

CHIEF EXECUTIVE OFFICER

RECRUITMENT PACK





THE DELIVEROO RESTAURANT AWARDS

The Deliveroo Restaurant Awards
Credit: Proud Robinson + Partners

Front cover image:
Kneehigh's Ubu! A Singalong Satire
Credit: Richard Gray

WELCOME & CONTENTS

Thank you for your interest in the role of Chief Executive Officer at Shoreditch Town Hall. James Pidgeon, who is leaving us to become Executive Director at Regent's Park Open Air Theatre, has been with us since 2013, leading the organisation in the role of Director & Chief Executive since 2017. He knows our building inside out and has created a strategy and management team to utilise the potential of our magnificent asset.

We are looking for someone to evolve and drive our mission forward in tough times for the cultural sector. The successful candidate will join an organisation with a strong reputation for collaboration and delivering on our promises. With 10 years of active artistic programming and commissioning under our belt, we want to cement our place in the cultural landscape of East London and to build our reputation beyond. We have the space to proudly host everything from local Tea Dances to internationally recognised performers and event clients attracting audiences from afar.

Our new CEO will be the anchor for the organisation; a person with the experience and knowledge to recognise our potential in uncertain times and adapt as needed. Their priorities will be to secure our future while never losing sight of the need to animate the building with exciting, inclusive activity. Their input in recruiting the new position of Head of Cultural Programme will be pivotal. This is a role made for a person comfortable acting as an ambassador; equally at home advocating to funders, clients, community leaders and the wider cultural sector, to make the right pitch for our fabulous, varied product.

We hope you enjoy learning about Shoreditch Town Hall in this pack, and if the role strikes a chord and excites you, we look forward to your application.

The Shoreditch Town Hall Board of Trustees

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Shoreditch Town Hall
Credit: Ludo des Cognets

ABOUT SHOREDITCH TOWN HALL

One of the grandest former civic buildings in London with a rich and varied history, Shoreditch Town Hall has established itself in the last decade as a leading cultural venue, live events space and community destination. We are seeking a new Chief Executive Officer (CEO) who can rise to the challenge of taking the building to its next stage; leading an established, strong team into the post-pandemic landscape to fulfil the building's potential, as one of the leading independent cultural organisations in one of the capital's busiest and most vibrant areas.

Our landmark Grade II listed building houses spaces which range from a cosy capacity of 40 to an expansive and versatile 770 seat auditorium. Our business tenants are drawn from the digital and creative industries and prestige hospitality, and our public spaces are brought to life with an eclectic and forward-thinking programme of activities targeted at the wider public and our local audiences. Inspired by the Town Hall's history as a centre for discussion, dialogue and debate, we now aim to deliver on our vision to:

- **Continue preserving and developing our listed building whilst enhancing our accessibility, openness, and use as a public space.**
- **Maintain and strengthen an inventive, popular and eclectic programme of cultural, community and live event activity.**
- **Build on the Town Hall's existing brand and identity to enhance our profile and reputation.**
- **Nurture new and existing relationships with our local communities, and develop diverse and loyal audiences, building users, and collaborators.**
- **Ensure the Town Hall provides transformative opportunities as an inspirational learning and talent development hub.**
- **Build on the organisation's non-regularly funded business model and current core turnover of £1.2m per annum, strengthening our independency and long-term resilience.**

Shoreditch Town Hall is a fully independent charitable trust (no. 1069617) and does not receive any regular or revenue funding.



Nigel Barrett & Louise Mari
Elvis/Hamlet
Credit: Paul Blakemore

KEY STATISTICS



Welcome **70,000 people** through our doors every year



Present and produce a year-round cultural programme of up to **40 productions** across **theatre, dance, music, comedy, circus, cinema** and **talks**



Deliver an artist development programme that **supports 50 artists** and commissions up to **8 new pieces of live performance** every year



Host **200 live events** per annum, with recent high profile clients including **Alexander McQueen, Amazon, Black Girl Fest, Cartier, Channel 4, Evening Standard** and **Fred Perry**



Provide a leading location for film and television shoots, including **Mangrove, The Death of Stalin, Florence Foster Jenkins** and **The Lady in the Van**



Collaborate with over **20 local partners** to deliver our community, learning and engagement programmes, providing nearly **5,000 hours of in-kind space** to community groups and artists every year

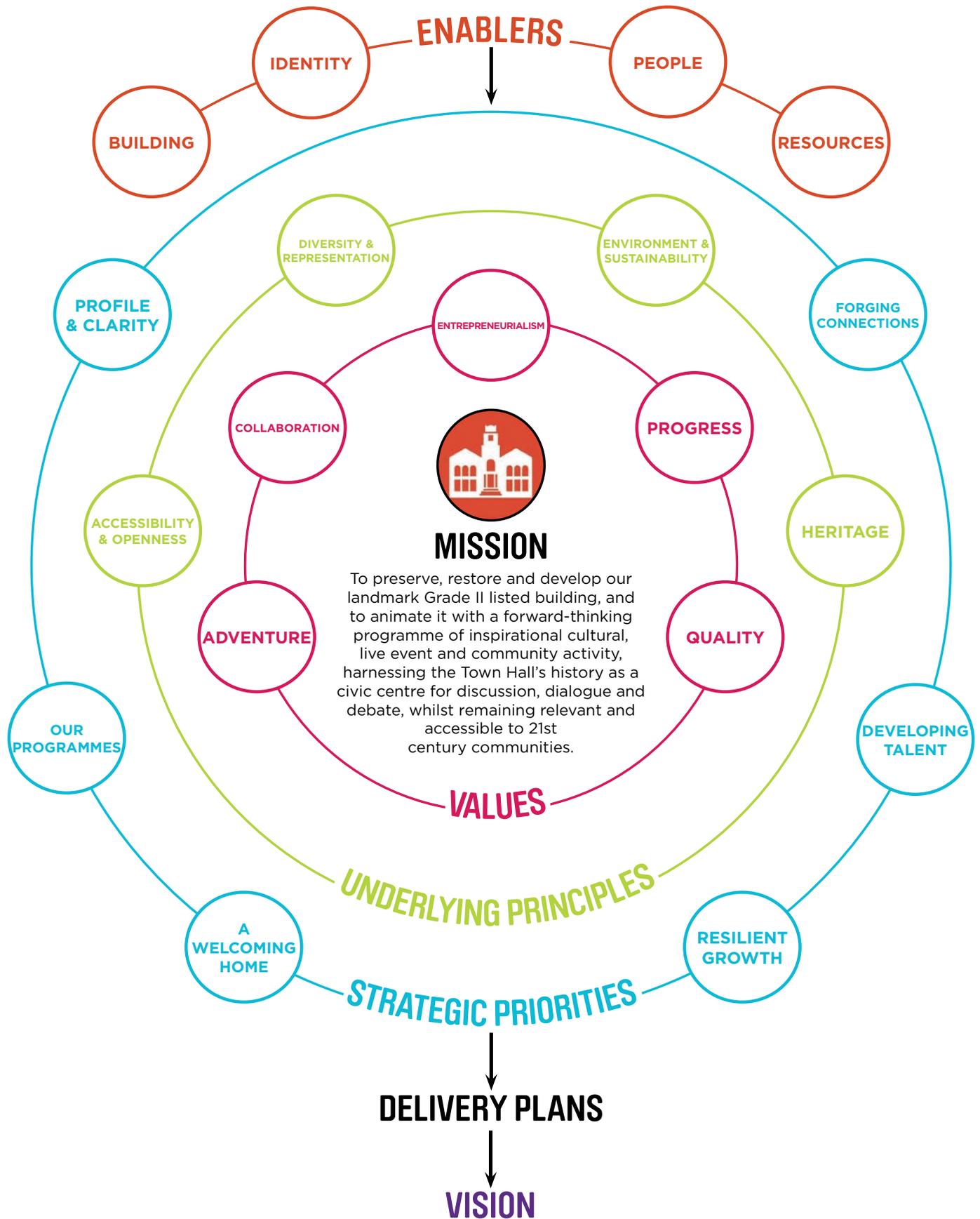


House **7 businesses** including the Michelin starred **The Clove Club** and **Time Based Arts**



Invested **£4.1m** in the preservation and development of our **Grade II listed building** since 2000

STRATEGY 2021-26



To be a leading venue of pioneering contemporary culture at the centre of civic life in Shoreditch and East London

OUR TEAM

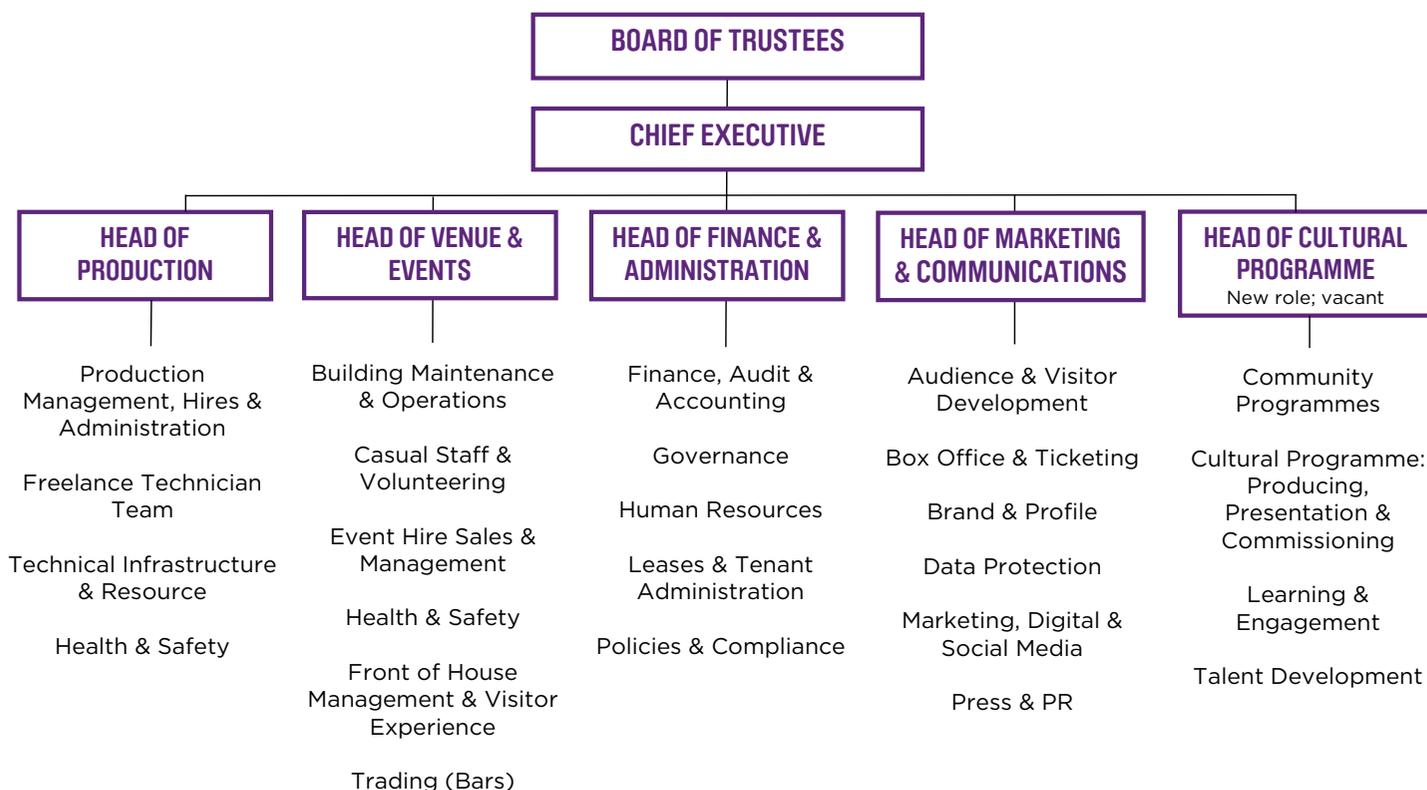
Shoreditch Town Hall’s core team is a tight knit, dedicated and multi-skilled group of 11 who are supported by around 50 casual staff and a loyal and highly skilled Board of Trustees. We anticipate that once the CEO is in place they will be responsible for recruiting the new role of Head of Cultural Programme, to shape and deliver our artistic vision beyond 2021.

No day is ever the same at Shoreditch Town Hall, ensuring a vibrant and stimulating working environment that challenges and rewards in equal measure. Our highly-valued staff are hardworking, with a flexible, adventurous spirit. They are full of ideas, making our office a place where innovation and entrepreneurship are highly prized. We anticipate the new CEO embracing this ethos to make the most of all the talents on offer.

Buildings only survive by the people who populate them. We support all our staff to be the best they possibly can be, celebrating and championing achievements, and providing training, development and progression opportunities wherever possible.

We believe that a diverse workforce leads to an organisation that is more innovative, more creative and gets better results. We actively encourage candidates from different backgrounds and with different experiences and skills in order to develop and strengthen the organisation, evolve our programmes, and better-reflect the communities we serve.

ORGANISATIONAL STRUCTURE



The Chief Executive Officer and five Heads of Department form the senior management team.



Ockham's Razor
This Time
Credit: James Berry Photography

ABOUT THE ROLE

Shoreditch Town Hall's CEO is employed by Shoreditch Town Hall Trust to provide strategic and executive leadership for the organisation. They will be responsible for effective financial and staff management, policy, legal compliance, and building development, as well as overseeing the cultural, live events, and community programme. They will build on the reputation, contacts and strategic vision which have been crafted and hard-won over the last decade. The CEO's duties will encompass management of the Trust's two subsidiary companies, Shoreditch Town Hall Trading Ltd., and Ditch Productions Ltd. (further details of which can be found in the audited accounts).

MAIN PURPOSE OF THE ROLE

Reporting to Shoreditch Town Hall's Board of Trustees, the CEO will be responsible for providing leadership, developing and implementing Shoreditch Town Hall's strategic and operational plans, leading on partnership and business development, and being an effective advocate for the organisation. They will lead the senior management team and will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity.

DUTIES AND RESPONSIBILITIES

Strategy and Leadership

- Implement and build the vision and long-term strategic priorities for Shoreditch Town Hall, evolving and monitoring progress with feedback to stakeholders.
- Lead and develop strong relationships with the arts and cultural industries, senior event clients, funders (including Arts Council England), Hackney Council, media, consultants, and others to enhance the Town Hall's work and profile.
- Inspire and support the team to meet targets and to understand how their contribution is vital to the vision and strategic development of the organisation.
- Oversee the recruitment, professional development and working conditions of staff, to ensure legal compliance of freelance, contractual and casual staff, and to line manage the senior management team, including regular performance reviews.
- Ensure staff structures remain responsive to the Town Hall's needs and available funds, with delegated responsibilities clearly outlined.
- Communicate and listen to staff on a regular basis; plan and run an annual Staff Away Day.
- Recruit a new Head of Cultural Programme, in collaboration with the Board of Trustees, to deliver the cultural and community programme beyond 2021.
- Lead on all employment matters including any employee relation issues, resolving grievances and concerns quickly and efficiently.

Financial Management and Income Generation

- To ensure the Town Hall's overall financial health and long-term sustainability, managing financial affairs within relevant legislation and statutory requirements.
- Guarantee the accurate preparation and presentation of annual budgets, monthly management accounts, year-end forecasts and cashflow analysis; ensuring income and expenditure is managed within budgets and in line with Town Hall policies.
- Work actively with the senior management team to grow event hire income and explore new revenue streams, sustaining existing relationships whilst marketing to new clients across the commercial sector.
- Work with senior management to regularly monitor financial KPIs from all income sources, particularly event hires, to ensure sustained revenue, exceeding targets where possible.
- Support to ensure event hires and alternative revenue streams are scoped and considered a good fit for the Town Hall, and can be delivered to high standards.

DUTIES AND RESPONSIBILITIES (CONTINUED)

- Review, develop and deliver a dynamic fundraising strategy, leading on applications and reporting back to funders as necessary.
- Seek out fresh relationships and actively maintain those existing, with corporates, individuals, trusts and foundations, to secure short, medium and long-term funding.

Governance and Compliance

- Maintain a strong relationship with the Board of Trustees, keeping a consistent and open flow of communication with the Chair for input, advice and guidance.
- Sit on the Board of Trustees and serve as Company Secretary of the Trust and its subsidiaries.
- Organise, attend and report to Board of Trustee meetings on all matters relevant to the discharge of Board responsibilities.
- Oversee Trustee recruitment to foster diversity, representation, and a knowledge base reflecting the needs of the Town Hall.
- Keep abreast of relevant legal, compliance or regulatory changes and ensure that appropriate policies are in place across the organisation, that they are reviewed regularly and taken to the Board of Trustees at least annually.
- Manage all legal and statutory obligations, so the Trust operates within relevant frameworks and fulfils its legal responsibilities with risk control measures regularly reported to the Board.
- Ensure that client, commercial, artistic and supplier contracts as well as tenant leases and licences, are of high standard, reflect any changes in law and fully protect the interests of the Trust.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that relevant organisational insurance is in place and reviewed regularly.
- Work with the relevant member of senior management and the Trust's legal advisors on any legal, service or contractual disputes to ensure satisfactory resolutions, protecting the Trust's reputational and financial interests and keeping Trustees informed.

Brand and Communications

- Own, promote and champion Shoreditch Town Hall's brand and be responsible for all internal and external communication of brand values, ensuring there is a consistent and strong brand identity.
- Build greater levels of brand awareness and clarity with key stakeholders and ensure that all communications align with the Town Hall's brand.
- Oversee the development and implementation of strategies that are intended to create and uphold a positive public profile for Shoreditch Town Hall.
- Support the senior management team to ensure KPIs are in place and evaluated to provide evidence of community engagement, audience and visitor development, and overall project performance.
- Represent Shoreditch Town Hall publicly, acting as lead spokesperson to ensure maximum and positive media interest and coverage.

Building and Capital

- Ensure our heritage building and facilities are proactively maintained in a good state of repair and conserved in line with relevant building regulations, such that use, management and maintenance of the listed building accords with the Trust's Head Lease with Hackney Council.
- Implement and develop as necessary, the Town Hall's capital programme of minor and major works, liaising with the Town Hall's architects and consultants when appropriate.
- Oversee the relationship with tenants and support efforts to further develop tenant income and available office space.
- Ensure that there is full compliance with health and safety legislation, fire regulations and licencing requirements.

Undertake any other duties which may be reasonably requested to ensure the smooth running of Shoreditch Town Hall.

WHO WE ARE SEEKING

The coming years will no doubt prove challenging for the cultural sector as organisations emerge and recover from the impact of Covid-19. We are looking for a proven successful leader to steer the Town Hall through its next period of growth and development. We are seeking an ambitious person with artistic sensibility who has experience of operating effectively in a complex commercial environment, and an interesting and diverse portfolio of entrepreneurial achievements. Our new CEO will embrace the multiplicity of our offer and rise to the challenge of maximising opportunities and revenue while maintaining the integrity of our vision and strategy.

To succeed in this role, you will be able to demonstrate an affinity with our values of Adventure, Collaboration, Entrepreneurialism, Progress and Quality as well as demonstrate the following:

Experience

- A track record in senior leadership, managing significant budgets and contract negotiation.
- Experience of maintaining positive strategic relationships with key stakeholders and fostering new partnerships.
- Proven ability to attract funds, new clients, and generate income through fundraising.
- Evidence of working proactively with a non-executive Board.

Skills

- Excellent written and interpersonal communication skills; an easy networker strong on negotiation and persuasion.
- Strong financial management skills, with the ability to interpret budgets and accounting techniques swiftly and accurately.
- The ability to inspire, lead and collaborate, to work effectively with Trustees, staff, funders, contractors, and other key stakeholders.
- A starter-finisher, with strong organisational skills; attention to detail, the ability to prioritise, setting and meeting deadlines.

Knowledge

- Up to date understanding of the arts and cultural sector: subsidised, commercial and independent.
- Familiarity with marketing and communications tools and techniques, as well as brand growth and development, both within the cultural and live events sectors and beyond.
- Awareness of the legal requirements for good governance and what constitutes excellent organisational governance within the charitable sector.
- Awareness of what is involved in managing, maintaining, and developing a listed heritage building.
- Knowledge of the requirements to champion equal opportunities, environmental sustainability, and cultural diversity.

This role is a springboard for an ambitious and experienced individual to put their own stamp on Shoreditch Town Hall, using our existing framework to take forward our mission.

The successful candidate will publicly represent the Town Hall in a professional manner, which will entail working unsocial hours as required, and maintaining confidentiality.



TERMS & CONDITIONS

Job Title: Chief Executive Officer

Responsible to: Board of Trustees, via the Chair

Responsible for: Overseeing all core staff, freelancers, contractors, and casual staff, with line management responsibility for a 5-strong senior management team.

Contract: Permanent

Hours: 37.5 hours per week, to include evenings, weekends, Bank Holidays and other unsocial hours where necessary. Overtime will be compensated with time off in lieu where possible, and in accordance with Town Hall policies.

General office hours are 10am – 6pm, with a 30-minute unpaid lunch break.

Flexible working is accommodated where possible.

Office Base: Shoreditch Town Hall, 380 Old Street, London, EC1V 9LT
[the role is currently home based on the whole, due to the Covid-19 pandemic]

Salary: £55,000 per annum

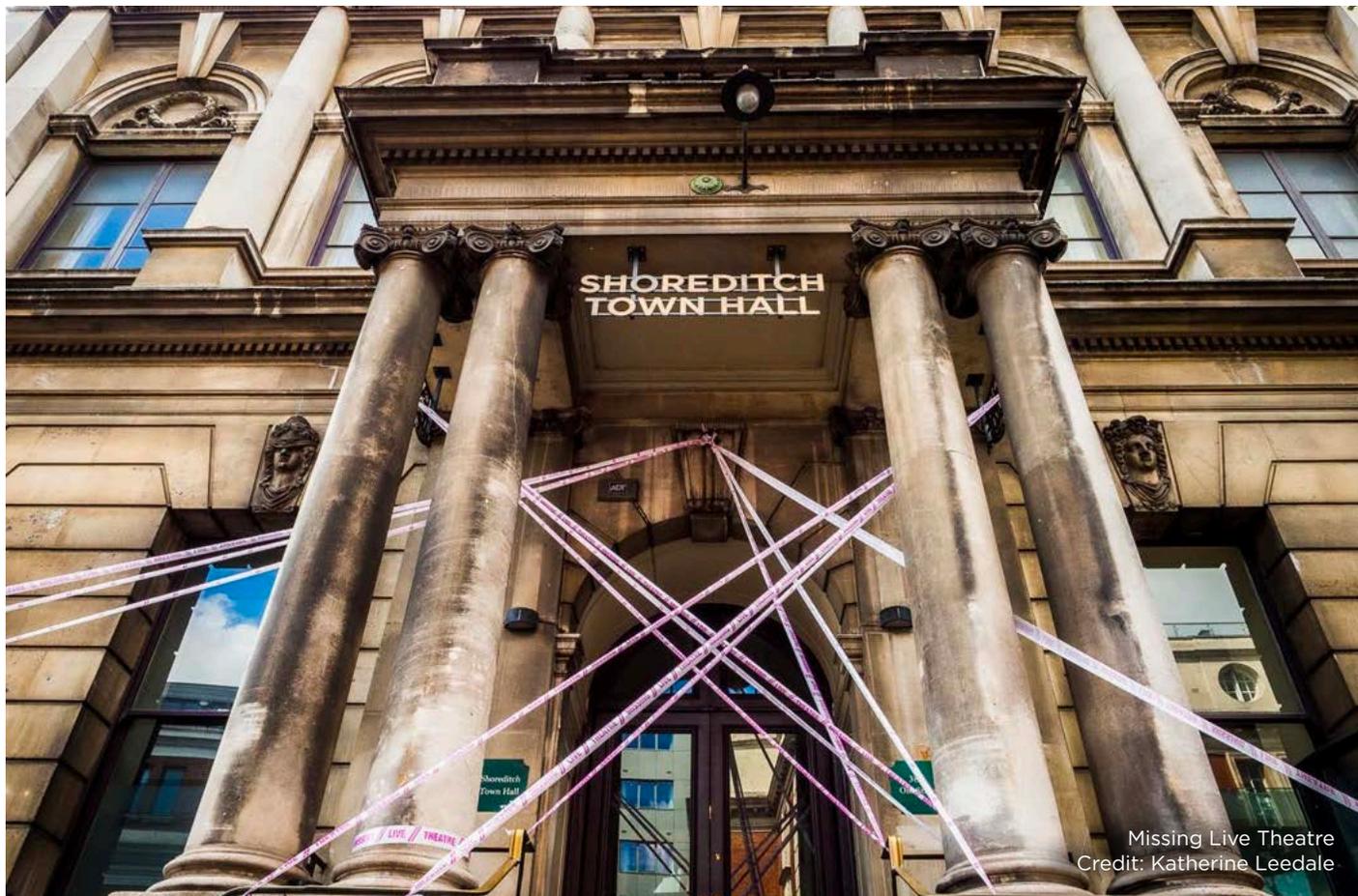
Benefits:

- Contributory pension scheme
- Cycle to Work scheme
- Complimentary tickets for the Town Hall's programme
- Staff discount at the Town Hall's bar
- Training and development opportunities
- Regular staff meetings, socials, yoga classes

Annual Leave: 20 days per annum (in addition to Bank Holidays), increasing 1 day per full year worked to 25 days per annum

Notice Period: 6 months (6 weeks during Probationary Period)

Probationary Period: 6 months



Missing Live Theatre
Credit: Katherine Leedale



The Claim by Tim Cowbury
Credit: John Hunter

HOW TO APPLY

Please prepare the following four documents as separate PDF attachments and e-mail them to **Penny Wروت, Vice Chair** at jobs@shoreditchtownhall.com. Postal applications will not be accepted.

1. A CV (no more than two sides of A4).
2. A covering letter (no more than two sides of A4), outlining your interest in, and suitability for the role. Please also include your notice period/earliest possible start date, and details of your current remuneration package.
3. The names, e-mail addresses and telephone number of two professional referees, one of which should be your current or most recent employer and for the other, please indicate how long and in what capacity they have known you. Referees will not be contacted without permission.
4. A completed version of the attached Equal Opportunities Form. Shoreditch Town Hall is an equal opportunities employer, committed to access, diversity and representation. We believe that our programmes, workforce and organisational culture should genuinely reflect the range of backgrounds, perspectives and cultures that make up the communities we serve in Shoreditch, Hackney and beyond. The information provided is entirely confidential and will be used for monitoring purposes only. All questions are optional and the form will be separated from your application before the selection process.

Applications must be submitted by 9am on Monday 8 March 2021. You will be notified by email if you have been shortlisted for an interview by Friday 19 March 2021 at the latest. First Round interviews will take place on Wednesday 24 March 2021.

For an informal conversation about the role and/or recruitment process ahead of submitting an application, please e-mail Eilish Quinn at eilish.quinn@shoreditchtownhall.com.

If you are shortlisted for interview you will be offered the opportunity for an advance tour of the building in person, and to have an informal conversation with James Pidgeon, current Director & Chief Executive of Shoreditch Town Hall.



Shoreditch Live
Credit: Cesare de Giglio

NOTES

Accessibility

Should you have any access requirements or need any reasonable adjustments to be made in order to apply and/or attend an interview for this role, please contact jobs@shoreditchtownhall.com.

Criminal Records

Due to the nature of our work, candidates in certain roles may be required to undergo an enhanced DBS (Disclosure & Barring Service) check, including a Criminal Records Check. A criminal record will not necessarily prevent you from securing a role; it will only be used to assess suitability for employment insofar as it is relevant to the role in question.

Right to work in the UK

Under the Asylum and Immigration Act 1996, we are required to check that applicants have the legal right to work in the UK. All successful applicants will be asked to provide the Town Hall with documentary evidence to support your entitlement to work in the UK prior to taking up employment.

Interviews & Feedback

Interviews will either take place in person or via Zoom. All tours of the building will take place in person. Reasonable travel expenses for those attending an in person interview and/or building tour from outside of London will be reimbursed.

Written feedback will be provided to all second interviewed applicants on receipt of a written request no later than 2 weeks after the date of the second interview. We regret that feedback cannot be provided to applicants who aren't invited to interview, nor to those who are only invited to a first interview.

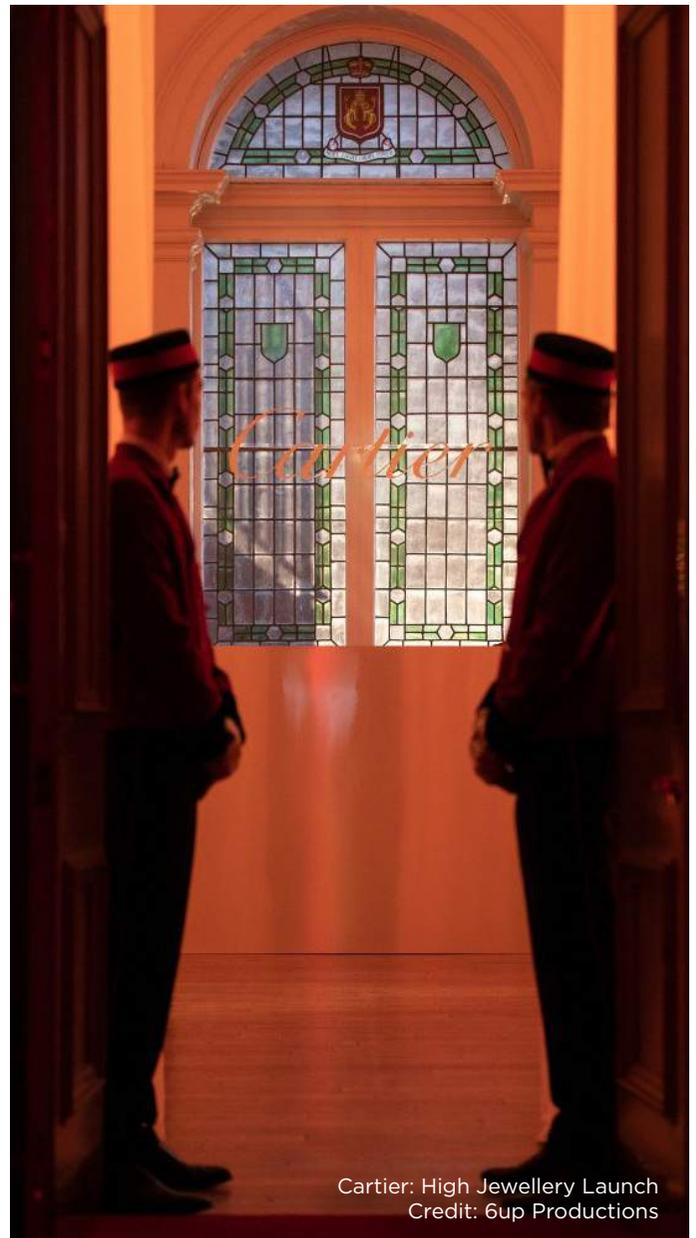
Data Protection

Shoreditch Town Hall reserves the right to collect personal data for the purposes of recruitment. The personal data supplied in your application will be handled, processed and stored securely within Shoreditch Town Hall and on Shoreditch Town Hall's servers for legitimate human resources and business management interests.

We store all applicants' data until we have successfully filled the role in question. At this point, we will either delete the data (both hard and electronic copies) or keep it on our electronic database for future roles, subject to written permission from the applicant.

We will not share your data with any third party or recruitment agency.

More information can be found in Shoreditch Town Hall's Privacy Policy here: shoreditchtownhall.com/about/privacy-policy.html.



Cartier: High Jewellery Launch
Credit: 6up Productions



APPENDIX: AUDITED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Company number: 03539697

Charity number: 1069617

Shoreditch Town Hall Trust

(A Charity Group)

Audited Group Financial Statements

and

Report of the Trustees

for the year ended 31 March 2020

Shoreditch Town Hall Trust

(A Charity Group)

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Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees

for the year ended 31 March 2020

The Trustees present their annual report and consolidated financial statements for Shoreditch Town Hall Trust and its subsidiaries for the year ended 31 March 2020. The financial statements comply with applicable accounting standards, the Companies Act 2006 and the Statement of Recommended Practice – Accounting and Reporting by Charities SORP FRS 102.

Reference and Administrative Details

Trustees

The Trustees of Shoreditch Town Hall Trust, who are also directors of the charity company for the purpose of company law, during the year to 31 March 2020 and since that date have been:

Chairman: Stephen N Robertson

Vice Chairman: Caroline A Routh (resigned 16 September 2019)
Penny J Wrout

Trustees: Michael D Berg
Heather D Clark Charrington (appointed 16 May 2019)
Tania B Harrison (appointed 16 May 2019)
William T C Hodgson
Alexandra K M Jeffreys (appointed 16 May 2019)
Jesse Jones
Jonathan D McShane
James T Pidgeon
Cllr Stephen Race
John Roberts (resigned 23 April 2019)

Secretary: James Pidgeon

Senior management team: James Pidgeon (Director & Chief Executive)
Grant O'Brien (Head of Venue & Events)
Ida Karimi (Head of Finance & Administration)
Tony Johnston (Head of Communications & Audiences) (resigned 15 May 2020)
Eda Nacar (Head of Communications & Audiences) (appointed 5 October 2020)
Sam Evans (Head of Production)

Address and Registered Office:

Shoreditch Town Hall, 380 Old Street, London EC1V 9LT

Independent Auditors

Armstrong & Co, Chartered Accountants and Statutory Auditors, 4a Printing House Yard, Hackney Road, London E2 7PR.

Bankers

Natwest Bank PLC, Walthamstow Central Br, 204 High Street, London E17 7JH.

Solicitors

Colman Coyle, Wells House, 80 Upper Street, London, N1 0NU.

Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees for the year ended 31 March 2020

Structure, governance and management

Governing Document

Shoreditch Town Hall Trust is a company limited by guarantee incorporated on 27 March 1998 and a registered charity governed by its Memorandum and Articles of Association.

Appointment of Trustees

The directors of the charitable company ("the Trust") are Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. Nominations for new Trustees are put forward following internal consultation and/or external advertisement, and membership is determined against the Trust's Governance Policy and the requirements of the Trust on a strictly equal opportunities basis. Potential new Trustees are given the opportunity to observe a meeting of the Board of Trustees in advance of their appointment being confirmed.

Each Trustee is initially appointed for a period of three years. Up to two Trustees may be nominated by Hackney Borough Council.

Trustee Induction and training

New Trustees meet with the Chair and Director & Chief Executive who brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the strategic plan, and the recent financial performance of the charity. New Trustees also have the opportunity to meet with members of the Senior Management Team as part of their induction.

All Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The day-to-day operation of the Trust's affairs is delegated to the Director & Chief Executive who works with a core team of 12 full- and part-time staff. Financial matters are reported on a monthly basis. Strategic and policy matters are refreshed to the full board at regular Trustee meetings. Reports on cultural programming, learning and community engagement activity, human resources, finance, capital and building development, health and safety issues, and other matters arising are also presented. Five such meetings were held in the year ended 31 March 2020.

Risk Management

The Trustees regularly review major risks to which the Trust is exposed, through the presentation of a Risk Register & Heat Map at every Trustee meeting. The Trustees are satisfied that there are adequate systems to mitigate risks as identified.

Reserves Policy

In accordance with Charity Commission guidelines, Trustees keep reserves under review in order to meet statutory responsibilities and in accordance with its aims of fundraising towards further capital improvements. Reserves have been invested in higher interest accounts at NatWest, which are kept under review to maximise interest earned.

The Trust aims to maintain two Reserve Funds:

1. A business continuity reserve of between £130,000 - £180,000, which equates to approximately 8 weeks of turnover.
2. A designated reserve of approximately £20,000 for unexpected capital maintenance.

Objectives and Mission

Shoreditch Town Hall is a flagship cultural venue for Shoreditch, Hackney, London and beyond.

The Trust exists to preserve and restore the Town Hall's landmark Grade II building, and to celebrate its character and heritage through increased activity and bringing the building to life – drawing thousands of people through the doors to enjoy the Town Hall as a thriving cultural, events and community space.

Through the cultural programme the Town Hall is a unique home for original and adventurous arts and artists from across the world, as well as a welcoming, vital space for the local community – a place to make, to aspire, to learn, to be stimulated and challenged, and to share high-quality arts and cultural experiences.

Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees for the year ended 31 March 2020

Annual review 2019/20

2019/20 was another hugely successful year for Shoreditch Town Hall Trust across all areas of the organisation. In particular, we had a strong year financially, with unrestricted income for the Group reaching £1,187,477 – an increase of £256,388 in comparison to 2018/19, and the highest unrestricted turnover achieved by the Trust since its formation in 1998.

Our total funds position at the end of the financial year sits at £342,659.

CULTURAL PROGRAMME

2019/20's cultural programme attracted 28,379 audience members and participants, included 8 world, UK or London premieres, 156 performances of 34 programmed productions, and saw 99 artists, companies, arts organisations and community groups worked with or supported.

Presentation Programme

This year we launched a new structure for the Town Hall's curated presentation programme, focusing on longer runs (of anything between 3-5 weeks in either the Assembly Hall or Council Chamber), shorter runs (of anything between 2 nights to 2 weeks in one of our smaller spaces), and one nighters (all in the Assembly Hall, embracing the space's original purpose as a venue for variety, musical hall and popular entertainment).

Longer Runs

May 2019 saw one of the UK's hottest circus companies, **Barely Methodical Troupe**, bring their jaw-dropping *SHIFT* to the Assembly Hall, and in September 2019, **curious directive** transformed the Council Chamber for *Gastronomic*, a 70-minute live theatre experience using Augmented Reality, and featuring a 7-course tasting menu.

'Food is a unifying force and Gastronomic is a tender feast for the heart.' ★ ★ ★ ★
Broadway World on curious directive's *Gastronomic*

We welcomed **Kneehigh** back to the Town Hall in December 2019, this time presenting their wonderfully raucous *Ubu! A Singalong Satire* in the Assembly Hall.

'Is this the future of theatre?... It really could be.' ★ ★ ★ ★
The Times on Kneehigh's *Ubu! A Singalong Satire*

January 2020 saw us present significant aerial work in the Assembly Hall for the first time, with the presentation of **Ockham's Razor's** stunning *This Time* as part of London International Mime Festival, and in February 2020 **Tim Cowbury's** *The Claim*, directed by **Mark Maughan**, returned to the Town Hall for 3-weeks in the Council Chamber.

'There is a wonderful warmth in the work of aerial theatre company Ockham's Razor... deftly skilled but always utterly human.' ★ ★ ★ ★
The Guardian on Ockham's Razor's *This Time*

The Wardrobe Ensemble's *The Last of the Pelican Daughters* was meant to close the year's cultural presentation programme at the end of March 2020, however was unfortunately cancelled due to the Coronavirus pandemic.

Shorter Runs

The Town Hall collaborated with **Talawa Theatre Company** in June 2019 on the presentation of *Talawa Firsts*, a festival of staged readings, workshops, and performances celebrating fresh Black voices in British theatre. The festival took place across the whole of The Ditch for 9 nights.

Edinburgh Previews played in The Ditch in July 2019, with Town Hall favourites **On The Run** presenting *The Rebirth of Meadow Rain*, and **Hannah Ringham & Glen Neath** presenting *DIE OR RUN*.

Upstart's DARE Festival returned to The Ditch for the fourth year in October 2019, with 12 artists receiving micro-commissions to develop and present early-stage new work. Also in The Ditch, the Town Hall worked with **Chinese Arts Now** for the first time in February 2020, presenting **Jasmin Kent Rodgman's** *TRIPTYCH*, a blend of contemporary classical music, electronics, sound art, grime, and dance.

Harry Clayton Wright's *Sex Education* was scheduled to play a 2-week run in the Large Committee Room in March 2020, but was unfortunately cancelled due to the Coronavirus pandemic.

Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees

for the year ended 31 March 2020

One Nighters

In April 2019 Town Hall staff hid 6,000 Easter eggs across the building for The Great Shoreditch Easter Egg Hunt which also included performances by spoken word artists, Tongue Fu.

SwingDance UK returned to the Town Hall twice during the year, presenting toe-tapping swing dance nights in April and October, with live music from Michael McQuaid's Swing Stars, and Steve Coombe's Hot Five.

Geraldine Pilgrim Company presented their celebratory participatory performance, *Handbag*, in the Assembly Hall in October 2019, followed a week later by the sensational *Big Pink Vogue Ball* presented by Jay Jay Revlon and Cal Revlon as part of Dance Umbrella.

November 2019 saw The Cocoa Butter Club rock the Assembly Hall for the first time; Fiya House brought together 450 Hip Hop dancers for *Popcity UK* in January 2020; and in February 2020 we once again collaborated with Chinese Arts Now to present Jo Fang's *Ways of Being Together* involving over 40 performers from across London.

Live Music, Talks, Comedy & Artistic Hires

Throughout 2019/20, we hosted a number of live music gigs, talks, and comedy events with the likes of ARGComFest, Courtney Pine, Emily Atack, Grayson Perry, Groove Baby, Letters Live, Rose McGowan, SLAMinutes, Streetwise Opera and Vox Holloway.

Furthermore, we were delighted to host final year performances by leading drama schools Mountview (with *Sweeney Todd*) and Rose Bruford (with *The Unreturn of Lydia Osborn* and *The Chronicles of Disobedience*).

West End Transfer

In June 2019 we were delighted that The Wardrobe Ensemble's *Education, Education, Education* transferred to Trafalgar Studios in London's West End for a 4-week run. Winning a Fringe First in 2017, *Education, Education, Education* was a co-production between The Wardrobe Ensemble, Royal & Derngate Northampton, and Shoreditch Town Hall, presented in the West End by Trafalgar Theatre Productions and Ellene Davidson. This was the first West End transfer for a Town Hall co-

'canny, slick work from a company that knows exactly what it is doing.' ★★ ★★
The Guardian on The Wardrobe Ensemble's *Education, Education, Education*

Commissioning

Throughout 2019/20, the Town Hall awarded commissions towards the development of the following artistic projects:

- Charlie Josephine's *FLIES* (with Boundless Theatre)
- curious directive's *Gastronomic* (with Theatre Royal Norwich)
- Gagglebabble's *Jessie's Tattoo Club* (with Bristol Old Vic)
- Harry Clayton Wright's *Mr Blackpool*
- TOOT's *Telethon*

Talent Development

In addition to commissioning and presenting new work, the Town Hall continued to offer residency space, producing and mentoring support, advice, and work-in-progress performance opportunities to a number of artists throughout the year. In 2019/20 we provided 4,498 hours of in-kind residency, workshop and programming space to artists, companies and community groups, with a total subsidised financial value of £224,000.

The Town Hall had 10 supported shows at the Edinburgh Festival Fringe 2019.

We continued to play an active role in the London-based STAMP (Supporting Theatre Artists and Makers of Performance) network of over 40 venues and organisations, hosting the annual STAMP Connects event for early-career artists in February 2020, for the third time.

LEARNING, COMMUNITY & ENGAGEMENT

We work actively to engage and reach out to our local community through both our cultural programme and the wide range of workshops, activities and projects we run throughout the year. In 2019/20 we:

- Produced our first ever *Shoreditch Live* festival with and for local 13-19 year olds. Taking place across The Ditch and spilling out onto Rivington Place, this festival of live music, graffiti art, comic workshops, and food, was delivered

Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees

for the year ended 31 March 2020

in partnership with Hackney Music Service, Shoreditch Trust and Snooze Fabric as part of Discover Young Hackney 2019.

- Started supporting **HighRise Theatre** through hosting weekly sessions with their NewGens associate company for young artists aged 16-27 years.
- Hosted **Snooze Fabric's** week-long storytelling, comic art, illustration, and graffiti workshops for 13-19 years: **COMICCOMMUNITY**.
- Worked with **Hackney Music Service's Youth Forum** on the delivery of gigs in the Assembly Hall and The Ditch.
- Hosted elements of The Theatre Courtyard Gallery's **Shakespeare Festival for Shoreditch** in August 2020.
- Continued to work closely with **Shoreditch Trust** (principally with their Blue Marble Training participants on productions such as *Gastronomic and Shoreditch Live*, and offering work placement opportunities with The Clove Club).
- Hosted monthly **Tea Dances** for older residents, and bi-monthly **Baby Loves Discos** for local families.
- Worked closely with Hackney Council, partnering on the delivery of the **Dementia Festival Tea Dance**, **Hackney Carnival Awards**, and **Discover Young Hackney**, as well as hosting the launch of the Council's new Cultural Strategy.
- Continued to collaborate with and support a number of Hackney organisations, including **Eastside Educational Trust**, **ELATT**, **Hackney Proms**, **Ivy Street Family Centre** (with their annual Christmas Toy Appeal), **Shoreditch Neighbourhood Panel**, **Suzuki Hub**, and more.
- Welcomed just over 300 people to the building as part of **Open House 2019**.
- Worked with 60 volunteers.
- Continued our partnership with leading UK drama school **Mountview** on the delivery of the MA in Site-Specific Theatre Practice – the first and only course of its kind in the UK, with all students based in a studio at the Town Hall.
- Welcomed 3 student placements from the MA in Creative Producing course at Royal Central School of Speech & Drama.
- Gave 3,439 free or subsidised tickets to schools, young people and local residents for our cultural presentation programme.

LIVE EVENT HIRES & COMMERCIAL INCOME DEVELOPMENT

As a non-revenue funded charity our operational model is based on generating sufficient income from non-artistic commercial event hires and corporate functions to support our cultural, community and charitable work. The majority of our core costs and overheads (as well as much of our grant match-funding) are covered by this area of the business.

This year we increased earned hire income from events by £88,668 in comparison to 2018/19. Combined with re-charges for production and technical services, our total earned hire income for the year was £872,368 – the highest figure achieved in this area since the current team took over management of the Town Hall in 2012.

Noteworthy commercial clients during 2019/20 included **AIMed**, **Alexander McQueen**, **Antony Waller Projects**, **Cartier**, **Deliveroo**, **Glug**, **Hanway Associates**, **Internet Advertising Bureau**, **Monzo**, **NJ Live**, **Sharky & George**, **Shelter UK**, **Verizon Media**, **The Wine Society**, **YunoJuno**, and the return of **Jazz FM Awards**.

TOWN HALL TENANTS

The Town Hall continued to lease office and restaurant space in the building to 7 tenants throughout 2019/20, namely:

- **The Clove Club**
- **Diversified Business Communications Ltd.** (London Design Fair).
- **Fevered Sleep** who vacated their space on the 6 March 2020.
- **Godsmark Architecture**
- **My Accomplice**
- **Theatre Centre** who vacated their space on the 31 October 2019; arts charity **Something To Aim For** moved into this space on the 9 December 2019.
- **Time Based Arts**

CAPITAL & BUILDING DEVELOPMENT

Work on two significant building development projects took place during 2019/20:

Shoreditch Town Hall Trust (A Charity Group)

Report of the Trustees for the year ended 31 March 2020

- In late 2019, urgent external and internal repairs were made to the North East Tower of the Assembly Hall. Works included brickwork repairs to close cracking; removal of buddleia; and repairs to drainage and surrounding flat roof area of the Tower.
- Work continued on the Town Hall's next major building development project focusing on opening up the building, improving perception, and removing physical and psychological barriers to better engage visitors, and strengthen the Town Hall's civic responsibility for communities in Shoreditch and beyond. A pre-app for the project was submitted to Hackney Council at the beginning of 2020, and was positively received.

Phase I of the project (predominantly focused on the cleaning of the building's external façade) was scheduled to take place in May 2020, but was postponed due to the Coronavirus pandemic.

All capital and building development activity continues to be supported by Reed Watts Architects.

Cyclical maintenance and refurbishment works continued throughout the financial year.

FUNDRAISING

Every year the Town Hall actively fundraises for grants to support the delivery of cultural and capital projects as part of our charitable work. During 2019/20, we gratefully received support from:

- **Backstage Trust** (£150,000) towards Phase I of our next major building development project.
- **Cockayne – Grants for the Arts and The London Community Foundation** (£10,000) towards commissioning artistic projects.
- **Discover Young Hackney** (Hackney Council) (£4,000) towards the delivery of *Shoreditch Live* and *COMICCOMMUNIT*
- **Theatres Trust** (£5,000) towards urgent repairs to the North East Assembly Hall Tower.

STRATEGY 2021-26

Throughout the financial year a number of internal and external stakeholders were consulted on the development of the Town Hall's new 5-year Strategy, the first draft of which was approved by the Board of Trustees in February 2020. The public launch of the final Strategy has been delayed due to the Coronavirus pandemic; it is anticipated this will now take place in February 2021.

A NOTE ON THE CORONAVIRUS (COVID-19) PANDEMIC

On the 17 March 2020, in line with all cultural venues across the UK, Shoreditch Town Hall closed its doors to the public in response to Government restrictions relating to the outbreak of Coronavirus (Covid-19). As a result, we lost just under £50,000 of income during the period 17-31 March 2020.

As a non-regularly funded charity that relies on 100% earned income every year, Covid-19 has had a significant financial impact on the Town Hall's operation. There are continued uncertainties around how long current disruptions to the charity's activities will last, and what the long-term impact on both the cultural and live events sectors might be, as well as the local and national economy.

At the time of approving these accounts, the Town Hall has taken prudent steps to ensure financial stability and long-term viability, including significant cost-cutting across the organisation, diversification of income streams (since partially reopening the building on the 1 September 2020), utilising the Government's Coronavirus Job Retention Scheme (furlough), and securing emergency funding from Arts Council England and the DCMS Culture Recovery Fund. Trustees therefore believe that, despite the challenges that still lie ahead, the Town Hall has adequate resources to continue operating for at least the next 12 months.

Statement of Public Benefit

An eighth year of major change and development has allowed the Trust to deliver considerable and increased public benefit in line with its charitable objectives. Shoreditch Town Hall has continued to invest in a significant historic and community asset, a Grade II listed building previously at risk, to the tune of £2.3m since 2013. These works have made the building more physically accessible than at any point in its history and allowed it to operate freely as a place of public entertainment, enabling over 70,000 people – many of whom are first-time visitors – to enjoy and participate in a world-class cultural, live events and community programme in Hackney that prides itself on accessibility, inclusivity and quality. None of these audiences, participants and community groups were previously engaging with the building in the way that they are now, simply because the artistic and community programmes we now offer never used to exist. This is creating a significant legacy in terms of long-term engagement with the building, creative learning and cultural understanding, social cohesion, and civic pride.

Shoreditch Town Hall Trust

(A Charity Group)

Report of the Trustees

for the year ended 31 March 2020

Trustees' Responsibilities in relation to the Financial Statements

The trustees (who are also directors of Shoreditch Town Hall Trust for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Practice) as modified by the Financial Reporting Standard 102 for Smaller Entities (effective January 2016).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity law and regulations. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Statement as to disclosure of information to auditors

In so far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

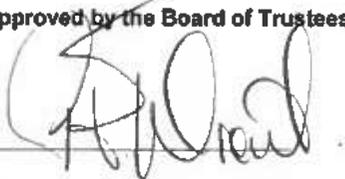
The statutory auditor, Anthony Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

The trustees have determined that the charitable company be audited under the Companies Act 2006. The charitable company is required to be audited under charities legislation for the year ended 31st March 2020.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed above.

This report was approved by the Board of Trustees and signed on their behalf on 16 December 2020 by:



Penny J Wrout
Vice Chair, Trustee

Shoreditch Town Hall Trust

(A Charity Group)

Independent Auditor's Report to the Members of Shoreditch Town Hall Trust

We have audited the group and parent company financial statements (the 'financial statements') of Shoreditch Town Hall Trust for the year ended 31 March 2020 which comprise the Group and Charity Statement of Financial Activities, the Group and Charity Balance Sheets and the related notes which have been prepared in accordance with the accounting policies set out therein. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2020 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in Note 2 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information in the annual report, but does not include the financial statements and our report of the auditors thereon. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Shoreditch Town Hall Trust

(A Charity Group)

Independent Auditor's Report to the Members of Shoreditch Town Hall Trust

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept in respect of the parent charity, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Anthony Armstrong FCA (Senior Statutory Auditor)
for and on behalf of Armstrong & Co
Chartered Accountants & Statutory Auditors

4a Printing House Yard
Hackney Road
London E2 7PR

16 December 2020

Shoreditch Town Hall Trust

(A Charity Group)

Consolidated Statement of Financial Activities

incorporating an income and expenditure account

for the year ended 31 March 2020

		2020		2019
		Unrestricted Funds	Restricted Funds	Total Funds
Notes	£	£	£	£
Income from:				
Donations and legacies	3	-	-	28
Charitable activities	4	120,229	169,000	101,858
Other trading activities	5	1,053,164	-	819,652
Investments	6	793	-	100
Other	7	13,291	-	14,451
Total Income		1,187,477	169,000	936,089
Expenditure on:				
Raising funds	8	60,928	-	42,361
Charitable activities	9	1,013,083	53,208	910,856
Total expenditure		1,074,011	53,208	953,217
Net operating income / (expenditure)		113,466	115,792	(17,128)
Transfers between funds				
Restricted to general	21	5,000	(5,000)	-
Net incoming resources for the year		118,466	110,792	(17,128)
Reconciliation of funds:				
Total funds brought forward		51,720	61,681	130,529
Total funds carried forward		170,186	172,473	113,401

The statement of financial activities incorporates an income and expenditure account.

The accompanying accounting policies and notes form an integral part of these financial statements.

Shoreditch Town Hall Trust

(A Charity Company Limited by Guarantee, company number 03539597)

Charity Statement of Financial Activities

incorporating the income and expenditure account

for the year ended 31 March 2020

	2020		2019
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Income from:			
Donations and legacies	15,760	-	15,760
Charitable activities	120,229	169,000	289,229
Other trading activities	968,810	-	968,810
Investments	793	-	793
Other income	108	-	108
	1,105,700	169,000	1,274,700
Expenditure on:			
Raising funds	13,275	-	13,275
Charitable activities	1,007,333	53,208	1,060,541
	1,020,608	53,208	1,073,816
Net operating income / (expenditure)	85,092	115,792	200,884
Transfers between funds	5,000	(5,000)	-
Net incoming resources for the year	90,092	110,792	200,884
Reconciliation of funds:			
Total funds brought forward	77,316	61,681	138,997
Total funds carried forward	167,417	172,473	339,890

Shoreditch Town Hall Trust

(A Charity Company Limited by Guarantee, company number 03539597)

Consolidated and Charity Financial Positions

as at 31 March 2020

	Notes	The Group		The Charity	
		2020	2019	2020	2019
		£	£	£	£
Fixed assets					
Tangible fixed assets	11,12	3,081	4,621	3,081	4,621
Investments	13,14	-	-	4	4
		<u>3,081</u>	<u>4,621</u>	<u>3,085</u>	<u>4,625</u>
Current assets					
Stocks	15	4,795	3,664	-	-
Debtors	16	79,135	125,367	132,577	178,867
Cash at bank and in hand		<u>539,244</u>	<u>273,306</u>	<u>480,419</u>	<u>241,835</u>
		<u>623,174</u>	<u>402,337</u>	<u>612,996</u>	<u>420,702</u>
Creditors: falling due within one year	17	<u>283,596</u>	<u>293,557</u>	<u>276,191</u>	<u>286,321</u>
Net current assets/(liabilities)		<u>339,578</u>	<u>108,780</u>	<u>336,805</u>	<u>134,381</u>
Net assets		<u>342,659</u>	<u>113,401</u>	<u>339,890</u>	<u>139,008</u>
The funds of the charity					
Unrestricted funds		170,186	51,720	167,417	77,325
Restricted funds	22	172,473	61,681	172,473	61,681
Total charity funds	18,20	<u>342,659</u>	<u>113,401</u>	<u>339,890</u>	<u>139,006</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the FRS 102.

This report was approved by the Board of Trustees and signed on their behalf on 16 December 2020 by:



Penny J Wrout
Vice Chair, Trustee

The notes on pages 15 to 24 form part of these accounts.

Shoreditch Town Hall Trust

(A Charity Group)

Group Accounting Policies for the year ended 31 March 2020

a. Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with:

- a) Applicable UK accounting standards, including the provisions of section 1A (Small Entities) of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) the Companies Act 2006.
- d) the Charities Act 2011.

b. Group financial statements

These financial statements consolidate the results of the charity and its wholly-owned subsidiaries, Shoreditch Town Hall Trading Limited and Ditch Productions Limited on a line by line basis.

These consolidated accounts include the trading accounts, assets and liabilities of the group subsidiary companies.

c. Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

d. Going concern

The group's income is derived from both non self-generated sources, such as grants, service level agreements and other governmental or NGO sources and self-generated sources, such as bar income, hire income etc. The trustees consider that there are no material uncertainties about the likelihood that this support will continue, and accordingly, the accounts have been prepared on a going concern basis.

e. Restricted Funds

Restricted funds are to be used for specified purposes as laid down by the funder. Direct and support expenditure which meets these criteria are identified to the fund together with a fair allocation of other costs.

f. Commercial trading activities

Income from commercial trading activities (bar income, tickets sales etc.) is included in the period in which the group is entitled to receipt. Incoming resources include the trading receipts of the subsidiary company, excluding vat.

g. Income recognition

Income is recognised when group companies have a contractual or other right to its receipt, it is probable that the income will be received and that the amount can be measured reliably. Income with conditions attached to its receipt is recognised when those conditions have been fulfilled.

h. Revenue grants

Revenue grants are credited to incoming resources on the earlier of when they are received or when they are due. If they relate to a specified future period they are deferred.

i. Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred.

j. Allocation of costs

Costs are allocated directly to projects where they can be identified as relating solely to that project. Other costs are allocated between the funds based on staff time spent on the fund activities or other appropriate criteria.

k. Governance costs

These are costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activity.

Shoreditch Town Hall Trust

(A Charity Group)

Group Accounting Policies for the year ended 31 March 2020

i. Operating Lease

The building occupied by the charity, is rented from the London Borough of Hackney. Rents payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease(s).

m. Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Technical equipment	- 20% on cost
Fixtures & fittings	- 10% on cost
Office equipment	- 25% on cost

Items of fixtures & fittings are only capitalised where the purchase price exceeds £10,000.

Items of equipment are only capitalised where the purchase price exceeds £1,000.

Items of technical equipment are only capitalised where the purchase price exceeds £2,000.

n. Investments

Investments in subsidiaries are held at cost.

o. Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

p. Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Shoreditch Town Hall Trust

(A Charity Group)

Notes to the Consolidated Accounts

for the year ended 31 March 2020

1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charitable group

2 Net incoming resources	Group		Charity	
	2020	2019	2020	2019
<i>Net incoming resources are stated after charging:</i>	£	£	£	£
Auditor's fees - audit services	7,600	7,600	1,850	1,850
Auditor's fees - other services	1,750	1,750	1,750	1,750
Depreciation - owned assets	1,540	5,677	2,457	6,109
Trustees' emoluments	-	-	-	-

Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

FRC Ethical Standard - Provisions available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

3 Donations and legacies	Unrestricted	Restricted	2020	2019
	£	£	Total	Total
General donations	-	-	-	28
	-	-	-	28

4 Charitable activities	Unrestricted	Restricted	2020	2019
	£	£	Total	Total
Grant income	-	169,000	169,000	5,000
Ticket & community income	107,483	-	107,483	89,798
Ticket booking fees	7,345	-	7,345	5,860
Merchandise sales	70	-	70	-
Box office commissions	5,331	-	5,331	-
Stamp	-	-	-	1,200
	120,229	169,000	289,229	101,858

5 Other trading activities	Unrestricted	Restricted	2020	2019
	£	£	Total	Total
Office rentals & service charges	169,951	-	169,951	181,728
Hall & room hires	712,288	-	712,288	514,152
Event staff & security costs recovery	86,571	-	86,571	78,358

Shoreditch Town Hall Trading Limited

Bar income	84,354	-	84,354	45,414
	1,053,164	-	1,053,164	819,652

6 Investments	Unrestricted	Restricted	2020	2019
	£	£	Total	Total
Bank interest received	793	-	793	100
	793	-	793	100

Shoreditch Town Hall Trust

(A Charity Group)

Notes to the Consolidated Accounts

for the year ended 31 March 2020

7 Other			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Miscellaneous income	108	-	108	2,319
<u>Ditch Productions Limited</u>				
Theatre tax relief refund	13,183	-	13,183	12,132
	<u>13,291</u>	<u>-</u>	<u>13,291</u>	<u>14,451</u>

8 Raising funds			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Misc hire recharge costs	5,474	-	5,474	6,294
Graphic & website design	7,151	-	7,151	6,280
Advertising & promotion	650	-	650	7,972
<u>Shoreditch Town Hall Trading Ltd</u>				
Staff costs	14,334	-	14,334	10,237
Purchases	28,731	-	28,731	13,322
Other costs	4,205	-	4,205	2,844
<u>Ditch Productions Limited</u>				
Creative fees	-	-	-	(5,719)
Production costs	-	-	-	744
Other costs	383	-	383	387
	<u>60,928</u>	<u>-</u>	<u>60,928</u>	<u>42,361</u>

9 Charitable activities			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Capital work expenditure	-	31,874	31,874	26,055
Community project expenses	8,969	5,000	13,969	14,259
Cultural programme costs	189,848	5,000	194,848	181,578
Stamp	-	-	-	827
Premises operating costs	203,768	634	204,402	138,008
Staff costs	422,253	10,200	432,453	425,372
Box office staff	22,943	-	22,943	8,119
Repairs, maintenance & office administration	155,463	500	155,963	128,758
Board meetings	439	-	439	532
Auditors fees	9,400	-	9,400	9,350
	<u>1,013,083</u>	<u>53,208</u>	<u>1,066,291</u>	<u>910,856</u>

10 Staff costs	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Staff salaries	405,850	403,528	391,517	393,291
Staff social security	33,120	27,876	33,120	27,876
Staff pensions	7,817	4,205	7,817	4,205
	<u>446,787</u>	<u>435,609</u>	<u>432,453</u>	<u>425,372</u>

No remuneration was paid to any Trustee or their associates for services as a trustee during the year ended 31 March 2020 nor at 31 March 2019.

Employees paid in excess of £60,000 during the current year and previous year:

None	None	None	None

Average number of (non-casual) employees during the year was:

14	16	14	16

Shoreditch Town Hall Trust

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Notes to the Consolidated Accounts

for the year ended 31 March 2020

11 Tangible fixed assets: Group	Technical equipment £	Fixtures & fittings £	Office equipment £	Total £
Cost				
As at 1 April 2019	11,000	15,401	15,125	41,526
As at 31 March 2020	11,000	15,401	15,125	41,526
Depreciation				
As at 1 April 2019	11,000	10,780	15,125	36,905
Charge for the year	-	1,540	-	1,540
As at 31 March 2020	11,000	12,320	15,125	38,445
Net book value				
As at 31 March 2020	-	3,081	-	3,081
As at 31 March 2019	-	4,621	-	4,621

12 Tangible fixed assets: Charity	Technical equipment £	Fixtures & fittings £	Office equipment £	Total £
Cost				
As at 1 April 2019	11,000	15,401	15,125	41,526
As at 31 March 2020	11,000	15,401	15,125	41,526
Depreciation				
As at 1 April 2019	11,000	10,780	15,125	36,905
Charge for the year	-	1,540	-	1,540
As at 31 March 2020	11,000	12,320	15,125	38,445
Net book value				
As at 31 March 2020	-	3,081	-	3,081
As at 31 March 2019	-	4,621	-	4,621

13 Investments	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Market Value				
As at 1 April 2016	-	-	4	4
As at 31 March 2017	-	-	4	4

Subsidiary undertakings

Investments in subsidiaries are held at cost.

Shoreditch Town Hall Trading Limited	Shoreditch Town Hall Trust holds 100% of the share capital (£2 issued) in Shoreditch Town Hall Trading Limited, company number 08469860, which was incorporated in England and Wales on 2 April 2013. The company began trading during 2014/15.
Ditch Productions Limited	Shoreditch Town Hall Trust holds 100% of the share capital (£2 issued) in Ditch Productions Limited, company number 08469918, which was incorporated in England and Wales on 2 April 2013. The company began trading during 2016/17.

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Notes to the Consolidated Accounts

for the year ended 31 March 2020

14 Investments in subsidiary: Charity

The results of Shoreditch Town Hall Trading Limited are shown below:

At 31 March 2020, the aggregate share capital and reserves of Shoreditch Town Hall Trading Limited amounted to a surplus of £33,836 (2019: £15,762) and an operating surplus before tax for the year of £18,074 (2019: Deficit £62,290).

Shoreditch Town Hall Trading Limited is wholly owned by the Charity and operates a licenced bar. It has been valued at cost in the accounts of the charity.

		2020	2019
		£	£
Balance sheet at 31 March:	Tangible fixed assets	-	-
	Current assets	42,293	23,195
		<u>42,293</u>	<u>23,195</u>
	Current liabilities: due within one year	(8,457)	(7,433)
		<u>33,836</u>	<u>15,762</u>
	Represented by:		
	Share capital	2	2
	Retained profits	33,834	15,760
		<u>33,836</u>	<u>15,762</u>
	Profit and loss account	Turnover	84,354
Cost of sales		(43,065)	(23,559)
Gross profit		41,289	21,855
Administration expenses		(23,215)	(84,145)
Net profit/(loss) for year		18,074	(62,290)
Corporation tax charge		-	-
Retained profit/(loss) brought forward		15,760	78,050
Retained profit/(loss) carried forward		<u>33,834</u>	<u>15,760</u>

The results of Ditch Productions Limited are shown below:

At 31 March 2020, the aggregate share capital and reserves of Ditch Productions Limited amounted to a deficit of £31,060 (2019: £41,360) and an operating deficit before tax for the year of £15,015 (2019: Surplus £14,220).

Ditch Productions Limited is wholly owned by the Charity and operates a production house. It has been valued at cost in the accounts of the charity.

		2020	2019
		£	£
Balance sheet at 31 March:	Tangible fixed assets	-	-
	Current assets	22,461	12,708
		<u>22,461</u>	<u>12,708</u>
	Current liabilities: due within one year	(53,521)	(54,068)
		<u>(31,060)</u>	<u>(41,360)</u>
	Represented by:		
	Share capital	2	2
	Retained profits	(31,062)	(41,362)
		<u>(31,060)</u>	<u>(41,360)</u>
	Profit and loss account	Turnover	(12,132)
Cost of sales		-	4,975
Gross profit		(12,132)	17,107
Administration expenses		(2,883)	(2,887)
Net profit/(loss) for year		(15,015)	14,220
Corporation tax charge		25,315	-
Retained profit/(loss) brought forward		(41,360)	(55,580)
Retained profit/(loss) carried forward		<u>(31,060)</u>	<u>(41,360)</u>

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Notes to the Consolidated Accounts

for the year ended 31 March 2020

15 Stocks	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Goods for resale	4,795	3,664	-	-
	<u>4,795</u>	<u>3,664</u>	<u>-</u>	<u>-</u>

16 Debtors: amounts falling due within one year	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Operating debtors	62,484	100,450	61,655	99,679
Intercompany account - STHTrading Limited	-	-	3,250	3,250
Intercompany account - Ditch Productions Limited	-	-	51,021	51,021
Prepayments	16,651	24,917	16,651	24,917
	<u>79,135</u>	<u>125,367</u>	<u>132,577</u>	<u>178,867</u>

17 Creditors: amounts falling due within one year	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Operating creditors	45,782	30,499	43,826	29,567
Deposits held	59,497	37,478	59,497	37,478
VAT liability	1,783	(4,344)	2,092	(4,891)
Payroll taxes	(95)	(95)	(95)	(95)
Pension Fund	(22)	(22)	(22)	(22)
Accruals	17,759	25,237	12,001	19,480
Deferred income	158,892	204,804	158,892	204,804
	<u>283,596</u>	<u>293,557</u>	<u>276,181</u>	<u>286,321</u>

18 The funds of the Group: current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<u>Restricted funds</u>					
Restricted income funds	61,681	169,000	(53,208)	(5,000)	172,473
<u>Unrestricted funds</u>					
General funds	51,720	1,187,477	(1,074,011)	5,000	170,186
	<u>113,401</u>	<u>1,356,477</u>	<u>(1,127,219)</u>	<u>-</u>	<u>342,659</u>

19 The funds of the Group: prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<u>Restricted funds</u>					
Restricted income funds	89,486	5,000	(32,805)	-	61,681
<u>Unrestricted funds</u>					
General funds	41,043	931,089	(920,412)	-	51,720
	<u>130,529</u>	<u>936,089</u>	<u>(953,217)</u>	<u>-</u>	<u>113,401</u>

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Notes to the Consolidated Accounts

for the year ended 31 March 2020

	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
20 The funds of the charity: current year					
<u>Restricted funds</u>					
Restricted income funds	61,681	169,000	(53,208)	(5,000)	172,473
<u>Unrestricted funds</u>					
General funds	77,325	1,105,700	(1,020,608)	5,000	167,417
	139,006	1,274,700	(1,073,816)	-	339,890
21 The funds of the charity: prior year					
<u>Restricted funds</u>					
Restricted income funds	89,486	5,000	(32,805)	-	61,681
<u>Unrestricted funds</u>					
General funds	18,579	951,593	(892,847)	-	77,325
	108,065	956,593	(925,652)	-	139,006
22 Restricted funds: Group and Charity - current year					
	Opening balance	Incoming resources	Resources expended	Transfers & adjustments	Closing balance
	£	£	£	£	£
<u>Capital Grants</u>	56,681	-	37,074	-	19,607
Theatres Trust	-	5,000	5,000	-	-
Backstage trust	-	150,000	-	-	150,000
<u>Cultural Programme Grants</u>	5,000	-	-	(5,000)	-
Cockayne - Grants for the Arts and The London Community Foundation	-	10,000	7,000	-	3,000
Discover Young Hackney	-	4,000	4,134	-	(134)
	61,681	169,000	53,208	(5,000)	172,473
23 Restricted funds: Group and Charity - prior year					
	Opening balance	Incoming resources	Resources expended	Transfers & adjustments	Closing balance
	£	£	£	£	£
Capital Grants	89,486	-	32,805	-	56,681
Cultural Programme Grants	-	5,000	-	-	5,000
	89,486	5,000	32,805	-	61,681

Restricted funds (continued)

Projects financed by restricted funds are supported by unrestricted funding where necessary. This occurs where the funding is in arrears or the incidence of expenditure on the project occurs disproportionately at the beginning of the project compared to the income flows. Where restricted projects end the year with a deficit, this is met by after year-end restricted income or transfers from unrestricted funds.

Fund name	Purpose of restricted funds
Capital Grants	Capital grants were used to fund the capital development and maintenance programme during the year.
Cultural Programme Grants	Cultural Programme grants were used to commission artistic projects as well as support the delivery of community activities, primarily with and for local young people.

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for the year ended 31 March 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total
	£	£	£	£
24 Net assets attributable to funds: Group - current year				
Tangible fixed assets	3,081	-	-	3,081
Current assets	450,701	172,473	-	623,174
Current liabilities	(283,596)	-	-	(283,596)
Net assets represented by funds	<u>170,186</u>	<u>172,473</u>	<u>-</u>	<u>342,659</u>
25 Net assets attributable to funds: Charity - current year				
Tangible fixed assets	3,081	-	-	3,081
Investments	4	-	-	4
Current assets	440,523	172,473	-	612,996
Current liabilities	(276,191)	-	-	(276,191)
Net assets represented by funds	<u>167,417</u>	<u>172,473</u>	<u>-</u>	<u>339,890</u>
26 Net assets attributable to funds: Group - prior year				
Tangible fixed assets	4,621	-	-	4,621
Current assets	340,656	61,681	-	402,337
Current liabilities	(293,557)	-	-	(293,557)
Net assets represented by funds	<u>51,720</u>	<u>61,681</u>	<u>-</u>	<u>113,401</u>
27 Net assets attributable to funds: Charity - prior year				
Tangible fixed assets	4,621	-	-	4,621
Investments	4	-	-	4
Current assets	359,021	61,681	-	420,702
Current liabilities	(286,321)	-	-	(286,321)
Net assets represented by funds	<u>77,325</u>	<u>61,681</u>	<u>-</u>	<u>139,006</u>

28 Taxation

The holding company is a registered charity and does not trade or undertake non-charitable activities and therefore is exempt from tax under UK taxation law.

Shoreditch Town Hall Limited is a trading company and is taxed on its profits at the prevailing small companies rate. Where funds allow Shoreditch Town Hall Limited donates its profits to Shoreditch Town Hall Trust.

Ditch Productions Limited is a trading company and is taxed on its profits at the prevailing small companies rate. Where funds allow Ditch Productions Limited donates its profits to Shoreditch Town Hall Trust.

29 Post balance sheet events

There were no significant post balance sheet events.

30 Other financial commitments

Total operating lease commitments

At 31 March 2020, the charity had total commitments of under non-cancellable operating leases as detailed below:

	2020	2019
	£	£
Land & building	3,280,000	3,320,000
	<u>3,280,000</u>	<u>3,320,000</u>

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31 Contingent liabilities

The group had no material contingent liabilities at 31 March 2020 nor at 31 March 2019.

32 Related parties transactions

During the year the charity paid £45,000 (2019: £45,000) to James Pidgeon, a trustee. The payments were made under his terms of employment contract with the charity. The services were provided at arms length and were approved by the trustees in accordance with Charity Commission guidance. No payments were made in respect of his usual activities as a trustee.

33 Gifts in kind and volunteers

During the year, the charitable group benefited from unpaid work performed by volunteers.

34 Holding company status

The holding company is limited by guarantee and has no share capital. The guarantors liability in the event the company is wound up is restricted to a maximum of £1 each.