationship with Bushey Academy, we decided not to lose the opportunity and went for it. We collected at Bushey and Watford Junction and raised £656.52.

For the third year we were donated lovely Christmas hampers which we put into local pubs along with 100's boards. This raised us £317.51. We were also donated Easter Eggs and Easter gift bags, which we put in pubs with 100's boards, this was our best year and raised £540.40.

In April we held a comedy evening in conjunction with Radlett Conservative Club at The Radlett Village Institute, we attracted some top performers which included a former volunteer and raised a fantastic £855.15.

We took part in another charity quiz night at the Three Crowns Pub in Bushey and received a donation of £397, and £103 from running a raffle on the evening.

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We held our third ever Swimathon again at St Margaret's Sports Centre in Bushey, this wasn't as popular as it had been in previous years and raised £621 from entry and sponsorship, we also managed to get Imagine Estate Agents to donate £190 towards the event.

Throughout the year we received a variety of donations from –

HIT Parents - £135.65

A & R Charitable Trust - £500

Steve Dent Ltd - £500

Radlett Men's Club - £510

Waitrose Northwood - £230

Shanly Foundation - £1,000

Toyota - £1,150

Christopher Trigg - £500

Watford Rotary - £750

Waitrose St Albans – £264



# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## Statistics / Breakdown

### September 2015 – August 2016

Event	No. of sessions	No. of participants	No. of audience	Staff employed	Volunteers involved
Watford 5 - 12's	36	60	N/A	6	6
Watford 12 +	23	6	N/A	4	4
Borehamwood 5 - 12's	12	5	N/A	2	2
Bushey 12 – 19's	12	12	N/A	2	2
Borehamwood 12 +	24	24	N/A	4	4
Acting Up	37	43	N/A	6	6
Woodfield School	29	24	N/A	6	0
Get Set Perform	30	54	N/A	6	3
Collett School	11	6	N/A	6	0
Act It Out	27	26	N/A	2	2
Promotional Events (Just stalls)	2	0	N/A	4	0
Halloween Film & Fun Day	1	30	0	2	2
John Lewis Halloween Craft	1	N/A	N/A	0	2
Watford Mencap AGM	1	30	100	2	0
Harrow Disability Arts Festival	1	23	150	2	0
W3RT – 5 Way Friends Workshops	7	42	N/A	2	0
Peter Pan Film	1	46	0	2	2

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<b>&amp; Fun Day</b>					
<b>Alice in Wonderland Easter Workshop</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Borehamwood Carnival</b>	<b>1</b>	<b>30</b>	<b>N/A</b>	<b>4</b>	<b>5</b>
<b>Brazil Rocks – AGM &amp; Heart of HIT Awards</b>	<b>1</b>	<b>43</b>	<b>120</b>	<b>4</b>	<b>5</b>
<b>Forest House Film Week</b>	<b>1</b>	<b>8</b>	<b>N/A</b>	<b>2</b>	<b>2</b>
<b>Superhero Film and Fun Day</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Jungle Book Film and Fun Day</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Fantastic Mr Fox Summer Workshop</b>	<b>1</b>	<b>36</b>	<b>50</b>	<b>6</b>	<b>9</b>
<b>Dragon’s Apprentice</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>12</b>
<b>INTU Christmas Wrapping</b>	<b>1</b>	<b>21</b>	<b>N/A</b>	<b>2</b>	<b>19</b>
<b>Family Fun Day</b>	<b>1</b>	<b>26</b>	<b>N/A</b>	<b>2</b>	<b>23</b>
<b>Carol Singing</b>	<b>4</b>	<b>0</b>	<b>N/A</b>	<b>4</b>	<b>36</b>
<b>TOTALS</b>	<b>268</b>	<b>658</b>	<b>420</b>	<b>84</b>	<b>150</b>

# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## Brazil Rocks Breakdown

<b>Ticket Sales</b>	<b>86 (@ £5)</b>
<b>Complimentary Tickets</b>	<b>3</b>
<b>Ticket Sales</b>	<b>£434.70</b>
<b>Raffle</b>	<b>£115</b>
<b>Average Ticket per Person</b>	<b>£5.05</b>
<b>Average Raffle Spend</b>	<b>£1.29</b>
<b>Total Show Income</b>	<b>£883.40</b>
<b>Donations</b>	<b>£500</b>
<b>Total Income</b>	<b>£720</b>
<b>Theatre Hire Cost</b>	<b>£176</b>
<b>Production Expenditure (Not Including Workshops)</b>	<b>£1113.82</b>
<b>Total Expenditure</b>	<b>£1289.82</b>
<b>Remainder</b>	<b>£313.58</b>



# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## **Artistic Director's Summary**

This year the time was spent concentrating on building the stability of the organisation. A lot of effort was put into fundraising and keeping a float. The closure of the Bushey group and the opening of the Borehamwood Youth Theatre and Watford Youth Theatre meant that time was needed to stabilise the groups, and work on team building within the groups and building up the numbers.

We felt very privileged to be contacted by a film production company who were making a television advert for Royal Mencap and looking for participants to be in the film. One of the children from our Watford Children's Theatre was chosen and I was lucky enough to accompany him and his father to London for the day of filming, he was very professional and we were very proud. The advert can be seen here - <https://youtu.be/mQUvVmwMZt8>

Throughout the year I attended several conferences and events, but one that stood out was a day with Temple Grandin. An autistic American lady who is very influential and knowledgeable, we are using some of her research and ideas to influence our work.

We nominated two of our volunteers for the ProAction awards again this year to which they both took third place in Young Volunteer of the Year, and Patron's Award for Volunteering, HIT also received an award in recognition of completing our Ambition Quality First Steps.

We were sorry to lose Carly Young, as Marketing and Development Manager in early September. We recruited Bea Beard as part time Administrator in October, but lost her to the Royal Shakespeare Company in March. We then recruited Carrie Stephenson and Victoria Culf in a job share as Administrator, both concentrating on areas of the job within their strengths and interests. We continued to build on our workshop leader pool and look to train and develop those within it.

A massive thank you to our supporters, funders and people who have fundraised on our behalf, our dedicated staff team, volunteers, participants and their families. Another absolutely fantastic HIT year!

**Caroline Stevens**

**Artistic Director**

## Financial Report

HIT's income and expenditure both rose again slightly this year to new record highs which reflect the continuing increase in activities across all the groups. Our financial year began on 1 September 2015 and finished on 31 August 2016.

Total expenditure rose from £64,211 to £76,517 comprising:

- Staff costs were static at £54,896 as opposed to £54,709 last year
- Petty cash expenditure fell to £3,869 from £4,499
- Admin costs increased to £7,414 from £950 as we spent more on third party products and services to support our projects and performances
- Office costs increased to £7,548 from £3,585 due to greater use of our HQ at the Holywell Centre
- Insurance costs were £928 as opposed to £422 as we paid for 2 years rather than 1 in the financial year.

Total income rose from £66,506 to £74,656 comprising:

- Grants/donations increased to £42,824 from £39,971
- On-line giving and fees for our services rose to £2,158 from £698
- Membership fees increased to £31,534 from £25,837

Our closing balance improved from £5,850 to £7,711 which provides funding for 5 weeks ahead which remains a risk to the viability of the group. However this is mitigated to some extent by the tireless efforts of Caroline and her team to secure grants and donations. In addition we will be looking in ways to improve our reserves as part of the development of an action plan with support of a mentor from Herts Community Foundation.

A risk highlighted in last year's report has materialised as Watford Grammar now charge us for premises but Caroline has negotiated a very preferential rate.

We have also closed our account with Unity Bank whom we have been with since HIT began as they now levy charges, and switched to TSB who provide free banking for charities such as ourselves.

**Eugene Billeter**

**Treasurer**

# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## Behind the Scenes

Caroline Stevens  
Artistic Director



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# HERTS INCLUSIVE THEATRE ANNUAL REPORT

## Trustees



## Advisory Committee



# HERTS INCLUSIVE THEATRE ANNUAL REPORT



# See you next year!!

Herts Inclusive Theatre  
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